



ENGLAND
FOOTBALL

BERKS & BUCKS FA
TERMS & CONDITIONS

Berks & Bucks FA Terms & Conditions



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FA Referee Course

Version- Updated from January 2025



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BOOKINGS

- All Learners must complete the pre-course learning requirements on their own individual FAN account, in advance of attending the FA Referee Course. The required online learning courses are as follows:
 - [Guide to the Laws of the Game](#)
 - [Safeguarding For All](#)
- Learners that have booked onto an FA Referee Course, without completing the required pre-course learning can have their booking rejected and refunded – at the discretion of Berks & Bucks FA.
- If a Learner has completed the required pre-course learning on an incorrect FAN, they will need to contact either FA Education or BBFA Refereeing team – for this to be rectified before attending any course days.
- Booking link/s must not be shared via 3rd parties – and any breaches of this may result in your booking being withdrawn.
- All course bookings must be completed using a valid credit or debit card.
- Course bookings will only be reserved on receipt of full payment.
- Learners will receive a receipt of payment via email when the booking is complete.
- All Learners will receive course information via an email a minimum 10 days prior to the course.
- All Learners must ensure that the information is correct and accurate at the time of booking onto the course.
- All Learners must complete all sections of the face-to-face workshops, to complete the FA Referee Course.
- Priority will be given to those Learners that live and reside within the Berks & Bucks FA boundaries – or have football roles within Clubs/Leagues affiliated to Berks & Bucks FA.



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ATTENDANCE & TRANSFER OF CANDIDATES

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

- I am aware that I am required to attend the course in full – and cannot bypass days, or transfer between days from another course.
- I am aware that if I cannot attend one or more of the pre-determined course dates I must:
 - i. Inform Berks & Bucks FA two weeks prior to the course's start date. Any transfer requests sent less than two weeks' notice will only be processed at the discretion of Berks & Bucks FA.
- 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 Berks & Bucks FA.
- I am fully aware that I am the only learner 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 that I am required to attend the full course duration – and that the FA Referee Tutors and/or Berks & Bucks FA have the right to dismiss me, if I am deemed to be considerably late by the FA Referee Tutors and/or Berks & Bucks FA.
- If I am unable to attend the course due to an illness/injury, I must provide Berks & Bucks FA with a copy of the doctor's certificate and/or any medical documentation – which can serve as proof for any absence on the course days.



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CANCELLATION

Berks & Bucks FA adheres to a strict cancellation policy and by enrolling onto our courses, you are agreeing to have read and to be bound by our Terms & Conditions:

- If I cancel my booking, I will inform Berks & Bucks FA and will be entitled to a refund for the value of the following:
 - i. 100% return (minus £10 admin fee) if two weeks or more notice is given
 - ii. 50% return (minus £10 admin fee) if between 1 and 2 weeks' notice is given
 - iii. No return if less than 1 weeks' notice is given*

**If you book onto a course with less than two weeks prior to the course's start date – and wish to cancel your booking, you must inform us within 48 hours of your original booking to receive a refund in full. Any time beyond 48 hours will mean that no refund is returned.*

If we deem necessary that the course needs to be cancelled, postponed or rearranged due to events out of our control, the third party service provider or other circumstances beyond our control including Government restrictions, we will provide you with as much notice as possible and you will be entitled to a full refund of the cost of the course or a free transfer to an alternative course.

QUALIFICATION

- I am fully aware of the mandatory pre-course requisites, to attend my course – and agree to meet them prior to day one of the course.
- For those aged 16 years old and above, who are looking to officiate within Youth Football – you must either have an in-date FA Verified Enhanced DBS Certificate, or have an FA Verified Enhanced DBS application in progress.
- Please note, it is the learner's responsibility to update any details on their FAN – as failure to do so may result in communications being sent incorrectly.
- To complete the FA Referee Course, you must fully complete all aspects of the course within the same football season which you have attended the course (unless you have attended a course in held in March/April/May/June, where you will have till the end of the following football season). If there are extenuating circumstances which have impacted the time taken, then please inform us via email at Referees@Berks-BucksFA.com



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ON THE COURSE

- Berks & Bucks FA holds no responsibilities for any injuries sustained on the course, or for the loss of any personal belongings.
- I will respect the course's FA Referee Tutors/Developers, the venue facilities and staff – plus all other candidates and their points of view. I understand that if my behavior, language or conduct is deemed 'unacceptable', 'offensive' or 'harmful' for any reason, Berks & Bucks FA and the venue reserves the right to exclude me from continuing on my chosen course – and if necessary, future courses.
- I am obliged to declare any relevant, current or previous injury or illness that may limit or hinder my participation on the course. I must also declare if I have been diagnosed with any allergies, that the Berks & Bucks FA/FA Referee Tutors may need to be aware of. If I am on prescribed medication, I must ensure that I bring enough of the medication to cover me throughout the course. Should any medical information change after booking onto a course, I will inform Berks & Bucks FA and/or FA Referee Tutors immediately.
- No food or drink will be supplied by the Berks & Bucks FA or the FA during the course day/s – and therefore, I will bring enough food and drink with me during the course days. Food and drink must not be shared with any other course candidates either, due to the potential risk of injury and/or illness.
- You must arrange your own transport to the course venue/s. You are expected to bring appropriate kit and equipment, to participate in the course.



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EQUALITY & INCLUSION

Berks & Bucks FA and The Football Association are committed to football being inclusive and providing a safe and positive experience for everyone involved in the game.

Berks & Bucks FA Education is duty bound to offer its learners equal opportunity in relation to its education provision. Alternative formats are available to ensure learning is inclusive.

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 session, then this should be made known to the course organiser at the point of registration.

Equality: Berks & Bucks FA 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.

Berks & Bucks FA 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

Berks & Bucks FA would like to keep in touch with you about your course 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 do wish to not be contacted, please email us at Referees@Berks-BucksFA.com but please bear in mind that we will not be able to contact you with any updates regarding the course.