



CAPSTAN
SAILING SCHOOL



Personal details

Title	Name
Address
Telephone	Mobile
Fax	Email
Date of birth		

Contact ashore

Name	Telephone
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Experience summary

Sea miles	Days at sea
60 mile passages	Night hours
Days as skipper	Other

Course details

Course title	Course dates
Price		

Declaration

Please enroll me on the above course and process payment. I agree with the terms and conditions.

Signature	Date
Guardian (if under 18)	Date

Medical Information

	YES	NO
Bad back	<input type="checkbox"/>	<input type="checkbox"/>
Heart condition	<input type="checkbox"/>	<input type="checkbox"/>
Dizzy spells	<input type="checkbox"/>	<input type="checkbox"/>
Sea sickness	<input type="checkbox"/>	<input type="checkbox"/>
Asthma	<input type="checkbox"/>	<input type="checkbox"/>
Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>
Hayfever	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>
Pregnant	<input type="checkbox"/>	<input type="checkbox"/>
Are you taking any medication?	<input type="checkbox"/>	<input type="checkbox"/>
Are you receiving medical treatment?	<input type="checkbox"/>	<input type="checkbox"/>

Medication and treatment details (if applicable)

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Dietary requirements

	YES	NO
Vegetarian	<input type="checkbox"/>	<input type="checkbox"/>
Vegan	<input type="checkbox"/>	<input type="checkbox"/>
Halal	<input type="checkbox"/>	<input type="checkbox"/>
Kosher	<input type="checkbox"/>	<input type="checkbox"/>

Capstan Sailing School

24 Northfield Way, Brighton, BN1 8EH
+44 7980 213 020, +44 7952 780 344
<http://www.capstansailing.co.uk>

Allergies

Declaration

I declare that I am fit to take the above course, and undertake to notify Capstan Sailing School of any injuries or illnesses that may have a bearing on my fitness and ability to complete the proposed training. If I am on medication, I declare that I will bring enough to last me the duration of the course and additional spares.

Signature

.....

Date

.....

Payment instructions

We require full payment to secure your place on all courses. In some circumstances a 25% deposit will be allowed to secure your place on a course. In this case, balance is payable 1 month prior to the start date. All other cases require full payment at the time of booking.

Please make cheques payable to Kabestan Ltd. Bank transfer details are as follows:

Barclays Bank PLC, 1 Churchill Place, London, E14 5HP, UK

IBAN: GB23 BARC 2032 0090 4801 77, SWIFTBIC: BARCGB22

Sort Code: 20-32-00, Account Number: 90480177

Reference: Your surname

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Terms and Conditions of Business

Payments

A 100% payment or a deposit of 50% (if total amount greater than GBP600) of the course fee is payable on booking the course. The booking is not confirmed until the full fee or deposit has been paid.

The final amount of the course fee and any extras must be paid two calendar months before the course is due to commence. If the course is booked within two calendar months of the start of the course, the full amount of the course is due with the booking. If the final payment is not received the booking may be deemed cancelled and Capstan Sailing School reserve the right to resell the booking.

If the student wishes to change the dates within two calendar month of the date of the start of the course, Capstan Sailing School will make every effort to accommodate the request. If it is not possible Capstan Sailing School will not be liable for the return of the deposit or any other payments.

Payments and deposits will only be refunded if the course is resold.

If for any reason Capstan Sailing School cancel the course and alternative dates cannot be arranged a full refund of course fees will be made, but otherwise shall have no liability to the client.

Age Limits

Capstan Sailing School cannot accept students under the age of 18 unless accompanied by a parent or guardian.

There is no upper age limit, but students should satisfy themselves that they are fit and able to join their chosen course.

Insurance

Ouyachts are fully insured against accidents and third party liability, but responsibility is not accepted for personal accidents, damage or loss due to your negligence. Unnecessary equipment damage and losses attributed to your carelessness will be paid for by you at replacement price – fair wear and tear accounted for. You are strongly recommended to arrange personal insurance cover for your own cancellation, bodily injury and personal liability.

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Students' responsibilities

Students have the following responsibilities:

- To ensure that they do not take any action which jeopardises the safety of fellow clients, skippers or boats.
- To observe the rules of Customs and Excise and any other authorities to which they may become subject.
- To observe the standards of personal conduct which will not be considered offensive by fellow crewmembers or neighbouring vessels.
- In the event of unacceptable behaviour, Capstan Sailing School reserves the right to terminate the offending clients course. Fees will not be refunded.
- **To inform the school of any known medical conditions.**

RYA Certificates

Capstan Sailing School has high standards of instruction and applies RYA guidelines on the issue of certificates. Certificates will not be issued if, in the opinion of the instructor, the student has not reached the necessary standard.

Health

Sailing is an activity sport and it is the responsibility of the student to ensure that they are healthy and fit to sail. Please check with your Doctor if you are in any doubt. If for whatever reason, the skipper has to put a student ashore or administer medical aid, Capstan Sailing School or its skippers or other employees accept no liabilities.

Late arrivals

Capstan Sailing School will make every effort to revise sailing timetables to accommodate late arrivals. However, if such delays affect other students' courses, the skipper may decide to sail without the delayed student. In such cases, no refund will be given.

Own Boat Instruction

In own boat instruction, all the above conditions apply. The owners will also be required to:

- Ensure that the yacht is equipped appropriately and is maintained in a proper and seamanlike condition for the intended sailing area.
- Ensure the yacht is fully insured for the duration of the instruction.
- Provide all travelling and out of pocket expenses for the Instructor from Brighton or their home, whichever is the least.
- Retain responsibility for the safety of the yacht throughout. The instructor will not take on the skipper's responsibilities, he will however advise the owner on all safety matters.
- Capstan Sailing School will make every effort to ensure that the course takes place as planned. However, if in the instructor's opinion weather conditions, safety, or any other consideration renders it imprudent to continue, then the instructor's decision is final.
- Capstan Sailing School does not accept liability for the consequence of delay or

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cancellation in any circumstances.

Force Majeur

In the event of non-performance, partial performance or delay resulting wholly or partly from any force majeure or occurrence or any circumstance whatever beyond the control of Capstan Sailing School including (without limitation) the acts or omissions of third parties, labour difficulties, weather conditions, technical breakdown or accident to any vessel or any part of it, natural disaster or any act of authority, the Capstan Sailing School shall use reasonable endeavours to continue to perform the booking but otherwise shall have no liability to the client. The client shall be liable to pay such part of the price as applicable to that part of the booking which has been performed (if any), and all expenses connected with it, and anything in excess already paid by the client shall be refunded. Capstan Sailing School determination of the applicable part of the price and the connected expenses shall be conclusive in the absence of manifest error.

Complaints

If you have any comment regarding the service offered by Capstan Sailing School please initially raise these issues with the member of staff concerned, at the earliest opportunity, if you are unable to do this or the issue is not resolved to your satisfaction, please contact the Principal via the office address or telephone. Complaints must be received within 1 calendar month. We will make an initial response within 48 hours and will make every effort to resolve the issue within 14 days.

Privacy Policy

To enable access to your online course we need to share some of your personal data with the RYA via your user profile in www.ryainteractive.org. This learning management website is hosted and maintained by a third party called Learning Pool, who will not use your personal information for any reason other than enabling your course.

Your name and email address will be entered on www.ryainteractive.org in order to create your user account. On your first access to the site, you will be asked to enter your address and date of birth. You will have access to the site for one year in order to complete your online course. During this period, your personal information will be held on the website by Learning Pool and be available to this training centre and the RYA for the purpose of managing your course.

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Instructional support will be provided by this training centre for a period of 6 months from the date of your course booking.

On completion of your course, your name, email, date of birth and address will be transferred to the RYA's central database for the purpose of recording details of the course and any certification you gain as a result of it. This information allows the RYA to record your certification, to update any records they may already hold about you or your qualifications and to verify your certificate if required. After one year from the date of your enrolment on a course, your user account will be removed from www.ryainteractive.org.

Full details of how the RYA will deal with your personal information will be displayed when you first access www.ryainteractive.org.

For the duration of your access to the site, your data will be held in accordance with the RYA Interactive Data Policy, Terms and Conditions.

If you receive a digital certificate downloaded from the RYA Interactive site on completion of your course, your name, address, date of birth and certificate details will be transferred to the RYA database and held in accordance with the RYA's Privacy Policy.

On successful completion of your course your name, contact details, date of birth, certificate number and date of issue will be shared with the RYA through a secure web portal on www.rya.org.uk. The data will be stored on the RYA's central database. This information allows the RYA to record your qualification, to update any records they may hold for you, and to verify or replace your certificate if required. For further information on how the RYA will deal with your data, please see the RYA's Privacy Policy at www.rya.org.uk/go/privacy.

Photography

During our courses, photographs may be taken. Names of persons photographed will not be released. No payment, or reward will be payable at any time for the use of these photos. If you do not agree to our having sole copyright and permission to use them in full, or in part, as we see fit, then please initial here_____.