Terms and Conditions

Our terms and conditions are for you, and for us and are a sign of our commitment to help you have an amazing experience with us. We work hard to make sure you and all the children and young people we work with feel safe and are confident to try new things and learns lots of new skills.

These terms and conditions relate to all courses, events, activities and programmes run by Active Leaders Limited and Active Leader Operations Limited (together 'we').

All personal information referred to in these terms and conditions is held in accordance with our Privacy Policy.

1. By registering for a course, event, activity or programme run by us, you agree to these Terms and Conditions in order for us to fulfill our contractual obligations to you.

2. You agree that the personal data you have provided to us on our official forms can be stored by us and used for contacting you regarding the course, activity, event or programme for which you have registered (either for yourself or for a person in your care), including recording the completion of the course by you or the participant on whose behalf you are acting, as applicable. Your data is stored in accordance with our Privacy Policy.

3. We will use your contact information:
    a. To provide course / activity / programme information for example content, timetables and other relevant information
    b. To process certificates of completion, including passing your name (or the name of the participant on whose behalf you are acting), course date and venue to our printers
    c. Maintaining a record of course completion including the evidence in the form of the course register and your (or the individual on whose behalf you are acting) individual course report/reference.

4. If you are registering for a Trainer Accreditation course you agree to us holding the following information:
    a. Identification documents such as passport and identity cards;
    b. Details of Disclosure and Barring Certificates and First Aid Certificates;
    c. Details of next of kin, family members, coaches and emergency contacts;
    d. Records and assessment of performance or coaching/activity leadership practice;
    e. Any disciplinary and grievance information;
    f. Any coaching code or official number;
    g. Coaching/teaching/leadership qualifications and/or officiating history;
    h. Accreditation/qualification start and end date;
    i. Employment and/or character references;
    j. The signed Trainer Accreditation letter or completion of the course
    k. Evidence or declaration of right to work in the UK

5. We reserve the right to exclude you, or the participant on whose behalf you are acting from any course, programme, activity or event if, in our reasonable opinion, you are (or the participant is):
    a. willfully and repeatedly disobedient;
    b. disruptive, abusive, violent, or disrespectful;
    c. causing damage to facilities, equipment or injures another participant;
    d. committing an act(s) of bullying;
    e. failing to comply with our reasonable rules and directions.

6. Every effort will be made to ensure our courses, programmes, events and activities are delivered with reasonable skill and care and in accordance with our own practices and procedures and those of the host venue.

7. Photography may be undertaken during our courses, programmes, events and activities for the purposes of recording performance, future publicity, our website and materials, or for other business purposes. Photographs will only be taken of individuals who have given written consent or if consent has been given by their parent, guardian or carer.

8. We accept no liability for loss, damage, vandalism or theft of personal property including but not limited to jewelry, mobile phones, items of clothing or shoes regardless of how the loss occurred.

9. We reserve the right not to issue the Active Leader or Junior Active Leader Award if in the reasonable opinion of the Accredited Trainer, a participant has not taken part sufficiently in the components of the relevant course.

10. We reserve the right not to commence the delivery of a course if we have not received payment in accordance with our invoice procedures.

11. We reserve the right to amend these terms and conditions to reflect conditions affecting the running of our courses, programmes, events and activities, including changes in legislation.

12. In addition to these Terms and Conditions, the following policies are observed in the running of all our courses, programmes, events and activities:
    - Privacy Policy
    - Safeguarding Policy and Procedures
    - Diversity and Equality Policy
    - Digital Self Check
    - Safer Recruitment Policy
    - Reasonable Adjustments and Special Considerations Policy
    - Quality Assurance Policy
    - Whistleblowing Policy