

Archery GB Instructor Award Course Course Organiser Terms and Conditions

Thanks for your interest in running an Archery GB Instructor Award Course. Please read the below terms and conditions before applying to organise a course.

Submitting your course request

- Before submitting your course request, please ensure you have read the [course organiser page](#). Should you have any questions, please contact us phone 0121 455 8270 or via email education@sportstructures.com. Please complete **all fields** of the form unless otherwise directed.
- It is recommended that course requests are submitted as early as possible.
- Please read the guidance for delivering instructor courses which can be found on the course organiser page. Please also be aware of [Government guidelines](#).

Booking details

- The course organiser is responsible for ensuring that all learners meet the eligibility criteria.
 - The course organiser is required to submit the following learner information a **minimum of 5 working days ahead** of the course to education@sportstructures.com:
 - First name / surname
 - Address including postcode and region
 - Date of birth
 - Gender
 - Email address
 - Confirmation of eligibility criteria
 - Any special requirements
- A template will be provided for you to obtain this information upon receipt of your course request form.
- Please ensure that if learners have any special requirements that you inform us as soon as possible prior to the course so suitable arrangements can be made.
 - If you do use your own booking system to collect this information, you are required to gain consent (in line with GDPR regulations) to pass personal information onto Archery GB and Sport Structures for course administration purposes.

Updated: May 2021

Revision date: October 2021



- It is the responsibility of the course organiser to ensure pre-course information details are received by the learners, unless stated otherwise.

Venue fees

- It is the responsibility of the course organiser to organise and pay for venue fees associated with the course. Archery GB and Sport Structures shall not accept liability to cover any facility fees (including cancellation fees) that may be incurred.

Resources and certification

- Sport Structures will provide learners with a manual on attendance and a certificate based on the practical assessment. Archery GB will provide certification.

Course advertising

- Should you wish for Archery GB and Sport Structures to advertise this course (for external learners to apply as well as learners from your own organisation), please identify this on the course request form.

Payment

- It is responsibility of the course organiser to ensure a valid invoice address and purchase order number is provided. The fee charged will be **£190 per person**. This includes:
 - Pre-course information sent to learners
 - Learner manual
 - Learner certification provided by Archery GB
 - Tutor and assessor fees (mileage is included up to 280 mile round trip). If the mileage limit is exceeded, you will be responsible for paying the additional mileage fees charged at 0.35p per mile.
- It is the responsibility of the course organiser to ensure minimum numbers are achieved. We can support advertising externally should minimum numbers be a challenge to reach.
- Sport Structures will invoice you based on the number of learners registered onto the course. Invoices will be sent via email to the name and address provided on the course request form. Invoices must be paid **within 7 days**. Payment must be made by credit/debit card or via bank transfer.
- If there is an outstanding balance due:
 - No learner certificates will be issued
 - Course organisers will be prevented from organising further courses

Post course

- We are always looking to improve our service. Once the course has taken place, we will send you a course feedback survey about your experience. We would be grateful if you could spend a few minutes of your time to complete this.

Cancellation / Postponement

All requests for cancellations/ date change must be received in writing to education@sportstructures.com.

Cancellations are subject to the following charges;

- Within 5 working days of the course start date = £30 admin fee
- Within 48 hours of the course = A charge of 50% of the invoice amount

We will endeavour to contact you in advance of the 5 days to confirm whether the course will be going ahead.

If you need to change the date of the course, we will require at least 6 working days notice prior to the original date. If you go onto cancel the new date, you are liable to a charge of 50% of the invoice amount.

Our Responsibilities

A member of our education team will support you through the course organiser process. We will:

- Communicate with you to confirm receipt of your course request form and throughout delivery of the course.
- Provide learners with a course manual
- Communicate with Archery GB regarding learner certification