



### Identification

All learners are required to produce photographic ID prior to the commencement of the course i.e. at the first session

### Behavioural Standards

Learners should treat each other, the tutor and other centre users with respect at all times. Learners should be aware that they will be asked to leave a course if their words or actions are likely to cause offence.

### Safeguarding Concerns

Information about safeguarding is displayed at the venue. If learners have any concerns about safeguarding, they should inform the Tutor immediately. Concerns should also be reported to the Sheffield & Hallamshire County FA Designated Safeguarding Officer.

### Age Range Monitoring

Under 16s	Must provide Parental/ Legal Carer consent.
Aged 16 & 17 (non residential courses)	Can self-consent via a Consent Form
Under 18s (residential courses)	Must provide Parental/ Legal Carer consent.
Under 18s (S&H arranged travel)	Must provide Parental/ Legal Carer consent.

### Emergency Contacts

U18s must provide emergency contact details prior to the start of the course.

### Confidentiality

Learners are advised that course content and discussion is confidential.

### Concerns

Illness	Candidates are advised to inform the Tutor if they are unwell or taking any medication which may affect safe participation.
Ability	Candidates are advised to inform the Tutor if they have any concerns which may affect safe participation in the course.
Harassment (Including social media)	Candidates are advised to inform the Tutor if they are concerned about any words or actions.



Physical Environment	Candidates are advised to inform the Tutor if they have any concerns about the venue.
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### **Personal Items - Footwear & Clothing**

All learners are advised to check with the venue regarding their current guidance around footwear. All learners advised to wear/bring suitable clothing.

**NOTE:** Please ensure you allow plenty of time to get to the venue as we will begin promptly and there is considerable information to cover on the course. Late admittance to the workshops will not be permitted out of fairness to other learners.

### **What to bring with you:**

The course will include both theory and practical activity so please bring appropriate footwear and playing kit for playing on grass/3G/all weather pitch.

You will need to bring a pen and paper for all days of the course and you will also be provided with course resources.

Please do not bring valuables to the course as Sheffield and Hallamshire FA cannot take responsibility for lost/stolen or damaged items.

You will need to bring lunch and drinks with you as we cannot guarantee that refreshments will be available at the course venue. Scheduled breaks will take place throughout the course programme.

### **Certificates**

Upon completion of all of the dates & online modules, 1st4sport (The awarding body) will issue the Level 1 in Coaching Football directly to your postal address. Please ensure this is up to date on your FAN.

### **Course Terms & Conditions**

All course bookings through the Sheffield & Hallamshire County FA (SHCFA) are subject to the following Terms and Conditions.

### **Bookings**

Places on courses will only be confirmed on receipt of learner's details and full course payment. SHCFA cannot take payments in part, only full payment will be accepted.

All learners must be booked onto courses using their own personal details and FA numbers. The main reason for this is because qualifications and certificates will be printed using the details from the FAN supplied, if this needs changing at a later date an administration charge may be applied.



The method of payment that can be accepted is online card payments which must be done via the relevant booking website.

All course bookings will be confirmed by email at the point of booking. Please keep this for future reference.

Some courses do have certain pre-requisites that need to be met in order to attend a course. It is the responsibility of the learner to meet these pre-requisites, if they do not meet them the SHCFA reserve the right to cancel the place on a course or not qualify the learner and provide them with a certificate. If a learner attends the course, Sheffield and Hallamshire County FA reserve the right to not offer a refund.

Certificates related to The FA Level 1 and The FA Level 2 (Block 1, Block 2, Block 3) in Coaching Football are sent directly to learners address by 1st4sport, the awarding body. Should a learner lose or not receive their certificate they should contact 1st4sport at their earliest opportunity on 0113 290 7610.

If a learner completes the Safeguarding Children and/ or Emergency First Aid course as part of the Level 1 in Coaching Football, the certificates are available via the online learning management system (LMS). The learner should refer to the information sent to them in this instance.

If a learner completes a course that is either not linked to The FA Level 1 in Coaching Football or is an online course, the certificate will be sent by FA Education. If there are any issues surrounding this, learners should contact FA Education by email – [education@thefa.com](mailto:education@thefa.com)

Prior to registration learners are required to be able to communicate effectively in English, this includes listening, speaking, reading and writing.

All learners will be required to bring photographic identification with them to the course so that the tutor can verify their identity. E.g. Passport or Driving Licence.

Learners must make SHCFA aware of any injuries or medical conditions that may affect their participation in a course at the point of booking. If learners do not do this SHCFA and their employed tutors reserve the right to refuse acceptance on to a course.

### **Online Learning Modules**

Learners whom have booked onto The FA Level 1 in Coaching Football should now be aware they have to complete a series of Online Modules as part of their learning journey. For best use, learners should look to use Google Chrome and ensure pop ups are enabled. Failure to complete the Online Modules will mean a learner is not certified for The FA Level 1 in Coaching Football.



## **Cancellation**

Should a learner wish to cancel their place on a course they need to notify SHCFA as soon as possible using the contact details for the Coach Education Administrator as listed on [www.sheffieldfa.com](http://www.sheffieldfa.com). All our courses are in high demand and, by not informing us, you are preventing another learner from attending the course.

The following charges will apply to all cancellations:

-If cancellation is made more than 10 working days\* prior to the course start date a full refund will be given less a 10% (of the total course fee) admin charge.

-If between 5-10 working days\* notice is provided a 50% refund will be given.

-If less than 5 working days\* notice is provided no refund will be given.

\*SHCFA defines working days as the days in which the Coach Education department of SHCFA are open, which is currently Monday to Friday.

## **Transfers**

If learners wish to transfer to a different course the following charges apply:

-If notification is provided more than 15 working days\* prior to the start date of the course no fee will be charged.

-If notification is provided more than 10 working days\* prior to the start of the course there will be a 10% (of the total course fee) admin charge.

-If notification is provided between 5-10 working days\* prior to the start of the course there will be a 50% (of the total course fee) admin charge.

-If notification is provided less than 5 working days\* prior to the start of the course the learner will not be able to transfer. They will lose their course place on the course and will need to re-book on to another course at full cost.

\*SHCFA defines working days as the days in which the Coach Education department of SHCFA are open, which is currently Monday to Friday.

## **Missed Sessions**

At the time of booking please ensure you are able to attend all course dates however if a learner cannot attend a date on the course they are enrolled on, a decision will be made on whether they are allowed to complete the course on a case-by-case basis.

**NOTE:** when a learner books onto a course that is made up of multiple sessions it is expected that they can and will attend all sessions of that course at the point of booking.

## **SHCFA**

The SHCFA reserve the right to change the programme, the tutors, and the locations or to re-schedule a course without prior notice. Learners will be advised of these changes as soon as

## **Sheffield & Hallamshire County FA**

# **Pre-Course Information**



possible. When notified of these changes learners may withdraw, with no liability for fees or transfer to another course of equal value with no charge (subject to availability).

If there are insufficient numbers on a course the SHCFA reserve the right to cancel/postpone a course.

The SHCFA and their servants, agents and employees are not under any liability whatsoever in respect to personal injury, loss or damage however caused, while undertaking part in any activities of the association.

In the event of extenuating circumstances, before or during the course please contact the SHCFA for further assistance. All extenuating circumstances will be considered at the discretion of SHCFA.