

Northampton Watersports Centre

Group Booking Form

School/Youth Group Name

Address

..... **Postcode**

Teacher/Leader in Charge **Telephone**

Best days/times to call

Email address

Please give details about your group and the activities you would like to book:

Days & Dates	Arrival time and Departure time	Activity	Size of group	Age range of group
e.g. Mon 31 st May 2010	0930 - 1230	Sailing & Raft building	16	12-14

Please give details of any prior watersports experience that any members of the group may have:

How many RYA logbooks do you require? £5 each (1 certificate per person will be provided)

CONDITIONS OF BOOKING

Please see additional sheet for booking terms and conditions.

PAYMENT DETAILS

Bookings will only be confirmed by us on receipt of a £100 deposit or full advance payment.

I have enclosed £100 deposit or £ full payment

Please make cheques payable to Northampton Sailing Club.

DECLARATION

I confirm the above booking details and agree to the NWC booking conditions.

Signed **Date**

For office use only: **Deposit/full payment received: £.....** **No. of students actually attended:**

Invoice sent - Date: **Sign:** **Payment received - Date:** **Sign:** **Receipt sent - Date:** **Sign:**

NWC booking conditions

The NWC team will do all we can to provide you with an enjoyable and worthwhile experience however; there may be occasions when we cannot actually go out on the water - if the wind is too strong, too light, or if conditions restrict us in other ways. If this occurs we have a number of shore-based sessions which we can substitute. In extreme cases we may cancel a session completely, in which case we will notify you at the earliest opportunity and there will be no charge.

COMMENTS/COMPLAINTS

We would like to know how your visit went. Please email us your thoughts - we are always keen to hear good comments but also constructive suggestions to help us improve our offer.

If you have any reason to complain during your visit please inform the Duty Senior Instructor who will endeavour to help you. If the matter is not dealt with to your satisfaction please contact the centre principal by email following your visit. info@northamptonwatersports.com

BOOKINGS AND PAYMENT

Prices will be as per the Schools & Youth Group activity pricing structure detailed below. A minimum charge of 5 students per instructor applies; maximum charge is as per the maximum ratios.

Bookings will only be confirmed by us on receipt of a signed booking form with £100 deposit or full advance payment. Payment of the balance should be made to Northampton Sailing Club within 30 days of your final session. An invoice will be provided.

Any changes you wish to make should be notified to the centre at the earliest opportunity, however if changes that you make to the booking result in a reduction to the number of NWC Instructors required you must notify us at least 7 days in advance. Cancellation or a reduction in numbers within 7 days of your visit will result in a minimum charge of 5 students (per instructor originally allocated to your group) being incurred.

NWC will require fully completed individual booking forms/parental consent forms for anyone to participate in the activities. Any visiting staff participating in the activities will need to complete a staff form.

All participants must be water confident in light clothing and not suffer from any undisclosed medical or physical condition which might endanger themselves or others. NWC Instructors should be informed if there are any non-swimmers participating.

RESPONSIBILITY

NWC staff, NSC officers, RYA Instructors, RYA Senior Instructors and RYA Coaches do not accept responsibility for any loss, damage or injury suffered by persons and/or their property arising out of or during the course of their activities whilst supervising and/or training and/or coaching and/or instructing unless such injury, loss or damage was caused by or resulted from negligence or deliberate act. Please note that NWC does not provide insurance cover for personal accident, nor for loss or damage to personal property.

DATA PROTECTION

Information given on booking forms may be stored on computer and will be used only for the purpose of centre administration and future NWC specific marketing/promotion. The details will not be released to any third party.

PHOTOGRAPHIC IMAGES

NWC staff may photograph or video those taking part in any NWC activity and may use and/or store this media for coaching and/or promotional purposes in perpetuity.

YOUR PROTECTION

NWC has Policies in place for Child Protection and for Health & Safety. Information on these is available from the office.

LOST PROPERTY

Valuables and small items will be kept for four weeks and if not claimed will be disposed of at our discretion. Due to the volume of clothing that gets left on site, these items will be kept for a maximum of 2 weeks.

Group leader's notes

(part of NWC booking conditions)

Behaviour

Whilst we want all of our customers to enjoy their visit, we must also ensure that activities take place in a safe and controlled manner. Group leaders and accompanying staff remain responsible for their own actions, the actions of the other members of the group and the effect that these actions may have on others. You must ensure that your group is made aware of and abides by the site rules and that reasonable care is taken of the facilities and equipment. We reserve the right to seek damages from you if our property is damaged.

If the behaviour of any member of your party is found to cause danger or distress to other customers, staff or anyone else, or if they wilfully cause damage, the individuals concerned, or your entire group, may be excluded from taking part in the programmed activities or asked to leave the site immediately. In such circumstances we will not be liable for reimbursing the cost of your visit or contributing to any expenses you may incur in making alternative arrangements.

Clothing

Participants are expected to wear suitable clothing as follows:

- We will provide wetsuits and buoyancy aids free of charge
- A swimsuit, rash vest or underwear should be brought to wear under the wetsuit
- Light weight clothing – in poor weather a number of layers of clothing with, if possible, a windproof jacket and fleece is most suitable
- Shoes to wear on the water (old trainers or similar)
- Showering is recommended - a change of clothing (including dry shoes) and towel is required.
- Sun cream and sun hat required in hot weather.
- Woolly hat (beanie) and gloves for cold weather
- No jewellery should be worn
- **It is always colder on the water than on the shore, so please come prepared**

Food/Drink

Watersports can be tiring activities. Please advise your group to bring plenty of food and drink to keep them going throughout. Hot drinks in a flask can be really welcome on a chilly day.

Security/valuables

You are advised not to leave valuables in the changing rooms, and to ensure that property is not left in view in your car, which should be locked. NWC staff are not able to look after mobile phones, ipods etc however we will look after car/minibus keys if requested. Lockers are available in the changing rooms for the storage of valuables (£1 required).

Alcohol or Illegal Substances

Individuals will be excluded from taking part in activities if we are of the opinion that the person is under the influence of alcohol or illegal substance. Consumption of alcohol on site is only allowed at our discretion. We do not, however, expect people under the age of 18 to be given access to alcohol. Illegal substances are not allowed on site.

Smoking policy

In the interests of safety, we have a policy of no smoking in any building or activity area. People under 18 years of age are not permitted to smoke on site other than in designated area as agreed by the group leader and NWC staff. They must be out of view of other groups.

Lost property

Valuables and small items will be kept for four weeks and if not claimed will be disposed of at our discretion. Due to the volume of clothing that gets left on site, these items will be kept for a maximum of 2 weeks.

Comments/complaints

We would like to know how your visit went. Please email us your thoughts - we are always keen to hear good comments but also constructive suggestions to help us improve our offer. If you have any reason to complain during your visit please inform the Duty Senior Instructor who will endeavour to help you.

2010 session prices and student : instructor ratios

(part of NWC booking conditions)

Activity	Price (per person, per session)*
1-hour (bell-boating only)	£5
'OnBoard' 2-hour after school	£8.50
2-hours	£10
Half day	£15
Full day	£25
RYA/OnBoard Taster certificates	Free
RYA logbooks & 1 certificate	£5 per head

*minimum charge of 5 students per instructor applies; max charge is as per max ratio

Activity	Instructor : student ratio (maximum)
Sailing, beginners (usually double-handed in Pico's)	1:8 (4 boats)
Sailing, improvers (singlehanded sailing)	1:6 (6 boats)
Windsurfing	1:6 (6 boards)
Bell-boating	1:12 (1 boat)
Raft building	1:12 (2 rafts)
Kayaking	1:8 (8 boats)
Canoeing	1:8 (4 boats)

Northampton Watersports Centre

Parental Consent Form

Please complete all sections in CAPITALS

Course Code / Group name Date(s)

Participant's Name

Date of Birth (if under 18) Male / Female

MEDICAL CONDITIONS

Does the participant have any medical conditions? **YES / NO**

If YES - please give details of any of the following:

Allergies / Asthma* / Epilepsy / Heart Conditions / Impetigo / Other

Please give details (continue overleaf if needed)

.....

***If you have an inhaler, please ensure that this is brought with you, even if you never use it.**

EMERGENCY CONTACT DETAILS

Next of kin Relationship

Telephone Mobile

MAIN CONTACT DETAILS

Address

..... Postcode

Email address

Please tick if you do not want to receive marketing material and details of future courses by:

Email Post

DECLARATION

- Participants must be water confident in light clothing and not suffer from any undisclosed medical or physical condition which might endanger themselves or others. NWC Instructors should be informed if there are any non-swimmers participating.
- For participants under 18 years, a parent or guardian must sign this form and in doing so authorises NWC staff or NSC officers to approve emergency medical treatment should the need arise.
- I understand that deposits are non-refundable and that full payment is due 4 weeks prior to the course date.
- I agree that NWC staff may photograph or video those taking part in any NWC activity and may use or store this media for training and/or promotional purposes in perpetuity.
- I also agree to the booking terms and conditions as listed on the NWC website, www.northamptonwatersports.com
- Please note that all specialist equipment will be provided however, you should bring the kit listed on the confirmation letter.
- NWC will endeavour to provide you with an enjoyable and worthwhile course although there may be occasions when we cannot complete the whole programme, for example if wind, weather or other conditions dictate. In such cases, we will sign off as much as possible in your logbook and will offer future dates for you to return to complete your course.

Participant / parent signature*

*To be signed by parent / guardian if participant is under 18

Please return to your teacher/group leader

Northampton Watersports Centre

Staff Booking Form

Please complete all sections in CAPITALS

Course Code / Group name Date(s)

Participant's Name

Date of Birth (if under 18) Male / Female

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