



**CINQUE PORTS SAILING Ltd**

Tel: 079101-23259

email: cinqueportssailing@gmail.com



**CADET ENROLMENT APPLICATION FORM FOR UNDER 18 YEAR OLDS**

*Please enter details in BLOCK CAPITALS.*

*N.B. Your parent or guardian must complete the attached Consent Form to be included with your application.*

*Surname* .....

*Forename(s)* .....

*Date of Birth* ..... *Nationality*.....

*Permanent Home Address*.....

..... *Post Code* .....

*Telephone numbers: Home* ..... *Mobile(s)* .....

*E-mail:* .....

*Other Clubs:* .....

*School/College or Occupation* .....

*Boat Type*.....*Boat Name* ..... *Location* .....

*Sailing Experience and RYA Qualifications:* .....

**In making this cadet application I acknowledge the following:**

1. The training session conditions for cadets.
2. The conditions of use of photography or video.
3. Cinque Ports Sailing Ltd Document 5a: Code of Conduct for Cadets and Parents.
4. Responsibility to be keep informed and abide by any cadet conditions of participation.
5. Cadets must always be under adult supervision when on club premises.
6. Enrolment and acceptance of the rules, terms and conditions will be deemed to constitute consent to the holding of relevant personal data for the purposes of the Data Protection Act.
7. Details of member's boats and the owner's name are, by agreement, displayed in any Members only section of our website. If you own a boat but wish to withhold your agreement place an 'X' here.
8. Enrolled members receive information, newsletters etc. via e-mail whenever possible. Please indicate your preference here: I do  I do not  wish to receive e-mails from Cinque Ports Sailing Ltd.  
Important communications will nevertheless be sent by email when deemed necessary.

**I agree to abide by the rules, terms and conditions\* of Cinque Ports Sailing Ltd**

*Signature* ..... *Date* .....

**N.B. Cinque Ports Sailing Ltd office may arrange for you and a parent/guardian to meet a member of the Committee. The application will be considered by the Committee at the next Committee meeting.**

\* A copy of the rules, terms and conditions can be requested.

**Document 6 – Parental Consent form for  
Cinque Ports Sailing Ltd activities**  
**Parental Consent form** (for participants under 18 years)  
Please complete all sections in Block Capitals

**Participant's details**

First name	Surname/family name
Home Address	
Date of birth	Age

**Parent/guardian/person with legal responsibility**

First name	Surname/family name
Relationship to child	
Home Telephone Number	
Mobile Telephone Number	Email Address

**Alternative Emergency Contact:**

First name	Surname/family name
Home Telephone Number	
Contact Number during sessions	Email Address

**Medical information**

It is your responsibility to make known any disability/medical condition that may affect your child during the activity, and any medication that they may require. This information will be shared with those responsible for supervising the activity.

Has your child ever suffered from any of the following conditions: Asthma/bronchitis, heart condition, fits, fainting or blackouts, severe headaches, diabetes? <i>please provide details, including any specific advice to be followed in an emergency:</i>	YES / NO <i>If YES</i>
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Does your child have any conditions requiring medical treatment, including medication? <i>If YES please specify:</i>	YES / NO
Is your child allergic to any medications? <i>If Yes, please specify:</i>	YES / NO
Are there any other medications which your child may not take <i>If YES, please specify:</i>	YES / NO

Does your child have current protection against tetanus?	YES / NO
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Is your child currently suffering/recovering from any injuries which may affect their sailing? NO If YES please provide details:	YES /
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Please outline any special dietary requirements of your child, clearly indicating any food allergies.
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Does your child have a disability, learning difficulty or medical condition which may affect their learning (ability to participate in practical or theoretical sessions)? NO If YES please provide details:	YES /
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**Declaration of parent or person with legal responsibility**

I the parent/guardian of ..... hereby acknowledge that I will read any conditions of participation in Cinque Ports Sailing Ltd activities and that I will ensure that I fully understand them. I will explain them to my child so that he/she will understand and agree to abide by them. I understand that sailing can be a hazardous sport. I believe that my child is fit to participate. I understand that my child needs to have enrolment in the Cinque Ports Sailing Ltd in order to participate.

**Medical consent**

I give permission to Cinque Ports Sailing Ltd to administer or arrange to have administered any relevant treatment or medication to the above-named participant when or if necessary.

I agree to my child receiving medication and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion as considered necessary by the medical authorities present. I understand the extent and limitations of any insurance cover provided. I understand that I shall be notified, as soon as possible, of any treatment given.

**Consent for use of images**

I grant to Cinque Ports Sailing Ltd without payment the right in perpetuity to make, use and show any motion pictures, still pictures and live, taped or filmed television of or relating to any Cinque Ports Sailing Ltd activity in accordance with our conditions of use of photography/video which I have read.

I agree to notify Cinque Ports Sailing Ltd of any relevant changes in my child's circumstances, medical or otherwise. I understand that this form may be given to those supervising my child in accordance with the club's safeguarding policy.

I agree to notify Cinque Ports Sailing Ltd of any relevant court order my child may come under.

Signed: (participant) .....

Signed: (parent/guardian).....

Parent/Guardian Name (please print) ..... Date: .....

**Note: Relevant Conditions of participation or entry and any Conditions of use of photography or video attached. It is the responsibility of the parent/guardian to keep up-to-date with any conditions.**

# **Cinque Ports Sailing Ltd Document 5a – Code of Conduct (adapted from the RYA) for cadets and parents**

It is the policy of Cinque Ports Sailing Ltd that all participants, coaches, instructors, officials, parents and volunteers show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the club/class. The aim is for all participants to enjoy their sport and to improve performance.

**Abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated and may lead to disciplinary action.**

## **Participants - young sailors, windsurfers and powerboaters**

- Listen to and accept what you are asked to do to improve your performance and keep you safe
- Respect other participants, coaches, instructors, officials and volunteers
- Abide by the rules and play fairly
- Do your best at all times
- Never bully others either in person, by phone, by text or online
- Take care of all property belonging to other participants, the club/class or its members

## **Parents**

- Support your child's involvement and help them enjoy their sport
- Help your child to recognise good performance, not just results
- Never force your child to take part in sport
- Never punish or belittle a child for losing or making mistakes
- Encourage and guide your child to accept responsibility for their own conduct and performance
- Respect and support the coach
- Accept officials' judgements and recognise good performance by all participants
- Use established procedures where there is a genuine concern or dispute
- Inform the club or event organisers of relevant medical information
- Ensure that your child wears suitable clothing and has appropriate food and drink
- Provide contact details and be available when required
- Take responsibility for your child's safety and conduct in and around the clubhouse/event venue



## **Cinque Ports Sailing Ltd Training Session Conditions for Cadets/Children**

Booked training sessions will be delivered by the Sailing School (Cinque Ports Sailing Ltd), or by an appointed RYA Training Centre staffed by appropriately qualified and experienced RYA instructors. Non-RYA sessions e.g. sailing on club members' boats or club boats also come under these conditions.

1. Cinque Ports Sailing Ltd reserves the right, at all times, to cancel bookings/sessions at its discretion.
2. All participants **MUST** be between the ages 8 and 18 unless otherwise approved. On the water, they must wear their own suitable buoyancy aid or lifejacket and be confident in the water. Children aged 12 and under must be accompanied by their parent/guardian, or accompanying adult appointed by the parent/guardian, when sailing on a yacht. If a buoyancy aid or lifejacket is borrowed from someone else, or from the Club, the owner of the buoyancy aid/lifejacket cannot be held liable for any equipment failure.
3. A Parental Consent Form must have been submitted for each cadet/child participating. It is the responsibility of parents/guardians to keep the parental consent form up-to-date. Any conditions of participation or entry, and conditions of use of photography or video must be observed.
4. All children must be accompanied by a parent or guardian at the beginning and end of any session, failing this, parents/guardians must give written permission for children (only aged 13-17) to leave the sessions by themselves. Parents or guardians must also be contactable (for example by mobile phone) for the whole duration of the session.
5. Neither Cinque Ports Sailing Ltd nor any of its employees or agents shall be liable in any way whatsoever in respect of loss or damage to property.
6. Cinque Ports Sailing Ltd must be informed of any medical condition affecting the participant, or of any medication taken by the participant that could affect their taking part in the sailing session, e.g. asthma, epilepsy, heart conditions. Cinque Ports Sailing Ltd reserves the right to refuse any booking/session on medical grounds.
7. All bookings/sessions are accepted on the understanding that any instructions or directions given by any member of Cinque Ports Sailing Ltd's staff/agents are to be observed. Participants are asked to respect the equipment provided; compensation will be sought from anyone deliberately causing damage to equipment.
8. Cinque Ports Sailing Ltd reserves the right at all times to refuse or restrict the use of facilities. The right is also reserved to prohibit continued entry to anyone who refuses to comply with the conditions as stipulated, or who behaves inappropriately or, in any way, causes damage or annoyance to any other persons.
9. Participants are to wear suitable clothing and footwear when going on a boat (yacht or dinghy). Suitable footwear means flat soft soled shoes or trainers (with appropriate grip) for dinghy or yacht sailing or sailing boots (with appropriate grip) for yacht sailing.
10. If any injuries are sustained or damage to valuables occurs, participants are to notify Cinque Ports Sailing Ltd's staff or agents immediately.
11. It is the responsibility of parents/guardians to keep themselves informed of any changes or additions to these or any Cinque Ports Sailing Ltd's participation terms and conditions and to be familiar with Cinque Ports Sailing Ltd's constitution and rules. Parents/Guardians undertake to inform their children of relevant information affecting their participation.

### **Cinque Ports Sailing Ltd Conditions of Use of photography or video**

In accordance with our child safeguarding policy, Cinque Ports Sailing Ltd will not arrange for photographs, video or other images of children to be taken or published without the consent of the parents/guardians. We will abide by the Conditions of Use below. If you have any concerns about the way images are being used, you should inform Cinque Ports Sailing Ltd's Safeguarding Officer.

1. We will normally only identify a child by reference to the child's first name.
2. We will not use personal details or full names (i.e. first name and surname) of any child to accompany a photographic image on video, on our website, in our organisation brochure or any other electronic or printed publications without good reason. 'Good reason' includes using the full name of a child in a newsletter to organisation members if the child has won a trophy or award.
3. We will not include personal email or postal addresses, telephone or mobile numbers on video, on our website, in our organisation brochure or in other electronic or printed publications.
4. We may use group photographs or video with very general labels, such as 'Cadet Week'.
5. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.
6. Photographs or video may be used for coaching purposes or by officials during competition to illustrate incidents on the water.
7. Commercial sale of any form of media will be limited to the organisers or their official photographers.



## **Payments by Bank Transfer for Training/Courses/Membership**

Please pay by bank transfer to the following bank account:

Cinque Ports Sailing Limited

Sort Code 20 17 92

Account Number 330 627 59

Please put the participant's name as the reference

**50% payment of the total amount is due to secure your booking. Full payment must be made at the latest two weeks before the course/training/event start date.**

### **Terms and Conditions of booking:**

All organised sailing activity at Conningbrook Lakes is administered by Cinque Ports Sailing Ltd (the Sailing School). In order to comply with insurance requirements all children must be enrolled in Cinque Ports Sailing Ltd. The annual enrolment fee is non-refundable (£10 for children).

Should you need to cancel 14 days or less prior to the course/training start date, the full amount is still due if the place cannot be filled with another participant. All payments are non-refundable but bookings can be transferred to other dates subject to availability and cancellation terms. A £10 administration fee applies for all booking changes and must be received to enable the booking alteration.

All booking forms required must be completed and submitted by the start of the course.

The course/training may be subject to postponement/delay due to weather conditions etc. Alternative arrangements will be agreed with participants and their parents/guardians.

By making a payment for a booking, you agree to and understand the course/training arrangements also in the case of cancellation. Cinque Ports Sailing Ltd terms and conditions apply at all times. Cinque Ports Sailing Ltd follows its child and vulnerable adults safeguarding policy.

Data Protection Act: By making a booking, you understand that Cinque Ports Sailing Ltd will keep details of bookings on file and may share this information with other approved organizations with regards to sailing.



## What does the participant need to bring for the course/training?

Please bring the following:

Old trainers that can get wet, or neoprene beach shoes

Large (swimming) towel

Shower gel / Shampoo

Returnable Pound coin for a locker to store items

Sun cream, sunhat and sailing gloves if needed

Packed lunch / meal with a drink

Rash vest or polyester T Shirt (not vital, but can be worn as a top underneath a wetsuit)

Own wetsuit (if you don't have your own, a wetsuit can be borrowed subject to availability). We recommend wetsuits with long sleeves and long trouser legs.

Own buoyancy aid (if you don't have your own, a buoyancy aid can be borrowed subject to availability)

Warm clothes to wear during breaks and after sailing

Swimming Costume

\*\*\*Children/Youth must bring their own cycle helmet or watersports helmet to wear during sessions. Some helmets may be available via the Sailing School subject to availability\*\*\*

All your course / training forms if you still need to hand them in!

Any queries, please email [cinqueportssailing@gmail.com](mailto:cinqueportssailing@gmail.com)

Important Note: Conningbrook Lakes Sailing started in October 2015 shortly after Conningbrook Country Park was opened to the public. In 2016 Conningbrook Lakes Sailing run by Cinque Ports Sailing Ltd. was given RYA recognition as an RYA Training Centre. All courses and training is run using RYA instructors sometimes together with Assistant Instructors. Not all training is RYA certificated, so it is up to parents/adults to ensure they know which training is RYA certificated and which is not if they require an RYA certificate. In house certification may also be available for non-RYA certificated training.