

BOOKING TERMS AND CONDITIONS

In these terms, the Home Country Athletic Federations (“**HCAF**”) include England Athletics, Welsh Athletics, Athletics NI and Scottish Athletics. The relevant HCAF for your booking will be stated in the course description.

1. Booking Process

You may book onto a British Athletics or HCAF course (a “**Course**”) by completing the online registration/booking process, paying the required Course fee (the “**Fee**”) and submitting a passport photo online as directed. If your Fee is being paid by a third party, the Fee must be paid at the time of booking or you should submit an invoice request form, signed by the third party, with the booking which confirms the third party’s agreement to pay the Fee within 30 days of the booking date. A purchase order number must be supplied by the third party if an invoice is raised.

Booking a course for someone else: specific conditions.

- When booking courses on behalf of other people you must obtain their permission to provide The Athletics Governing Bodies with their personal data before booking them on to a course. You must also ensure that they have been made aware of and read any booking information (including these terms and conditions) and that they have agreed that you can accept these terms on their behalf as part of the booking process.
- When booking a course for a child U18 or as a child U18, by accepting these booking terms and conditions you are declaring that the child (or you the child) has / have parental permission to attend the course being booked.

2. Booking Confirmation

Your place on a Course is only confirmed once you receive an official confirmation email from British Athletics or the relevant HCAF. We will not reserve places for individuals and we will not verbally confirm places over the phone. Places are filled on a first come, first served basis.

3. Closing Dates

Applicants for Courses are advised to book early, and we cannot accept any applications which are received after the published Course closing date. The relevant HCAF or British Athletics may decide to extend the closing date if this is deemed necessary.

4. Terms and Conditions of Booking a Course

- 4.1 Should you fail to attend or complete any session(s) or modules of any Course to which you sign up without you giving prior written notice to the relevant HCAF or British Athletics, and without written confirmation from the relevant HCAF or British Athletics of this being accepted, the relevant HCAF or British Athletics reserves the right to remove you from the remainder of the Course and no refund will be given to you in respect of the missed sessions. However, in exceptional circumstances, you may be offered the opportunity to attend the missed session(s) on another Course subject to availability and in the relevant HCAF’s or British Athletics’ absolute discretion. The relevant HCAF or British Athletics reserves the right to charge you accordingly to recover any associated costs or Fees.
- 4.2 You will respect the Course tutor, Course venue and other candidates and their points of view. You understand and agree that if your behaviour, language or conduct is deemed to be ‘unacceptable’, ‘offensive’ or ‘harmful’ for any reason, the relevant HCAF, British Athletics and/or the venue reserves the right to exclude you from continuing on your Course and, if necessary, from any future Courses.

- 4.3 The HCAFs and British Athletics do not accept any responsibility for the loss of, or damage to, candidate property or for any personal injury however caused, save that nothing in these terms shall limit or affect any loss or damage for death or personal injury as a result of the relevant HCAF's or British Athletics' negligence.

5. **Specific Conditions for booking Coach level and blended Courses**

- 5.1 Coaches who book the Athletics Coach and Coach in Running Fitness Course must have a valid UK Athletics DBS, access NI (or have commenced the relevant disclosure process in Scotland) and valid British Athletics safeguarding qualification in order to book onto the Course, due to the coaching practice required to complete the Course requirements. Coaches have one year to complete all sections of the Course. There are three taught days (or two taught and one online) for these Courses plus an assessment day (or assessment process and assessed elements). All elements are required to be completed successfully for a licence to be issued. Failure to complete all elements of the Course may incur a charge for rebooking the outstanding elements of the Course. For information on how booking these elements is configured in your HCAF, please visit the Course information pages. Any change to any of the booked elements will incur a £30 non-refundable administration fee, for each change.
- 5.2 All candidates for the Courses specified in clause 5.1 must hold a minimum of either (i) a Level One qualification (and it is recommended that they have been actively involved assisting at club coaching sessions for at least 3 months) or (ii) the Coaching Assistant award (it is recommended that candidates must have been qualified at this level for at least 3 months) as a minimum requirement to attend these Courses. Course bookings will not be taken after the relevant closing date to ensure candidates have adequate time to prepare for the Course and complete the pre-course study.
- 5.3 For all Blended courses (a mixture of online and practical), British Athletics and the HCAFs suggest a recommended learning journey, with the online or virtual classroom elements being completed before undertaking the practical learning elements. British Athletics and the HCAFs do not offer refunds for partially completed courses. Learners who have not completed the online or virtual classroom elements of the course prior to the practical do so at their own risk.

6. **Candidate Cancellation Policy**

- 6.1 You must notify the relevant HCAF in writing if you wish to cancel your Course booking by contacting (where relevant):
- 6.1.1 British Athletics – coacheducation@britishathletics.org.uk
 - 6.1.2 England Athletics – enquiries@englandathletics.org
 - 6.1.3 Scottish Athletics – coaching@scottishathletics.org.uk
 - 6.1.4 Welsh Athletics – Education@welshathletics.org
 - 6.1.5 Northern Ireland – info@athleticsni.org
- 6.2 All HCAFs and British Athletics adhere to a strict cancellation policy. If you wish to cancel a Course booking, you will be entitled to a refund as follows:
- 6.2.1 Booking cancelled more than 6 weeks before start of the Course: 80% of the Fee.
 - 6.2.2 Booking cancelled more than 4 weeks but less than 6 weeks before start of the Course: 70% of the Fee.
 - 6.2.3 Booking cancelled more than 2 weeks but less than 4 weeks before start of the Course: 50% of the Fee.

6.2.4 Booking cancelled less than 2 weeks before the start of the Course: NO REFUND.

Consideration will be given to candidates who for exceptional circumstances are unable to attend a Course and require a transfer to another Course. A letter from a doctor or medical professional may be requested in these circumstances and all decisions will be made in the HCAFs' or British Athletics' absolute discretion.

7. Candidate Transfer Policy

7.1 Should you wish your application to be transferred from one Course to another (of the same type and value), then an additional £30 non-refundable administration fee will be charged to complete the transfer. Requests to transfer must be received at least 72 hours before the first day of your Course and the administration fee is payable in full at the time of the transfer request.

7.2 All transfers are dependent on the availability of places and if you request a transfer to a Course which is oversubscribed, clause 9 below will apply.

8. HCAF and British Athletics Cancellation and Postponement Policy

8.1 The HCAF or British Athletics will contact you by email, using the email stated on the booking application, in the event that a Course is cancelled or postponed. This will be followed up by another email, requesting confirmation of whether you wish to be booked onto an alternative Course (of the same type and value), or whether you want a full refund for the cancelled or postponed Course.

8.2 Should a Course be cancelled or postponed by the HCAF or British Athletics, and you request a refund of the Fee rather than booking onto an alternative Course, then a full refund of the Fee will be issued within 30 days of the notice of cancellation or postponement being issued to you.

9. Oversubscribed Courses

If you apply for or transfer to a Course which is already at capacity, the relevant HCAF or British Athletics will notify you of the oversubscription by email within 48 hours of receiving your Course application. You will be offered an alternative Course (of the same type and value), or a refund will be issued within 30 days of the notice.

10. How you may use material on Athletics Hub and MyLearning

British Athletics and the HCAFs are the owners or the licensee of all intellectual property rights in our Courses, and in the material published within it. You may print off one copy, and may download extracts, of any page(s) from our Courses for your personal use and you may draw the attention of others within your organisation to content in our Courses. You must not modify the paper or digital copies of any Course materials you have printed off or downloaded in any way, and you must not use any illustrations, photographs, video or audio sequences or any graphics separately from any accompanying text. Our status (and that of any identified contributors) as the authors of content in our Courses must always be acknowledged. You must not use any part of the content in our Courses for commercial purposes without obtaining a licence to do so from us. If you print off, copy or download any part of our Courses in breach of these terms of use, your right to be licensed by us and have access to our learning resources will cease immediately and you must, at our option, return or destroy any copies of the materials you have made.