



West Riding County FA Terms & Conditions

Course Confirmation

- On receipt of your completed application and payment you will receive confirmation including the course itinerary.
- I understand that West Riding County FA and their servants, agents and employees are not under any liability whatsoever in respect of personal injury, loss or damage however caused, while taking part in any activities of the Association. I also understand that I may not be able to receive a refund if I fail to notify WRCFA that I will not be attending the course.

Course Re-Assessment Fees

- Level 3: £65.00
- Level 2: £65.00
- Level 1: £35.00

Course Cancellations/Transfer

- If notification of a cancellation or transfer is received with more than 7 days notice, either in writing or by e-mail to **Info@Westridingfa.com**, a FULL REFUND or a FREE COURSE TRANSFER will be issued.
- The following charges will be made on course transfers:-
 - Missed Workshop Catch up (All courses except SG/FA): £20
 - Safeguarding/First Aid : A separate course must be booked on and paid for
- If a cancellation/transfer is received within 7 days of the beginning of the course, NO REFUND will be issued.
- Candidates who have transferred to an alternative full course who then cancel, will not be entitled to a refund.
- If you fail to notify the West Riding County FA or fail to attend the course, then NO REFUND can be issued. *However, in certain circumstances i.e. illness (upon receipt of a doctors certificate) a refund will be considered, at the discretion of the Head of Football Development (Joanne de Tute).*

Practical involvement

Some courses may be physically demanding. Students will be required to participate in practical sessions. Students should come prepared and be physically fit when arriving on the course.

Please note that if a student has a disability that may prevent them participating actively in the practical sessions, then this should be made known to the course organiser at the point of registration. The course organiser will then take any necessary steps to cater for the student's requirements which may include bringing in footballers to ensure there are sufficient numbers of players.

Medical Information

If you have any medical conditions which limit/hinder your involvement or participation in coaching activities, you are obliged to declare any relevant, current or previous injuries/illnesses. If you are diagnosed as an asthmatic, diabetic or epileptic, or have any allergies that the course staff needs to be aware of, you must advise us accordingly. Please note, a declaration of injury or illness does not automatically preclude you from any course.

You should further be aware that if you are on a regular course of medication for any condition, you must have

sufficient medication to cover you throughout the course. Although first aid cover is provided (where applicable) during courses, no doctor is available to replenish regular medication, nor is there any facility to deliver medical treatment for chronic (longstanding) medical conditions.

Please provide any relevant information regarding the above Medical Information during the application process.

Equal Opportunities

West Riding FA is committed to develop the game of Association football to everyone within the county through the principles and practices of equal opportunities within its Coach Education programme, both as an employer and in the delivery of our service to candidates.

Employment opportunities, qualifications, services and support are available to all sections of the community and we will not discriminate on the grounds of gender, marital status, race, colour, ability, sexuality, age, occupation, religion or political preference.

What our learners can expect from West Riding FA -

We will provide you with the tuition and learning support associated with the course with reasonable care and skill and make reasonable efforts to deliver the course as described. We aim to provide information as soon as reasonably possible, such as a change in timetabling, location, assessment or schedule. We will provide clear information about the course and our expectations of what you need to achieve to complete the course successfully and encourage a responsible learning environment.

What West Riding FA expect from our learners -

You will take responsibility for your own learning and keep yourself informed of all course information by use of West Riding FA communication platforms. You must not hinder the studies of others and pursue your studies diligently, contributing effectively to the course on which you are enrolled. You must attend all workshops, learning events and complete online sections associated with the course, subject to absence for medical or other agreed reasons.

You must conduct all course activity in a legal manner and avoid offensive or inappropriate language or behaviour that could impact on any other learner. WRCFA reserve the right to remove any individual from courses if these expectations are not met. If a removal is forced as a result of failure to meet the behaviour expectations, no refund will be offered.

Students must and will act in a non-discriminatory way and to comply with statutory national legislation.

Reasonable Adjustments

Should any reasonable adjustments be required, please ensure you make WRCFA aware of these with plenty of notice to allow these to be organised.

If interpreters or translators are arranged for the course, please ensure WRCFA are notified 7 days prior to the start of the course if you will no longer be in attendance.

If notification is received after this time period, you will be liable for the arrangement and cost of a replacement and/or the cancellation fee for the interpreter appointed to the original course. In any event of extraordinary circumstances, we will review the situation on an individual basis.