



How to join The FA Pilot Coaches' Club for Licensed Football Coaches ...

To join The FA Coaches' Club for Licensed Football Coaches you will need to apply through your local County FA website. Users can find the website address of their County FA by going to <http://www.thefa.com/GetIntoFootball/CountyFA/CountyContacts>.

Those that are local to London or West Riding County FA should use one of the other 48 websites as their current website does not include the Member Services functionality. Follow the instructions below to log in and complete your licence.

Stage 1: Request Access

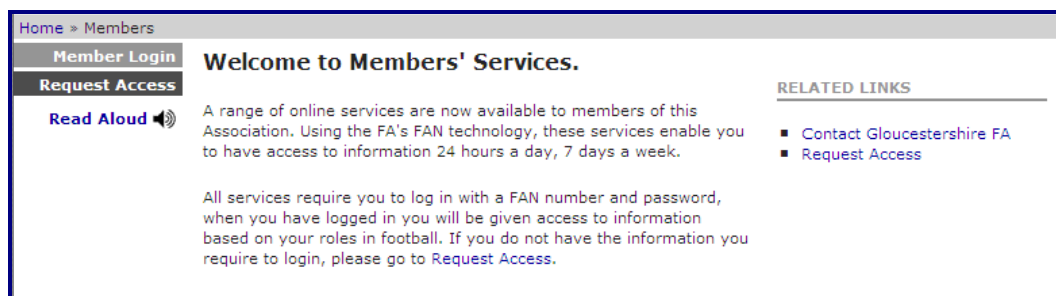
In order to access Members' Services you will need to firstly request access. If you already know your FAN and password then go straight to stage 2.

Step 1: Open any web-browser and enter your chosen County's website address into the web address bar. (Example below will be using www.gloucestershirefa.com).

Step 2: Click on the Members section of the website.



Step 3: Click on the Request Access menu item.





Step 4: Click on the Coach menu item.

Home > Members

Member Login

Request Access

Club Official

League Official

Referee

Coach

Read Aloud

Request Access

A range of online services are now available to members of this Association. Using the FA's FAN technology, these services enable you to have access to information 24 hours a day, 7 days a week.

All services require you to log in with a FAN number and password, when you have logged in you will be given access to information based on your roles in football.

Are you:

- **Club Official:** Secretary, Chairman or Treasurer
- **League Official:** Secretary, Chairman or Treasurer
- **Registered Referee**
- **Qualified Coach**

Select which online service you would like access to. If you fill more than one of the roles listed then start by selecting your most prominent role.

RELATED LINKS

- Contact Gloucestershire FA
- Request access for club official
- Request access for league official
- Request access for Referee
- Request access for Coach
- The FA

Step 5: Enter your Date of Birth and Candidate Registration Number and click submit.

Your candidate registration number is a component of your certificate number on your 1st4sport Level 1, 2 or 3 certificate i.e. ***** - 000000 - **. If you are UEFA A or Pro Licence holder or you do not have a copy of your certificate please email FALicenceQuery@TheFA.com for further assistance)

Member Login

Request Access

Club Official

League Official

Referee

Coach

Read Aloud

Coach

Coaches with one or more of the following coaching qualifications can have free access to upcoming online services, which will allow you to update your details, check your qualifications, join FACA and so on.

- 1st4sport Level 1 Certificate in Coaching Football
- 1st4sport Level 2 Certificate in Coaching Football
- 1st4sport Level 3 Certificate in Coaching Football (UEFA B)

To request access as a coach please enter your details below. If you do not know the information required please email GetOnline@TheFA.com.

Date of Birth

Candidate Registration No.

RELATED LINKS

- Contact Gloucestershire FA
- GetOnline@TheFA.com

The candidate registration number is a component of your certificate number on your 1st4sport certificate i.e. ***** - 000000 - **

Step 6: Enter your Email Address and click confirm. Your login details will then be emailed to the email address entered.

Member Login

Request Access

Club Official

League Official

Referee

Coach

Read Aloud

Confirmation - Check Details

In order for a password to be issued we must have an email address. Please check the details below and enter/check your email address and confirm. Once you have confirmed your password will be issued within 48 hours.

NPD/FAN

First Name

Last Name

Qualification **1st4Sport Level 1 Certificate in Coaching Football**

Email Address

RELATED LINKS

- Contact Gloucestershire FA
- GetOnline@TheFA.com



Stage 2: Logging On

Step 1: Once you have received your login details by email **click** on the 'Member Login' menu item.

Home » Members

Member Login

Welcome to Members' Services.

Request Access

Read Aloud

A range of online services are now available to members of this Association. Using the FA's FAN technology, these services enable you to have access to information 24 hours a day, 7 days a week.

All services require you to log in with a FAN number and password, when you have logged in you will be given access to information based on your roles in football. If you do not have the information you require to login, please go to [Request Access](#).

RELATED LINKS

- [Contact Gloucestershire FA](#)
- [Request Access](#)

Step 2: Enter your FAN and Password and **click** Submit.

Member Login

[Forgotten Details?](#)

Please login to access Members' Services

Request Access

Read Aloud

This section of our site is still under construction, but we have released an initial selection of on-line services for members of this association.

If you are an official of an affiliated league or club, or a registered referee, you can verify your personal details using [Request Access](#) and we will send you an email explaining how you can login.

F A N

Password:

RELATED LINKS

- [Contact Gloucestershire FA](#)
- [Request Access](#)

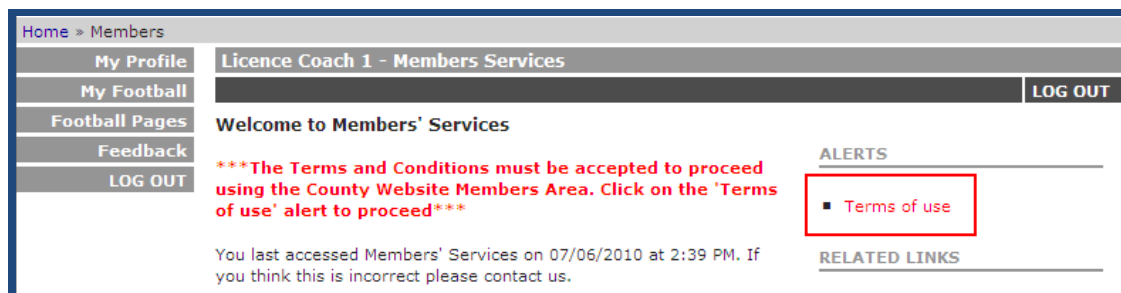


Stage 3: FA Licence Application

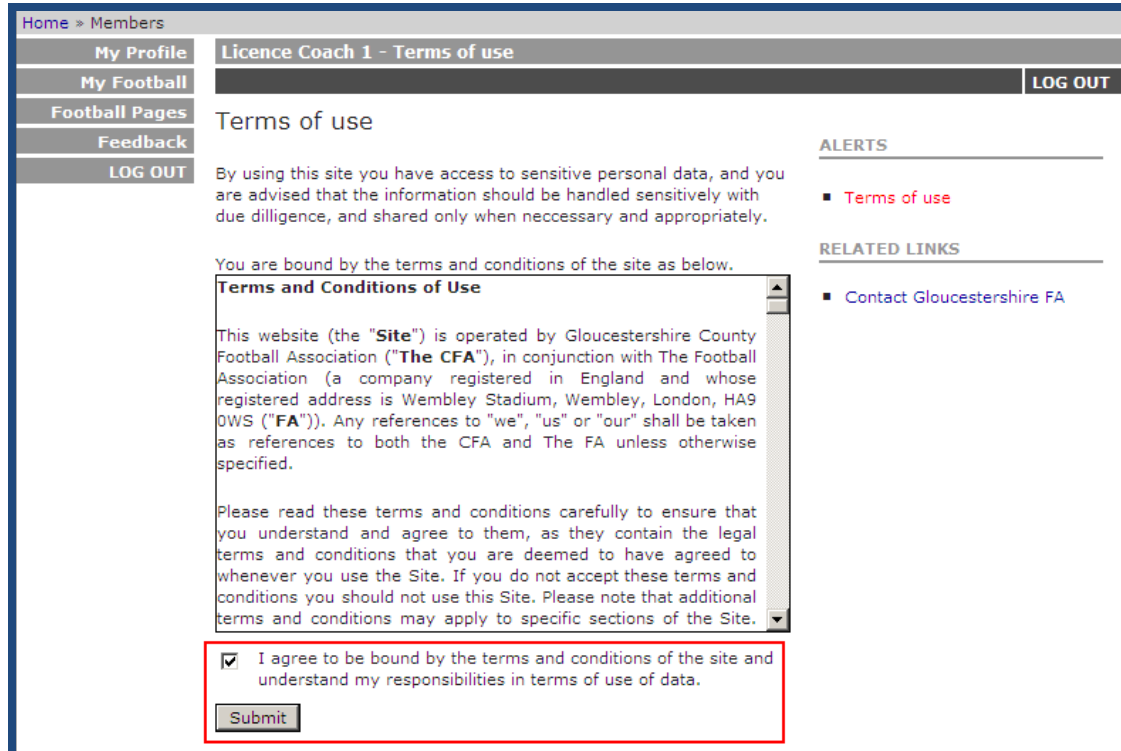
Step 1: You are now logged into Member Services and your name will be displayed in the top menu bar.



Step 2: If you are accessing Member Services for the first time then you will need to read and accept the Terms of use. To accept the Terms of Use start by clicking the alert.



Tick and then click Submit to accept.





Step 3: Click on the My Football menu item in the left hand menu and then on My Coaching.



Step 4: The My Coaching menu will then appear. Click on the FA Licence menu item. This page will display information about the scheme and includes useful links and documents. To begin your application **click** apply.

The screenshot shows the FA Coaches' Club interface. At the top, there is a banner for 'THE FA COACHES' CLUB FOR LICENSED FOOTBALL COACHES'. Below this is a breadcrumb trail: Home » Members » My Football » My Coaching » FA Licence. The main content area is titled 'Licence Coach 1 - My Coaching - FA Licence' and features a prominent 'APPLY' button. A 'LOG OUT' button is also visible in the top right corner. The page is divided into sections: 'Licensing and Registration' with 'Current Licence: N/A' and 'Expiry Date: N/A'; a 'Read Aloud' section with a speaker icon; and a 'Related Links' section containing links for Coaching, Training & Development News, The FA Coaches Association, National courses, Local courses, and Online Courses. A 'Related Documents' section at the bottom right features a link to 'The FA Coaches' Club for Licensed Football Coaches' with a small FA logo icon.



Step 5: Contact Details

The first step of your application is to **enter/update** your Contact and Equality Opportunities Monitoring details. You must enter an address, at least one contact number and an email address to proceed.

These details can be updated at any point by accessing the My Profile screen from the main menu.

Home » Members » My Football » My Coaching » FA Licence Application

FA Licence | Licence Coach 1 - My Coaching - FA Licence - Step 1 of 4: Update Contact Details

Coaching Tool | PREVIOUS | NEXT | LOG OUT

My Availability | LOG OUT

Update your contact details.

Home	<input type="text"/>	Type	Work <input type="button" value="v"/> Make mailing address <input checked="" type="checkbox"/>
Mobile	<input type="text" value="Enter at least 1 Num"/>	Address	<input type="text" value="Enter Address Here"/>
Work	<input type="text"/>		<input type="text"/>
Fax	<input type="text"/>		<input type="text"/>
Email	<input type="text" value="Enter Email Address here"/>		<input type="text"/>
An email address is required to send confirmation.			
		Postcode	none <input type="button" value="v"/> <input type="text" value="Post Code Lookup"/> <input type="button" value="Lookup"/>

Equal Opportunities Monitoring - Optional.

Ethnic background

Disability
Do you consider yourself to be a disabled person?

Religion



Step 6: Licence Accreditations

The second step is to check your FA Accreditations and your licence level is correct. The top grid displays the accreditations you require to achieve a FA Licence and the bottom grid shows the Accreditations that we have on record.

The level of your licence depends on your highest coaching qualification. For example, if your highest Coaching qualification is a 1st4sport Level Certificate in Coaching Football then you will be licensed at Level 1. If you a Pro Licence holder then you will be licensed at Level 5.

If any of the accreditations are incorrect or not displayed email FALicenceQuery@TheFA.com with details of the Accreditation and a copy of the certificate.

FA Licence	Licence Coach 1 - My Coaching - FA Licence - Step 2 of 4: Check Licence Criteria			
Coaching Tool	PREVIOUS	NEXT		LOG OUT
My Availability				
LOG OUT				
Licence Level Requirements				
Type	Level 1			
Coaching	1st4Sport Level 1 Certificate in Coaching Football			
Safeguarding	FA Enhanced CRB Check			
Safeguarding	Safeguarding Children or Welfare Officer Workshop			
Medical	FA Emergency First Aid or Equivalent			
Your Current Accreditions on Record				
Description	Valid From	Valid To	Detail	Status
1st4Sport Level 1 Certificate in Coaching Football	22/06/2007	N/A		Valid
FA Enhanced CRB Check	27/01/2010	N/A		Accepted
Safeguarding Children	24/02/2010	24/02/2013		Valid
FA Emergency First Aid	11/02/2010	N/A		Valid
If the accreditations stated above are incorrect contact FALicenceQuery@TheFA.com with a scanned copy of the certificate, your name and FAN so that your records are updated.				



Step 7: Update your Club roles

The third step is to add your club coaching roles using the tool provided. If you do not have any club roles then click **Next**.

The top of the page list any roles that have been added previously, usually by a County FA when your club has provided your details on their affiliation forms. These can be removed by selecting the role and **clicking** Remove.

PREVIOUS	NEXT	ADD	REMOVE	LOG OUT
Current Coaching Role(s)				
<input type="checkbox"/>	Club Name	CFA	Role	
<input checked="" type="checkbox"/>	Tottenham Hotspur (Youth)	LON	Coach	

To add roles, start by **selecting** either 'This County' or 'National' next to the club name search. If you are searching for a club that affiliates to the County FA website you are using then keep 'This County' selected. However if you are using the Gloucestershire FA website but searching for a club that affiliates to Sheffield & Hallamshire FA then select 'National'.

Add a Club to your records by selecting below and clicking Add.

Club Name MINIMUM 3 LETTERS TO BEGIN CLUB SEARCH

This County
 National

Start searching for a club by **typing** the club name. A minimum of 3 letters is required to begin the search.

Add a Club to your records by selecting below and clicking Add.

Club Name This County
Dynamo Molesey [SUR] National

Select the club you wish to add your role against. The page will then display a dropdown list of roles. **Select** the role that you have at the club.

Add a Club to your records by selecting below and clicking Add.

Club Name This County
Dynamo Molesey [SUR] National

Role



Once a role has been selected the teams that have been affiliated against the club will be displayed. Select the team(s) that your role covers.

Add a Club to your records by selecting below and clicking Add.

Club Name This County
MINIMUM 3 LETTERS TO BEGIN CLUB SEARCH National

Role

Select Teams

1st Res A

Click Add to add this role to your records

To add the role that you have created, **click** Add on the menu bar. This will display the roles you have added.

PREVIOUS	NEXT	ADD	REMOVE	LOG OUT
Current Coaching Role(s)				
<input type="checkbox"/>	Club Name	CFA	Role	
<input type="checkbox"/>	Dynamo Molesey	SUR	Coach	
<input type="checkbox"/>	Dynamo Molesey	SUR	Coach	

Repeat the search to add further roles. Once you are happy then **click** Next on the menu bar.



Step 8: Confirm Licence

The final step is to **fill out** three questions which will be used to work out the activity of our Coaching Workforce and then **click** confirm.

Home » Members » My Football » My Coaching » FA Licence Application

FA Licence	Licence Coach 1 - My Coaching - FA Licence - Step 4 of 4: Confirm Licence	
Coaching Tool	PREVIOUS CONFIRM	LOG OUT
My Availability	Licence Details: Level 1	Expiry Date: 07/06/2011
LOG OUT		

Please answer the questions below:

How many participants do you coach in a normal week?

What is the age range of the participants you coach?

Open Aged U16 U10
 U23 U15 U9
 U21 U14 U8
 U19 U13 U7
 U18 U12 Veterans
 U17 U11

How many coaching hours do you deliver in a normal week?

Your Licence Application is now complete and your FA Licence page will display your Licence level and the Expiry Date. You will also require email confirmation. You can also update your Club Roles at any point by clicking on My Roles.

Home » Members » My Football » My Coaching » FA Licence

FA Licence	Licence Coach 1 - My Coaching - FA Licence
My Roles	
Coaching Tool	Licensing and Registration
My Availability	Current Licence: Level 1 Expiry Date: 07/06/2011
LOG OUT	

[Read Aloud](#)

The aim of the Licensed Coach Scheme is to establish a kite mark for the coaching of Football and to support the continuing professional development of active coaches.

Other Member Services Tools for Coaches

My Availability - Display your availability on County FA website Find a Coach tool

Coaching Tool – Download the FA Learning Coaching Tool (Beta)

My Profile – Update your contact details

Accreditations – View your FA Accreditations

If you require any assistance email FALicenceQuery@TheFA.com.