

Intermediate Marina Managers Course 15 – 18 February 2011 – Windsor, UK



Helping the Best Become Better

The British Marine Federation (BMF), in conjunction with the Yacht Harbour Association (TYHA) presents the internationally renowned Intermediate Marina Management Course.

This four-day course is designed to provide marina personnel in a leadership position with fast-track training in the critical issues in marinas. It is aimed at managers, supervisors and foremen who have had at least one full year of experience working at this level.

Leading speakers will present a wide variety of topics including:

- ◆ Leadership Development
- ◆ Health and Safety
- ◆ Budgeting and Accounting
- ◆ Environmental Management
- ◆ Maritime Law
- ◆ Customer Service

Each day is packed with a range of learning opportunities, including formal classes and lectures, informal discussions, field trip to nearby marinas, group projects, marina/boatyard industry networking and evening classes and discussions.

The Course will be held in the UK from Tuesday 15 to Friday 18 February 2011, Windsor, UK. The Course is residential; there is no non-residential option.

The cost of the Course is £1,550 plus VAT (£1,821.25) for members of the BMF or TYHA and £1,950 plus VAT (£2,291.25) for non-members. This fee includes the course fee, accommodation, all meals, course notes and field trip costs.

Places will be strictly limited, so early registration is advised. To ensure a wide mix of delegates, no more than two people from the same marina organisation can attend the course. The course will be taught in English.

To book your place, please contact Liv Whetmore, British Marine Federation.

Tel: +44 (0) 1784 223631. Fax: +44 (0) 1784 475852.

Email: lwhetmore@britishmarine.co.uk.

Comments from the last UK Intermediate Marina Management Course:

◆ "I look forward to implementing the procedures I have learnt from the tutors" ◆ "Networking between delegates will continue to be invaluable" ◆ "Both the speakers and the delegates brought useful knowledge and experience to the group" ◆ "A most interesting and informative course" ◆ "Well worth the time and expenditure" ◆ "An excellent course – I would thoroughly recommend it" ◆

BOOKING FORM FOR THE INTERMEDIATE MARINA MANAGEMENT COURSE 2011

SECTION 1 – PERSONAL DETAILS

Title:	Mr / Mrs / Miss / Ms / Dr / other – please state	
Name:		
Job title:		
Company:		
Address:		
	Postcode:	
Telephone number:		
Mobile number:		
Email address:		
Website:		
In case of an emergency	Name:	Mobile Number
	Relationship	

SECTION 2 – APPLICANT'S BACKGROUND

How long have you held a management position in your marina/boatyard?	
Please give an outline of your current responsibilities.	
Please attached Curriculum Vitae / Resume to your application	

SECTION 3 – MARINA DETAILS

No. of Employees:	Permanent :
	Seasonal:
Services – Profit Centres – (please tick)	
Fuel	Tenants
Repairs	Chandlery
Brokerage	Other
Boat Capacity	
No. of Wet Berths:	No. of Moorings:
No. of Dry Berths:	

Application Requirements

1. Applicants must have a minimum of one year's relevant management experience. BMF will assess the application against this requirement
2. Please attach:
 - An up to date Curriculum Vitae/ Resume (maximum two pages)
 - Completed booking form
 - Signed Terms and Conditions (overleaf)

PAYMENT OF FEES

1. **A deposit of £550 + VAT (£646.25) is required with each application; the deposit is only refundable if the delegate does not meet the entry requirements.**
2. The remaining course fees are payable by the 15 December 2010.
3. All applications received after the 15 December 2010 needs to be accompanied by full payment.
4. The Fees include the course fees, course materials, accommodation, meals and field trip.

I enclose a cheque for £646.25 as my deposit. The remainder of £1,175 (BMF/TYHA members) or £1,645 (Non-Members) is payable by 15 December 2010

or

I enclose a cheque for £1,821.25 (BMF/TYHA Members only)

or

I enclose a cheque for £2,291.25 (Non-Members)

Cheques payable to British Marine Federation

Please charge my credit card with £ _____ using the following details:

Expiry Date:

Name on Card: _____ Security No:

Or by BACS to: 30-94-42 01131274

or

- Please send my company an invoice

I have read the Terms and Conditions (overleaf) to be bound by them. I understand that my application details stored by BMF. The Data Protection Act 1998 applies

Signed:

Date:

Please return your form to:

Liv Whetmore, British Marine Federation, Marine House, Thorpe Lea Road, Egham, Surrey, TW20 8BF, UK

Direct telephone: + 44 (0)1784 223631; fax: +44 (0)1784 475852;

Email: lwhetmore@britishmarine.co.uk

TERMS AND CONDITIONS

1. DEFINITIONS

1.1 Applicant: the person or organisation stated on the Booking Form as being responsible for payment of the Course Fees.

1.2 BMF: means the Course provider, British Marine Federation, (company registration number 2592536), whose registered office is at Marine House, Thorpe Lea Road, Egham, Surrey TW20 8BF.

1.3 Delegate: the person stated on the Booking Form as the Course attendee.

1.4 Course: the course run either within the UK or abroad by the BMF as stated on the Booking Form.

1.5 Course Fee: the fee charged by the BMF for a place on the Course, as advertised by the BMF in the Course Information.

1.6 Course Information: the information sheet(s) and web pages published by the BMF in relation to the Course.

1.7 Minimum Entry Requirement: the minimum requirements (if any) to be met by Delegates before they may take part in the Course, as specified by the BMF on the Course Information.

1.8 Booking Form: means the booking form for the relevant Course.

2. BOOKINGS

2.1 Booking Forms must be submitted with a deposit against the Course Fee or full payment of the Course Fee, as stipulated in the Course Information.

2.2 All Course Fees are expressed as a VAT exclusive amount and include accommodation, meals, course notes and field trip costs.

2.3 Booking Forms submitted without the relevant payment will not be processed until the payment is received.

2.4 Delegates will not be permitted to attend the Course if the balance of the Course Fee has not been paid in full by the last working day prior to the Course commencement. The Course Fee is in any case due by the date stipulated in the Course

Information.

2.5 Places on the Course are limited and will be allocated by BMF on a “first come first served” basis to Delegates who meet the Minimum Entry Requirements. Submission of a Booking Form does not guarantee admission to the Course.

2.6 To ensure a wide mix of delegates, no more than two people from the same marina organisation can attend the Course.

2.7 BMF will write to successful Delegates confirming their place on the Course. Bookings will remain provisional (and therefore capable of cancellation at any time without penalty) until this written confirmation is issued.

3. CANCELLATIONS AND SUBSTITUTIONS

3.1 If the BMF cancels the Course the Applicant will receive a full refund of the Course Fee.

3.2 The deposit is non-refundable except where the Delegate does not meet the Minimum Entry Requirement at the time of application.

3.3 If the Applicant cancels the booking for the Course giving the BMF more than 60 working days’ notice in writing, the Applicant will receive a full refund less the deposit which is non-refundable, or if the Applicant prefers, one complimentary place on the Course on another date, subject to availability. If the Applicant accepts a complimentary place, the Applicant waives the right to cancel or receive a full refund.

3.4 Alternatively in exceptional circumstances the BMF will allow the substitution of an alternative Delegate provided that they meet the Minimum Entry Requirements and provided that the Applicant provides their details in writing at least 48 hours prior to the commencement of the Course.

3.5 In all the circumstances contemplated in this clause 3, where the cancellation or amendment leads to the cancellation or amendment of bookings made by the BMF with third parties for accommodation or travel for the Delegate, the BMF shall also charge to the Applicant

any cancellation charges or other costs that cannot be easily recovered by the BMF.

3.6 Where the Applicant is to make travel arrangements for the Delegate, the Applicant is advised to take out adequate travel insurance to cover ill health and other circumstances which might lead to a cancellation.

3.7 The BMF reserves the right to amend the content of any Course(s) without notice when, in the BMF’s opinion, such amendment does not fundamentally change the content of such Course(s).

4. PASSPORT VISA AND IMMIGRATION REQUIREMENTS

4.1 Where the Course is to be held outside the UK, the Delegate’s specific passport and visa requirements and other immigration requirements in order to attend the Course are the responsibility of the Delegate and the Applicant and the Delegate or the Applicant should confirm these with the relevant embassies and/or consulates. The BMF does not accept any responsibility if the Delegate cannot travel because he or she has not complied with any passport, visa or immigration requirements.

5. EVENTS OUTSIDE OUR CONTROL

5.1 The BMF will not be liable or responsible for any failure or delay or interruption in providing the Course that is caused by events outside our reasonable control. The BMF will use its reasonable endeavours to reschedule any Course that is cancelled, delayed or curtailed.

6. COPYRIGHT

6.1 The copyright in the Course materials is owned by the BMF and/or third parties, and Course materials are licensed to Delegates for their own personal use, and not for re-use or re-sale.

7. DATA PROTECTION

7.1 We will use details of Delegates and Applicants submitted on the Booking Form to inform

them of future training opportunities by e-mail, telephone, post and any other reasonable method. Applicants and Delegates are asked to inform the BMF training team if they would rather not receive this information.

8. LIABILITY

8.1 The BMF regrets that it cannot be held responsible for any loss or damage to the property of the Applicant or the Delegate, or in relation to any death or personal injury unless caused by the BMF's negligence. The Applicant and/or Delegate are therefore advised to effect adequate insurance cover to cover these situations.

8.2 Except for any liability for death or personal injury caused by the BMF's negligence or for fraud or any other liability that cannot be excluded or limited by law, the BMF will not be liable to the Applicant or the Delegate, whether in contract, tort, or otherwise for any:

- (a) consequential loss;
- (b) indirect loss;
- (c) special loss;
- (d) incidental loss;
- (e) loss of profit;
- (f) loss of reputation;

however so caused.

8.3 Except for any liability for death or personal injury caused by the BMF's negligence, or for fraud or any other liability that cannot be excluded or limited by law, and subject to clause 8.2 above the BMF will not be liable to the Applicant or the Delegate, whether in contract, tort, or otherwise for any sum greater than the sums paid by the Applicant to the BMF under the relevant booking, per event or series of events.

8.4 The limit in clause 8.3 above shall not apply to damage to property caused by the BMF's negligence, for which damage to a limit of £2million in aggregate shall apply.

8.5 BMF reserves the right to pass any and all charges on to the Applicant or the Delegate for any charge made against it for the cost of rectifying damage, caused by a deliberate, negligent or reckless act of the Delegate to any

accommodation or venue or transport vehicle used by the BMF or its subcontractors in the provision of the Course.

9. ENTIRE AGREEMENT

9.1 These terms and conditions and any document expressly referred to in them represent the entire agreement between the BMF and the Applicant and Candidate in relation to the subject matter of these terms and conditions, understanding or arrangement between us, whether oral or in writing.

9.2 Nothing in this clause 9 will limit the BMF's liability for fraud.

10. LAW AND JURISDICTION

This Agreement shall be subject to English law, and the parties submit to the exclusive jurisdiction of the courts of England and Wales.

I have read the Terms and Conditions above and agree to be bound by them

Signed:

Date: