

# BOOKING CONDITIONS AND JOINING INFORMATION (Day Skipper Theory)

## **COURSE FEES INCLUDE:**

- Instruction by staff trained to national governing body standards
- Course Certificate
- Practice Navigation Charts & CD-Rom
- RYA Course Notes Book

## **COURSE FEES DO NOT INCLUDE:**

- Plotter, Dividers and 2B soft pencil (available from the TBT shop for £25)
- Meals

## **PHYSICAL FITNESS**

You must advise on the booking form of any illness or medical disability. If you suffer from asthma, diabetes, epilepsy, giddy spells, angina, or other heart conditions or have a history of back problems, you should check with your doctor before making a booking and be in a position to produce a note from your doctor if required.

## **AGE RANGE**

18+ or accompanied children. Unaccompanied children by arrangement.

## **RECOMMENDED READING**

The Day Skipper Theory course assumes no previous theoretical knowledge but your enjoyment of the course will inevitably be increased with practical experience, and some pre-course reading of boating magazines and publications.

The RYA Navigation Handbook G6 is a very useful book and is available from the TBT shop, before or during your course.

## **WHAT TO BRING:**

- Notebook and pen
- Plotter, dividers and 2B pencil (available from TBT, please let us know beforehand)

## **PAYMENT**

- All bookings must be accompanied by the appropriate payment by cash, cheque or credit/debit card.
- Group event numbers must be confirmed and appropriate payment made at time of booking.
- Crossed cheques/postal orders should be made payable to "Tiger Bay Training" and sent to: Harbour Master's Office, Penarth Marina. CF64 1TQ.

## **CANCELLATION**

Course/event fees are non-refundable unless the event is cancelled by Tiger Bay Training. TBT will offer alternative dates if possible at no extra cost if notified of non-attendance no later than 2 weeks prior to the course or event. If TBT is advised of cancellation, for whatever reason, with 2 weeks notice or less then any alternative dates will need to be paid for in full. We will endeavour to fill your cancelled place and if successful may offer an equivalent discount towards the booking of alternative dates.

## **ARRIVAL**

Courses are based at Penarth Marina, Cardiff Bay. Please park either in the large car park on your right hand side (behind the blue fence) as you enter the marina or on the left a bit further up alongside the outer basin, then go straight to the TBT office to collect a parking permit to be displayed in your vehicle. Theory courses begin at 0930hrs.

Your instructor will meet you at the TBT Office, 18a Plas St Pol De Leon, in the Town Quay courtyard opposite the swing-bridge (see attached directions)

## **SAFETY**

In addition to enjoyment and learning new skills, safety is of paramount importance on all courses. To manage the risks so far as we are able Tiger Bay Training has a 'safe system of work'

- We only have qualified experienced staff
- We provide up-to-date equipment for your course
- We teach to national governing body recommendations and guidelines, in small groups
- We have robust management and safety systems which have been inspected by approved bodies such as the RYA
- We reserve the right to modify or cancel an activity if we feel that there are unmanageable risks.