

BEEKEEPING LONG COURSE FOR BEGINNERS 2017



A two-term course will be held in 2017 on Monday evenings, at the new Hives and Honey Show Pavilion at the Great Yorkshire Showground in Harrogate, and at Association apiaries around Harrogate District. It will include both theoretical lectures, hive building tuition and practical bee handling. The course is designed for complete beginners, or beekeepers with some limited experience seeking to improve their knowledge. This course, taught by experienced members of the Association, has run annually for over 25 years, and is widely acknowledged to be one of the best and most comprehensive courses available.

Successful completion of this Course should prove all the information needed beginners to gain the Nationally recognised Basic Assessment of the British Beekeepers Association in 2018.

Term 1 - starting Mon 23rd January 2017 (12 lectures plus 1 practical hive building session,)

The lectures in this term will cover all that you need to know to start to keep bees safely and well, including the natural history of honeybees, beekeeping equipment, honey and beeswax processing, the treatment of bee pests, and diseases, swarm control, selection of apiary sites, the year's work, record keeping, forage etc. etc. There is also a practical session covering the assembly of beehive components from the generally supplied flat pack form.

Term 2 - starting 15th May 2017 (8 sessions) (NB this start date may be subject to revision)

This term will provide tuition in the practical bee handling skills to start keeping bees safely and in good health. You will learn how to inspect and care for bees under the supervision of an experienced and knowledgeable beekeeper, using colonies of bees belonging to the Association. The Association and its members will endeavour to supply each student with a small colony of bees to work with, but this supply cannot be guaranteed. At the end of this term, subject to supply, when the colony has increased in size, you will have the opportunity to buy the colony of bees, to transfer them to your own hive and to take home.

Review of Course and Q&A session 4th September 2017 (1 session)

This is an opportunity to have any outstanding questions answered by the Course Tutors.

The fee for the complete course is £240.00

To ensure that all the required insurance for your beekeeping activities on the Course is in place it is a requirement that you become a member of the Association, and the Course fee includes a full membership fee for the year commencing 1 September 2016. In addition to the full benefits of membership, including benefits provided through the Association's membership of the British Beekeepers Association, this fee includes all teaching and course educational materials. Course members have the option to purchase a complete National beehive and some associated equipment from Claro Bees Ltd (the Association's trading arm) at a reduced price.

To apply, please complete the Beekeeping Long Course for Beginners application form opposite (both sides), and return it with your cheque as indicated. Places are allocated on a first-come-first-served basis. Can you please also complete and return the response to the Association's Data Protection Policy, and if possible, sign the Gift Aid and Direct Debit mandates to cover future subscriptions. To contact Anne with any queries please email: courses@hrbka.org.uk.

BEEKEEPING LONG COURSE FOR BEGINNERS 2017 Application Form (Please print carefully, especially the email address)



Name.....

Address

.....Postcode.....

Telephone.....Mobile.....

Email

I wish to apply for the Beekeeping Long Course for Beginners, starting on **Monday 23 January 2017**, and to become a member of the Harrogate and Ripon Beekeepers Association. I have read and noted the Data Protection information on the reverse of this form. I enclose a **cheque for £240.00 made payable to HRBKA.**

Signed..... Date

If you wish to opt out of any of the data disclosures please indicate the relevant disclosures here:

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Please send your application form with your cheque to **Anne Saul, HRBKA Course Bookings Administrator, 48 Hollins Lane, Hampsthwaite, Harrogate HG3 2EG** Joining instructions will be sent nearer the time. To save time and cost, we prefer to communicate by email, so please include your email address if you have one, and print this address clearly.

Cancellations. The fee for this course includes full membership of the association. Cancellations prior to 1st September 2016 will be refunded in full. Cancellations between 1st September and 31st December 2016 will be refunded less the membership component of the course fee. Cancellations on or after 1st January 2017 will receive no refund, but you may instead elect to defer to the following year subject to the payment of an additional membership fee plus any increase in the course fee.

If you are a taxpayer, HRBKA can benefit significantly by recovering tax in relation to your subscription, and at no cost to you. Please complete, sign and date the form below to help us in this way.

Gift Aid Declaration

I wish that any subscriptions that I make to Harrogate and Ripon Beekeepers Association both in 2016-17 and in future tax years should be treated as Gift Aid donations. I can confirm that I expect to pay Income Tax or Capital Gains Tax in the tax year 2016-17 at least equivalent to the amount to be reclaimed by the Association and any other Charity to which I donate. (Currently 25p in the £1)

I undertake to inform the Association promptly if I cease to be a taxpayer and understand that otherwise the Association will assume that my tax status remains unchanged.

Signed..... Date.....

The Harrogate and Ripon Beekeepers Association collects membership subscriptions via Direct Debit at a discount to the full cost. For members of this Beekeeping Course the Direct Debit will first be used in September 2017 for the 2017-18 membership year. If you would like to take advantage of this cost saving can you please also complete the Direct Debit Mandate printed on the rear of this Application form and retain the Direct Debit Guarantee.

To help us, can you please indicate how you found out about the course? Thank you.

.....)



Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

Harrogate & Ripon Beekeepers Assoc.
Little Stone Edge Farm
Gisburn Road
Blacko, Nelson
Lancashire
BB9 6LS

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society

Address

Postcode

Reference

Service User Number

2 8 2 0 7 1

FOR PSL re HRBKA OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society.
Important – Please complete these details:

Account Holder(s) Name & Address:

Name:

Address:

Email Address:

Payment for (delete those not applicable)
Self only **Self+Partner** **Self+Associate**
Self + Junior

Instruction to your bank or building society

Please pay PSL re HRBKA Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with PSL re HRBKA and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

The Association has a Data Protection Policy.

As a member of HRBKA you may request opt outs from the HRBKA Data Protection Policy. The complete Data Protection Policy is available from: www.hrbka.org.uk. Three important sections from the full Policy are below:

6 Standard Procedures for the Retention and Disclosure of HRBKA Data

6a Retention of Data

The HRBKA database will record the names, postal addresses, telephone numbers, email addresses and subscription payment details of all members. Where applicable the British Beekeepers Association (BBKA) examination results and / or level of BBKA qualification will also be recorded.

From time to time other information may be recorded usually as paper records for brief periods and only for the immediate purpose at hand. This includes Show results, willingness to assist at Shows, skills that may be of value to the Association, and with Association demonstrations etc.

As part of the Spray Liaison Scheme the location of members apiaries may be recorded.

6b Disclosure of Data to Third Parties

HRBKA will disclose to the BBKA names, addresses and membership classification of all members. This is for the specific purposes of mailing BBKA News.

Names and addresses of members, *including email addresses and telephone numbers*, will be disclosed to The Regional Bee Disease Inspector at least annually for the specific purpose of improving disease control.

Names and addresses may need to be disclosed to Bee Diseases Insurance Ltd for the purpose of protection of members.

The location of apiary sites belonging to members together with the member's name and telephone number will be circulated at least annually to appropriate spray contractors, farmers, and growers for the specific purpose of prevention of loss of colonies.

Subscription and other payment (for example, expenses) records will be retained by the Association Treasurer for a period of six years, and then shredded and/or deleted. The treasurer may make further disclosure to the auditor for the specific purpose of validation of the accounts. Names and addresses of members, including email addresses and telephone numbers, will be disclosed to the Association's Direct Debit administration company for the purpose of collecting subscriptions. In the interests of controlling bee diseases as effectively as possible the Association Committee strongly recommends that the relevant information is disclosed to the Bee Inspector.

6c Disclosure of Data to Association members

The names, postal addresses, telephone numbers and email addresses of Officers of the Association, committee members and holders of posts of Special Responsibility will be published in each edition of The Apiarist. The latter is circulated to all members. The Apiarist has further restricted circulation to the editors of similar BKA publications.

An Association Handbook & Directory will be published annually. This contains the information referred to above and in addition the names, postal addresses, telephone numbers and, if space is available, email addresses of all members. This booklet is circulated to all members.

Officers of the Association and committee members will have available the email address of other Officers and committee members for the specific purpose of circulation of information relevant to committee meetings and management of the Association.

The Officers and committee members may use members email addresses for the circulation of information directly relevant to their class of membership (for example notice of upcoming meetings and last minute changes to such meetings) and interests (for example membership of a show or education group) and any urgent matters (for example detection of bee disease in the Association area). The email addresses of all members are on a Google Group for use by the Committee only.

This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit PSL re HRBKA will notify you five (5) working days in advance of your account being debited or as otherwise agreed. If you request PSL re HRBKA to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by PSL re HRBKA or your bank or building Society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
 - If you receive a refund you are not entitled to, you must pay it back when PSL re HRBKA asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building Society. Written confirmation may be required. Please also notify us.

Banks and Building Societies may not accept Direct Debit Instructions for some types of account