



BOOKING FORM 2014

Contact Details

Church Name: Address Line 1:
Contact Name: Address Line 2:
Telephone: Town/ City:
Mobile: County:
Email: Post Code:
Church Treasurer: Treasurer Email:

Event Details

Event Type:
Duration:
Target Number:
Age Groups: Junior Division (School Years 3,4&5) Intermediate Division (School Years 6,7&8)
Senior Division (School Years 9&10) Senior Division (School Years 9&10)
Preferred Dates: From: To: Alternative Dates: From: To:

Soccer School Aims

Short-term Aims: Long-term Aims:

Other Details

Please give any other information relevant to your booking:

Please tick the box to say you agree with the Football School Agreement (see page 2)

Once you've entered all your details, please save the file and email it to mwilliams@ambassadorsfootball.org

FOOTBALL • FAITH • FUTURE

Football School Agreement

SECTION 1 - Ambassadors Football Responsibilities

1. **Staff:**
 - a - Ambassadors will provide a minimum of 1 full-time staff member for the football school who will usually take on the role of on-site coordinator and oversee the event. Any other coaches provided by Ambassadors will, as a minimum, hold a relevant coaching qualification, together with a recent DBS check.
 - b - Ambassadors will work together with the church to provide enough coaches and helpers to maintain a ratio of 1 coach to a maximum of 10 children. Where possible, every effort will be made to maintain a ratio of 1 coach to every 8 children.
 - c - It will be the responsibility of the Ambassadors Football School Coordinator, together with the contact person from the partner church, to ensure that all coaching staff and helpers hold up to date DBS checks, in accordance with the church's child protection policy.
 - d - Ambassadors will ensure that a member of the coaching team holds an up-to-date and relevant First Aid qualification.
 - e - A t-shirt will be provided by Ambassadors to all coaches and helpers.
2. **Materials:**
 - a - Ambassadors will provide and lead all coaching & Bible time teaching materials for the football school.
 - b - In addition, Ambassadors will provide the contact person from the partner church with a 'Partner Church Handbook' together with templates for a football school leaflet and registration form, poster and response letter.
 - c - The Football School Coordinator from Ambassadors will work with the partner church to provide a programme for the event, which will be geared, where possible, towards the aims and objectives of the church.
3. **Equipment:**
 - a - Ambassadors will provide all equipment necessary for the football school (i.e. bibs, cones, first aid kits, goals etc) unless agreed otherwise by the church.
 - b - Should a church select a Bronze level event, Ambassadors will provide footballs which will not be given out at the end of the event.
4. **Additional:**
 - a - Ambassadors will assume final planning and decision-making responsibility for the football school.
 - b - The Ambassadors Football School Coordinator is the designated on-site Coordinator and will have authority over all activities.
 - c - Ambassadors will be open to all ideas and suggestions to change the program to best serve each partner church.
 - d - Safety is of primary importance, therefore Ambassadors will work with the partner church to develop an Emergency Action Plan for each event. Ambassadors will follow all procedures and policies as laid out in the Ambassadors Good Practice Guidelines and F.A. Coaches Code of Conduct (see page 14 of the Partner Church Handbook).

SECTION 2 - Partner Church Responsibilities

- 2.1 - **Church Leadership team:**
 - a - it is the responsibility of the church to find a suitable local coordinator (e.g. a youth-worker), together with a leadership team to help with the planning, delivery and follow-up of the football school.
 - b - One of the duties of this group will be to establish long and short-term aims for the football school, together with praying through/ planning any follow-up activities.
 - c - it is also strongly recommended that the church provide some volunteer coaches/ helpers according to their gifting/ experience. These people will provide an essential link for the children and families once the football school is finished.
- 2.2 - **Facilities:**
 - a - the partner church will be responsible for finding, booking and paying for (where necessary) suitable facilities to hold the event.
 - b - As a minimum, this should include:
 - i - a suitable playing area, big enough for the target number of children
 - ii - easy access to toilets
 - iii - an indoor area to use as a meeting room, for bible times and in case of wet weather.

For further guidance, please refer to the Partner Church Handbook
- 2.3 - **Insurance:**
 - a - Ambassadors Football holds insurance to cover its activities, however the church should investigate whether it's policy will cover the event and if not, whether any insurance needs to be modified/ purchased.
- 2.4 - **Housing:**
 - a - Where needed, the church will be responsible for finding host families for each of the Ambassadors coaches travelling to the football school.
 - b - Hosts will be responsible for providing breakfast and an evening meal each day. The church will be responsible for providing lunch for the coaching team each day.
 - c - The church may wish to find further people who are not hosting any coaches, but are willing to host the football school coaching team for an evening meal during the event.
- 2.5 - **Cost:**
 - a - Prices for football schools are laid out in the 'Football School Prices 2014' document, a copy of which will be provided.
 - b - The price for any football school carries a 'base-cost' (i.e. The *minimum* amount payable for the football school) which is payable for up to 20 children attending even if less than 20 children attend. If more than 20 children attend the football school, the cost of the event is based on a price per head for the number that attend. For details of what the prices include, please see Section 3 - Other Details
 - c - all prices *do not include* the cost of travel for the Ambassadors team, which will be added on to the final invoice.
 - d - It is down to the partner church to decide how much to charge per child.
- 2.6 - **Deposits:**
 - a - All bookings require a deposit in order to be confirmed. Until a deposit is paid in full, Ambassadors reserves the right to take other bookings on the chosen dates. All deposits are based on a % of the estimated total bill (based on a target number from the church). See price list for details.
 - b - Deposits are payable a minimum of 8 weeks prior to the football school and are non-refundable in the event of cancellation.
 - c - Any deposits paid will be deducted from the final invoice.
- 2.7 - **Payment Schedule:**
 - a - Deposits should be paid as soon after submitting a booking form as possible, and no later than 8 weeks prior to the football school.
 - b - The final balance is payable following the completion of the football school.
- 2.8 - **Publicity:**
 - a - It is the responsibility of the partner church to publicise and promote the football school. Begin EARLY and be CREATIVE! Please refer to the Partner Church Handbook for ideas.
- 2.9 - **Registration:**
 - a - The partner church will be responsible for registering the children before the football school begins.
 - b - The partner church will also...
 - i - collect payment from the parents before the start of the football school,
 - ii - ensure every child has a completed registration form, including details of any medical conditions we need to be aware of and how the child will leave at the end of each day,
 - iii - ensure that all parents have signed the 'parental consent' section of the form.

SECTION 3 - Other details

- 3.1 - **Bronze event prices include...**
 - a - The cost of the Ambassadors team
 - b - Competition trophies & medals
 - c - A Certificate of completion for each child
 - d - All bible time materials
 - e - Publicity templates (e.g. leaflet & poster)
 - f - it does NOT include travel costs for the Ambassadors team, which will be added to the final invoice.
- 3.2 - **Silver event prices include...**
 - a - All the features of the bronze event, plus...
 - b - Memory verse prizes
 - c - A t-shirt for all coaches & helpers
 - d - Brand new footballs that are used for the football school and then given away to the children at the end of the event.
- 3.3 - **Gold event prices include...**
 - a - All the features of the bronze & silver events, plus...
 - b - A football school t-shirt for every child with the Ambassadors Football logo to the front and the bible time logo to the rear.
- 3.4 - **Travel Costs**
 - a - Ambassadors endeavours to keep travel costs to the lowest reasonable amount possible.
 - b - An estimate of travel costs can be given prior to the football school, however exact travel costs cannot be calculated until after the event.
 - c - Travel costs will be added to the final invoice after the event.