**Club Linesman Workshop**

The Hertfordshire Football Association administers a number of educational workshops in The County and requires the completion of this booking confirmation form and workshop payment in advance to complete the booking process. The Club Linesman’s workshop lasts two hours. The workshop fee is £60.00 + VAT and will be invoiced to you after receipt of this completed booking form and must be paid at least fourteen days before the workshop date. The fee is non-refundable if you cancel the workshop at any time or if the terms and conditions are not met. If The Hertfordshire FA has to cancel the workshop an optional date will be offered to you.

**Contact details**

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| --- |
| **Name:** |
| **Club/League/Organisation:** | **Charter Standard?** |  |
| **Address:** |
| **Postcode:** |
| **Tel mobile:** |
| **Tel home:** |
| **Email:** |

**Event Details**

|  |  |  |
| --- | --- | --- |
| **Date:**  | **Start time:**  | **End time:**  |
| **Venue/Room:**  |
| **Address:**  |
| **Post code:** |
| **Tel:** |
| **Number of attendances expected:** *(Min 20 – Max 30) depending on size of chosen venue* |

I agree to the terms and conditions in this booking form for the workshop to be confirmed (below).

|  |  |
| --- | --- |
| Signed: | Print name: |

Position at League/Club/Organisation:

Date:

**Terms and Conditions of Booking**

* The Venue should be large enough to accommodate the number of attendees expected and have a high enough ceiling to allow the participants to raise an Assistant Referee flag.
* Chairs are required for the candidates but tables for them are not.
* Clear floor space is essential as it’s a practical workshop – like a school / village hall for example
* One large table or two medium size tables made available for the use of a Subbuteo pitch demonstration (Tutor to bring Subbuteo)
* The workshop tutor will bring linesmen’s flags and other required items with them.
* The Venue should not be accessible to other ‘non workshop’ attendees to watch tv, play games or to purchase and consume drinks or other behaviour which may be disruptive to workshop attendees.
* Workshop attendees may purchase and consume drinks if a bar is available.
* No Smoking during the workshop.
* **The minimum age to attend this workshop is 16.**
* To make the workshop interactive and enjoyable there are minimum and maximum numbers required. Min 20 – Max 30 candidates
* When considering some optional dates to submit, please don’t put forward dates that clash with important football matches on TV (England, Champions League, Premier League matches for example) because we have found in the past that candidates say they will attend a workshop and then don’t turn up because of football on tv.
* The Club/League/Organisation is responsible for the conduct/behaviour of the attendees, as any disruptive attendees will be asked to leave the workshop by the tutor.