



Club Application Pack
2020
for clubs seeking affiliation to the BMC

First Produced: December 2017
Last updated: January 2020

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Club Application Pack

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WELCOME

Thank you for expressing an interest in affiliating your group to the BMC. This pack is designed to inform you about the BMC, the benefits of affiliation, how to affiliate and the support that is available to you. Should you have any questions please don't hesitate to contact the BMC Office.

What is the BMC?

The British Mountaineering Council (BMC) is the national representative body that champions the interests of climbers, hill walkers, mountaineers and ski mountaineers in England and Wales; it was established in 1944 as the first umbrella organisation for British climbing clubs, to represent and speak on behalf of all climbers in Britain.

Our mission is to be the natural champion and community hub for all those who climb hills, mountains, rocks, ice and indoor walls; to promote the interests and protect the freedoms of climbers, hill walkers, mountaineers and ski mountaineers.

The BMC is a member organisation, and we currently have over 85,000 members, comprised of individual members as well as members of more than 250 BMC affiliated clubs. Our work is carried out and co-ordinated by over 30 members of staff supported by hundreds of volunteers. This vital partnership between staff and volunteers enables the BMC to work on behalf of its members and for the benefit of the entire mountaineering community.

To find out more about who we are, what we do, and how we are run, see www.thebmc.co.uk/bmc-governance.

Who can apply to be an affiliated club?

Applications for club membership are welcomed from groups who fulfil the criteria as specified in the Articles of Association of the BMC (see Appendix A), namely that the principal object of the club is mountaineering, that its headquarters are in Great Britain and that it is controlled by its own members.

Club membership runs from 1st January – 31st December each year.

In the case of educational establishments, we offer affiliation from 1st October to the 30th September the following year.

BMC Participation Statement

The BMC recognises that climbing, hill walking and mountaineering are activities with a danger of personal injury or death. Participants in these activities should be aware of and accept these risks and be responsible for their own actions and involvement.

Club Membership Benefits – The Member

Combined Liability

All club members who reside in the UK and whose names and addresses are held by the BMC benefit from £10million Combined Liability insurance, which increases to £15 million in respect of claims for bodily injury. The cover operates worldwide with the exception of USA/Canada, and there is no excess applicable. The club and its committee are also insured for club activities. See the following page for further details of the cover offered.

Summit Magazine

All club members whose names and addresses we hold will receive a print copy of the BMC Summit magazine along with the annual Members' Handbook and their membership card, and will have access to digital copies of the three other editions of the quarterly members' magazine. New members who join after quarter 1 will receive the next available edition.

Access to BMC Mountain Huts

All club members have access to the three national huts managed by the BMC – Alex MacIntyre Memorial Hut in North Ballachulish; Glen Brittle Memorial Hut on Skye; Don Whillans Memorial Hut at The Roaches, Staffordshire

Discounts on:

- Outdoor retailers
- Courses providers
- Travel
- Publications and booklets
- Reciprocal Rights card for Alpine Huts

Access to BMC Travel Insurance

All club members are eligible to purchase [specialist and comprehensive travel insurance cover](#). It is designed for climbers, hill walkers and mountaineers and only available to BMC members.

BMC Area Meetings & BMC AGM

All club members are encouraged to take an active part in the democratic processes of the BMC by attending [area meetings and area AGMs](#), and the BMC AGM and exercising your right to vote on issues raised. Club members may also cast their AGM vote by proxy if they can't attend in person.

Mountain Training Awards

All club members become eligible to register on [Mountain Training](#) Awards, including

- Mountain Leader Award
- Rock Climbing Instructor
- Walking Group Leader Award
- And many others

Access to:

- [Courses, events, lectures and training](#) provided by the BMC for members.
- Expert advice from BMC specialist staff.
- Facility to [claim back club fees](#) by any club member affiliated via more than one club.
- Option to upgrade membership category to receive additional benefits.

The full range of benefits are listed in the Members' Handbook and on the BMC website:
www.thebmc.co.uk/membership

Club Membership Benefits – The Club

Combined Liability

Committee members, meet leaders and any other volunteers working on behalf of the club also benefit from elements in the combined liability policy that are included to specifically support them and that most third party liability policies don't cover. The benefits include 'Directors and Officers Cover' and 'Provision of Advice' – further reference can be found on the following page and more details within the documentation at the BMC Insurance Centre (www.bmc-insurance-centre.co.uk). It is also recommended the [BMC Club Guidelines – Insurance FAQ](#) is read.

Training, Advice and Club Administration support:

- Courses, events, and training provided by the BMC specifically for club leaders, including Club Seminars, Student Club Safety Seminars, How to Train Novice Members in Club, Training Days for Committee Members.
- Expert advice from BMC specialist staff and specialist volunteer groups.
- [Guidance notes](#) on the BMC website for running a club and for managing a club hut.
- Membership Services Online (MSO) system to ease the burden of club administration.

Access to BMC Mountain Huts

You may advertise your club hut on the BMC hut list, and make use of other affiliated club huts and the three national huts managed by the BMC for club meets.

BMC Area Meetings & BMC AGM

All clubs are encouraged to engage in the democratic processes of the BMC by attending [area meetings](#) and AGMs and exercising your right to nominate members in to positions such as Area Club Co-ordinators and on to the BMC Huts Group.

The full range of benefits are listed in the Members' Handbook and on the BMC website: www.thebmc.co.uk/membership

Combined Liability Insurance

Summary of Cover

Only Applicable for Club Membership

The Policy

The policy covers each member for any claim made against them, for any civil liability arising in connection with mountaineering, club or club-related activities. The cover operates worldwide and there is no excess applicable. See more details at www.bmc-insurance-centre.co.uk.

Combined Liability

The limit of indemnity in respect of any claim made during the period of insurance is £10 million for any one event, including claims arising from breach of professional duty with the exception that, in respect of goods sold or supplied (products) claims, the limit of indemnity applies to an aggregate of all events during any one period of insurance. The limit increases to £15 million in respect of claims for bodily injury.

The Club and the Committee

The Club and its Committee Members are insured for any event or activity, social, business or sporting that they organise and in which they participate. The committee members' personal liability relating to matters arising from the management of the club is also protected by Directors' and Officers' Liability insurance. More detail about the support for clubs can be found in the 'Insurance' guidance note at www.thebmc.co.uk/bmc-club-guidelines.

Individual Club Members

All Club members are insured for any approved club activity on a club meet and also as an individual for any approved activity. A list of all the approved activities can be found at www.bmc-insurance-centre.co.uk/clubs.

Club members providing instruction, support or guidance to other club members are also covered under the policy, providing that no payment is being received for services.

Important Note: Please note there are separate representative bodies for skiing, mountain biking, caving and other outdoor sports. It is not the intention of the BMC to include these mainline activities within its remit. The BMC accepts that many clubs offer a varied meets programmes for its members and the insurance cover provided reflects this diversity of activity.

Qualified Instructors

Club members who are qualified instructors and/or guides and are acting professionally (i.e. getting paid as an instructor) when instructing or leading club members are NOT covered by BMC combined liability insurance. Such people should be covered by their own independent professional liability insurance.

Club Huts

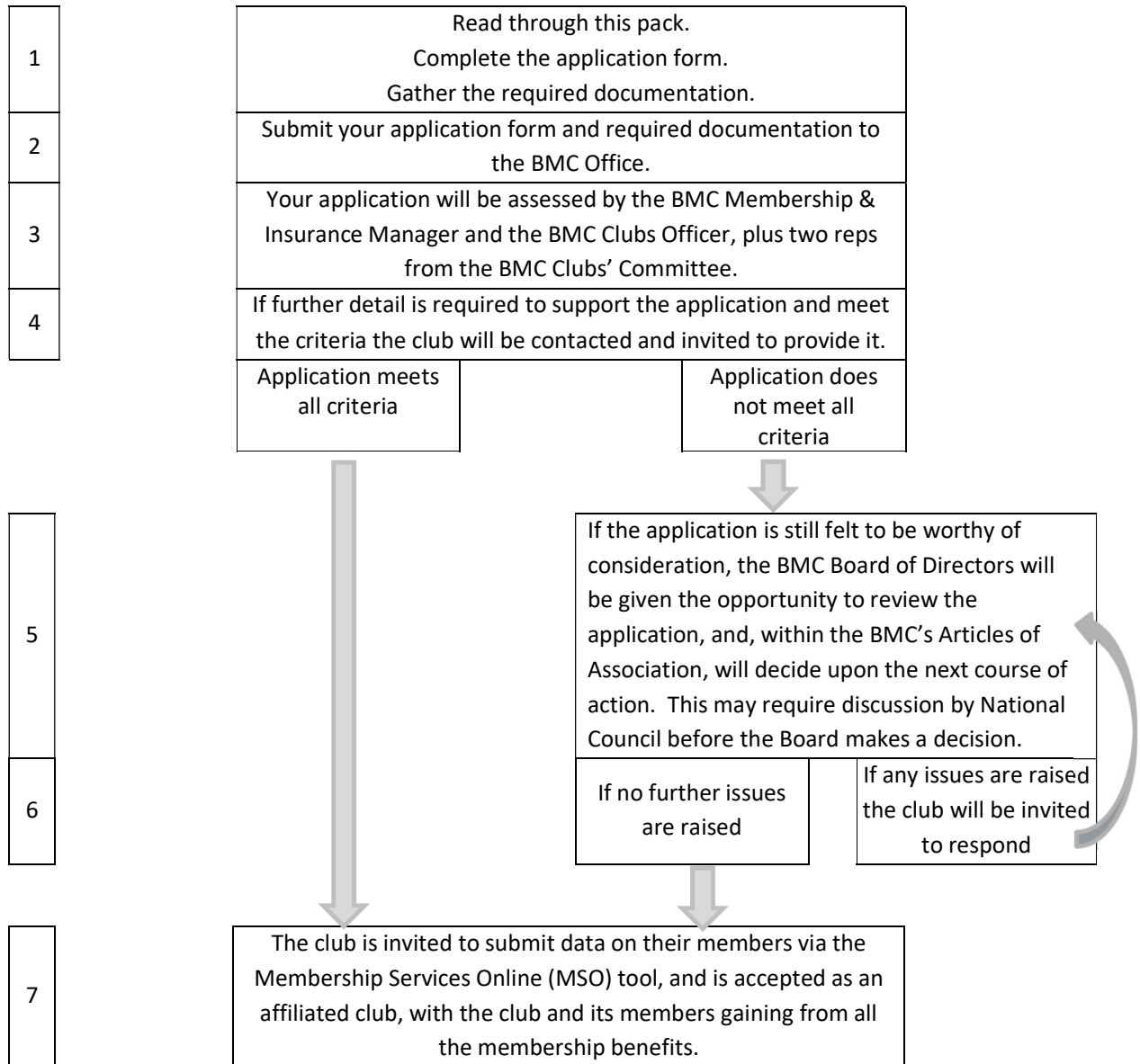
Club volunteers are covered through the combined liability insurance when carrying out maintenance on club huts. [Some specialist work is not covered automatically] Full details can be found at www.bmc-insurance-centre.co.uk/organisers. Club hut trustees are covered under the Directors' and Officers' Liability policy.

Master Policy

This is a brief outline of the policy held at the BMC. Copies are available for a charge of £2.00. A summary of the cover is available at www.bmc-insurance-centre.co.uk/clubs.

Process of Affiliation

BMC affiliation is available for UK-based clubs where their activities are predominantly climbing, hill walking and mountaineering, and where the club is controlled by its members. To apply for affiliation you need to go through the following steps



The process from step 2 to step 4 is usually completed within three-four weeks. If steps 5 – 6 are required this will extend the timings.

Required documentation from ALL CLUBS at point of application (at step 2)

- Completed Application Form (see following page)
- Signed copy of Club Constitution
- Club Rules
- Any other policies that the club has
- Last Balance Sheet (if club has been in existence for over 6 months)
- Most recent Annual Report (if club has been in existence for over 12 months)
- Club affiliation fee

SECTION 3

Child Protection considerations with under 18-year old members

Clubs can accept under-18 year olds as part of a Family Membership offer, where they will be accompanied by their parent/ carer/ guardian at all times and who takes responsibility for them, without adopting a Safeguarding Policy.

Clubs that offer independent membership for under-18 year olds (i.e. without their parent/ carer/ guardian present) must adopt and comply with the BMC Child Safeguarding Policy. The policy can be viewed at www.thebmc.co.uk/childprotectionpolicy. The Club also needs to appoint a Youth Officer who has undergone a satisfactory Disclosure and Barring Service (DBS) check and who has attended child protection / safeguarding training. Contact: nick@thebmc.co.uk or phone 0161 438 3305 to request DBS information.

Additional documentation required from clubs accepting under 18-year olds as independent members without a parent, guardian or carer (at step 2)

- Proof of adoption of a Child Safeguarding Policy (this should ideally be stated within the Club Constitution).
- Name of the Club Youth Officer, alongside evidence of a current DBS check and attendance at Child Protection/Safeguarding training.

Required from ALL CLUBS at step 7

- Members' names and contact details

If you need any assistance with any aspect of your application please contact

Lynda Buckley, Membership & Insurance Manager on 0161 445 6111, or

Email your query to office@the.bmc.co.uk, or

Contact Jane Thompson, Clubs and Volunteers Officer - 07885 910606, jane@thebmc.co.uk

Application Form for Affiliation to the BMC - 2020

1. CLUB DETAILS

Name of Club

Date of Club Formation

Number of Adult Members Number of U18 Members

Members Annual Subscription Fee £

[Your Annual Subscription Fees should be sufficient to cover the cost of BMC affiliation fees plus the running costs of the club]

Please highlight the BMC Area that the club wishes to be registered within. *[Not sure about the Areas? Check out the map by clicking the drop-down option on community.thebmc.co.uk]*

Lakes - North East - North West - Yorkshire - Cymru North Wales - Cymru South Wales - Midlands - Peak
- South West - London & South East

2. CHILD SAFEGUARDING, FOR CLUBS ACCEPTING UNDER 18 YEAR OLDS

The club accepts under-18 year olds as part of a Family Membership offer, where they will be accompanied by their parent/ carer/ guardian at all times, (Safeguarding Policy adoption not required)

The club offers independent membership for under-18 year olds (i.e. without their parent/ carer/ guardian present)

The club has adopted the BMC Child Safeguarding Policy

The club has its own Safeguarding Policy (attached to this application)

Name of Youth Officer *[must be a club member]*

DBS status – applied through BMC / completed through BMC / Update Service information submitted

Delete as appropriate

Date of Safeguarding Awareness Training*, if already attended

** copy of certificate to be included if available*

3. DOCUMENTS TO BE PROVIDED

All applications should include the following documents:-

Club Constitution

Club Rules

Other club policies

Last Balance Sheet **

Last Annual Report **

Payment of membership fees

Safeguarding Certificate(s) *

** not required for newly formed clubs

The BMC is committed to the protection of data. The data that you provide to us about your club and its members will only be used by the BMC for membership affiliation and for member communications.

4. MEMBERSHIP FEES (2020)

Each club is required to pay a fee upon applying to be affiliated to the BMC. The fee will cover the membership fees for all of your members

Please tick the appropriate category

Club Membership (for 2020) - £202.50 for the first 10 members, £20.25 for each member thereafter (Reduced membership fees for under 18's = £15.00 and full time students = £16.75)

Student Club Membership (2019/20 academic year) - £167.50 for first 10 members, £16.75 per member thereafter.

Total Payment £ _____

Payment method (please tick as appropriate)

SECTION 3

Cheque Cheques to be made payable to 'British Mountaineering Council'

BACS Bank: Barclays. BMC Account No: 50427543, Sort Code: 20-26-20
Please use "BMC New Club" as payment reference

5. ASSETS

Does your club own or manage an asset such as a mountaineering hut or climbing wall? Yes / No

If Yes, please provide details about this facility including the management of the facility. Use an additional sheet if required

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6. CLUB REPRESENTATIVE DETAILS

Contact details of the representative of the Club, to be known as the 'Main Club Contact'

Name

Address

..... Post code

Daytime Telephone number..... Evening Telephone number

E mail

Club Website Address.....

These details will be used by the BMC to contact the club regarding its BMC membership.

They will also be published on the BMC website so that potential new members can make contact with the club. Please tick the boxes below to confirm which details you are happy to be published.

Postal Address Daytime number Evening number E-mail

The club agrees to abide by the rules of the BMC contained or referred to in the BMC Articles of Association, (a copy is available for inspection at the BMC offices without charge; it can be accessed on the [BMC website](#); and copies are available upon request, for a small charge). In the event of the BMC being wound up whilst the club is affiliated or within one year of it ceasing to be affiliated the club agrees to contribute a sum not exceeding £1 for every member of the Club as recorded in the last preceding certificate of the number of members supplied to the BMC.

Signed (by the Representative) Date.....

7. NEXT STEPS

The completed form, together with requested documentation and membership payment, should be forwarded to Lynda Buckley, Membership & Insurance Manager, at The BMC, 177-179 Burton Road, Manchester M20 2BB or office@thebmc.co.uk

You will be contacted within three - four weeks of the receipt of your application with either confirmation of the outcome of your application if it meets all the acceptance criteria, or with the next steps that the application will be following.

Please note: the club will only become an affiliated club and benefit from the BMC Combined Liability Insurance when its application has been formally via confirmation email and all member details have been submitted to the BMC via MSO and payment for all members has been received by the BMC.

Club Constitution and Club Rules

Constitution

The Constitution is an important document and it is essential that it truly reflects the club. There is a template constitution with supporting guidance notes that has been written specifically for unincorporated mountaineering clubs available at www.thebmc.co.uk/bmc-club-guidelines. The template download is in MS Word format; should you require another format please contact us.

Writing Club Rules

The list of rules for any one club is likely to be very different to the list of rules for another club as all clubs are different. Some clubs may go for a very formal style, whereas others may go for an informal style. Club rules usually cover the day-to-day workings of the club that don't feature within the Constitution.

Rules may cover the following topics. [This list is not meant to be exhaustive or inclusive]

- How to book on to club meets
- Expected behaviour on club meets
- Hiring out club equipment (i.e. how to book it, taking responsibility)
- Safety planning (i.e. leaving a route plan with the meet organiser)
- Using the club hut(s)
- Paying your annual club fees

Support for Clubs and Members

BMC Clubs' Committee

The aim of the BMC Clubs' Committee is to provide support and guidance to all BMC affiliated clubs, and give a voice for clubs at a national level. There are elected reps on Clubs Comm from each of the BMC Areas, from student clubs, and from national clubs.

The Clubs Comm meets around four times a year, and will discuss other issues via email. Issues raised with local reps are taken to committee meetings and discussed with appropriate actions taken.

BMC Huts Group

The aim of the Huts Group is to provide support and guidance to clubs in the running of any hut that they manage, whether because they own, lease, or rent the property.

The members of the group have vast experience and knowledge in the running and upkeep of mountain huts and provide direct support, guidance notes and training opportunities.

Online Support

There is lots of support available online, via the BMC website, that has been produced specifically for BMC-affiliated clubs. The key locations to find this support are

Club Essentials – www.thebmc.co.uk/essential-club-know-how

Club Guidelines – www.thebmc.co.uk/bmc-club-guidelines

Hut Guidelines – www.thebmc.co.uk/hut-guidelines

Hut News - www.thebmc.co.uk/huts-news

Area Meetings

The BMC divides England and Wales into ten geographical areas: Cymru North Wales; Cymru South Wales; Lakes; London & SE; Midlands; North East; North West; Peak; South West; Yorkshire.

Each of these Areas has a committee that organises meetings for BMC members who live in that Area. There are usually 4-5 meetings per year, food is provided and there is often a talk or quiz as part of the event.

These meetings are important for local issues to be discussed and actions agreed, and for national issues to be discussed with local views communicated to National Council, which is the representative body of the members and provides an intermediary forum between the Board and the members

More details about BMC Area Meetings can be found at www.thebmc.co.uk/bmc-areas

SECTION 5

BMC Staff members

The staff members at the BMC have a wide range of roles and experiences, with immense knowledge when supporting clubs. If you have a question there is bound to be someone with the answer!

Check out www.thebmc.co.uk/bmc-staff-list to find out 'who's who', or if you are not certain who to contact just call the office on 0161 445 6111, email your enquiry to office@the.bmc.co.uk, or contact Jane Thompson, Clubs and Volunteers Officer on 07885 910606, jane@thebmc.co.uk

Membership Services Online (MSO)

Membership Services Online is a platform to safely and easily manage and organise data on your club members. It allows you to quickly search and filter by personal details, address, contact information and membership type with the option to add up to ten custom fields that are bespoke to your club.

The MSO dashboard is directly linked to the BMC membership database and is used by clubs to manage their annual club renewals. By using MSO you can quickly add new club members to your club database and assign them BMC membership – it makes managing club membership data much simpler.

MSO is securely hosted on BMC servers and is free for clubs to use. You can create club administrators within MSO and set the access levels to keep your club data safe.

Articles of Association of the BMC

www.thebmc.co.uk/bmc-articles-of-association

The following is taken from the Articles of Association of the BMC, 31 March 2019

9. MEMBERS

- 9.1. The number of Members shall be unlimited.
- 9.2. Members shall be those persons admitted in accordance with these Articles and, in the case of Voting Members, whose names shall have been entered in the Register.
- 9.3. The rights and privileges of a Member shall be personal to the Member and membership shall not be transferable and shall cease upon death, resignation, failure to pay subscriptions under Article 9.8 or in the event of termination under Article 10.
- 9.4. Every Member shall be subject to the provisions of these Articles in relation to their membership and shall be deemed to have had knowledge of these Articles and to have consented to them at the time of or prior to their becoming a Member.
- 9.5. The Company shall have the following classes of membership:
- 9.5.1. Individual Members - who shall be any person with an interest in Mountaineering and who shall submit an application in a form prescribed by the Directors (and who shall consent in writing to become Members) and who is then admitted to membership on payment of the appropriate subscription fee;
- 9.5.2. Honorary Members – who shall be Individual Members (and afforded the rights thereof) but who are invited to be Honorary Members by the National Council and shall not be liable to pay a subscription fee;
- 9.5.3. Patrons – who shall be Individual Members (and afforded the rights thereof) but who are invited to be Patrons by the National Council and shall not be liable to pay a subscription fee; and
- 9.5.4. Club Members –
- (a) all those members of an Affiliated Club admitted in accordance with the rules of the Affiliated Club and listed in the returns made by that Affiliated Club to the Company shall become Club Members on payment by the Affiliated Club to the Company of the appropriate subscription fee; and
- (b) such Club Members shall be entitled to be upgraded to Individual Members on payment of the appropriate upgrade fee and on doing so shall be entitled to all the privileges and services provided to other Individual Members, and the above categories of Members shall be the Company's Voting Members.
- 9.5.5. Associate Members –
- (a) any company, organisation, club, association or business wishing to be affiliated to the Company but not being eligible to become an Affiliated Club shall be entitled to apply to be an Associate Member, on complying with such requirements as are from time to time specified by the National Council and on payment of the appropriate subscription fee, but shall not be entitled to the privileges and services available to Voting Members save for any privileges and services that are from time to time specified by the National Council; and
- (b) any partnership or unincorporated association wishing to apply to be an Associate Member shall nominate a member of that partnership or unincorporated association to make an application to the Company on behalf of that partnership or unincorporated association and on acceptance that person shall be designated an Associate Member and shall thereupon be entitled to exercise all the rights of an Associate Member of the Company on behalf of that partnership or unincorporated association until such time as that person shall be replaced by a new representative, nominated by that partnership or unincorporated association to be the Associate Member on behalf of that partnership or unincorporated association in their place, and the Company shall accept as valid and binding evidence of such nomination a letter signed by any two partners of that partnership or by the president or chairman of that unincorporated association and countersigned by the secretary of that unincorporated association.
- 9.6. Affiliated Clubs
- 9.6.1. A club or other association (hereinafter referred to as "club") shall be eligible to affiliate to the Company as an Affiliated Club if;
- (a) its principal object is Mountaineering;
- (b) its headquarters are in Great Britain; and
- (c) it is controlled by its own members; or

APPENDIX A

(d) the Board, after referring the eligibility matter for agreement to the National Council and/or the Members in accordance with the Reserved Matters, considers its affiliation would be in the best interests of the Company notwithstanding that it fails to meet one or more of the foregoing criteria;

9.6.2. An Affiliated Club shall file with the Company returns, stating the total number of members of the Affiliated Club resident in the United Kingdom (and shall be entitled to include members resident elsewhere), their names and addresses and such other information as the Company may from time to time require, and at such times and for such periods as the Company may from time to time require and shall pay the appropriate membership fee on behalf of the members of that club included in such return whereupon those members shall be admitted as Club Members of the Company entitled to the privileges and services from time to time provided to Club Members; and

9.6.3. In the event of the Company being wound up, an Affiliated Club shall on demand pay to the Company the sum guaranteed by Article 3 on behalf of those members of the Affiliated Club who have been included in a return filed with the Company by that Affiliated Club pursuant to Article 9.6.2 at any time within the preceding period of one year.

9.7. Acceptance & Eligibility

(a) The Board (or someone authorised by the Board) shall notify every new Individual Member, Associate Member and Affiliated Club that their application has been accepted and that such membership or affiliation shall be confirmed on payment of the appropriate subscription fee and they shall thereupon be bound by these Articles whether or not they shall have signed a written statement to that effect; and

(b) Before determining the eligibility of a Member and the affiliation of an Affiliated Club, and before determining if membership has lapsed, the Board (or someone authorised by the Board) must refer to the National Council in accordance with the Reserved Matters.

9.8. Subscriptions

9.8.1. Every Individual Member, Associate Member and Affiliated Club shall pay to the Company such single annual or other periodic subscription as the Company may from time to time determine and shall accept the terms and conditions of membership appertaining to the appropriate class of membership or any changes therein. Any proposed increase in subscription fees at a level over the annual rate of inflation (calculated in accordance with the RPI) shall be a Reserved Matter under these Articles. Any annual subscription shall be due and payable in the case of an Individual Member on the anniversary date of their becoming a Member and in the case of other Members on the day following the Account Date or such other date as may be determined by the Board, after consultation with the National Council;

9.8.2. If two or more Individual Members cohabit as a family they may be eligible to pay a reduced subscription at such rate as the Board after seeking agreement from the National Council and/or the Members in accordance with the Reserved Matters, may from time to time determine. The Board shall be the sole arbiter of whether such Individual Members constitute a family and its decision shall be final; and

9.8.3. Members shall pay to the Company such fees or sums in respect of the use of any of the facilities, activities or services of the Company as the Board, in consultation with the National Council, may from time to time determine.

9.8.4. The membership year for Affiliated Clubs is:

(a) 1st October to 30th September for student clubs; and

(b) 1st January to 31st December for all other clubs

9.9. Non-Payments

9.9.1. An Individual Member who resigns, or who is removed from membership by virtue of their failure to pay their subscription when the same is due, shall not be entitled to exercise any of the rights conferred on them by these Articles or the Act, and the date of their removal or resignation shall be noted on the Register of Members;

9.9.2. If an Associate Member resigns, or is removed from membership by virtue of their failure to pay their subscription when the same is due, they shall not be entitled to exercise any of the rights conferred on them by these Articles or the Act, and the date of their removal or resignation shall be noted on the Register of Members; and

9.9.3. If an Affiliated Club fails to pay subscription for its members, or to file a return pursuant to Article 9.6.2 for three calendar months after the same is due, its members shall not be entitled to exercise any of the rights conferred on them by these Articles or the Act as Club Members, and the Club Member(s) concerned shall be removed from membership of the Company and the date of their removal shall be noted on the Register of Members and such club shall thereupon cease to be an Affiliated Club.