

LFA Coach Education: 2018/19 BOOKINGS POLICY



As of 1st July 2018, the Lincolnshire FA's Coach Education department will be changing their bookings policy, processes and procedures.

LFA COACH EDUCATION: DISCOUNT CODES

DISCOUNT CODE	DESCRIPTION
FALCC1819	FA Licensed Coaches' Club Discount – Base Rate
CSCCommClub1819	FA Charter Standard Community Club Discount – Base Rate
CSDDevClub1819	FA Charter Standard Development Club Discount – +10% of Base Rate
CSClub1819	FA Charter Standard Club Discount – +10% of Base Rate

Any Non-Charter Standard Clubs/Organisations will be charged +20% of Base Rate

- Firstly, discount rates will be changed on an annual basis and will therefore be valid, this upcoming season, from 1st July 2018 to 30th June 2019.
- The following courses will be exempt from discount codes because they were already online:
FA Goalkeeping Coaching Certificate Level 2 at The Priory Pembroke Academy, July '18
FA Welfare Officer Workshop at The Priory Pembroke Academy, July '18
FA Level 2 at Priory City of Lincoln Academy, August '18
Futsal Level 2 at Priory City of Lincoln Academy, August '18
- Please be aware, all discount codes are case-sensitive and must be inputted exactly as above.

BOOKING COURSES: ALL EXCEPT FA LEVEL 1s

- For ALL courses except FA Level 1s, our pre-existing booking options will be in place: payment over the phone, online booking or invoice. For cash and cheque payments, their place(s) cannot be secured; an invoice must be generated so send over the course application form.
- If Chris and Callum are not in the office, you will be required to find the respective course on EMS and add the person(s) with their FA Number. If FA Numbers are not provided, you should not accept the booking.

Policy continued overleaf

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BOOKINGS POLICY



BOOKING COURSES: FA LEVEL 1s

- For every prospective FA Level 1 booking, advise individuals, clubs or organisations to book online to (a) secure their place and (b) make their online learning modules immediately accessible to them.
- If individuals, clubs or organisations wish to pay via an alternative payment method, e.g. payment over the phone or invoice, circulate the *FA Level 1 Bookings: Guidance Document* and *Course Application Form(s)*.

If anyone has any queries and/or questions regarding any of the above, please ask that they e-mail Chris or Callum on the e-mails at the bottom of this document.