



HORSE SPORT IRELAND (HSI) COACHING PROGRAMME

By submitting an application for a course within the HSI Coaching Programme, applicants are accepting that they have read and understood the following terms and conditions.

TERMS AND CONDITIONS

- All HSI Coaching Courses will run subject to numbers. Dates and venues are subject to change at the discretion of Horse Sport Ireland.
- All applications will be confirmed only when a completed application form has been submitted and the course fee has been paid in full.
- All correspondence between HSI and the applicant will be done via email. All applicants are required to provide a valid email address.
- It is the responsibility of the applicant to inform HSI Coaching of any changes to contact details, including changes to name, postal address, email or contact telephone number.
- HSI reserves the right to change, amend or cancel any course arrangements as necessary
- HSI reserves the right to modify, alter or add to accreditation requirements in accordance with updates to HSI Coaching Programmes.

CANCELLATION POLICY

- Cancellation of a place on a course must be given in writing a minimum of 10 working days before the start of the course. Applicants can then avail of a full refund or deferral to another venue.
- For notification of cancellation between 10 and 5 working days before a course a refund of 50% can be offered. Refunds and cancellations should be requested in writing.
- For cancellation later than 5 days or in the case of a no show, the course fee in full will be retained without the option to defer.
- Course fees are non-refundable after the commencement of a course.
- Unless otherwise instructed by email, lunch will be ordered for all participants. Any dietary requirements must also be made in writing and will be catered for to best of caterer's ability.
- In the interest of safety, candidates must wear suitable footwear and clothing. If not, participants may be refused access to the arena during practical demonstrations.

ASSESSMENTS AND COURSE COMPLETION

- All Level 1 log books and open books must be received within 5 months of day 4. The course will be closed off for further completions after a period of 12 months from the start date.
- Cancellation of a place on an assessment must be given in writing a minimum of four weeks in advance of the start date of the assessment. If the notification is not received within the required timeframe the assessment fee is retained.
- In the case of an assessment which is included in the course fee already paid, postponement of a place on assessment must be received in writing four weeks before the assessment is due to take place. If the notification is not received within the specified timeframe, an assessment fee will be payable to sit a future assessment.
- Candidates must undertake all assessments within two years of the start date of a course.
- In the case of a coach who is unsuccessful at assessment, one further opportunity will be offered at the cost of the candidate.
- In the case of a coach who is unsuccessful at a second attempt at assessment, coaches will be required to reapply and repeat the entire course.

DECLARATION:



- I understand that pursuant to the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2016, my consent is required for Horse Sport Ireland to process personal data which it may have in its possession concerning me including disclosure to third parties such as, but not limited to, the Coaching Programme Administrators and Sport Ireland. I confirm that I have reviewed Horse Sport Ireland's Data Protection and Privacy policies (available at www.horsesportireland.ie or on request) and I note that Horse Sport Ireland will only process my personal data for legitimate business purposes relating to the Coaching Programme 2019 and/or where required by law. All processing will have due regard to the DPA 2018 and GDPR 2016. I note that this personal data may include sensitive personal data, as defined within the DPA and GDPR, the processing of which requires my explicit consent. I note that Horse Sport Ireland will honour my rights and freedoms at all times, including my rights as a data subject, as long as there is no other overriding law which limits those privileges. I consent to the processing of any information relating to me, either contained in this form or otherwise, for the purpose of running Horse Sport Ireland's Coaching Programme 2019.
- As part of the Coaching Programme, contact details (name, address, email address and telephone number) for HSI Accredited Coaches will be listed on the HSI website. You have the right to request for your details to be removed from the HSI website at any time by contacting the HSI Coaching Administrators on cflanagan@horsesportireland.ie.

ENDS