

Macao FA Coach Manual



Implementation starts in February 2022

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1. Coach education system

1.1 MFA Coach Education structure

1.1.1 The following courses are football coaching courses offered by MFA :

- MFA Grassroots coaching certificate course
- MFA D coaching certificate course
- MFA D GK coaching certificate course
- MFA C GK coaching certificate course
- MFA Basic Futsal coaching certificate course

1.1.2 The following courses are football coaching courses run by MFA and approved by the

AFC Coaching Convention :

- MFA C coaching certificate course
- MFA B coaching certificate course

1.1.3 The following courses are provided by MFA and must be approved by the AFC :

- AFC C coaching certificate course
- AFC B GK coaching certificate course
- AFC A GK coaching certificate course
- AFC Fitness coaching certificate course – Level 1A/1B
- AFC Fitness coaching certificate course – Level 2A/2B
- AFC Futsal coaching certificate course – Level 1
- AFC Futsal coaching certificate course – Level 2
- AFC Futsal coaching certificate course – Level 3
- AFC Futsal GK coaching certificate course – Level 1
- AFC Futsal Fitness coaching certificate course – Level 1

1.2 Content of each type of coaching course

1.2.1 MFA Grassroots Coaching Certificate Course

Target Group :	School teachers, social workers and people serving in non-profit organizations
Quota :	40
Medium of Instruction :	Cantonese (no translation), with English theoretical content and test questions
Service group :	Students in the school who are interested in football
Content :	The content of the course will teach the principles of grassroots football and how to organize fun and safe football activities. Those who complete the course will have an initial understanding of the development of infant football.
Duration :	Theory class: 3 hours; Practical class: 5 hours; total: 8 hours
Exam :	No assessment
Coaching Practice :	Participants must assist a grassroots football event organized by the school/non-profit organization/Macau FA to be awarded a certificate

1.2.2 MFA D Coaching Certificate Course

Target Group :	Men and women aged 18 or above and those who are interested in working as coaches
Quota :	40
Medium of Instruction :	Cantonese (no translation), with English theoretical content and test questions
Service group :	Organize and train youth football training for 12 years old or younger
Content :	The course content will teach coaches how to organize, instruct and conduct basic football training, and will serve as a preparation course for the C coaching course of the Macau FA
Duration :	Theory class: 10 hours; Practical class: 20 hours; total: 30 hours
Exam :	1 practical assessment, 1 theoretical assessment (including general theory and specialized theory)
Coaching Practice :	Participants must assist the Macau FA to organize a grassroots football event before they can be awarded a certificate

1.2.3 MFA C Coaching Certificate Course

Target Group :	Coaches of each school team and youth coaches of each team (Must register with the MFA D license coach certificate or hold a coach certificate with equivalent qualifications)
Quota :	24
Medium of	Cantonese (no translation), with English theoretical content and test questions
Instruction :	Organize and train youth football training for 15 years of age or younger
Service group :	The course content will teach basic techniques and skills, aiming to teach coaches to organize, guide and conduct basic football training for young players, and serve as a preparation course for the B coaching course of the Macau Football Association.
Content :	Theory class: 30 hours; Practical class: 50 hours; total: 80 hours
Duration :	2 practical assessment, 1 theoretical assessment (including general theory and specialized theory) 、 1 Laws of the game assessment
Exam :	60 hours of teaching experience and submit the coach log for review, only after passing the certificate can be awarded

1.2.4 MFA B Coaching Certificate Course

Target Group :	Coaches of each school team and youth coaches of each team (Must be registered with the MFA C license coach certificate or hold a coach certificate with equivalent qualifications for at least 24 months)
Quota :	24
Medium of	Cantonese (no translation), with English theoretical content and test questions
Instruction :	Organize and arrange youth football training at all levels
Service group :	The course content will teach more in-depth techniques and skills in the game, so that coaches can have a deeper understanding of technology, skills and tactics, and serve as a preparation course for the A coaching course of the AFC.
Content :	Theory class: 45 hours; Practical class: 75 hours; total: 120 hours
Duration :	3 practical assessment, 1 theoretical assessment (including general theory and specialized theory) 、 1 speech assessment
Exam :	80 hours of teaching experience and submit the coach log for review, only after passing the certificate can be awarded

1.2.5 AFC A Coaching Certificate Course

Target Group :	National team coaches and coaches of league teams (Must be registered with the MFA B license coach certificate or hold a coach certificate with equivalent qualifications for at least 12 months)
Quota :	24
Medium of	To be confirmed
Instruction :	Youth national team and league team training
Service group :	The course content will teach football tactics, management skills and athlete psychology. Those who complete the course will have a deeper understanding of football games and team management. And as a preparation course for the Pro coaching course of the AFC
Content :	Theory class: 60 hours; Practical class: 120 hours; total: 180 hours
Duration :	3 practical assessment, 1 theoretical assessment (including general theory and specialized theory) 、 1 speech assessment
Exam :	100 hours of teaching experience and submit the coach log for review, only after passing the certificate can be awarded

1.2.6 MFA GK-D Coaching Certificate Course

Target Group :	Men and women aged 18 or above and those who are interested in working as GK coaches
Quota :	20
Medium of	Cantonese (no translation), with English theoretical content and test questions
Instruction :	Organize and train youth goalkeeper training for 12 years old or younger
Service group :	The course content will teach coaches how to organize, guide and conduct basic goalkeeper training, and will serve as a preparation course for the Macau FA C goalkeeper coaching course.
Content :	Theory class: 5 hours; Practical class: 10 hours; total: 15 hours
Duration :	1 practical assessment
Exam :	Participants must assist the Macau Football Association to organize a goalkeeper training event before they can be awarded a certificate

1.2.7 MFA GK-C Coaching Certificate Course

Target Group :	Goalkeeper coaches for each school team and each team (Must register for the C license coach of the Macau Football Association or hold a coach certificate with equivalent qualifications)
Quota :	20
Medium of	Cantonese (no translation), with English theoretical content and test questions
Instruction :	Organize and train youth goalkeeper training for 15 years old or younger
Service group :	The course content will teach basic skills and goalkeeper functional training, aiming to teach goalkeeper coaches to train young goalkeepers and serve as a preparation course for the AFC GK-B coaching course.
Content :	Theory class: 10 hours; Practical class: 20 hours; total: 30 hours
Duration :	1 practical assessment, 1 theoretical assessment (including general theory and specialized theory)
Exam :	40 hours of teaching experience and submit the coach log for review, only after passing the certificate can be awarded

1.2.8 AFC GK-B Coaching Certificate Course

Target Group :	Goalkeeper coaches for youth teams and league teams (Must be registered with the Macau FA C goalkeeper coach certificate or hold a coach certificate with equivalent qualifications for at least 12 months)
Quota :	20
Medium of	To be confirmed
Instruction :	Organize and arrange youth goalkeeper training at all levels
Service group :	The content of the course will teach goalkeeper techniques and skills, so that goalkeeper coaches can understand the skills and tactics of goalkeepers, and serve as a preparation course for the GK-A coaching course of the AFC.
Content :	Theory class: 20 hours; Practical class: 40 hours; total: 60 hours
Duration :	To be confirmed
Exam :	To be confirmed

1.2.9 AFC GK-A Coaching Certificate Course

Target Group :	Goalkeeper coaches for national and professional teams (Required to register for the AFC B license goalkeeper coaching certificate or hold an equivalent coaching certificate for at least 24 months)
Quota :	20
Medium of	To be confirmed
Instruction :	Organize and adult national team and professional team goalkeeper training
Service group :	The course content will teach more in-depth goalkeeper skills, tactics and athlete psychology. Those who complete the course will have a deeper understanding of football matches and assisted training.
Content :	Theory class: 36 hours; Practical class: 84 hours; total: 120 hours
Duration :	To be confirmed
Exam :	To be confirmed

1.2.10 AFC Fitness Coaching Certificate Course Level 1A/1B

Target Group :	Must be registered with the Macau FA B license certificate or hold a coach certificate with equivalent qualifications
Quota :	24
Medium of	To be confirmed
Instruction :	Organize and arrange players for fitness training
Service group :	The course content will teach professional football physical training methods. And as a preparation course for the AFC fitness coaching course level 2
Content :	Theory class: 35 hours; Practical class: 25 hours; total: 60 hours
Duration :	1 practical assessment, 1 theoretical assessment (including general theory and specialized theory)
Exam :	40 hours of teaching experience and submit the coach log for review, only after passing the certificate can be awarded

1.2.11 AFC Fitness Coaching Certificate Course Level 2A/2B

Target Group :	Must be registered with the AFC fitness coaching course level 1 registered coach for at least 12 months
Quota :	24
Medium of	To be confirmed
Instruction :	Organize and arrange players for fitness training
Service group :	The course content will teach professional football physical training methods
Content :	Theory class: 35 hours; Practical class: 25 hours; total: 60 hours
Duration :	1 practical assessment, 1 theoretical assessment (including general theory and specialized theory) 、 1 speech assessment
Exam :	80 hours of teaching experience and submit the coach log for review, only after passing the certificate can be awarded

1.2.12 MFA Basic Futsal Coaching Certificate Course

Target Group :	Men and women aged 18 or above and those who are interested in working as a futsal coach
Quota :	20
Medium of	Cantonese (no translation), with English theoretical content and test questions
Instruction :	Organize basic futsal training
Service group :	The content of the course will teach the coaches the basic futsal skills and serve as a preparation course for the AFC Futsal Coaching Course level 1.
Content :	Theory class: 8 hours; Practical class: 12 hours; total: 20 hours
Duration :	1 practical assessment, 1 theoretical assessment (including general theory and specialized theory)
Exam :	20 hours of teaching experience and submit the coach log for review, only after passing the certificate can be awarded

1.2.13 AFC Futsal Coaching Certificate Course Level 1

Target Group :	Each school team and each team coach (Must register for the Macau FA Basic Futsal Coach Certificate or hold a coach certificate with equivalent qualifications)
Quota :	20
Medium of	To be confirmed
Instruction :	Organizing and training youth futsal training
Service group :	The content of the course will teach the coach how to organize, instruct and conduct basic futsal training, and will serve as a preparation course for the AFC Futsal Coaching Course level 2
Content :	Theory class: 25 hours; Practical class: 27 hours; total: 52 hours
Duration :	1 practical assessment, 1 theoretical assessment (including general theory and specialized theory)
Exam :	40 hours of teaching experience and submit the coach log for review, only after passing the certificate can be awarded

1.2.14 AFC Futsal Coaching Certificate Course Level 2

Target Group :	Futsal coaches for national and league teams (Must be registered for the AFC Futsal Coach Course level 1 or hold a coach certificate with equivalent qualifications for at least 24 months)
Quota :	20
Medium of	To be confirmed
Instruction :	Organize advanced futsal training
Service group :	The content of the course will teach professional and comprehensive futsal training for coaches, and will serve as a preparation course of the AFC Futsal Coaching Course level 3
Content :	Theory class: 35 hours; Practical class: 37 hours; total: 72 hours
Duration :	2 practical assessment, 1 theoretical assessment (including general theory and specialized theory)
Exam :	60 hours of teaching experience and submit the coach log for review, only after passing the certificate can be awarded

1.2.15 AFC Futsal Coaching Certificate Course Level 3

Target Group :	Futsal football coaches for national and league teams (Required to register for the AFC Futsal Coaching Course level 3 or hold an equivalent coaching certificate for at least 24 months)
Quota :	20
Medium of	To be confirmed
Instruction :	Organize and train professional futsal training
Service group :	The course content will teach the coach the latest and more professional futsal skills and tactics. Those who complete the course will have a deeper understanding of futsal games and management.
Content :	Theory class: 45 hours; Practical class: 47 hours; total: 92 hours
Duration :	3 practical assessment, 1 theoretical assessment (including general theory and specialized theory), 1 speech assessment
Exam :	80 hours of teaching experience and submit the coach log for review, only after passing the certificate can be awarded

1.2.16 AFC Futsal Goalkeeping Coaching Certificate Course Level 1

Target Group :	Must be registered for the AFC Futsal Coaching Course level 1 or hold a coach certificate with equivalent qualifications
Quota :	20
Medium of	To be confirmed
Instruction :	Organize advanced futsal goalkeeper training
Service group :	The content of the course will teach the coaches basic futsal goalkeeper training, and will serve as a preparation course for the AFC futsal goalkeeper coaching course level 1
Content :	Theory class: 18 hours; Practical class: 22 hours; total: 40 hours
Duration :	1 practical assessment, 1 theoretical assessment (including general theory and specialized theory)
Exam :	40 hours of teaching experience and submit the coach log for review, only after passing the certificate can be awarded

1.2.17 AFC Futsal Fitness Coaching Certificate Course Level 1

Target Group :	Must be registered for the AFC Futsal Coaching Course level 1 or hold a coach certificate with equivalent qualifications
Quota :	20
Medium of	To be confirmed
Instruction :	Organize and arrange players for fitness training
Service group :	The course content will teach professional football fitness training methods. It also serves as a preparation course for the AFC Futsal Fitness Coaching Course level 2
Content :	Theory class: 35 hours; Practical class: 25 hours; total: 60 hours
Duration :	1 practical assessment, 1 theoretical assessment (including general theory and specialized theory)
Exam :	40 hours of teaching experience and submit the coach log for review, only after passing the certificate can be awarded

1.3 Course selection criteria and fast track procedures

1.3.1 Course selection criteria

1.3.1.1 AFC A Coaching Certificate Course 、MFA B Coaching Certificate Course

(Including overseas course recommendation) applications will be selected according to the following priorities :

- 1) Current coach of each echelon of the Macau national team
- 2) Current Macau Football League Coach (First Division)
- 3) Served as the coach of each echelon of the Macau national team
- 4) Served as the coach of the Macau Football League (First Division for at least one season)
- 5) Current coach of each team of the Macau Youth Football League
- 6) Players who have been selected for the Macau national team
- 7) Year of completion of the previous level of coaching qualification
- 8) Hold a permanent/non-permanent resident identity card of Macau Special Administrative Region

1.3.1.2 MFA C Coaching Certificate Course applications will be selected according to the following priorities :

- 1) Current coach of each team of the Macau Youth Football League
- 2) Players who have been selected for the Macau national team
- 3) Staff or players recommended by each club in the Macau Football League
- 4) The current school and other institutions serve as head coaches and teaching assistants
- 5) Year of completion of D license coaching course qualification
- 6) Hold a permanent/non-permanent resident identity card of Macau Special Administrative Region

1.3.1.3 MFA D Coaching Certificate Course applications will be selected according to the following priorities :

- 1) Current school physical education teacher or school interest class coach
- 2) Players who have been selected for the Macau national team
- 3) Staff or players recommended by each club in the Macau Football League
- 4) Hold a permanent/non-permanent resident identity card of Macau Special Administrative Region

1.3.1.4 AFC Goalkeeping Coaching Certificate Course applications will be selected according to the following priorities :

- 1) Recommended by our affiliated association
- 2) Experience in goalkeeper competition
- 3) Experience in goalkeeper training
- 4) Hold a permanent/non-permanent resident identity card of Macau Special Administrative Region

1.3.1.5 AFC Fitness Coaching Certificate Course applications will be selected according to the following priorities :

- 1) Recommended by our affiliated association
- 2) Experience in fitness coaching
- 3) Experience in fitness training
- 4) Hold a permanent/non-permanent resident identity card of Macau Special Administrative Region

1.3.1.6 AFC Futsal Coaching Certificate Course applications will be selected according to the following priorities :

- 1) Recommended by our affiliated association
- 2) Experience in futsal competition
- 3) Experience in futsal training
- 4) Hold a permanent/non-permanent resident identity card of Macau Special Administrative Region

1.3.2 Fast education procedure

1.3.2.1 If applying for the AFC A and B coaching course of the MFA fails to meet the application time requirements, you can apply for the express education program if you meet the following conditions :

- 1) Players who have been selected for the Macau national team (at least 20 games or more of the Macau representative team experience)
- 2) Former or current coach of the Macau national team (including head coach and assistant coach, assisting the MFA for at least one year)
- 3) Former or current coach of first division league (have served at least one season of first division club within two years at the time of application, or currently play for at least one season of that club)

1.3.2.2 Those who meet one of the following conditions can directly apply for the MFA C coaching course :

- 1) Ten or more Macau national team international competition experience (International A-level competition)
- 2) Twenty games or more of Macau national team game experience

1.3.2.3 The AFC coaching courses are handled in accordance with the guidelines of the AFC and reviewed by the AFC

1.3.2.4 The Technical Department of the MFA has the right to change the priority selection based on other factors

1.4 Course assessment and result appeal procedure

1.4.1 Course assessment

1.4.1.1 The course assessment of the AFC A Coaching Certificate Course is based on the guidelines of the AFC

1.4.1.2 MFA B Coaching Certificate Course, there is 1 theory assessment, 3 practice assessments, 1 speech assessment and team practice. Theory assessment includes specialized theory and general theory, with a passing score of 60%, and there are re-exams, with a maximum of two re-exams (re-exams fee is 100 mop); Practice assessments pass score is 70%, and at least two passes are required, not re-exam. Speech assessment pass score is 60%, not re-exam. The team's internship hours are 80 hours, and it requires real coaching experience and submitting the coach log book for review. Only after passing can the certificate be awarded.

1.4.1.3 MFA C Coaching Certificate Course, there is 1 theory assessment 、 2 practice assessment 、 1 Laws of the game and team practice, Theory assessment includes specialized theory and general theory, with a passing score of 60%, and there are re-exams, with a maximum of two re-exams (re-exams fee is 100 mop); Practice assessments pass score is 70%, not re-exam. The team's internship hours are 60 hours, and it requires real coaching experience and submitting the coach log book for review. Only after passing can the certificate be awarded.

1.4.1.4 MFA D Coaching Certificate Course, there is 1 theory assessment, 1 practice assessment, 1 activity practice. Theory assessment a passing score of 60%, and there are re-exams, with a maximum of two re-exams (re-exams fee is 100 mop); Practice assessments pass score is 70%, not re-exam; The activity internship must participate in the activities organized by the Macau FA, and the certificate will be awarded after completion.

1.4.1.5 Other AFC coaching courses need to be assessed by the AFC coach instructor in accordance with the relevant guidelines of the AFC.

1.4.2 Results review procedures

1.4.2.1 AFC A Coaching Certificate Course, MFA B, C, D Coaching Certificate Course, all have video recording. Participants can submit a written review to the Association within seven days after the notification of the results is issued. The Technical Committee of the Association will process the review and reply in writing within one month. The review fee is 3,000 MOP and will be refunded if the review is successful.

1.4.2.2 Other AFC coaching courses do not have a performance review procedure.

1.5 Non-local coaches enrolled in courses and coaches enrolled in overseas courses

1.5.1 Arrangements for non-local coaches to apply for the AFC/MFA Coaching Course :

Applicant conditions must meet the following conditions :

- 1) Hold a coaching certificate issued by FIFA
- 2) 2) Hold a coaching certificate from AFC/MFA
- 3) 3) Provide a letter of consent from the MA of your nationality

* Application Procedures :

Applicants need to apply to the MFA as a "registered non-local coach" before they can apply for courses.

i) Based on the regulations of the AFC, MFA must give priority to accepting applications from local coaches. Therefore, the selection method of the AFC courses will be divided into the first category (local coaches) and the second category (non-local coaches).

ii) If the number of applicants in the first category is not full, the association will only accept applications from the second category.

iii) The selection of the second category will be decided by the technical department of this association.

1.5.2 MFA registered coaches apply for overseas courses

Registered coaches of this association must apply in writing to the Technical Department of the MFA for a permit letter and submit a certificate of criminal record. Applications that are not registered coaches of this association will not be accepted.

1.6 Certificate

1.6.1 All football coaching courses approved by the AFC are certified by the AFC.

1.6.2 The football coaching courses and MFA coaching courses approved by the AFC are issued by the association in accordance with the AFC coaching convention. The certificate has the certificate number of the association.

1.6.3 The MFA Grassroots, D, Goalkeeper D, and basic futsal coaching courses are issued by the MFA. Starting in 2021, the certificate will have the certificate number on the certificate.

1.6.4 The validity period of the certificates for all coaching courses of the MFA is three years, and the calculation date starts after the results are notified. If you fail to submit the teaching plan for the relative number of hours within three years and submit it to the Technical Department for review, the certificate that is not received will be disqualified from being registered with the Association.

1.6.5 All coaches who have notified qualified but have not received a certificate before December 31, 2019, if they have not submitted a lesson plan, must submit the lesson plan for the relevant number of hours to the technical department before December 31, 2022. Department review, otherwise the lesson plan has not been received. The certificate will be disqualified from registration with the association.

2. Coach registration

2.1 Local coach registration

2.1.1 Registration Instructions

- 1) AFC coaches who hold a Macau resident identity card (permanent and non-permanent) registration are regarded as "local coach registration". AFC coaches generally refer to those who hold an AFC coaching certificate.
- 2) The coach registration period is three years, and the first registration period is from January 1, 2022 to December 31, 2024.
- 3) Accept registration applications throughout the year.
- 4) For coach certificates not issued by the MFA, a valid registered coach certificate from the AFC must be provided.
- 5) Each registered coach will be assigned a lifetime registration number after the first successful registration, and this registration number will be permanently applicable.
- 6) Registered coaches who violate any clause in the code of conduct will be punished appropriately by the Association.
- 7) The Association reserves the absolute right to reject any registration application and/or cancel any registration at any time, and is not responsible for any reason, explanation or clarification regarding the rejection and/or cancellation. For rejected and returned applications, the fee will not be refunded under any circumstances.

2.1.2 Registration requirements

- 1) 18 years old or above
- 2) Hold a valid coaching certificate issued by the MFA
- 3) Meet the credit requirements of our Continuing Coach Education (calculate the total credits in the 3 years of the registration year)
- 4) If the credits in the registration year are not up to the standard, registration will be prohibited in the first year of the next new year, and you will not be able to participate in any competitions, courses and activities organized by the Association.
- 5) For coaches who are banned from registration, if they need to apply for registration again, they need to complete a refresher course of the same level before they can apply for registration again.

Coach level	Credit requirements
AFC A License Coach	30 points
AFC/MFA B License Coach	30 points
AFC/MFA C License Coach	20 points
MFA D License Coach	20 points

2.1.3 Registration procedure

- 1) Fill in the coach registration form.
- 2) Validate the completed registration form together with a copy of the identity document, issued by the MFA or the AFC Coaching Convention affiliated club, the European Football Association Coaching Convention affiliated club (PRO, A, B, C) or the FIFA, the original and copy of the coaching certificate, and a photo of the personal ID shall be sent to the Association.
- 3) Pay the registration fee.

2.1.4 Payment method

- 1) Cash 100 MOP.

2.1.5 Rights

- 1) Can coach in the activities organized by the association.
- 2) Participate in coaching classes or refresher courses organized or approved by the Association.
- 3) Participate in workshops or lectures organized by the Association.

2.2 Non-local coach registration

2.2.1 Registration Instructions

- 1) 1) "Non-local coach" qualification will not belong to any level in the coaching qualification framework of the MFA. (Except for coaches registered with the AFC Coaching Convention and UEFA).
- 2) The MFA recognizes the valid coaching certificate issued by the AFC Coaching Convention (PRO, A, B, C), the UEFA Coaching Convention (PRO, A, B, C) or the FIFA, which is equivalent to this association within the coaching qualification framework.
- 3) The coach registration period is three years, and the first registration period is from January 1, 2022 to December 31, 2024.
- 4) Registration applications are accepted throughout the year.
- 5) Each registered coach will be assigned a lifetime registration number after the first successful registration, and this registration number will be permanently applicable.
- 6) Registered coaches who violate any provisions in the code of conduct will be punished appropriately by the MFA
- 7) The Association reserves the absolute right to reject any registration application and/or cancel any registration at any time, and is not responsible for any reason, explanation or clarification regarding the rejection and/or cancellation. For rejected and returned applications, the fee will not be refunded under any circumstances.

2.2.2 Registration requirements

- 1) 18 years old or above
- 2) Hold a valid coaching certificate issued by the affiliated MA or the MFA
- 3) Provide a letter of consent from your own MA (the content is to know and agree to register as a coach with the MFA)
- 4) If the credits in the registration year are not up to the standard, registration will be prohibited in the first year of the next new year, and you will not be able to participate in any competitions, courses and activities organized by the Association.

- 5) For coaches who are banned from registration, if they need to apply for registration again, they need to complete a refresher course of the same level before they can apply for registration again.

Coach level	Credit requirements
AFC A License Coach	30 points
AFC/MFA B License Coach	30 points
AFC/MFA C License Coach	20 points
MFA D License Coach	20 points

2.2.3 Registration procedure

- 1) Fill in the coach registration form
- 2) Validate the completed registration form together with a copy of the identity document, issued by the MFA or the AFC Coaching Convention affiliated club, the European Football Association Coaching Convention affiliated club (PRO, A, B, C) or the FIFA, the original and copy of the coaching certificate, and a photo of the personal ID shall be sent to the Association.
- 3) Pay the registration fee.

2.2.4 Payment method

- 1) Cash 100 MOP.

2.2.5 Rights

- 1) Can coach in the activities organized by the association.
- 2) Participate in coaching classes or refresher courses organized or approved by the Association.
- 3) Participate in workshops or lectures organized by the Association.

3. Continuing coach education credit system

3.1 The purpose of the continuing coach education credit system

The continuing coach education credit system is to allow local coaches to continue to learn, in order to achieve the purpose of keeping pace with the times. The coach training policy of the AFC also requires coaches to perform a certain amount of theory and practice in order to update their coaching qualifications. Therefore, in order to strengthen the teaching ability of local coaches, this association has implemented this plan in June 2021.

3.2 Credit items

The credit program of the MFA is divided into four items, mainly coaching certificate course, coaching refresher course, coaching lecture and coaching workshop.

3.2.1 Coaching certificate course

The coaching certificate courses include the courses listed in item 1.1.2 of this manual, and all scores are 30 credits.

3.2.2 Coaching refresher course, the following are related items :

- 1) MFA "A" Coaching Refresher course
- 2) MFA "B" Coaching Refresher course
- 3) MFA "C" Coaching Refresher course
- 4) MFA "D" Coaching Refresher course

*The course is mainly a refresher course for coaches of the relative level, and the scores are all 20 credits

3.2.3 Coaching lecture

Coaching lecture basically take 3 hours as 1 class and 1 class as 2.5 points. The technical department of this association will determine the final credits according to the subject and the number of times.

3.2.4 Coaching workshop

Coaching workshop basically takes 3 hours as 1 lesson and 1 lesson as 5 points. The technical department of this association will determine the final credits according to the subject and the number of times.

3.3 Credit accumulation and calculation

All credits will accumulate for three years, and the coach registration credit requirements are as follows :

- 1) A and B license coaches need to accumulate 30 points within three years
- 2) C and D license coaches need to accumulate 20 points within three years

* For details, please refer to items 2.1.2 and 2.2.2 of this manual

3.4 Non-local coaches and overseas training activities

3.4.1 Non-local coaches

Non-local coaches can apply for the relevant courses, and the association will issue supporting documents after the course is completed.

3.4.2 Overseas training activities

- 1) MFA registered coaches can earn credits for participating in any learning activities overseas.
- 2) Before participating in any further training activities overseas, you must notify the MFA by email, and the coach must submit a credit application to the technical department of the MFA within half a year after the end of the activity.

4. Coach ethics management

4.1 Coaching regulations

Regulations for Coaches of the Macau FA:

The following five regulations are the conceptual framework of the Macau Football Association (hereinafter referred as the MFA). All registered coaches must abide by the codes and strive to practice them in their professional positions.

1) Professional ability

Coaches must maintain a high level of performance and reveal understanding of their own abilities and professional scope at work. When providing services, they must conform to their scope of knowledge including the education they have received and training experience. If the works involve areas that ones are not familiar with, coaches must make careful judgments and take appropriate precautions to protect those involved at work. Coaches should continue to study in order to acquire the scientific and professional knowledge required for the job. Coaches should use scientific, professional, technical, and administrative resources appropriately.

2) Good character

Coaches must uphold good character, which includes but not limited to being honest, fair and respect others. When describing or reporting personal qualifications, services and training methods, coaches must not provide false, misleading or fraudulent information. Coaches must pay attention to their beliefs, values, needs and limitations, as well as the impact of these factors on their work. Coaches should try to make relevant people aware of the role of a coach and act appropriately according to their roles.

3) Professional responsibility

Coaches must uphold professional ethics, understand their professional roles and responsibilities, take appropriate responsibilities for their actions, and adopt various teaching methods to meet the needs of different players. Coaches should take the players' well-being as the basis, when necessary discuss with other professionals or organizations with regards to relevant opinions and work together. Although the ethical level and behavior of coaches are personal matters, but the behavior of coaches should not in any circumstances affect their professional responsibilities or reduce the public's trust in coaching. Coaches should also pay attention to the professional behavior of other coaches. If necessary, one should discuss with other coaches to avoid violations of professional behavior.

4) Respect and dignity

Coaches should respect the basic rights, dignity and value of all participants, and pay attention to the differences in culture, individuals, and roles. These include age, gender, race, ethnicity, country, religion, sexual orientation, disability, language, family status, social economic situation and other aspects. Coaches should strive to eliminate any prejudice arising from the above factors, and must not participate or allow any discrimination to occur.

5) Well-being of others

Coaches should be professionally committed to seeking the well-being of related persons at work. When conducting professional activities, coaches should take into account the well-being and rights of players and other participants. If there is a conflicting situation, coaches should try to resolve the problem and avoid or reduce the harm caused in a responsible manner. Coaches should always pay attention to the power differences between themselves and others, and will not exploit or mislead others when maintaining or ending professional relationships.

6) Ethical standards

The principles of ethics for the MFA coaches are based on the scope of ethical standards. Although personal behavior and private activities do not seem to have much relationship with the coach's responsibilities, coaches should remember that they are role models for players. Any activity that is deemed unethical or illegal will affect the entire teaching environment.

4.2 General standards

The following "general standards" apply to all coaches' professional activities.

4.2.1 Competence (Code 1)

- 1) Coaches must provide services within the scope of ability based on the received education, training or appropriate professional experience.
- 2) Coaches must first accept relevant courses, training and/or consultation provided by persons with relevant abilities before they can provide new training methods.
- 3) In some areas that are still under development, the training criteria have not yet been established. Coaches need to take reasonable measures to ensure the quality of the work and avoid causing injury to players and other participants.

4.2.2 Maintain professional standards (Code 1)

Coaches must pay attention to the current technical development and professional information in terms of their own sports area, and strive to maintain and improve their own technical levels.

4.2.3 The basis of professional judgment (Code 1)

When making professional judgments or participating in professional activities, coaches should make decisions based on the latest scientific research and professional knowledge.

4.2.4 Interpretation of training content and results (Code 2, 3)

When providing coaching services for individuals, groups, or organizations, coaches must use language that is easy for the participants to understand. Also, coaches should provide appropriate information in advance so that the participants can understand the content of the service. Make appropriate conclusions after providing the service.

4.2.5 Respecting others (Code 2, 4, 5)

Coaches should respect others' rights even if they have different values, attitudes and opinions. However, coaches are the mentor and role model of the players. Coaches should understand that in terms of the development of the players, it is very important to instill the right values and attitudes of professional ethics.

4.2.6 Prevention of discrimination (Code 2, 3, 4, 5)

- 1) Discrimination is a legal term that refers to poor treatment based on the personal characteristics of a person. Discrimination is divided into two types, which are direct and indirect discrimination. According to the law, discrimination cases include gender, disability, family status (including marital and pregnancy status) and racial discrimination. Coaches must not engage in any discriminatory behavior, regardless of whether or not it is expressly prohibited by law. Discriminatory behaviors include discrimination based on age, gender, race, ethnicity, country, religion, sexual orientation, disability, language, marital status and family status, or socioeconomic status.
 - a) Direct discrimination refers to a person being treated worse than another person based on his gender, family status, race, and/or disability status.
 - b) Indirect discrimination refers to uniform conditions or requirements for all people, but there is actually no sufficient reason to add such conditions or requirements, and doing so can also affect a certain person with gender, family status, race and/or disability conditions. Coaches must not engage in any discriminatory behavior, regardless of whether or not it is expressly prohibited by law. Such discriminatory behaviors include discrimination based on age, gender, race, ethnicity, country, religion, sexual orientation, disability, language, marital status and family status, or socioeconomic status.

4.2.7 Prevention of sexual harassment (Code 2, 3, 4, 5)

- 1) In generally, sexual harassment refers to unwelcome and sexually related behavior that the victim or bystander considers to be offensive, insulting or intimidating. Sexual harassment can be multiple continuous or multiple areas of behavior, or a single major or serious behavior. According to the law, sexual harassment can be divided into two categories:
 - a) Abuse of power. This refers to a person who requests sexual services, so that the other party can obtain resources, promote, and be shortlisted, etc.
 - b) Hostile environment. This refers to unwelcome and sexually related behavior (physical, verbal or nonverbal) that makes the surrounding environment threatening, hostile or aggressive.
 - i) Coaches must not sexually harass any individual or group.
 - ii) Coaches should respect all people involved in sexual harassment complaints.
 - iii) Coaches must not deprive players of their training due to complaints of sexual harassment.

4.2.8 Preventing other forms of harassment (Code 2, 3, 4, 5)

- 1) Coaches must not harass, demean or disrespect people related to the job because of their age, gender, race, ethnicity, country, religion, sexual orientation, disability, language, family status, and socioeconomic status.
- 2) During training, it is inevitable that there will be physical contact between the coach and the players. Coaches should ensure that these contacts are not misunderstood as inappropriate contact, and comply with the guidelines issued by the relevant sports associations in this regard. In particular, the needs of disabled players and people who are vulnerable to this should be considered.

4.2.9 Avoid harming others (Code 1, 3, 5)

The primary responsibility of a coach is to ensure the safety of the training environment. The coach should take reasonable measures to avoid harming players or other participants. For foreseeable and unavoidable injuries, the impact should be minimised.

4.2.10 Prioritise child welfare (Code 1, 3, 5)

- 1) The MFA has the responsibility to protect all children trained in the training system (young people under the age of 18). All children have the right to be protected. Disabled children and children in special need of protection must also be taken care of. The MFA understands that child abuse is a problem in all societies, and children trained by the MFA may also be abused at home, school or during other sports activities. Sports provide a safe environment for battered children to rebuild their self-esteem and self-confidence. In the recovery process of abused children, sports play an extremely important role.
 - a) Coaches should take reasonable measures to protect the psychological and personal safety of children trained in the MFA.
 - b) If coaches find any improper measures or suspected improper behavior that may harm the child, he/she should report directly to the MFA.

*Annex 1 "Children Protection Policy of the Macau Football Association" is an extended guideline for this article.

4.2.11 Avoid conflicts of interest (Code 2, 3, 5)

Coaches' professional judgment and actions can influence others. Therefore, they must remain vigilant and avoid personal, financial, social, institutional, and political factors that may lead to the misuse of their influence.

4.2.12 Personal Data Privacy (Code 2, 3, 5)

Coaches shall take reasonable measures to protect the personal data of the players in accordance with the personal data privacy regulations.

4.2.13 Avoid multiple relationships (Code 2, 3, 5)

- 1) If the coach establishes a separate personal, professional, financial or other form of relationship with the player or his family, and this relationship can cause harm or exploitation to the player, or can affect the objectivity of the coach, or can prevent the coach from effectively performing his duties, the coach should avoid agreeing or establishing such a relationship or responsibility.
- 2) If the coach finds that a multiple relationship that may cause harm has been established due to unforeseen factors, the coach must take the interests of the affected person as the basis and try to comply with the MFA Coach's Professional Code in order to handle this relationship properly.
- 3) If asked to play a role that may cause conflict, the coach must properly clarify and adjust his role, or he/she may withdraw from the role.

4.2.14 Avoid relationships that are exploitative (Code 2, 3, 5)

- 1) Coaches must not exploit players and/or other people who are supervised, evaluated or controlled by themselves.
- 2) Coaches are not allowed to establish sexual/romantic relationships with players and/or other people who are supervised, evaluated, or indirectly authorised to regulate by themselves. It is because such relationships may affect the coach's judgment or lead to exploitation, and may lead to unfair situation between players(see Article 4.3.3).

4.2.15 Decentralise power and supervise subordinates (Code 1, 2, 3, 5)

- 1) When delegating powers and responsibilities to the supervised personnel and assistants, the coach must consider the education, training or experience received by the subordinates. The coach should also reasonably expect the relevant personnel to have the required abilities, and is able to accomplish the mission independently or under a certain degree of supervision.
- 2) Coaches should provide appropriate training and guidance to the staff who is being supervised, and at the same time take reasonable measures to allow relevant individuals to complete their work responsibly, competently and in accordance with the guidelines.

4.2.16 Distributing messages to the media (Code 1, 2, 3)

If coaches provide opinions or comments through public lectures, demonstrations, radio or TV programs, pre-production recordings, printed manuscripts, postal materials or other media, appropriate measures must be taken to ensure that the content and expressions are compliant with the Codes.

4.2.17 Match betting and result control (Code 2, 3, 5)

- 1) Coaches are not allowed to gamble, accept any bets presented by others, agree to accept any proceeds from betting, participate in any betting activities, or induce or encourage any other people to participate in such activities in matches sponsored or hosted by the MFA or its affiliated clubs.
- 2) Coaches are not allowed to manipulate or attempt to manipulate the results of the game, such as inducing or encouraging any player, team or event staff not do their best on their duties during the game. Coaches are also not allow to directly or indirectly provide or accept any benefit to any person (such as a player or a club) in an attempt to affect the outcome of the game.
- 3) If someone asks relevant people to bet on any event or affect the result of any match, coaches should report it to the Association. If there is any suspected corruption, they should report it directly to the relevant law enforcement agency.

4.3 Training players

4.3.1 Determine the partnership (Code 1, 2, 3)

- 1) The coach should discuss and inform the players with regards to the training plan, such as the nature and content of the training, the goals and expectations of the players, the performance monitoring mechanism, and all other training-related matters.
- 2) Coaches should try their best to answer questions raised by players in order to avoid misunderstandings within the training. Coaches should use methods that players can understand and provide relevant information verbally or in writing.

4.3.2 Clarify the boundaries of relationships with players (Code 1, 2, 3, 4, 5)

In the elite sports training system, players are at the core of various relationships with the purpose of helping them to develop their sports potential. In a competitive and emotional sports environment, these relationships require a lot of time for different people to establish together. The role of a coach is about trust, leadership and authority with the players. The responsibility for maintaining an ethical and professional relationship with the players rests solely with the coach. Therefore, all

coaches must be mindful of their professional roles and responsibilities, while maintaining appropriate boundaries with the players.

- 1) Coaches must not engage in sexual/romantic relationships with players 18 years of age or younger.
- 2) Since intimate sexual relations with former players will affect the public's trust in the coaching profession, coaches should not have intimate sexual relations with former players.

4.3.3 Accurate and objective training content (Code 1, 2, 3, 4, 5)

- 1) During training, the coach should provide accurate information and remain objective.
- 2) During training, the coach should be aware of the power he can exercise over the players, so the coach should avoid any behavior that devalues the players or other participants.

4.3.4 Evaluation of players' performance (Code 1, 2, 3)

- 1) The coach should establish an appropriate procedure for evaluating players' performance.
- 2) The coach should meet regularly with the players to assess the progress of their goals and continue to make suggestions for improvement.
- 3) The coach should evaluate the players based on their performance in the established relevant plans.

4.3.5 Consultation and referral (Code 2, 3)

Coaches should know that they have their own limitations, so they should take the initiative to consult and communicate with other coaches to ensure that they do not limit the development of players. Coaches should make referrals based on what they consider professionally appropriate to facilitate the development of the players.

4.3.6 Fulfilling commitments (Code 2)

The coach should take all measures to fulfill the promises which are made to the players.

4.3.7 Selection of players (Code 1, 2, 3)

The coaches' evaluations, recommendations, reports and evaluation arguments used by the coaches to recommend selected players must be based on professional judgment, as well as materials and techniques sufficient to adequately and substantively support their recommendations.

4.3.8 Drug-free sports (Code 2, 3, 5)

Coaches should not allow players to take recreational drugs or performance-enhancing banned drugs, and should support players not to take banned drugs.

4.3.9 Drinking and smoking (Code 3, 5)

- 1) Coaches need to advise players not to drink or smoke in the arena and on occasions to celebrate victory, and to prohibit underage players from drinking.
- 2) Coaches are not allowed to smoke or drink during the training period.
- 3) Coaches are not allowed to smoke or drink in front of players.
- 4) Coaches should prohibit young players from smoking or using any illegal drugs, and monitor them frequently to ensure that players are complying with the regulations.

4.4 Training and supervising coaches

4.4.1 Designing coach training/professional development plan (Code 1, 2, 3)

Coaches who are responsible for designing training/professional development plans for other coaches must ensure that the plan is well-designed, provides professionally correct training, and meets the requirements of certification or other goals.

4.4.2 Coach training/professional development plan content (Code 1, 2, 3)

Coaches who are responsible for designing training/professional development plans for other coaches must ensure that the plan is well designed, provide correct professional coaching training, and meet the requirements set by certification or other goals.

4.5 Methods to resolve violations of professional codes

4.5.1 Familiarise with the MFA Coaches' Professional Code (Code 1, 2, 3)

Coaches should familiarise themselves with the MFA Coaches' Professional Code including how to apply them at work. When encountering allegations of violation of the rules, the coach shall not use ignorance or misunderstanding of any of the rules as a defense.

4.5.2 Facing violations of professional codes (Code 2, 3)

In the event of a special situation or behaviour that is not certain whether it violates the MFA's professional guidelines for coaches, coaches can consult other coaches, clubs or the MFA who are familiar with the guidelines for the correct answer.

4.5.3 The professional code does not meet the requirements of other organisations (Code 2, 3)

If the coach serves another organisation and the requirements of that organisation conflict with the MFA coaches' professional codes, the coach should clarify the nature of the conflict with both parties and seek solutions that conform to the MFA coach's professional codes.

4.5.4 Informal solutions for violations of professional codes (Code 2, 3, 5)

If a coach believes that another coach has violated the professional rules, but he/she has not violated any player's rights or safety, the coach can try to remind the relevant coach in a collaborative manner to solve the problem in an informal way.

4.5.5 Report violations of professional codes (Code 2, 3, 5)

If the violation of the professional code is very obvious, yet it is not suitable to be solved by the informal method described in item 4.5.4, or it cannot be handled properly by the above method. The complainant can make a complaint in person or in writing, and the MFA will keep the identity of the complainant confidential.

4.5.6 Assist in investigations of violations of professional codes in a cooperative manner (Code 2, 3, 5)

When the MFA conducts investigations and procedures related to the professional code, and request closure of the case, coaches should cooperate with the related work. A non-cooperative attitude will be considered as a violation of professional codes.

4.5.7 Inappropriate complaints (Code 2, 3, 4, 5)

Coaches should not rashly lodge complaints of violations of professional codes with the aiming of harming the client rather than defending the public interest, nor should they encourage others to lodge such complaints.

4.6 Procedures for handling violations of the Codes

4.6.1 Coaches should understand that the Macau Football Association's coaching rules are implemented by the MFA. MFA has the right to impose disciplinary actions in accordance with the procedures in Article 4.6.2 to any coach who violates the rules.

4.6.2 The technical department of the MFA will handle complaints from the public, clubs, schools, institutions and coaches. The procedures for handling violations of professional codes are as follows:

- 1) After the association receives the complaint, the technical department of the association will decide whether to investigate the complaint and decide whether to stop the coaching work based on the information provided by the complainant within 14 working days.
- 2) If the technical department believes that it is necessary to investigate the complaint, the department will decide whether the punishment is necessary and the content of the punishment within 2 months, and then determine the content of the punishment according to 4.6.3.

4.6.3 Sanction content:

- 1) Verbal warning
- 2) Send a written warning (if 3 written warnings are penalised to a coach within three years, the coaching qualification of the coach will be suspended for 1 year)
- 3) Immediately stop the coaching work of the coach
- 4) Revocation of the coaching qualification permanently
- 5) Hand over to law enforcement agencies

5. Training system for instructors of coaches

5.1 List of instructors in the instructors coaching system of the MFA

5.1.1 Football Coach Instructors

- 1) AFC "A" Coaching Certificate Course Instructor/assistant instructor (Macau Football Association Course Instructor)
- 2) AFC "B" Coaching Certificate Course Instructor/Macau Football Association Level B Coaching Certificate Course Instructor /Assistant Instructor (Macau Football Association Course Instructor)
- 3) Macau Football Association C-level Coaching Certificate Course Instructor /Assistant Instructor (Macau Football Association course instructor)
- 4) Macau Football Association D-level Coaching Certificate Course Instructor /Assistant Instructor (Macau Football Association course instructor)
- 5) Macau Football Association Grassroots Coach Instructor/Assistant Instructor (Macau Football Association Course Instructor)

5.1.2 Goalkeeper Coach Instructors

- 1) Macau Football Association C License Goalkeeper Coaching Certificate Course Instructor /Assistant Instructor (Macau Football Association Course Instructor)
- 2) Macau Football Association D License Goalkeeper Coaching Certificate Course Instructor/Assistant Instructor (Macau Football Association Course Instructor)

5.1.3 Futsal Coach Instructors

Basic Futsal Coach Instructor/Assistant Instructor of the Macau Football Association (Macau Football Association Course Instructor)

5.2 Instructor requirements and appointments

5.2.1 AFC "A" Coaching Certificate Course Instructors/ Assistant Instructors: Professional-level or A-level coaches of the AFC, approved by the AFC, recommended and appointed by the technical consultant and technical director of the MFA.

5.2.2 AFC "B" Coaching Certificate Course Instructors /Macau Football Association B License Coach Instructors/Assistant Instructors: Professional License or A License coach of the AFC, approved by the AFC, recommended and appointed by the technical consultant and technical director of the AFC.

- 5.2.3 Macau Football Association “C” Coaching Certificate Course Instructor /Assistant Instructor: Professional License or A License coach of the AFC, approved and appointed by the technical consultant and technical director of the Association.
- 5.2.4 Macau Football Association “D” Coaching Certificate Course Instructor /Assistant Instructor: Professional License or A License coach of the AFC, approved and appointed by the technical consultant and technical director of the Association.
- 5.2.5 Macau Football Association Grassroots Coaching Certificate Course Instructor /Assistant Instructor: Professional License or A License coach of the AFC, approved and appointed by the technical consultant and technical director of the Association.
- 5.2.6 Macau Football Association “C” License Goalkeeper Coaching Certificate Course Instructor /Assistant Instructor: According to the requirements of the AFC guidelines.
- 5.2.7 Macau Football Association “D” License Goalkeeper Coaching Certificate Course Instructor /Assistant Instructor: A License coach and Goalkeeper level 1 of the AFC, approved and appointed by the technical consultant and technical director of the Association.
- 5.2.8 Macau Football Association Basic Futsal Coaching Certificate Course Instructor /Assistant Instructor: A License coach and Futsal level 2 of the AFC, approved and appointed by the technical consultant and technical director of the Association.
- 5.2.9 Other course Instructor /Assistant Instructor: According to the requirements of the AFC guidelines.

5.3 Procedures for the promotion of coach educator and the appointment of new coach educator

5.3.1 AFC Course Coach Instructors

The promotion and appointment procedures of coaches for all AFC course instructors are handled in accordance with the guidelines of the AFC.

5.3.2 MFA Course Coach Instructors

5.3.2.1 If the technical department of the MFA believes that there is a vacancy in the coaching mentor establishment, it will ask the technical consultant and technical director for instructions for the mentor promotion and appointment procedures, and the relevant procedures will be carried out after the technical consultant and technical director agree.

5.3.2.2 The promotion of existing tutors must meet the requirements of the relative level of Instructors. The technical department will select suitable candidates from qualified Instructors and conduct at least 2 internships. The technical department will decide whether to recommend to the technical consultant and technical director for approval and appointment based on the intern performance of the instructor.

5.3.2.3 Both technical consultant and technical directors shall be appointed based on the balanced development and long-term planning of the coaching system.

The Executive Committee of the Macau Football Association reserves the right to make changes, additions, deletions and interpretations of this manual at any time. The final decision on any provision is made. If there is any dispute or violation of this manual, any content not mentioned in this manual will be subject to Macau Football Association shall handle the matter at its sole discretion and reserve the right of final decision