

Organisation Registration



Organisation Name:	
Address:	
	Postcode:
	Borough:
Contact Telephone Number:	
Email Address:	
Website:	
Organisation Type: <i>(please select one option)</i>	<input type="checkbox"/> Care Home <input type="checkbox"/> Educational Establishment <input type="checkbox"/> Healthcare Services <input type="checkbox"/> Housing Provider <input type="checkbox"/> Resource Centre / Day Centre <input type="checkbox"/> Sport Group <input type="checkbox"/> Support Group for disabled or older people <input type="checkbox"/> Other:
Organisation Status: <i>(please select one option)</i>	<input type="checkbox"/> Club or Society <input type="checkbox"/> Local Authority <input type="checkbox"/> NHS <input type="checkbox"/> Private Company <input type="checkbox"/> Registered Charity / CIC

Do your Service Users come from multiple venues?

If your clients / service users will come from different locations, please provide details below:

Name(s) & Postcode(s) of alternative locations:	
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Organisation Registration



Are you part of a larger Organisation?

If you have a Parent Organisation or Head Office, please enter these details below:

Parent Organisation Name:

Head Office Address:

Postcode:

Organisation Manager

First Name:

Surname:

Direct Line Telephone:

Mobile Number:

Email Address:

Address: *(if different to Organisation)*

Primary Contact Person *(person responsible for co-ordinating cycling sessions for your service users)*

First Name:

Surname:

Direct Line Telephone:

Mobile Number:

Email Address:

Address: *(if different to Organisation)*

Agreement between (insert Organisation name)

_____ [referred to as “we” below]

and Wheels for Wellbeing

- **We will ensure all our staff attending sessions will register with Wheels for Wellbeing, including reading and agreeing to the ‘Guidelines for Carers and Support Workers’.**
- We will ensure our service users who attend sessions will register with Wheels for Wellbeing and will be made aware of the ‘**Ground Rules**’.
- We will cooperate with Wheels for Wellbeing staff and volunteers to ensure cycle sessions are safe and fun by working to these Ground Rules / Guidelines.
- We will remain responsible for those we are supporting at all times. Our staff are responsible for ensuring that helmets are correctly fitted.
- We will ensure that a satisfactory level of support is provided at cycling sessions in line with the needs of our service users.
- **We will keep Wheels for Wellbeing up to date regarding new service users or staff attending cycling sessions, by completing registration forms for them.**
- We understand that the sessions will be led by experienced and qualified Cycle Instructors. We are aware that they will offer guidance, advice and support with regard to cycling and cycling related matters and we agree to participate under their supervision.

We accept that there may be an element of risk in all activities but we are satisfied to proceed with the sessions for people attending from our organisation.

Signature: _____

Print Name: _____

Job Title / Role: _____

Date: _____