



League  
Football  
Education

[lfe.org.uk](http://lfe.org.uk)

# Erasmus+ Player Placement Programme

Information Booklet  
Spain



Erasmus+

Established by





# Introduction

League Football Education (LFE) would like to extend a warm welcome to our Player Placement Programme. This programme has been made possible by Erasmus+ which has awarded funds for this development project.

League Football Education was established by The English Football League and The PFA in 2004 to deliver the the Apprenticeship programme to all of the Football League Clubs in England and Wales.

As part of LFE's transition strategy, an application was submitted to secure external funding to deliver a player placement programme with selected football clubs in Spain.

The application was accepted by the European Commission as part of the Erasmus+ programme which has a €14.7 billion budget to support the opportunity for over 4 million Europeans to study, train, gain work experience and volunteer abroad.

LFE will provide this experience to thirty selected individuals who have completed an apprenticeship at a football club under LFE's guidance and are no longer attached to a professional club.





# Erasmus+ Overview

## 1 LFE Preparatory Visit

- LFE visits host clubs to advise and create partnership



## 2 Host Club and LFE Agreement

- An agreement is made between LFE and host clubs to ensure successful delivery



## 3 Player Applications

- Placement Coordinator provides LFE and player with accommodation expectations
- LFE organises a travel plan for player's approval



## 4 Eligibility and Suitability Checks

- LFE ensures that players meet Erasmus+ criteria
- References are provided by LFE Regional Officers



## 5 Host Club Player Selections

- The list of applicants is shared with host clubs
- Host clubs invite selected players to undertake a placement



## 9 Grant Agreement

- LFE creates a grant agreement providing individual support grant details
- LFE and player sign the agreement



## 8 Learning Agreement

- LFE creates a learning agreement to outline placement objectives
- LFE, player and host club sign the agreement



## 7 Accommodation & Travel Agreed

- Placement Coordinator provides LFE and player with accommodation expectations
- LFE organises a travel plan for player's approval



## 6 Player Contact with Host Club

- LFE bridges contact between player and host club to introduce



Go to next page



# Erasmus+ Overview

## 10 Player Commitment

- Player reads and understands the player commitment and code of conduct
- Player prints off, signs and sends the player commitment page to LFE



## 11 Placement Commences

- Player undertakes a 3 month placement with host club
- LFE ensures necessary support is provided throughout the placement



## 12 LFE Placement Coordinator Introduction

- A placement coordinator, based in Spain, makes contact and offers one-to-one support throughout placement



## 13 Review 1

- LFE emails a request for player to complete online feedback questionnaire
- Player completes online feedback questionnaire



## 14 Review 2

- LFE emails a request for player to complete online feedback questionnaire
- Player completes online feedback questionnaire



## 18 Europass CV

- LFE issues Europass CV document to player
- Europass CV is emailed to player and is signed for own keeping



## 17 Erasmus+ Feedback Report

- Erasmus+ emails a request for player to complete online feedback report



## 16 Final Review

- LFE emails a request for player to complete online feedback questionnaire
- Player completes online feedback questionnaire



## 15 LFE Monitoring Visit

- LFE undertake a monitoring visit
- Informal face-to-face reviews are conducted with host club and player



# Learning Agreement

**The player placement programme is a commitment agreed to by all involved parties – LFE, Club & Player.**

## Programme Aims

- To place players into the training/development/employment environments which are producing professional players in Europe who are then migrating into England/Wales
- To expose English/Welsh players to the European opportunities in both football and other careers so these can be explored and more readily understood, accepted and pursued
- To embed Lifelong Learning Principles and transferable skills into the players themselves, working to counter retirement and identity issues

## Player Aim

To experience a new country and develop life skills through a football opportunity.

The Player will receive a football, social and cultural programme for the duration of 3 months.

## Player Objectives

- Improve learning performance
- Enhance employability and improve career prospects
- Increase sense of initiative and entrepreneurship
- Increase self-empowerment and self-esteem
- Improve foreign language competences
- Enhance intercultural awareness
- Increase active participation in society
- Develop awareness of the European project and the EU values
- Increase motivation for taking part in future education and training

The player placement programme will immerse the player into a football club in Spain, playing between the 3rd-5th tier, allowing development as a footballer and at the same time enhancing personal development.

The Player will receive a football, social and cultural programme for the duration of 3 months.

The offer and opportunity to sign a contract and remain in Spain beyond the programme will be considered by both Club and Player on completion.

Historically, other European employment and training opportunities away from football have been considered by previous participants.



# Overview

## Eligibility

LFE reserves the right to select all participants who will undertake a placement.

Applicants must be able to complete this 3 month placement within one-year of achieving their apprenticeship under LFE's guidance.

Successful applicants must be released from their football club before signing for a Spanish football club.

## International Clearance

In order to play in competitive matches, international clearance will need to be sanctioned between both the English and Spanish FA. This process requires your previous club to confirm you are no longer under contract. It is recommended for Players to support this process to avoid any delay.

## Football Development

Players will be hosted and placed with a 3rd to 5th tier football club.

The Player will train 3-4 times per week in the day and evening and be considered for match selection but this is an opportunity to and not a guarantee to play.

The Club will review the football development of the Player and provide targets along with a plan of how these can be achieved.

## Personal Development

The Player is in a unique situation with the opportunity to experience a new country and culture. The Club will provide the Player with a schedule along with ideas of how to best utilise free time (activities and excursions) to gain a better understanding of employment and training opportunities in Spain.

## Language Course

The Club/Coordinator will arrange for the Player to undertake an informal language course providing basic knowledge and skills. English is widely spoken in Spain but to enable the Player to make the most of the opportunity it is vital that this activity is undertaken.

## Coaching

The Club will seek opportunities for the Player to deliver sports sessions i.e. the Club's youth players or in the community.

## Transport

LFE will agree dates of departure and arrival with both the Player and Club before booking a return flight ticket.

The Club and Coordinator will meet the Player at the airport and ensure transport to the accommodation.

If appropriate, transport will be provided to and from the accommodation to training and games.

The Club/Coordinator will arrange for the Player to undertake an informal language course providing basic knowledge and skills.



# Overview

## Accommodation

The Club/Coordinator will provide accommodation for the duration of the placement. The type of accommodation you will be placed in will be determined by your host club and will either be:

- Self-catered house or apartment
- Hotel
- Host family residence

Laundry facilities shall be provided at the accommodation or shall be arranged externally.

Any breakages or damages caused by the Player shall be the responsibility of the Player and not LFE.

**Please note:** It is requested for each Player to be provided with their own bedroom.

## Food

The Club/Coordinator will provide three meals per day and will be arranged as one of or a combination of the following:

- Cash food allowance
- Through the hotel
- At a local eatery

## Internet

Access to the internet will be provided by the Club/Coordinator allowing the Player to communicate with family, friends and LFE.

## Subsistence Allowance

LFE will provide a weekly subsistence allowance which should be used to cover incidentals and explore the country.

## Insurance

LFE will provide travel insurance that will ensure the Player has personal cover whilst on placement. Football insurance will be covered via the Spanish Football Association.

## European Health Insurance Card

To be entitled to free medical treatment when visiting a European Country an EHI Card is required. The EHI Card replaces the E111 form and will cover any necessary medical treatment due to either an accident or illness. To apply for an EHI Card please go to the NHS website. LFE will not be held responsible for any medical costs incurred due to a Player not holding an EHI Card.

## Passport

The Player needs to ensure possession of a full passport which is valid for at least three months beyond the start date of the placement.

## Luggage

It is the Player's responsibility to check the airlines baggage allowance and dimensions, it is usually 20kg or 23kg for hold luggage and 12kg or 10kg for hand luggage respectively. Any charges for excess weight/baggage will be covered by the Player.



# Quick Facts About Spain



## Population

Spain has a population of more than 40 million people, most of them living in the cities or along the Costas.

The Spanish state encompasses many distinct ethnic and cultural minorities including Castilians, Basques, Catalans, Galicians, Andalusians, Valencians, Asturians, Navarrese, and Aragonese.

## Geography

Spain is located on the Iberian peninsula, of which it occupies 80% (the remaining 20% being Portugal), in the southwest of Europe.

To the north are France and Andorra with the Pyrenees as a natural border.

The Balearic Islands (Mallorca, Menorca and Ibiza) in the Mediterranean, the Canary Islands in the Atlantic (near the Moroccan coast), plus Ceuta and Melilla (located in Northern Africa) also belong to the Spanish territory.

Spain is the third largest country in Europe for its size and fifth for its population. It has a surface area of about 505.955 square kilometers, this includes all the islands mentioned above.

There are 5 large mountain ranges which cross the country and about 50% of the land lies considerably higher than sea level. The sceneries vary from desert like to fertile green land along with large coastal strips found in the east along the Mediterranean (from the Pyrenees to Gibraltar) and in the south and west to Portugal.



# Quick Facts About Spain

## Language

Spanish is the main language, spoken throughout the whole of Spain. However, there are some regions with an additional language. In Cataluña people also speak Catalan, in Galicia Galician, Basque in the Basque Country and finally Valencian in the Valencian society. This can be very confusing at times, because in Cataluña and the Basque Country many people consider their dialect as the main language. In schools sometimes the regional language is taught as the first language, with Spanish as a second one. Road signs are often first in Basque or Catalan and then in the Spanish language in these autonomous regions.

## Lifestyle

Spanish culture is a lot more relaxed than in many other parts of the world. Spanish people spend a lot of their time outside mainly due to the good weather with food and socialising playing a very big part of the way of life in Spain.



## Sport

Spain's main sport is football with their highest league, La Liga, proving to be one of the most popular professional sports leagues in the world. La Liga consists of 20 teams, whilst the Segunda Division or 'La Liga 2' has 22. From the third tier of the Spanish football league system, there is a grouping system. You will find that this tier features a number of reserve teams of several La Liga and La Liga 2 teams. The tiers below this have regionalised groups. This highlights the enormity of football and the breadth of competing sides across the country. Football has also played a major role in reviving Spain's economy.

Tennis is also popular with the Spanish, with Spain being home to two-time Wimbledon champion, Rafael Nadal. Nadal has won a staggering 19 Grand Slam singles titles and is considered as Spain's greatest ever player. Alike tennis, padel is another common sport enjoyed by locals. It is a combination of tennis and squash and can be played by 2 people (in singles) and 4 people (in doubles). A small thick racket and type of tennis ball is used on a smaller version of a tennis court.

Other sports popular amongst the Spanish include basketball, roller hockey, handball and motorsports - with the Spanish Grand Prix contested as one of the oldest races in the world, first being held in 1913.



# Useful Words and Phrases

## General

<b>Hi!</b> ¡Hola!	<b>Nice to meet you</b> Mucho gusto	<b>I do not understand</b> No comprendo
<b>Good morning</b> Buenos días	<b>Who?</b> ¿Quién?	<b>My name is Xavier</b> Me llamo Javier
<b>Good evening</b> Buenas noches	<b>What?</b> ¿Qué?	<b>What is your name?</b> ¿Cómo se llama?
<b>Goodbye</b> Adiós	<b>Where?</b> ¿Dónde?	<b>Do you speak Spanish?</b> ¿Hable usted español?
<b>Goodbye, see you</b> Adiós, hasta	<b>Why?</b> ¿Por qué?	<b>Yes, I speak a little Spanish</b> Si, hablo español un poquito
<b>tomorrow</b> mañana	<b>When?</b> ¿Cuándo?	<b>Please do not speak fast!</b> ¡Por favor, no hable rapido!
<b>See you later</b> Hasta luego	<b>How?</b> ¿Cómo?	<b>Would you speak slower, please</b> Por favor, habla mas despacio
<b>Yes</b> Sí	<b>How much?</b> ¿Cuánto/a?	<b>How do you say in Spanish?</b> ¿Cómo se dice en español?
<b>No</b> No	<b>How many?</b> ¿Cuántos/as?	<b>How are you?</b> ¿Cómo está Ud?
<b>Please</b> Por favor	<b>Which?</b> ¿Cuál?	<b>Where are you going?</b> ¿Adónde va Ud?
<b>Thank you</b> Gracias	<b>Who?</b> ¿Quiénes?	<b>I am going home</b> Voy a mi casa
<b>Excuse me!</b> ¡Perdoname!	<b>Which (ones)?</b> ¿Cuáles?	<b>In the evening</b> Por la noche
<b>I'm sorry</b> Lo siento	<b>Please repeat that!</b> ¡Repita eso por favor!	<b>Where is?</b> ¿Dónde está?
<b>Bless you</b> Salud	<b>I understand</b> Comprendo	



# Useful Words and Phrases

## General

**Please, can you help me?**  
¿Por favor, puede ayudarme?

**Thank you very much**  
Muchas gracias

**You are welcome**  
De nada

**Wait for me!**  
¡Espereme!

**How much does it cost?**  
¿Cuánto cuesta?

**How many are there?**  
¿Cuántos hay?

**There are many**  
Hay muchos

**Do you want to buy this?**  
¿Quiere comprarlo usted?

**What time is it?**  
¿Qué hora es?

## Days of the week

**Monday**  
lunes

**Tuesday**  
martes

**Wednesday**  
miércoles

**Thursday**  
jueves

**Friday**  
viernes

**Saturday**  
sábado

**Sunday**  
domingo

## Numbers

**1**                    **11**  
uno                    once

**2**                    **12**  
dos                    doce

**3**                    **13**  
tres                    trece

**4**                    **14**  
cuatro                    catorce

**5**                    **15**  
cinco                    quince

**6**                    **16**  
seis                    dieciséis

**7**                    **17**  
siete                    diecisiete

**8**                    **18**  
ocho                    dieciocho

**9**                    **19**  
nueve                    diecinueve

**10**                    **20**  
diez                    veinte

**Learn a few words!**

You never know  
when they may  
come in useful.



# Player Commitment

As part of the programme, LFE will ask you to sign and return a Player Commitment and Code of Conduct form. The content is detailed below and on page 13.

I commit to this agreement, will complete the 3 month Erasmus+ placement in Spain and during this time will undertake the football, social and cultural development programme provided to me.

I will represent LFE, the Spanish Club and myself in a professional manner, abide by the Code of Conduct and shall behave appropriately at all times.

I understand that I cannot return before the agreed end date of the programme and commit to remaining in Spain for the full duration of the placement.

I understand that LFE will fund my transport to and from the host country, accommodation, food, subsistence allowance and that any other purchases I make are my own responsibility.

**The placement is funded by LFE on the condition that you complete the full 3 months and meet the other terms outlined in this commitment form. Failure to do so could result in all of the expended costs having to be repaid. Reduction in the time spent in Spain will result in the recalculation of the funding and possibly in a partial repayment.**

**Please note:** If your behaviour is considered likely to cause offence, danger, damage or distress to others, we reserve the right at all times to cancel or terminate the placement completely. If for example an aircraft pilot, coach driver, accommodation owner or manager, or mentor considers that the behaviour is unacceptable they are authorised to terminate the placement wherever and whenever necessary. Please be aware that if it is necessary to terminate a booking it will be the responsibility of the individual to cover any financial penalties.



# Player Code of Conduct

- You be prompt for training sessions, matches and excursions.
- You must consistently display high standards of behaviour.
- You must respect your accommodation and keep living areas clean, tidy and report any breakages to staff.
- You must respect the rights, dignity and worth of each and every person and treat people equally within the context of the sport.
- You must maintain a good working relationship with the club coaches based on mutual trust and respect.
- You must accept responsibility for your own behaviour and performance and will not argue with match officials.
- You must agree to co-operate as necessary with specialists (hotel staff, coach companies, other coaches, officials, sports scientists, doctors, physiotherapists etc.).
- You must agree to adhere to the positive aspects of the sport (e.g. fair play) and never condone violations of the laws of the game, behaviour contrary to the spirit of the laws of the game or relevant rules and regulations, or the use of prohibited substances or techniques.
- Report any illnesses, injuries, accidents or possible hazards to your mentor and/or LFE.
- You must complete the monthly personal development questionnaires requested by LFE.
- You must complete the online language assessment before you travel and a second assessment on your return as requested by Erasmus+.
- You must complete the Erasmus+ online feedback report on your return from placement.
- Failure to complete LFE questionnaires or the Erasmus+ feedback report on your return may result in LFE withholding part of your funding/allowance until this is completed.
- Ensure you are familiar with the Code of Conduct and the standards of behaviour expected whilst on placement.
- You must adhere to all guidelines laid down by the terms and conditions.





# Football Club Commitment

## Football Club Commitment

Our Football Club fully commits to hosting a 3 month Erasmus+ placement and will provide a football, social and cultural development programme.

During this time the Football Club will support the aim and objectives of the programme and overall development of the participant.

Apart from in the event of an emergency or other extenuating circumstances the Football Club will remain as the host for the duration of the programme.

The Football Club understands that should any of the agreement or items under the club commitment not be fulfilled then LFE reserves the right to withhold payment or remove the player(s) from the programme and the Football Club could be held responsible for all expended costs.

## Football Club Responsibilities

- Selection of players based on football requirements and reference
- Delivery of a programme of activities developing the Player both on and off the pitch
- Provide opportunity to train and play football matches
- Provide player with coaching opportunities where possible
- Transport to and from football events to be provided if appropriate
- Transport to and from the airport
- Appropriate accommodation arrangements to be agreed with LFE & Player beforehand
- Ensure the standard of chosen accommodation meets the approval of LFE and that each player has their own bedroom
- Meal arrangement to be agreed with LFE and player beforehand and if a cash allowance is preferred, agree a reasonable amount to cover the number of meals required (up to a maximum of €50)
- Protection of player welfare and safeguarding
- Provide treatment of football-related injuries and football-related insurance
- Provide reasonable access to internet
- Consideration to keep player beyond the duration of placement
- Liaise with LFE and Placement Coordinator regularly



# LFE Commitment

## LFE Commitment

LFE will coordinate the 3 month Erasmus+ placement and support the delivery of a football, social and cultural development programme.

## LFE Responsibilities

- Applying for and managing funds
- Management of the player selection process
- Ensuring a programme of activities is agreed and delivered
- Support the booking of transport to and from Spain
- Providing Player's travel insurance
- Provide player with weekly subsistence allowance
- Support player and club throughout the duration of the programme
- Weekly communication with player to receive feedback and resolve any issues

## LFE Contact Numbers

Should you require additional information or assistance, please call:

### During Office Hours (8.30am – 5pm)

Kelly Butterworth, LFE  
T: 00 44 1772 326874  
E: [kbutterworth@lfe.org.uk](mailto:kbutterworth@lfe.org.uk)

Elaine Brand, LFE  
T: 00 44 1772 326874  
M: 00 44 7788 851174  
E: [ebrand@lfe.org.uk](mailto:ebrand@lfe.org.uk)

### Out of Office Hours (5pm – 8.30am)

#### EMERGENCY ONLY

Elaine Brand, LFE  
M: 00 44 7788 851174  
E: [ebrand@lfe.org.uk](mailto:ebrand@lfe.org.uk)



## Supported by



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## Established by

