

YCS Outdoor Education Programme

Main Road
Filby
Great Yarmouth
Norfolk
NR29 3AA



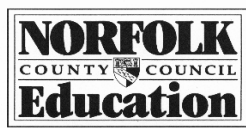
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Director of Education: Dr Bryan Slater

If you would like this brochure in large print, audio, Braille, alternative format or in a different language please contact the YCS Outdoor Education Programme on 01493 368129 and we will do our best to help.



Youth and Community Service Outdoor Education Programme

Group Booking Information April 2002-March 2003



Sailing, Canoeing, Windsurfing, Kayaking, Climbing,
Powerboating, Abseiling, Archery, Orienteering,
Problem solving, First aid, Multi activity, Raft
building, Off road biking



Director of Education: Dr Bryan Slater

Youth & Community Service Outdoor Education Programme

Welcome to the Group Booking Information Pack 2002-2003. This gives you all the information required for making bookings with the YCS Outdoor Education Programme for adventurous and outdoor activities across Norfolk.

Norfolk Youth & Community Service - Outdoor Education Programme provide a range of outdoor and adventurous activity courses for young people and adults at our three outdoor education centres and other venues.

We can provide a range of group sessions and programmes in a variety of activities. These sessions can be at our own Outdoor Education Centres, other centres and various sites around the county.

We also provide a range of individual performance and coaching courses. For further information of these, please see page 27.



Contacts

Adventurous Activities Licensing Authority (AALA)

Tel: 029 2075 5715. Website: www.aala.org

UEA Sportspark (Climbing)

University of East Anglia, Norwich. NR4 7TJ.

Tel: 01603 592398. www.sportspark.co.uk

Wymondham Leisure Centre (Climbing)

Norwich Road, Wymondham.

Tel: 01953 607171

Great Hautbois House (Archery & Abseil)

Anglia Region Office, 7 Great Hautbois Road, Coltishall, Norwich. NR12 7JN.

Tel: 01603 737357

Duke of Edinburgh's Award Office,

Costessey Youth and Community Centre, 38 Breckland Road, Costessey, Norwich. NR5 9RW.

Tel: 01603 744888

Equipment Hire

Pay & Play

Whitlingham Broad offers a pay and play scheme allowing the opportunity to hire craft by the hour including canoes, windsurfers and sailing dinghies during certain operational times. Final decision rests with the Senior Instructor in charge regarding availability, prevailing weather conditions and equipment.

Opening Times: 13:00-17:00

Easter: Good Friday 29th Mar -
Sunday 7th Apr

Whitsun: Monday 3rd Jun - Friday 7th Jun

Weekends: Saturday 4th May - Sunday 8th Sept

YCS Outdoor Education Equipment Hire

We hold a range of outdoor activity equipment available for hire to qualified instructors for group use. For further information and a booking pack please contact the Outdoor Education Programme office.

YCS Equipment Loan

The Youth and Community Service operates a part-time equipment store, holding a range of camping equipment. This is available to youth and community groups listed on the Youth & Community Service schedule. For further details please contact Alan Alderton at the Duke of Edinburgh's Award Office (see page 29).

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Terms and Conditions

General Information:

1. The activities we teach are adventurous and potentially hazardous by their nature and you must accept a certain element of risk with your chosen activity booking.
2. I /We understand that all activities to be delivered by the YCS Outdoor Education Programme must be carried out within the safety guidelines. The final decision as to whether the activity takes place rests with the Instructor in charge.
3. Group booking times are inclusive of any breaks (where appropriate) as staff are on site for the duration.
4. It is a requirement of our licensing regulations/ guidelines that ratios are adhered to. If numbers exceed a ratio calculation additional instructor(s) will have to be included. Any member of your staff, support workers, volunteers who wish to participate in activities are included in the ratios.

Eagle Canoe Club (ECC)

ECC meets regularly at YCS Eagle Canoe Centre on the River Wensum on Wednesday evenings and organises various paddling trips on Sundays and some weekends away. To find out more or to enrol as a member come to the Centre any Wednesday night at 18:30 from 3rd April 2002 onwards or send a stamped addressed envelope to: Christine Wright, 64, Alford Grove, Sprowston, Norwich, NR7 8XA.

Norfolk Schools Sailing Association (NSSA)

NSSA runs a programme of courses at YCS Outdoor Education Centre on Filby Broad. They are geared to all who want to sail from complete beginners to those who want to brush up their skills and those who would like to enter the instructor system and help others gain from the sport. For further details on membership please send a stamped addressed envelope to the membership secretary: Mike Brown, Turnpike Farm, Shadingfield, Beccles, NR34 8DF. Visit our website at: www.nssa.co.uk or email: info@nssa.info

Duke of Edinburgh's Award Scheme

The Duke of Edinburgh's Award Scheme offers opportunities for enjoyment, excitement and new experiences for all young people. For further information contact the Norfolk County Award Office (See page 29).

Clubs

YCS Outdoor Education Programme Youth Club

The youth club is based at Filby Broad and is available to young people aged 13-19 yrs. We run sessions Feb-Apr on Saturday mornings, May-Sept Tuesday evenings and revert back to Saturdays Mid Sept-Dec (as we run out of daylight). Each session costs £2 collected when you arrive. The club provides the opportunity for participation and development in a range of watersports (whatever your ability) in a safe environment with qualified instructors. The club is a great place to try something new, work towards accreditation awards or just to get outside and spend some social time on/in the water!! For more details contact the YCS Outdoor Education Programme office.

YCS Climbing Club

The club is open to young people who have attended a climbing course at the UEA, or elsewhere. We meet at the UEA Sportspark on a Sunday morning 9:00 - 11:00, the cost is £4.00 per session which includes equipment and qualified supervision. (The club subs are invoiced half termly, in arrears). The club provides a safe venue where young people can meet to practice indoor climbing skills and to spend time with their friends. The club arranges visits to other local venues as well as residential (camping and bunkhouse) courses in other UK climbing venues. We have negotiated discounts at local shops-Norwich Camping, Venturesport, Outdoors and Blacks on production of a valid membership card. For more details contact the YCS Outdoor Education Programme office.

5. Please note that the minimum age limit for participation in any group booking activity is 8 years old.
6. Bookings must be received with a minimum of 2 weeks before booking commencement.
7. You will receive an invoice after your visit(s). Follow the explained payment procedure detailed on the reverse side. Any queries regarding details/ payment of invoice(s) please contact the YCS Outdoor Education Programme Office in the first instance.
8. We reserve the right to cancel group bookings due to:
 - Algal blooms, extreme weather conditions and other operational circumstances.
 - Wherever possible your booking will be rescheduled.
9. We only accept written cancellations received with more than 3 weeks notice. However, less than 3 weeks notice will result in no refund of the group booking fee.

Booking Information

Booking Options:

1) **Taster & multi activity sessions**

Booking: Complete Form A (Group Booking)

For bookings where the objective is to introduce the group to a single activity or the use of one venue for multi activity sessions. The aim is tailored towards fun and challenge whilst introducing basic skills.

2) **Set of same activity bookings**

Booking: Complete Form A (Group Booking)

For running a set of sessions in the same activity to gain more time in the one discipline and to develop and progress skills which can lead to accreditation.

3) **Multi activity programmes using YCS Outdoor Education Centres only**

Booking: Complete Form A (Group Booking) and enclose Form B (Group Session Planner)

Why not mix and match activities at our three Outdoor Education Centres. Offering the opportunity to try a wide range of disciplines in a variety of settings.

Other Information

Coaching Courses

We provide a range of coaching courses and instructor endorsements throughout the year at our YCS Outdoor Education Centres and other venues. For further information and a Coaching Courses Brochure please contact the YCS Outdoor Education Programme Office.

Individual Courses

We provide a range of individual taster and award bearing courses throughout the year at our YCS Outdoor Education Centres and other venues. For further information and an Individual Courses Brochure please contact the YCS Outdoor Education Programme Office.

Multi Activity Programmes

The YCS Outdoor Education Programme can help you plan, design and deliver multi activity programmes for your group. We have arranged programmes for a variety of groups from five days to a year. We can tailor activities and staffing to suit your group needs.

Programmes can include activities available at any of our Outdoor Education Centres, or off site venues. From a range of activities advertised in this brochure.

We will draw up a programme to your specification, plan all the activities and arrange venues, equipment and staff.

Because of the complexity of these programmes, they are produced on an individual basis and involve planning and design time.

Please contact the office if you wish us to help you plan, design and deliver a programme of exciting and adventurous outdoor activities for your group.

For programmes involving groups with challenging behaviour, staff ratio's and support will be negotiated.

4) Multi activity/venue programmes

5)

Booking: Complete Form C (Multi Activity Programmes Enquiry Form)

For multi activity programmes which offer a variety of activities at different venues please complete Form C (Group Enquiry Form) with all your requirements. Please see page 26 for further details.

5) Accreditation

We can organise accreditation through the following schemes:

- Canoeing and Kayaking - British Canoe Union (BCU)
- Sailing and Powerboating - Royal Yachting Association (RYA)
- First Aid - Rescue Emergency Care (REC)
- Navigation - National Navigation Award Scheme (NNAS)
- Duke of Edinburgh's Award Scheme - Physical Recreation
- Local Authority Awards (LEA) and National Governing Body (NGB) - Pre-requisites and coaching awards

Booking Procedure

1) Booking Enquiries

You are more than welcome to enquire about details concerning booking availability, group requirements planning issues etc. However, please note that we are unable to reserve group booking(s) without signed and completed booking form(s).

2) Placing a Booking

The group booking forms are included in this brochure. Complete all sections of the relevant forms fully and sign. Return your booking form(s) to us by post or fax, remember if you fax that some forms are double sided.

3) Booking Confirmation

On receipt of your booking form you will receive a booking confirmation letter containing:

- Group booking confirmation details
- Group booking information sheet
- Group attendance sheet

Off Road biking

Using our mobile fleet of off road bikes we can provide biking sessions including safety equipment and qualified instruction.

We can run sessions from YCS Outdoor Education Centre - Eagle, which is perfectly placed beside the Marriott's Way cycle track, part of the National Cycle Network. The track is mostly of tarmac, suitable for all ages and abilities but has various woodland and off road features alongside for a bit more fun and adventure.

Minimum session time: 2 hours

Activity	Maximum group size	Ratio	Min no. instructors	Activity/Venue cost
Off road biking	12	1:6	1	N/A

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
am-							X
pm-							X
eve-						X	X

Problem Solving/Team Building

Using our mobile kit of low technology activity equipment we can run simple problem solving and team building activities at our venue or yours (with appropriate space).

We can run sessions from 1.5 hours introductory sessions to half day events (with an appropriate venue/working space).

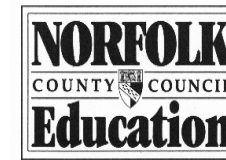
If you wish to use your own instructors then why not hire our equipment (see page 30).

Minimum session time: 1.5 hours

Activity	Maximum group size	Ratio	Min no. instructors	Activity/Venue cost
Problem Solving	12	1:6	1	N/A

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
am-							X
pm-							X
eve-						X	X

Youth & Community Service Outdoor Education Centres



Our three Outdoor Education Centres across Norfolk offer a range of activities including Sailing, Canoeing, Windsurfing, Kayaking, Raft Building and Problem Solving.

All our centres are registered under the Adventure Activities Licensing Authority (AALA) for providing adventurous activities to young people under the Young People (safety in outdoor centres) act 1986. For further details of this license please contact AALA direct on 029 2075 5715. Website: www.aala.org

All our staff are locally or nationally qualified instructors and coaches under the relevant Local/National Governing Body in addition to holding a current first aid qualification.

All our centres are AALA licensed and hold relevant centre recognition and approved teaching establishment status. These include sailing and powerboating (Royal Yachting Association), canoeing and kayaking (British Canoe Union).



Charges for use of YCS Outdoor Education Centres

Group bookings using any YCS Outdoor Education Centre, are charged per instructor per hour based on a group ratio of 1:6.

Each centre operates with a YCS Outdoor Education Programme Senior Instructor in charge.

Our charges include insurance, relevant equipment/ clothing (where appropriate), venue and delivery of the session(s).

You can use your own qualified instructors at our centres at a reduced charge. Provided all copies of their relevant certificates are forwarded and they operate to centre and activity guidelines. This is charged per session calculated as a morning, afternoon or evening.

Please note that any group using their own qualified instructors must book a YCS Outdoor Education Programme Senior Instructor.

First Aid

Using your venue or ours we can provide First Aid training for groups of all ages. We provide accredited courses under the Rescue Emergency Care First Aid Scheme, which is a national scheme approved by the Health & Safety Executive (HSE). We can also provide refresher and modular training for the essential life saving skills. Courses can be run over the same day or spread across a number of sessions to suit your group needs.

Accredited Courses:

- Basic First Aid 6 hours delivery
- Emergency First Aid 16 hours delivery

Training:

- Resuscitation 2 hours delivery
- Specialist on request

Activity	Maximum group size	Ratio	Minimum no. instructors	Activity/ Venue cost
First Aid	12	1:12	1	£15 per group +£8 per person

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
am-							X
pm-							X
eve-						X	X

Orienteering

Orienteering is a sport for all, it is competitive navigation, usually done on foot. We can provide sessions to introduce and develop the skills of navigation in a controlled environment. We can offer orienteering sessions across Norfolk by using permanent wayfaring courses, our own equipment and qualified instruction.

Venues include:

- Mousehold Heath, Norwich
- High Lodge, Thetford
- Brandon Country Park
- Holt County Park
- Bacton Woods County Park

Minimum Session Time: 1.5 hours

Activity	Maximum group size	Ratio	Min no. instructors	Activity/Venue cost
Orienteering	12	1:6	1	£1 per person

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
am-							X
pm-							X
eve-	X	X	X	X	X	X	X

A) YCS Outdoor Education Programme Staff

Instructor led session

Price Band	Description	Cost per hour
A	YCS, NCC Maintained schools, YCS scheduled groups	£21
B	Out of county groups, Independent schools, commercial organisations	£25

B) Using your own Instructors with YCS Outdoor Education Programme Senior Instructor

Providing your own qualified instructors and using our Senior Instructor (who can cover the first 6 people).

Price Band	Description	Cost per person per session	Senior Instructor per hour
A	YCS, NCC Maintained Schools, YCS scheduled groups	£3.50	£21
B	Out of county groups, Independent schools, commercial organisations	£5.00	£25



Filby Broad



Our centre on the picturesque Filby Broad near Acle is an RYA and BCU approved centre for Sailing , Powerboating , Kayaking and Canoeing courses. We run a variety of activities either on their own or as part of multi activity sessions.

Minimum Session Time: 1.5 hours

Activity	Maximum Group Size for Activity
Sailing	30
Kayaking	12
Canoeing	6
Improvised Raft Building	12
Powerboating	6 (Ratio 1:3)
Problem Solving	12
Maximum group size for centre	60

	Cost	Notes
Staff	See page 10	Ratio 1:6
Venue	N/A	All inclusive
Activity/Equipment	N/A	All inclusive

Archery & Abseil

We currently use Great Hautbois House, near Coltishall to deliver Archery and Abseil sessions out of doors. We arrange the venue and equipment and provide qualified instruction.

• Archery

Test your skill and precision with the fun and exciting sport of Archery using targets and training arrows.

• Abseil

Take the challenge and enjoy the fun of abseiling off a purpose built tower. This tower also offers a small climbing wall. (two separate activities—two costs)

Session time: 1.5 hour blocks

Activity	Maximum group size	Ratio	Min no. instructors	Activity/Venue cost
Archery	12	1:6	1	£25 per session
Abseil	12	1:6	1	£25 per session
Climbing	12	1:6	1	£25 per session

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
am-							
pm-							
eve-						X	X

Climbing

Using local purpose built climbing walls, we can take groups to enjoy the fun and challenge of climbing in a safe indoor environment. We provide all the necessary safety equipment and organise the venue and activity.

We currently use two venues:

- UEA Sportspark in Norwich
- Wymondham Leisure Centre.

Minimum session time: 1.5 hours

Venue	Maximum group size	Ratio	Min. no. instructors	Activity/Venue cost
UEA Sportspark	18	1:6	1	£4 per person
Wymondham Leisure Centre	12	2:12	2	£4 per person

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
am-							X
pm-	X		X				
eve-	X					X	X

Group Bookings Availability

Term Time

We can cater for group bookings throughout the day during school term time and weekends. No bookings are available during the evenings due to scheduled courses.

Term Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
am-						X	X
pm-						X	X
eve-	X	X	X	X	X	X	X

School Holidays

During the school holidays we run a programme of courses but can also cater for groups. Availability is for small group bookings (of up to 18) during the day and larger groups during the evening and weekends.

School Holidays	Mon	Tue	Wed	Thu	Fri	Sat	Sun
am-							
pm-							
eve-						X	X



Eagle Canoe Centre



Based on the River Wensum in the heart of Norwich, Eagle Canoe Centre has British Canoe Union approved status and is our specialist paddlesport centre. It is ideally placed along the historic and beautiful Wensum valley corridor where the river takes you from fields through to the city.

Minimum Session Time: 1.5 hours

Activity	Maximum Group Size for Activity
Kayaking	24
Canoeing	12
Improvised Raft Building	12
Maximum Group Size for centre	36

	Cost	Notes
Staff	See page 10	Ratio 1:6
Venue	N/A	All inclusive
Activity/Equipment	N/A	All inclusive

Charges for use of other Centres & Activities

For group bookings using YCS Outdoor Education Programme staff at other venues, the charges are based as follows:

1. An hourly staff cost per instructor based on a group ratio of 1:6 (session start to finish). This includes insurance, staff travel time, mileage, set up and pack down time and delivery of session. (see below)
2. Additionally an activity/venue cost (where relevant) will also to be charged. Charges are directly passed on from the appropriate centre/organisation and include use of equipment and venue. (see pages 19 to 23)

YCS Outdoor Education Programme Staff		
Price Band	Description	Cost per hour
A	YCS, NCC Maintained schools, YCS scheduled groups	£27
B	Out of county groups, Independent schools, commercial organisations	£30

Please Note:

- Activity/venue charges may be subject to change due to circumstances beyond our control. These charges are directly passed on from the relevant centre/organisation and are correct at the time of printing.

Other Centres & Activities

The YCS Outdoor Education Programme can also provide outdoor and adventurous activities across Norfolk by either using other centres, your venue or public access to the Norfolk countryside.

We provide our qualified staff to deliver sessions and arrange the equipment, venue and activity where appropriate.

This enables us to provide multi activity programmes involving both land and water based, mix and match venues and to offer a wider range of activities.

All bookings are subject to the availability of the venue, qualified staff and equipment, so please book well in advance. **We will try our best to arrange your bookings but are unable to take bookings with less than two weeks notice of the requested activity.**

Please Note:

- If you wish to use your own qualified instructors or the centre instructors then please contact the venues direct.
- We also hold a range of equipment available to hire for qualified instructors to run their own sessions (please see page 30).

Group Bookings Availability

Term Time

We can cater for group bookings throughout the day during school term time, weekends and some evenings. No bookings are available during the evenings indicated below due to courses and club bookings.

Term Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
am-						X	
pm-							
eve-	X		X			X	X

School Holidays

During the school holidays we run a programme of courses but can also cater for groups. Availability is for small group bookings (of up to 12) during the day and larger groups during the evening and weekends.

School Hols	Mon	Tue	Wed	Thu	Fri	Sat	Sun
am-						X	
pm-							
eve-			X			X	X



Whitlingham Broads

Our newest centre in the new and developing country park, near the ski club in Trowse on the southern edge of Norwich. Operating on the newest addition to The Broads National Park - Whitlingham Little and Great Broads.

Minimum Session Time: 1.5 hours

Activity	Maximum Group Size for Activity
Sailing	18
Windsurfing	12
Improvised Raft Building	12
Maximum Group Size for centre	42

	Cost	Notes
Staff	See page 10	Ratio 1:6
Venue	N/A	All inclusive
Activity/ Equipment	N/A	All inclusive

Group Bookings Availability

Term Time

We can cater for group bookings throughout the day during school term time, weekends and evenings.

Term Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
am-							
pm-							
eve-						X	X

School Holidays

During the school holidays we run a programme of courses but can also cater for groups. Availability is for group bookings (of up to 30 depending upon running of courses) during the day and larger groups during the evening and weekends. Activities available are dependent upon courses running.

School Hols	Mon	Tue	Wed	Thu	Fri	Sat	Sun
am-							
pm-							
eve-						X	X



YCS Outdoor Education Programme Group Booking Form 2002-2003 Form A

For office use only:-	
Approval	
Accepted	
Confirm	
REF	
GF	
Invoice No	WA

Organisation Name					Price Band A		Price Band B	
Invoice address								
Group/Project Name					Contact Name			
Address (if different)								
Contact Tel No	Day		Fax		Mobile		Email	

Dates: Please circle date(s) for preferred booking

	April	May	June	July	August	September	
M	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	2 9 16 23 30	M
T	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	3 10 17 24	T
W	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	4 11 18 25	W
T	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	5 12 19 26	T
F	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	6 13 20 27	F
S	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24 31	7 14 21 28	S
S	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	1 8 15 22 29	S

	October	November	December	January 2003	February 2003	March 2003
M	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	3 10 17 24	3 10 17 24 31
T	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	4 11 18 25	4 11 18 25
W	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	5 12 19 26	5 12 19 26
T	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	6 13 20 27	6 13 20 27
F	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24 31	7 14 21 28	7 14 21 28
S	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	1 8 15 22	1 8 15 22 29
S	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	2 9 16 23	2 9 16 23 30

Venue / Activity Details

Venue	Activity	
Multiple Sessions at YCS venues only	For several sessions which include different venues/activities please complete the session planner sheet (form B) which indicates your requirements and circle box below.	
	I/We would like a booking using several venues/activities	yes no
	If YES a session planner (form B) must be enclosed with this booking form in order to process the booking.	yes I enclose form B Please tick

Group Details

Total number in group		Age range	
Time of Session (24 hr clock inc)	Start:		End:
Session type (please tick)	Taster	Award Bearing	Multi Activity programme
Please circle if group members are the same for each session	Yes No	If NO , please detail below how group will change	

Group Information: Please detail below any information about the group, which the OEP needs to be aware of before or during your visit – mobility, medical, behaviour etc.

--

Cost Calculator: Please work through the following to calculate the total cost of your session(s) / visit(s)

A) Staffing Calculator:

Using OEP Staff only

No. of Instructors	X hourly rate	X no. hours	X no. of visits	= Total OEP staff cost
	£			£

Using OEP Staff and your own qualified staff

No. of Instructors	X hourly rate	X no. hours	X no. of visits	= OEP staff cost
	£			£

No. of people covered by own instructors	X sessional rate	X no. of sessions	X no. of visits	= Own instructor staff cost
	£			£

Total staffing cost = OEP staff cost + own instructor staff cost =	£
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B) Venue/Activity Calculation:

Venue/Activity	Venue Cost	X no. of sessions	X no. of visits	= total venue/activity cost
	£			£

C) Total to be invoiced:

Total staffing costs (A)	£	Plus total venue/activity cost (B)	£	A + B = total to be invoiced	£
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Own Staff Qualification Details:

If you are planning to use your own staff, please enclose a list of names and copies of relevant qualifications with this booking form.	Please tick
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Booking Authorisation

➤ I/we accept and understand the conditions of booking as stated in the group booking information pack.

Signature: Position: Date:

For YCS Use Only:- Approval for use of Adventurous and Outdoor Education Activities

As visit lead worker, I request approval for the proposed Category B visit/trip/activity involving the use of adventurous/outdoor activities.

YCW – Outdoor Education APPROVAL for use of adventurous/outdoor activities booked through the YCS Outdoor Education Programme. I have checked the details on the booking form and give **FINAL** approval for it to take place

YCW – Outdoor Education: Date:



For office use only:-	
Approval	
Accepted	
Confirm	
REF	
GF	
Invoice No	WA

Organisation Name					Price Band A		Price Band B	
Invoice address								
Group/Project Name					Contact Name			
Address (if different)								
Contact Tel No	Day		Fax		Mobile		Email	

- This form to be used when booking activities at more than one YCS OEP Centre only.
➤ **Do not use** this form if requesting activities at external venues – use form C (overleaf)

[illegible]



YCS Outdoor Education Programme **Group Enquiry Form 2002-2003** **Form C – Multi activity/venue programme form**

For office use only:-	
Contacted	
EV booked	
Form A forward	
Form A returned	
Confirm	
REF	

Organisation Name					Price Band A		Price Band B	
Invoice address								
Group/Project Name					Contact Name			
Address (if different)								
Contact Tel No	Day		Fax		Mobile		Email	

- To be used when enquiring about a multi activity/venue programme.
- The information below will be used to design your programme.

Start / finish dates		
Session Days / Dates		
Session Times		
Group numbers & ages		
Activities and Venues	Activity	Venue
Objectives		