



SAMPLE BOOKING AGREEMENT

(WHEN YOU BECOME OUR CLIENT, YOU WILL RECEIVE A FILLABLE VERSION)

ABOUT YOUR EXPERIENCE

The**Ocean**Academy cares about your success. The school reserves the right to advise you, on behalf of the RYA, as to your eligibility to for the training course you have selected. The following questions will help us guide you into the right course(s) for you...

The RYA requires minimum experience levels to be eligible for this course and to help you achieve the goals you have. The**Ocean**Academy may advise you to undertake additional training or to delay your examination. This advice is offered to help you, not to hinder your expectations. The Minimum Requirements for the RYA Yachtmaster qualification are as follows:

Yachtmaster Offshore

50 days of experience underway.

2500 miles of distance logged.

5 passages over 60 miles each, 2 overnight and 2 as Captain.

Do you meet these requirements?

Yachtmaster Coastal

30 days of experience underway.

800 miles of distance logged.

12 hours of night experience.

2 days as Captain

Do you meet these requirements?

Do you have experience on twin engine, inboard vessels?

Do you have some experience with chart plotting and tidal calculations?

Do you have chart plotting and navigational experience to the RYA DaySkipper level?

TERMS AND CONDITIONS

You are scheduling a course that is generally in high demand and is planned well in advance of your arrival to obtain the highest level of training possible. Therefore, this Booking form must include a 50% deposit for the course selected. The remaining balance is payable on or before the start of your course. If you need to cancel your course and do so more than two weeks prior to the start of your course, you will receive a refund minus a \$200 processing fee.

If you cancel your course within two weeks of the start date you will receive a refund minus a \$500 cancellation fee.

If you cancel on the start date of the course or do not attend the course for any reason, you will, unfortunately, forfeit your payments in total.

Whether theory or practical training, the school will make every effort possible to deliver the course. However, if weather conditions are such that may risk the safety of our students, or if unforeseen issues develop, the school may see fit to cancel, reschedule or modify the training course. In this event, a credit will be given, in full, to allow you to attend the course when conditions are safe. Changes in travel plans, accommodations and related costs cannot be reimbursed by the school for situations beyond our control.

The student is required to carry out all reasonable instructions given by the school or instructor(s) during the course, and The **Ocean Academy** adheres to a strict zero tolerance policy about drugs or alcohol.

The **Ocean Academy** will facilitate and address any **complaints**. This process may include, but not be limited to, the following based on your individual situation:

- Advice and Guidance.
- Private Instruction.
- Discounted tuition to re-take the course.
- Free tuition to retake
- Partial or full credit for tuition cost.

If you feel uncomfortable in discussing your complaint with the school Principal or Instructor, you may certainly contact the Royal Yachting Association (RYA) directly:

Via email: Training@RYA.org.uk

Via phone: +44 23 8060 4100

Via post: Royal Yachting Association

Ensign Way, Hamble

Southampton, S031 4YA

United Kingdom

EQUALITY The RYA is committed to ensuring that sailing and boating is an open, accessible and inclusive sport and pastime for all new, existing, past and potential boaters. As a core value, inclusion is championed from the board down and as a National Governing Body we aim to Impact, Inspire and Influence all of our affiliated clubs, recognized training centres and class associations to embrace diversity and challenge any form of discrimination and poor behavior.

The RYA was the first National Governing Body to achieve the Advanced level of the Equality Standard for Sport, established by the Sports Councils as a benchmark for the governing bodies to whom they provide funding. The award of the Advanced Standard in 2016 recognized the RYA's commitment to increasing diversity amongst participants in sailing and boating, its staff and committees, and the progress achieved so far – but there is still more to be done.

As an organization, the RYA is committed to reflecting and representing the diversity of the UK and to ensure equal opportunities in employment and the ongoing development of staff and volunteers. Our extensive policies and procedures allow us to tackle inequality which ensures that our organization is free from all forms of unlawful or unfair discrimination and values the diversity of all people and that all people are treated fairly with dignity and respect.

We are proud to have launched the first RYA Equality, Diversity and Inclusion strategy in 2021 where our aim is to "Chart an equal, diverse, and inclusive course for the future of boating". Our Action plan highlights comprehensive, measurable actions in which the entire organization can play an active role in its delivery. Our ambitions are high and we know there is lots to do, but we are focused and dedicated to succeed. The RYA Transitional Plan April 2021- March 2022 identifies equality, diversity and inclusion as one of three key priority areas for focus as we maintain momentum within the sport.

The Equality, Diversity and Inclusion pages allow anyone involved in sailing and boating to access support, information and guidance which will increase knowledge and understanding of the role you can play in helping us to ensure that sailing and boating continues to be inclusive and welcoming. By working together, we can ensure that the sport we love is representative of the diverse communities that we serve.

RELEASE, INDEMNITY AND RESPONSIBILITY STATEMENT

"I understand that this course may involve practical training and I confirm that I have no physical or medical condition(s) that may preclude my participation. I will advise my instructor of any conditions or medications that may affect my ability to participate in this training course, and that I am fit physically and mentally for the course I have selected and applied for.

I further indemnify the RYA (Royal Yachting Association) and TheOceanAcademy and its instructors and management from all liability resulting from loss or injury that may occur beyond the best efforts of the TheOceanAcademy and its instructors and managers".