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| Annex A | BCYC Operating Procedures BCYC FORMS IN DAILY USE | |
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Supporting Documents (SDs) take the number of the Procedure that references them, followed by:

F for Form, P for Poster, L for Logo

The Forms in this Annex A are filed together for copying when required for replenishment

All other SDs are filed in Annex B including Section 3 Racing Forms

The Training Course provider may use the template provided for Course Applications, tailored to suit.

The Template includes all the necessary Disclaimers and Notices.

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| <u>SD12P1 Flowchart shows the logic of the system.</u> |
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| <u>SD12F1 Day Short Term Membership (DSTM)</u> |
| <u>SD12F2 Period Short Term Membership (PSTM)</u> |
| <u>SD16F1 OOD Attendance Sheet</u> |
| <u>SD16F2 Participation Sign on Sheet</u> |
| <u>SD17F1 Galley Attendance Sheet</u> |
| <u>SD17F2 Galley Meal Sign-on Sheet</u> |
| <u>SD18F2 Head Injury Form</u> |
| <u>SD25F1 BCYC Buddy Forms</u> |
| <u>SD26F1 Club Craft Booking Form</u> |
| <u>SD36F1 BCYC Open Entry Form</u> |
| <u>SD41F1 Training Course Application (Template)</u> |
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