****

**Standalone Course Guide  
Emergency Aid & Safeguarding Children**

**Berks & Bucks FA want to ensure that all customers are provided with the best service possible. Below we have outlined details on how to book a course at their own venue and convenience.**

Berks & Bucks FA will accommodate Clubs, Leagues, Schools and Organisations to host courses at a venue of their choice, provided the requirements are met. The following courses apply:

**FA Emergency Aid**

A three hour workshop for the pitch side first aider, which aims to provide the participant with; the knowledge, practical skills and confidence to be able to attend an unconscious casualty; the knowledge, practical skills and confidence to be able to deal with a number of medical conditions allowing an informed decision on the appropriateness of returning a player to activity; basic advice on how to limit the effects of injury and promote recovery; knowledge of the requirements of emergency action planning.

|  |  |
| --- | --- |
| Content | Duration |
| FA Emergency Aid Workshop | 3 hours |

**FA Safeguarding Children**

A three hour workshop is for everyone working with young people and focuses on making football safe. The course teaches the football workforce to promote best practice to protect young people. Candidates will learn how to recognise signs and symptoms of abuse and understand fears involved in these concerns.

|  |  |
| --- | --- |
| Content | Duration |
| FA Safeguarding Children Workshop | 3 hours |

**Course Prices & Requirements**

|  |  |  |
| --- | --- | --- |
|  | FA Emergency Aid  (Tutor ratio 1:18) | FA Safeguarding Children  (Tutor ratio 1:18) |
| BBFA Affiliated Charter Standard Clubs & Leagues | **£450.00** | **£450.00** |
| Course Requirements | * Minimum 12 candidates * Maximum 18 candidates * All candidates must be aged 16 or over * Club to notify Berks & Bucks FA of dates and times they’d like to run the course * Minimum of 9 weeks’ notice | * Minimum 12 candidates * Maximum 18 candidates * All candidates must be aged 18 or over * Club to notify Berks & Bucks FA of dates and times they’d like to run the course * Minimum of 9 weeks’ notice |

**Venue Requirements**

All Venues must be booked and paid for by the organising party, Berks & Bucks FA will require written confirmation of this from your chosen venue. It is also a necessity that any room being used for the purposes of delivering any course shall be solely for that use and not open to the general public at that time.

|  |  |
| --- | --- |
| Aspect | Requirement |
| Toilet Facilities | Separate facilities for male and female candidates. |
| Room Size | Adequate space for all students on the course to undertake both theory and practical work. |
| Cleanliness | A clean, tidy and hygienic environment. |
| Floor Covering | A carpeted surface (or alternatively training mats) for use during practical sessions. |
| Ventilation | Sufficient ventilation to generate acceptable ‘air quality’. |
| Heating | Ambient temperatures sufficient to permit ‘shirt sleeve’ order. |
| Seats | One seat per student. |
| Writing surfaces | Adequate surface area for each student to record notes. |
| Lighting | Sufficient ambient / artificial light to enable students to read. |
| Noise Level | To be at a level that does not compromise student learning. |
| Audio-visual Equipment | A projector, screen or any other audio-visual equipment, e.g. flip charts, paper and pens etc, as appropriate to the workshop. |
| Access / Egress | Should be safe, well lit and cater for people with additional access requirements. The venue should be accessible to the course tutor/s at least 30 minutes prior to each course date. |
| Bar | If the venue has a bar area then this should be closed through-out the course duration to avoid interruptions. |

**Cancellation**

**BY YOU:** 4 weeks’ notice of cancellation is required or full payment will be lost

**BY BERKS & BUCKS FA:** We will do our upmost to deliver your course, however, to meet FA requirements we reserve the right to cancel or postpone a course at any time if any of the criteria outlined above are not met or unforeseen circumstances occur. Refunds will be at our discretion.

In order for Berks & Bucks FA to progress with a request to run a course on your behalf it is your responsibility to have the following information available or use the form attached to send the details in;

* Course you would like to organise including the number of candidates.
* List of compliant course dates and times.
* A contact name, telephone number, email address and address for the course organiser as well as details, if different, of a responsible individual contactable during the course.
* Venue details where you are planning to host your course that meets the terms above and is fully booked and paid for.
* A name and postal address where the invoice is to be sent to, if this is different from the named course organiser.
* Full Payment 6 weeks prior to the course start date.

N.B: It is the responsibility of the course organiser to fill the course. Berks & Bucks FA run a comprehensive programme of open access courses to its members and shall not promote your course on your behalf.

On return of these details Berks & Bucks FA will;

* Invoice for the full amount payable on the course.

**Pre-Course**

On payment, Berks & Bucks FA will;

* Register the course.
* Order the appropriate resources.
* Source the necessary tutors.
* Write to you to confirm receipt of your payment and your course dates.

|  |  |  |
| --- | --- | --- |
| Weeks to Go | Organiser/Applicant | BBFA |
| **9** | * Submit Course Booking form to us | * Issue blank register |
| **8** | * Submit completed register * Confirm & book the identified venue | * Issue Invoice |
| **6** | * Pay the Invoice in full * Provide written confirmation from venue of booking | * Process Booking & Identify Tutors * Confirm Booking & Register with FA Learning |
| **4** |  | * Ensure Invoice has been paid by Organiser |
| **2** |  | * Send course confirmation to tutors and course organiser |
| **1** |  | * Close course to further bookings * Deliver resources |
| **0** | * Course begins, organiser to be present. |  |
| **-2** |  | * Update candidate records to show attendance and passes from course Tutor/s * Results go to FA Education for certification |

**Post-Course**

On completion of the course, Berks & Bucks FA will update candidate records on the system and close the course in order for certification.

**Successful Completion**

FA Education aim to dispatch certificates within 6-8 weeks upon completion.

**Next Steps**

To book a course please contact us on 01235-558450 or email [Development@Berks-BucksFA.com](mailto:Development@Berks-BucksFA.com) to discuss your requirements.



|  |  |
| --- | --- |
| Course Booking Details – Expression of Interest | |
| Course Requested |  |
| Number of Candidates to register |  |
| Course Dates Requested |  |
| Course Times Requested |  |
| Organiser Details | |
| Club/Organisation Name |  |
| Name |  |
| Address |  |
| Contact Telephone Number |  |
| Email Address |  |
| Course Contact (if different from Organiser) |  |
| Contact Telephone Number |  |
| Accounts Details (if different from Organiser) | |
| Name |  |
| Address |  |
| Contact Telephone Number |  |
| Email Address |  |
| Venue Details | |
| Name of Venue |  |
| Venue Address |  |
| Site Contact name |  |
| Site Contact Number |  |
| Emergency Site Contact & Number (if different) |  |
| FOR OFFICE USE ONLY | |
| Tutors Confirmed | Emergency Aid: |
| Safeguarding Children: |

**N.B: Please be advised that submitting this form does not guarantee that the course will go ahead.**

**Signed: Date:**