

## British Rowing Education and Training Cours.

### Terms and Conditions.

#### 1. Booking courses/workshops

- Bookings are made by completing the on-line booking and paying the course/workshop fee.
- Some courses/workshops have requirements that must be met before booking. These will be made clear on the course page of our website and in course information pre booking.
- Upon booking you will receive an email confirming your booking and that your payment has been successful. Before the course/workshop you will receive an email with attendance details including the venue address where appropriate and a contact for the event. If you have any questions before this, please contact the Education and Training team [education@britishrowing.org](mailto:education@britishrowing.org)

#### 2. Registration Forms

- You will be required to complete a registration form to include medical information when booking on to a course or workshop.
- For all courses and workshops (face to face and online):

In order for British Rowing to accommodate any specific physical, learning or communication needs you must inform us of these. It is your responsibility to let us know of any needs you may have via the registration form or contacting [education@britishrowing.org](mailto:education@britishrowing.org)

If you do let us know of any particular needs, we may need to contact you to discuss this further. We will also need to share this information with our Coach Educator Consultants in confidence.

- For UKCC Courses (face to face and online):  
If you are a L2, Club, Session Coach, Strength and Conditioning and L3 Senior Coach, and you have particular needs, you may be eligible for 'reasonable adjustments' to assist you during the course. It is important that you notify us any particular needs at the point of booking the course so that if applicable, we can support you in applying to I<sup>st</sup>4Sport for a reasonable adjustment to assessments.

#### 3. Allocation of Places

- Course and workshop places will be allocated on a 'first come, first served' basis, unless otherwise stated in the course application process. You must be eligible for the course for which you have applied.

#### 4. VAT

- VAT is charged on all course/workshop fees at the currently applicable rate. All costs and fees quoted include VAT.

## 5. Cancellation of course/workshop

- British Rowing reserves the right to cancel any course/workshop due to insufficient numbers or events outside their reasonable control. If a course/workshop is cancelled a full refund will be given, or another course/workshop can be chosen by the delegate.
- In some circumstances, postponement of all or part of a course/workshop may be necessary (e.g due to adverse weather, pandemics, tutor illness etc). In these circumstances, the course/workshop or the relevant part will be rescheduled.

## 6. Cancellation by Delegate

- In accordance with the Consumer Contracts (Information, Cancellation and Additional charges) Regulations 2013, you can cancel your attendance at the course/workshop within 14 days of receiving an email from British Rowing confirming your booking. In such an instance you will receive a full refund of all fees paid in respect of the course/workshop less a £10 administrative fee. After this period, British Rowing's refund policy in accordance with section 7 is applicable.
- Cancellations/refunds will be in line with our refund policy detailed below in section 7.
- If you book and/or receive an email from British Rowing confirming your booking within 14 days of the start date of the course/workshop, you agree that you are deemed to have made a request for the supply of the service to have begun. Accordingly, you agree that you no longer have the right to receive a full refund of fees paid upon cancellation of your attendance to the course/workshop. In this circumstance British Rowing's refund policy in accordance with section 7 is applicable.

## 7. Refund policy

Following payment of full fees (See 7a for policy on L3 Senior Coach with payment in instalments):

<b>Cancellation time before course/workshop</b>	<b>Amount of refund</b>
2 weeks or more	Full refund less £10 administrative fee
1-2 weeks	75%
Less than 1 week but no less than 48hrs	50%
Less than 48 hours	No refund

7a. Refund policy for L3 Senior Coach when paid in instalments:

<b>Cancellation time before course/workshop</b>	<b>Amount of refund</b>
2 weeks or more	Full refund less £30 administrative fee
1-2 weeks	75%
Less than 1 week but no less than 48hrs	50%
Less than 48 hours	No refund

8. Attendance

- If, once you have started a course/workshop you fail to complete or anticipate not completing it, please contact us as soon as you can to discuss the options that may be open to you. [education@britishrowing.org](mailto:education@britishrowing.org)

If you fail to attend any allotted assessment day/time, you will incur an additional charge. This fee is variable depending on course type, and assessment type.

- We try to ensure all face to face course venues are accessible to all. However, if you do have access requirements, please indicate this in the appropriate space in the registration form. British Rowing will endeavour to meet these requirements or advice on potential alternative course/workshop options.
- British Rowing expects all course attendees/delegates and members to abide by British Rowing policies and guidance, all of which are available on our website at <https://www.britishrowing.org/about-us/policies-guidance/> .
- British Rowing reserves the right to deny access to or remove any attendees/delegates from a course/workshop if their behaviour is deemed unacceptable, inappropriate, violent or abusive by the workshop tutor/s or British Rowing. In such circumstances the attendee/delegate will not be refunded any fees paid to attend the course/workshop.
- The British Rowing Appeals Policy for UKCC (Session Coach, Club Coach, Strength and Conditioning Club Coach, Senior Club Coach and Advanced Coach) course assessments can be found at <https://www.britishrowing.org/about-us/policies-guidance/>

9. Completion (for UKCC Session Coach, Club Coach, Strength and Conditioning Club Coach and Senior Club Coach)

- All aspects of the course must be completed, paperwork submitted to British Rowing and assessments completed a minimum of 4 weeks before the expiry of the 1<sup>st</sup>4Sport registration period (2 or 3 years depending on specific course). Replacement of lost certificates will cost £25.
- If you are deemed Not Yet Competent for a practical assessment, you are required to wait one month and will incur an additional charge for reassessment.

#### 10. For coaches aged 16-18 attending UKCC Coaching courses (Session Coach, Club Coach, L2 Strength and Conditioning)

- You must be 16 at the time of booking. On completion of the course, if you are not yet 18, you will be given official notification as evidence of completion of the training, and then you will be certificated from your 18th birthday. The certificate will be automatically generated for you then and sent to you directly. Until you are 18, you must be supervised during all coaching activities as per our guidance for Volunteers Under 18.
- Under 18s must ask a parent or guardian to complete a parental consent form at the time of booking (this will be attached to the booking email). Please ensure this is completed and returned to British Rowing as soon as possible. Please also bring a copy with you to the course. It is a requirement of your attendance on the course.

#### 11. Membership of British Rowing

- Membership of British Rowing must be maintained throughout the duration of the course including for final assessments (Club Coach, Strength and Conditioning Club Coach, Senior Club Coach, Advanced Coach). Note: if your membership of British Rowing ceases you will lose access to the course resources until your membership is renewed. If this happens, you must ensure you re-join with the same membership number otherwise any course work completed will no longer be accessible.

#### 12. Liability

- In respect of any liability British Rowing's total liability shall not exceed in aggregate 150% of the total course/workshop fees paid or payable by a Delegate under these Terms and Conditions. This in no way limits British Rowing's liability for death or personal injury to any person due its negligence or the negligence of its employees.
- British Rowing shall not be liable to a Delegate for any direct, indirect, consequential or incidental losses; arising out of the provision of or the attendance to the course/workshop.
- British Rowing shall not be liable or responsible for the opinions or views expressed by the tutor of the Workshop.

#### 13. Force Majeure

- British Rowing shall not be liable to the Delegate under these Terms and Conditions to the extent that it is unable to perform its obligations by events outside of British

Rowing's reasonable control including but not limited to; war, terrorist attack, government action, fire, floods, epidemic, pandemic, breakdown of systems or network access and industrial disputes.

#### 14. Governing Law

- These Terms and Conditions shall be subject to English law in all respects (including formation) and shall be construed and interpreted in accordance with English law and shall be subject to the jurisdiction of the Courts of England.