



CPS Football Academy

Academy Terms and Conditions, Policies and Parent Information

Introduction

This document outlines the Terms and Conditions, policies, procedures and expectations relating to participation in CPS Football Academy weekly training sessions, academy activities, camps, events and associated services. It applies to all players, parents, guardians, coaches, staff members, franchisees and authorised representatives operating under the CPS Football Academy brand.

CPS Football Academy is committed to providing a safe, professional, enjoyable and development-focused environment for all children and young people who attend our sessions. These Terms and Conditions are designed to ensure that expectations are clear, standards remain consistent across all CPS Football Academy locations, and that parents and guardians understand their responsibilities when registering a player with the academy.

CPS Football Academy locations may be operated directly by CPS Football Academy or by authorised franchisees operating under the CPS Football Academy brand. Where a location is operated by a franchisee, the franchisee is responsible for the day-to-day delivery of sessions at that location while following CPS Football Academy's operating standards, safeguarding expectations, brand guidelines, and relevant policies.

By registering a player with CPS Football Academy, booking a session, attending a trial, purchasing a package, enrolling in monthly training, or ticking the Terms and Conditions box during any online booking or registration process, parents and guardians confirm that they have read, understood and agreed to the policies set out within this document.

CPS Football Academy reserves the right to update, amend or replace these Terms and Conditions where reasonably necessary. Updates may be made to reflect changes in operations, safeguarding requirements, legal obligations, franchise procedures, payment systems, facilities, or wider business requirements.

About CPS Football Academy

CPS Football Academy provides technical football development for children and young people through weekly training sessions, goalkeeper sessions, outfield sessions, camps, small group coaching and other football-related services. The academy focuses on helping players develop their technical ability, confidence, decision-making, attitude and enjoyment of the game within a structured and positive coaching environment.



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CPS Football Academy is not intended to replace grassroots football clubs or school sport. Instead, it exists to support player development by providing additional coaching and technical training alongside the player's wider football journey.

All CPS Football Academy locations are expected to uphold the standards, values and operating principles set by CPS Football Academy and CPS Franchising Ltd.

Registration and Participation

A player is considered registered with CPS Football Academy once the required registration process has been completed, the relevant Terms and Conditions have been accepted, and any applicable payment has been made.

Parents and guardians are responsible for ensuring that all information provided during registration is accurate, complete and up to date. This includes the player's name, date of birth, emergency contact details, medical information, allergies, behavioural information, additional needs, payment details and any other information requested by CPS Football Academy.

CPS Football Academy reserves the right to refuse registration, delay participation, or request further information where registration details are incomplete, unclear, inaccurate, or where additional information is required to safely support a player.

Participation in CPS Football Academy activities is subject to availability, suitability, payment status, behaviour, health and safety considerations, and the discretion of CPS Football Academy management.

Trials and New Player Sign-Ups

CPS Football Academy may offer trial sessions for new players at selected locations. Trial sessions are designed to allow players and parents to experience the academy environment before committing to regular monthly training.

Trial availability may vary by location, age group, session type and capacity. A trial session does not guarantee a permanent place within the academy.

Following a successful trial, parents or guardians may be invited to sign the player up for regular training. Where kit packages, sign-up fees, monthly subscriptions or other onboarding fees apply, these will be communicated during the sign-up process.

CPS Football Academy reserves the right to refuse a sign-up where a player is not considered suitable for the session structure, where capacity has been reached, where payment has not been made, or where safeguarding, behavioural or operational concerns exist.

Weekly Training Sessions

Weekly training sessions will take place at the venue, day and time communicated by the relevant CPS Football Academy location. CPS Football Academy will make reasonable



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efforts to keep session times and locations consistent, but reserves the right to make changes where required due to facility availability, weather, staffing, health and safety, operational requirements, or other circumstances outside reasonable control.

Players may be grouped according to age, ability, confidence level, session numbers, safety requirements or coach discretion. Groupings may change over time as players develop, numbers fluctuate, or session structures are updated.

Parents and guardians acknowledge that CPS Football Academy coaches will make decisions in the best interests of the session as a whole. This may include moving players between groups, changing activities, adjusting session formats, or modifying plans to suit the needs of the group.

Player Expectations

Players attending CPS Football Academy are expected to behave respectfully towards coaches, teammates, opponents, parents, facility staff and other users of the venue.

Players must listen to instructions, follow safety guidance, treat others with respect, use equipment appropriately and participate with a positive attitude. CPS Football Academy understands that children develop at different rates and that occasional reminders may be required. However, repeated disruptive, unsafe, aggressive, disrespectful or inappropriate behaviour may result in parents being contacted and further action being taken.

Where behaviour affects the safety, enjoyment or development of other players, CPS Football Academy reserves the right to remove a player from part of a session, request parent support, suspend attendance, or cancel the player's place at the academy.

Refunds or credits may not be offered where a player is removed or suspended due to behaviour.

Parent and Guardian Expectations

Parents and guardians play an important role in supporting a positive academy environment. Parents are expected to communicate respectfully with coaches, staff, franchisees and other families at all times.

CPS Football Academy asks parents and guardians to avoid coaching from the side of the pitch, interfering with session delivery, criticising players, challenging coaches during active sessions, or creating unnecessary disruption during training.

Any concerns should be raised through the appropriate communication channel for the relevant CPS location. Where a matter requires discussion, CPS Football Academy may arrange a suitable time outside of session delivery to speak with the parent or guardian.

Abusive, threatening, aggressive, discriminatory or inappropriate behaviour from parents, guardians or spectators will not be tolerated. CPS Football Academy reserves the right to refuse attendance, remove individuals from the venue, or cancel a player's place where parent or guardian conduct is considered unacceptable.



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Health and Safety

CPS Football Academy is committed to maintaining a safe training environment for players, parents, coaches and staff. Coaches will carry out reasonable checks of the training area and equipment before sessions begin and will take appropriate steps to manage visible risks where possible.

However, many CPS Football Academy sessions take place at third-party facilities such as schools, sports centres, football clubs, leisure centres, artificial pitches or hired venues. While CPS Football Academy will take reasonable steps to assess the training area before use, the ongoing maintenance, repair, inspection and wider safety management of the facility remains the responsibility of the facility owner or operator.

Parents and guardians acknowledge that participation in football and sporting activity carries an inherent risk of injury. Football is a physical sport and injuries may occur through contact, non-contact movement, running, turning, slipping, falling, collisions, ball impact, fatigue, or other normal risks associated with physical activity.

By registering a player with CPS Football Academy, parents and guardians accept that injuries may occur and that participation is undertaken at their own discretion. CPS Football Academy will not be responsible for injuries sustained through the ordinary risks of football participation, provided reasonable care has been taken by CPS Football Academy staff.

Players must arrive wearing suitable clothing and footwear for the activity, venue surface and weather conditions. Shin pads are strongly recommended for football activities and may be required for certain session formats. Parents and guardians are responsible for ensuring players are appropriately dressed and prepared.

Medical Information and Health Disclosure

Parents and guardians must provide all relevant medical information before a player attends CPS Football Academy activities. This includes allergies, asthma, injuries, medical conditions, medication requirements, behavioural conditions, additional needs, learning needs, emotional needs, or any other information that may affect the player's safe participation.

Medical and welfare information must be kept up to date. If a player's circumstances change, parents and guardians must inform CPS Football Academy as soon as reasonably possible.

Failure to disclose important medical, behavioural or support information may affect CPS Football Academy's ability to safely support the player. CPS Football Academy reserves the right to pause or refuse participation where necessary information has not been provided or where staff do not believe the player can be safely supported within the session environment.

Any medication brought to a CPS Football Academy activity must be clearly labelled. Parents and guardians must ensure staff are informed of any relevant medication requirements and provide clear instructions where necessary.



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In the event of illness or injury, CPS Football Academy staff may administer basic first aid and contact parents or guardians using the emergency contact details provided. In more serious circumstances, CPS Football Academy reserves the right to contact emergency services or seek urgent medical assistance where reasonably necessary.

Safeguarding Policy

CPS Football Academy is fully committed to safeguarding and promoting the welfare of children and young people. The safety, wellbeing and protection of players is central to the way CPS Football Academy operates.

All staff, coaches, franchisees, volunteers and authorised representatives working with or on behalf of CPS Football Academy are expected to act in accordance with safeguarding principles and maintain professional standards of conduct at all times.

CPS Football Academy believes that every child has the right to participate in football in an environment that is safe, inclusive, supportive and free from abuse, harm, bullying, discrimination or exploitation.

CPS Football Academy recognises that some children may be more vulnerable due to age, disability, previous experiences, communication needs, confidence, social circumstances, medical needs or other factors. Staff are expected to remain alert to welfare concerns and respond appropriately.

Where required, CPS Football Academy staff and coaches will hold relevant DBS checks, coaching qualifications, first aid training and safeguarding training appropriate to their role. Franchisees are responsible for ensuring that staff operating at their location meet CPS Football Academy's required standards and any applicable legal or governing body expectations.

Safeguarding concerns will be taken seriously and managed in accordance with CPS Football Academy procedures. Where appropriate, concerns may be referred to external agencies, local safeguarding authorities, the police, the FA, facility management, or other relevant organisations.

Any safeguarding concern should be reported to the designated safeguarding contact for the relevant CPS Football Academy location.

Designated Safeguarding Lead:
Contact Email:
Contact Number:

Ethan Collins
info@cpswestsussex.co.uk
+44795736375

Anti-Bullying and Inclusion

CPS Football Academy does not tolerate bullying, harassment, intimidation, discrimination or exclusionary behaviour in any form.

This applies to behaviour between players, parents, guardians, spectators, coaches, staff, franchisees and any other individuals connected to CPS Football Academy activities.



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Discrimination based on age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, nationality, background, ability, appearance, or any other protected or personal characteristic will not be accepted.

CPS Football Academy reserves the right to take appropriate action in response to bullying or discriminatory behaviour. This may include warnings, parent meetings, temporary suspension, permanent removal, refusal of future bookings, or reporting to external authorities where necessary.

Refunds or credits may not be offered where participation is ended due to bullying, discrimination, aggression, abuse or serious misconduct.

Data Protection and Privacy Policy

CPS Football Academy collects and processes personal information in order to operate its services safely, effectively and professionally.

Personal information may be collected when parents or guardians complete a registration form, book a trial, sign up to weekly sessions, purchase a camp place, make a payment, contact CPS Football Academy, complete a consent form, interact with the website, join a communication group, or otherwise engage with CPS Football Academy services.

The personal information collected may include parent or guardian names, player names, dates of birth, addresses, email addresses, phone numbers, emergency contact details, medical information, attendance information, payment information, session history, communication records and any other information reasonably required for the delivery of CPS Football Academy services.

CPS Football Academy may use this information for purposes including registration, session management, safeguarding, emergency contact, medical support, customer communication, payment processing, attendance tracking, service improvement, complaints handling, marketing communication where consent has been given, and compliance with legal or regulatory obligations.

CPS Football Academy will process personal information in accordance with applicable UK data protection legislation, including UK GDPR. Personal information will only be kept for as long as reasonably necessary for the purpose it was collected, including legal, safeguarding, accounting, insurance, operational or reporting requirements.

CPS Football Academy will take reasonable steps to store personal information securely and restrict access to those who require it for legitimate operational purposes. This may include CPS Football Academy staff, authorised franchisees, coaches, administrators, payment providers, software providers or other approved service providers involved in the delivery of CPS Football Academy services.

Where a CPS Football Academy location is operated by a franchisee, relevant personal information may be accessed and processed by that franchisee for the purposes of operating the location, managing players, communicating with parents and delivering CPS Football Academy services.



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Personal information will not be sold to third parties. Information may be shared where required by law, where necessary for safeguarding, where required for emergency medical purposes, where necessary to process payments, where required by insurers or professional advisers, or where necessary for the operation of CPS Football Academy services.

Parents and guardians have rights in relation to their personal data, including the right to request access, correction or deletion of personal information, subject to legal and safeguarding limitations.

Data protection requests should be sent to:

Contact Email: info@cpswestsussex.co.uk

Website, Booking Systems and Third-Party Platforms

CPS Football Academy may use websites, booking systems, payment providers, email systems, WhatsApp groups, Trello boards, Google Drive, CRM systems, social media platforms or other digital tools to manage communication, bookings, payments, attendance, marketing and operations.

Parents and guardians acknowledge that some platforms used by CPS Football Academy may be operated by third-party providers. CPS Football Academy will take reasonable steps to use reputable providers and manage information appropriately, but third-party platforms may also operate under their own terms, privacy policies and security procedures.

CPS Football Academy is not responsible for the privacy practices, technical issues, downtime, service failures or external policies of third-party platforms outside its reasonable control.

Communication Policy

CPS Football Academy may communicate with parents and guardians through email, text message, WhatsApp, phone call, website notifications, booking system messages, social media messages or other recognised communication channels used by the relevant CPS location.

Parents and guardians are responsible for ensuring that contact details remain accurate and that messages from CPS Football Academy are checked regularly.

Important information may include session updates, payment reminders, cancellation notices, venue changes, trial information, camp details, safeguarding updates, kit information, franchise location updates, or general academy communication.

Where WhatsApp groups or community channels are used, parents and guardians are expected to communicate respectfully and use such channels appropriately. CPS Football Academy reserves the right to remove individuals from communication groups where behaviour is inappropriate, disruptive or not aligned with academy standards.

Media and Photography Policy



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For the purposes of this policy, “media” refers to photographs, videos, graphics, audio, written content, testimonials, promotional material and any other visual or recorded content captured during CPS Football Academy activities.

CPS Football Academy may capture media during weekly sessions, camps, events, tournaments, small group training, goalkeeper sessions, outfield sessions and other academy activities. Media will only be captured in appropriate settings and will not be captured in changing rooms, toilets, private areas or any environment where doing so would breach safeguarding standards.

Media may be used by CPS Football Academy for purposes including social media content, website content, printed marketing materials, digital advertising, franchise marketing, parent updates, internal training, coach education, promotional videos, sponsor content and brand development.

Because CPS Football Academy sessions often involve group activities, it may not be practical or possible to guarantee that an individual player will be excluded from all photographs or videos, particularly where players appear in the background or within wider group footage.

Where parents or guardians have specific concerns regarding media use, they should contact the relevant CPS Football Academy location directly. CPS Football Academy will consider reasonable requests, but cannot guarantee full exclusion from all group media unless this has been specifically agreed in advance and is operationally manageable.

CPS Football Academy may occasionally use professional photographers, videographers or media teams to capture content on behalf of the academy. Any media captured by third-party professionals engaged by CPS Football Academy must be provided to CPS Football Academy and used in accordance with CPS Football Academy’s safeguarding and media standards.

Media content will be stored and handled appropriately in accordance with applicable data protection requirements.

Payments and Monthly Training Fees

CPS Football Academy weekly training is generally paid for in advance on a monthly basis unless otherwise stated by the relevant CPS Football Academy location.

Parents and guardians are responsible for ensuring that payment is made before the first session of the relevant month, or by any other payment deadline communicated by the location.

Failure to make payment on time may result in the player being unable to attend sessions until payment has been received. CPS Football Academy reserves the right to remove a player’s place where payments remain outstanding or where payment arrangements have not been agreed.

Monthly fees are calculated based on the training model operated by the relevant location. Fees may vary between locations, age groups, session types or programmes.



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CPS Football Academy reserves the right to amend pricing with reasonable notice. Any changes to pricing will be communicated to parents or guardians in advance.

Attendance, Credit and Refund Policy

CPS Football Academy understands that family schedules, school commitments, illness and unforeseen circumstances can occasionally affect attendance. This policy has been created to ensure that attendance management, session credits, cancellations and refunds are handled fairly and consistently across CPS Football Academy locations.

If a player is unable to attend a scheduled weekly session, CPS Football Academy requires a minimum of 24 hours' written notice in order for the missed session to qualify for a credit.

Written notice may be provided through recognised CPS communication channels, including email, WhatsApp, text message or any other official communication method used by the relevant CPS location.

Where sufficient notice is provided, eligible session credits will be applied to the player's account and deducted from the following month's payment cycle.

Session credits are non-transferable, linked to the individual player, not redeemable for cash and valid for the immediately following month only. Unused credits cannot be rolled over beyond the following month and will expire if not used within that period, unless otherwise agreed by CPS Football Academy management in exceptional circumstances.

Credits or refunds may not be provided for sessions missed without prior notice, cancellations made within 24 hours of the session start time, non-attendance on the day, or where a parent or guardian fails to follow the required absence procedure.

This policy exists because staffing, facility hire, coach scheduling, equipment preparation and session planning are arranged in advance based on confirmed attendance numbers.

Where parents or guardians already know that a player will miss one or more sessions during the upcoming month, they should inform CPS Football Academy before payment is made wherever possible, so any eligible credits can be applied in advance.

CPS Football Academy generally operates a credit-based system rather than a cash refund system for missed weekly sessions. Refunds may only be considered in exceptional circumstances and remain at the discretion of CPS Football Academy management.

CPS Session Cancellations

CPS Football Academy may occasionally need to postpone, reschedule, relocate or cancel a session due to circumstances outside reasonable operational control. These circumstances may include severe weather, facility closures, unsafe playing surfaces, coach illness, emergency situations, public safety concerns, health and safety issues, or other unforeseen events.

Where possible, CPS Football Academy will provide advance notice to affected parents and guardians.



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If CPS Football Academy cancels a session, it may offer a replacement session, a session credit, an alternative training option, or another reasonable arrangement depending on the circumstances.

However, where operational costs have already been incurred, or where cancellation is caused by circumstances outside the reasonable control of CPS Football Academy, credits or refunds may not always be available.

CPS Football Academy reserves the right to determine the most appropriate resolution based on the circumstances of the cancellation.

Longer-Term Absences

If a player is expected to miss multiple sessions due to injury, illness, holiday, school commitments, family circumstances or any other extended absence, parents and guardians should contact the relevant CPS Football Academy location directly as early as possible.

Any pause, adjustment, credit arrangement or discretionary support will be considered on a case-by-case basis and remains at the discretion of CPS Football Academy management.

CPS Football Academy is not required to hold a player's place indefinitely where long-term absence affects availability, capacity or session planning.

Sign-Up Fees, Kit and Packages

When a player signs up to CPS Football Academy, a sign-up fee or kit package fee may apply. The contents of the package may vary depending on the package selected, the location, current academy offering, supplier availability and any promotions available at the time of sign-up.

CPS Football Academy may offer different package options, such as Standard, Pro or Elite packages, depending on the structure used by the relevant location.

CPS Football Academy will make reasonable efforts to provide kit in the size requested during registration. However, kit availability is dependent on stock levels, supplier availability, manufacturing times, delivery times and other factors outside CPS Football Academy's direct control.

Where a required size is unavailable, CPS Football Academy may need to order the item from its supplier. This may result in delays. CPS Football Academy will make reasonable efforts to provide kit as soon as possible but cannot guarantee specific delivery dates.

Sign-up fees or kit package fees may be non-refundable once kit has been ordered, allocated, personalised, distributed or used.

If a cancellation occurs before kit has been ordered, allocated or distributed, CPS Football Academy may consider a refund of the sign-up fee at management discretion.

Parents and guardians are responsible for selecting the correct kit sizes during registration. Size exchanges may not always be possible.



Camps, Events and Additional Services

CPS Football Academy may offer camps, holiday programmes, events, tournaments, showcases, one-to-one sessions, small group sessions, workshops or other additional services.

These activities may be subject to separate booking terms, cancellation terms, refund policies, attendance expectations and operational requirements. Where separate terms apply, they will be communicated during the relevant booking process.

CPS Football Academy reserves the right to amend camp or event schedules, groupings, activities, coaches, venues or timings where necessary for operational, welfare, safety or weather-related reasons.

Facility Use and Venue Rules

CPS Football Academy sessions are often delivered at third-party venues. Parents, guardians, players and spectators must follow the rules and expectations of the venue at all times.

This may include parking rules, spectator areas, toilet access, restricted areas, footwear requirements, no-smoking policies, dog restrictions, food and drink rules, photography restrictions, emergency procedures and any other venue-specific requirements.

CPS Football Academy is not responsible for parking fines, vehicle damage, personal belongings, venue restrictions, facility closures or matters outside its reasonable control.

Parents and guardians are responsible for supervising siblings and other children who are not participating in the session.

Weather and Outdoor Sessions

Football sessions may take place outdoors and may continue in wet, cold or challenging weather conditions where it is safe to do so.

Parents and guardians are responsible for ensuring players arrive with clothing suitable for the weather, including waterproof clothing, warm layers, gloves, hats or sun protection where appropriate.

CPS Football Academy reserves the right to cancel, shorten, relocate or adjust sessions where weather conditions create health and safety concerns.

The decision to cancel or continue a session will be made by CPS Football Academy staff or management based on safety, facility conditions, forecast information and operational judgement.

Personal Belongings



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Players are responsible for their own belongings during CPS Football Academy sessions and activities. Parents and guardians are encouraged not to allow players to bring unnecessary valuables to sessions.

CPS Football Academy accepts no responsibility for lost, stolen or damaged personal belongings, including phones, watches, jewellery, clothing, football boots, bags, water bottles or other personal items.

Collection and Supervision

Parents and guardians are responsible for ensuring players are dropped off and collected on time.

Players should not be left unattended before a CPS Football Academy session unless a coach or authorised staff member has confirmed that the session is open and supervision has begun.

At the end of a session, players must be collected promptly. CPS Football Academy is not responsible for supervising players outside the agreed session times unless specific arrangements have been made.

For younger players, CPS Football Academy may require collection directly from the pitch or designated collection point. Players will only be released in accordance with the procedures used by the relevant CPS location.

Persistent late collection may result in additional charges or a review of the player's place at the academy.

Complaints and Concerns

CPS Football Academy aims to provide a professional and positive experience for all players and families. If parents or guardians have a concern, they should raise it with the relevant CPS Football Academy location in a respectful and appropriate manner.

Where possible, concerns should be raised in writing so they can be reviewed properly.

CPS Football Academy will aim to respond to concerns fairly and proportionately. Some matters may require internal review, discussion with coaches, review of attendance or payment records, safeguarding consideration, or referral to senior management.

Abusive, threatening or unreasonable communication will not be tolerated.

Franchise Location Operations

CPS Football Academy locations may be owned and operated by authorised franchisees. Franchisees operate under the CPS Football Academy brand and are required to follow CPS operating standards, safeguarding expectations, brand guidelines and relevant policies.



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Certain operational details may vary slightly between franchise locations, including session times, venues, contact details, payment methods, staffing structures, local communication channels and programme availability.

Where location-specific procedures apply, these will be communicated by the relevant CPS Football Academy location.

CPS Franchising Ltd may provide templates, policies, systems, training, branding, guidance and operational support to franchisees. However, the day-to-day operation of each franchise location remains the responsibility of the authorised franchisee for that territory.

Parents and guardians should contact their relevant local CPS Football Academy location for matters relating to attendance, payments, absences, session details, local policies or operational questions.

Liability and Limitation of Responsibility

CPS Football Academy will take reasonable steps to provide safe, structured and professionally delivered football activities. However, parents and guardians acknowledge that football and physical activity involve inherent risks and that injuries may occur despite reasonable precautions being taken.

CPS Football Academy will not be liable for injuries, losses, delays, cancellations, facility issues, third-party failures, weather disruption, personal belongings, or other matters outside its reasonable control, except where liability cannot legally be excluded.

Nothing in these Terms and Conditions is intended to exclude or limit liability where it would be unlawful to do so.

Changes to Services

CPS Football Academy reserves the right to change session times, venues, coaches, groupings, formats, prices, programmes, policies or operational procedures where reasonably necessary.

Where significant changes are made, CPS Football Academy will aim to provide reasonable notice to affected parents and guardians.

Changes may be required due to facility availability, staffing, franchise operations, health and safety, weather, demand, player numbers, business requirements or other operational reasons.

Agreement to Terms

By registering with CPS Football Academy, attending a trial, booking a session, signing up for monthly training, purchasing a camp place, attending an event, or accepting the Terms and Conditions during an online booking process, parents and guardians confirm that they have read, understood and agreed to the policies set out within this document.



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Parents and guardians also confirm that the information provided during registration is accurate and that they will update CPS Football Academy if any relevant information changes.

Continued attendance at CPS Football Academy activities confirms ongoing acceptance of these Terms and Conditions and any reasonable updates communicated by CPS Football Academy.

Contact Information

CPS Football Academy – West Sussex
Email: info@cpswestsussex.co.uk
Website: <https://www.cpswestsussex.co.uk>

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