INDIVIDUAL'S BRIEFING

INTRODUCTION

These notes are designed to help you enjoy and make the most of your visit to Fellowship Afloat.

ARRIVAL AND WELCOME

On arrival we will meet you in our car park and assist you with your luggage for the five-minute walk to *Trinity*. If you require assistance, please call the centre on 01621 869779. After settling everyone in, we will have some introductions and talk through the rules of the centre and safety aspects.

FELLOWSHIP AFLOAT STAFF

During your stay, you will be looked after by both permanent staff and sessional volunteers, all of whom are trained and familiar with life on board and the various specialist activities. Appropriate personal checks, which include a CRB disclosure, are made on all new staff.

Fellowship Afloat staff take full responsibility for the organisation of domestic arrangements and activities. The highest priority is given to the safety and comfort of visitors.

LIFE ON *TRINITY*

The experience of living together in a community is one of the most important aspects of your stay on board. Guests always enjoy sharing and doing things together – helping with the washing-up and cleaning is as much a part of your stay as the activities.

As Christians we welcome the opportunity of sharing our faith; feel free to join us in the Christian life of the Centre.

PRACTICAL MATTERS

For the time we spend on the water - be prepared with plenty of warm clothes - the list opposite will give you an idea of what to bring.

Protection against the sun when you are on the water is important: sunglasses are recommended, sun cream is essential.

Footwear requires thought too – you'll need one pair of outside shoes and wellies if possible (we have some wellies onboard catering for most sizes up to size 8) and trainers or light shoes onboard.

If you don't own a sleeping bag – don't worry – we have spares that can be hired at £3.00 a weekend or £5.00 a week. Foam pillows and pillowcases are provided for each individual.

Waterproofs and buoyancy aids are available for all visitors at no extra cost.

We discourage use of radios and personal stereos on board; they are a distraction and easily get lost and broken.

Smoking and the consumption of alcohol are not allowed on board.

SUGGESTED KIT LIST

(bring in a soft bag):

- sleeping bag
- 2 towels
- warm jacket
- washing kit
- nightwear
- wellies
- at least one complete change of clothes
- indoor and outdoor shoes
- hat and gloves (for cold weather)
- warm jumpers/sweatshirts

FOR WATER BASED ACTIVITIES & SAILING you will need:

- soft-soled shoes e.g. trainers
- tracksuit trousers or leggings (not jeans)
- plenty of warm layers
- a woolly hat or cap / gloves
- sun cream

SHOP AND POCKET MONEY

We have a small souvenir shop on board, items 30p - £7.50, also *Trinity* garments – T-shirts £8.00 - £10.00, baseball caps £6.00. Sweets and drinks can be bought in the village.

We suggest pocket money should be about £5.00 - £10.00.

PROGRAMME EVALUATION

We are constantly striving to improve and develop our service so, at the end of your stay, we will ask you to fill in and return to us a feedback form with any comments and suggestions for the future.

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CONDITIONS OF BOOKING

- A booking is only secured when a deposit and booking form are received and acknowledged by us.
- If you cancel your booking, for whatever reason, the deposit is forfeited.
- The balance of fees must be paid four weeks before the start of a course.
- If you cancel your booking, for whatever reason, less than 12 weeks before the start of the course 60% of full fees are due; if less than two weeks, then full fees are due.
- If a booking has to be cancelled by the centre, and no acceptable alternative dates are available, all fees paid to the centre will be refunded.
- Should you have a change in circumstances, do contact the Fellowship Afloat office immediately; we will do all we can to accommodate your needs.
- Anyone participating in water activities must be fit for the activity and confident in water wearing a buoyancy aid (supplied at no extra cost by Fellowship Afloat).
- Fellowship Afloat is covered by public liability insurance which indemnifies the Trust in the event of accident or loss resulting from negligence on its part. Cancellation costs, personal accident and property loss for visitors is not covered, so we advise you to make your own arrangements if insurance is required.
- Visitors are advised that they are not permitted to publish or make available to the public, images in any format, whether static or moving, of the staff or volunteers of the trust or any organised activities, unless express permission has been granted in writing. Permission can be obtained by emailing info@fact.org.uk

For a school / group booking

- In the event of reduced numbers attending the course, the minimum group fee will be payable.
- Fully completed individual booking forms (FACT 4s/g) must be dispatched with the balance of fees (if possible a single cheque) at least four weeks before the booking.

Fellowship Afloat Charitable Trust
The Sail Lofts
Woodrolfe Road
Tollesbury
Essex CM9 8SE

TELEPHONE
Office: 01621 868113
Centre: 01621 869779

FAX
01621 869771

E-MAIL
info@fact.org.uk
WEB SITE
www.fact.org.uk

Fellowship Afloat Charitable Trust is a limited company registered in England and Wales. Company No. 3264887 Charity No. 1059143

RYA Training Centre

ADVENTURE ACTIVITIES AALA LICENSING AUTHORITY Tel: 029 2075 5715 watersports

Member CCI leading the way in getting away