BRITISH DODGEBALL

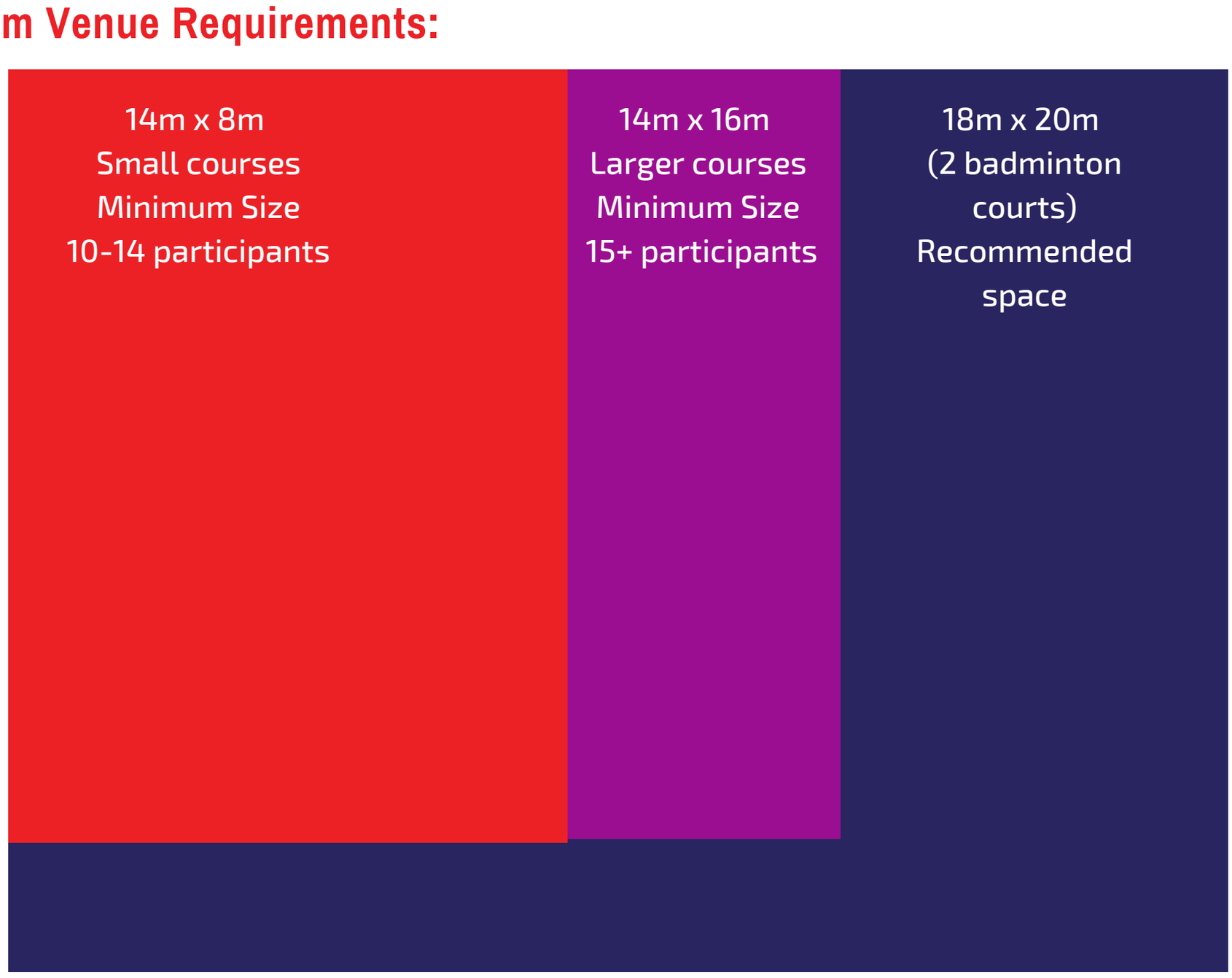
GROUP COURSE BOOKING GUIDE

Thanks for showing interest in booking a course for your group of 10+ participants. This guide explains how the booking process works so we can get all of your learners registered, enrolled on any online elements and in attendance on the day.

Making the Booking:

- **Email coaching@britishdodgeball.com with the following information:**
  - An approximate number of participants
  - Confirmation you can provide a venue for the required times (see below)
  - A list of preferred dates & times for the practical session
- We will source a tutor for the required date(s) and confirm the course is taking place.

Minimum Venue Requirements:



- Indoor venues are highly recommended - outdoor venues may be refused.
- A classroom or theory area is preferred for theory elements of the session. If this isn't possible, seating, such as benches, in the practical space is recommended.
- Tutors will provide all necessary dodgeball-specific equipment & course resources. Generic items such as bibs/cones/hoops mayu be provided by you and can help provide additional options ofr learners.
- Any parking payments which must be paid by the tutor will be added to course invoice as expenses.

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Booking Timeline

Up to Two Weeks Before the Practical Session:

- **Please collate your participants' full names, DOB's, email addresses (parent's email addresses can be used for those under 18) and any medical notes in the provided register template file and return this.**
- We will use the register to enrol participants onto our system. They will then receive an enrolment email for any online elements of courses e.g. online Level 1 Award in Coaching Dodgeball. Participants will receive a pre-course information email approximately one week before the course date containing important information regarding the course and any necessary pre-course learning.

Up To Two Working Days Before The Practical Session:

- **Please notify us of any changes in the participant list, providing full details of anyone to be added. We will then amend the course register in addition to enrolling & sending out any necessary pre-course information to new participants.**
- Please note that should less than 10 participants be scheduled to attend the course, then the course will go ahead but your organisation will be charged for a minimum of 10 participants. For any attendees who give notice of non-attendance at least two hours before the course deadline, we will provide online course alternatives where possible.

At the Start of the Practical Session:

- **Please ensure venue staff are aware our tutor is coming, and can show them to the course venue.**
- The course tutor will take a register and run the course.
- We will aim to provide online course alternatives where possible for any attendees who give the course tutor notice of non-attendance at least two hours before the course deadline.

After The Practical Session:

- **We will award certificates via email when participants have passed the course and any outstanding invoices have been paid. We provide certificates no longer then 10 working days after the conditions above have been met.**
- We can also send copies of certificates to you as the course organiser if you wish.
- Please encourage your participants to complete the feedback form contained within the certification email as this will help us to improve future courses.

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