LTR Paperwork

Each candidate will be sent the Joining Instructions Letter together with the Emergency Contact Form. Instructors will be copied into that email so you will have names and email contacts for each candidate. They are asked to return the Emergency Contact Form in advance but I take a few spares just in case.

Since the club incorporated as a limited company, we have to pay corporation tax on any "trading". To avoid having to pay tax on our LTR income it is important that course fees are treated as a membership subscription. It is really important that every candidate completes a Temporary Membership Form on their first session. Instructors will need to print some in advance.

We pay the National Trust £2 per visitor per day. To allow us to calculate the correct amount, instructors should complete an Attendance Register and let the LTR Coordinator, Rachel, know the figures at the end of the course.

A LTR handbook should be handed to each candidate on Session 1 together with Davd K's Rowing Sequence sheet. Emphasise that they should follow DK's sheet not the "Arms, body, slide" set out in the handbook.

Hand out Feedback Forms in Session 5. Collect in Session 6.

Allow time to talk about membership in Session 5. Explain the sessions and how they can progress in the club and how they can contribute. Talk particularly about the Development Sessions designed especially for them as a way to build on the skills they have learned. Emphasise that they will be welcome at any Social Session as a good way to meet more people and to row with more experienced rowers. You might like to draw up a Session Programme showing what sessions are running and which would be good for them.

Explain about Explore and perhaps give them an Explore Poster.

Hand out Membership Forms and ask for them to be returned in Session 6.