



Professional Nature & Coastal-Marine Guide Programme Registration & Indemnity form

This document includes the Guide training registration form, the indemnity form and the Student Code of Conduct. (*Refer also to the Student Rules document*)

Programme Start Date:

PERSONAL DETAILS

Name and Surname	
Preferred Name	
Male / Female	
Birth of date (dd/mm/yyyy)	
Email for Learner	
Telephone No	
Mobile Telephone No	
Postal Address	
Languages Spoken	
Highest Qualification	
Any Special Interests	



EMERGENCY CONTACT INFORMATION

Emergency Contact Person	
Relationship	
Emergency Contact Person Contact Number	Home: Work: Cell:
Emergency Contact Person Email address	

MEDICAL, INSURANCE & DIETRY REQUIREMENTS

Insurance Company	
Policy Number	
24hr Medical Phone for Insurance company	
Your medical history and current information	
Medication taken currently	
Special dietary requirements	
Allergies Are you allergic to Bee stings ?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, what appropriate medication do you have with you?	
Other Allergies	



VERY IMPORTANT

Please ensure that you declare any additional medical information other than mentioned in the form above, for example if you are suffering from any illnesses (physical, psychological, psychiatric) or if for example, you have epilepsy. It is imperative that you are truthful because in a potential medical emergency, when you cannot speak for yourself, we need as much information as possible.

A LITTLE BIT OF INFORMATION ON YOU

1. What is your reason for attending the Grootbos Professional Nature & Coastal Marine Guide programme?

2. Current profession or course of study? _____

3. Any previous education pertaining to this guide training programme (biological studies/ecotourism) and which qualification?

4. Other qualifications (degrees and diplomas)?

Grootbos Professional Guide Academy aims to make a difference on a daily basis by educating the public about the natural environment. As a guide student, you are expected to adhere to the Grootbos company and house rules and regulations. Guide Students are the responsibility of Grootbos, and we want you to achieve your goals and walk away with increased knowledge and passion for the natural environment.



INDEMNITY AND RELEASE FORM

I, the undersigned, _____
(state full names and surname)

acknowledge and declare that I have familiarised myself with the contents of this document, and that the information supplied on all the pages hereof is true and correct.

I accept the terms and conditions as set out below and in the annexures hereto, signed at the last page of each section:

INDEMNITY AND RELEASE BY APPLICANT

The Applicant agrees to the following:

1. The agreement shall be subject to and regulated in terms South African law not withstanding acceptance hereof abroad or outside the borders of the Republic of South Africa.
2. To comply with any reasonable house rules as set out by Grootbos Professional Guide Academy (GPGA), and states that he/she has familiarised him/herself with the said rules.
3. GPGA will endeavour to resolve any problems emanating from the participation in the student programme within reasonable ability.
4. GPGA reserves the right to dismiss any student due to non-compliance with the terms and conditions as set out herein from the programme without any reimbursement to the student.
5. GPGA will adhere to the protocol regarding dismissal, which shall be in accordance with a three-strike policy, first warning, last warning, and dismissal.
6. GPGA shall be entitled to summary dismissal in the event of a student subjecting itself to the use of any illicit and / or unlawful drugs, or other narcotic substance, or in the event of such drugs and/or substance being found in his/her possession, or in the event of abuse of alcohol, act of violence or sexual harassment or being convicted of any criminal offence. INITIAL_____



7. The use of alcohol during service hours is strictly prohibited and includes the use of any substance that reduces the ability or causes a person to experience diminished concentration or ability during service. GPGA may however regulate the use of alcohol during periods when the student is not on duty, subject to alcohol being used with discretion. The GPGA reserves the right to regulate the use of alcohol at any other time or occasion.
8. The student undertakes to obtain and provide comprehensive medical insurance for the duration of his/her stay with the GPGA or its representatives prior to his/her arrival, for which documentary proof must be provided at the request of GPGA.
9. The Student declares that he/she is medically and mentally fit for participation in the GPGA programme, and states that he/she is aware that such participation may require a fairly high level of mental and physical strength, courage, and ability.
10. The information given in the application form is certified as true and correct, and any false information given shall entitle GPGA to terminate the agreement without any compensation or re-imburement to the student with immediate effect.
11. Should the student choose to leave the programme earlier than the agreed date, GPGA shall be under no obligation to reimburse the student.
12. The student accepts that there are particular risks and potentially hazardous consequences involved in the activity of nature and marine guiding including, shark-cage diving and boat-based marine activities, walking and game-drive vehicle activities and agrees to indemnify and hold GPGA or any of its representatives, agents, or employees harmless against any claims suffered from the inherent risks causing subsequent loss or injury of whatsoever nature, including illness, disease, death, damages to property, or other loss, whilst engaged in any student activity.

INITIAL _____



13. The student shall adhere to all safety requirements during participation of student activity, failure to comply with such requirements shall entitle GPGA or its representative to refuse the student to participate, or to suspend his/her participation or to dismiss the student in the event of such refusal being a third strike procedure.
14. All participation in activities performed during duty, OR outside the hours of service or duty, including activities offered by GPGA, shall be done and/or performed or participated entirely at the risk of the student, and GPGA or its assigns or duly authorised representatives are indemnified against any claims of whatsoever nature arising from the said participation in any such activity.
15. The student shall subject him/herself to the safety briefing provided by GPGA from time to time at all relevant times.
16. The student declares that he/she is in good health and fit for participation in activities that may from time to time require a fairly advanced level of fitness, strength and good health, and that he/she suffers no medical, mental or physical impairment or impediment or health condition that may cause him/her to suffer further injury or aggravation of the condition, or which may render him unable or which may impair his ability to participate, and if requested shall provide GPGA with a certificate of good health and fitness for performance prior to arrival;
17. The applicant is advised to observe the diverse and multi-cultural composition of the student groups and of the South African society, and agrees to abstain from physical embrace in public, or to perform any act that may be construed as imposing on the rights of other students.

I declare that the information in my application is accurate. I have read the above conditions and fully understand the contents. I agree with the conditions and am willing to fully comply with them.

Full Name: _____

SA ID no./Passport no. _____

Signature: _____ Date: _____



CODE OF CONDUCT FOR GROOTBOS PROFESSIONAL GUIDE ACADEMY STUDENTS

The Applicant agrees to the following:

Preamble: All Grootbos Professional Academy (GPGA) programme participants are required to abide by the rules and regulations as set out by GPGA. Adherence to this code of conduct will result in an enjoyable experience for all participants. Should any individual compromise the experience of the group, guests or staff, the individual will face disciplinary procedures (warning, counselling etc.) whereafter they might be expelled from the programme. No refunds in this case will be issued and any additional cost incurred will be at the individual's own cost. The staff at Grootbos Professional Guide Academy (GPGA), and Grootbos Private Nature Reserve, have the responsibility to judge the students' general conduct. Negative conduct can include but is not limited to poor hygiene (personal or clothing), disrespect of anyone within the programme or businesses (staff, peers, guests), negative outlook, or any behaviour that may damage the reputation of the programme or Grootbos companies.

Behaviour: Participants are to behave in a manner that is not offensive to staff, guests, visitors, or fellow students. Behaviour must be conducive to teamwork and communal cooperation.

Dress: Students may perform duties in or be seen in public areas where we request that you dress in GPGA uniform supplied. This is pertinent to operational times as well as certain excursions organized by the GPGA programme Instructors. Outside of operational times we require participants to not dress in revealing and scantily clad manner which may be, by reasonable assessment, found to be of an offensive nature to any other students, staff, guests and the public.

Language: English is the recognised and preferred guiding language used in communal conversation; if you do speak any other foreign language, please advise us as you might be able to assist us with other duties and projects. No language that is indecent and/or offensive to others will be accepted.

Drugs: The possession or use of narcotics and other recreational drugs is against the law. Participants suspected of breaking this rule could be withdrawn from the programme and sent home if found to act in contravention of South African law.



Please advise the GPGA administrator prior to, or on arrival, of any scheduled prescription drug usage, preferably accompanied by a doctor's note or prescription, especially in the treatment of life-threatening cases.

Alcohol: Participants wishing to use alcohol on the property must do so with sensibility and act in a responsible manner so as to not be offensive to staff, guests, visitors, or fellow students. No intake of alcohol is allowed whilst wearing any officially branded gear, or during working/training hours, unless approved by management, which has the right to stop participants found to be intoxicated from participating in any activities.

Safety: This is a priority, therefore please note that you will not be allowed to leave the Grootbos property without notifying the GPGA Instructors of your movements. Sensibility is key – please ensure that you do not wander out after dark on your own on walks. GPGA Instructors will accompany students on scheduled trips and night-time training excursions.

Visitors: No visitors (staff or non-staff) are allowed at the GPGA house without prior approval of the GPGA Principle Trainer. No visitors are allowed to enter the GPGA house unless accompanied by an GPGA staff member.

Disciplinary procedures:

Any negative conduct reported to GPGA will result in the following disciplinary procedure:

- First warning: This can be verbal or written but will be defined to the student as their “first warning”
- Last warning: If the same negative conduct persists a “last warning” will be issued. This can be verbal or written, but will be defined to the student as their “last warning”
- Expulsion: If the negative conduct persists the student will be expelled from the programme

INITIAL _____



Zero tolerance: The following circumstances fall under our zero tolerance policy which follows the Zero Tolerance Protocol:

- Illegal substances
- Sexual harassment or abuse
- Physical violence (to others, animals, self)
- Racism or hate speech

Zero Tolerance Protocol: If any member of staff or student is alerted to behaviour of a student that falls into any of the above categories that member of staff or student is required to immediately alert the Principle Trainer, who will follow this protocol:

- Investigation: Because these are serious charges, an investigation will be launched by the Principle Trainer. This investigation will always lead to one of the following options:
- Last warning: The Principle Trainer will issue a last warning depending on the severity and circumstances and if the student is accused of the same behaviour they will be immediately expelled, or
- Immediate Expulsion: The student will be expelled from the programme.

Expulsion: If a student is expelled from the programme, the student will leave within 24 hours. Once having left the Grootbos property, the student is no longer the responsibility of GPGA. The expelled student is responsible for all subsequent costs or charges associated with their expulsion (i.e. transport to wherever from the property, airline fees, accommodation etc.).

Name & Surname _____

Signature _____

Date _____



TERMS AND CONDITIONS OF GROOTBOS PROFESSIONAL GUIDE ACADEMY STUDENTS

The Applicant agrees to the following:

Programme commencing days - The GPGA programme runs from a certain set date. In cases where a student cannot commence the programme on set start date, arrangements must be made with the GPGA administrator to notify them of alternate commencing dates. If arrivals occur outside of this time, students should be made aware of the fact that they may miss certain presentations and briefings.

Travel - The student is solely responsible for arranging and paying for their own travel, specifically including all airfares or other transport costs to and from the host country as well as any local transport costs. It is the responsibility of the student to carry all necessary documents when traveling abroad. While GPGA may advise the student on required travel documentation, GPGA is not responsible for any supporting documents necessary for the student's travel needs or other purposes. Students are responsible for ensuring their travel documents are up to date and valid for travel. GPGA transport from Cape Town to Gansbaai and back to Cape Town can be arranged if needed at an extra cost to you the student.

Insurance - GPGA does not provide the student with insurance of any kind. Travel insurance is mandatory for each student, and the student will need to purchase this prior to departing on the trip. The student is solely responsible for evaluating and determining the type, extent, and levels of any insurance coverage they need or desire for their planned student travel period. Insurance must cover their entire travel period.

Payment contribution for the provision of food

Students are required to contribute an amount of R3000 per month for the duration of their stay with Grootbos Professional Guide Academy.

INITIAL _____



Personal Risks

The student acknowledges and accepts the responsibilities and risks associated with their agreement to travel to temporarily live in and provide student services in a developing country. Such travel and student work can often be hazardous and involves a certain degree of risk, inherently dangerous activities, and personal perils to the student, both foreseen and unforeseen, all of which are fully accepted by and solely assumed by the student.

Therefore, including any and all of its employees, managers, directors, shareholders, host families and host country partner organisations are not liable, to the maximum extent of the law, for any loss or harm the student or their associates may suffer, including but not limited to loss caused directly or indirectly by: Personal or Emotional injury; Death; Illness or disease; Damage to or loss of property; Hostage situations; War or terrorism.

Indemnity

The student agrees to indemnify GPGA against any and all liability which GPGA incurs arising directly or indirectly out of, or in connection (in any way) with, the student's travel to, living in and providing services in the student's nominated country.

Drug and Alcohol Use

The student must abide by the rules put in place by GPGA student programme with regard to alcohol consumption. Drug use (unless prescribed by a doctor) is strictly prohibited and will result in instant dismissal from the programme with no refund.

Miscellaneous

The student agrees to comply with the partner organisation's code of conduct and waiver.

GPGA reserves the right to notify the emergency contact appointed by the student in the event that the student is dismissed from the programme, and in other circumstances deemed appropriate by GPGA.

GPGA reserves the right to use feedback and images provided by students for website materials such as testimonials.

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GROOTBOS

Professional Guide Academy



To the full extent permissible at law, all representations, terms, warranties, guarantees, or conditions whether implied by statute, common law or custom of the trade or otherwise, including, but not limited to, implied warranties and guarantees, are excluded.

The Grootbos website is presented solely for the purpose of promoting Grootbos services and those of Grootbos partner organisations. This site is controlled and operated by Grootbos. Grootbos makes no representation that materials in the site are appropriate or available for use in other locations. Those who choose to access this site from other locations do so by their own initiative and are responsible to the extent local law is applicable. Grootbos does not warrant or make any representations regarding the correctness, accuracy, reliability, or otherwise of the materials in this site or the result of their use.

GPGA reserves the right to refuse acceptance to any application.

GPGA reserve the right to remove the student from the programme.

All dates and times referred to in these terms and conditions are based on South African Standard Time.

Force Majeure

GPGA has no liability for any lack of performance, unavailability or failure of the services or its website, or for any failure of GPGA to comply with these terms and conditions, where the same arises from any cause reasonably beyond the control of GPGA.

Governing Law

These terms are governed by the laws of South Africa.

Name & Surname _____

Signature _____ Date _____