**To Recfishwest** Attention: Fishing Clinic Coordinator **Date** 21 October 2019

**Email** Alanna@recfishwest.org.au

|  |  |
| --- | --- |
| Group name |  |
| Number of participants |  | Average age of participants  |  |
| Contact Person |  |
| Telephone  | Mobile  |
| Email  |
| Date of Clinic/s | Time/s preferred  |
| Location (location must be pre-approved by a Recfishwest representative) | How many sessions? |
| **\*NOTE;** If the group exceeds 30 participants, more than one session should be requested. Keep in mind times may vary depending on weather and instructor availability. Most clinics run for 2 hours from 9am OR 3pm. Midday clinics are avoided during hot weather. |
| Yes, there will be participants with allergies/medical conditions [ ]  | No known allergies [ ]  |

I  of  (group name) will provide:

* (where agreed to) our own fishing equipment (rods & reels or handlines etc)
* our own transport to and from the agreed location;
* suitable numbers of adult supervisors for the group (parents are expected to stay with kids under 14);
* our own insurance cover;
* where applicable, pay agreed cost of session to Recfishwest;
* our own risk assessment and emergency management plan (where relevant); and
* advise if any participant has an allergy with contact, or consumption of fish, burley or bait products

We will ensure:

* **All** participants **WILL WEAR HATS (No hat, No fish)**; and
* **All** participants wear appropriate SunSmart clothing and safe footwear
* **All** participants are aware of the photography policy

Recfishwest fishing clinics will:

* provide instruction expertise and bait, tackle, rigging equipment and sunscreen;
* (where agreed to) all equipment including fishing rigs
* take place at locations designated and pre-approved by Recfishwest;
* cater for a maximum of 30 participants per session;
* run for a maximum of 2 hours;
* be allocated on a first in basis and a calendar set as per our annual obligations;
* assist in pre-clinic and post-clinic marketing and promotions
* be run professionally and to the Recfishwest Fishing Clinic Guidelines; and
* Recfishwest reserves the right to cancel a clinic due to unforeseen circumstances; such as extreme weather

**Photography policy:** photographs may be taken of participants taking part in the clinic and may be used for promotional purposes in Recfishwest communications and media. Please advise us in advance if there are any participants who do not wish to be photographed.

|  |  |  |
| --- | --- | --- |
|  |  |  |

Name Signature Date