



#### Notes on completing the club application / renewal form -

- Please fill in all sections of the form so that your application is not delayed.
- Organisations affiliated to a BCU affiliated club are not eligible for any BCU rights and benefits, unless they affiliate directly to the BCU in their own name.
- The communication address of your club may not be in the logical region for your club's operations. If so please show your preferred region on the application form; you can only be listed in one region.
- It is important to renew your affiliation before it expires, because there is no period of grace in relation to the civil liability insurance.
- For BCU Licence purposes, Bell Boats are treated the same as any other canoe or kayak, provided that they do not use locks. Bell Boats are shown separately on the application/renewal form, as special identification stickers have to be issued. Otherwise a more expensive 'with locks' licence must be obtained; at present this only covers locks on the River Severn.
- Clubs with addresses in Northern Ireland, Scotland or Wales must apply to CANI, SCA or WCA.
- Club membership runs for one year from the end of the month of joining and is then renewed annually.
- Affiliation to the BCU is continuous. All membership cards will be backdated to the expiry of the previous card.
- The following information will be kept on a computer for the purposes as registered under the Data Protection Act 1998.
- Who is a Registered Club Member (RCM)?
- A RCM is a member of your club who is not an individual BCU member nor a member of a registered club member.
- A RCM is member for whom you pay an adult or under-18 capitation fee.
- Your own membership application/renewal forms will need to ask if applicants are BCU members and, if so, what is their BCU number and expiry date.
- The number of RCMs is the number recorded in your accounts for your financial year ending prior to your affiliation/renewal date. The person, who checks or audits your accounts is asked to confirm the accuracy of the number of RCMs declared on your application/renewal form.
- RCMs joining after your previous financial year end enjoy the relevant BCU benefits including civil liability insurance, provided that they are recorded in your membership records on joining. In the event of a claim the BCU insurers may wish to inspect these records.