



*For the Game. For the World.*

**To the member associations affiliated to FIFA**

**Circular no 1127**

Zurich, 19 December 2007  
GS/jne/rpe

**FIFA/member association courses**

Dear Sir or Madam,

Further reference is made to our circular letter no. 893 of February 20, 2004. We would like to inform you that FIFA has updated its policy for the approval of courses within our "FIFA/Member Association Course Programme". Hereafter you will find information and conditions which are important and have to be respected to get the application approved and the course conducted.

**1. Application form and conditions to be fulfilled for the approval of the course application by FIFA**

- 1.1 The application form (see enclosure) has to reach us at least 3 months prior to the start of the course. The application is automatically rejected if this timeline is not kept and/or the form is not entirely completed with all the information required. Special attention has to be drawn to possible customs restrictions for the import of material.
- 1.2 The course has to go in line with the Member Association's long-term development plan. You have to specify the long-term impact of the course for the development of football in the respective domain. In addition a copy of the application form has to be sent to the FIFA Development Office of your region for information and advice.

**2. Timeline**

Once the application is approved by FIFA the following timeline has to be unconditionally respected by the organising member association:



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2.1 Two months prior to the start of the course the following information has to be provided:

- The name and full contacts (address, phone, e-mail etc.) of the local co-ordinator;
- The city where the course takes place as well as the venues of the practical (where appropriate) and theoretical lectures including full addresses;
- The course topics you would like to deal with as well as whether or not you request the elaboration of the course programme by FIFA;
- A confirmation that neither the import of the FIFA material nor the adidas sports equipment will cause any problems. Any restrictions or special provisions to be considered (i.e. shipment address different from the member associations' address or a confirmation letter from FIFA) have to be indicated by that time.

FIFA will neither appoint an instructor nor order the teaching material and sports equipment if the above-mentioned information is not provided in time.

2.2 One month prior to the start of the course the following has to be provided:

- Full list of participants with details such as date of birth (age), current function in a club, the member association or elsewhere. The CVs of all participants have to be handed over to the FIFA Instructor on his arrival.
- The hotel (incl. full address and contact numbers) where the FIFA Instructor(s) will stay;

**3. Number of courses within the FIFA/Member Association Course Programme per association and year**

In principle each member association is entitled to apply for one course within the FIFA/Member Association Course Programme per year. In exceptional cases and by giving special circumstances for the necessity of a course in a specific topic at a specific time a second course in the same year can be approved after consultation with our Development Office of the respective region.

**4. Finance**

The financial conditions remain unchanged and are as follows:

FIFA will finance the FIFA instructor's international travel expenses, daily allowances and provide teaching material and sports equipment (no sports equipment is delivered for courses lasting less than five days). The benefiting member association is responsible for all local expenses including the accommodation and local transport of the FIFA instructor and the participants.

In case a course is being postponed, cancelled, topic changed etc. due to reasons which are deemed to be easily foreseen in an accurate planning, FIFA reserves the right to charge partly or entirely expenses occurred until this phase to the respective member association's account.



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## 5. Selection of participants

The selection of participants is the responsibility of the organising member association and key for the successful organisation of the course. However and for the continued development of football in the country and the benefit of the hosting member association we have to insist that only people do attend who dispose of the necessary level to follow the course content. The FIFA Instructor conducting the course is entitled to make any adjustments if the group of participants is too heterogeneous.

## 6. National instructors formed in former FIFA course programmes

We absolutely recommend to make use of the knowledge and further education acquired by local instructors in your federation during their previous participation at different course programmes, especially in the FUTURO III Instructors' Programme in Coaching, Refereeing, Administration & Management and Football Medicine. The involvement of these experts contributes to the capacity building for the development of football in your country.

For further information on the organisation of courses within the FIFA/Member Association Course Programme, please do not hesitate to contact the FIFA Development Officer in your region and/or FIFA's Course Programme Department in Zurich.

Thank you for your co-operation.

Yours sincerely,  
FEDERATION INTERNATIONALE  
DE FOOTBALL ASSOCIATION



Jérôme Valcke  
General Secretary

CC Confederations  
FIFA Development Offices





# FIFA/MEMBER ASSOCIATION – COURSE REQUEST FORM

**MEMBER ASSOCIATION (MA):**

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**PROJECT DESCRIPTION**

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- Course topic:

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- Course level:

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- Age group of participants:

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- Course objectives:

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- Proposed course venue/s:

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- Proposed course dates:

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- No. of regions involved  
(e.g. nationwide, regional etc.):

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- No. of participants (max. 25 to 30):  
(list of participants to be provided 30 days prior to the start of the course)

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Contact person(s) at the MA:

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Financial and organisational arrangements:

as described in our circular letter no. 893

Customs restrictions (for material):

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Other partners involved (e.g. confederation etc.):

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Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
(General Secretary of the Member Association)

Approved by FIFA:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## FIFA/COM-UNITY REQUEST FORM

**MEMBER ASSOCIATION (MA):** \_\_\_\_\_

**A) PROPOSED DATES (3 DAYS):** \_\_\_\_\_

**B) COURSE VENUE:** \_\_\_\_\_

**C) RELATIONSHIP SITUATION OF THE MEMBER ASSOCIATION:**

**1. WITH THE GOVERNMENT:**

Contact person(s)  
in the government: \_\_\_\_\_

Frequency of contact  
(regular, irregular): \_\_\_\_\_

Quality of contact: \_\_\_\_\_

Common projects running  
and/or planned: \_\_\_\_\_

**2. WITH NON-GOVERNMENTAL/HUMANITARIAN AND INTERNATIONAL ORGANISATIONS (NGOS):**

Existing NGOs in the country (names): \_\_\_\_\_

Frequency of contact  
(regular, irregular): \_\_\_\_\_

Quality of contact: \_\_\_\_\_

Common projects running  
and/or planned: \_\_\_\_\_

**3. WITH THE MEDIA**

Overall number of newspapers  
and/or sports newspapers: \_\_\_\_\_

Overall number of TV/radio stations: \_\_\_\_\_

Quality of contact: \_\_\_\_\_



## FIFA/COM-UNITY REQUEST FORM

### D) COMMUNICATION/MARKETING ORGANISATION IN THE ASSOCIATION

#### 1. COMMUNICATION

Permanent department in the association? (please circle): Yes / No

If YES:

How many persons? \_\_\_\_\_

Their responsibilities? \_\_\_\_\_  
\_\_\_\_\_

If NO:

Implementation of a department  
planned – is it a priority? \_\_\_\_\_  
\_\_\_\_\_

Who takes care of  
communication now? \_\_\_\_\_  
\_\_\_\_\_

#### 2. MARKETING

Permanent department in the association? (please circle): Yes / No

If YES:

How many persons? \_\_\_\_\_

Their responsibilities? \_\_\_\_\_  
\_\_\_\_\_

If NO:

Implementation of a  
department planned – is it a priority? \_\_\_\_\_  
\_\_\_\_\_

Who takes care of  
marketing now? \_\_\_\_\_  
\_\_\_\_\_

Marketing Partners:

Who are the marketing  
partners of your association? \_\_\_\_\_  
\_\_\_\_\_

What kind of partnerships do  
you have with your partners? \_\_\_\_\_  
\_\_\_\_\_

## FIFA/COM-UNITY REQUEST FORM

### E) ORGANISATIONAL MATTERS

#### 1. WHO SHOULD BE INVITED TO THE COM-UNITY EVENT?

(MA's proposals):

From the government:

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From non-governmental/humanitarian  
and international organisations:

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From the media:

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Partners:

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Others:

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Contact person(s) at the MA:

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Date: \_\_\_\_\_

Signature: \_\_\_\_\_

(General Secretary of the Member Association)

Approved by FIFA:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## FIFA FLYING TEACHING TEAM – REQUEST FORM

**MEMBER ASSOCIATION (MA):** \_\_\_\_\_

**PROJECT DESCRIPTION**

- Topic: \_\_\_\_\_

- Kind of assistance requested  
and reason for FTT request: \_\_\_\_\_  
\_\_\_\_\_

- Objectives: \_\_\_\_\_  
\_\_\_\_\_

- Venue/s: \_\_\_\_\_

- Dates/duration: \_\_\_\_\_

- Other details  
(i.e. no. of participants, regions involved etc.): \_\_\_\_\_  
\_\_\_\_\_

Contact person(s) at the MA: \_\_\_\_\_  
\_\_\_\_\_

Financial and organisational arrangements

as described in our circular letter no. 893

Other partners involved  
(e.g., confederation, etc.): \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
(General Secretary of the Member Association)

Approved by FIFA:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_