



# 2020 Membership Application Form

OFFICE USE ONLY	
Acknowledged	
Course letter	
Membership List	
Accounts	
Parental Consent	

## Details

Surname (Mr/Mrs/Miss/Ms etc.) \_\_\_\_\_ Forename \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Tel. No. \_\_\_\_\_

British Canoeing Membership No. (if applicable) \_\_\_\_\_

Date of Birth (if under 18) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ plus age as of 01/05/2020 \_\_\_\_\_

E-mail address \_\_\_\_\_ Note: All club communications will be sent to this email address unless alternative addresses are provided below for additional family members.

## Additional Family Members

Surname	Forename	D.O.B. (if under 18)	BC No.	Email Address
		/ /		
		/ /		
		/ /		

One family member at individual rate, additional members at family rate.

## Membership Fees (Renewal from 1st May)

Individual Senior Member £78.00 \_\_\_\_\_

Additional Senior Family Member £46.00 \_\_\_\_\_

Junior Member (under 18) £46.00 \_\_\_\_\_

Student Member (those living away from Tonbridge during term time) £46.00 \_\_\_\_\_

Associate Member (non-paddling) £12.00 \_\_\_\_\_

Boat rack fee (as previously allocated) Boat type/name and colour \_\_\_\_\_

K1 £34.00 \_\_\_\_\_

K2 or Canadian £68.00 \_\_\_\_\_

Monthly fund-raising draw (optional) £12.00 \_\_\_\_\_

British Canoeing member discount -£5.00 \_\_\_\_\_

You may reduce the amount of your subscriptions by £8 for **each member** for whom you have quoted a **current** BC number.

**Total** \_\_\_\_\_

Please make cheques payable to **Tonbridge Canoe Club**. If you would prefer to pay online, please ask the Membership Secretary for the bank details when you send in this form.

## Introductory Course for New Members

My preferred course is: April / May / June / July / August / September (please circle preferred month)

Please ensure that you are able to attend the training session on every Saturday (morning or afternoon as appropriate) for the course of your choice. Dates of sessions for each course are on the club website under Membership / Beginners Courses. There is no charge for your introductory course, it is part of the joining process and your welcome to the Club.

## **British Canoeing Qualifications and River Licences**

Do you hold any current BC qualifications e.g. Discover/1-star, Explore/2-star award or coaching qualifications? If yes, please indicate below which qualifications you hold:

If you are not a member of BC it is recommended that consideration be given to joining as membership automatically includes third party liability insurance for all of your canoeing activities, both at the club and elsewhere. BC membership also entitles the use of member's boats on the River Medway and many other inland waterways.

If you are storing a private boat in the clubhouse you must purchase an Environment Agency (EA) boat licence for it if you are not a BC member. The club cannot purchase the licence on your behalf. You must buy it direct from the EA.

It is also recommended that insurance is arranged for equipment stored in the clubhouse as the club is unable to accept any responsibility for privately owned equipment. The Club insurance only covers equipment owned by the Club.

## **Medical Conditions**

Please provide details below of any medical condition you or your family members have that may affect your ability to participate in club activities, or may be important if you have a medical emergency whilst at the club or on the water. This information is held by the membership secretary, and at the canoe club in a secure location for access by club officers in the event of a medical emergency. If any new condition arises during the period of membership it is your responsibility (or in the case of a junior member, their parent/guardian) to advise the club.

If none please state 'none':

## **Use of your personal data:**

Tonbridge Canoe Club (the Club) takes your privacy seriously. We will only use your data to administer your membership and keep you informed about club activities. Please read the detail below and select the appropriate permissions:

**How your data will be used** – When you become a member, or renew your membership, you agree to the use of your personal data collected in this membership form for the administration of your membership, and for us contacting you with club notices relevant to your membership and club activities, and notices about Annual General Meetings. We will only retain your data for as long as we need to administer your membership.

If you have provided an email address, the Club will use this to contact you. Please remember to notify the Membership Secretary if your email address changes.

If you have not provided an email address, the club will send notices of Annual General Meetings and membership forms to your postal address. However, you will not receive the Club newsletter or communications about other club activities (see sections below).

**Sharing your data with British Canoeing** - If you are not already a British Canoeing member, the Club will share your details with British Canoeing in order to provide third party liability insurance for your club activities. British Canoeing will provide you with access to an online portal to administer your details. You will be invited to sign in to the Go Membership portal and update your details. Amongst other things, the portal allows you to sign up to the British Canoeing member newsletter if desired, and also update your privacy settings. You can also request that your account is deleted.

The Club may subsequently decide to use the British Canoeing central membership system (currently in development) for all club members details, whether they are British Canoeing members themselves or not. If that decision is taken during the current membership year, a separate communication will be sent to members explaining any changes this may require in their data permissions.

If you have any questions about the continuing privacy of your personal data when it is shared with British Canoeing, please contact [membership@britishcanoeing.org.uk](mailto:membership@britishcanoeing.org.uk)

**Club Newsletter** - is distributed periodically by email via Mailchimp. The Club will share your details with Mailchimp in order to provide the club newsletter, however we only disclose the personal data that is necessary for Mailchimp to deliver the service. Please indicate below whether you wish to receive the newsletter. Please note - if you opt out of the email newsletter circulation you will not receive any other communications about forthcoming club activities. There is no alternative distribution method. Please select Yes or No option below.

- Yes, I would like to receive the TCC newsletter by email  
 No, I do not wish to receive the TCC newsletter

**Other communications** – from time to time the club may want to circulate information to members about specific Club activities. If you would like to receive these communications from the Club, please indicate below which activities you are interested in being informed about. This information will be held by the Membership Secretary and shared with the activity organisers. You can opt out or change your preferences at any time by request to the Membership Secretary.

- Coaching Courses       Racing       Recreational paddling       Sea Kayaking       Touring

**Photographs** – the Club occasionally takes photos and videos of its members, which are used to promote the club and its activities. These may be used on the Club website, local press, British Canoeing publications etc. If you are happy for images of you to be used for this purpose please indicate this in the box below. Clearly if you do not wish to be included in any photographs of club activities, and therefore do not tick the permission box below, it would be helpful if you could also avoid, where possible, being included in such photos.

- Yes, I am happy for the club to use photographs and videos containing my image

Please note - we will only publish photographs which include children under 16 if specific permission has been obtained from parents for the use of that particular photograph.

**CCTV** – The Club has a CCTV system for security purposes. Cameras are located indoors in the social room, and outside on the boatstore end of the clubhouse building. Images are only accessible by nominated committee members, and are stored for no more than 90 days, at which point they are automatically deleted.

**Social Media** – There is a Tonbridge Canoe Club group page on Facebook, which was set up by individual club members to share news, information and other items of interest. Please note that this page is not an official means of club communication, the content is not controlled by the Club, and is not therefore covered by the Club Data Privacy Policy.

**Event entry** – We may, if you have chosen to take part in canoeing events, share your information with the event organisers in order to facilitate your entry. We will only use personal data relevant for administering the event entry with the event organiser.

**Data Privacy Policy** - For more information about how we process your information please refer to our full Data Privacy Policy which is available on the Club website under the Membership tab at [tonbridgecanoeclub.org.uk](http://tonbridgecanoeclub.org.uk).

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**ADULTS:** I/We agree to abide by the rules and regulations as set out or referred to in the rules and constitution of the club, a copy of which I have received and read, or as displayed in the clubhouse, or is available on the club website. I understand that as an adult I accept a duty of care for Junior Members when accompanying them on club activities.

I/We agree to abide by any temporary restrictions and guidelines that the club may from time to time put in place in the interests of the safety and well-being of members or as required by any external authority or sport governing body.

I/we accept that the Club's third party liability insurance through British Canoeing only covers its members whilst participating in organised club activities. This means that if you take part in independent paddling or indoor training activities outside of club sessions, either at the club or elsewhere, you will have no insurance protection through the Club if a member of the public or another club member makes a claim against you for damage to them or their property. Individual membership of British Canoeing provides you with this cover, and for that reason the Club strongly recommends that all members taking part in independent paddling or indoor training outside of club sessions have British Canoeing membership, so that they have third party liability protection in place to ensure they do not become personally liable to pay any claim made against them.

Signed \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**JUNIORS:** I/We undertake to indemnify the club and its officers against any claim in respect of my son/daughter/children as set out in the parental consent letter received from the club, and I/we hereby acknowledge receipt of that letter and a copy of the rules and constitution of the club, and confirm that I/we have read these documents and agree to abide by the rules and regulations contained therein, and as displayed in the clubhouse. I/we understand and accept that the club operates a mixed age group changing room policy. I have fully completed this membership form, indicated my choices regarding data security, and noted any relevant medical conditions.

Signed \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(To be signed by parent or guardian)

When complete please return this form with your remittance to the Membership Secretary at the address below. New member applications are subject to ratification by the committee following completion of an introductory course.

Julia Passmore  
Membership Secretary  
Tonbridge Canoe Club  
c/o 3 St. Peter's Row  
Fordcombe  
Tonbridge Wells  
Kent  
TN3 0SG

email: [membership@tonbridgecanoeclub.org.uk](mailto:membership@tonbridgecanoeclub.org.uk)