

CONFIDENTIAL (WHEN COMPLETE)

STARCROSS YACHT CLUB



TRAINING COURSE BOOKING FORM

Please **PRINT** this form

COMPLETE ALL SECTIONS using **CAPITAL LETTERS** and **BLACK INK**

COURSE TITLE		COURSE CODE	
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YOUR DETAILS

FULL NAME (To appear on certificate)			
Date of Birth (DD/MM/YYYY)		Are you under 18 years old? (Circle)	YES / NO
Address	Post Code:		
Telephone Numbers	Home		Mobile
Email Address			

YOUR EMERGENCY CONTACT'S DETAILS

FULL NAME			
Relationship to You			
Telephone Numbers	Home		Mobile

PAYMENT (Direct Bank Transfer preferred)

By Direct Bank Transfer (BACS)	By Cheque
SYC Account Number 02336065 Sort Code 40-20-30 Quote ' TRAIN ' and your name .	Payable to " Starcross Yacht Club " Write ' TRAIN ', your name and course code on the back of your cheque.
PLEASE COMPLETE: Amount Paid: £ Transfer Date:	PLEASE COMPLETE: Amount Paid: £ Cheque Date: Cheque No:

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MEDICAL DECLARATION, ACCESSIBILITY AND LEARNING NEEDS

MEDICAL DECLARATION

Please tell us about any medical conditions which could affect your ability to participate safely in this course. Please tell the instructor about any changes after completing this form.

Please note any medical conditions or injuries here:

Please list any medication your are currently taking here:

Please bring any medication you need during the course with you in a secure container with your name on it.

ACCESSIBILITY AND LEARNING NEEDS

Please tell us about any accessibility, learning or other specific needs where additional support or adjustments would be helpful to you.

Please note any accessibility, learning or other specific needs here:

Please contact the Course Organiser if you are unsure about the level of physical and mental activity involved in this course.

Please contact your GP if you are unsure about your ability to participate.

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BOOKING TERMS AND CONDITIONS

1. All our Royal Yachting Association (RYA) courses are delivered by qualified instructors in accordance with RYA Recognised Training Centre guidance. All other training we provide is delivered by suitably experienced members and/or qualified instructors.
2. You accept that, for various reasons, it may not be possible to complete all parts of the course in the time available and that the award of a certificate is at our discretion. We'll advise you of progress and do our best to help you complete your course.
3. We may need to cancel a booking at our discretion. We'll give you as much notice as possible, a full refund or offer an alternative course if we cancel your booking.
4. You accept that sailing is a hazardous sport and injuries can sometimes occur. You're solely responsible for any loss or damage or injury to yourself or your property while on your course or training unless this was caused by our negligence or deliberate act. You must inform us immediately of any injury, damage or loss of property you suffer during your course or training.
5. You must tell us about any medical condition, medication, accessibility or and/or specific learning needs which could affect your ability to participate before your course or training begins. We reserve the right to decline a booking if we believe we cannot deliver the course or training safely for you.
6. You agree to always wear an appropriate personal flotation device and protective clothing when on the foreshore, slipways and going afloat as immersion in water is always possible. We won't allow you on the water if you aren't dressed appropriately for the prevailing weather conditions.
7. You agree to follow any instructions or directions given by the Instructor or other Club Officer and not to deliberately cause annoyance to other Club users.
8. You agree to respect the Club, its facilities and equipment, and to report any defects at the earliest opportunity. We reserve the right to refuse or restrict your use of our facilities or equipment if we think necessary and to charge for any deliberate damage caused.
9. We reserve the right to end your training if you don't comply with the Booking Conditions. In this event we reserve the right not to refund monies paid to the Club for the training or course.

DATA PROTECTION – PRIVACY NOTICE

We handle your personal data in accordance with the requirements of the Data Protection Act (1998) and General Data Protection Regulation (2018).

The SYC Training Officer collects your personal data to administer your booking, payment and certificate (if awarded). Your instructor will be given only relevant information, including information about your medical and learning needs, to help your learning and safety on the course or training. Your personal data may be given to a medical professional in the event you require medical treatment and cannot provide this information yourself.

Your Booking Form will be seen and securely retained by the SYC Training Officer until the administration of your course is complete. After this your Booking Form will be retained by the RYA Training Centre Principal for up to two years for contractual and RYA audit purposes when it will be destroyed securely. Any personal data generated during the course, primarily photographic material for training purposes where you have given consent, will be destroyed at the end of the course by your instructor unless agreed differently with you.

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Participant's Declaration

I have read and agree to the Booking Terms and Conditions.
I have read and understand the Data Protection Privacy Notice.

We sometimes use photographs or video recording to help with your learning. Any photographs and/or video taken will be deleted at the end of the course unless agreed differently with you. We need your consent for this. You have the right to withdraw your consent at any time.

I consent /do not consent (**please delete as appropriate**) to being photographed/videoed for training purposes.

Your Name (BLOCK CAPITALS)

Your Signature

Date

Parent/Guardian's Declaration (To be completed for under 18 Year Olds)

I have read and agree to the Booking Terms and Conditions.
I have read and understand the Data Protection Privacy Notice.

We sometimes use photographs or video recording to help with the participant's learning. Any photographs and/or video taken will be deleted at the end of the course unless agreed differently with you. We need your consent for this. You have the right to withdraw your consent at any time.

I consent /do not consent (**please delete as appropriate**) to the participant being photographed/videoed for training purposes.

Your Name (BLOCK CAPITALS)

Your Signature

Date

Thank you for completing this Booking Form.

If paying by Direct Bank Transfer (BACS) you can post your completed form or email a scanned copy to the SYC Training Officer using the email/postal address provided when your course place was confirmed

If paying by Cheque please post your form and cheque together to the SYC Training Officer.