

## Workforce Programme – Private Course Provision



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### DECLARATION:

By proceeding with the booking, you have agreed to the following declaration;

*"I have read, understood and agree to the Terms and Conditions specified in the document 'Workforce Programme – Private Course Provision' as distributed by Lincolnshire County Football Association Ltd."*

**You should retain this document for information. Please remember to return a copy of the Risk Assessment and Public Liability Insurance .**

## 1. SCOPE OF COURSE PROVISION

**Lincolnshire Football Association Ltd** (hereinafter referred to as **LFA Ltd**) is currently registered as an approved centre with 1st4Sport Qualifications and FA Learning in order to deliver courses including;

- The FA Level 1 Introduction to First Aid in Football (IFAiF)
- The FA Safeguarding Children Workshop

All courses are delivered by appropriately qualified and approved tutors who are registered with 1st4Sport / FA Learning respectively.

Course tutors are appointed and engaged by the LFA Ltd to deliver respective courses on behalf of the company. The provision and payment of appropriately qualified course tutors shall remain under the management of LFA Ltd.

## 2. FACILITY REQUIREMENTS

All venues for courses delivered by LFA Ltd must conform to the minimum standards set by 1st4Sport Qualifications / FA Learning. A summary of the requirements for this can be found in the table (on the following page).

In order for a course to be delivered at a private site (e.g. Club venue) the LFA Ltd will be required to confirm its suitability prior to accepting any booking in terms of;

- **Lincolnshire FA to attend site visit** (Venue site visit will be valid for 12 months).
- **Appropriate and current premises Risk Assessment** (Copy returned to LFA Ltd with booking form).
- **Current Certificate of Public Liability Insurance (premises)** (Copy returned to LFA Ltd with booking form).

### Room Requirements (minimum standards)

Aspect	FA Requirement
Room Size & Equipment	Adequate space for all candidates on the course to undertake both theory and practical work. The venue will be required to supply adequate table space for each candidate as well as one chair per person.
Cleanliness	A clean, tidy and hygienic environment.
Floor Covering	A carpeted surface (or alternatively training mats) for use during practical sessions when required (e.g. Emergency Aid).
Ventilation & Heating	Appropriate ventilation and heating systems to provide candidates with a comfortable learning temperature.
Lighting	Suitable lighting to enable students to complete tasks required on the course.
Noise Level	To be at a suitable 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 course / workshop.
Access / Egress	Should be safe, well lit and cater for people with special needs.
Toilet Facilities	Separate facilities for female, male and U18 candidates.
Changing Facilities	Separate facilities for female, male and U18 candidates with access for those with a disability and with access to hot/cold running water.

### **3. COURSE REQUESTS & BOOKING PROCEDURES**

#### **I. REQUESTING A COURSE**

Course requests may be made by telephone, email or in writing to:

Chris Funnell (Football Development Officer)

Lincolnshire FA Ltd

Deepdale Enterprise Park

Deepdale Lane

Nettleham

Lincoln

LN2 2LL

Chris.funnell@LincolnshireFA.com

**Please note that a course REQUEST is not a course BOOKING.**

Please read section 2 fully and ensure that your venue meets all necessary criteria given in the table above before continuing.

As mentioned in section 2, your facility will need a site visit (unless one has been conducted within the past 12 months) and to supply the necessary paperwork to ensure compliance is being met with regards the expectations of a coach education delivery facility. If you're unsure whether you require a sit visit please contact the LFA on the contact details above.

#### **II. BOOKING A COURSE**

Requests to book any of the proposed courses must be received by us no later than **8 weeks** prior to the anticipated start date.

**We will need (All courses):**

- The full address of the venue including postcode to be able to register the course.
- The organisers name and contact details.
- Contact details of the person opening up the venue for the course.
- For organisations, clubs or companies wishing to be invoiced, we require the name and full address of who to send the invoice to.
- The register of candidates for the course incl FAN, 28 days before the start of the course.  
(For candidates who don't have a FAN, details i.e.; full name, address, postcode, DOB, etc).

**Accounts and register must be submitted 28 days prior to the start of the course.**

Please note that courses hold a strict policy; a minimum and maximum number of candidates.

Course	12 Candidates	16 Candidates	18 Candidates
FA Emergency First Aid	£274.00	£365.00	£410.00
FA Safeguarding Children	£338.00	£450.00	£507.00

**If you would like to run a different course to above or you are unable to guarantee enrolment of the minimum number of candidates required for the course, please contact LFA Ltd.**

**\*Note, facility fee not included. There is also NO Charter Standard discounts for private coach education courses.**

In returning your request to book a course, you will be deemed as having read, understood and agreed to all Terms & Conditions of LFA Ltd Coach Education course provision.

Please call 08449 67 07 08 #2 to discuss any concerns prior to returning the booking.

Upon receipt of your application the LFA Ltd will contact the relevant personnel to organise the club's facility compliance in-line with minimum requirements. **Subject to all specified criteria being satisfied**, we will issue confirmation of booking. The final acceptance of the course will be subject to fees and registers being submitting to the LFA Ltd in the timelines specified within this document.

Should you wish to make any changes to your booking (excluding cancellation – please see section 4), you must do so via email, which should be received by us no later than 14 days prior to the confirmed start date of the course; however, we cannot reduce any fees once the order has been confirmed.

***\*Please be aware of changes effecting minimum number requirements. Should any changes effect minimum numbers, thus effecting course delivery, clubs will be bound section 4.***

#### **4. CANCELLATION POLICY**

##### **I. CANCELLED BY THE ORGANISATION / PERSON(S) REQUESTING THE BOOKING**

**A cancellation fee will be charged if the booking is cancelled by the organisation / person(s) requesting the booking and course confirmation has been issued.**

LFA Ltd adheres to a strict cancellation policy. For all course cancellations, you will be refunded to the sum of;

- Full refund (minus administration fee per person: £5 IFAiF/SCW ) 21 days before the course commencing
- Less than 21 working days no refund shall be processed with the club being offered a re-organisation option (x1) within a 6 week period of the original course date.

##### **II. CANCELLATION BY LFA Ltd**

LFA Ltd takes all measures as are deemed reasonably practicable to ensure the course is delivered as requested by the customer.

However, if on or before the date of the scheduled course; either to unforeseen circumstances or an emergency, LFA Ltd shall exercise the absolute right of cancellation. In such a case, the total charges for the course will be refunded, but in that event, LFA Ltd shall not be liable to pay any compensation to the organisation/person(s) requesting the booking or any other person in respect of the cancellation.

If LFA Ltd is rendered wholly or partly by reason of force majeure, then LFA Ltd will give notice and will therefore be released from those obligations which can no longer be fulfilled.

Force majeure will be interpreted to include forces beyond the control of LFA Ltd and as also applicable to any breakdown, fire, leakage of water, accordance or occurrence whatsoever, rendering the temporary closure of the premises used as a venue for the course. In such cases, LFA Ltd shall not be liable for any loss or claims arising from such closure of the premises.

## Private Course Application Form



Please complete this application form and return to Chris Funnell at;

Lincolnshire FA, Deepdale Enterprise Park, Deepdale Lane, Nettleham, Lincoln, LN2 2LL

Alternatively you can email the completed form to;

[Chris.funnell@LincolnshireFA.com](mailto:Chris.funnell@LincolnshireFA.com)

Your course booking will be confirmed upon receipt of the completed booking form **and** agreement of full payment as per section 3.ii.

Cheques should be made payable to **Lincolnshire FA Ltd.**

### **Applicant Profile Information – important, all boxes need completing in this \* section**

* First Name		* Surname	
* Address			
* Town			
* County		* Post Code	
* Contact Number			
* Email			

### **Course Applying For:**

Course Title	Number of Candidates	Proposed Dates and Times	Total Cost
The FA Level 1 Introduction to First Aid in Football (IFAiF)			
The FA Safeguarding Children Workshop (SCW)			
Other			
Charter Standard?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Club	

**Venue details**

Address	
Name of caretaker	
Contact Details	

**Risk Assessment / Public Liability**

Risk Assessment	Yes / No
Public Liability	Yes / No
Have you had a facility visit from the LFA Ltd in the last 12 months?	Yes / No

**Payment**

Please state payment Method; (Cheque, Invoice)	
Name	
Email	
Address	

**Declaration**

I, the undersigned, agree that I have read and accept the Lincolnshire FA Course Terms and Conditions. On returning this application, I acknowledge that I will be required to pay for the course in full prior the course induction/session in compliance to the agreed Terms and Conditions.

* Signed (e-signature also accepted)	
* Print Name	
* Date	

**All information contained within this form will be treated in the strictest confidence.**  
Terms and Conditions can be seen via our website.