



## **JERSEY FA COMMUNITY PROGRAMME**

### **TERMS AND CONDITIONS**

The Jersey FA After School Skill Sessions and Holiday Fun Weeks are run by FA qualified coaches who aim to give your child an enjoyable experience in a safe, creative and fun learning environment.

The coaches are first aid trained and have attended FA Safe guarding Children workshops.

Photographs and videos will be taken by Jersey FA staff, volunteers and media professionals during sessions and will be used on the Jersey FA website, marketing material and social media pages Twitter: @JerseyFA , Facebook: Jersey FA and Instagram: thejerseyfa. Only children that we have received consent for will be involved within promoted photos.

#### **Booking Process**

All bookings for Jersey FA Holiday Fun Weeks and After School Skill Sessions are only completed and confirmed once an online application form and payment (Full or Deposit) has been received and confirmed.

#### **Application - Online Form**

Visit the Jersey FA Community Programme website page and sign up through the online portal completing all information required and the payment process.

If you have challenges with the online application you can contact our Jersey FA Community Team for assistance. Payment will still be requested online with cheque/cash payment only considered under exceptional circumstances and agreed with Jersey FA Lead Community Coach.

#### **Phone**

Call the Jersey FA Office on 01534 730433 and contact the Community Team to complete the application and make card payment over the phone.

## **Policies and Procedures**

By completing and signing the application form you agree to the following:

**Cancellation** – The Jersey FA reserves the right to cancel any course up to 48 hours before the event. In this event a complete course refund or credit to an alternative course will be offered.

**Refunds** – The Jersey FA does not offer refunds however exceptional circumstances may be considered by the Jersey FA Lead Community Coach.

**Deposit Payments** – Deposit payments that are made online are non refundable. Only exceptional circumstances may be considered by the Jersey FA Lead Community Coach. Remaining balance of payments is due 4 weeks after original payment for Skill Sessions with a weekly reminder. For Holiday Fun Weeks remaining balance is due 4 weeks after original payment unless that timeline falls within a week before the course start date in which payment must be received in full.

**Behaviour** – All children are to adhere to the behaviour policy. If a child's behaviour is unacceptable parents/guardians will be contacted to collect their child.

**First Aid** – A child's health and safety is of the highest priority for the Jersey FA, you agree that we can administer first aid if required/when required and you as the parent/guardian will be contacted in first instance.

**Loss of personal items** – The Jersey FA is not held responsible for any loss of personal items or equipment during its course. All lost and found items are given to the venue's reception lost property.

**Refusal of entry** – The Jersey FA reserves the right to refuse entry to any of our courses. In such cases, the parent/guardian will be notified of the reasons.

**Data Protection** – We collect information on this form to for the purposes of course enrolment and Childcare Registration requirements. All personal information we collect from you will be recorded, used, and protected by us in accordance with the Data Protection (Jersey) Law 2018 and with our privacy policy (available at [www.jerseyfa.com](http://www.jerseyfa.com)). We may supplement the information that you provide with other information that we obtain from our dealings with you. Information may be disclosed within the organisation. Financial details provided will be securely disposed of at the end of each course.

**Medical** – To the best of my knowledge the attendee is medically fit to participate in the activities involved and I undertake to inform you in advance of any alteration to this position. I consent to the child being given emergency medical treatment. Jersey FA reserves the right to cancel or amalgamate sessions where necessary.

You have the right, at any time, to ask us to delete or update the information we hold about you. You can do this by through the below contact information.

## **Contact Information**

For any further information on any programmes delivered by the Jersey FA Community Programme please contact:

Jersey FA Community Team

Email: [community@jerseyfa.com](mailto:community@jerseyfa.com)

Phone: 01534 730433