

Sainsbury's

Active Kids

For All

Inclusive Community
Training Programme

For all ages



LOTTERY
FUNDED



SPORT
ENGLAND

Terms and Conditions for Sainsbury's Inclusive Community Training (AK4A ICT) Programme Workshop Organisers

sports coach UK workshops are managed by Coachwise Ltd.

1 Workshop Requests

- With more than six weeks' notice, please ensure that all sections of the Workshop Request Form are completed in full – one form for every workshop.
- With less than six weeks' notice, we will accept your Workshop Request Form but cannot guarantee that a tutor will be available.

2 Tutors

The Workshop Booking Centre will:

- Be responsible for the allocation of a tutor who has been fully accredited by sports coach UK to deliver the AK4A ICT Programme workshop
- Not guarantee that a tutor will be found for your requested workshop date and therefore the date may need to be amended to suit the availability of the tutor
- Be responsible for paying the tutor at the appropriate rates.

3 Venue

- The workshop organiser is responsible for making all the necessary arrangements with the workshop venue, including payments. Clear signage at the venue for the delegates and tutor is also required.
- The venue must have facilities accessible to all delegates and the tutor, including anyone who may have additional support requirements.
- The venue must have a suitable room allocated for the workshop that is free from distractions by others using the venue at the same time.
- The allocated hall within the venue must be large enough for the number of delegates registered for the workshop to move around freely between group activities. The minimum requirement is an area the size of two badminton courts.
- If possible, access to generic sports equipment would be appreciated (e.g. tennis balls/footballs, cones, rackets, bats).
- The venue and allocated room must be available at least half an hour before the start of the workshop and half an hour after the workshop has ended. The allocated room must be correctly laid out in time for the delegates' arrival. It would be helpful for benches/seating to be made available for the delegates.

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- The workshop organiser must ensure that a representative of their organisation is available at least half an hour before the workshop start time to meet and greet, ensure the tutor has the workshop resources and assist with registration of the delegates.
- The representative should also be available for at least half an hour after the start time to deal with any issues and greet late arrivals.
- A knowledgeable representative should be available for at least the last half-hour of the workshop to provide appropriate information to the tutor about local sports opportunities for disabled people and delegates.
- The workshop organiser must ensure that refreshments are available for their delegates during the workshop (this can be a vending machine).
- The workshop organiser must be aware of, and update the tutor about, any fire drills and where the fire escape routes are.

4 Delegates

- There must be no fewer than 12 and no more than 22 delegates per workshop.
- The workshop organiser must confirm the final number of delegates no less than five working days before the workshop date.
- If the minimum number of delegates cannot be met, the workshop should be cancelled unless agreed otherwise with the Workshop Booking Centre. See Sections 7 and 8 of the Terms and Conditions for details on cancellation.
- The recommended minimum age for delegates is 16 years.
- All delegates should be advised of the practical nature of the workshop and that appropriate clothing to allow low impact activity should be worn (e.g. tracksuit/T-shirt/shorts/trainers).
- Delegates are not permitted to consume alcohol before or while attending a workshop. The tutor will ask the delegate to leave the workshop if they are found doing so.

5 Resources

- All resource orders must be received no less than five working days before the workshop date in order for delivery to be guaranteed.
- The workshop organiser must supply at least one resource per delegate attending the workshop.
- Resources will be sent by a courier and will require a signature. This order will be considered as delivered successfully once a signature is received.
- Workshop paperwork (Administration Pack including evaluation forms and attendance register) will be dispatched with the workshop resources.
- The workshop organiser is responsible for ensuring that the resources and Administration Pack are available for the tutor at the venue.

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6 Certificates

- Certificates are sent directly to the delegate after the workshop, providing the attendance register is completed.
- Certificates may take up to eight weeks from the workshop date to arrive (providing that the tutor returns the paperwork within two weeks). The workshop organiser should ensure that participants are aware of this lead time.
- The Workshop Booking Centre will deal with queries relating to certificates after eight weeks have passed.

7 Cancellation by the Workshop Booking Centre

- The Workshop Booking Centre may choose to cancel the workshop if the workshop organiser does not meet the terms and conditions.
- The Workshop Booking Centre may be required to cancel the workshop if a tutor cannot be found or is not able to deliver the workshop at short notice. However, the Workshop Booking Centre will try to negotiate alternative dates where possible.

8 Cancellation by the Workshop Organiser

- Cancellation should be received from the workshop organiser no later than one week prior to the workshop date.

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