

# Hampshire FA Terms & Conditions (Coach Education Courses)

When booking on a Hampshire FA Coach Education course, please be aware you are accepting the below Terms & Conditions:

## Attendance & Transfer of Candidates

By enrolling onto our course(s) you agree to attend all dates associated to the course. Failure to attend all dates will result in non-qualification.

- I am aware that I am required to attend the course in full, and as such cannot bypass days, or transfer between days from another course.
- I am aware if I cannot attend one or more of the pre-determined course dates I must:
  - i. Pay a transfer fee of £42.00 (for FA Level 1 in Coaching Football) or £65.00 (for FA Level 2 in Coaching Football) and restart my learning from day one on another course with Hampshire FA, within 12 months of the original course start date.

or if attending any other course not stated above:

- ii. Pay a transfer fee of £15.00 and restart my learning on another course with Hampshire FA, within 12 months of the original course start date.
- I am aware failure to complete a transferred course within 12 months of the original course start date will result in both the original course cost and administration fee being retained by Hampshire FA.
- I am fully aware I am the only participant who can attend my chosen course, I understand that no other person may attend in my place should I be unable to attend.
- I am fully aware I must have access to be able to coach a team/group of players in England during my qualification. \*
- I am fully aware that I am required to attend the full course duration and that the Tutor has the right to dismiss me if I am deemed to be considerably late (Tutor discretion).

\*Applies to FA Level 1, 2 & 3 in Coaching Football

## Cancellation

Hampshire FA adheres to a strict cancellation policy and by enrolling onto our course(s) you agree to have read and to be bound by our Terms and Conditions.

- If I cancel my booking, I will inform Hampshire FA and will be entitled to a refund for the value of the following:
  - i. 75% return if 2 months' notice given
  - ii. 50% return if 1-month notice given
  - iii. 25% return if less than one month given
  - iv. No return if less than 7 days given



## Qualification

- I am fully aware of the previously stated mandatory pre-requisites to attend my course and agree to meet them before day one.
- If I do not deliver payment for my course fee before the commencement of the course, my certificate will be withheld until payment is settled.
- I am aware should I be serving General Suspension I cannot attend the course until I have been cleared by the Discipline Department.
- You must be able to demonstrate fluent (or almost) speaking, listening, reading and writing English language skills to take part on any Hampshire FA course.
- If I have any Criminal Convictions, then I agree I MUST inform Hampshire FA of such convictions before booking.
- Please note it is the learner's responsibility to update the details on their FAN as failure to do so may result in your certificate being sent to an incorrect address or your name being inputted incorrectly. A replacement copy will result in a fee of £12.00 (Inc. postage).

## On Course

- Hampshire FA holds no responsibility for any injuries sustained on the course or for the loss of any personal belongings. We advise learners to consider taking out their own Personal Accident Insurance prior to the course.
- I will respect the course tutor, course venue and the other candidates and their points of view and I understand that if my behaviour, language or conduct is deemed 'unacceptable', 'offensive' or 'harmful' for any reason, the Hampshire FA and the venues reserves the right to exclude me for continuing on my chosen course and if necessary, future courses.
- I am fully aware that my chosen course may be one which includes the FA Safeguarding children Workshop (3 hours), which discusses some sensitive 'hypothetical' issues and some real issues regarding child abuse in its various forms.
- I confirm that I understand the above statements and their implications and that the information I have provided on this form is correct to the very best of my knowledge.



## Equality & Inclusion

Both Hampshire FA & The FA are committed to football being inclusive and providing a safe and positive experience for everyone involved in the game.

FA Learning is duty bound to offer its learners equal opportunity in relation to its educational provision. Alternative formats are available to ensure learning is inclusive. The learner's welfare is paramount to FA Learning at all times, and is centred on positive learning

Please note that if a learner has a disability (as defined under the "Equality act 2010") that may prevent them participating in either the classroom or practical sessions, then this should be made known to the course organiser at the point of registration.

Equality: FA Education will ensure that it treats people fairly, with respect, providing access and opportunities for all members of the community to take part in, and enjoy, its activities in an atmosphere free from harassment, bullying, discrimination or abuse. FA Education will seek to provide a service which is appropriate to the needs of an individual and to make reasonable adjustments or provide support, where appropriate, to cater for those needs.

## GDPR

Hampshire FA (we) would like to keep in touch with you about your course and any changes you may need to be aware of (e.g. venue/times/cancellations). We will never sell your data and we promise to keep your details safe and secure.

As part of the course administration, your information provided upon booking will be shared with the course leaders and administrators.

If you change your mind at any time, please email [Charlotte.Brown@HampshireFA.com](mailto:Charlotte.Brown@HampshireFA.com), but do keep in mind we will not be able to keep you up-to-date with important information regarding your course.

For further details on how your data is used and stored; <http://www.hampshirefa.com/public/privacy-policy>

