

COACH EDUCATION
BOOKING FORM



COURSE NAME

COURSE REFERENCE



PARTICIPANT DETAILS

First Name:		Surname:	
Address:			
			Post Code:
Date of Birth:		Email:	
Home Tel:		Mobile:	
Male / Female	How are you paying for the course? (Please circle below)		
Cash	Card	Cheque	Other:

Ethnic Origin: (Please circle) White Black British Black African			
Asian	Chinese	Black Caribbean	Other (please state)

The above information is used for administrative and monitoring purposes only, and will not be passed on to third parties in a form which identifies individual details.

EMERGENCY CONTACT DETAIL (in case of an accident or emergency who should we contact?)

Name:	Home Tel:
Work Tel:	Mobile Tel:
Address (if different from that of participant):	
Relationship to participant: (e.g. parent/guardian/carer/other)	

Do you (the participant) have any injuries, weaknesses, medical conditions or allergies which may affect, or may be affected by, exercise or physical contact? Please circle: **Yes / No**

If yes, please state problem and any action or medication required and/or any activity in which you, the participant, should not be involved:

PLEASE TURN OVERLEAF

PLEASE NOTE: COACHES ARE NOT PERMITTED TO ADMINISTER MEDICINE, OR TAKE RESPONSIBILITY FOR MEDICINES. If the participant does require any medication he/she will be responsible for ensuring it is available and taken correctly. We are able to make provision for people with additional needs. If there is any additional help which you may require for the training please contact Coach Education, Millwall Community Scheme, as soon as possible, so that we can make any necessary arrangements.

IT SHOULD ALSO BE NOTED THAT:

- Courses may become over subscribed so it is essential to return this application with the appropriate course fee to secure a place. Bookings are made on a first come first served basis.
- Refunds will only be given in exceptional circumstances and never once the course has commenced.
- An administration fee of £20 will be deducted on cancellations/refunds
- The closing date for all courses is 7 days prior to the start date of the course
- Millwall Community Scheme reserves the right to change dates or venues if necessary and to cancel courses that are under-subscribed
- In order to cancel your place on a course Millwall Community Scheme needs to be notified at least 7 working days before the course starts
- Candidates must meet the entry requirements of the course
- You must attend all dates of the course
- Please arrive 15 minutes before your course is due to start
- Late arrivals may be turned away
- All cheques should be made payable to Millwall Community Scheme, and be received before the closing date for the course registration.

I confirm that I have read and understood the full booking conditions, that all relevant information supplied is correct and that I accept all such conditions.

NAME OF PARTICIPANT (BLOCK LETTERS): _____

PARTICIPANT SIGNATURE: _____ Date: _____

Please return this completed form along with payment to Millwall Community Scheme, The Den, Zampa Road, London, SE16 3LN. Cheques made payable to: Millwall Community Scheme.

For further information please contact: Coach Education on 020 7740 0503 or
Email: danm@millwallcommunity.co.uk or coacheducation@millwallcommunity.co.uk