## REFEREE COURSE BOOKING FORM

To be completed by the Course Organiser and returned to refereeing@volleyballengland.org no less than 6 weeks before the proposed start date of the course.

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| **COURSE DETAILS** |
| **Level of Course (please tick)****(Candidate Registration Fee plus service fee of 3.2% + 50p)****Candidate fee includes relevant venue and tutor costs**  | [ ] Grade 4 Indoor (1 day) (£75.00) |
| [ ] Grade 4 Sitting (£75.00) | [ ] Grade 4 Beach (£75.00) |
| **Proposed date(s)** |  |
| **Course type** | Open [ ] Advertised on the VE website and social media channels for public bookings | Closed [ ] Will not be open for public bookings |
| **Facility details (please provide full address and post code)** |             |
| **Sports hall times booked (this must be 4 hours in the morning)** |       | **Classroom times booked (this must be 4 hours in the afternoon** |  |

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| **FACILITY CONTACT / INVOICING DETAILS** |
| **Facility Hire Cost** | £      | **OR** | [ ]  Free  |
| **VAT (for above cost)** | [ ]  Incl. VAT | [ ]  Excl. VAT | **OR** | [ ]  Free |
| **Facility Contact Name** |       |
| **Tel.** |        |
| **Email** |        |

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| **SPORTS HALL AND CLASSROOM FACILITIES/EQUIPMENT****(The following equipment should be provided. Please tick to confirm availability)** |
| **[ ]**  | Volleyball court with posts, net & antennae For safety reasons, and to comply with the international rules of the game, indoor posts must preferably be socketed or when fitted into an existing hall be bolted to floor anchors through a small base plate which needs to be covered with padding.Further details can be found in the [Volleyball England facilities strategy](https://www.volleyballengland.org/uploads/docs/Facilities%20Strategy%20%28indoor%20%26%20sitting%29.pdf).  |
| **[ ]**  | Team benches, Scorer’s Table & Line judge flags |
| **[ ]**  | Referee Stand (Improvised platforms are not acceptable) |
| **[ ]**  | Balls (Minimum 1 per 2 Candidates) |
| **[ ]**  | Multi Media Projector & Screen/Large TV(\*Accessible to External Laptop – NOT Network version) |
| **[ ]**  | Dry Wipe Board/Flipchart & pens |
| **[ ]**  | Chairs and desks in classroom |
| **[ ]**  | Access to Wi-Fi in classroom |

Please do not book any non-refundable facility hire unless approval has been given by Volleyball England. Any charges incurred in this instance shall not be covered by Volleyball England.

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| **COURSE ORGANISER DETAILS** |
| **Name** |       |
| **Contact Details**  | (       | :        |

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| **CLOSED COURSE INFORMATION AND WAIVER**If you are organising a closed course, payment for the minimum number of spaces required to run the course will need to be made upfront.  |
| Should you wish to organise a **closed** course, as the course organiser, it is your responsibility to promote the course and recruit sufficient learners to attend. In addition to this, it is your responsibility to ensure that any learners who enrol on to the course are appropriately briefed and committed to completing the course. This includes ensuring that the learners are aware of the date(s) and times that they are required to be in attendance and are aware of and have the capacity to complete the pre course preparation and course outcomes. Please sign below to confirm that you acknowledge these responsibilities. |
| **Signed**  |   | **Date** |  |

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| **GENERIC COURSE ORGANISER WAIVER**  |
| I confirm that I have read and agree to the [Health and Safety terms & conditions](https://www.volleyballengland.org/uploads/docs/Volleyball%20England%20Health%20and%20Safety%20Policy%20Updated%202017.pdf) for course organisation and delivery set by Volleyball England. I have also informed my [region](https://www.volleyballengland.org/support/regional-associations) or county of my plans to organise this course.  |
| **Signed** |  | **Date** |  |