**OFFICIALS EDUCATION COURSE REQUEST FORM**

Please complete and submit this form to request an official’s course, a **minimum** of 8-12 weeks in advance of the proposed date.

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| **Course Requested By:**  |  |
| **Organisation:** |  |
| **Contact Email Address:** |  |
| **Contact Telephone Numbers:** | **Tel 1** |  | **Tel 2** |  |

Please complete the details below for the course(s) you would like to request:

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| --- | --- | --- | --- | --- | --- | --- |
| **COURSE** | **Type of Course****(Open/Closed)** | **Type of Course****Virtual (V) or Face to Face (F)** | **Preferred delivery date:** | **Alternative delivery date(s):** | **Confirmed Venue.**  | **No. of confirmed candidates** |
| **Assistant Officials (Track & Field)** |  |  |  |  |  |  |
| **Level 1 Officials - Field** |  |  |  |  |  |  |
| **Level 1 Officials - Track**  |  |  |  |  |  |  |
| **Level 1 Officials - Timekeeping** |  |  |  |  |  |  |
| **Level 1 Officials - Starter/Starter’s Assistant** |  |  |  |  |  |  |
| **Level 1 Officials - Photo-finish** |  |  |  |  |  |  |
| **Level 1 Officials – Race Walking** |  |  |  |  |  |  |
| **Level 1 Endurance** |  |  |  |  |  |  |
| **Level 1 Risk Awareness** |  |  |  |  |  |  |

**Important Course Information**

Scheduled courses can be found at [**www.athleticshub.co.uk**](http://www.athleticshub.co.uk)

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| **Course:** | **Maximum no. of candidates per course/discipline:** | **Minimum Age** | **Cost per Candidate:** | **Length of course (approx)** |
| * **Assistant Officials (Track & Field)**
 | **24** | **14** | £15 per person | 4 hours |
| * **Level 1 Field Official**
 | **20** | **16** | £20 per person | 4 hours |
| * **Level 1 Race Walking Official**
* **Level 1 Starter-Starters Assistant Official**
* **Level 1 Timekeeping Official**
* **Level 1 Track Official**
 | **20** | **16** | £20 per person | 2.5 hours |
| * **Level 1 Photo-finish Official**
 | **20** | **16** | £20 per person | 4 hours |
| * **Level 1 Endurance**
 | **20** | **16** | £20 per person | 3 hours |
| * **Level 1 Risk Awareness**
 | **20** | **16** | £10 per person | 3 hours |

 **Course Requirements – Virtual (V), Face to Face (F)**

We kindly for face-to-face courses, that the following is confirmed prior to the course request being submitted

* Digital Projector and Screen **(F)**
* Chairs and Tables **(F)**
* Venue confirmed, including Track/Infield or indoor hall for practical elements of the course **(F)**
* Confirmed number and names of candidates **(V) (F)**
* Any additional equipment e.g., Stopwatches, rakes, measuring tapes etc **(F)**

 **Candidate Requirements**

Candidates are requested to register on [**Athletics Hub**](https://www.athleticshub.co.uk/login?s_id=6f4f5d96b457c5a4694a23f1a8fc2fbf), to enable them to book onto a course. To ensure candidates receive their license post course the following steps require to be completed,

* [**Health and Safety Online Module**](https://www.athleticshub.co.uk/login?s_id=6f4f5d96b457c5a4694a23f1a8fc2fbf)
* [**DBS Check**](https://www.englandathletics.org/clubs-and-facilities/club-support-services/club-welfare/safeguarding-checks-and-dbs-processes/)
* [**Safeguarding Online Module**](https://www.athleticshub.co.uk/login?s_id=6aeed9408a6c29591c0788f7069d33ad)
* **Upload Photograph onto** [**MyAthletics Portal**](https://myathleticsportal.englandathletics.org/Account/Login?ReturnUrl=%2F)(Using same log in details as Athletics Hub)

**If you have requested a closed course or are covering the cost of a certain number of spaces, please supply full payment information of where the invoice should be sent to:**

**I have read and fully understood the terms and conditions of this SERVICE LEVEL AGREEMENT that apply to this booking and by signing below irreversibly agree to be bound by the said terms and conditions.**

**Print Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Full Name** |  |
|  **Full Address:** |  |
| **Contact Number** |  |
| **Purchase Order Number (if any):** |  |
| **Invoice amount:** | **£** |

**Please read the terms and conditions before sending this form to Membership Engagement Officer (MEO) - Lauren Fryer -** **lfryer@englandathletics.org**

**CLOSED COURSE TERMS AND CONDITIONS:**

1. Once the course is confirmed by your MEO, you will be invoiced immediately
2. The full invoice must be settled a **minimum** of 6 weeks before the course delivery date. If the course delivery date is sooner than 6 weeks, the invoice must be settled prior to the course or at the latest within **72 hours** of the course concluding
3. It is the responsibility of the course organiser, to ensure all bookings are completed and received, no later than 14 working days before the commencement of the course. If this is not received within the above timescales, England Athletics reserve the right to cancel the course and any fees paid will be forfeited
4. Should numbers not be sufficient prior to commencement of the course, EA reserve the right to cancel, postpone, or open the course to external candidates.

**CANCELLATION OR POSTPONEMENT OF A SCHEDULED COURSE:**

1. The following refunds will be made for courses cancelled by the organiser within the stated periods:

Course cancelled up to 6 weeks before start of the course: **80%** of the invoiced amount

Course cancelled up to 6-4 weeks before start of the course: **70%** of the invoiced amount

Course cancelled up to 4-2 weeks before start of the course: **50%** of the invoiced amount

Course cancelled 2 weeks or less than the start of the course: **0%** of the invoiced amount

1. A course organiser can postpone a course once but must offer a new date for the course at the point of postponing.
2. Courses can only be postponed up to six weeks prior to commencement of the course date, otherwise course cancellation fees will apply as above.

Should a course be postponed a second time the course will be considered cancelled, and the appropriate recompense will be reclaimed according to the period of notice prior to the commencement of the course (as above). Should a new date be offered, this will be treated as a new booking.