



## Welcome to Frensham Pond Sailing Club

**Booking Instructions, Booking Conditions and Booking Form  
for parents/guardians on behalf of Students under 18**

**RYA Training**

**Step 1 – Read this complete document.**

It sounds forbidding, but is important.

By requesting a place on a course you will also be accepting these terms and conditions on behalf of the student.

**Step 2 – Read the course programme and work out which courses you would like the student to be on.**

**Step 3 – Complete the booking form (last two pages) giving as much information as possible. This information will help with the decision as to the students' suitability for the requested courses. Please complete one booking form for each student.**

**Step 4 – Having read the terms and conditions and completed the booking form, please:**

either scan and email to:

training@sailfrensham.org.uk (if possible, please keep the scans to under 512k per page)

or print and post to:

Frensham Pond Sailing Club  
Pond Lane, Churt, Farnham, Surrey GU10 2QA

Ensure that you send **both** pages of the booking form.

If printing, double-sided is preferable.

Please do not send the other pages of this document.

**PLEASE DO NOT SEND ANY PAYMENTS AT THIS STAGE**

**Step 5 – Having reviewed your application we will contact you by email to confirm the booking and to give details for payments.**

**Step 6 – Turn up and enjoy the sailing!**

## FPSC RYA Course Under 18 Booking Terms and Conditions 2019

*By making a booking it will be deemed that you have read and accepted these terms and conditions on behalf of the student.*

If you are not already a member of Frensham Pond Sailing Club (FPSC) then your course fee includes Restricted Family Membership. This runs from the start of your course until 31st October, allowing the student to build on his/her training by sailing at the Club and hiring its boats (subject to conditions and successful completion of the course).

### 1. Payment for training courses

Once FPSC has accepted your application for a course it will request payment for the full amount of the course fees.

If you cancel the course up to 4 weeks before the start of the course a refund of 75% will be made.

If you cancel the course up to 7 days before the start of the course a refund of 50% will be made.

If you cancel the course within 7 days of the start date, no refund will be made.

If you find a suitable candidate to take your place on the course then a full refund will be made.

A full or partial refund or alternative sessions may be offered to a student forced to withdraw from a course because of injury sustained during the course.

### 2. Frensham Pond Sailing Club Cancellation

FPSC may cancel a course for any reason (e.g. equipment failure or bad weather). It will attempt to reschedule the course but if this is not possible or if a student is unable to attend on the alternative dates then a full refund will be made.

FPSC may exclude any student from a session or whole course if they are unable to participate effectively due to medical or health problems; cause damage; cause annoyance to others; pose a safety risk to themselves or others; or refuse to comply with the Booking Terms.

### 3. Medical Information and Impairments

In the interests of the student's safety and to enable FPSC to make any reasonable adjustments to accommodate the student, when you book a course you must inform FPSC about any medical conditions; physical or mental impairments; or dietary intolerances that may affect the student's ability to take part in the course or any treatment to be given to the student in the event of an emergency.

Declaring information about dietary intolerances does not reduce your responsibility to ensure that the student checks what he/she eats or drinks is consistent with the student's dietary needs.

Medical information will be shared with those responsible for supervising the course. It will be handled in accordance with FPSC's Data Privacy Policy which is available from the Club website [www.sailfrensham.org.uk](http://www.sailfrensham.org.uk).

Note that regular medication will not be issued to students unless a parent/guardian/carer has provided a signed FPSC Medication Authorisation Form.

### 4. Health Warnings for Inland Waters

**Weil's Disease** is a bacterial infection carried in rats' urine which contaminates water and wet ground. The bacteria may be absorbed through the skin, mouth, eyes or minor cuts and abrasions. If the student feel ill or develop a high temperature, a flu-like illness and muscle pains after training then seek medical advice promptly and ask for a blood test for Weil's disease.

**Blue-Green Algae** are present in Frensham Great Pond. On occasions growth of the blue-green algae becomes excessive and causes blooms and scum, which in turn may produce toxins which can be harmful to people and fatal to animals which drink from the water. Whilst problems are rare, children and vulnerable adults are at greater risk because they may be less able to appreciate the risks and to take appropriate precautions.

FPSC has produced a fact sheet covering the effects of blue-green algae and precautions that you should take to minimise the risk to the student. This is available from the "Training" drop down menu on the Club's website at [www.sailfrensham.org.uk](http://www.sailfrensham.org.uk).

**You are asked to read this fact sheet and sign the declaration at the foot of the Booking Form to confirm that you have done so and accept the risks.**

### 5. Personal Possessions

All personal possessions, including sailing kit, cars, money and other valuables are brought to FPSC at the owner's risk and the Club cannot be held responsible for loss or damage to them.

Small lockers which will hold money and other valuables are available in the changing rooms for use at your own risk. The student will need a £1 coin to operate a locker.

## 6. Data Protection

Personal information you provide will be used solely for administering your course booking and managing your membership of FPSC. It will be stored and used in accordance with FPSC's Data Privacy Policy which is available on the Club website [www.sailfrensham.org.uk](http://www.sailfrensham.org.uk).

Courses for Instructor, Power Boat Level 2 and Safety Boat qualifications require personal data to be shared with the RYA so that it can record your qualification, update any records it may hold on the student, and verify or replace his/her certificate. The RYA will handle the student's data according to its privacy policy, available at [www.rya.org.uk/go/privacy](http://www.rya.org.uk/go/privacy).

On successful completion of all other courses the student's name, certificate number and date of issue will be stored by FPSC for seven years to allow the Club to replace your certificate if required.

## 7. Photography and Videos

**The use of any camera or other device to capture personal images in FPSC's changing rooms is strictly forbidden.** Anyone doing so will be asked to surrender any such images immediately and escorted from the site. Any member doing so will also be liable to expulsion from the Club.

Similarly, the use of mobile 'phones in changing rooms is strictly forbidden.

FPSC may arrange for photographs or videos to be taken during its courses for use as a training aid; for recognising achievement; to assist with course management; and/or inclusion on your RYA certificate (if applicable). Any such images, which may include images of the student, will be used solely by FPSC to facilitate training and will not be shared with any third parties (unless required by the RYA for a certificate). **By booking a course you agree** that images of the student can be used for these purposes and agree to assign any copyright or other right of ownership of these images to FPSC without payment to you or the student.

Where the student can be reasonably identified in images that FPSC wishes to use for any other purpose such as to promote the Club or its activities through newsletters, websites, press reports and/or social media channels then it will ask for your written consent to do so.

If you or the student become aware that images are being used inappropriately you should inform the Club's Safeguarding Officer or another club official immediately.

## 8. Students Under 18 Years Old

The Club is only able to supervise young people under the age of 18 whilst they are taking part in a course between the advertised start and finish times. At all other times the safety, welfare and conduct of any young person aged under 18 is the responsibility of their parents/guardians/carers, whether or not a parent/guardian/carer is present at the Club.

For all young people under the age of 18, the parent/guardian/carer agrees that :

- They will be contactable and available to come to the Club within 30 minutes should the need arise.
- They will be on-site with the young person until the course has officially started and will return 15 minutes before the end of each day (but see note below for 16/17 year olds).
- The Senior Instructor or Chief Instructor in charge of the course can act in loco parentis in their absence.
- If they intend to remain on site for the whole or part of a day they shall sign an 'On Site' register for each day on site.
- The Senior Instructor will be informed immediately if/when the young person is removed from the Club, either during or at the end of the day.

*Note : If the parents/guardians/carers of a young person aged 16 or 17 judge that they are mature enough to be safe at the Club (the age at which that is the case will vary from one student to another) then they may leave them at the Club without a parent/guardian/carer or other designated adult being on site but remain responsible for the young person outside of the start and finish times of the course.*

Frensham Pond  
SAILING CLUB



www.sailfrensham.org.uk

training@sailfrensham.org.uk



Date of Application

dd mm yy

# BOOKING FORM

PLEASE COMPLETE ONE FORM (TWO PAGES)  
FOR EACH STUDENT

<b>STUDENT</b>	Preferred Forename	<input type="text"/>	Surname	<input type="text"/>
	Gender	<input type="text" value="M/F"/>	Date of Birth	<input type="text" value="dd"/> <input type="text" value="mm"/> <input type="text" value="yyyy"/>

<b>PARENT OR ADULT</b>	Preferred Forename	<input type="text"/>	Surname	<input type="text"/>
	Email Address	<input type="text"/>		
	Phone	<input type="text"/>	Mobile	<input type="text"/>
	Postal Address	<input type="text"/>		
	Post Code	<input type="text"/>	Club Member?	<input type="text" value="Y/N"/>

<b>EXPERIENCE</b>	Can Swim? (at least 50 metres)	<input type="text" value="Y/N"/>	Confident in water?	<input type="text" value="Y/N"/>			
	Last sailed in a dinghy	Last month <input type="text"/>	Last year <input type="text"/>	A few years ago <input type="text"/>	Never <input type="text"/>		
	Highest RYA Stage/Level achieved	Stage <input type="text"/>	Level <input type="text"/>	None <input type="text"/>			
	Dinghy sailed for above	Opi <input type="text"/>	Topper <input type="text"/>	Cadet <input type="text"/>	Laser <input type="text"/>	Feva <input type="text"/>	GP14 <input type="text"/>

<b>MEDICAL</b>	Does the participant have any specific medical conditions?	<input type="text" value="Y/N"/>	
	Does the participant take any medications (including intermittently eg inhaler)?	<input type="text" value="Y/N"/>	
	Does the participant have any allergies?	<input type="text" value="Y/N"/>	
	Is there anything else you feel the training team should know about the participant?	<input type="text" value="Y/N"/>	
	Detail	<input type="text"/>	
Please provide the emergency contact details of Parent/Guardian/Next of Kin during the course:			
Preferred Forename	<input type="text"/>	Surname	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>

<b>COURSE SELECTION</b>	Start Date	Dinghy	Stage/Level	Cost
	<input type="text" value="dd"/> <input type="text" value="mm"/> <input type="text" value="yy"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text" value="dd"/> <input type="text" value="mm"/> <input type="text" value="yy"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text" value="dd"/> <input type="text" value="mm"/> <input type="text" value="yy"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PLEASE READ THE TERMS AND CONDITIONS BEFORE APPLYING FOR A COURSE

## Risk Statement

It must be recognised that boating is by its nature an unpredictable sport and therefore inherently involves an element of risk. By taking part in the course and any subsequent activities at the Club, **you agree and acknowledge that:**

- (i) You and the student are aware of the inherent element of risk involved in the sport and you accept responsibility exposing the student to such inherent risk.
- (ii) You and the student will comply at all times with the instructions of the Club and any FPSC officials, instructors, staff or volunteers particularly with regard to handling of boats, wearing of buoyancy aids and the wearing of suitable clothing for the conditions.
- (iii) You and the student accept responsibility for any injury, damage or loss to the extent caused by your or the student's own actions omissions or negligence.
- (iv) The student will not participate in the course or other water based activities whilst under the influence of alcohol or drugs, or whilst otherwise unfit to participate (for example, due to a medical condition).
- (v) The provision of patrol boat cover is limited to such assistance as can be practically provided in the circumstances.
- (vi) The provision of instructors, FPSC officials, staff and volunteers does not relieve you of your own responsibilities or the student of their own responsibilities.
- (vii) You have satisfied yourself as to the suitability for the course the student is attending.
- (viii) You and the student have read and fully understood the information provided by the Club on Weil's disease and blue-green algae and you accept responsibility for exposing the student to such risks whilst they take part in activities in and around the water.

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## Declaration

Does the student have any medical conditions, physical or mental impairments or dietary intolerances that FPSC needs to be aware of and may affect the student's ability to participate in the course or any emergency treatment which he/she may require? Tick one. If you answer "yes" then you must provide full details with this booking.

Yes	No
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I confirm that I have read and fully understood the Booking Terms and Conditions and agree to the cancellation terms and the risk statement above. I give permission for any relevant treatment or medication to be administered to the student by FPSC when or if necessary. Tick one.

Yes	No
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In an emergency situation I authorise the Club to organise for the student to be taken to hospital and give my full permission for any treatment required to be carried out in accordance with the hospital's diagnosis. I also understand that all reasonable steps will be taken to notify me or the alternative adult named as an Emergency Contact as soon as possible. Tick one.

Yes	No
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I agree that the student may take part in activities at Frensham Pond Sailing Club. I confirm that I have read through and explained the conditions, risks, and information on blue-green algae and Weil's disease with him/her and that she/he understands and agrees with them. I also confirm that I understand and accept the risks involved and my own responsibilities and that she/he takes part in activities on and off the water with my full agreement.

Signed : ..... Print : ..... Date : .....

Student's Name: .....