



# **COACHING & REFEREE**

APPLICATION  
SELECTION PROCESS  
RULES OF CONDUCT



BRAZILIAN SPORTS ACADEMY

[www.topbrazilsports.com](http://www.topbrazilsports.com)





## **Information for Coaches, Assistant Coaches and Referees ONLY:**

**Each TOP coach must be Certified by TOP Brazilian Sports Academy, Kurdistan Football Association and the Kurdistan Region Olympic Committee.**

TOP Brazilian Sports Academy has been licensed by KRG Ministry of Youth and Culture, Minister Kawa Mahamoud, and coaching training has been authorized by Mr. Safeen K. Ahmed, President of Kurdistan Football Association and Salah Hassan Khasro, President of Kurdistan Olympic Committee.

From September 8-11, 2012 the Academy will provide a 4-day, 28-hour training program, delivered by Alan Nixon, a highly qualified and certified coach from Ireland. Completion of this program will culminate with TOP Brazilian Sports Academy Certification sanctioned by the Kurdistan Football Association and the Kurdistan Region Olympic Committee.

**The fee for Coaches Training and Certification is \$100.**

### **The Selection Process**

It is the Academy's intention to train a team of 20 coaching candidates (15 men and 5 women) and offer them the opportunity to earn a spot on the TOP Brazilian Sports Academy Coaching Team. We feel this is a manageable number of men and women to train and certify during the four-day training program mentioned above. The criteria for candidate selection are:

- Football experience
- Attitude toward young players
- Attendance and Performance during the Training Process
- Willingness to abide by the rules of conduct that apply to all players, coaches and staff

From this pool of trained and certified candidates TOP Brazil intends to select 8 coaches (6 men and 2 women) for the first season of play. Eight more we would like to offer an Assistant Coaches position and the balance of graduates be asked to be alternates for coaching and/or refereeing. We anticipate that by season two we will be need an additional 6 to 10 coaches.

Those offered the opportunity to coach from the pool of candidates completing training will be invited to coach 3-4 teams in four select age levels. Each will earn a base salary of \$250 per month for each team they coach. The coaching contract will extend for twelve months from October 2012–September 2013. One month (July) of twelve will be paid time off. Every other month coaches will be expected to work 24-40 hours weekly as the job requires.



### **Private Coaching**

As a supplement base income, each coach will be offered the opportunity to provide private coaching for students whose parents wish to help them improve their football skills. Fees for 1 ½ hour private coaching sessions are:

- 15,000 ID Per session of 1:1 (A parent or responsible substitute assigned by the parent must attend for players under 12)
- 10,000 ID Per player per session of 1:2- 4 players

It is understood that Coaches may only coach players from the teams they personally coach. No cross-coaching permitted without Executive approval.

It should be obvious from the supplemental income plan above that your relationship with your players and parents will play a very important role in whether or not they seek your help in growing the skills and ability of their child. Be consistent, treat your players with respect but remember they require discipline. Foremost, you must be fair and honorable at all times. Anything less will reflect poorly on everyone. And one last thing, inappropriate touching of a player is cause for immediate dismissal.

### **Practice Sessions**

- U-7 and U-9 Teams will practice twice weekly for two hours and play at least one game each week.
- U-12 and U-15 Teams will practice three times weekly for two hours and play at least one game each week.
- Each week there will be a 2-3 hour coaches training session conducted by the TOP Head Coach and Executive Team member.

### **The Month of September 2012**

The Academy's first season does not officially begin until September 30, 2012, however coaches and assistants will receive a compensation of \$300 for the month. Each coach will be required to participate in every session of Try-Outs, Selection meetings and Notification Sessions. There will also be team meetings, parent meetings and at least one day of grounds keeping in which everyone is required to participate. **For dates refer to Calendar on last page of the Player Selection Process and Rules of Conduct brochure.**

### **Assistant Coaches**

Assistant coaches will earn \$150 per team per month. Remember that they work with you but not for you, so please treat them accordingly. Many have just as much training and aptitude as you have. Also, they have the opportunity to work with you in group training sessions and earn extra pay but they are NOT required to do so.

### **Game Referees**

For games played outside the Academy, Field Referees will earn 15,000 ID per game and Line Refs will earn 10,000 ID per game. The home team coach must submit and sign a Compensation Request Form indicating which referees worked your game.



## **Guidelines**

TOP Brazil has developed some very specific guidelines for our Coaches, Assistant Coaches and Referees. It is imperative that you read, understand and follow these rules of conduct. We are convinced that by following these guidelines your team members and their parents will develop the confidence to seek your help in taking their son or daughter to the next level of achievement and development.

1. Under no circumstances should a coach ever lay a hand on a player in anger or touch a young man or woman inappropriately.
2. Verbal abuse can be just as destructive as physical abuse and will not be tolerated in TOP Brazil. We all want to compete to win but character and respect is far more important than winning.
3. Staff and referees will make mistakes, bad calls, on and off the field, and not always agree with what you think should be done. Realize that we are all in this program together and that we help each other the most by working together. If you feel you have been wronged, take the matter up first with the individual PRIVATELY and if you still are not satisfied then go to a member of the Executive Team to discuss it.
4. A great rule to live by in management and coaching is this: "Criticize in private and praise in public." Try to live and coach by that rule.
5. "Do to others as you would like them to do to you." That is the "Golden Rule" and it is irrefutable.
6. Teach your players to play to win while you also teach them to be fair, honest and respectful of others. It is easy to be gracious when the contest ends in our favor. It takes character to congratulate the opponent who beats you unfairly.
7. Remember that "assists" are just as important as goals. Rarely, however, does one happen without the other. Coaches and players should show equal respect for both.
8. No matter how bad the call, NEVER disrespect the referee by arguing with their call. You will not change the decision, but you will display to your team members what disrespect for authority looks like. If you must refute the call, save it until half-time or the end of the game. Voice your opinion respectfully and privately. Consider this expression of dissatisfaction: "Mr. Ref, I think you missed that call and it may have cost us the game. Would you please be more careful next time? My kids work awfully hard to play their best and are counting on you to make good, fair calls every time." You will get your point across and everyone will be happier the next day.
9. Give more than you take. Work harder than your players. Try never to play favorites.
10. SMOKING, DRUGS AND ALCOHOL is strictly prohibited at all functions associated with the Academy. Be a role model for your players and remember that kids will imitate what you do long after they forget what you say.

We believe that if you will incorporate these principles into your drills and skills building techniques, you have the potential to be one of the greatest coaches your players have ever had. Who knows, they may make it to the Olympics or World Cup someday and thank you for what you did to help them get there.



## APPLICATION

Thank you for your interest in working with TOP Brazilian Sports Academy. We are seeking the best of the best players, coaches and referees. The Process and Rules explained in the attached manual should answer most of your questions about who we are and what our goals are. Please make sure you read our PLAYERS manual. (Complete this form in English)

NAME: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

ARE YOU INTERESTED IN COACHING? \_\_\_\_\_ or REFEREEING? \_\_\_\_\_

Location where you live: \_\_\_\_\_

MOBILE: \_\_\_\_\_ BIRTH PLACE? \_\_\_\_\_ Date of Birth? \_\_\_\_\_

WHAT IS YOUR PRIMARY LANGUAGE? \_\_\_\_\_

WHAT OTHER LANGUAGES DO YOU SPEAK? \_\_\_\_\_

DO YOU HAVE ANY ADDICTIVE HABITS SUCH AS SMOKING or DRUGS? Yes \_\_\_\_\_ No \_\_\_\_\_

WHAT IS YOUR FOOTBALL EXPERIENCE? \_\_\_\_\_

WHAT IS YOUR COACHING OR REFEREEING EXPERIENCE? \_\_\_\_\_

WHY DO YOU WANT TO BE A COACH OR REFEREE FOR TOP ACADEMY? \_\_\_\_\_

WHAT ARE YOUR EARNING EXPECTATIONS? \$ \_\_\_\_\_ PER MONTH

Please return your application in the attached envelope along with your CV or Resume', two references with contact information and proof of any certifications or letters of reference. If you prefer to complete your application on line and email us your CV and Resume' please go to our website at: [www.topbrazilsports.com](http://www.topbrazilsports.com)

Thank you again for your interest. We will be in touch to set up an interview.