



ENGLAND  
FOOTBALL

**BERKS & BUCKS FA**  
**TERMS & CONDITIONS**

# Berks & Bucks FA

## Terms & Conditions



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## Referee Courses

Version- Updated January 2024



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# **BERKS & BUCKS FA TERMS & CONDITIONS**

## **BOOKINGS**

- All Learners must complete Pre-Course learning modules on their individual FAN account in advance of attending the FA Referee Course. The Pre-Course Modules are as follows:
  - Online Laws of the Game
  - Safeguarding For All Workshop
- Booking invites will only be sent to those Learners that have completed ALL the Pre-Course Learning Modules.
- If a Learner has completed the Pre-Course Learning Modules on an incorrect FAN, this will need to be rectified before being able to receive a link to book onto the Referee Course.
- Booking link must not be shared via 3<sup>rd</sup> parties, any breaches of this may result in your place being withdrawn.
- All course bookings must be completed via our website ([www.Berks-BucksFA.com](http://www.Berks-BucksFA.com)) using a valid credit or debit card.
- Course bookings will only be reserved on receipt of full payment.
- Learners will receive a receipt of payment via email when the booking is complete.
- All Learners will receive course information via an email a minimum 10 days prior to the course.
- All Learners must ensure that the information is correct and accurate at the time of booking onto the course.
- All Learners must complete ALL sections of the face-to-face workshops in order to complete the FA Referee Course.
- Priority will be given to those Learners that live and reside within the Berks & Bucks Local Authority boundaries.



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## **ATTENDANCE & TRANSFER OF CANDIDATES**

By enrolling onto our courses(s) you agree to attend all dates associated to the course. Failure to attend all dates of the course will result in non-qualification.

- I am aware that I am required to attend the course in full, and as such cannot bypass days, or transfer between days from another course.
- I am aware that if I cannot attend one or more of the pre-determined course dates I must:
  - i. Pay a transfer fee (details of fees below) and restart my learning from day one of another course with Berks & Bucks FA within 12 months of the original course start date.
  - ii. **Transfer Fees:**  
Referee Course - £10
- I am aware failure to complete a transferred course within 12 months of the original course start date will result in both the original course cost and administration fee being retained by Berks & Bucks FA.
- I am aware that if I am to transfer onto another course (in full), I must inform Berks & Bucks FA 1 month prior to the course start date. Any transfer requests sent less than 1 months' notice will be treated as a cancellation and proceeded as per the cancellation guidelines stated below.
- I am fully aware that I am the only learner who can attend my chosen course, I understand that no other person may attend in my place should I be unable to attend.
- I am fully aware that I am required to attend the full course duration and that the Developer has the right to dismiss me if I am deemed to be considerably late at the Developer's discretion.
- If I am unable to attend the course due to an illness/injury, I must provide Berks & Bucks FA with a copy of the doctors certificate which serves as proof where possible.



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## **CANCELLATION**

Berks & Bucks FA adheres to a strict cancellation policy and by enrolling onto our courses, you are agreeing to have read and to be bound by our Terms & Conditions:

- If I cancel my booking, I will inform Berks & Bucks FA and will be entitled to a refund for the value of the following:
  - i. 100% return (minus £10 admin fee) if 4 weeks or more notice is given
  - ii. 50% return if between 4 and 2 weeks notice is given
  - iii. No return if less than 2 weeks notice is given\*

*\*If you book onto a course which is less than 1 month prior to the start date of the course and wish to cancel your booking, you must inform us within 48 hours of your original booking to receive a refund in full. Any time beyond 48 hours will mean no refund is returned.*

If we deem necessary that the course needs to be cancelled, postponed or rearranged due to events out of our control, the third party service provider or other circumstances beyond our control including Government restrictions, we will provide you with as much notice as possible and you will be entitled to a full refund of the cost of the course or a free transfer to an alternative course.

## **QUALIFICATION**

- I am fully aware of the mandatory pre-requisites to attend my course and agree to meet them prior to day one of the course. The mandatory pre-requisites are listed below:
  - i- Online Laws of the Game
  - ii- Safeguarding Children Course (aged 16+) or Saefguarding For All (14-15 years old)
  - iii- DBS (for 16+ who are officiating Youth Football)
- Please note it is the leaner's responsibility to update the details on their FAN as failure to do so may result in your certificate being sent to an incorrect address or your name being input incorrectly.
- In order to complete the Referee Course, you must complete all aspects of the course within 12 months of your start date. If there are extenuating circumstances which impacted the time taken, then please inform us via email at [Development@Berks-BucksFA.com](mailto:Development@Berks-BucksFA.com)



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## **ON THE COURSE**

- Berks & Bucks FA holds no responsibilities for any injuries sustained on the course or for the loss of any personal belongings.
- I will respect the course Developer, course venue and the other candidates and their points of view and I understand that if my behaviour, language or conduct is deemed 'unacceptable', 'offensive' or 'harmful' for any reason, Berks & Bucks FA and the venue reserves the right to exclude me for continuing on my chosen course and if necessary, future courses.
- I am obliged to declare any relevant, current or previous injury or illness that may limit or hinder my participation on the course. I must also advise if I have ever been diagnosed with any allergies that the Developer running the course may need to be aware of. If I am on prescribed medication, I must ensure that I bring a sufficient amount of the medication to cover me throughout the course.
- You are obliged to provide your medical information when booking onto a course online. Should any medical information change after completing the form, I will inform Berks & Bucks FA and the Developer immediately.
- The location and date of the Course will be indicated in the Course details. Drinks and meals are not supplied in the Course. You must arrange your own transport to the Course venue. You are expected to bring appropriate kit in order to participate in the Course.



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## **EQUALITY & INCLUSION**

Berks & Bucks FA and The Football Association are committed to football being inclusive and providing a safe and positive experience for everyone involved in the game.

Berks & Bucks FA Education is duty bound to offer its learners equal opportunity in relation to its education provision. Alternative formats are available to ensure learning is inclusive.

Please note that if a learner has a disability (as defined under the "Equality act 2010") that may prevent them participating in either the classroom or practical session, then this should be made known to the course organiser at the point of registration.

**Equality:** Berks & Bucks FA will ensure that it treats people fairly, with respect, providing access and opportunities for all members of the community to take part in, and enjoy, its activities in an atmosphere free from harassment, bullying, discrimination or abuse.

Berks & Bucks FA will seek to provide a service which is appropriate to the needs of an individual and to make reasonable adjustments or provide support, where appropriate, to cater for those needs.

## **GDPR**

Berks & Bucks FA would like to keep in touch with you about your course any changes you may need to be aware of (e.g.- venue/times/cancellations). We will never sell your data and we promise to keep your details safe and secure.

As part of the course administration, your information provided upon booking will be shared with the course leaders and administrators.

If you do wish to not be contacted please email us at [Referees@Berks-BucksFA.com](mailto:Referees@Berks-BucksFA.com) but please bear in mind that we will not be able to contact you with any updates regarding the course.