



## West Riding County FA Terms & Conditions

### Course Confirmation

- On receipt of your completed application and payment you will receive confirmation including the course itinerary.
- I understand that West Riding County FA and their servants, agents and employees are not under any liability whatsoever in respect of personal injury, loss or damage however caused, while taking part in any activities of the Association. I also understand that I may not be able to receive a refund if I fail to notify WRCFA that I will not be attending the course.

### Course Re-Assessment Fees

- Level 3: £65.00
- Level 2: £65.00
- Level 1: £35.00

### Course Cancellations

- If notification of a cancellation is received with more than 21 days notice, either in writing or by e-mail to **Info@Westridingfa.com**, a FULL REFUND or a FREE COURSE TRANSFER will be issued.
- If notification of a cancellation is received between 21 days and 7 days of the beginning of the course, either in writing or by e-mail to **Info@Westridingfa.com**, a 50% REFUND will be issued, alternatively the following charges will be made on course transfers:-

FA Level 2 in Coaching Football: £100.00  
FA Level 1 in Coaching Football: £40.00  
FA Level 2 in Coaching Football (Block 1): £45  
FA Level 2 in Coaching Football (Block 2): £45  
FA Level 2 in Coaching Football (Block 3): £45  
Goalkeeping Level 1: £30.00  
Goalkeeping Level 2: £40.00  
Coaching Disabled/ Blind/ Deaf Footballers: £10.00  
Safeguarding Children Workshop: £7.50  
Welfare Officer Workshop: £7.50  
L1 IFAIF (Formerly known as FA Emergency First Aid): £7.50  
L2 EFAIF (Formerly known as BFAS): £25  
Mentoring Adults: £10.00  
Futsal Level 1: £30.00  
Missed Workshop Catch up (Level 1 & 2): £20

- If a cancellation is received within 7 days of the beginning of the course, NO REFUND will be issued.
- If you fail to notify the West Riding County FA or fail to attend the course, then NO REFUND can be issued. *However, in certain circumstances i.e. illness (upon receipt of a doctors certificate) a refund will be considered, at the discretion of the Head of Football Development (Joanne de Tute).*

### Transfers

- A candidate can be transferred to an alternative full course with NO charge, if more than 21 days notice is given. Please request a transfer in writing or by e-mail to **Info@Westridingfa.com**.
- Candidates wishing to transfer to an alternative full course within 21 days of the course start date; will incur charges as detailed above.
- Candidates who have transferred to an alternative full course who then cancel, will not be entitled to a refund.

## **Practical involvement**

Some courses may be physically demanding. Students will be required to participate in practical sessions. Students should come prepared and be physically fit when arriving on the course.

Please note that if a student has a disability that may prevent them participating actively in the practical sessions, then this should be made known to the course organiser at the point of registration. The course organiser will then take any necessary steps to cater for the student's requirements which may include bringing in footballers to ensure there are sufficient numbers of players.

## **Medical Information**

If you have any medical conditions which limit/hinder your involvement or participation in coaching activities, you are obliged to declare any relevant, current or previous injuries/illnesses. If you are diagnosed as an asthmatic, diabetic or epileptic, or have any allergies that the course staff needs to be aware of, you must advise us accordingly. Please note, a declaration of injury or illness does not automatically preclude you from any course.

You should further be aware that if you are on a regular course of medication for any condition, you must have sufficient medication to cover you throughout the course. Although first aid cover is provided (where applicable) during courses, no doctor is available to replenish regular medication, nor is there any facility to deliver medical treatment for chronic (longstanding) medical conditions.

Please provide any relevant information regarding the above Medical Information during the application process.

## **Equal Opportunities**

*West Riding County FA* is committed to develop the game of Association football to everyone within the county through the principles and practices of equal opportunities within its Coach Education programme, both as an employer and in the delivery of our service to candidates.

Employment opportunities, qualifications, services and support are available to all sections of the community and we will not discriminate on the grounds of gender, marital status, race, colour, ability, sexuality, age, occupation, religion or political preference.

## **Reasonable Adjustments**

Should any reasonable adjustments be required, please ensure you make WRCFA aware of these with plenty of notice to allow these to be organised.

If interpreters or translators are arranged for the course, please ensure WRCFA are notified 7 days prior to the start of the course if you will no longer be in attendance.

If notification is received after this time period, you will be liable for the arrangement and cost of a replacement and/or the cancellation fee for the interpreter appointed to the original course. In any event of extraordinary circumstances, we will review the situation on an individual basis.