



## FAI UEFA 'B' Licence Course application process

All applications received by the closing date of Tuesday, 7<sup>th</sup> March 2017 will be considered. A shortlisting process will take place after the closing date to ensure the best possible applicants are accepted onto the course. Please note that competition for places is normally extremely high. Therefore, please read this document carefully to ensure that your application dossier is fully complete, and meets the minimum requirements, thus giving yourself the best chance of entry.

Each applicant must ensure they submit a detailed dossier in hard copy, by post (***no email applications will be accepted***), by no later than 11.00am on Tuesday, 7<sup>th</sup> March 2017

**Please complete pages 4, 5 & 6 of this application form and return with full supporting materials/ documents to:**

**Warren Bolger, Coach Education Coordinator, Football Association of Ireland, National Sports Campus, Abbotstown, Dublin 15, before 11.00am Tuesday, 7<sup>th</sup> March 2017**

In order to give the applicant the best opportunity for admission to their chosen course the submitted dossier must include the following:

### **MANDATORY DOCUMENTS**

- Completed application form
- Copy of printed online Application Fee confirmation email received after paying the application fee at <http://coaching.fai.ie/>
- CV outlining all football experience (playing/ coaching/ managing experience; coaching qualifications attained; internships completed; CPD attained; etc.)
- Evidence (photocopies) of Coach Education Pathway course certificates/CPD attained
- Evidence (photocopy) of FAI Youth Cert/ FAI C Licence (or equivalent)
- Evidence (photocopy) of Child Welfare workshop certificate or equivalent
- Evidence (photocopy) that the applicant is Garda Vetted in the last 5 years (if not, a completed Garda Vetting Form) or equivalent for non-Irish residents. If you require a Garda Vetting Form, please contact [warren.bolger@fai.ie](mailto:warren.bolger@fai.ie)
- Supporting letters/documents (particularly if serving an internship for the duration of the course)
- 2 Passport photos (UEFA Licence processing)
- **Full payment** - cheque, draft or card payment details enclosed



**OPTIONAL DOCUMENTS (DEPENDENT ON INDIVIDUAL CIRCUMSTANCES):**

- Overseas applicants (non-Irish nationals) must also include a letter of support as to why they would like to continue their coach education with the FAI
- Under the UEFA Coaching Convention Directives, any applicant originating from a National Association other than the Football Association of Ireland within Europe must also complete and return a UEFA Cross Border Form (Annex D) before being approved for a Football Association of Ireland course.
- **Annex D can be found on page 7 of this application pack for those applicants who require authorisation to apply**



## Terms and Conditions

- Applicants will be asked to abide by the Code of Ethics/ Conduct in Soccer and the Code of Ethics and Good Practice for Sport in Ireland. Applicants also agree to abide by the rules laid down by the Football Association of Ireland and its staff.
- Applications will only be considered from those that are submitted on a fully completed Application Form and have the appropriate Fee for the selected FAI/UEFA Course paid to the FAI in full.
- All courses are subject to a minimum number of participants enrolling with the course coordinator.
- Correspondence for the UEFA Licence course will be done via email. Therefore, please ensure that you complete the email address field on the application form and that you have access to an active email address.
- The closing date for all UEFA courses is set by the FAI, by which time application dossiers must be submitted by the applicant in full, by post. No late applications will be accepted.
- Within one week following the closing date, applicants will each receive an email outlining their application status.
- Applicants may also be required to attend a short interview as part of the application process.
- The appropriate fee for the selected FAI/UEFA Course must be paid to the FAI in full by the Applicant when the Application Form is submitted. The FAI will reimburse the Applicant in full for the Fee paid if the application is unsuccessful.
- No refund of the Fee will be made by FAI to the Applicant if the Applicant fails to attend the commencement of, or complete, the FAI/UEFA Course.
- At any time prior to the commencement of a Course, the FAI shall have the right to cancel the Course by giving the Applicant as much written notice as is reasonable in all the circumstances. In the event of such cancellation, FAI will re-imbrues the Applicant in full for the Fee paid.
- The applicant shall have the right to withdraw their acceptance at any time prior to the commencement of the relevant UEFA course by giving written notice by registered post to FAI. The FAI will refund the following percentage of the Fee

FAI/UEFA Course	Notice Period prior to course starting date	Amount of Refunded Fee
UEFA Licence Courses	14 days or more	100%
	7 to 14 days	50%
	7 days or less	Nil





**METHOD OF PAYMENT** - All applications must be received with full payment or will not be considered.

I enclose the full fee by cheque/postal order/ bank draft for €..... made payable to the Football Association of Ireland.

Credit Card

VISA

Debit Card

Number

Expiry date

CVV/Security

Signature of applicant authorising payment:

.....Date:...../...../..



## Declaration by the applicant

By signing this Application Form, I agree that: -

1. The information I have provided is accurate;
2. If paying the Fee by credit or debit card, I authorise the FAI to debit my card with the Fee and the administration charge, if applicable;
3. I have read and accept the T&Cs and understand they will form part of the contract with the FAI, if my application is accepted;
4. The details you provide on this form will be used and stored by the Football Association of Ireland for the purposes of processing your transaction. Your data may be shared across FAI Departments and will be stored in compliance with the Data Protection Acts and will not be shared with any other body or organisation without your consent unless such sharing of information is required by law.

Signature of applicant: .....Date: ...../...../.....

**Please return the completed application form and full dossier to:  
Warren Bolger, Coach Education Coordinator, Football Association of Ireland, National Sports Campus, Abbotstown, Dublin 15, before 11.00am on Tuesday, 7th March 2017**



**Annex D – UEFA Cross-Border Education Form**

This form must be used by any applicant applying to participate in an education course organised by a convention party other than his initial one. The organising and initial convention parties must complete and exchange this form.

**Applicant**

Surname:.....First name:.....  
Date and place of birth (alternative: place of origin):.....  
Permanent place of residence:.....  
Coach education/qualification:.....  
Coaching experience/relationship to course-organising convention party:  
.....

**Course-Organising Convention Party**

Name:.....

Course level and dates which the candidate is applying for:.....

We confirm that the above candidate has proven his/her linguistic proficiency. It will allow him/her to participate in the course without the need for interpretation. Place and date:

.....

Stamp and signature of General Secretary [or equivalent]:  
.....

**Initial Convention Party**

Name.....

Remarks.....  
.....

Objection/approval.....

Place and date .....

Stamp and signature of General Secretary [or equivalent]:.....