



BOXING TUTOR COURSE ORGANISER

Confirmation of Course/Advertisement:

- Contact Boxing Tutor Instructor Quinton Shillingford to book and confirm a date to run a boxing tutor course in their area.
email: q@boxingawards.co.uk
mobile: **07702 745590**
- Give all the following details to "Q": full name, telephone numbers, address and email address.
- Course Organiser to liaise with "Q" regarding accommodation near the venue.
- Once the date is confirmed the boxing tutor has to advertise the course in conjunction with the ABAE and Boxing Awards Ltd. An advert will be put onto the GB National Boxing Awards website (www.boxingawards.co.uk) with the course organisers email address.

Requirements for the Course Venue:

- A hall is required to fit the expected number of participants, min of 12, max of 30.
- A TV and DVD player are required to play the Boxing Tutor DVD, at the beginning of the course.
- Seating for all participants.
- Light Refreshments on arrival Tea, Coffee and biscuits.
- Toilet Facility must be available.
- Liquid Refreshment available all day.
- Changing facility for both male and female participants.
- First Aid: Emergency First Aid Box and telephone.



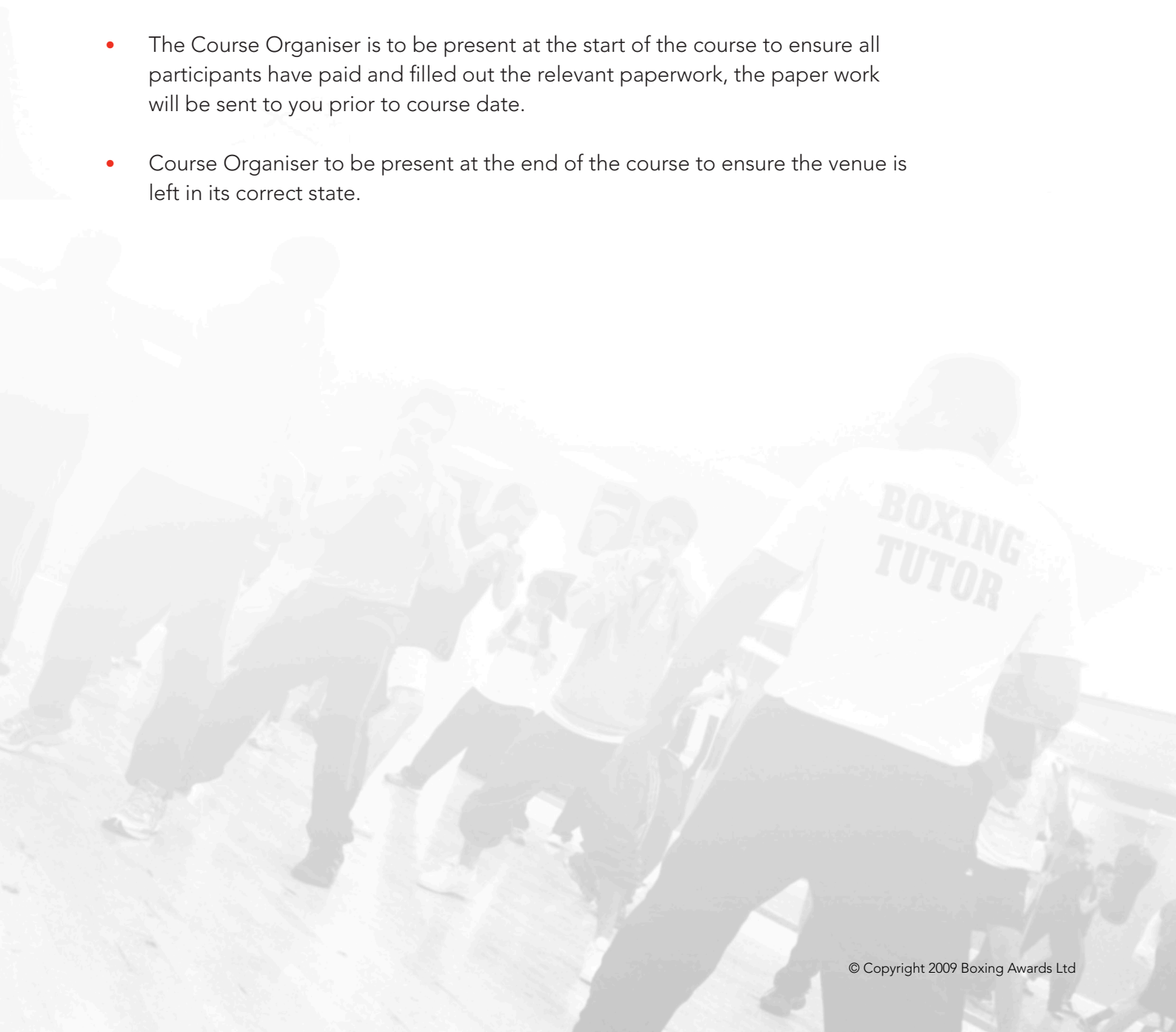
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Payment:

- The course organisers main responsibility is to ensure all participants have paid their £100 incl VAT course fee prior to attending the course. All payments made payable to the course organiser's association.
- Course Organisers must inform 'Q' of the number of participants due to take the course 1 week prior to the date of the course. An invoice will then be issued to the course organiser.
- The invoice must be paid in full no later than 30 days from the date on the invoice.

Course Organiser Role:

- The Course Organiser is to be present at the start of the course to ensure all participants have paid and filled out the relevant paperwork, the paper work will be sent to you prior to course date.
- Course Organiser to be present at the end of the course to ensure the venue is left in its correct state.





BOXING TUTOR PAYMENT SHEET

Course Organiser: Phone Number:

Address: Email:.....

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Date of course: Venue:.....

Invoice number:.....

Names of all participants:

| | | | | | |
|-----|--|-----|--|-----|--|
| 1. | | 11. | | 21. | |
| 2. | | 12. | | 22. | |
| 3. | | 13. | | 23. | |
| 4. | | 14. | | 24. | |
| 5. | | 15. | | 25. | |
| 6. | | 16. | | 26. | |
| 7. | | 17. | | 27. | |
| 8. | | 18. | | 28. | |
| 9. | | 19. | | 29. | |
| 10. | | 20. | | 30. | |

Payment Details:

Total Amount Closed £

Paid by: Cheque BACS Mixture of Cheque and BACS

Please quote invoice number on ALL cheques and remittance advice slips.

In the event of any cheques and BACS remittances being returned unpaid Boxing Awards reserves the right to pursue the course organizer for any shortfall in full payment of the invoice.