



## The Football Association's National Women's Coach Mentoring Scheme

Get **into** Coaching



The FA's National Women's Coach Mentoring Scheme came to fruition in September 2001 as a direct result of the lack of female coaches beyond that of the Level 3 Coaching Award.

In a survey conducted from a list of female coaches determining what had hindered their coaching ambitions, three key factors were highlighted:

- The lack of support to assist them to gain further qualifications from those who had greater knowledge of the game
- Their anxieties of possible intimidation when having to attend courses that were heavily subscribed to by their male counterparts.
- The final assessment environment

The scheme is designed to offer the best possible support for female coaches within a non threatening and stimulating environment, (within the current FA coaching framework), and will take into account individual experience and qualifications gained at all levels.

The principle aims of the scheme are twofold:

- To give coaches the opportunity to gain and further expand their knowledge of football within a progressive pathway of support.
- To gain a larger pool of highly qualified female coaches to service the women's game for now and in the future.

### **Mission statement**

'To provide opportunities for female coaches to progress towards the highest levels of coaching excellence'

The scheme will allow each candidate to be paired with a personal mentor and initial contact will be made through The FA's Assistant Women's National Coach who will advise the candidate of their lead mentor in their region. As set out below, both candidate and mentor will have a responsibility to the scheme and candidates should aim for a minimum of 8 hours of support depending on their individual need. This will be dependant on other commitments and it is the role of the mentor to support in the best interest of each candidate. In some instances, where time allows and on the approval of the Assistant Women's National Coach, the scheme will support the need for additional hours if the lead mentor feels this is appropriate and necessary.



## Formal Process

### 1 Administration

1. Candidates can only access the Scheme with the approval of the Women's National Coach or Assistant Women's National Coach
2. All candidates must be registered with FA Qualifications (using FAWM Form #1) before mentoring activities commence
3. Following registration, FA Qualifications will provide the appropriate Lead Mentor with a copy of the Candidates' Registration Form/contact details
4. The Assistant Coach or Lead Mentor will appoint an appropriate Mentor, confirm the mentor's availability and ask the Mentor to make contact with the candidate
5. The Assistant Coach or Lead Mentor will provide FA Qualifications with information on which mentor has responsibility for which candidate(s)
6. Following their allocation of responsibilities, mentors should meet with their candidate(s) and agree a mentoring schedule for each candidate, identifying in outline:
  - Candidate's current status
  - Their aspirations and needs
  - The outcome and action plans from previous courses
  - Training and assessment opportunities within the mentoring Scheme
  - Training opportunities outside the mentoring Scheme
- Opportunities for the development candidate's theory knowledge
- Opportunities to achieve: Laws of The Game Exams; First Aid; Child -Protection Awareness (if required)
- Mock practical assessment opportunities
- Practical assessment opportunities
- Logbook/theory assessment opportunities
- As part of the arrangements for mock or final assessments discuss and confirm:
  - responsibilities of the candidate and the mentor
  - access to facilities and venue
  - access to players
  - completion of the Log Book and Worksheets/Tasks
  - understanding of the FA Coach Education Structure and outcomes of appropriate qualification(s)
  - ground rules for the mentoring relationship
7. Following the initial induction, the mentoring programme should continue, as programmed and agreed Responsibilities in Appendix 1.
8. Mentors are asked to attempt to develop a plan for the candidate that involves no more than 8 hour long events. If any additional events are required they should be sanctioned by the Head Lead Mentor following consultation with the FA
9. All mentoring events should result in the completion of the appropriate Mentoring Form (Forms #2 or #3) and a Mentoring Action Plan (Form #4), prioritising the next stage(s) for the candidate

10. Following each event the following should be forwarded to FA Qualifications:

- an appropriately completed Mentoring Form (Form #2 or #3)
- an appropriately completed Mentoring Action Plan Form (Form #4)
- Candidate's Evaluation Form completed annually
- Mentor's Expenses Form – accompanied by receipts as appropriate

11. FA Qualifications will copy the documentation and forward to:

**FA National Coach/Assistant Coach @ FA HQ:**

- Mentoring Form (Form #2 or #3)
- Mentoring Action Plan Form (Form #4)
- Mentor's Expenses Form – accompanied by receipts as appropriate

**The candidate:**

- Mentoring Form (Form #2 or #3)
- Mentoring Action Plan Form (Form #4)

**The Lead Mentor and Mentor:**

- Mentoring Form (Form #2 or #3)
- Mentoring Action Plan Form (Form #4)

12. FA Qualifications will:

- track the outcomes of each mentoring event on the candidate's record
- monitor and verify expense claims
- send out an annual candidate evaluation form and produce a summary for the Assistant Women's National Coach

13. All final assessments should be registered with FA Qualifications (or FA HQ for UEFA 'A' Licence) in the normal manner. Candidates can only be certificated following the appropriate registration of the assessment/re-assessment.

14. FA Qualifications will make no charge for the reassessment of FA Coaching Certificate or FA Coaching Licence qualifications, for candidates registered on the Scheme.

15. These administrative guidelines will be developed as the Scheme evolves. Mentors will be provided with revised guidelines as and when appropriate.



## 2 Responsibilities of Mentors

Persons appointed as Mentors of the FA Women's Mentoring Scheme will:

- be supportive of the aims and purpose of the FA Women's Mentoring Scheme and not bring the Scheme into disrepute
- ensure that they maintain their qualifications and membership of The FA Coaches Association
- take responsibility for an allocation of candidates of the Scheme, on a regional/local basis
- liaise with and support their appointed Lead Mentor
- assist in the continuous professional development (CPD) of allocated candidates of the FA Women's Mentoring Scheme
- attend Workshops and meetings for Mentors, as required
- demonstrate an ability to maintain a credible, equitable and supportive relationship with their candidate(s)
- arrange and run one-to-one induction sessions for their allocated candidates
- develop with candidates of the Scheme a CPD programme/support schedule which meets their needs, to include:
  - Phase 1 – a one-to-one induction event.
  - Phase 2 – observation of two practical coaching themes, debrief, logbook and worksheet review (as required) – development of a prioritised and agreed action plan.
  - Phase 3 – following the implementation of their action plan – conducting a mock assessment that includes the coaching of two 20 minute sessions coaching two different coaching themes from the appropriate technical syllabus. This will include the development of appropriate paperwork and a prioritised and agreed action plan.
  - Phase 4 – following the implementation of their action plan →conducting a final assessment that includes the coaching of two 20 minute sessions coaching two different coaching themes from the appropriate technical syllabus. This will hopefully result in the candidate being certificated for the qualification and appropriate paperwork being completed. Irrespective of the outcome, all candidates should receive a prioritised and agreed action plan.
  - If any additional opportunities are required they should be sanctioned by the Head Mentor following consultation with the FA
- provide the candidate with a written record of all mentor events and a legible, prioritised and time bound action plan
- provide FA Qualifications with appropriate documentation on all mentoring events
- contribute to the development of the Scheme

### 3 Responsibilities of Candidates

Persons registered as candidates of the FA Women's Mentoring Scheme will:

- be supportive of the aims and purpose of the FA Women's Mentoring Scheme
- ensure that they maintain their existing qualifications and membership of the FA Coaches Association
- understand their responsibilities as a member of the Scheme, demonstrating a commitment to benefit from the support offered by the Scheme
- make best efforts to manage their time to enable attendance at an induction and mentoring events
- make best efforts to attend national or regional Scheme workshops
- be honest and open in their evaluation of the Scheme (via completion of Candidate Evaluation Forms)
- in discussions with their mentor, be open and honest about their aspirations, needs and existing commitments, which may impact on the development of an action plan
- develop an understanding of the FA Coach Education Scheme and in particular the outcomes and assessment criteria of the qualifications they aspire to
- demonstrate an ability to maintain an appropriate relationship with their mentor
- be committed to develop their understanding of the technical and theoretical aspects underpinning the coaching of the sport
- ensure that they make an active contribution to the development of their action plan, agree to the prioritisation given to components of the plan and in particular its timescales

- maintain records of mentoring sessions and the products of mock and final assessments
- contribute to the development of the Scheme

### 4. Responsibilities of Lead Mentors

Persons appointed as Lead Mentors of the FA Women's Mentoring Scheme will fulfil the responsibilities of Mentors of the Scheme, and in addition:

- allocate candidates to appropriate mentors
- provide FA Qualifications with information on the allocation of mentors to registered candidates
- manage a team of mentors within their appointed region
- act as a conduit between the FA, FA Qualifications, the mentors and candidates of the Scheme within their region
- review the progress of the Scheme and support their allocated mentors as required
- maintain records of mentor activity within their region
- attend Workshops/Meetings of Head Mentors
- ensure the best use of FA funds and resources in the pursuit of aims of the Scheme

The FA endorsement of this initiative will ensure a steady stream of better qualified coaches that can seriously impact the female game at all levels. The scheme will go through a constant review process and enhancements, where necessary, will be applied that will have positive effects on the programme's delivery.



If you are interested in the scheme, have a minimum FA Level 2 qualification and wish to develop to Level 3 or Level 4, and are committed to the coaching of players please contact:

Linda Booth at FA Qualifications  
0113 2791645 who will be able  
to advise you how to proceed.  
FA Qualifications,  
PO Box 35, Leeds, LS12 4XY

Your local County Football Association will also be able to give you advice and guidance on other support mechanisms such as local coaching associations, and have details of Football Association Coaching Awards that they organise.

### Contact FACA – The Coaching Kite Mark

There are three ways to apply for a FACA Membership Pack:

Call us on: 0844 980 8212

Email us at: [FACA@Goodform.info](mailto:FACA@Goodform.info)

Write to us at:  
The FA Coaches Association  
PO Box 4695  
Warwick CV34 9FH

FACA Membership – Don't coach without it

The Football Association  
25 Soho Square  
London  
W1D 4FA

Telephone  
+44 (0)20 7745 4678  
Facsimile  
+44 (0)20 7745 5678

Visit  
[www.TheFA.com](http://www.TheFA.com)

