



Trinidad and Tobago Football Association Academy Registration Process

Process A (Provisional Registration)

PHASE 1: SAFEGUARDING TRAINING AND VETTING

STEP 1. Academies will schedule Safeguarding training dates with TTFA and complete the training. Persons with up-to-date safeguarding certificates from external organizations can submit for consideration. **All** the following persons are required to complete Safeguarding Training:

- Academy Directors
- Management staff
- Coaches
- Technical staff (physiotherapists, trainers, equipment managers, etc)
- Volunteers (including parent volunteers)

(Training is currently 100% subsidized by the TTFA, training can be scheduled at safeguarding.ttfa@gmail.com)

STEP 2. Academies must visit the TTFA Website (thettfa.com) and download the following documents

- Safeguarding Declaration
- Academy Charter

STEP 3. Academies must return the following completed documents via email:

- Complete list of Academy directors, management staff, coaches, technical staff, and volunteers
- Individually signed safeguarding declarations by all directors, management, coaches Coaching staff and volunteers.
- Signed Academy Charter
- Name of representative for FIFA Connect training.
- Payment of \$100.00 TTD application fee

STEP 4. Safeguarding screening will take place.

Notes - The TTFA Safeguarding certification (license) will be valid for a period of three (3) years. However continuous education will be required yearly to keep certification valid.



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Please note that without safeguarding clearance, Academies will not be allowed to proceed with the registration process. Unsuccessful academies will be informed of steps to be taken to complete the process.

PHASE 2: REGISTRATION OF STAFF AND PLAYERS

STEP 5. Successful Academies' representative will be contacted and given a date for FIFA Connect training.

STEP 6. Academy representative will complete FIFA Connect training.

STEP 7. Representative will upload all Academy officials, staff and player information into FIFA Connect system.

STEP 8. Academies will pay the TTFA ID card fee of \$40 TTD for each person and \$ 300 TTD Academy fee. Packaged prices available for ID cards based on number of persons.

STEP 9. Once fees are paid, ID cards and License will be printed.

STEP 10. Academies will collect ID cards and Certificate of Registration / License.

Notes;

- a. Please note that upon collection of Certificate of Registration / License, provisional registration is complete.*
- b. The provisional registration will be valid for a period of one year from 1st January 2023 to December 31st 2023.*
- c. All Academies are required to complete the full registration process by 31st December 2023.*
- d. Full registration / license is valid for a period of three (3) years.*
- e. Annual Continuous Professional Development is required for full registration.*
- f. Academies can apply for a full license without applying for a provisional license, however that process is not recommended at this time, as the full license process may take an extended period.*
- g. Please note that the TTFA Reserves the right to amend the requirements from time to time as needed, based on local and international standards especially related to Safeguarding, without prior notification.*



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Process B (Full Registration)

ADDITIONAL REQUIREMENTS

- Copy of Academy constitution and regulations which shall comply with the requirements of the TTFA Constitution.
- One Coach per youth team of the Academy must have a minimum TTFA C prep coaching qualification or equivalent.
- The Head Coach / Lead Coach / Technical Director of the Academy must have a minimum TTFA C License or equivalent.
- One Coach per youth team of the Academy must have First Responders and or First Aid training as evidenced by a certificate.
- One Coach per youth team of the Academy must have Concussion Protocol training as evidenced by a certificate.
- Fully stocked First Aid Kit.
- Copy of Academy Codes of Conduct.
- All directors, coaches, managers, technical staff and volunteers must provide up-to-date copy of a Certificate of Character.