

BOOKING FORM

If you fit the course criteria please fully complete the booking form and return to the address below at least 3 weeks before the start date of your chosen course. Training is free for community and voluntary groups and at a cost of £30 per person for statutory organizations.

PERSONAL DETAILS

We need the following information in order to contact you and confirm your booking and training details so please help us by completing as much of the following information as possible. Your details will only be used by the Sprint Team and will not be passed onto a third party.

Title _____ First Name _____ Surname _____

Home Address _____
_____ Postcode _____

Home Tel. _____ Mobile Tel. _____

Personal Email _____

ACCESS NEEDS

The cost of childcare and/or travel can be refunded in special circumstances. Please contact us for details.

Please inform us if you have any specific requirements:

Wheelchair access Large-print handouts Induction loop Specific dietary needs BSL interpreter Other

Please give details if necessary: _____

EMPLOYMENT/EMPLOYER DETAILS

Job Title _____ Employer _____

Work Address _____

Postcode _____ Office Tel. _____ Office Fax _____ Work Mobile _____

Work Email _____

Position Full-time Part-time Volunteer (Trustee/Coach)

Type of organisation Registered charity Community group Sports club Statutory agency

London Borough where MOST of your work is delivered _____

Name of Line Manager / Supervisor _____

Tel _____ Email _____

FOR YOUR LINE MANAGER TO COMPLETE:

Do you consent for the above named staff member/volunteer to enrol in the Sprint Project and take time off work to attend training courses?

Yes No

How do you hope the training will be used in practise in your organisation? _____

CANCELLATIONS POLICY

If you fail to inform us of your cancellation or you do not turn up at the training your organisation will be charged an £100 administration fee.

TRAINING & PERSONAL DEVELOPMENT

Please tick which area(s) you would further like to develop your skills and competencies:

- Sports coaching and physical activity leadership Youth and community work Project management

Please briefly list your previous qualifications:

You can book for up to TWO accredited training courses—please complete Section 3.1 and 3.2 as applicable. If you only want to attend one course or have not yet chosen a second course please leave Section 3.2 blank. Places will be allocated on the basis of need and you will be contacted by the Sprint Team to confirm your place.

SECTION 3.1

Course title (full) _____

Date of course _____ Venue of course _____

Are you available for all the day(s)? Yes No

In order for us to assess your application please answer the following questions as fully as possible.

Why are you interested in taking the above training course? _____

How will you use/ implement what you have learnt in the training in your workplace? _____

SECTION 3.2

Course title (full) _____

Date of course _____ Venue of course _____

Are you available for all the day(s)? Yes No

In order for us to assess your application please answer the following questions as fully as possible.

Why are you interested in taking the above training course? _____

How will you use/ implement what you have learnt in the training in your workplace? _____

How did you hear about Sprint? _____

DECLARATION

This booking form must be signed by hand (electronic signatures will not be accepted).
Please sign below to show you have read and understood Sprint's terms and conditions.

Signature (Applicant) _____ Date _____

Signature (Line Manager) _____ Date _____

Please return your completed and signed forms to:
Sprint, London Community Sports Network,
100 Oliver Road, Leyton, London E10 5JY
Tel: 020 8988 3175 Fax: 020 8539 2730

