



CPSA COURSE BOOKING TERMS AND CONDITIONS



BOOKING PRE-REQUISITES

Safety Officers Course	Clubman membership; over 18 years.
Referees Course	Clubman membership; shotgun certificate holder; over 18years. (It is recommended referees qualify as Club Safety Officer).
Instructors Development Workshop	Full membership; Safety Officer; 'B' Class (or equivalent) with a minimum of 2 years shooting experience, will be evaluated on attendance.
Instructor Training Course	Full membership; successful completion of Instructors Development Workshop
Coach Development Workshop (Discipline Specific)	Full membership; Instructor Qualification.
Coach Training Course (Common Element)	Full membership; Instructor Qualification
Coach Training Course (Discipline Specific)	Full membership; At least one year lapsed between ITC or another CTC (Discipline Specific) course; Attendance at Common Element and CDW (Discipline Specific) course; Coaching Logbook with evidence of 50 hrs of Instruction (1:1) over last year; 500 Registered Targets over last year.

Bookings : CPSA courses are only available to paid up members of the association. Non-members must join at the time of making a course booking. Telephone bookings may be made by telephoning CPSA HQ on 01483 485403. Credit and debit card payments are accepted by telephone and Internet. Booking forms are available by post or fax from Head Office, via our website www.cpsa.co.uk or by e-mail to cheryl@cpsa.co.uk. Third party bookings (i.e. by Clubs and Organizations) can be made and payment will be due against invoice not later than 14 days prior to any course. All course bookings will be acknowledged by the CPSA issuing a contractual invoice for payment or a receipting invoice of payment confirming the course/s and date/s booked. Provisional bookings can be made for multi-day courses subject to payment of the deposit. **The balance is due before 1 month prior** to the commencement of the course. If the balance is not paid by this date no guarantee of the availability of any place can be made.

Course Material : Course resources are sent out approximately 10 days prior to the course.

Payment Terms : Payment of all invoices issued is due by 14 days before a course. Please make cheques payable to CPSA. If the customer fails to make any payment when due, CPSA reserve the right to levy a late payment charge calculated at 2% per month, accruing from the date of the invoice becomes due for payment.

Certificates : Pass or Fail information, certificates and badges are issued from CPSA HQ within two weeks of the completion of the course.

Cancellation and Transfers : Cancellation and transfers will only be accepted if made in writing and received at least two weeks before the start date of the course. Later cancellations and transfers cannot be accepted and the following amounts will remain payable.

More than 14 Days	Full Refund
Less than 14 Days	100% of Cost of Course

Course Changes : CPSA reserve the right to improve the specification and format of its courses for the benefit of the customer without notice to the customer. The location and date of the course will be advised to the customer at the time of booking. CPSA reserves the right to cancel or re-schedule any course and will advise the customer as soon as this change is known. CPSA will use all reasonable endeavors to avoid the changes of this nature. When this is unavoidable, CPSA will refund all monies paid by the customer, or at the customer's option credit all monies to a rescheduled or alternative course.

Warranty and Liability : The customer accepts that it is their responsibility to verify that the courses are suitable for the requirements of the delegate attending a particular course and that the delegate has the necessary level of competence to be able to achieve the objectives of the course. The CPSA is insured for death and injury, and liability for loss and damage resulting from CPSA's negligence when carrying out the courses.

Assessment : Where a course is examined by way of observation or written paper or both, candidates are notified of the outcome within two weeks.

Appeal : The only acceptable grounds of appeal are that CPSA procedures have not been carried out. An appeal may be made immediately at the course or at any time up to 30 days following the results of a course being made known to the candidate. A copy of the appeals process is available on request to HQ.

Copyright : The copyright and all other materials shall remain the property of CPSA, or in the case of a course developed by a tutor; the property shall remain with CPSA. You undertake that you will not copy or permit the photocopying of course materials, nor disclose or permit the disclosure or sell or hire the same to third parties, nor use the same for running your or anyone else's own course.
