



The 2019 Hereford Ringing Course

Application Procedure Notes

These notes accompany the form students should complete to apply for a place on the course. Their aim is to help you with the form, so you understand what we are trying to find out. Along with the form and these notes, you should also read the course programme, and if you can, take a look at the website too – there is more information there on lectures than we can provide in the programme.

There are several parts to the form. The first part is general information – the name and tower you give here will be used by us when we compile lists for group leaders for example. If you want your application to be considered with another, please add their names. We will then either accept or reject all the applicants together.

In part B, you select the group you wish to join. The programme describes what each of the groups will cover and what you should be able to do already before joining that group. To get the most from the course, our experience (and we've been doing this for over 50 years!) is that people do better when they underestimate their abilities, not overestimate them. The course is quite intensive, and you will be ringing with unfamiliar ringers on strange bells. You won't get the most benefit if you are at the edge of your ability. One key point to consider is that you are completing the form in December/January, and the course is not until the beginning of April. Whilst it is tempting to predict the progress you will make over this time, if you get it wrong you may find you are struggling when you arrive. It's always much easier to cope with someone who is at the top end of the group than someone who is below the bottom end of the group. We also find that bell control can be a problem. Whilst we try to provide easy going bells for group practicals, these will be of varying weights and draughts. Bells that are heavier or lighter than you are used to, or have the ceiling further away than you are used to, can cause problems. Try to ring on a variety of bells before you come, and try and practice bell-control by itself – balancing a tied bell 10 times out of 10 is a good test that you are in charge. Doing it on an unfamiliar bell is even better. Groups A & B will actually do this as an exercise on the first evening.

Once we have allocated you to a group, we cannot change this when you arrive – there are too many interconnections to unravel if we try – so please don't ask us to do it.

There is space on the form to tell us what you can already ring. We do not use this information to make choices about whom we accept or not, except in the case of Group L, but it is helpful to us when placing students in particular groups. Please rate your experience ringing rounds, call changes, the treble and inside to methods using the following letters:

- a) Hardly at all/none
- b) Have rung with help
- c) Can ring plain courses with confidence, or touches with help
- d) Can ring touches with confidence.

For example, an applicant to group A might just write rounds on 6 (b), call changes (a). An applicant to group D might put Plain Hunt Doubles inside (c), Treble to Plain Bob Doubles (d), inside to Plain Bob Doubles (a). For applicants to higher groups (G and above) please tell us about your experience in the methods you've chosen to learn on the course – we don't need a list of everything you've ever rung, just some guidance about your current experience.

Part C is for the non-group sessions and lectures. There is additional information about these sessions on the website, and you might find it helpful to read this before making your choices. Please enter your choice of lecture (using the lecture number) for each session.

Some lectures/sessions are duplicated and you can choose any of the sessions. Some sessions are in two parts, and you really cannot expect to benefit from the second without also attending the first – these are

- Raise and Fall in peal on Friday and Saturday evenings – if you want to do this, please choose both sessions.
- Handbells (both X and Y) – it's fine to go to the first session alone, but not to the second alone.
- Conducting practicals (where the theory session on Friday afternoon is compulsory if you want to go to the practical in the evening – however you can do the theory without the practical).

So please:

If you want to do Raise and Fall, you must choose both 11 and 23

Handbells X - do not choose 29 without 16

Handbells Y - do not choose 37 without 7

Conducting practicals - do not choose 13 without choosing one from 4, 5 or 6

There are also a few limitations for A & B applicants. These groups will do a Listening and Timing session in one of their group theory sessions, and will be duplicating this if they choose the Listening and Timing practicals (sessions 10 and 22) on Friday or Saturday evenings. We will give priority to applicants from groups C and above to these sessions. A & B applicants should not choose 'Hereford Cathedral' (number 25) either, as the Cathedral Guild have asked us to limit the number of students visiting the Cathedral to 40, and this is the easiest way to manage the selection. In contrast, A & B students will be given priority for the Raise and Fall sessions, but as outlined above, please choose both sessions if you want to do this.

There are some sessions where we have to limit the numbers attending, so we ask you to make a second preference in case your first preference is oversubscribed. These are:

- Tower maintenance (8 & 20) on Friday and Saturday evenings
- Listening and timing session (10 & 22) on Friday and Saturday evenings
- Raise and Fall sessions (11 & 23) on Friday and Saturday evenings
- Visit to Hereford Cathedral (25) on Saturday evening

We will tell you when you arrive (on your registration document) to which sessions you have been allocated. We expect students to select at least four lecture options. If you choose fewer than four, we may reject your application – faced with two similar applicants, we will always choose the one more committed to the course.

Part D is concerned with transport. If you are arriving by train we will happily come to Hereford Station to meet you, but you need to tell us which train you will be on. If you don't know the details at the time of application, or if you change your arrival details, please let us know – e-mail is best. Your driver will be carrying a copy of the course logo!

If you can drive a car during the course, please complete the section regarding the number of passengers. When we allocate students and helpers to groups we try to ensure there is sufficient transport for each group for each practical session. If couples arrive in one car, please don't both say you have a car, though it would help to know if either of you could drive it. If you will have your car with you please take note of the various parking restrictions around the college and of the traffic notes in the programme.

Part E is about meals. If you want all meals, please tick the 'all meals' box, and pass on to part F. Otherwise, if you only want some meals (and this includes tea and coffee) please complete the table, and work out the cost of meals (this will be used in part G). Lunch on Friday and Saturday is between practicals, and a pub meal is suggested – that's what most people in the group will do, but it is not compulsory. Please bear in mind that often there is no other choice unless you bring your own sandwiches. Tea and coffee are not provided after main meals in the college.

Part F is where you choose if you want to be resident or not. If you leave this part blank, we will assume you want to be non-resident. All the bedrooms are en-suite. The full-time students at the college are visually impaired and sometimes deaf too. The college has some bedrooms with special fire alarms for such cases. Please tell us now if you need such a room.

Please complete the last line of the table in **Part G** in full. All students pay £75 for the cost of tuition. To this add the cost of any meals ordered, (£92.20 if you've ordered them all, or the total from Section E if you have only ordered some), and the cost of accommodation (£93.00 for three nights). We need a deposit of £60 with your application, which we will return if you are unsuccessful. Because of difficulties returning online payments, the deposit must be made by cheque. We will only cash these cheques for accepted students, which we will do on Tuesday, 5th February. If successful, we will send you an invoice for the remainder when you are accepted, and you must pay in full by 26th March 2019. We will not present any final cheques until 26th March.

Finally please sign and date the form. (Applicants under 18 should ask their parent/guardian to sign too). By signing the form you are agreeing to the terms and conditions listed above the signature, including that you've read and understood these notes. You are also agreeing to pay the balance due by 26th March 2019 if you are accepted. If you need to cancel and you let us know before 26th March, we will probably be able to allocate your place to someone else and refund your payment. Last minute cancellations usually cannot be filled, and refunds cannot be made. You might care to consider a holiday cancellation insurance policy to cover this eventuality. Cheques should be made payable to **Hereford Ringing Course**.

The closing date for applications is Thursday 31st January. We will inform you if you have been successful early in February. Under normal circumstances, applications received after 31st January will not be considered. There is no point sending an application after this date without first contacting the course secretary by telephone or e-mail (alison@herefordringingcourse.org.uk).

The Course Secretary is Alison Moreton, 1 Silcoates Drive, Wrenthorpe, Wakefield, West Yorkshire, WF2 0UR, ☎
01924 375468. The application should be posted to this address.



THE 2019 HEREFORD RINGING COURSE APPLICATION FORM

Office use only	All lectures	
Date		

Before completing this form, please read the Programme and Application Procedure notes.

PART A - PERSONAL DETAILS

BLOCK letters please. The names and tower you write here will be used on course documentation.

SURNAME (and title) _____ CHRISTIAN NAME USED _____

ADDRESS _____
 _____ Postcode _____

Telephone _____ Home Tower _____

email address _____

AGE: (please tick)

18-29	30-45	46-60	60+
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 Age if under 18 _____

If this application is to be considered with others, please write the name(s) of the other applicant(s) here

PART B - TUITION REQUESTED

Before selecting your group, please read the notes on pages 4 - 5 of the programme.

Please accept me as a student on the Course in Group

Please tell us what you can already ring. For each method, choose a) none or hardly at all, b) plain courses with help, c) plain courses with confidence/touches with help or d) touches with confidence. If applying for the higher groups (G and above), focus on the methods you will study on the course.

Example: <i>Plain Bob Doubles</i>	<i>b</i>

If you choose Group K, please indicate your preference for Stedman Triples or Caters _____

PART C – ADDITIONAL LECTURES

Please read pages 6 and 7 of the programme, and the Application Procedure notes, and then put the lecture number you choose in the box for that session.

I would like to attend the following lectures:

Friday 16:55 Friday 19:30 or
 Saturday 16:55 Saturday 19:30 or
 Sunday 09:00 Sunday 10:20

It may help you to remember what you booked if you mark your choices on your programme.

PART D - TRANSPORT ARRANGEMENTS - please complete as appropriate

1) Will you be driving your own car during the Course? YES NO

If YES, how many passengers could you take? _____

2) I am travelling by train and require transport from Hereford station. My train arrives at _____
 (If you do not know this at the time of application, please write, phone or email when you do.)

PART E - MEALS

If you do not require any meals (including tea or coffee) please go to Part F below.

Do you have any special meal requirements? No Vegetarian

Do you require all meals (£92.20)? Yes

Or: please order occasional meals as ticked in the boxes

	Breakfast £7.00	Coffee £1.20	Lunch £16.00	Tea £1.20	Dinner £16.00
Thursday					
Friday					
Saturday					
Sunday					

TOTAL COST OF MEALS ORDERED: £

PART F - ACCOMMODATION REQUIRED

All applicants: you must select one box only.

Please reserve me	<input type="checkbox"/>	A place as a RESIDENT
Please reserve me	<input type="checkbox"/>	A place as a NON RESIDENT

The college provides bedrooms with special fire alarms for those who are blind or deaf. Please let us know when you apply if you need one of these.

Residents - the cost of a room is £31.00 for one night, £93.00 for all three nights.

PART G - COURSE FEES

Tuition Fee	Meals	Accommodation	Total
	Either the total from Part E above, or £92.20 if all meals are ordered.	If resident: £93.00 for three nights	(Tuition, Meals and Accommodation)
£75	+	+	=

DECLARATION

Please inform us if you suffer from a medical condition which may cause loss of consciousness

- 1) I have read and understood the Application Procedure Notes
- 2) If accepted, I will pay the full course fees by 26th March, 2019
- 3) I understand that I may have to pay for everything I have booked if I cancel
- 4) This data will be stored on a computer and be used by the course organisers for the purpose of running The Hereford Ringing Course. It will not be used by or given to anyone else. The data can be viewed by contacting the Course Secretary to arrange a viewing. By signing this form you are giving your consent for this data to be stored and used in this way. A copy of the course's data protection policy can be viewed on the course website – www.herefordringingcourse.org.uk

Please sign this application: _____ Date _____

Signature of Parent/Guardian for applicants under 18 _____ Relationship _____

The completed form should be sent to the Course Secretary, Alison Moreton, 1 Silcoates Drive, Wrenthorpe Wakefield, West Yorkshire. WF2 0UR, by the closing date of 31st January, 2019. First class post is advised if applying after 24th January.