

Otley Sailing Club Training Booking Form: Please use one form per applicant.

Bookings cannot be accepted without the appropriate payment. All course payments must be made prior to the commencement date of the course.

Please note - Individuals cannot be provided with credit terms.

All information provided is subject to the data protection act and shall not be shared with any other organisation .

Payment

- 1, All course fees are exempt from VAT.
- 2, All bookings must be reserved by Otley Sailing Club receiving the appropriate payment.
- 3, 5-day or longer courses: A non-returnable deposit of £50 is required. The balance is to be paid 6 weeks before the commencement date of the course.
- 4, Payment of the course fee in full is required for any course booked less than 6 weeks before the commencement of the course.
- 5, 1 to 4-day courses: The full fee must be paid at the time of booking.
- 6, Crossed cheques/postal orders should be **made payable to “Otley Sailing Club”** and sent to Gill Walton, 4 Lisker Avenue, Otley, LS21 1DG, Credit and Debit cards are not accepted.

Cancellations

By Trainee

- 1, All cancellations must be in writing.
- 2, It is the trainees responsibility to obtain personal insurance with regard to cancellation.
- 3, If the trainee cancels more than 8 weeks before the start of the course, the Trainee will forfeit their deposit.
- 4, If the trainee gives less than 8 weeks notice of cancellation, but more than 2 weeks notice after payment of the balance of the course fee, 80% of the course fee will be retained by Otley Sailing Club.
- 5, , If the trainee gives less than 2 weeks notice of cancellation after payment of the balance of the course fee, 100% of the course fee will be retained by Otley Sailing Club.
- 6, Requests from the Trainee to transfer to another course may only be made up to 4 weeks prior to the commencement of your original course start date and such requests are subject to course availability and payment of a 10% administration fee.

By Otley Sailing Club

- 1, Every attempt will be made to ensure the course takes place. However, Otley Sailing Club reserves the right to cancel a course at any time if it believes on reasonable grounds that cancellation is necessary due to unsuitable conditions.
- 2, Otley Sailing Club reserves the right to cancel a course at any time if the number of Trainees fails to reach a workable minimum, such numbers to be determined by Otley Sailing Club.
- 3, In all other cases, weekend courses may be cancelled up to 3 weeks prior to the start date. Longer courses may be cancelled up to 4 weeks prior to the starting date.
- 4, If a course has to be cancelled, Otley Sailing Club will offer Trainees the following options:
 - 4.1, a full refund of the course fee paid
 - 4.2, an alternative course on the same date or a different set of dates

The Otley Sailing Club liability does not extend beyond points 1-4 above.

Safety

In addition to enjoyment and learning new skills, safety is of paramount importance on all Otley Sailing Club courses. Water sports can be hazardous by their nature and participants, parents or guardians must accept that there are risks and the inevitable bumps and scraps which happen during the thrills and spills of fast moving activities. To manage the risks so far as we are able, Otley Sailing Club has a 'safe system of work':

- we use qualified experienced staff
- we provide a range of safety equipment for participants' comfort and safety.
- we provide safe equipment for your course.
- we teach to RYA recommendations and guidelines, in small groups.
- we have robust management and safety systems which have been inspected by approved bodies such as the RYA
- we will modify/cancel an activity if we feel that there are unmanageable risks.

Insurance

During the course you will be classed as a club member and will enjoy member to member insurance that aims to protect you, as a member, from any claims from other members for items such as boat damage. However we strongly recommend that you take out your own personal liability insurance for any course in respect of cancellation, curtailment or accident.

Name ...Mr/Mrs/Miss/Ms.....
Address.....
.....
Telephone.....Postcode.....
Email.....
Age.....DOB.....Occupation.....
Course..... Course Dates.....
Medical Conditions/allergies/disabilities.....
Special Dietary requirements.....
Course Fee.....Next of Kin Details and contact.....
I enclose Deposit £50 for courses booked more than 6 weeks in advance.
I enclose Full payment of £.....for courses booked less than 6 weeks in advance.
I hold appropriate Insurance cover. Yes/No.
I enclose Cheque/Cash Payable to "Otley Sailing Club".

Undertaking:

I understand that:

- The deposit is not refundable once a place has been confirmed, unless the course is cancelled by Otley Sailing Club
- Refunds due to cancellation are in accordance with booking conditions.
- I shall be liable to pay 80% of the total course fees if less than eight weeks but more than two weeks notice of cancellation is given.
- I shall forfeit all monies if two weeks or less notice of cancellation is given.
- I accept that water sport and adventure activities are hazardous by their nature.
- The signing of this form signifies that:
 - I am confident in water.
 - I am physically fit to take part in the activity.
 - I will comply with all safety regulations.
 - I accept the Terms and Conditions of booking.

Signed.....Date.....(Parent/Guardian if applicant is less than 18 yrs old)