

Advanced Marina Management School 7 November – 12 November 2010, Dublin Ireland



Helping the Best Become Better

The British Marine Federation (BMF), in conjunction with the Yacht Harbour Association, presents the internationally renowned Advanced Marina Management School.

This six-day course is designed for marina and boatyard managers who have at least three years relevant management experience. Delegates who successfully complete the course will be recognised as meeting one of the requirements to become a Certified Marina Manager CMM

Leading speakers will present a wide variety of topics including:

- ◆ Capital Budgeting
- ◆ Environmental Management
- ◆ Marina Development
- ◆ Marketing
- ◆ Strategic Planning

Each day is packed with a range of learning opportunities, including formal classes and lectures, informal discussions, field trip to nearby marinas, group projects, marina/boatyard industry networking and evening classes and discussions.

The Course will be held from Sunday 7th November to Friday 12th November 2010 in Dublin, Ireland. The Course is residential; there is no non-residential option.

The cost of the Course is € 2600. This fee includes the course fee, accommodation, meals, course notes and field trip costs.

Places will be strictly limited, so early registration is advised. To ensure a wide mix of delegates, no more than two people from the same marina organisation can attend the course. The course will be taught in English.

To book your place, please complete and return the booking form overleaf.

Comments from previous UK Advanced Marina Management Schools:

- ◆ "I achieved what I intended in that I am more confident in my knowledge and have attained a deep insight into best practice in the marina business" ◆ "I look forward to implementing many of the ideas" ◆ "Fabulous course providing an ideal forum for candidates to discuss matters" ◆ "A very valuable combination of studies" ◆ "Many valuable contacts made" ◆ "Well worth the time and expenditure" ◆



BOOKING FORM FOR THE ADVANCED MARINA MANAGEMENT SCHOOL 2010

PERSONAL DETAILS

Title:	Mr / Mrs / Miss / Ms / Dr / other – please state	
Name:		
Job title:		
Company:		
Address:		
	Postcode:	
Telephone number:		
Mobile number:		
Fax number:		
Email address:		
Website :		
In case of an emergency	Name:	Mobile number:
Relationship		

APPLICANT'S BACKGROUND SUMMARY

How long have you held a management position in your marina/boatyard?
Please give a brief outline of your current responsibilities. (Please attach update Curriculum Vitae CV to application form)
Please give brief details of other relevant experience you have.

Marina Data Sheet

Name:	Marina:	
No: of Employees:	Permanent :	Seasonal:
Services – Profit Centres – (please tick)		
Fuel	Tenants	
Repairs	Chandlery	
Brokerage	Other	
Boat Capacity		
No. of Wet Berths:	No. of Moorings:	
No. of Dry Berths:		

Applicants Experience Tick Sheet

(Please tick the functions that you undertake in the marina or marinas that you have managed)

1. Routinely manage on-site staff		2. Responsible for purchase orders or approve contracts	
3. Oversee maintenance work		4. Conduct monthly site inspections	
5. Meet routinely with marina occupants		6. Establish or monitor operation policies	
7. Have authorisation to sign/approve invoices for payment		8. Supervise accounts	
9. Supervise berth contracts and renewals		10. Prepare annual budgets or review	
11. Review and approve monthly accounts		12. Supervise recording –keeping system	
13. Prepare marketing plans		14. Determine Insurable risk and recommend coverage to owners	
15. Calculate tariff to be charged		16. Manage with full authority	
17. Analyse and review financial requirements with owners		18. Advise owners to consult legal advice based on management knowledge	
19. Review marina value and discuss with owner		20. Identify and analyse use of the property	
21. Identify, analyse and approve major maintenance or remodelling programs		22. Approve major variances from the budget	
23. Have primary responsibility with compliance with government regulations		24. Helped prepare/present permit application or environmental impact information	
25. Authorise the establishment of approved management information systems		26. Analyse and approve applications for financing	

Application Requirements

1. Applicants must have a minimum of three years relevant management experience. BMF will assess the application against this requirement
2. Please attach:
 - An up to date Curriculum Vitae/ Resume (maximum two pages)
 - Completed booking form
 - Marina Data Sheet and Applicants Experience Tick Sheet
 - Signed Terms and Conditions (overleaf)

PAYMENT OF FEES

The Fees include the course fees, course materials, accommodation, meals and field trip.

I enclose a cheque for €2600 (Please contact the BMF for the rate of conversion to pay in Sterling)
Cheques payable to British Marine Federation

Please charge my credit card with £ _____ using the following details:

□□□□	□□□□□□	□□□□□□	□□□□□□	Expiry Date:	□□□□□□
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Name on Card: _____ Security No: □□□□

Or by BACS to: 30-94-42 01131274

or

- Please send my company an invoice

If you wish to pay in Sterling Pounds, please contact the BMF for the correct conversion rate.

I have read the Terms and Conditions (overleaf) to be bound by them. I understand that my application details stored by BMF. The Data Protection Act 1998 applies

Signed:

Date:

Please return your form to:

Deidre Williams, British Marine Federation, Marine House, Thorpe Lea Road, Egham, Surrey,
TW20 8BF, UK

Direct telephone: + 44 (0)1784 223630; fax: +44 (0)1784 439678;

Email: dwilliams@britishmarine.co.uk

TERMS AND CONDITIONS

1. DEFINITIONS

1.1 Applicant: the person or organisation stated on the Booking Form as being responsible for payment of the Course Fees.

1.2 BMF: means the Course provider, British Marine Federation, (company registration number 2592536), whose registered office is at Marine House, Thorpe Lea Road, Egham, Surrey TW20 8BF.

1.3 Delegate: the person stated on the Booking Form as the Course attendee.

1.4 Course: the course run either within the UK or abroad by the BMF as stated on the Booking Form.

1.5 Course Fee: the fee charged by the BMF for a place on the Course, as advertised by the BMF in the Course Information.

1.6 Course Information: the information sheet(s) and web pages published by the BMF in relation to the Course.

1.7 Minimum Entry Requirement: the minimum requirements (if any) to be met by Delegates before they may take part in the Course, as specified by the BMF on the Course Information.

1.8 Booking Form: means the booking form for the relevant Course.

2. BOOKINGS

2.1 Booking Forms must be submitted with a deposit against the Course Fee or full payment of the Course Fee, as stipulated in the Course Information.

2.2 All Course Fees are expressed as a VAT exclusive amount and include accommodation, meals, course notes and field trip costs.

2.3 Booking Forms submitted without the relevant payment will not be processed until the payment is received.

2.4 Delegates will not be permitted to attend the Course if the balance of the Course Fee has not been paid in full by the last working day

prior to the Course commencement. The Course Fee is in any case due by the date stipulated in the Course Information.

2.5 Places on the Course are limited and will be allocated by BMF on a “first come first served” basis to Delegates who meet the Minimum Entry Requirements. Submission of a Booking Form does not guarantee admission to the Course.

2.6 To ensure a wide mix of delegates, no more than two people from the same marina organisation can attend the Course.

2.7 BMF will write to successful Delegates confirming their place on the Course. Bookings will remain provisional (and therefore capable of cancellation at any time without penalty) until this written confirmation is issued.

3. CANCELLATIONS AND SUBSTITUTIONS

3.1 If the BMF cancels the Course the Applicant will receive a full refund of the Course Fee.

3.2 The deposit is non-refundable except where the Delegate does not meet the Minimum Entry Requirement at the time of application.

3.3 If the Applicant cancels the booking for the Course giving the BMF more than 60 working days’ notice in writing, the Applicant will receive a full refund less the deposit which is non-refundable, or if the Applicant prefers, one complimentary place on the Course on another date, subject to availability. If the Applicant accepts a complimentary place, the Applicant waives the right to cancel or receive a full refund.

3.4 Alternatively in exceptional circumstances the BMF will allow the substitution of an alternative Delegate provided that they meet the Minimum Entry Requirements and provided that the Applicant provides their details in writing at

least 48 hours prior to the commencement of the Course.

3.5 In all the circumstances contemplated in this clause 3, where the cancellation or amendment leads to the cancellation or amendment of bookings made by the BMF with third parties for accommodation or travel for the Delegate, the BMF shall also charge to the Applicant any cancellation charges or other costs that cannot be easily recovered by the BMF.

3.6 Where the Applicant is to make travel arrangements for the Delegate, the Applicant is advised to take out adequate travel insurance to cover ill health and other circumstances which might lead to a cancellation.

3.7 The BMF reserves the right to amend the content of any Course(s) without notice when, in the BMF’s opinion, such amendment does not fundamentally change the content of such Course(s).

4. PASSPORT VISA AND IMMIGRATION REQUIREMENTS

4.1 Where the Course is to be held outside the UK, the Delegate’s specific passport and visa requirements and other immigration requirements in order to attend the Course are the responsibility of the Delegate and the Applicant and the Delegate or the Applicant should confirm these with the relevant embassies and/or consulates. The BMF does not accept any responsibility if the Delegate cannot travel because he or she has not complied with any passport, visa or immigration requirements.

5. EVENTS OUTSIDE OUR CONTROL

5.1 The BMF will not be liable or responsible for any failure or delay or interruption in providing the Course that is caused by events outside our reasonable control. The BMF will use its reasonable

endeavours to reschedule any Course that is cancelled, delayed or curtailed.

6. COPYRIGHT

6.1 The copyright in the Course materials is owned by the BMF and/or third parties, and Course materials are licensed to Delegates for their own personal use, and not for re-use or re-sale.

7. DATA PROTECTION

7.1 We will use details of Delegates and Applicants submitted on the Booking Form to inform them of future training opportunities by e-mail, telephone, post and any other reasonable method. Applicants and Delegates are asked to inform the BMF training team if they would rather not receive this information.

8. LIABILITY

8.1 The BMF regrets that it cannot be held responsible for any loss or damage to the property of the Applicant or the Delegate, or in relation to any death or personal injury unless caused by the BMF's negligence. The Applicant and/or Delegate are therefore advised to effect adequate insurance cover to cover these situations.

8.2 Except for any liability for death or personal injury caused by the BMF's negligence or for fraud or any other liability that cannot be excluded or limited by law, the BMF will not be liable to the Applicant or the Delegate, whether in contract, tort, or otherwise for any:

- (a) consequential loss;
- (b) indirect loss;
- (c) special loss;
- (d) incidental loss;
- (e) loss of profit;
- (f) loss of reputation;

however so caused.

8.3 Except for any liability for death or personal injury caused by the BMF's negligence, or for fraud or any other liability that cannot be excluded or limited by law, and subject to clause 8.2 above the BMF will not be liable to the

Applicant or the Delegate, whether in contract, tort, or otherwise for any sum greater than the sums paid by the Applicant to the BMF under the relevant booking, per event or series of events.

8.4 The limit in clause 8.3 above shall not apply to damage to property caused by the BMF's negligence, for which damage to a limit of £2million in aggregate shall apply.

8.5 BMF reserves the right to pass any and all charges on to the Applicant or the Delegate for any charge made against it for the cost of rectifying damage, caused by a deliberate, negligent or reckless act of the Delegate to any accommodation or venue or transport vehicle used by the BMF or its subcontractors in the provision of the Course.

9. ENTIRE AGREEMENT

9.1 These terms and conditions and any document expressly referred to in them represent the entire agreement between the BMF and the Applicant and Candidate in relation to the subject matter of these terms and conditions, understanding or arrangement between us, whether oral or in writing.

9.2 Nothing in this clause 9 will limit the BMF's liability for fraud.

10. LAW AND JURISDICTION

This Agreement shall be subject to English law, and the parties submit to the exclusive jurisdiction of the courts of England and Wales.

I have read the Terms and Conditions above and agree to be bound by them

Signed:

Date: