

## **HAWLEY LAKE SAIL TRAINING CENTRE TERMS & CONDITIONS FOR COURSES**

### **Booking and Cancellation:**

Bookings need to be confirmed by completion of the appropriate booking form, or making an online booking, and by payment of the course fee.

If you cancel at least 28 days before the start date of your course, we will refund any course fees paid, minus a Cancellation Administration Charge of £15.

Any cancellation made within 24 hours of the advertised start date of our courses will incur a charge of £60.

Transfer to an alternative course is entirely at the discretion of the HLSTC Manager and may involve a fee.

We will make every effort to run courses on which we have accepted bookings. However, we reserve the right to cancel courses that do not have viable numbers, or which cannot be run because of unforeseen circumstances, including adverse weather. If we do have to cancel a course, we will offer you an alternative or a full refund.

### **Insurance:**

HLSTC has Public Liability Insurance, however the following disclaimer does apply:

*HLSTC does not accept any responsibility for loss/damage or injury suffered by persons and/or their property arising out of, or during, the course of instruction and activities whilst training and/or coaching unless such a loss or damage was caused by, or resulted from, negligence or deliberate act on the part of HLSTC, its employees or agents*

You are advised to check your own insurance if you wish to provide further cover against cancellation or personal loss or injury.

### **Safety & Security:**

All students will be given a safety briefing at the start of their course. Students are advised not to leave valuables in the changing rooms (there are small lockers for this purpose).

Expensive items that are not essential should not be brought to the Centre, e.g. children should not bring phones, computers or gaming devices. The HLSTC Office will not secure any personal property for students.

Cars are not permitted in Club grounds except for disabled users, at the discretion of HLSTC.

Each student must provide an emergency contact number that is valid during the times of any session/s.

### **Physical Fitness:**

All of our activities can be enjoyed by a very wide range of ages and abilities, and it is our intention to make the activities we offer as inclusive as possible. However, it is your responsibility to ensure that we are aware of any significant health or physical issues.

We are happy to discuss the needs of individuals and offer advice, however the final decision to take part rests with you. If you have any concerns regarding your fitness to take part in your chosen activity, you are advised to seek medical advice.

By making a booking it is assumed that you are declaring yourself physically capable of taking part in that activity. Prior to the course, each participant will be asked to complete a simple medical and emergency contact questionnaire.

### **First Aid & Emergencies:**

All HLSTC Instructors are First Aid trained and are familiar with emergency procedures. In any situation a Senior Member of staff will decide on what action should be taken.

Parents/carers of under-18's will be informed immediately if anything other than minor First Aid is required. If necessary injured students may be transferred to Hospital by ambulance.

Any other arrangements will be agreed between a senior member of HLSTC staff and parents/carers.

### **Media, Child Protection, Photography and Data Protection:**

We may take photographs or video recordings of our courses and instruction, in which you may feature. By accepting these Terms & Conditions you are giving your consent for any such images to be used by HLSTC, unless you inform us otherwise in writing.

No individual under 18 will be identified by name and no adult without their express permission. Due to the sensitive nature of our site and in line with child protection, no photography is to take place without the permission of the Principal or a nominated deputy.

Images may not be passed to the media, posted on the internet or social media without prior consent of the Principal.

Data obtained through our 'consent form' will be kept in secure storage and will be destroyed as soon as it has no further purpose. Data collected by electronic means is securely stored on our computer network. Data is never passed to any third party. Payment card details are not stored by HLSTC.

### **Kit:**

Use of wetsuits and buoyancy aids is included in the course fee. Students must come with sufficient other suitable clothing for the conditions. This must include suitable footwear which you don't mind getting wet and which will stay on if you are in the water.

Footwear must have a closed toe and be reasonably non-slip. Old trainers are OK, as are neoprene beach-shoes or 'wet-suit' boots. Sandals or 'Crocs' or wellies are not suitable.

If it is going to be sunny, please think about sun-cream and maybe a cap and/or sunglasses.

If you are going to wear sunglasses, or prescription glasses, please bring a strap or cord to prevent them being lost in the event of a swim!