

The Duke of Edinburgh's  
International Award Barbados  
Sheraton Mall  
Sargeant's Village  
Christ Church

T (246) 436-8754  
F (246) 436-1630  
deiabarbados@gmail.com  
[www.theawardbarbados.com](http://www.theawardbarbados.com)



## REGISTRATION FORM

(PLEASE COMPLETE IN BLOCK LETTERS)

*Affix one (1) passport size photos with full name written on the back.  
Registration fees for direct entrants are: Bronze - \$30.00, Silver - \$35.00, Gold - \$40.00  
(To continue on to silver or gold from the previous level the fee is \$25.00)*

DATE: \_\_\_/\_\_\_/\_\_\_ REG NO.: \_\_\_\_\_ FEE \_\_\_ ENTRY LEVEL: \_\_\_\_\_

GROUP \_\_\_\_\_ LEADER \_\_\_\_\_

*This section to be completed by Award office*

SURNAME \_\_\_\_\_

CHRISTIAN NAMES \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TEL: \_\_\_\_\_ (HOME) \_\_\_\_\_ (CELL)

EMAIL: \_\_\_\_\_

D.O.B \_\_\_/\_\_\_/\_\_\_ (DD/MM/YYYY) AGE: \_\_\_ GENDER MF

RELIGION \_\_\_\_\_ NATIONALITY \_\_\_\_\_

**MEDICAL INFORMATION** *State any medical conditions or physical disability (e.g: Asthma, Diabetes)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DO YOU WEAR EYEGASSES? YES NO IF YES, CAN YOU SEE WITHOUT THEM

\_\_\_\_\_

NAME & ADDRESS OF YOUR PERSONAL DOCTOR

\_\_\_\_\_  
\_\_\_\_\_

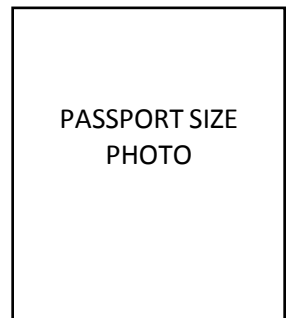
### **EMERGENCY CONTACT**

NAME: \_\_\_\_\_ RELATION TO PARTICIPANT \_\_\_\_\_

TEL: \_\_\_\_\_ (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_ (CELL)

ADDRESS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**PARTICIPANT AGREEMENT**

I have read/or had explained to me and agree to comply with the Requirements and Conditions of my participation in The Duke of Edinburgh's International Award Barbados as attached.

Signature of Participant: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENTAL/ GUARDIAN CONSENT** (*Consent is required for persons under eighteen (18) years old*)

I agree that my child/ward.....should take part in the activities of The Duke of Edinburgh's International Award Barbados.

I have read understood and agree to comply with the requirements and conditions of the participant's registration in the Award, as described in the attached **Requirements & Conditions**.

NAME: \_\_\_\_\_

PARENT'S EMAIL \_\_\_\_\_

ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**IMAGE RELEASE** Kindly sign below to indicate your willingness to allow your image (pictures & video) to be used for the promotion of The Duke of Edinburgh's International Award Barbados and for media purposes.

Signature of Participant \_\_\_\_\_

Signature of Parent \_\_\_\_\_

Date \_\_\_\_\_

**AWARD IMPACT RESEARCH** The Duke of Edinburgh's International Award Barbados and its parent The Duke of Edinburgh's International Award Foundation conduct research on the Award and periodically sends surveys to participants. These are to understand participants' experience, to measure the outcomes and impact of the Award and relate to any other research activity in line with the Award's strategy and aims.

I agree participate in the research surveys of The Duke of Edinburgh's International Award and its parent organisation.

Participant Signature \_\_\_\_\_

Parental Consent

I consent for my child/ward to participate in the research surveys of The Duke of Edinburgh's International Award and its parent organisation.

Parents Signature \_\_\_\_\_

### **REQUIREMENTS AND CONDITIONS**

1. I understand that the participant cannot participate in the Award until this form has been completed (including parent/guardian consent) and returned to the relevant Award Operator with the applicable registration fee, and has then been accepted by the Award Unit
2. I consent to the Award Unit and any other individuals, including volunteers\*, who are involved in or assist in organising the Award, and hired transportation drivers, transporting the participant for the purpose of participating in activities or functions related to the Award, as required. I understand that the Award Unit will notify me in advance of when and where such travel will occur.
3. I understand that certain activities are considered high-risk and that high-risk activities may not be covered by the insurance arrangements of the Award Operator. I understand that the responsibility for all risks arising from the participant's participation in the Award is placed solely upon the participant.
4. I authorise employees, officers or agents of the Award Unit and any other individuals who participate in, are involved in or assist in organising the Award, in the event of any accident, injury, illness or loss suffered by the participant whilst participating in, or travelling to and from, any activities or functions related to the Award, to obtain any necessary medical assistance or treatment including, but not limited to, engaging any doctors, nurses or hospital accommodation.
5. I consent to pay all such doctors, nurses or hospital accommodation fees and expenses incurred on behalf of the participant as a result of any such accident, injury, illness or loss suffered by the participant whilst participating in, or travelling to and from, any activities or functions related to the Award.
6. I consent to and understand that photographs may be taken of the participant participating in certain activities related to the Award and such photographs may be used for promotional purposes provided an appropriate release form has been signed by both the participant and their parent/guardian.
7. I have read and understood the different levels and requirements of the Award as set out in the Outline of the Award.
8. I understand every participant must participate in the Award through an Award Unit who has the discretion to accept or reject participants and proposed activities to be undertaken as part of the Award.
9. I understand that the participant cannot commence any particular section of the Award until I have satisfied myself that any volunteer nominated by the participant, who is not an employee of the Award Unit, is suitably experienced and/or qualified to instruct/supervise/assess that section of the Award; and until any relevant volunteers have completed and returned required documentation to the Award Unit.
10. I understand that upon acceptance into the Award by the Award Unit, the participant will receive a Record Book or gain access to the Online Record Book (ORB). The participant will read the requirements of the Award contained in the Record Book or ORB prior to starting activities in relation to the Award. I understand that the Award Unit has the discretion to determine whether the Award requirements have been met and therefore whether a Bronze, Silver or Gold Award should be issued. I understand that the Award Operator may provide participants with limited insurance in respect of personal accident and public liability insurance starting upon acceptance into the Award by the Award Unit, but that the responsibility for obtaining and maintaining personal accident cover lies with the participant/and their parent/guardian.
11. I understand that:
  - a. a participant must not drive a motor vehicle or transport other participants participating in activities related to the Award unless the participant holds an appropriate and valid driving licence and there is appropriate third party insurance in place to cover any person injured as a consequence of the participant's driving; and
  - b. a participant must not be driven by any individual who is not involved in or assisting in organising the Award for the purposes of participating in the Award unless the individual holds an appropriate and

valid driving licence and there is appropriate third party insurance in place to cover any person injured as a consequence of the individual's driving.

12. I understand that participants are required to comply with the Award requirements contained in the Record Book or ORB, the policies and standards of behaviour of the relevant Award Operator (as amended from time to time) and requirements of the Award Unit in relation to emergency plans, assessment of activities and the conduct of Adventurous Journeys related to the Award, and understand that the Award Unit may withdraw its approval to the participant's participation in the Award if they do not comply.
13. I consent to the provision of any personal information that I have provided (including participant data) to the Award Unit and Award being treated in accordance with the provisions of the privacy policy of the relevant Award Operator (as amended from time to time) and any other privacy legislation, standards, guidelines or instructions binding on them under the laws of Barbados.
14. The Award Operators are committed to respecting your privacy. Personal information is collected on this form for the purpose of participating in the Award. Participants who do not provide this information to us cannot participate in the Award (note that this does not apply to non-provision of participant data). We may also use your personal information to send you information about other Award activities or events which we believe may be of interest to you. We may disclose this information to other local or international organisations and service providers who assist us in the operation and administration of the Award. If you would like to contact us or access your personal information please write to the Award Operator. You may also contact the Award Operator to request a copy of their privacy policy.

### **OUTLINE OF THE AWARD**

The Award has three levels: Bronze, Silver and Gold. Each of these levels is made up of four Sections: Physical Recreation, Skills, Service and Adventurous Journey. The Gold Award has an additional requirement – a Residential Project. All participants in the Award must be registered with an Award Unit. The Award Unit must approve activity assessors prior to participants undertaking any Award activities with them. Participants design their own programme by selecting activities that interest them and then set their goals according to the following minimum requirements (summarised in the table below).


|                     | Bronze   | Silver  | Gold   |
|---------------------|--|---|--|
| Physical Recreation | 3 months*  | 6 months *  | 12 months*   |
| Skills              | 3 months*  | 6 months*   | 12 months*   |
| Service             | 3 months*  | 6 months*   | 12 months*   |
| Plus                | All participants must complete another three months in either Physical Recreation or Skills or Service | Participants who have not achieved a bronze award must complete an additional 6 months in either Physical Recreation or Skills or Service | Participants who have not achieved a Silver Award must undertake an additional 6 months in either Physical Recreation or Skills or Service |
| Adventurous Journey | 2 days + 1 night **  | 3 days + 2 nights **  | 4 days + 3 nights **   |
| Residential Project | N/A  | N/A   | 5 days + 4 nights  |

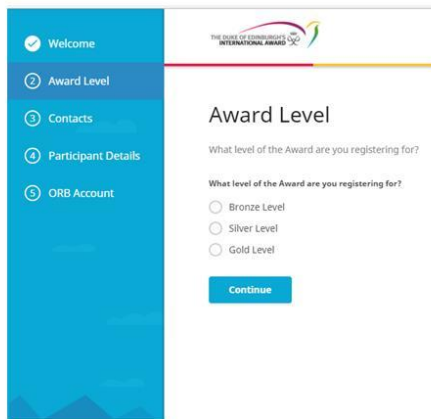
\* These are minimum time requirements and are expressed in whole months, during which there should be regular commitment. As a guide, regular time commitment is at least one hour per week or two hours per fortnight. In the case of Service, this may be four hours per month (in block time periods) dependent on Award Leader approval. Award participants are encouraged to continue their activities beyond the minimum time.

\*\*Satisfactory completion of the Adventurous Journey section includes training and preparation appropriate for the journeys being undertaken and at least one practice journey of a similar nature and duration to the qualifying journey.

1. Any young person aged 14 to 24 can become an Award participant.
2. At Bronze level, if a person is 13 and 9 months, but is part of a peer group where the majority are 14 years or older, then some discretion is given to the Award Unit to allow that young person to start their Bronze Award with the rest of the group.
3. A person may start Silver at 14 and 9 months if they have completed their Bronze Award. In practice, this means that participants who are given concession to start Bronze or Silver early will need to wait longer to receive their Award.
4. Participants who start their Bronze or Silver Award slightly earlier will need to wait until they meet the minimum age for completion before they can claim their Award.
5. No activity undertaken before a participant's 16th birthday may be counted towards a Gold Award.
6. Please contact your local Award office if you have any questions about age range and start the Award prior to 14 years of age.
7. The Award must be completed by the participant's 25th birthday.
8. Parent/guardian consent is required for participants under 18 years.
9. All participants must sign the participant agreement.
10. The standards of achieving an Award are individual effort, perseverance and progress.
11. The Award is to be completed substantially in the participant's own time.

## HOW TO REGISTER ON THE ONLINE RECORD BOOK

1. GO TO [www.onlinerecordbook.org](http://www.onlinerecordbook.org)
2. You can register as a participant by selecting the option 'Award participant' on the login page and then clicking  on. Complete all fields, clicking on the 'Continue' button to continue through the sections.
3. Select your Award Unit Country (Barbados) from the drop down menu.
4. Type in your Award Unit name (if you are unsure of the name of your Award Unit, contact your group leader)
5. You will be asked if you know your Award Leader.




The screenshot shows the 'Award Level' registration page. On the left is a blue sidebar with navigation links: Welcome, Award Level (selected), Contacts, Participant Details, and ORB Account. The main content area has the title 'Award Level' and the question 'What level of the Award are you registering for?'. Below this are three radio button options: Bronze Level, Silver Level, and Gold Level. A blue 'Continue' button is at the bottom.

6. If you select 'Yes' you must insert their email address so that the system will automatically assign your account to your Award Leader
7. If you select 'No', your account will then be assigned to an Award Leader of your Unit, during registration approval
8. Select the Award Level you are registering for
9. Insert your contact details
10. Insert your personal details.
11. You will be asked to provide Parental/Guardian consent if you are under the age of 18. (Click 'my Parent/Guardian consent has already been given to my award leader) If you're older than 18 years you won't be asked to provide

parental/guardian consent

12. Answer the profile questions
13. Select your payment type
14. Set your Online Record Book Login password. If you are happy for the Foundation to use your images for promotional purposes, please tick this box.
15. A verification email will be sent to the email address you provided during your registration. This email will have a link to verify your email address.



The screenshot shows the 'Online Record Book Account' registration page. The sidebar on the left has 'Parent Consent' selected. The main content area has the title 'Online Record Book Account' and the instruction 'Please set a password below to complete the creation of your Online Record Book account.'. There are input fields for 'Email' (with the example 'carla.alfredo@gmail.com'), 'Password', and 'Repeat Password'. Below these are two checkboxes for 'International Terms & Conditions': 'I have read the Terms and conditions and agree with them.' and 'As an Award participant, I give my consent for the Foundation to use my photographs / pics'. A blue 'Submit' button is at the bottom.

Your email address needs to be confirmed in order for the application to progress.

16. You will receive a notification when your registration has been reviewed and approved by your Award Leader.

