

CTC National Mountain Bikes Leader Award Scheme Special Course Expression of Interest Form



Please complete this and return to CTC as the first stage of setting up a potential special course. Completing or submitting this form does not commit you, your venue or CTC to the provision or acceptance of a special course.

Should you have any queries, or require assistance in completing this form, please contact:

Dan Cook at CTC on 0844 736 8463 or dan.cook@ctc.org.uk.

<u>Venue Details</u>	
Name:	_____
Address:	_____

	Postcode: _____
Contact name: _____	Contact Tel: _____
Web address: _____	Email: _____
Venue grid reference: _____	

<u>Course Types</u>		
Which courses would you like to operate from your venue: (please tick as appropriate)		
Leader Courses	Skill Courses	Support Courses
<input type="checkbox"/> Road Leader combined	<input type="checkbox"/> Skill Awards	<input type="checkbox"/> Riding Skills
<input type="checkbox"/> Assistant Leader combined	<input type="checkbox"/> Skill Instructor	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Trail Leader combined		<input type="checkbox"/> Bike fleet maintenance
<input type="checkbox"/> Technical Leader assessment		<input type="checkbox"/> Health and safety in the workplace
<input type="checkbox"/> Advanced Leader training		<input type="checkbox"/> Navigation
<input type="checkbox"/> Advanced Leader assessment		

Special Courses

Special courses require that you have a group available of at least the number listed over in order to operate a course. If external candidates (i.e. those not included in this number) are able to join the course, you may be able to charge a venue fee per person to assist in recouping some of your candidate costs.

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Minimum numbers per course:					
Leader Courses		Skill Courses		Support Courses	
Assistant Leader	4	Skill Awards	8	Maintenance	4
Trail Leader		Skill Instructor	4	Bike fleet maintenance	2
Technical Leader				Health and safety in the workplace	4
Road Leader				Riding skills	2
Advanced training or assessment				Navigation	4
Technical assessment	2				

I expect approximately _____ candidates

Venue Facilities:

Which facilities is the venue able to provide?

For all courses:		
<input type="checkbox"/> Classroom, with effective heating and electrical power	<input type="checkbox"/> Bike cleaning	<input type="checkbox"/> On site canteen or nearby shops
<input type="checkbox"/> OHP or projector and flipchart	<input type="checkbox"/> Bike storage	<input type="checkbox"/> Staff on site during a course
<input type="checkbox"/> Maintenance area	<input type="checkbox"/> Hot and cold drinks	<input type="checkbox"/> Staff contactable during the course, and on site at the end of each day

Residential facilities available:	
<input type="checkbox"/> Fully residential (food and accommodation)	<input type="checkbox"/> Day based course (with no accommodation)
<input type="checkbox"/> Self Catering (with accommodation)	<input type="checkbox"/> Accommodation for the night prior to a one day course

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Declaration of Interest

I believe the venue detailed above is able to fulfill the needs and requirements of providing courses within the National Mountain Bike Award Scheme. I would like to further discuss with CTC the potential for courses at this venue.

We may require from you, at a later stage, the following. If you have any available now, please enclose them.

<input type="checkbox"/> Copy of your building, contents and employer insurance certificate(s)	<input type="checkbox"/> Copy of map with potential routes outlined on them
<input type="checkbox"/> A copy of your venue risk assessment	<input type="checkbox"/> Photographs of key locations on these routes

Signed: _____ Date: _____

Position: _____