

# British Football Academy®

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Members' Guide 2026

 @bfatokyo

 @BritishFootballAcademy

Since 2004

# Welcome to the British Football Academy

Welcome to the British Football Academy (BFA).

This guide provides important information about BFA sessions, membership and policies. Please take a few minutes to read through it carefully. We hope that your time with us will be a happy and memorable one for both you and your child.

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. Football has provided us with many cherished memories stretching back to our own childhoods, and it is our wish that your child will have experiences that they too will cherish for a lifetime.

Thank you for choosing the British Football Academy.



BFA is supported by :



# 01\_\_ Key Information

Sessions per year : 42 sessions per year (33 sessions at Ohashi)

Monthly payment date : 27th of each month

Withdrawal notice : Notify BFA by the **10th of the month**

Retainer request : Notify BFA by the **10th of the previous month**

Weather cancellations : Announced on the BFA Instagram/Facebook page

Contact email : [education.ops@footyjapan.com](mailto:education.ops@footyjapan.com)

Business days: Mon-Fri (closed on weekends and public holidays)

# 02\_\_ Membership

BFA membership is valid for **one year from the month of joining**.

Membership renews automatically each year unless the BFA office is notified of termination in accordance with the withdrawal policy.

Members may attend **only the venue and class they are registered for**.

Children may register at more than one venue. In this case the **monthly fee will apply per venue**.

# 03 Sessions & Schedule

BFA delivers **42 sessions per year (January–December)**.

*Note: 33 sessions per year at Ohashi. (1st–3rd Saturdays each month, excluding August)*

Although the number of sessions may vary each month, the **monthly fee remains a flat fee across 12 months**.

The latest session calendar is available on the BFA website:

<https://british-football-academy.com/>

Please note:

- Refunds or fee adjustments cannot be provided for absences due to personal reasons, and attendance at other days or venues as a make-up is not permitted.
- Make-up sessions will not be provided for weather-related cancellations, regardless of the total number of sessions delivered during the year.
- There is no need to notify BFA for single-session absences.

If circumstances beyond our control prevent BFA from delivering the planned number of sessions across the year, **BFA may provide make-up sessions or other adjustments at its discretion**.

## Schedule



# 04\_\_ Session Cancellation

Sessions may occasionally be cancelled due to circumstances including, but not limited to:

- Adverse weather conditions • Unsafe ground conditions
- Heatstroke alerts (summer) • Snow or frozen ground (winter)
- Natural disasters (e.g. earthquakes) • Public health concerns or government advisories

Cancellations will be announced on the BFA Instagram/Facebook page.

If no announcement is posted, sessions will proceed as scheduled.

Please note that refunds or make-up sessions are not provided in the event of such cancellations.



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# 05\_\_ Payment

## Payment Methods

Monthly fees are paid by one of the following methods:

- **Direct Debit (automatic bank withdrawal)**
- **Credit Card (subscription / automatic payment)**

Monthly fees are charged on the **27th of each month** (or the next business day).

BFA delivers **42 sessions per year**, and the monthly fee is charged as a **flat monthly fee across 12 months** regardless of the number of sessions in a particular month.

## Initial Fees

Before joining, the following initial fees must be paid:

Registration Fee — ¥2,000    Annual Membership Fee — ¥20,000

All fees are inclusive of Japanese consumption tax.

First month's session fee (or two months' session fees if paying by Direct Debit)

The registration fee includes:

- BFA bag
- BFA towel

## Annual Membership Fee

The annual membership fee is ¥20,000 and is valid for one year from the date of joining.

The annual membership fee includes:

- BFA official uniform (shirt, shorts and socks)
- Mandatory accident insurance
- Administration costs

\*The annual membership fee will automatically renew each year unless notice of withdrawal is received.

At the time of renewal:

- A new set of BFA official uniform (in the appropriate size) will be provided
- Please speak to a coach during sessions in your renewal month to receive the new uniform

If an older sibling is currently a BFA member, the younger sibling may opt out of receiving a new uniform at renewal. In this case, the renewal fee will be ¥12,000.

\*This option is applied upon request only and is not automatic.

Please note:

- The annual membership fee is non-refundable
- No pro-rata adjustments will be made, even if membership is terminated during the membership period

# Direct Debit

If paying by direct debit:

- A **¥200 handling fee** is added to each monthly debit
- Debits are processed on the **27th of each month**

Payments are processed by Mitsubishi UFJ Factor, and your bank statement will show: **“BFA” or “Mitsubishi UFJ Factor”**

If a debit fails due to insufficient funds:

- The amount will be carried over to the following month
- BFA may request payment by bank transfer

\*If payments cannot be processed for two consecutive months, BFA may terminate membership and request settlement of outstanding fees.

# Credit Card Payment

If paying by credit card:

- Payments are processed via **Stripe**
- A **3.7% processing fee** applies
- Monthly payments are set up as a **subscription (automatic charge)**

No credit card information is stored by the BFA system.

To stop credit card payments, please notify the BFA office by the 10th of the month. We will cancel the subscription before the 27th billing date, so the next month's fee will not be charged.

# Fee Adjustments

Please note:

- Fees already charged cannot be refunded or adjusted
- This includes long-term absence or termination during the membership period

If a child **moves to a class with a different monthly fee**, the balance will be added to the following month's payment.

For certain events (such as **iNTERLiga**), payment may be requested **in cash on the day**.

# 06\_\_ Class Changes

Children are placed in classes suited to their:

- Age
- Ability
- Level of the group

The BFA office will inform parents when it is time for their child to move to the next class. Class changes can only take place **at the beginning of a month.**

# 07\_\_ Retainer (Temporary Leave)

If a member will be absent from sessions for **more than one month**, a retainer fee may be paid to keep their place in the class.

Please notify the BFA office **by the 10th of the previous month.**

Retainer fees:

1 month — **¥4,000**

2 consecutive months — **¥3,000 per month**

3 or more consecutive months — **¥2,000 per month (Maximum period : 6 months)**

	<b>1 month</b>	<b>2 month</b>	<b>3 month~</b>
<b>Retainer Fee</b>	<b>¥4000 /month</b>	<b>¥3000 /month</b>	<b>¥2000 /month</b>

All fees are inclusive of Japanese consumption tax.

# Jaguars / Junior Jaguars

The above retainer fees apply to one weekly training session.

As Junior Jaguars and Jaguars players train twice per week, the retainer fee for retaining both training sessions is:

Retainer fees:

1 month — **¥8,000**

2 consecutive months — **¥6,000 per month**

3 or more consecutive months — **¥4,000 per month (Maximum: 6 months)**

**The above applies to players wishing to retain their place in both weekly training sessions (and matches, in the case of Jaguars).**

<b>Retainer Fee</b>	<b>1 month</b>	<b>2 month</b>	<b>3 month~</b>
	<b>¥8000 /month</b>	<b>¥6000 /month</b>	<b>¥4000 /month</b>

Maximum period: 6 months

## 08 — Withdrawal / Termination

To terminate membership, please notify the BFA office **by the 10th of the month**. Membership will end **at the end of that month**.

For requests received after the 11th:

- The full monthly fee for the following month will apply, as billing changes cannot be made after the deadline
- Membership will terminate at the **end of the following month**

Requests are valid only **once confirmed by reply from the BFA office**.

Refunds or adjustments cannot be provided for fees already charged.

# 09 — Equipment

During sessions, members must:

- Wear shin pads
- Remove watches and accessories
- Wear appropriate footwear (no studs / cleats)
- Dress appropriately for weather conditions

The official BFA uniform must be worn at all sessions, as it allows coaches to quickly identify members in emergencies.



# 10 — Parent Responsibilities

Parents or guardians are responsible for:

- Ensuring punctual arrival and departure of their child
- Ensuring appropriate clothing for weather conditions
- Ensuring membership fees are paid on time

Parents are encouraged to support their children positively from the sidelines. However, coaching or giving instructions from the sidelines is not permitted, as this can confuse players and interfere with the coaches' delivery of the session.

Children should participate **as independently as possible** to ensure safety and effective coaching.

# 11 — Supervision

BFA coaches supervise members **during the scheduled session time only.**

Parents or guardians remain responsible for their child:

- Before the session begins
- After the session ends
- Outside the designated training area

Parents or guardians must ensure their child is **safely handed over to the coach at the start of the session and collected promptly at the end of the session.** Younger children should not be left unattended at the venue.

# 12 — Child Protection, Equality & Insurance

BFA is committed to providing a safe and inclusive environment for all children. Parents must inform the coaching staff if their child has any medical or developmental conditions that may affect participation.

Examples include:

Asthma, diabetes, autism, epilepsy, ADHD, ADD, visual or hearing impairments.

BFA is an equal opportunities organisation and does not discriminate based on race, religion, nationality, gender, language ability, or physical or mental ability. All members are covered by mandatory accident insurance provided by SONPO JAPAN.

Further details are available at:

<https://british-football-academy.com/policies/>

# 13\_\_ Venue Rules

The facilities used by BFA are available to us only if venue rules are respected.

Parents and players must:

- Leave the venue promptly after sessions
- Avoid restricted areas and playground equipment
- Take all rubbish home
- Only consume water, tea or sports drinks
- Pets are not permitted at our venues

# 14\_\_ Privacy & Image Rights

All personal information provided to BFA is treated with strict confidentiality and will not be shared with third parties.

BFA may occasionally use photographs or videos of sessions for **marketing and promotional purposes**. By registering as a member, parents acknowledge that such images may be used by BFA.

If you have any concerns regarding the use of your child's images, please inform us in advance.

# Communication

For enquiries please contact:  
[education.ops@footyjapan.com](mailto:education.ops@footyjapan.com)

BFA communicates primarily by email.

Please ensure that the email address registered with BFA is one that you check regularly and inform us if it changes.

Please note:

- Weather cancellations are announced via Instagram/Facebook
- BFA does not respond to enquiries via Instagram/Facebook chat
- The BFA office is open weekdays 10:00–18:00 and closed on weekends and public holidays



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