

## THE MARK SCOTT LEADERSHIP FOR LIFE AWARD – COURSE

This Course Programme sets out what The Outward Bound Trust are going to do and what is expected of you. This document will form the terms and conditions governing the relationship between you and The Outward Bound Trust. Read it and digest it. If you accept the terms and conditions, you and your parent/guardian should complete the last page and return it with your medical by return of post.

### Who is involved?

You	→	provided that you accept the terms and conditions
The Outward Bound Trust	→	who provide the services set out below who provide up to £1,500 of funding to enable you to participate in the programme

### 1. The Outward Bound® Residential Course

The course lasts for 5 days and is very intensive in nature; you will not have a lot of “free time”. Through a range of outdoor activities you will develop skills in the following areas: teamwork; project management; problem solving; personal awareness, interacting with others; and presenting yourself to society. In addition to the outdoor activities there will be sessions where you will be expected to review what you have done and develop action plans for other activities and your community project

### 2. Community Project selection, planning and delivery

You will be a member of a team of about six participants from your local area. The team will select a community project that reflects local needs and will have an impact on the people in your area. Projects will be carried out by the teams and will normally run for a four to six-month period. The initial phase of each project will be developing a plan setting out the goals, activities, timescales, roles and responsibilities and any financial aspects. The team is responsible for planning and delivering the community project and for covering any costs. Fundraising is an important part of the project. Teams are accountable to The Outward Bound Trust for the successful completion of the community project, which must be completed as a condition of completing the Award. Support will be provided at the local level through an Outward Bound® instructor and a school representative.

### 3. The Mark Scott Leadership for Life Award

Your performance on the programme will be monitored continuously. A record of activities and learning is required as an integral part of the programme. You will maintain your own

record/log, with guidance from the programme support staff. Your learning log and the views of instructors and support staff will be considered when deciding if you have successfully completed the programme. If you do, you will be presented with The Mark Scott Leadership for Life Award. Before deciding whether to make any award, The Outward Bound Trust will consider any relevant report from the Outward Bound instructor. The Outward Bound Trust's decision to make any award will be final and they are not required to provide reasons for their decision.

#### **4. Cost of the Programme and Funding Sources**

The total cost of the programme per participant is approximately £1300. By signing this form you agree that The Outward Bound Trust will incur these costs on your behalf. Contributions to the cost of your participation in the programme are made by The Outward Bound Trust and other charitable and corporate sponsors. You should consider that, by accepting a place on the programme, a significant amount of money is being invested in you. If you stop participating at in the programme at any time you will have denied another young person the opportunity to participate and benefit from the programme.

#### **5. Out of pocket expenses**

The Outward Bound Trust does not provide out of pocket expenses. You will be required to pay for your own travel costs to and from your training course at Loch Eil, near Fort William, or Howtown on Ullswater, and to complete your Community Project. All outdoor equipment and clothing, food and instruction is provided for the Outward Bound course and a list of other clothing which you will need will be provided to you by The Outward Bound Trust.

#### **6. Exclusion**

The Outward Bound Trust reserves the right at any time to exclude you from a course if it considers that you are not compatible with the general well-being of the centre's community. The Outward Bound Trust reserves the right to cancel or alter any course dates, programmes and fees without notice. If this happens The Outward Bound Trust will try to offer you an appropriate alternative.

#### **7. Health**

Whilst at the centre you must expect to be involved in adventurous and sometimes strenuous activities. The Outward Bound Trust uses appropriate safety procedures. You are required to be of average health (no previous training or experience is required, but you should be

willing to become involved in all aspects of the programme). Before the start of the course you must complete, sign and return an enrolment and medical form. All prior injuries or serious illnesses must be declared. The Outward Bound Trust does not accept any responsibility for any ailment or loss resulting from an undeclared injury or illness. If you have been in contact with infectious diseases you cannot attend the Outward Bound® centre within the normal quarantine period. Any specific queries concerning health or safety should be directed to the Head of Centre at the appropriate Outward Bound® centre.

### **8. Travel Insurance**

The Outward Bound Trust provides comprehensive course and travel insurance cover in relation to the residential element of the Award only. This cover includes cancellation, personal accident, medical expenses, personal belongings, money and personal liability. A summary of the cover is available on The Outward Bound Trust's website at [www.outwardbound.org.uk](http://www.outwardbound.org.uk).

### **9. Public and Employer Liability Insurance**

The Outward Bound Trust will have in force at all times Public and Employer Liability Insurance cover and full details are available on request.

### **10. Training Regulations and Requirements**

Whilst undergoing training you must comply with The Outward Bound Trust's safety procedures and disciplinary regulations which will be explained to you.

### **11. Health and Safety at Work Etc. Act 1974**

The Outward Bound Trust will make available upon request information on its services to ensure that as far as is reasonably practicable they are safe and without risk to health when properly used. It is your responsibility to ensure that you do not behave in a way which might injure or damage you or any other person.

## CONFIRMING YOUR PLACE ON THE MARK SCOTT LEADERSHIP FOR LIFE AWARD

All Applicants follow the same process:

You should have already filled in the application form online and been accepted as either taking part or as a reserve.

You have now read the contract (pages 1-3) in this document, and must, with your Parent/Guardian fill in the following forms on pages 5-8.

Please then either scan and e-mail pages 5-8 or print and post them to:

[Steve.mackenzie@outwardbound.org.uk](mailto:Steve.mackenzie@outwardbound.org.uk)

The Mark Scott Leadership for Life Award  
The Outward Bound Trust  
Robertson House  
152 Bath Street  
Glasgow G2 4TB

### Privacy

We gather this information at this stage in order to process paperwork potentially at the last minute for reserves replacing someone dropping out at the last moment.

If you are a reserve, we will only keep your information until you are either confirmed as a participant (and will therefore move your information into our 'live' filing system), or until the end of the application process. If you are unsuccessful in your application, we will destroy your personal information.

### Next Steps

We will confirm receipt of your forms, and that they are correctly filled in. Please then keep an eye on your e-mail account for confirmation.

For confirmed participants we will collect an administration fee of £20, and this will be final confirmation of your participation.

**If your circumstances change and you wish to give up a confirmed place, please contact the office as soon as possible.**



## THE MARK SCOTT LEADERSHIP FOR LIFE AWARD

Please return this completed sheet to The Mark Scott Leadership for Life Award Team with the Enrolment and Medical form.

### Participant: Acceptance of Course Programme

- I confirm that I wish to participate in the Programme and that I intend to attend all elements where possible.
- I acknowledge and accept that The Outward Bound Trust will provide the services outlined in the Course Programme.
- I accept the discretion of The Outward Bound Trust in deciding whether to award me the Mark Scott Leadership for Life Award.
- I accept that changes may be made to any part of the Course Programme.
- I accept the terms and conditions contained in the Course Programme.

..... Signed (you the participant)

..... Date

.....School

### Parent/Guardian:

On behalf of .....(Please print),

I as parent/guardian accept the terms and conditions contained in the Course Programme.

.....Signed (parent/guardian)

..... (Please print parent/guardian's name)

..... Date

# ENROLMENT AND MEDICAL INFORMATION



Please complete all questions on this form fully and honestly. The information provided will be treated in the strictest confidence and is essential in order to enable The Outward Bound Trust to provide appropriate medical help and support, if required. Please ensure that this form is completed and returned to the group leader at least six weeks prior to the start of your course.

## Information for parents and guardians

For many parents or guardians this may be the first time your child is taking part in a residential course. You can access all the essential information at [outwardbound.org.uk/information-for-parents](http://outwardbound.org.uk/information-for-parents).

## Confidential information

If you wish to advise our staff of any confidential issues which may affect you during your course, please complete our confidential information form online by visiting: [outwardbound.org.uk/information-for-parents](http://outwardbound.org.uk/information-for-parents), or by completing the section on page 3.

## Medical details

If at the start of your programme it is found that information has not been given correctly, The Outward Bound Trust reserves the right to refuse participation. If there are any changes to your medical details you must inform the appropriate centre immediately.

## Visiting Staff

People aged 45 and over have a higher risk of heart problems, fractures and other conditions if they suddenly take up moderately demanding physical exercise of any kind. This is particularly true of people who do not take regular exercise or who are overweight. If you are concerned about your physical suitability for the course, please feel free to contact us, or seek advice from your doctor and obtain confirmation that it is appropriate for you to participate.

## Course Details

Centre (please circle) Ullswater                      Howtown                      Loch Eil Aberdovey                      Ogwen	School	Course Date
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## Participant Details (Block Capitals)

First Name	Surname
Date of Birth	Male / Female
Home Tel	Mobile
Home Address	Postcode

Important Contacts	Emergency Contact	Alternative Emergency Contact	Your Doctor's Surgery
Name			
Address			
Tel Home			
Mobile			
Relationship to participant			

<b>OFFICE USE ONLY</b>	
Initial:	Dated:

# MEDICAL INFORMATION

HAVE YOU EVER HAD:	YES/NO	
1 Heart trouble, angina, raised blood pressure?	Y / N	<b>IMPORTANT:</b> If you answer 'yes' to Questions 1-5, you <b>MUST</b> complete the relevant Supplementary Medical Questionnaire which can either be downloaded from <a href="http://outwardbound.org.uk/information-for-parents">outwardbound.org.uk/information-for-parents</a> , or you can request one from the school.
2 Asthma, bronchitis, tuberculosis or other lung conditions?	Y / N	
3 Diabetes?	Y / N	
4 Epilepsy?	Y / N	
5a Allergy to foods (eg. nuts, dairy produce etc.)?	Y / N	
5b Other allergic reactions (eg. bee stings, detergent.)?	Y / N	
<b>IMPORTANT:</b> If you answer 'yes' to Q6-17, you <b>MUST</b> give details, including dates, below (continue overleaf if necessary).		
6 Nervous illness, depression or other psychiatric condition?	Y / N	
7 History of broken bones, muscle tears or tendon/ligament damage?	Y / N	
8 Stomach, digestive, abdominal problems?	Y / N	
9 Blood disorders?	Y / N	
10 Bladder, urinary problems?	Y / N	
11 Severe hearing or visual impairments?	Y / N	
12 Fainting attacks, migraine or severe head injury?	Y / N	
13 Are you suffering from, or are you a carrier of, any infectious diseases, or have you travelled from an area where you may have been exposed?	Y / N	
14 Have you been treated by a doctor or in hospital within the last two years for anything other than a trivial complaint?	Y / N	
15 Are you taking any medication? (If so, please state the condition being treated, name the medication, state the dosage details and ensure that you bring enough.)	Y / N	
16 If female, do you know or suspect that you are pregnant? (If so state at what stage of pregnancy you will be when starting your course.)	Y / N	
17 Do you have, or suffer from, any other diagnosed medical or physical condition or is there anything else you wish us to know about?	Y / N	

## Additional Information – Medical or Confidential

### **Dietary Preferences:** please state any dietary preferences below, eg. vegetarian, Halal, etc.

(If you have a food allergy please ensure you have completed Question 5a and the relevant supplementary medical questionnaire, available from: [obtrust-precourse.info](http://obtrust-precourse.info) and click the 'medical' link and then 'allergies'.)

Height	Weight
Can you swim 50 metres in light clothing? YES / NO	
During your programme, Outward Bound may take photographs or video clips to be used in The Trust's supporters' marketing material, course reports and websites. Please tick this box if you do not wish us to use images or footage of you. <input type="checkbox"/>	

# CONSENT

## Safety and acknowledgement of risk

We have more than 70 years' experience in providing adventurous activities and consider our safety arrangements to be at the forefront of the adventure activity industry. The risk of serious injury to participants is extremely small but it is not non-existent. We take a great deal of care of participants' safety. However, as in any adventure activity, there will be some factors beyond our control. Participants will be briefed before every activity and are expected to follow the safety procedures explained to them and to indicate if they are unsure of what is expected of them. Participants are never forced to do an activity and if any participant has concerns they should make these known to their instructor. The level of risk associated with Outward Bound activities is normally very low, and probably no greater than that experienced by active people in everyday life.

**I DECLARE THAT ALL MEDICAL AND ENROLMENT INFORMATION ON THIS FORM IS TRUE AND THAT I HAVE NOT WITHHELD ANY RELEVANT INFORMATION AND I UNDERSTAND AND ACCEPT THE ABOVE SAFETY AND ACKNOWLEDGMENT OF RISK STATEMENT:**

- ▶ If participant is over 18, the participant must hand sign below:

Signature: ..... Email Address: ..... Date: .....

- ▶ A parent/guardian must sign for a participant who is under 18, and by signing you endorse the following statement:

"I consent to the above named person participating in the course and consent to him / her taking part in all activities. In the event of an emergency and The Outward Bound Trust being unable to contact me, I give permission for any medical treatment deemed necessary, to maintain his / her well-being."

Parent/guardian, please hand sign below:

Signature: ..... Email Address: ..... Date: .....

Print name ..... Relationship to participant: .....