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**Aquatic Centre Manager: Mark Short Mob: 0417 878 296**

**CONFIRMATION OF AQUATICS BOOKING**

**THIS INFORMATION IS FOR TEACHERS & BOOKINGS MUST BE MADE BY CONTACTING MARK SHORT**

Please read the following information carefully and inform immediately if any changes are required. *If correct, please sign, copy and return to: Instructor - In - Charge at the address above.* Confirmation of booking will only be made when this form has been returned with a non-refundable deposit of \$110.00 by 0/0/00 which will be credited to your final account. Cheque to be made payable to "Port Vincent Aquatic Centre"

**Name of School**

**Contact Teacher**

**Phone :**

**Fax:**

**Booking:**

**Year:**

**Term**

**Week:**

**Staffing No:**

**Students No's:**

**Year Level:**

Weekday	Date		
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

If you have a problem, then contact us by phone and we will endeavour to help you.

It is important that we know your accurate numbers at least **5 weeks in advance** of your course commencement as Instructor ratio's and rosters have to be allocated. If you have a serious discrepancy between your booked numbers and actual attendance you will be charged on the greater as the demand on the Centre is such that many schools are unable to obtain bookings. By lodging your deposit you are assuring your booking. This must be received by the due date with your deposit. Failure to do so will mean that another school will be allocated your booking. On the completion of your programme your account will be issued and payment [within 14 days] should be posted to the Port Vincent Aquatic Centre. Those accessing the program on a user pays or for addition instruction will be charge separately by the Swimming & Aquatic Unit.

Risk Assessments for all Aquatic activities can be found on the DECD Website.

**Signed:** \_\_\_\_\_  
Principal/Teacher

**Date:** \_\_\_\_\_

Dear Teacher in charge of Aquatics,

Thank you for enrolling your students at Port Vincent Aquatic Centre. Every effort will be taken to ensure that your students have a safe and enjoyable learning experience while they are with us.

**PLEASE MAKE YOURSELF FAMILIAR WITH THE INFORMATION BELOW TO FACILITATE THE SUCCESS OF THE PROGRAMME.**

1. Port Vincent Aquatic Centre runs, General Aquatics and Extended Aquatics. Both sections operate throughout the school year, individually catering for different requirements.

**General Aquatics** offers the following activities: Sailing, Kayaking, Boardsailing, Snorkelling, Surfing, Body Boarding, Knee Boarding, Surf Education, Fishing & Small Boat Handling. Unless specifically negotiated, it is assumed that students enrolled in General Aquatics will be prepared to be involved in the variety of activities offered, depending on the weather conditions and tide.

**Extended Aquatics** offers S.A.C.E. programmes, stages 1 & 2 in Kayaking, Surf Rescue Award, Sailing, Boardsailing, Surfing and Snorkelling to Year 10, 11 and 12 students. Students enrolled in Extended Aquatics participate in a learning programme based around a single activity. Theory lectures are used to supplement the 'on water' training, depending upon the depth of the particular programme.

2. An equipment maintenance and replacement fee of **\$4.00 + GST** per student, per 1.5 hour session will be invoiced to the school. For Public schools accessing over their allocated time will be charged at **\$61.00** per hour per instructor. Private schools will be charged at a full cost recovery at **\$69.00** per hour.
3. An ED006 SWIMMING & AQUATIC MEDICAL CONSENT FORM must be brought for each student on their visit to the Centre. These will be stored at the Centre. Centre policy requires students to bring any relevant medication, which has been prescribed and stated on their ED006 consent form. Failure to comply will result in student non-participation in activities.
4. Due to WHS regulations each school must supply the Centre with a complete list of all students, staff and parents visiting our Centre. This is to be kept with the consent forms. In case of emergencies this list to be used to conduct a head count.
5. Ensure valuables are given to the teacher.
6. Ensure students bring bathers or shorts, T-shirt, woollen jumper (if cold), spray jacket, hat, sun-glasses, sun screen, towel and old shoes with must be worn while participating in Aquatic activities. Failure to bring this safety equipment may also result in student non-participation.
7. Ensure that the responsibilities of teachers are carried out according to the P.E. Branch Administration Handbook, 1999, which include:
  - a) to be responsible for the general behaviour of students by taking an active interest in all lessons.
  - b) to supervise students on and off the bus and while getting changed at the beginning and end of each session.
  - c) Please ensure that nothing is left in the change rooms during the lesson and that care is taken for the safety of students' personal belongings.If you have any students with disabilities this needs to be arranged with the I/C to meet their needs.

We are sure that with these guide-lines, your students will find their visits to Port Vincent Aquatic Centre both educational and enjoyable. If you have any comments on the success of your visits, please do not hesitate to contact me.

Yours sincerely,  
Mark Short  
Instructor - in - Charge