



## **HORSE SPORT IRELAND (HSI) COACHING PROGRAMME**

By submitting an application for a course within the HSI Coaching Programme, applicants will be accepting 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.