# British Football Academy

## "Football Fun For All!!"

**Member's Guide**

2018~19 edition

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Welcome to the British Football Academy (BFA)
We very much hope that your time with us will be a happy and memorable one for you and your family. This guide will give you a little more information about us and aid you in registering your child as a British Football Academy member. Please take a few minutes to fully read through it. We hope that it will serve as a useful handbook that will answer any questions you may have concerning our policies and sessions.

The overriding principle of the academy is to provide children of all nationalities, backgrounds, ages and abilities the opportunity to enjoy the world's most popular sport in a safe, caring and fun environment. Everyone at BFA has a deep passion for the game. It has provided us all with many cherished memories stretching back to our childhoods. It is our wish that during your child's time with us he or she will have experiences that they too will be able to cherish for a lifetime.

Thank you for choosing the British Football Academy.
We hope that your child will get as much enjoyment from their football as we do providing it.

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# Membership

BFA Membership is valid for one year from the month you join (annual membership).

Your membership will be automatically renewed every year in the same month as you joined, unless you notify us of your intention to terminate as per our **termination policy**.

You can only attend sessions at the venue you register at but are not allowed to attend at other venues, unless you are switching venues permanently.

***Note :*** *You may register your child at more than 1 venue in which case you will be charged the monthly fee x number of venues. However your child can only attend the classes he/she is registered for (i.e. cannot come to another venue if he/she can't attend his/her regular session).*

Changing/moving-up the class:
Your enjoyment is a very important factor as well as your ability, age and the level of the class itself for the class you are in. The coaches and/or the office will inform you when you need to move up the class.

Please feel free to contact us for any inquiry via email.
The office is open only on weekdays (10am to 6pm).
Please do not contact us via Facebook.

# Scheduling

The BFA calendar year is from the end August/beginning September to July , August will be our summer break (during which we have summer camps).
The latest BFA session calendar is always available for download from our website at:
www.british-football-academy.com/

Very occasionally the venues we use host their own events, which may require we alter our schedules slightly. In such cases we will inform you both on-site and via email - your understanding here is truly appreciated.

In cases of inclement weather, please refer to the rain protocol for each venue on our website, also by 'liking' our facebook page (QR code to right) you will quickly receive updates about weather cancellations & more.

Please note that in cases where a member is absent from their session or a session is cancelled by the location due to extenuating circumstances, it is impossible for us to provide refunds make-up sessions or adjustment to your future fees.

**Also, we cannot offer make up sessions on other days/locations for sessions you are absent for personal reasons.**

**EXTENDED ABSENCE & CANCELLATION OF MEMBERSHIP**
In the event a BFA member will be absent from regular sessions for a period of more than 1-month, you can pay a monthly retainer of 2,000 yen instead of the monthly session fee.
If you wish to take advantage of the retainer system (to ensure your child's place is kept open) or wishing to cancel your child's membership, please contact us by email before the 10th of the month.
Upon our confirmation email, your child will be on retainer for the next month, or your child's membership will be terminated as of the end of that month.
For notice given after the 11th of the month, your membership will be terminated as of the end of following month, and we will not be able to put you on the retainer for the next month.

e.g. Notify us before June 10th, we will terminate your membership as of the end June, or for extended absence we will put your child on retainer for the month of July.
e.g. Notify us after June 11th, we will terminate your membership as of the end July, or we will not be able to put you on retainer for July.

# Payment

In principle, the payment method is to wire the initial fees then your account will be debited monthly (11-times) for the period from September to July. Please kindly make sure to have enough funds ready for the automatic debiting.
In case we are unable to debit the monthly fee from your bank account due to lack of balance, we will notify you via email and carry over the amount to the following month.
We may ask you to please wire the fee to our bank account in case the fee is for December/March or July (end of term).
***Note:*** *If we are unable to debit the fee for 2 months in a row, we may be forced to terminate your child's membership and ask you to please wire the outstanding dues to our bank account.*

YC&AC members will be charged along with their regular YC&AC monthly bill.

The Annual Membership Fee will automatically be debited in the month the member joined.
There will be advance notice from BFA for the Annual Membership Renewal by email.
***Note:*** *With the renewal, your child's official BFA adidas uniform will also be renewed.*
*Please talk to the coach on-site to receive a new set of uniform in the renewal month.*

We ask/advise you to inform us, before the 10th of the month, of any of the following:
changing days of participation, extended period of absence (of more than one month), or cancellation of membership.
***Note:*** *The system does not allow for refunds or adjustments to the fees deducted in the event that notice was given after the 11th of the month.*

If it is impossible for you to set up the automatic debiting system (e.g. no bank account in Japan), please contact the BFA office.

For payment in cash or bank transfer, we will be billing you via email as below:
September to December fees: Billing in August, Payment to be made by the end of August
January to March fees: Billing in December, Payment to be made by the end of December
April to July fees: Billing in March, Payment to be made by the end of March

In case of long term absence and/or termination of membership before July, there are no refunds or adjustments to the fees already resolved.

***Note:*** *Tardiness of payment*
*If the fee payment has not been done by the due date, we will hand out a reminder letter to your child at the first session of the term/season. Please resolve the fees within a week upon your receipt of the letter. If the fees for the term/season are not resolved after the 1st session of the term/season, we may be forced to terminate your child's membership.*

***Note:*** *Adjustment for class change & event participation*
*In case of long term absence and/or termination of membership within the term, there are no refunds or adjustment to the fees already resolved.*
*If your child moves up the class which can affect the monthly fee amount, the adjustment will be made and we will issue another bill for the balance. Please make the payment by the due date stated in the bill.*
*As for the event participation such as INTERLiga, please make a cash payment on site on the day.*

**CHILD PROTECTION, EQUALITY, INSURANCE POLICY, PARENTAL OBLIGATIONS**

The British Football Academy is committed to ensuring that during BFA sessions the utmost care is being taken for the safety of BFA members.

We ask that parents/guardians inform us immediately if their child has any problems that may adversely affect their child's ability to participate in BFA sessions.

Additionally if a BFA member child is suffering from any pre-existing health issues, including but not limited to: asthma, diabetes, autism, epilepsy, cerebral palsy, attention deficit disorder (ADD), attention deficit hyperactive disorder (ADHD), hyperactivity, depression, blindness, deafness, emphysema, the condition must be brought to the attention of a senior member of the BFA coaching staff.

The British Football Academy is an equal opportunities international sports institution and as such makes no distinctions about member children based on: race, religion, skin colour, language ability, physical/mental ability, gender or social class.

Mandatory Accident Insurance is covered by the annual membership fee and is valid for as long as a child is an active BFA member. The insurance plan is provided by SONPO JAPAN, an independent insurance agent. All BFA coaching staff have third party general liability insurance cover. For full-details regarding insurance coverage, visit: ***http://www.british-football-academy.com/e/pages/policies.html***

**PRIVACY & IMAGE RIGHTS POLICY**

All information provided to the British Football Academy, either on-line or in writing, by the parents/guardians of our member children will be treated with the strictest of confidence and will not be made available to any third parties. The British Football Academy, for the sole purpose of advertising and marketing, periodically produce print and on-line media containing images of registered BFA members. The images are only used by the Academy for promotional purposes and the rights to these images are copy- written to the British Football Academy and therefore reproduction of these images by third parties is prohibited under Japanese copyright law. By entering into this agreement with the British Football Academy, parents understand that BFA may use images of registered members for its own promotional purposes.

# Regulations

**CONDUCT**

1) Parents/Guardians will ensure that their child is suitably attired for attending the coaching session, including warm and water proof clothing should the forecast be for cold or wet weather. It is recommended that BFA members wear the official BFA uniforms when attending the Academy as this ensures quick recognition in the unlikely event of an emergency, such as a fire or an earthquake. The uniform can be worn over a tracksuit or sweater if it is a cold day. It is mandatory for all BFA member children to wear shin pads during all BFA coaching sessions and for all accessories and watches to be taken off.
2) Parents/Guardians will ensure the punctual arrival and departure of their child.
3) Parents/Guardians are responsible for the safety and well-being of their child during the time prior to the start of their child's session and the time immediately after the session has ended.
4) Parents/Guardians will ensure all fees are paid in a timely manner.
5) Disciplinary measures are expected to be taken by the Parents/Guardians in the event that the participating member's behaviour affects the ability of the coach to safely conduct his/her coaching session, or is deemed a danger or threat to other participants. In cases of persistent disciplinary issues, the British Football Academy will expel the offending child from the Academy.
6) Parents/ Guardians are asked to positively support their child's football education and encouragement from the sidelines is welcomed, however over-coaching or scolding children (their own or otherwise) will not be tolerated and offending parents will be asked to discontinue such behaviour if deemed necessary by a senior member of the BFA coaching staff.

**VENUE RULES**

The facilities that BFA use are open to us as long as we follow their rules of usage.
Please make sure you read the rules on the venues pages of the website and instruct your child as well.

British Football Academyはスポーツの平等と公平を重んじ、次のような区別・差別を行いません；人種、宗教、言語能力、身体的能力、性、社会階級

障害保険は年会費に含まれており、メンバーとして登録及び出席している期間中につき有効です。障害保険は、損保ジャパンの総合レクリエーション保険に加入しており、請求手続きが必要な場合は手続きを行いますのでご相談下さい。BFAのコーチングスタッフは賠償保険に加入しています。保険の詳細については、ウェブサイトをご覧下さい。
http://www.british-football-academy.com/j/pages/policies.html

**個人情報保護及び肖像権ポリシー**
British Football Academyはオンライン（ブッキング、登録、お問い合わせ及びEメールでのご連絡）及び手書き（登録等）で収集された個人情報の保護を徹底しており、第三者に提出することはありません。
British Football Academyは、広告及びマーケティングの目的で、印刷物及びオンラインで登録されたBFAのメンバーの写真を使用させて頂くことがあります。これらの画像はプロモーション活動においてのみ使用し、これらの画像の肖像権はBritish Football Academyが所有し、第三者の使用については禁止しています。
お子様の写真を使用することに問題がある場合は、お知らせ下さい。お知らせがない場合は、プロモーションの目的に限り、お子様の写真を使用させて頂きますのでご了承下さい。

# 会則

**保護者及びメンバーの会則**

1)保護者は、参加者が適切な服装(BFA公式ユニフォーム)及びグラウンドの表面に適したシューズを着用するよう注意すること。すねあては必ず着用し、アクセサリーや時計などは、必ずはずすこと。
2) 参加者が遅れないよう、保護者が可能な限り計らうこと。
3) 保護者は参加者が安全に登下校（開校地への行き帰り）するよう計らうこと。
4) 保護者は月謝の支払いを期限内に行うこと。(引落口座に遅延なく費用を用意すること)
5)参加者の受講態度がコーチングの妨げになる場合、及び他の参加者に対して危険だとみなされた場合、保護者も注意を促すこと。前述のような態度が継続して見られた場合は、退会を促す可能性があります。
6)保護者は、お子様のサッカー教育をポジティブに支持すること。保護者が見学中に激励の言葉をかけることは奨励するが、指示やコーチングをしたり、子供を怒鳴るような行為は絶対にしないこと。

**施設利用規則**

British Football Academyが利用している各開校地は、安全・防犯等の目的の為、利用者がきちんとルールを守ることを前提として、施設の開放を行っております。ルールが守られない場合は、利用禁止となりますので、ルールを厳守頂きます様、ご協力お願い申し上げます。

**子供の保護、平等、保険ポリシー**

British Football Academyはお子様の安全を最優先しています。
保護者の方は、お子様の身体及び精神面に影響の可能性がある事柄について、なるべく早めにお知らせ下さい。
医師の診断を受けている又は、以下のような（下記に限らない）症状をお持ちのお子様はご入会の前に必ずお知らせ下さい：喘息、糖尿病、自閉症、癲癇、ＡＤＤ、神経過敏症、うつ病、視覚障害、聴覚障害、気腫

# お支払

原則として、お支払いは、初期費用をお振込頂き、以降の月謝を預金口座振替（自動引落）とさせて頂きます。　8月を除く、9月から翌年7月（11ヶ月分）に請求を致します。

振替を指定頂いた預金口座には引落日までにご資金のご用意をお願い申し上げます。
資金不足の為に月謝の振替ができなかった場合、繰越して翌月の月謝と合わせて振替をさせて頂く旨をEメールにて連絡させて頂きます。
振替不能だった月謝が12月・3月・7月の学期の最後の月分だった場合には、お振込みにてご精算をお願いする場合があります。
注：2か月連続で振替が不能だった場合には、振込にて未払い分のご精算をお願いすると同時に、退会手続きをさせて頂きますので、ご注意頂きますよう重ねてお願い申し上げます。

YC&ACメンバーの方は、YC&ACから発行される請求書に直接請求されます。

年会費は、毎年入会月に自動的に加算されます。
注: 年会費の更新に伴い、BFA公式adidasユニフォームも更新となります。
更新月には開校地でコーチにお声かけ頂き、新しいユニフォームを受け取ってください。

参加日数の変更、１ヶ月以上の休会、または退会の場合は、毎月10日までにご連絡ください。
注：期限までのお知らせがなかった為に引落しなった月謝については返金及び事後調整できませんので、ご注意ください。

日本に銀行口座がない等のご事情によっては、他のお支払い方法もありますので、ご相談ください。
現金及びお振込みでお支払の場合、Eメールにて下記の時期にさせて頂きます。お支払についても下記の期限となります：
9月から12月分：8月請求／お支払期限8月末日まで
1月から3月分：12月請求／お支払期限12月末日まで
4月から7月分：3月請求／お支払期限3月末日まで

注：お支払期限までにご入金が確認できない場合には、学期の最初のセッションでご参加者に催促状を手渡しさせていただき、その次のセッションまでにお支払が確認できない場合は、退会の手続きをさせていただきます。

注：クラス変更やイベント参加による支払金額の調整について
お支払頂いた学期内に休会や退会があった場合でも、返金や以降の月謝の調整は致しかねますので、事前のご連絡を頂きますようお願い申し上げます。
クラスの変更に伴う月謝の変更については、差額分の事後調整をし、請求書を発行させていただきます（Eメールにてお知らせいたします）ので、期日内のご精算をお願い申し上げます。
また、INTERLigaなどのイベントにご参加の際は、当日現金にて参加費のご精算をお願い申し上げます。

# スケジュール

BFAの開講期間は、8月後半／9月から翌年7月末とし、8月は夏休みとなります（8月はサマーキャンプを行います）。最新版のBFAセッションカレンダーはウェブサイトからダウンロード頂けます。
www.british-football-academy.com/

各開校地施設の都合により、スケジュールに変更が出た場合は、
Eメール及びFacebookにてお知らせします。
また、各開校地で悪天候の場合の手順が異なりますので、
Facebookにてご確認ください。

ご本人のご都合や開校地の都合でお休みまたはキャンセルになった場合の振替及び返金や、以降の月謝の調整は行っておりません。

**また、ご自分の都合でお休みをされた場合に、他の曜日や開校地で振替をすることはできません。**
**各クラスに定員がありますので、ご協力をお願いします。**

**休会及び退会について**
1ヶ月以上のお休みをされる際には、月謝の替わりに2,000円/月の継続料に切り替えることができます。
休会や退会の場合は、毎月10日までにメールにてご連絡頂き、当方からの確認の返信をもって、当月分の受付とします。
休会の場合は翌月以降分に反映し、退会はその月の末日での退会となります。
11日以降の受付分は、休会の場合翌月分には反映できません。退会は翌月末で退会とします。

例）6月10日受付分は、6月30日付の退会となります。（休会は７月に反映）
例）6月11日以降受付分は、7月31日付の退会となります。（7月は休会扱いとなりません）

**BFAクラスで使用可能な靴の種類をご確認ください。**
**注：スパイク（取替式/固定式）は全開校地で使用できません。**
**すね当て着用は必須です。**

**Footware suitable for BFA classes**
**(No studs/spikes/cleats at any location)**
**All Children should wear Shinpads for their own safety**

BFAメンバーシップは、ご入会月より１年間有効です（年会費の有効期間同様）。

退会のご連絡を頂かない限り、ご入会月に自動更新となります。

セッションは、ご入会頂いた開校地でのご参加となり、他の開校地でのご参加はできません。また、開校地を変更することは可能ですが、必ず事務局にご連絡ください。

**注：**複数の開校地でご参加の場合は開校地数分の月謝がかかります。また、メンバー登録をされていない開校地へ許可なく振替参加することはできません。

**クラスの変更について：**
お子様の能力、年齢、当確クラスの全体レベル等を考慮し、お子様が楽しんでご参加頂けるクラスにご入会頂きますが、クラスを上がる場合には、コーチやアカデミー事務局より保護者の方へ連絡をさせて頂きます。

ご質問やご相談はEメールで受け付けておりますので、お気軽にご連絡ください。
事務局は平日（午前１０時から午後６時）の受付となりますので、ご理解ください。
Facebookでのご連絡はご遠慮頂きますようお願い申し上げます。

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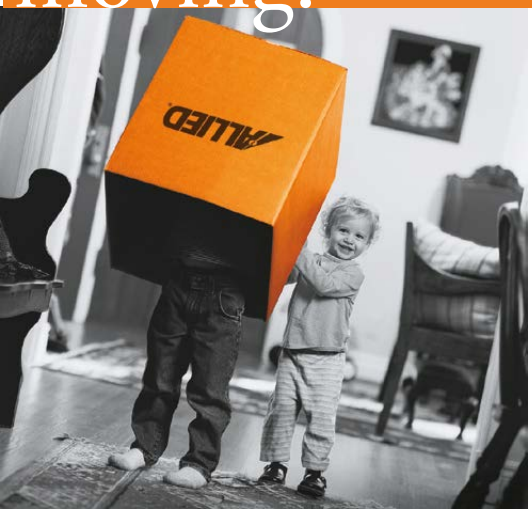


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# はじめに

British Football Academy (BFA)へ、ようこそ。

British Football Academy では、様々な国・文化・年齢・能力の全ての子供達に、世界で最も人気のあるサッカーを、楽しく、安全、安心な環境の中で習う機会を提供することを方針としています。

このメンバーガイドは、メンバーとしてご登録中に必要な 情報を記載しておりますので、ご入会時にご一読のうえ、大切に保管頂きますようお願いいたします。

BFAの国際的な環境と英国人プロコーチのもとで、サッカーがお子様とご家族にとって、とても楽しい経験となることを心から願っています。

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(mail) concierge@ycac.jp
Monthly Fees: Families 36,000 yen, Singles 18,000 yen

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PREDATOR

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