



CAF EDUCATION OFFICERS HANDBOOK

2010 edition

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INTRODUCTION

Welcome to all CAF Education Officers!

Since 2006, CAF has introduced a new concept and program whereby CAF Member Associations (MAs) have the responsibility to nominate an Education Officer (EO), to operate within their administrative framework while subsidized by the Confederation.

The role of each CAF Education Officer is of great importance to help achieve the development of African football at continental, regional and national levels.

This handbook has been made to serve as a guide to each EO and to clarify the responsibilities to be carried, together with the required accountability. It also provides you with a clear indication of CAF Development priorities for the upcoming years.

The development of African football will always be on top of the Confederation's agenda as evidenced by article 2.1 a) of CAF Statutes, stating that CAF's objective to "improve the game of football in Africa and promote its unifying, educational, cultural, ethical and humanitarian values, particularly by implementing youth and development programs".

Each MA has the right to benefit from CAF's technical and financial assistance as well as development programs,

together with the obligation to comply with its relevant regulations and directives at all times.

The CAF development policy concentrates on a key principle: to train the trainers, and to disseminate knowledge to qualified instructors in all four fields of football development, i.e. Coaching, Refereeing, Administration and Sports Medicine. This policy is defined within the Contract with Africa's framework and aimed at unleashing Africa's football strength and potential to benefit every MA.

The CAF Administration, and specifically the CAF Football Development division, will be at your disposal to provide you with the necessary assistance and maintain a constant and fruitful level of communication.

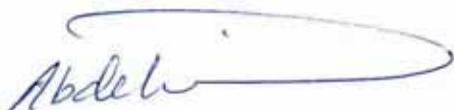
To promote and develop football to new heights of excellence and performance, CAF will continue to invest in Education Officers and will operate various training programs to provide you with multiple opportunities to make a difference at your national level.

It is CAF's responsibility not only to build a very dynamic and interactive network of Education Officers across the continent, working hand in hand with the Technical Directors of your respective federations, but also to improve communication and cooperation between the MAs to transfer know-how.

In this regard, it is expected that each Education Officer fulfills his or her role in a pro-active manner and contributes to maintain excellent relations within the CAF Family.

Wishing you the best of success in your endeavors,

CONFEDERATION OF
AFRICAN FOOTBALL

A handwritten signature in blue ink, appearing to read 'Abdel Moneim Hussein', enclosed within a large, hand-drawn oval.

Abdel Moneim Hussein
CAF Football Development Director



A. CONTRACT WITH AFRICA

A1. Overview

The CAF Football development policy is guided by “CAF Contract with Africa”.

Under this program, CAF is committed to empower all 53 Member Associations by providing them support through the following **three pillars of development**:

- 1. GRASSROOTS**
- 2. HUMAN RESOURCES**
- 3. INFRASTRUCTURES**

The CAF pro-active secretariat’s role is also to liaise on a regular basis with every MA and provide the relevant support to increase and optimize the use of available resources.

The first phase of the CAF Contract with Africa was achieved between 2005 and 2009, whereby each CAF member association benefited from a grant of US Dollars 100,000 to improve current infrastructures and develop its football at the national and local levels.

More than 75% of the funds were used to purchase football equipment and upgrade headquarters and other infrastructural facilities.

In addition to the provision of financial resources, the CAF Contract with Africa aims at creating a **cascading effect of knowledge transfer** to all levels in African football, from the continental level to the regional and then national level through efficient communication and projects' implementation between the Confederation and its members

A2. Grassroots Development

Football is one of the most valuable educational tools for Africa's youth to learn the values of Discipline, Respect, Fair Play, Self-Esteem, Tolerance and the Sporting Spirit of winning and losing.

Africa has a tremendous potential for grassroots football development due to the very high percentage of children in the 0-14 years' age group, i.e. out of 1,02 billion inhabitants living in Africa, about 45% belong to that group, equaling about 460 millions of youngsters.

Furthermore, football being the undisputed number one sport in the continent, this age group is the key to Africa's future success. Many of those young Africans were proud to witness the first ever FIFA World Cup on an African soil in 2010 and players like Didier Drogba, Asamoah Gyan and Samuel Eto'o represent true role models for them.

Having African role models and world class footballers are not enough to emulate youth and provide them with opportunities for success. That is why CAF is looking forward to work closely with FIFA to help the MAs establish with various stakeholders like clubs and ministries grassroots programs to be run at national levels and benefit local communities.

CAF Philosophy for grassroots football

CAF's aim is to encourage MAs to commit to grassroots initiatives in order to have more children, boys and girls, play

more football, in more places, more often and share the universal values of football as a simple game.

Key stakeholders

1/ Member Association

- Administration and Technical Department
 - Grassroots projects
 - Ambassadors (in football, sports, entertainment...)
- Clubs
- Football Academies
- Partners (NGOs)
- Commercial partners in key business sectors (telecommunication, banking, consumer good products, etc...)

2/ Ministries

- Ministry of Education
 - Primary Schools with boys and girls
 - Teachers / Parents Administration
 - Football Fields and Indoor facilities
- Ministry of Youth and Sports
 - Government Policy
 - Infrastructures
 - Financial and logistical support
 - Cooperation with Olympic Councils and other sports federations
 - Football coaches and educators

→ Ministry of Health

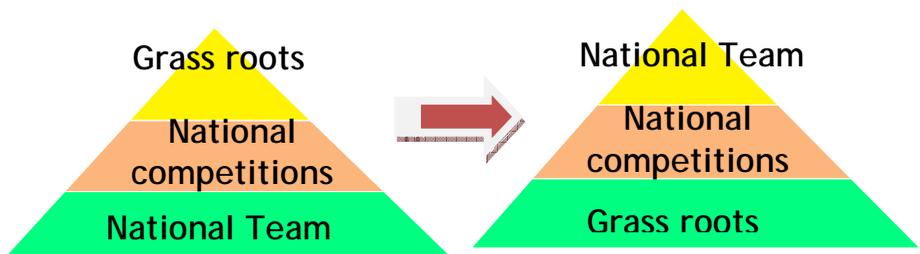
- Children's health - awareness and promotion of healthy lifestyles
- Medical assistance
- Cooperation with NGOs

3/ Communities

- Local Associations
- Municipalities
- Provinces, villages,
- Parents
- Infrastructures
- NGOs

The MA, with the support of the CAF Education Officer, should take the lead in building solid relations with the various ministries and communities to propose feasible grassroots projects. CAF would then provide the required support through the CAF Financial Assistance Program and Social Responsibility projects.

Reversing the pyramid



Expenditure and effort essentially the same and eventually the same results but with added advantages of:

- More stable national teams due to greater number of players available for selection.
- Less reliance on foreign based players with reduction in player versus country conflicts.
- Increased social role of football in development of the African youth resulting in reduction in violence & promotion of fair play.

CAF support for Grassroots

- Support in equipment to match amounts spent by MA's from FIFA's FAP for youth, schools and university programs
- Encourage creation of national and private academies; and if these meet the required standards give CAF seal of approval and provide technical support.
- Financial support to encourage zonal, youth and women's competitions to be held annually.
- Financial support for host associations of African Youth and Women's competitions

A3. Human Resources Development

CAF development policy concentrates on training instructors of the highest level to ensure cascade of knowledge transfer from CAF development centers down to the grassroots in all corners of the continent.

The instructors working through their national academies and federations prepare technicians to sit for recognized CAF licenses and also nationally recognized courses.

The human resources development program envisages continual training in each country by CAF certified instructors towards improving:

- Level and quality of coaching by introducing the CAF Coaching License System since January 2009.
- Professionalism of Referees and their consistency.
- Medical attention given to players for better performance and safety.
- Professionalism and efficiency of the administrations.

Key Focus Areas

CAF focuses its efforts through the following priorities for Human Resources development:

1. INSTRUCTORS

- Elite, Regional and National Panels of Instructors
- Four domains: coaching / refereeing / medicine / administration
- Continuous update and Database refreshment
- Continuous training & communication between instructors

2. CAF EDUCATION OFFICERS

- Launch of CAF Education concept and Network
- Initial subsidy for equipment purchase
- Clarification of roles and responsibilities

3. FINANCIAL ASSISTANCE PROGRAMS

- 1st phase achieved with provision of USD 100,000 to each Member Association of CAF.
- 2nd phase started with provision of up to USD 100,000 for long term projects aimed at developing infrastructures, facilities and generate revenues.

4. RECYCLING / EVALUATION SEMINARS

- Organization of seminars by CAF for Elite and Regional instructors
- Continental seminars for all Education Officers once every 2 years
- Formulation of strategies and recommendations

5. CAF CENTERS OF EXCELLENCE

- Three centers in Cameroon, Senegal and Ethiopia
- Organization of seminars and events by CAF
- Opportunities for teams to use a training base

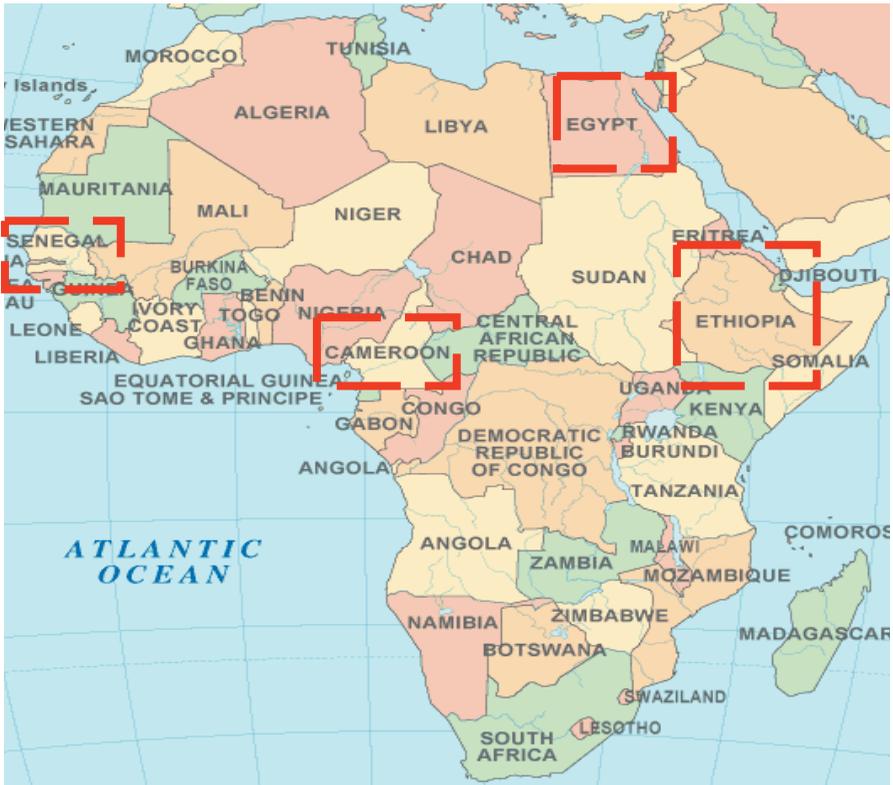
6. ACTIVATION OF PARTNERSHIPS

- Joint Development Programs with FIFA
- Cooperation with The African Union
- Memorandum of Understanding with The English FA
- Social responsibility programs with the UN Food and Agricultural Organization (FAO)
- Awareness campaigns with 1Goal for Education

Strategy



CAF Development Centers



While priority is always given to host courses at CAF Headquarters, CAF will also use the Centres of Excellence in Cameroon, Ethiopia and Senegal for the same purposes.

Another alternative will be to host courses in centres or academies within Member Association that possess high equipment standards and good hosting capabilities.

A4. Infrastructure Development - Financial Assistance Program

CAF's mission through its Financial Assistance Program is to allow the attribution of specific amounts to MAs to assist them and allow them to achieve their projects and programs of sustainable development and improve infrastructure for football.

1st Phase: 2005 to 2009

When the Contract with Africa was launched in 2005, the 1st phase of CAF Financial Assistance Program started with the provision to each Member Association of USD 100,000 for the following benefits:

- Building and improving regional offices and technical centers, including purchase of equipments.
- Purchase of buses and vehicles to facilitate transportation for women and youth Football.
- Purchase of Football equipment for promoting grass root and youth development, if you can prove the ability to continue this program in the ensuing years.
- Upgrading or installing floodlights, improving stadiums and media facilities.

As of July 2010, 44 member associations benefited from the program, whereby 4.4 million US Dollars were spent as follows:

- 8% was spent on equipment for grassroots football
- 14% was on equipment for Women football and Youth Football
- 5 % was spent on upgrade of Stadia facilities
- 73% was spent on equipment and upgrade of Technical Centers or Headquarters

2nd Phase: 2010-2014

Objectives

1. Establish long term, innovative and tangible development projects, targeted at football infrastructures to benefit the football players, spectators and football professionals such as doctors and the media.
2. Adapt and enhance the standards of the existing football infrastructure at the national level.
3. Pursue the technical, administrative and educational development within the federation and its members.
4. Implement projects with the potential to generate revenues in the medium and long term.

Procedure and Eligibility

The maximum amount to be allocated by CAF for each project will be USD 100,000.

Any member of CAF willing to secure financial support should send to the General Secretariat of CAF a written request at least 90 days in advance with the following documents (to be included in the file):

1. Official application form for financial assistance from CAF (CAFAP1) as per *Appendix 2*;
2. A detailed plan of the project with a planning schedule, time of completion (specifications, drawings, models, etc.) and involved partners
3. The certificates and documents describing the project in detail and specifying its purpose and its necessity and its compliance with the program objectives

Evaluation

CAF General Secretariat will carefully consider the request within 30 days of receipt in order to assess its compliance with the conditions and requirements established by the following scale:

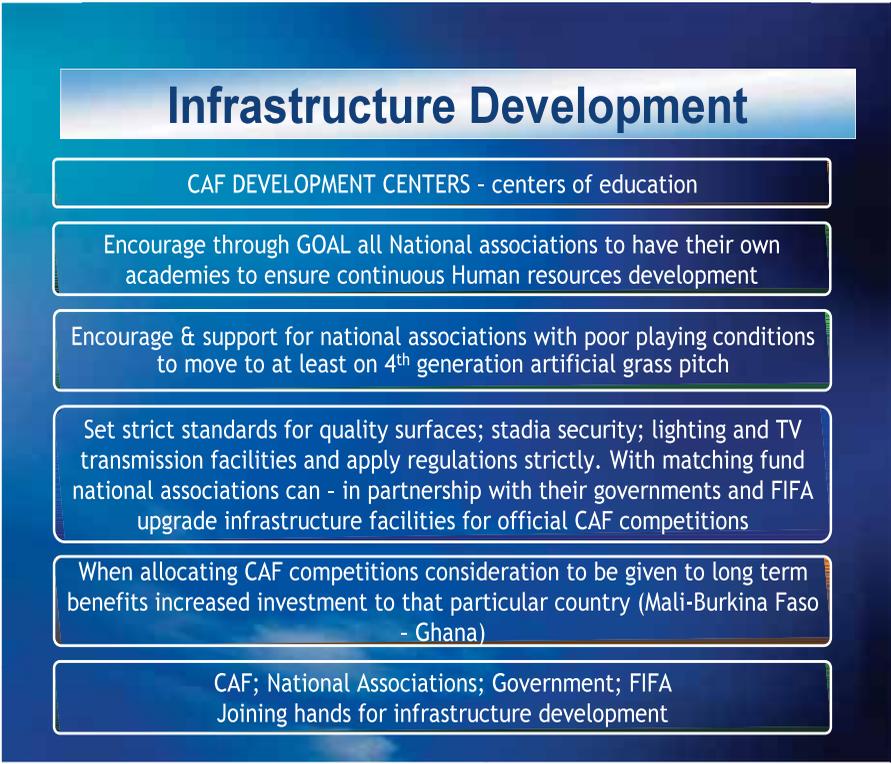
Scale

CRITERIA	POINTS
1. Innovative project in the long term (5 years and more)	15
2. Creation and/or improvement of the following infrastructures: - Auditoriums, technical or medical centers, gyms, academies, etc. - Stadia, training fields' infrastructure, and/or medical facilities for sports doctors, media and spectator safety.	40
3. Potential to generate capital / revenues	10
4. Level of contribution by the federal or public and / or private partners (% divided by 4) and bank guarantees - a minimum 10% required	25
5. Compliance of the dossier with the conditions and administrative requirements set by CAF (specifications, blueprints, etc.) Establishment of a quality audit for project monitoring	10
TOTAL	100

Role of the CAF Education Officer

Each CAF Education Officer will be available to his federation and CAF to coordinate requests and provide support for the communication of information related to the proposed development project submitted to CAF.

Priorities for Infrastructures Development

A presentation slide with a dark blue background and a light blue gradient header. The header contains the title 'Infrastructure Development'. Below the header are six rounded rectangular boxes, each containing a point related to infrastructure development. The text is white and blue.

Infrastructure Development

- CAF DEVELOPMENT CENTERS - centers of education
- Encourage through GOAL all National associations to have their own academies to ensure continuous Human resources development
- Encourage & support for national associations with poor playing conditions to move to at least on 4th generation artificial grass pitch
- Set strict standards for quality surfaces; stadia security; lighting and TV transmission facilities and apply regulations strictly. With matching fund national associations can - in partnership with their governments and FIFA upgrade infrastructure facilities for official CAF competitions
- When allocating CAF competitions consideration to be given to long term benefits increased investment to that particular country (Mali-Burkina Faso - Ghana)
- CAF; National Associations; Government; FIFA
Joining hands for infrastructure development

B. CAF FOOTBALL DEVELOPMENT

B1. Development Objectives

The below chart provides you with an overview of CAF Football Development Division priorities:



1/ Increasing the instructors quantity and quality in the 4 domains of development

- Establishing consistent categories (elite, regional, national)
- Refreshing and updating the current list of instructors in each MA
- Establishing consistent selection procedures for well defined programmes

2/ Running the CAF Coaching Licence system

- Provision of manuals, content and programme
- Procedures for C Licences courses
- Confirmation of Equivalence System
- Consistency of evaluation methods and examination procedures

3/ Planning seminars and specific courses based on MAs' needs

- Registration of all the participants at CAF level
- Follow-up of participants through Education Officers
- Post-reports and feedback

4/ CAF financial assistance program

- Encourage projects to promote women's football and grassroots football
- Encourage projects for the improvement or the installation of lighting system, improvement of stadiums, pitches and /or installations for the media, television and/or spectators

5/ CAF centres of excellence of CAF (Cameroon, Senegal and Ethiopia)

- Setting up the necessary human resources
- Making the centres profitable through marketing & public relations
- Looking for sponsors for the organisation of events
- Using the centres for seminars of development

6/ Harmonising and coordinating actions with the partners (FIFA, the FA, FAO)

- Harmonising the development Calendar & specific roles
- CAF representatives & role of education officers
- Activation of agreements
- Regional / Zonal Activities

7/ strengthening preventive medicine for the protection of youth and players

- Medical Congress every 2 years
- Coordination with FIFA
- Continuous training of sports physicians and instructors
- Establishment of a research database to be shared by intranet / Internet

8/ CAF Education Officers network

- Communicating criteria in conformity with CAF
- Updating the network and activating all 53 Education Officers
- Necessity of regular reporting
- Analysis of reports & database reinforcement
- Facilitate communication through manuals and online tools
- Facilitate communication between Member Associations

9/ Assistance of CAF Development Division

- Who we are and how to reach us
- Administrative procedures

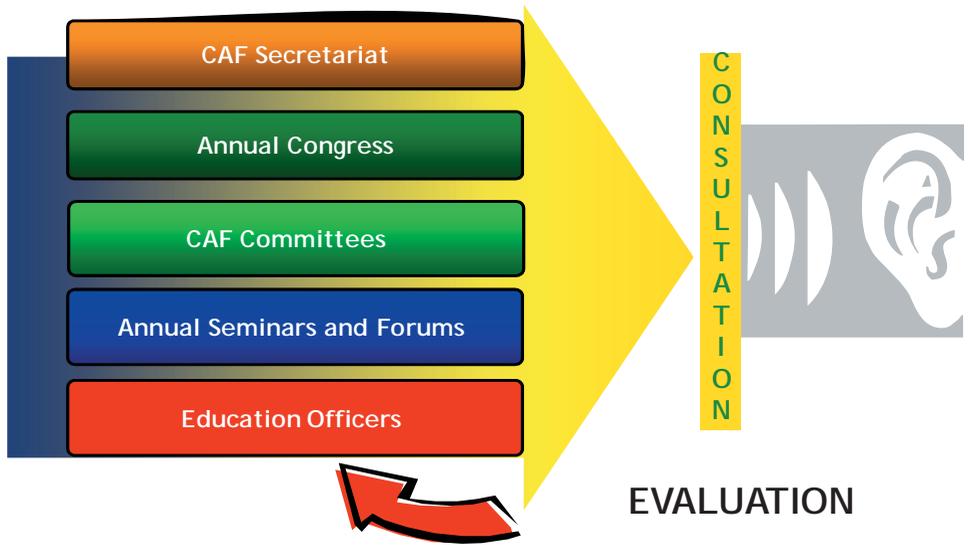
10/ Communications between Member Associations

- Pro-active role of the Education Officer to foster communication
- Build up of experiences to be shared on a regional basis

CAF secretariat will ensure at all times the following process is respected when dealing with the MAs:



Communication channels with CAF:



B2. Coaching license system

Overview

For the past years, CAF has been organizing regularly coaching seminars and workshops on a regional or continental basis, using its expert panel of instructors to conduct those educational and learning courses.

From 2005 to 2009, CAF held 22 events of this kind to improve coaching standards and organized as well 3 Symposiums following completion of the Orange Africa Cup of Nations held every 2 years.

To align itself with other Confederations such as UEFA and AFC and take African coaching to the next level, CAF launched in January 2009 one of its most important development programs to date, the CAF Coaching Licensing System. This licensing program seeks to set and promote benchmarks regarding coaching on the continent and help recognize African coaches for their knowledge and experience.

The CAF Coaching Licensing System serves as a platform to evaluate coaches and to inject more professionalism into the art of coaching, aimed at reaching homogeneous and high professional standards.

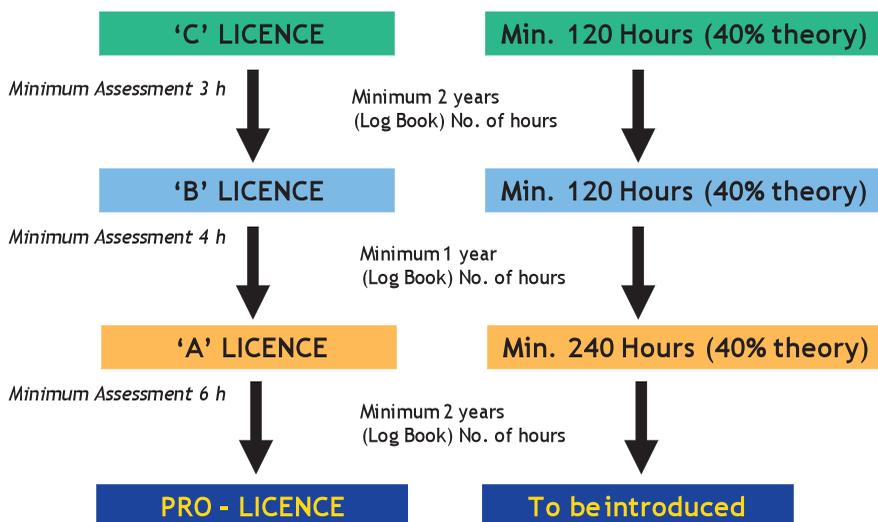
The ultimate objective is to ensure a steady raise in the quality and level of coaching in Africa, and to guarantee that each African coach or any coach operating in Africa possess the relevant license to perform his or her duties. That in turn will help develop African football and increase chances of

success on the international stage while reducing the level-playing gap between CAF MAs.

It is also important that the right equivalence system is implemented across the continent, to recognize the value of qualifications and experience to achieve consistency.

Seychelles and Ghana were the first to host the CAF Coaching 'C' Licences courses. Tunisia and Cap Verde followed and organized their first CAF "C" license and more courses were held in numerous countries including Burundi, Cameroon, Cote D'Ivoire, Egypt, Mali, Senegal, Sudan, Swaziland, Algeria and Zimbabwe.

Overall Structure



CAF will be responsible for organizing and conducting Licenses at the 'A' level on a continental basis.

All licenses for 'C', 'B' and 'A' levels will be awarded to participants on merit only and following a due process of examination under the responsibility of a qualified CAF instructor designated by CAF and sent during the last three days of the course to run the examinations. CAF will bear the travel expenses and his daily allowances.

CAF would like to highlight once again the important role of the Education Officer within each Member Association in coordinating the information and ensuring that communication is smooth.

CAF Application procedures for Coaching License courses

BEFORE THE COURSE	TIMELINE
<p>STEP 1: MA to submit the Appendix 2 - "<u>CAF Coaching License Application Form - CL01</u>" together with a proposed programme and any other relevant documents - at least (3) months in advance of the course date. Each course will have a maximum of 40 participants</p>	<p>- 90 days</p>
<p>STEP 2: CAF to confirm the course date at the latest 2 weeks upon receipt of the request and send the license diploma syllabus as well.</p>	<p>- 75 days</p>

<p>STEP 3:</p> <p>1 week upon receipt of the CAF license diploma syllabus, the MA must provide CAF with their proposed programme and documents to be verified and approved by CAF. MAs must follow the CAF license diploma syllabus as a primary reference for their own programme</p>	<p>STEP 2</p> <p>+ 1 week</p>
<p>STEP 4:</p> <p>The MA must fill up the “<u>CAF Coaching License Participants Form - CL02</u>” and send it to CAF by latest 1 month prior to the course</p>	<p>- 30 days</p>
<p>STEP 5:</p> <p>CAF approves the national association proposed programme or suggest amendments at the latest 1 month prior to the course</p>	<p>- 30 days</p>
<p>STEP 6:</p> <p>CERTIFICATES OF ATTENDANCE sent by CAF to the MA, to the attention of the General Secretary to be provided to CAF course instructor/examiner for distribution upon completion of the License course</p>	<p>- 14 days</p>

POST-COURSE STEPS	TIMELINE
<p>STEP 1:</p> <p>Each participant to receive a certificate of attendance from the CAF instructor / examiner</p>	<p>Upon course completion</p>
<p>STEP 2:</p> <p>The CAF examiner will have a maximum of 72 hours upon course completion to finalize the grades and send the results and list of successful participants to CAF Development Division by email</p>	<p>+ 3 days</p>
<p>STEP 3</p> <p>The examiner will have as well a maximum of 1 week upon completion of the course to send the same results and list together with the "CAF Coaching License Assessment Forms" to CAF by courier from his own country of residence. All answering papers can be sent to CAF by ordinary mail</p>	<p>+ 7 days</p>
<p>STEP 4</p> <p>Licenses to be sent by CAF to the MA at the latest three (3) weeks upon completion of the Course License.</p>	<p>+ 21 days</p>



CAF Instructors

CAF will continuously use its panel of senior and regional instructors for the examination process of the Coaching License System. All instructors are being evaluated to receive "B" Licenses, out of which a certain number will be allowed to teach and examine participants for the C and B Licenses.

Role of CAF appointed Examiner

1. Arrange the practical Coaching groups.
2. Allocate practical coaching examination topics for each candidate as required by the syllabus.
3. Record the title of the examination topic, the assessment grade and comments on the assessment sheets provided in Appendix x.
4. Keep an accurate timing of participants' examination
5. At the end of each individual coaching examination, decide on the grade of the student, record the mark & comments.
6. Provide to each participant upon completion of the license course a certificate of attendance sent by CAF
7. Follow the procedure for sending results and answer sheets to CAF as above table

Procedure for the Local Instructor

Local Instructors will conduct coaching courses at 'C' and 'B' levels, while examinations will always be moderated by CAF appointed examiner the last 3 days of the course.

1. The appointed Local Instructors must be notified in writing by the National Association at least 30 days prior to the commencement of the course.
2. The appointed Instructor should confirm in writing by return of post/fax or email as soon as possible his availability or otherwise to conduct the course.
3. All costs related to the local instructors will be borne by the Member Association

Responsibilities of the Local Instructor

1. Name list and number of students attending the course.
2. Appoint assistant coach/coaches.
3. Help in marking of coaching grids and football pitch as required by the coach and the course requirements.
4. At least three days prior to the commencement of the course, the Instructor should visit the course venue and personally check all facilities and coaching areas and ensure all arrangements are of the required standards.
5. Ensure that the program is complete.

6. Ensure that all practical course work is discussed and explained, possibly at a later theory session or appropriate session.

Responsibilities of the Host Member Association

1. Follow the CAF Application Procedures listed above
2. Overall aspects of the course organization
3. In liaison with the MA Technical Directors & CAF Development Director, appoint the assistant instructors to conduct the course
4. Use the MA Education Officer to organize and liaise with the Instructors, participants, examiner and CAF.
5. Inform all Instructors and participants of the course details
6. Provide the Instructors with necessary documents for the course.
7. Inform all participants in writing of their results once communicated by CAF
8. Secure Media Coverage whenever possible

Logistical Requirements:

In addition to the travel and accommodation arrangements for the Local Instructors and participants, the host Member Association has the obligation to arrange facilities for the organization of the course, i.e. Venue, rooms...for a maximum of 40 participants, inclusive of:

General requirements:

- 1) Lecture room and AV equipment.
- 2) Accommodation
- 3) Meals
- 4) Refreshments
- 5) Provision of apparels, eg: 'T'-shirts or balls for participants.
- 6) Appointment of Laws of the Game Lecturer.
- 7) Laws of the Game examination facilities.
- 8) Theory examination facilities and lecture room.
- 9) TV, Video and overhead/LCD projector, DVD Player
- 10) Writing materials for participants to take notes and for examinations

Practical sessions' requirements:

- 11) Marking of relevant coaching areas and grids as required for the practical sessions.
- 12) Medical provision/first aid at the course venue, i.e. physiotherapist
- 13) Changing room facilities with showers, lockers and storage space.
- 14) A pair of regulation goalposts with nets. (pref. portable)
- 15) Sufficient markers and cones.
- 16) Electric football pump

Requirements for the Participants

1. All participants should have a significant playing experience
2. Participants should be in good health and physically fit to attend the course and practice exercises. (Medically certified)
3. It is compulsory that participants attend ALL sessions.
4. Minimum age for enrolment in the 'C' License Course is 21 years old and a maximum of 40. This will not apply to coaches who already started coaching & are active.
5. Participants who have medical or dietary problems during the course must report to the Instructor.
6. They must be responsible in their coaching and prioritize the development of the player, team & the game.
7. CAF reserves the right to refuse the issuance of licenses in the event of a breach in any of the above requirements, or for whatsoever reasons.
8. All successful coaches from the 'C' License must show evidence of work in a coaching capacity at grassroots/ youth level for a minimum of 2 years & provide records of that involvement before enrolling on the 'B' License.

B3. Refereeing programs

The CAF refereeing activities covers a wide range of educational and administrative functions for CAF.

Educational Functions

- Organization of Elite Referee Courses.
- Organization of Elite Referee Instructor and Assessor courses.
- Organization of Refresher courses
- Monitoring and Feedback to Referees at the individual Member Associations on their performances in all competitions administered by CAF.
- Preparation of Manuals for Referees, Instructors and Assessors.
- Establishment of development programs to increase the quality and quantity of instructors at the national level within the CAF member associations

Administrative Functions

- Appointment of Elite and Female and Futsal FIFA Referees, Assistant Referees and Assessors to the various competitions administered by CAF
- Monitoring Referee Instructors, Assessors and Referees performances and progress through submitted reports
- Monitoring and assisting Member Association Referees development.
- Filing and data entry of all fixtures and grading of Referees
- Database of Referee contacts and personal details
- Database of Referee Fitness Reports
-

Joint program FIFA-CAF for refereeing courses in Africa

On January 29th 2010, FIFA and CAF agreed to organize refereeing courses within CAF Member Associations (MAs) to improve the performances and consistency of referees and assistant referees in the MAs and to increase the quality of referee instructors and referee assessors in the MAs

Instructors:

The FIFA/CAF delegation of the course will be composed by the 3 FIFA/CAF RAP instructors (Refereeing Development Officer (RDO), technical and fitness instructor) as well as 1 CAF instructor.

Duties of the delegation

The two (2) technical instructors (FIFA/CAF RAP instructor and CAF instructor) will share the responsibility of the technical instruction of the course.

The leader of the delegation will be the RDO as the contact person with FIFA, CAF and the MA for all administrative matters and organizational aspects.

Number of participants

The number of participants in the course will be about 35 (30 referees and 5 local instructors)

Local coordinator

The local coordinator of the course will be the CAF Education Officer in the selected CAF Member Association.

Program and duration of courses

The duration of the course will be 5 days and a special program will be designed accordingly between CAF and FIFA to include local referees, instructors & assessors.

Financial details:

1. FIFA will cover the following costs:
 - International travel expenses, daily allowances and hotel accommodation for the FIFA/CAF RAP instructors;
 - Hotel accommodation for the CAF instructor
 - Teaching material and Adidas equipment (incl. shipment).
 - A fix amount of USD 3'000 to help with the MA expenses

2. CAF will commit to a maximum of USD 4,000 per course to be used as follows:
 - CAF covers the CAF instructors flight in economy class
 - CAF covers the CAF instructors daily allowances based on a stay of maximum 6 days
 - A fix amount of USD 2 000 to help with the MA expenses

3. The Host MA will cover the following costs:
 - Travel for their participants to attend the course
 - Board and lodging of the participants
 - Rent of course facilities and technical installations
 - All local transport;
 - Customs/taxes for teaching material and equipment;
 - Other local residual expenses not covered by FIFA or CAF.

Total budget received by the host MA will be **USD 5,000.**



B4. Sports Medicine

The development of Football Medicine is aimed at increasing the pool of personnel trained in Sports Science and Medicine through educational programs and to provide comprehensive professional health care to all players at African competitions.

In addition, one of CAF Sport Medicine Committee's responsibilities is to ensure that appropriate medical care is in place as per established FIFA standards during training and tournaments. Finally, CAF encourages research as a tool for development and to fight against doping in football through awareness and controls.



A CAF Medical Congress is held every two years prior to the start of the Orange Africa Cup of Nations and it involves CAF affiliated members, doctors of all African senior national teams as well as sports medicine officials and professionals.

The CAF Medical Congress serves as a key platform to raise awareness of major issues in football medicine and highlights the latest findings and research initiatives in Africa and around the world.

B5. Women football, Futsal, Beach Soccer

Since 2008, FIFA and CAF conduct coordination meetings on a yearly basis to ensure that development programmes are coordinated to achieve the common interest of greater efficiency and an optimised service to the CAF MAs.

One of the basic principles adopted is that development programmes for women's football, futsal, beach soccer and grassroots remain FIFA's responsibility, and that FIFA will keep CAF informed of all projects and activities regarding these specific programs.



Women Football

In line with the agreed principle adopted by FIFA and CAF, CAF Football Development division organizes at least two

courses per year for women, one in refereeing and one refresher course in coaching.

Following FIFA's seminar on Women's football in Africa, held in Tunisia in November 2009, the following areas of improvement have been identified

1- Infrastructure:

Increase the number of football fields for women as well as technical and promotion centers. The Contract with Africa can contribute financing the infrastructural needs for training fields or technical centers as long the requirements are met.

FIFA on the other hand is also assisting several countries in providing artificial turfs and financing the construction of technical centers and training fields through its Goal projects.

2- Equipment:

Facilitate provision for Women equipments for the players since MA's possess usually only men sizes and shapes.

3- Technical Assistance:

Provide support to MAs to organize local courses and workshops in the field of coaching, refereeing and administration to develop the level and capacities of their own coaches, referees and administrators.

That is why CAF organizes zonal and continental courses each year for women's football. On the other hand, FIFA can provide local courses upon the demand of the MAs on several fields concerning women football.

4- Marketing:

In addition of the financial assistance provided by FIFA and CAF (15% of FAP), each MA should establish a strategy and marketing plan to promote women football and raise the participation levels, which in turn would help attract more sponsors and commercial partners.

5- Competitions:

The first two editions of the African Women Championship in 1991 and 1995 were played in a Home and Away format.

Since 1997, CAF introduced an innovation on the scale of the championship and started to organize each 2 years a final tournament in which 7 teams qualify in addition to the hosting country participate

When a certain number of MA's undertake development programs for women football, CAF will always consider the creation of further women football competition, especially at the club level between countries that already possess a development platform for women football and clubs.

In the meantime, CAF organizes as well the African World Cup qualifiers as well as the African preliminaries for the FIFA U-17 and FIFA U-20 World Cups.

Through its Contract with Africa, CAF also encourage the zones to organize women's zonal tournaments by giving a yearly subvention for this purpose.

6-Administration:

CAF, together with the support of FIFA, will works hand in hand with the MAs to encourage them to have more women in charge of Women's football and other relevant areas within their administration.

Futsal:

For the first time CAF organized an African Futsal Championship in 2008 that grouped 10 countries. The tournament took place in Tripoli - Libya from the 21st till the 30th of March.

Following CAF Executive committee's decision, the African Futsal Championships will be held every 2 years. The 2nd edition will be played in Burkina Faso in December 2010.

The CAF Football development division also on a yearly basis one or two courses for Futsal, targeted at either referees and / or coaches.



B6. Social Responsibility and partnerships

CAF engages with multiple partners to enhance the organization of social development programs and provide opportunities to use CAF competitions and events as a platform to highlight important causes to the world and encourage stakeholders to act as responsible citizens. Such partners include among others the English Football Association, the African Union...

Aware of its responsibility to support the United Nations system, the Confederation signed as well memorandum of understanding with the Food and Agricultural Organisation (FAO) in 2008 to use football as a tool for the promotion of peace, solidarity and education throughout Africa.

CAF and FAO, moved by those common ideals, engaged in a fruitful partnership in order to successfully collaborate in areas of common interest and illustrate their strong willingness to cooperate for the eradication of world hunger; CAF and FAO wish to forge a strong partnership for the identification, design, implementation and monitoring of decentralized cooperation programs that can help improve the living conditions of the most disadvantaged populations.

The strategic alliance between CAF and FAO include various actions, among which the advocacy and awareness campaign "African Football against Hunger" at the African level with targeted football associations in selected African countries. This involves identifying a common message, developing promotional material, using testimonials from African football stars, FAO Goodwill Ambassadors and others.

More information can be found under the “Social Responsibility” section of the CAF website.

CAF also endorses the 1GOAL program, an ambitious campaign launched by Queen Rania of Jordan, to change the lives of children living in poverty by helping to give them an education. (www.join1goal.org)



C. CAF EDUCATION OFFICERS

C1. Overview

CAF introduced the function of CAF Education Officer, with the aim of financing one employee in each MA with the relevant experience and profile to act as a **football development manager, information provider and courses / seminars coordinator** for all matters related to Football development, including but not limited to coaching, refereeing, administration and medical matters.

To reach this goal, two means are essentially applied:

1. Firstly, a CAF Education Officer is nominated by each respective National Association and confirmed by CAF using strict criteria of selection detailed further below in this document. This Education Officer is paid through his federation USD 3,000 every six months.
2. Second, CAF provides technical means to each technical department under the responsibility of the Education Officer by financing subventions of USD 3,000 once for the purchase of training equipments such as laptops, LCD beamers, overhead projectors, CD's and DVD's etc...

The EO represents for CAF the ideal **contact person** to communicate and exchange content on Football Development projects undertaken by the Confederation, and to maintain and channel a direct link between CAF and the MAs in the areas linked to football education, teaching and development.

It is important to clarify as well that each EO is an employee of the MA, subsidized by CAF, and staying under the direct authority of the MA General Secretary.

While it is the responsibility of the MA to manage the EO, CAF recommends that each EO works under the supervision of the Technical Director, while under the authority of the General Secretary.



C2. Required profile

Prerequisites for CAF Education Officers:

1. Must have been involved in football, *ideally* at the top level.
2. Must have a good understanding and practice in one of the fields of coaching, refereeing, administration or sports medicine for at least five (5) years.
3. Must have conducted courses as instructor within the CAF member associations and/or attended CAF, FIFA or UEFA courses.
4. Must have experience and qualifications in the field of teaching.
5. The maximum age limit is fifty (50) years.
6. Must be capable of using the modern teaching methodology and IT teaching equipment e.g. laptops, computers multimedia etc....
7. Must have experience in coordination of courses and / or workshops and ability for planning.
8. Must maintain excellent relationships with the MA
9. Must be a good communicator with a pro-active attitude
10. Must possess a good network of contacts within the country to secure facilities needed such as hotels, conference rooms, etc...

C3. Duties and responsibilities

Each CAF Education Officer has to be aware of development projects and activities taking place at the national and regional levels in the country.

For any CAF course or seminar , the Education officer will also be automatically designated as a local coordinator for those courses when held in his or her country and this is also apply for the courses organized by FIFA.

The main duties of the CAF Education Officer are:

1. Annual planning: submit to CAF either in January or June, in coordination with the technical department of the MA, a full program for one year at least for Coaching, Refereeing, Administration and Sports Medicine matters held at the national / regional level.
2. Report to CAF the development activities of the MA every 4 months, namely in April, August and December of each calendar year, using the CAF Education Officer Template report (Appendix 9). Such reports should include a record of participants' details, their assessment and any other information deemed useful, and signed by the MA General Secretary.
3. Observe and coordinate zonal courses prepared by CAF by acting as the key coordinator and information manager.

4. Inspect or delegate representatives to inspect hotels and academies for holding CAF courses in the territory
5. Coordinate airport reception, protocol affairs and transportation matters during CAF courses.
6. Collect the advice and recommendation of the MA Technical Director about the selection of the participants attending zonal & local courses.
7. Request any kind of assistance or advice to CAF regarding development matters.
8. Assist in the implementation of the CAF Coach Licensing system currently running:
9. Assist in the request of information for the CAF Financial Assistance programs
10. Keep his contact details up to date with CAF and the network

C4. Evaluation criteria and Active involvement

A CAF Education Officer is considered to be active by fulfilling his tasks, responsibilities and duties assigned to him by CAF and his MA.

The CAF Football Development division will establish from January 2011 a ranking of all EOs, kept internally, taking into evaluation based on the following criteria:

CRITERIA - by order of importance
1. Provision of MA annual planning development programs
2. Provision of reports on a regular basis (every 4 months- 3 per year)
3. Coordination of courses and seminars, if applicable
4. Fulfilment of other responsibilities
5. Active communication with CAF and within the EO Network

Non-Active Education Officer:

CAF will monitor each EO based on the above criteria, and will consider each Officer inactive if there is no communication or exchange of information and no support provided during

courses for a period of four (4) months. The following procedure will then apply:

STEP 1: CAF to send a warning letter to the Education Officer only and suspend the salary provision.

STEP 2: If no response is received within 2 weeks, CAF will send an official notice letter to the MA asking for clarification and corrective action.

STEP 3: If no answer is received by the MA within 2 weeks, the EO will be considered non-active and his or her salary will be suspended indefinitely.

STEP 4: Unless the MA intervenes, CAF will then require the nomination of another candidate and re-start the selection procedures using the agreed criteria and CV.

C5. CAF Education Officers Network (C.E.O.N.)

To facilitate communication between CAF Administration and CAF Education Officers, the CAF Football Development Division has created the CAF Education Officers Network (CEON).

The first initiative of this network is the creation of a new group emailing system, namely cafeo@online.com.

Each CAF Education Officer needs to have a valid email address. When one Education officer sends an email to cafeo@cafonline.com, all other CAF Education Officers as well as the CAF Football Development division will receive it automatically.

CAF is also working on the implementation of an Intranet system using www.cafonline.com as a platform to enable each of you to share information and post reports online.

The C.E.O.N. presents several benefits, including the ability to share experiences and information on a regional basis and among neighboring federations.

Several incentives will be provided to this network, and the highest achiever will get the opportunity to attend selected CAF Events.

D. APPENDICES

- D1. Contact details of CAF Education Officers
- D2. CAFAP 1 Application Form
- D3. CAFAP 2
- D4. CAF Coaching License Application Form - CL01
- D5. CAF Coaching License Participants Form - CL02
- D6. CAF Coaching License Individual Assessment Form
- D7. Referee Course Application Form - RC01
- D8. Referee Course Participants Form - RC02
- D9. CAF EO Template Report

**CONTACTS OF CAF EDUCATION OFFICERS
LES CONTACTS DES OFFICIERS D'EDUCATION DE LA CAF**

Country	Name	E-mail	Phone	Fax
Algeria	Larroum Boualem	abosalamb@yahoo.fr	213550957842 21321374731 21321335290	21370874183
Angola				
Benin	Moïse Ekoué	ekomoi@yahoo.fr	229 95056308 229 97243230	
Botswana	Makwengwe Phillimon	philimakwengwe@yahoo.com	267 3900279 267 4710013	267 3900280
Burkina Faso	Joseph Kabore	sapkabore@yahoo.fr	226 70249619	226 78041440
Burundi	Mfubusa Bernard	mfuber@yahoo.fr	257 225737 257 931746	257 22 22 3128
Cap Verde	Ulisses Silva Antunes	lucioliloca@hotmail.com	238 2411707 238 9722826	
Cameroon	Nguidjol Nlend	andrenguidjol@yahoo.fr	2379973070	237 2216662
Central A.	Gilbert Feikram	feikeramg@yahoo.fr		
Comoros	Soilini Msahazi	smsahazi@yahoo.fr	322660	
Congo	Ngoulou Moutsouka	ngouloumout@yahoo.fr	241 526 2318	
Cote d'Ivoire	Kae Outai	Kaeoulaignabriel2007@yahoo.fr / Kaeoulaignabriel2007@aviso.ci	225 05002054 225 20371544	
Djibouti	Mohamed Omar Ali	samoud94@yahoo.fr	253 353599 253 841890	253 353588
Egypt				
Eritrea	Asefaw Asmeron	enff@tse.com.er	2911120335 291 1 07129819	291 1 126821
Ethiopia	Shiferaw Eshetu	shief2004e@yahoo.com		
Gabon	Roland Ona Ndong	rolandinho@voila.fr / rolandinho_1@yahoo.fr	241 6232247 241 7708028	
Ghana	Francis Ot- Akenteng	francisotiakenteng@yahoo.co.uk	233 244 97 22 65 233 20 811 97 45	233 21 668590 233 21 666697

Gambia	Abdou Salaam Jammeh	babudu2001@yahoo.com	220 4494802 971 4778	220 4494802
Guinea	Camara Fodé Capi	cafocapi@yahoo.fr	224 60253332 224 60 287826	224 3045 5879
G. Bissau	Jeronimo Mendes	ffqb_bissau@hotmail.com	245 6647437 245 7218217	
G. Equatorial	Raimundo Ndong Micha			
Kenya	Patrick naggi	patnaggi@yahoo.com		
Lesotho	Mokhosi Philip Ramothibeli	ntatemohapi@yahoo.co.uk	266 223 11 879 266 63 118 118	266 22 310 586
Liberia	Kadala Kromah	kadalahk2000@yahoo.com	231 6 559058	
Libya	Ahmed Mohamed Alkout	ahmkot@yahoo.com	218 91 321 9020 218 21 333 9150	218 213339150 218 21 361 4916
Madagascar	Rajaonarivelo Solo	solo_rajah@wanadoo.mg / dde-fmf@blueline.mg	216 20 2268374 261 33 0293492	261 2022268373 265 1792216
Malawi	John Felix Kaputa	johnkaputa@yahoo.com	265 01 792 276 265999842511 265 888842511	
Mali	Moussa Kanoute	mousskanoute1@yahoo.fr	223 2238844 223 6723403	223 2224254
Mauritania	Ouid Mohamed Salem Ahmedou	elgounani5@yahoo.fr	222 6356837	222 524 1861
Mauritius	Nazeer Bowud	info@mauritiusfootball.com	2304652200	230 454 7909
Morocco	Azzeddine Belkebir	Azzed_bel@yahoo.fr	212661498091 212535451847	
Mozambique	Rasul Lassine Abdula	fmfbol@tvcabo.co.mz		
Namibia	Timothy Tjongarero	timlo@live.com	264 812756677	264 8861 1435
Niger	Dan Bourgami Magaouata	bourgami@yahoo.fr		
Nigeria	Bola Oyeyode	bolaokins@yahoo.com		
R. D. Congo	Remy Dawili	dawili.sebutu@yahoo.fr		

Rwanda	Kanamugire Aloys	kaloyshass@yahoo.fr	227 93934600 227 20725127	227 20725127
Sao Tome	Ricardo Dos Santos	mdende12@yahoo.com.br	239 904646	239 221333
Somalia	Ali Ahmed	aliahmedsom@yahoo.com		
Senegal	Falla Ndoye	fallandoye98@yahoo.fr	221 6323416	221 836 6645
Seychelles	Ulric Mathiot	ulricmat@mail.com	248 266783 248 722 488	248 324066
Sierra Leone	Abdul Rahman Swaray	starssierra@yahoo.com		
South Africa	Pinky Iehoko	neo@safa.net	27 11494 3522 27829906263	27 11 4943013
Sudan	Ezzeldien Moustafa Mourgan	ezzymustafa@yahoo.com	249 83 591971 249 9 12902340	
Swaziland	Dlamini Sport	sportdlamini@yahoo.com	268 404 6852 268 6057660	268 4046062
Tanzania	Sunday Kayuni	Skayuni1959@yahoo.com	255 22 2861815 255 713 412356	255 22 2861815
Tchad	Hissene Ladoual	hisseneladoul@yahoo.fr	235 22529861 235 66280757 235 99905404	235 22527208
Togo	Abalo Komlan	Abalosenior5@yahoo.fr	228 0972865 228 9482062	
Tunisia	Mohamed Zouita	Zouita2003@yahoo.fr	21698344200 21620344200	
Uganda	Byuma Lubega William	byumalubega@yahoo.com	256 772 589 862	256 41272702
Zambia	Davison Mtonga	hjanza@yahoo.com	260977842744 260966416417	260 211250750
Zimbabwe	Jonathan Mashingaidze	jonamash@gmail.com	263 912948150	263 4 798636

CONFEDERATION AFRICAINE DE FOOTBALL

3 Abdel Khalek Tharwat Street, El Hay El Motamayez, P.O. Box 23

6th October City, Egypt.

Tel.: 202 3837 1000 / Fax : 202 3837 0006



Official Application Form for CAF Financial Assistance Program (CAFAP1)

In accordance with the CAF directives described in "CAFAP Phase 2" document governing the Financial Assistance from CAF to Member Associations (MA)

CAF MEMBER ASSOCIATION	_____	
PROJECT IMPLEMENTATION PERIOD - INTENDED START		Request No. _____

DEVELOPMENT PROJECT: (Please tick where appropriate)

A STADIA INFRASTRUCTURE	<input type="checkbox"/>	B TRAINING FIELDS	<input type="checkbox"/>
C MEDIA FACILITIES AT STADIUM	<input type="checkbox"/>	D MEDICAL FACILITIES AT STADIUM	<input type="checkbox"/>
E AUDITORIUM	<input type="checkbox"/>	F TECHNICAL CENTER	<input type="checkbox"/>
G MEDICAL CENTER	<input type="checkbox"/>	H GYMNASIUM	<input type="checkbox"/>
I FOOTBALL ACADEMY	<input type="checkbox"/>	J OTHER	<input type="checkbox"/>

Please attach to this form (CAFAP1) the following documents:

- Detailed description of the project and planned timeline / schedules
- Quotations, maps, designs, drawings, specifications
- Guarantees from partners / contributors
- Planned audit activities
- Any other documents substantiating the project (certificates, etc.)

Public / Private Partner(s) :

Names / description: _____

Contact person(s): _____

CONFEDERATION AFRICAINE DE FOOTBALL

3 Abdel Khalek Tharwat Street, El Hay El Motamayez, P.O. Box 23

6th October City, Egypt.

Tel.: 202 3837 1000 / Fax : 202 3837 0006



Auditors of the Member Association: Name of audit firm: _____ Address and contact person: _____	
PROJECT OVERALL COST <input type="checkbox"/> incl. taxes, levies and other similar costs	USD
CONTRIBUTION OF PARTNERS <input type="checkbox"/> incl. non-monetary contributions	USD
AMOUNT REQUESTED from CAF (max. USD 100,000)	USD
Approved by the CAF Member Association: Association stamp: President's signature: _____ Secretary General's signature: _____ Place and Date:	Approved by CAF: Signature of the Secretary General or Deputy Secretary General: _____ Place and Date:

Important note:

This form is to be submitted to CAF General Secretariat at the latest **90 days** (3 months) before the intended financial support can be received.

CAF General Secretariat will carefully consider your request within **30 days** of receipt and will evaluate the compliance of your project with the established scale system described in the document "**CAFAP Phase 2**".

For further information kindly contact CAF Contract with Africa Manager M. Sherif Ahmed at sherif@cafonline.com.

END.

CONFEDERATION AFRICAINE DE FOOTBALL

3 Abdel Khalek Tharwat Street, El Hay El Motamayez, P.O. Box 23

6th October City, Egypt.

Tel.: 202 3837 1000 / Fax : 202 3837 0006



CONTRACT WITH AFRICA - 2nd PHASE OF THE CAF FINANCIAL ASSISTANCE PROGRAM

Mission

In the framework of the Contract with Africa, the 2nd phase of CAF Financial Assistance Program will allow the attribution of specific amounts to the member associations in order to assist them and allow them to achieve their projects and programs of sustainable development and improve infrastructure for football.

Objectives

1. Establish long term, innovative and tangible development projects, targeted at football infrastructures to benefit the football players, spectators and football professionals such as doctors and the media.
2. Adapt and enhance the standards of the existing football infrastructure at the national level.
3. Pursue the technical, administrative and educational development within the federation and its members.
4. Implement projects with the potential to generate revenues in the medium and long term.

Beneficiaries

The beneficiaries are the member associations of CAF.

Eligibility

CAF will financially support projects according to defined criteria. Each project application will then be evaluated and points will be awarded on the basis of a specific scale set by the administration of CAF and approved by the Executive Committee.

Amounts and allocation of funds

The maximum amount to be allocated by CAF for each project will be USD 100 000.

Procedure and Submission of Application

Any member of CAF willing to secure financial support should send to the General Secretariat of CAF a written request at least 90 days in advance with the following documents (to be included in the file):

CONFEDERATION AFRICAINE DE FOOTBALL

3 Abdel Khalek Tharwat Street, El Hay El Motamayez, P.O. Box 23

6th October City, Egypt.

Tel.: 202 3837 1000 / Fax : 202 3837 0006



1. Official application form for financial assistance from CAF (CAFAP1);
2. A detailed plan of the project with a planning schedule, time of completion (specifications, drawings, models, etc.) and involved partners
3. The certificates and documents describing the project in detail and specifying its purpose and its necessity and its compliance with the program objectives

Using the scale for CAF approval

CAF General Secretariat will carefully consider the request within 30 days of receipt in order to assess its compliance with the conditions and requirements established by the scale below:

Scale

CRITERIA	POINTS
1. Innovative project in the long term (5 years and more)	15
2. Creation and/or improvement of the following infrastructures: - Auditoriums, technical or medical centers, gyms, academies, etc. - Stadia, training fields' infrastructure, and/or medical facilities for sports doctors, media and spectator safety.	40
3. Potential to generate capital / revenues	10
4. Level of contribution by the federal or public and / or private partners (% divided by 4) and bank guarantees - a minimum 10% required	25
5. Compliance of the dossier with the conditions and administrative requirements set by CAF (specifications, blueprints, etc.) Establishment of a quality audit for project monitoring	10
TOTAL	100

Coordination of the CAF Education Officer

Each CAF Education Officer will be available to his federation and CAF to coordinate requests and provide support for the communication of information related to the proposed development project submitted to CAF.

END.

CAF COACHING LICENSE - APPLICATION FORM FOR NATIONAL ASSOCIATIONS - CL01

Licence level: C B

Course Venue:

Course Date:

Course Ref: (To be filled by CAF)



This application form **CL01** is to be signed by the General Secretary of the requesting CAF National Association. Please submit it by **LATEST 3 MONTHS before the intended start of the course**. Failure to submit a completed application form will reduce the possibility of any development assistance that CAF can offer. If you wish to complete this on-line, please e-mail to shatta@cafonline.com with a copy to info@cafonline.com

1/ CAF NATIONAL ASSOCIATION

PART A: Contact Information of the Technical Director

Name _____

National Association _____

Contact Details _____

PART B: Contact Information of the CAF Education Officer

Name _____

Designation _____

National Association _____

Contact Details _____

PART C: Information on requested course

Proposed date _____

Proposed Venue _____

Number of participants _____

I declare that all information provided is accurate at time of completion.

_____ Date _____ Signed - National Association General Secretary

_____ Approved by CAF _____ Signed - CAF General Secretary

_____ Signed - CAF Director of Development

Confirmed course date _____ (To be filled by CAF)

Should you have any queries or require assistance while completing this questionnaire, please contact:

Abdel Moneim Hussein
 Director of CAF Football Development Division
 Tel: +202 3837 1000 ext 105
 Fax: +202 3837 0006
 E-mail: shatta@cafonline.com

CAF COACHING LICENSE - PARTICIPANTS FORM - CL02



License level: C B

Course Venue:

Course Date:

Course Ref: (To be filled by CAF)

This participants application form is to be signed by the General Secretary of the requesting CAF National Association. Please submit it by **LATEST 1 MONTH before the intended start of the course**. Failure to submit a completed application form might lead to the cancellation of any development assistance that CAF can offer. If you wish to complete this on-line, please e-mail to shatta@cafonline.com with a copy to info@cafonline.com

Note: Please note that this form **CL02** is a follow up of the form **CL01** that **MUST** have been previously filled by your national association 3 months prior to the intended start of the course

CAF LICENSE PARTICIPANTS

Please provide the following information on potential participants to the CAF Coaching License

LANGUAGE TO BE USED ENGLISH / FRENCH / ARABIC / PORTUGUESE / SPANISH (Please tick)

NUMBER OF PARTICIPANTS:

PARTICIPANT 1

Name _____

Age & Date of Birth _____

Designation _____

Responsibilities _____

Coaching Background _____

& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____

Level of Education _____

Contact Details _____

PARTICIPANT 2

Name _____

Age & Date of Birth _____

Designation _____

Responsibilities _____

Coaching Background _____

& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____

Level of Education _____

Contact Details _____

PARTICIPANT 3

Name _____

Age & Date of Birth _____

Designation _____

Responsibilities _____

Coaching Background _____

& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____

Level of Education _____

Contact Details _____

PARTICIPANT 4

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 5

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 6

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 7

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 8

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 9

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 10

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 11

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 12

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 13

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 14

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 15

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 16

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 17

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 18

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 19

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 20

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 21

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 22

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 23

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 24

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 25

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 26

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 27

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 28

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 29

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 30

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 31

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 32

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 33

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 34

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 35

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 36

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 37

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 38

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 39

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

PARTICIPANT 40

Name _____
Age & Date of Birth _____
Designation _____
Responsibilities _____
Coaching Background _____
& Experience _____

Language(s) Competency High Good Average

Computer Proficiency _____
Level of Education _____
Contact Details _____

I declare that all information provided is accurate at time of completion.

Date

Signed - National Association General Secretary

Approved by CAF

Signed - CAF General Secretary

Signed - CAF Director of Development

Should you have any queries or require assistance while completing this questionnaire, please contact:

Abdel Moneim Hussein
Director of CAF Football Development Division
Tel: +202 3837 1000 ext 105
Fax: +202 3837 0006
E-mail: shatta@cafonline.com

CONFEDERATION AFRICAINE DE FOOTBALL

3 Abdel Khalek Tharwat Street, El Hay El Motamayez, P.O. Box 23

6th October City, Egypt.

Tel.: 202 3837 1000 / Fax : 202 3837 0006



CAF COACHING LICENSE INDIVIDUAL ASSESSMENT FORM

To be filled by the CAF Assessor / Examiner

National Association : _____

Venue : _____

Session Duration : _____ minutes

Participant full name: _____

1. License grade : _____

2. Practical results : _____

3. Theoretical results: _____

4. Overall rating : _____

5. Based on this assessment, how would you rate the Trainee's performance?

Suggestions : _____

CAF Assessor name: _____

CAF Assessor position: _____

The CAF Assessor hereby declares the above information is correct and based on his professional and technical judgment of the participant.

CAF Assessor signature: _____ Date: _____

CAF-FIFA REFEREE COURSES @ NATIONAL LEVEL - APPLICATION FORM - RC01

Course Venue: _____
 Course Proposed Date(s): _____
 Course Ref: _____ (To be filled by CAF)



This application form **RC01** is to be signed by the General Secretary of the requesting CAF National Association. Please submit it by **LATEST 45 days (1.5 months) before the intended start of the course**. Failure to submit a completed application form will reduce the possibility of any development assistance that CAF and FIFA can offer. If you wish to complete this on-line, please e-mail to yasmine@cafonline.com with a copy to dev@cafonline.com

1/ CAF NATIONAL ASSOCIATION

PART A: Contact Information of the Refereeing Manager / Director

Name _____
 National Association _____
 Contact Details _____

PART B: Contact Information of the CAF Education Officer

Name _____
 Designation _____
 National Association _____
 Contact Details _____

PART C: Information on requested course

Proposed date _____
 Proposed Venue _____
 Number of participants _____

I declare that all information provided is accurate at time of completion.

Date

Signed - National Association General Secretary

Approved by CAF

Signed - CAF General Secretary

Signed - CAF Director of Development

Confirmed course date _____ (To be filled by CAF)

Should you have any queries or require assistance while completing this questionnaire, please contact:

Kalombo Bester
 Refereeing Manager
 Tel: +202 3837 1000 ext 113
 Fax: +202 3837 0006
 E-mail: kalombo@cafonline.com

CAF-FIFA REFEREE COURSES - PARTICIPANTS FORM - RC02

Course Venue:

Course Date:

Course Ref: (To be filled by CAF)



This participants application form is to be signed by the General Secretary of the requesting CAF National Association. Please submit it by **LATEST 2 WEEKS before the intended start of the course**. Failure to submit a completed application form might lead to the cancellation of any development assistance that CAF and FIFA can offer. If you wish to complete this on-line, please e-mail to yasmine@cafonline.com with a copy to dev@cafonline.com

Note: Please note that this form **RC02** is a follow up of the form **RC01** that **MUST** have been previously filled by your national association 3 months prior to the intended start of the course

CAF LICENSE PARTICIPANTS

Please provide the following information on potential participants to the CAF Coaching License

LANGUAGE TO BE USED ENGLISH / FRENCH / ARABIC / PORTUGUESE / SPANISH (Please tick)

NUMBER OF PARTICIPANTS:

Please attach to this form a CV of each participant and send it to CAF and FIFA by mail or email.

Date

Signed - National Association General Secretary

Approved by CAF

Signed - CAF General Secretary

Signed - CAF Director of Development

Should you have any queries or require assistance while completing this questionnaire, please contact:

Kalombo Bester
Refereeing Manager
Tel: +202 3837 1000 ext 113
Fax: +202 3837 0006
E-mail: kalombo@cafonline.com



Course Venue:	<input type="text"/>
Course Proposed Date(s):	<input type="text"/>
Course Ref:	<input type="text"/> (To be filled by CAF)

This application form **RC01** is to be signed by the General Secretary of the requesting CAF National Association. Please submit it by **LATEST 60 days (2 months) before the intended start of the course**. Failure to submit a completed application form will reduce the possibility of any development assistance that CAF and FIFA can offer. If you wish to complete this on-line, please e-mail to yasmine@cafonline.com with a copy to dev@cafonline.com and refereeing@fifa.org.

1/ CAF NATIONAL ASSOCIATION

PART A: Contact Information of the Refereeing Manager / Director

Name	<input type="text"/>
National Association	<input type="text"/>
Contact Details	<input type="text"/>

PART B: Contact Information of the CAF Education Officer

Name	<input type="text"/>
Designation	<input type="text"/>
National Association	<input type="text"/>
Contact Details	<input type="text"/>

PART C: Information on requested course

Proposed date	<input type="text"/>
Proposed Venue	<input type="text"/>
Number of participants	<input type="text"/>

I declare that all information provided is accurate at time of completion.

Date

Signed - National Association General Secretary

Approved by CAF

Signed - CAF General Secretary

Signed - CAF Director of Development

Confirmed course date _____ (To be filled by CAF)

Should you have any queries or require assistance while completing this questionnaire, please contact:

Bester Kalombo
Refereeing Manager
Tel: +202 3837 1000 ext 113
Fax: +202 3837 0006
Email: Kalambo@cafonline.com



Course Venue:

Course Date:

Course Ref: (To be filled by CAF)

This participants application form is to be signed by the General Secretary of the requesting CAF National Association. Please submit it by **LATEST 1 WEEK before the intended start of the course**. Failure to submit a completed application form might lead to the cancellation of any development assistance that CAF and FIFA can offer. If you wish to complete this on-line, please yasmine@cafonline.com with a copy to dev@cafonline.com and refereeing@fifa.org.

Note: Please note that this form **RC02** is a follow up of the form **RC01** that **MUST** have been previously filled by your national association 2 months prior to the intended start of the course

PARTICIPANTS

Please provide the following information on potential participants to the course

LANGUAGE TO BE USED ENGLISH / FRENCH / ARABIC / PORTUGUESE / SPANISH (Please tick)

NUMBER OF PARTICIPANTS:

Please attach to this form the list of names of participants along with their birth dates and send it to CAF and FIFA by mail or email.

Date

Signed - National Association General Secretary

Approved by CAF

Signed - CAF General Secretary

Signed - CAF Director of Development

Should you have any queries or require assistance while completing this questionnaire, please contact:

Kalombo Bester
 Refereeing Manager
 Tel: +202 3837 1000 ext 113
 Fax: +202 3837 0006
 E-mail: kalombo@cafonline.com

CONFEDERATION AFRICAINE DE FOOTBALL

3 Abdel Khalek Tharwat Street, El Hay El Motamayez, P.O. Box 23

6th October City, Egypt.

Tel.: 202 3837 1000 / Fax : 202 3837 0006



CAF EDUCATION OFFICER ACTIVITY REPORT ON DEVELOPMENT PROGRAMS	
CAF MEMBER ASSOCIATION	_____
REPORT MADE BY	Reference No. _____

Please attach to this form the required information and documentation related to the courses planned or that took place within your Member Association as well as information related to objectives of the courses, participants, instructors, etc...

Please tick below the areas which are covered by your report:

- COACHING
- REFEREEING
- ADMINISTRATION
- SPORTS MEDICINE
- GRASSROOTS
- WOMEN FOOTBALL
- FUTSAL
- BEACH SOCCER
- CAF EDUCATION OFFICERS NETWORK
- OTHER - PLEASE SPECIFY: _____

Report approved by the CAF Member Association:

Education Officer Signature

Secretary General's signature:

Place and Date:

Received by CAF:

