



email: office@oytscotland.org.uk
web: www.oytscotland.org.uk
tel: 01475 722 722

CREW BOOKING FORM

This form must be fully completed before sailing. Please ensure that it is signed and returned at least **8 weeks** before the start of the voyage. Please print clearly in **BLOCK CAPITALS**.

Important Medical Advice – PLEASE READ!

Adventure under Sail is a fun, exciting and challenging activity that provides many benefits to those that take part. Safety at sea is our priority and we are proud of our safety record over the last 50 years.

Sailing can be strenuous and we train participants from the outset to minimise the risk of injury. However accidents can still happen and seasickness can impair ability to take oral medication, fluids and food.

Our sea staff have been trained in basic first aid and our boats have some medical kit. They are not equipped though to deal with major illness and we may, very occasionally, need to arrange for crew to be transported ashore for medical assistance. Please be aware that, unlike on land, where an ambulance can be expected in 10mins this may take several hours. This may affect outcomes.

This can be particularly important for participants who suffer from diabetes, asthma, allergy, epilepsy or other significant conditions requiring urgent help. Please take time to fill in the following medical questionnaire accurately, well in advance of your voyage. We may need to make further enquiries and arrangements to ensure all of our crew are as safe as possible.

This ensures that our Skippers and First Mates will be fully briefed about any medical needs.

For further information please contact our office to speak to a member of staff.

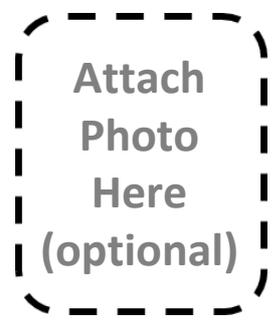
Signed	
Name	
Date	



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PERSONAL DETAILS

Title	First name	Surname
Date of birth	Gender	Nationality
Address Line 1		Address Line 2
City	County	Postcode
Tel (AM) (include dialing code)		Tel (PM) (include dialing code)
Email		
Doctor's Name/Surgery		Doctor's tel (include dialing code)

DETAILS OF 24 HOUR EMERGENCY CONTACT ON SHORE*

Name	Relationship
Address Line 1	
Address Line 2	
City	County
Postcode	
Tel (AM) (include dialing code)	
Tel (PM) (include dialing code)	

PHOTOGRAPHY

I confirm that I am happy for photos of me to be used in (Please tick as appropriate)

Social Media
 Presentations
 Fundraising Reports

MONITORING

How did you hear about OYT Scotland?

MARKETING

Your data will be stored in line with GDPR 2018, unless stated otherwise. However we would like to contact you in the future so if you wish to hear from us again please tick one or more of the following options.

Newsletter
 Available voyages
 Training
 Fundraising Activities

DECLARATION The declaration must be signed, or if completing online then initialed, by the applicant if aged 18 (16 in Scotland) or over, or by the parent/guardian if the applicant is under the age of 18 (16 in Scotland)

1. I consent to the applicant taking part in a Voyage with Ocean Youth Trust (Scotland) Ltd.
2. I have provided details of any medical condition, which might affect the performance or safety of the applicant or others
3. I consent to the applicant being given emergency medical treatment, including the administration of anesthetic should it be necessary, and authorise OYT Scotland staff to give such permission as may be necessary for such treatment to proceed.
4. I agree to the conditions and will comply with the notes printed overleaf.
5. Please tick here if you do not wish for the following details to be shared with your local Volunteer Centre - Full name, email and postal address.

Signature	Name
Date	Relationship (if applicable)



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MEDICAL DETAILS

Conditions and treatment

This form must be completed before sailing. Please ensure that it is signed and returned at least **8 weeks** before the start of the voyage. Please print clearly in block capitals.

Please return to:
 Ocean Youth Trust Scotland
 Victoria House Room 21
 5 East Blackhall Street
 Greenock
 PA15 1HD

Name	
Date of Birth	
Voyage Number (or dates)	

MANDATORY REQUIREMENT TO BE FULLY COMPLETED

Have you been diagnosed or suffered with any of the following in the **past 2 years**? (please tick as appropriate - do not leave blank)

1. Have you been diagnosed with Asthma?	Yes	No
2. Have you had an Asthma attack in the past 2 years?	Yes	No
3. Heart condition	Yes	No
4. Epilepsy (including fits and convulsions)	Yes	No
5. Diabetes	Yes	No
6. Fainting or blackouts	Yes	No
7. Do you sleep walk? Have you sleep walked in the last two years?	Yes	No
8. Have you been diagnosed with Migraine?	Yes	No
9. Attention Deficit Hyperactivity Disorder (ADHD)	Yes	No
10. Emotional and Behavioural Difficulties (EBD)	Yes	No
11. Social Behaviour Problems	Yes	No
12. Tourette's Syndrome	Yes	No
13. Asperger's Syndrome	Yes	No
14. Mental health	Yes	No
15. Recurring health problems	Yes	No
16. Allergies to any known drugs or medication including Penicillin	Yes	No
17. Any other allergies e.g. material, food, insect bites etc.	Yes	No
18. Would you consider yourself disabled (including visual and/or hearing impairments)?	Yes	No
19. Are you taking or have you taken any regular medication within the last 6 months? (with the exception of the oral contraceptive pill)	Yes	No
20. Any recent contact with contagious diseases or infections?	Yes	No
21. Are you receiving medical treatment from either your family doctor, hospital or specialist?	Yes	No
22. Have you been given specific medical advice to follow in medical emergencies? Do you carry a medical alert bracelet?	Yes	No
23. Have you ever received a statement of Special Educational Needs?	Yes	No
24. Do you have any physical condition that might affect your mobility to undertake a voyage?	Yes	No
25. If female, is it likely that you might be pregnant during the voyage?	Yes	No

Additional Information Supplied on page 3 (please tick as appropriate)

Dietary information	
Medical Information (including dosage of any medicines/tablets etc)	
Allergy information	
Other information	

IF you have answered YES to any of the questions above, you MUST provide details on page 4 of this form.

This includes being aware of any additional information or issues of medical, behavioural or other conditions which might affect the performance or safety of the applicant. Depending on the medical condition, you may be asked to provide a doctor's note (we will be in touch if this is required). You MUST also inform us of any changes to the answers given above before the start of the voyage.



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Additional Information Details

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Victoria House Room 21
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PA15 1HD

Name	
Date of Birth	
Voyage Number (or dates)	

If you have ticked YES to any questions on page 3, you must provide additional information here.

Dietary Information

Medical Information If you ticked 'Yes' to any medical please give further details of the - medication, dosage, frequency, emergency treatment and any other relevant information

Allergy Information If you ticked 'Yes' to allergies please explain - how severe the allergy is, any treatment required that is required and any other relevant information

Please use this space to let us know any other information that you feel may help us to give you a great experience.



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NOTES AND CONDITIONS on booking a voyage

While OYT Scotland take all possible steps to ensure the safety of all participants in our voyages the Applicant should understand that sailing can be a hazardous activity.

OYT Scotland reserves the right to decline any application without ascribing a reason for its decision.

Health

If you (the Applicant) are suffering from any of the medical conditions detailed in the attached questionnaire – it might be highly dangerous to go to sea – if in doubt consult your doctor.

If you are being treated with prescribed drugs for any of the above or other ailments, a **doctor's note will be necessary**. It should state, in plain language, the condition and drugs used. (See Booking Condition 'c'). Your doctor should also advise you of alternative medication in case seasickness renders your regular medication ineffective.

You must ensure that you are carrying the correct drugs and dosage for the voyage, and that your doctor has advised the appropriate brand of anti-seasickness remedy to take. If you wear spectacles or contact lenses you are advised to bring a spare pair of spectacles for the voyage.

If you have a disability you must consult our Staff before making a reservation, as arrangements may be made to visit the vessel in advance of the voyage to ensure that you will be able to cope with conditions on board.

Personal Property

The Applicant is responsible for his/her property while on board a Trust vessel. Any property left on board when the voyage is completed will not be the Trust's responsibility, and the cost of returning such property, if found, will be at the Applicant's expense.

Insurance

The Trust's insurance covers all aspects of its activities should circumstances arise in which the Trust is found legally liable. OYT Scotland is not liable for customers' personal effects, money, medical or other expenses during the voyage.

OYT Scotland strongly advises customers to take out travel and booking insurance in respect of each voyage.

Travel Cancellation

Cancellation should be notified by telephone and must be confirmed in writing as soon as reasonably possible.

Safety

The vessel will be under the command of a Skipper holding as minimum a commercially endorsed RYA/DTP Yachtmaster Offshore Certificate.

The First Mate will be an experienced person holding a Mate's certificate issued by the Trust and an RYA/DTP Coastal Skipper Certificate as minimum.

Ocean Youth Trust Scotland vessels are certified to the Marine & Coastguard Agency's Code of Practice for Sail Training Vessels.

The time and port of departure and the time and port of return are given in the Sailing Programme. If for any reason it is necessary to alter these every effort will be made to notify you, and revised instructions will be sent if time allows.

Applicants from Overseas

If you live overseas and wish to sail with OYT Scotland you are requested to pay your fees using a) GIROBANK cheque from your local Post Office,

b) Eurocheque, or c) Bank Transfer. Make payment in Sterling, adding to the fee any transaction charges made by your bank, plus £10 to cover transaction charges in the UK.

Conditions of Booking

1. Failure to disclose relevant information may forfeit your berth, even at short notice.
2. Applicants must be free of any known contact with an infectious disease during the six weeks prior to the booked voyage.
3. **Applicants under treatment requiring prescribed drugs MUST present the Trust's office with a Doctor's Note stating, in plain language, the condition and the drugs prescribed.**
4. **The Trust can accept no responsibility for any consequences of you failing to take medication as recommended your doctor.**
5. Applicants are under the authority of the Skipper at all times during the voyage and are to carry out the duties assigned to them, and comply with his/her instructions at all times.
6. An administration fee of £50 may be charged for changes to the programme.
7. **Cancellation by the Applicant.** Applicants unable to take up their booked voyage for any reason whatsoever must notify the Trust at once. If a berth is cancelled more than 90 days prior to the voyage 25% of the fees are payable. If the cancellation is less than 90 days prior to the voyage 100% of the fees are payable. OYT Scotland will endeavour to refill the berth with a full fee paying customer and, if successful, will refund the fee paid less a deduction of £50 to cover administration expenses.
8. An administration charge of £20 will be made when Applicants transfer their booked voyage to another date and/or vessel.
9. Cancellation by the Trust. OYT Scotland will refund the voyage fee paid or accept it towards the cost of another voyage during the same sailing season at the request of the Applicant. The Trust shall not be liable to re-pay any other sum. Fees will not be held over from one season to the next.
10. **Applicants are responsible for their own transport costs to the port of departure and return home after the voyage.**
11. **The consumption and storage of alcohol on board are prohibited unless expressly authorised by the Skipper. No alcohol for under 18 year olds.**
12. Conduct considered by the Skipper to be disruptive, contrary to good order or prejudicial to the interests or safety of the Trust by the Applicant, or other participants, shall entitle the Skipper to put ashore the Applicant in a port with adequate transport facilities, in all respects at the expense of the Applicant and/or parent guardian, (including the cost of any person escorting the Applicant if so decided), and without liability on the Trust to make any refund.
13. If the Applicant chooses to leave the vessel for any reason before the end of the voyage OYT Scotland will not be liable to pay any refund of voyage fees or travel expenses incurred in returning home. If OYT Scotland incurs costs in escorting a minor home these costs will be passed on to the parent/guardian.
14. The Trust reserves the right to modify, curtail, or cancel the voyage in the event of adverse sea conditions, mechanical problems or other circumstances beyond its control, without recompense.
15. Whilst reserving the right to release information at the Trust's discretion, a policy of confidentiality is maintained by the Trust.
16. It is the responsibility of Duke of Edinburgh Award participants using their voyage for Residential Project (Gold Award) to bring their logbook to the vessel and ensure that the Skipper fills it in. Logbooks must not be sent to OYT Scotland office and will not be completed after the voyage.