**Bowls Development Alliance**

**Safeguarding Course**

**Booking Form**

**About You**

|  |  |
| --- | --- |
| Full Name |  |
| Address\*\* |  |
| Postcode |  |
| Contact number (home) |  |
| Contact number (mobile) |  |
| Email address |  |
| Date of birth (DD/MM/YY) |  |
| Please tick the appropriate box to indicate your gender: |  [ ]  Male [ ]  Female |
| Please specify how you heard about this course |  |
| Emergency Contact Name and Number |  |

**Ethnic origin (**Please tick the appropriate box to indicate your cultural background):

|  |  |
| --- | --- |
| [ ]  White - British  | [ ]  Asian or Asian British - Bangladeshi |
| [ ]  White – Irish | [ ]  Any other Asian background |
| [ ]  Any other white background | [ ]  Black or Black British - Caribbean |
| [ ]  Mixed - White and Black Caribbean | [ ]  Black or Black British - African |
| [ ]  Mixed - White and Black African | [ ]  Any other black background |
| [ ]  Mixed - White and Asian | [ ]  Chinese |
| [ ]  Any other mixed background | [ ]  Prefer not to state |
| [ ]  Asian or Asian British - Indian | [ ]  Any other (please write in)       |
| [ ]  Asian or Asian British - Pakistani |

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| --- |
| The Disability Discrimination Act 1995 defines a disabled person as anyone with a ‘physical or mental impairment that has a substantial and long-term adverse effect upon his/her ability to carry out normal day-to-day activities’. Do you consider yourself to have a disability? [ ]  Yes [ ]  No If yes, what is the nature of your disability? Please tick the appropriate box |
| [ ]  Sensory impairment (including visual and hearing) | [ ]  Learning disability |
| [ ]  Physical impairment | [ ]  Multiple impairments |
| [ ]  Mental health difficulty (e.g. severe depression, bipolar) | [ ]  Do not wish to answer |
| Do you have any special needs of requirements that the tutor should be aware of before the course?[ ] Yes [ ]  NoIf yes, please specify:       |

**Payment method**

Your place on the course will be confirmed on receipt of payment. Please confirm your payment method;

|  |  |
| --- | --- |
| Cheque (made payable to Bowls Development Alliance) | [ ]  |
| Not applicable | [ ]  Please specify: |

**Prerequisites**

|  |  |
| --- | --- |
| Be able to communicate effectively in English (this includes listening, speaking, reading and writing) | [ ]  |
| Be a minimum of 16 years of age | [ ]  |

**Terms and Conditions**

•Cancellations within 7 days or failure to attend the course without good reason (at the sole discretion of the BDA), will result in the full course fee being charged

•Cancellation within 14 days of the qualification will result in 50% of course fee being refunded

•Once payment and the application form is returned, confirmation of course details will be sent 7 days prior to the course

•If, for any reason, the BDA cancels the course, all candidates will automatically be booked onto the next available course

•We advise that accommodation / train tickets should not be booked until a course confirmation letter is received or a BDA member of staff confirms that the course is definitely going ahead as we will not refund expenses incurred

•In the event of a tutor not being able to tutor a course at short notice due to an emergency, we will contact all candidates and re-organise the course.

• The information provided by the applicant will be stored on the BDA Database and held in accordance with the Data Protecting Act 1998.

|  |  |
| --- | --- |
| I accept the above terms and conditions | Yes [ ]  No [ ]  |
| Course Start Date (DD/MM/YY) |  | Course Venue |  |

Please return this application form via email to office@playbowls.org Alternatively our postal address is;

**Bowls Development Alliance, PO Box 10191, Melton Mowbray, LE13 9EL**

(*Please return this form with payment at least* ***14 days prior*** *to the course*)

**Thank you for your cooperation**

