**Nottinghamshire FA – Bespoke Course Application Form**

Thank you for your interest in running a bespoke course with Nottinghamshire FA. Please read the following key points before filling in the details below. Once you have completed the form, please return to coacheducation@nottinghamshirefa.com.

**Key Points:**

**FACILITY INFO**: It is the clubs responsibility to book, pay and provide a suitable venue for the course. Venues MUST include:

* Appropriate outdoor pitch area (where applicable):
* FA Level 1 - minimum 1/3 of a pitch to be accessible for the duration of the course
* FA Level 2 – minimum 1/2 of a pitch to be accessible for the duration of the course
* Appropriate classroom area with tables and chairs to comfortably seat the number of candidates on the course
* iFAiF courses – must ensure there is enough floor space to carry out the practical floor element of the course
* Projector and screen
* Sufficient car parking facilities
* Male, female and disabled toilet/changing access
* The facility must conform to Disability Discrimination Act (DDA)

**TIME FRAMES**: Bespoke courses must be planned in advance to allow time for all details to be confirmed i.e. tutor availability, payments to be made, candidate numbers confirmed, resources ordered:

* Once the course is agreed to go ahead, there is a minimum timeframe of 4 weeks notice for iFAiF and SCW, and 6 weeks notice for Level 1 and Level 2 courses.

**COURSE NUMBERS**: Minimum candidate numbers per course is 12, maximum 18.

* iFAiF – minimum candidate numbers per course is 12, maximum 18
* SCW - minimum candidate numbers per course is 12, maximum 24
* FA Level 1 - minimum candidate numbers per course is 12, maximum 18
* FA Level 2 - minimum candidate numbers per course is 12, if you have more than 12 candidates, 2 tutors are required and so would recommend you have 24 candidates
* It is the clubs responsibility to manage candidate bookings and payment from candidates (if applicable)
* It is the clubs responsibility to provide candidate medical conditions and/or disabilities that the tutor needs to be aware of

**RESOURCES**:

* It is the clubs responsibility to arrange resource collection through Notts FA

**ADDITIONAL KEY POINTS:**

* We cannot guarantee the course can go ahead unless we find tutors
* If Notts FA have to cancel the course for any reason then the fee will be reimbursed in full. If the course does not run due to the club cancelling, then no refund will be given.

**Application Form**

**Club Details:**

|  |  |
| --- | --- |
| Club Name: |  |
| Club Venue: (venue of where course is to be held) |  |
| Club Contact Name: |  |
| Club Contact Number and Email Address: |  |
| Venue Contact Details: (if different to club contact) |  |

**Course Details:**

|  |  |
| --- | --- |
| Course Title: |  |
| Number of Candidates: |  |
| Month you would like to run course: |  |
| Any specific days/times you would like to run course: |  |
| Details of why you would like to run this course: |  |

**Signed………………………………….. Date…………………………….**