**CLUB LINESMANS 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 £50.00 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. If The Hertfordshire FA has to cancel the workshop an optional date will be offered to you.

**Contact Details**

|  |
| --- |
| **Contact Name:** |
| **Club/League/**  **Charter Standard Yes No**  **Organisation:** |
| **Address:** |
|  |
| **Postcode:** |
| **Tel Mobile:** |
| **Tel Home:** |
| **Email address:** |

**Event Details**

|  |
| --- |
| **Date: Start time: End time:** |
| **Venue Name/Room:** |
| **Address:** |
|  |
| **Postcode:** |
| **Tel:** |
| **Number of attendees expected:**  **(Min 15 – Max 30)** |

I agree to the terms and conditions laid out in this booking form for the workshop to be confirmed (see over)  
  
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 are not.
* Floor space is essential as it’s a practical workshop.
* One large table or two medium size tables made available for the use of a Subbuteo pitch demonstration (Tutor to bring Subbuteo)
* The venue should be suitable to allow removable masking tape to be temporarily applied to the floor (to use as a pitch touchline in the workshop)
* 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.
* The Club/League/Organisation is responsible for the conduct/behaviour of the attendees, as any disruptive attendees will be asked to leave the workshop.