

 **Course Booking Form**

This form must be received by Rounders England at least **28 days** before the course commences.

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| **COURSE DATES & TIMES** |
| **Venue name & address:** |  |
| **Postcode:**  |  | **Preferred date(s) of course:** |  |
| **Tutor:***\*Rounders England will assist in appointing a tutor.* |  | **Timings of course** **(start & finish):** |  |
| **Would you like this course Open / Closed to the public**(Circle where appropriate) |  Open / Closed |

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| **Teacher Awards** | **Resources** | **Umpire Award** | **Resources** | **Leadership** | **Resources** |
| **Cost pp** | **No. of resources required** | **Cost pp** | **No. of resources required** | **Award** | **Cost pp** | **No. of resources / places required** |
| **Primary Coaching 4 Teachers** | **£35\*** |   | **Preliminary Umpire** | **£30\*** |   | **Rounders Young Leaders Award (RYLA)** | **£35\*** |   |
| **£16** |  |
| **Secondary Coaching 4 Teachers** | **£50\*** |   | **Intermediate Umpire** | **£60\*** |   | **Practical Activator** | **£40\*** |   |
| **Online Activator** | **£20** |  |

**\*Note:** The Tutor fee & travel expenses are included in the resources fee.

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| **COURSE ORGANISER DETAILS** |
| **Name** |  | **Position** |  |
| **Address** |  |
| **Postcode** |  | **Tel. no.** |  |
| **E-mail address** |  | **Rounders England Education membership no.** |    |

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| **INVOICE DETAILS (Organisation/Person to be invoiced for resources if different from venue information)** |
| **Name of organisation to be invoiced** |  | **PO number** |  |
| **Address** |  |
|  | **Postcode** |  |
| **Contact name** |  | **Tel. no.** |  |
| **E-mail address** |  |

 **Course Requirements -** Courses **cannot** be held outside

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| **COURSE** | **CLASSROOM REQUIRED?** | **4 BADMINTON COURT SPORTS HALL R’QRD?** | **COURSE DURATION (without breaks)** | **MIN NUMBER OF LEARNERS** | **MAX NUMBER OF LEARNERS** | **PRE-REQUISITES** |
| **Primary C4T** | √ | √ | 3 hours | 12 | 20 | Learners must be a Teacher/Coach attached to schools |
| **Secondary C4T** | √ | √ | 6 hours | 12 | 20 | Learners must be a Teacher/Coach attached to schools |
| **Prelim Umpire** | √ | √ | 3 hours | 12 | 20 | Learners must be 14+ years of age |
| **Inter Umpire** | √ | √ | 3.5 hours (& home study/field test) | 12 | 20 | Learners must be 16+ years of age |
| **RYLA** | √ | √ | 6 hours | 14 | 20 | Learners must be 14+ years of age |
| **Activator** | X | √ | 3 hours | 12 | 20 | Learners must be 18+ years of age |

**Booking Terms & Conditions:**

* Course organisers are required to have current Education membership before the course is approved.
* Course organisers will be charged for the number of resources they have requested, regardless of if the learners do not attend on the day of the course. Tutors will leave any unused resources with you on the day.
* Learners will register to enter a course by accessing the Platform. Courses appear in the ‘Courses’ section of an individual’s account or can be accessed via their account.
* Members will be asked to create a ‘Course Applicant’ account (if they do not currently have a valid account) and link themselves to your organisation. Once members have entered the course successfully, names will appear on the ‘live entry list’ which can be viewed by clicking on the button on the ‘course information’ screen within the platform.
* Payment is required before commencement of the course.
* If the course is cancelled by the organiser within two weeks of the course start date, it is up to the tutors’ discretion that a 50% charge of their fee will apply. This is due to the pre-course planning they would have undertaken (please note tutor fees vary dependant on each course).
* I can confirm that the facility that will host the course has been booked in as per the guidelines identified on our website. If you would like to re-confirm the facilities you will require for your chosen course please visit <http://www.roundersengland.co.uk/get-involved/>
* Rounders England courses, competitions and events may carry additional terms and conditions dependent on the entry criteria. In addition to this document please read the terms and conditions contained within the Rounders England E-Commerce & Privacy Notices that are available on the website.

I certify the organisation will follow all course rules and regulations and that all details provided are accurate to the best of my knowledge

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please return your completed application form to: **Rounders England, The Bridge House, Mill Lane, Dronfield, S18 2XL**

**Tel: 07377 925705 Email:** **workforce@roundersengland.co.uk**