



British Model Flying Association

MEMBERSHIP SERVICES

Information for Membership Contacts/Secretaries

PLEASE NOTE: Please ensure that you read this booklet before submitting your club's membership. If you are not the person who will be dealing with the membership paperwork for this coming year please pass on to the appropriate person.

FEES FOR 2014

ORDINARY FULL MEMBERSHIP FEES

SENIORS £32

JUNIORS £17

FAMILY MEMBERSHIP FEES

SENIORS £32

PARTNERS £21

JUNIORS £13

NON-FLYERS

£17

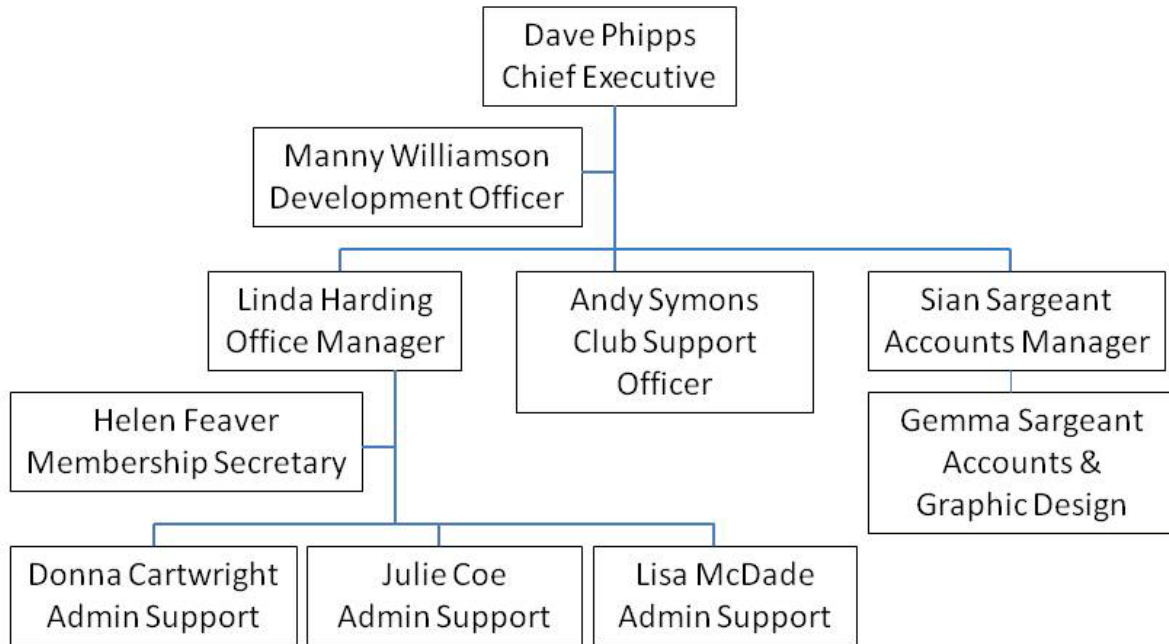
FAI LICENCE

£10 Annual Stamped, £30 Five Year Stamped
£5 New/Replacement Book

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YOUR CONTACTS IN THE LEICESTER OFFICE



UP-DATE OF AFFILIATION DETAILS CREAM COLOURED FORM

It is **ESSENTIAL** that this form is completed and returned to the Leicester Office together with the first payment form before **16th JANUARY** each year. (SEE PARAGRAPH ON INSURANCE ON PAGE 14). This year we have completed as much of the form as we can, if you agree with the details, you just need to sign and return it. If not, make the relevant alterations, then sign and return it. (See Sample Page 17/18)

REMEMBER you only need five names on this first payment form to apply for re-affiliation, the remaining members can be collected and sent in later. All committee members of the Club **MUST** be members of the BMFA. If at any time of the year the committee changes from that notified to us, please contact the office as soon as possible to update the listing with us.

CLUB MAP DATA COLLECTION FORM

This is a new form that relates to BMFA club map selection on the BMFA Website. The detail of flying site location has been removed from the affiliation form and is now added to this new form, this allows new members to contact the nearest club to them. Please check your club is listing at www.clubmap.bmfa.org and use either the club map data form included in your affiliation pack or preferably download the form from the club map page to electronically submit updated details. (See Sample page 19).

TEMPORARY CERTIFICATE OF AFFILIATION & CERTIFICATE OF AFFILIATION

For all clubs that were affiliated in 2014, you will find in your renewal pack the club's Temporary Certificate of Affiliation and Insurance cover note. This certificate provides cover for your club for the period leading up to 16th January while you are collecting your first five members for processing. You will then need to send in your UP-DATE OF AFFILIATION DETAILS form together with the first five members, you then will receive a Certificate of Affiliation for 2014, together with details of your

Area Secretary. You may need to show this at any time to local authorities or to your land owner, so please advise us if you do not receive this.

CERTIFICATES OF EMPLOYERS LIABILITY INSURANCE

A certificate for 2014 will be forwarded to you in due course. Please retain these certificates indefinitely. If your club has permanent premises, the most recent Certificate should be displayed.

INSTRUCTIONS TO ASSIST WITH COMPLETION OF MEMBERSHIP PAPERWORK

It is important to remember the following points before completion of all forms:

1. Writing should be clear and in **Block Capitals** to avoid mistakes with names and addresses.
2. Whenever possible, if there is a change of address please provide your member's previous address to avoid duplications.
3. Always provide date of birth (especially for junior members, **as they will be asked to pay a full senior fee without it**).
4. Please try wherever possible to send a single cheque for membership fees.
5. **Membership fees are usually reduced on 1st July & 1st Sept each year.** Please check the correct amount with the office if you are unsure, before sending payment at this time of the year.
6. To maintain lower costs and administration times, try to send in batches of membership on a monthly basis (rather than weekly). Remember, insurance is valid from the time **you** receive the payment, **which must be submitted to us within two months**.
7. Please ensure that you complete and send a blue payment form with each batch. This is important as it enables us to match your payment with your membership applications, therefore confirming your intentions.

CLUB PAYMENT FORMS – A4 WHITE WITH BLUE TYPE

One of these forms **MUST** accompany **EACH** remittance sent in with respect to membership fees. If you do not send in the correct payment form the member could, and has in the past, been classed as a country member and not a club member. This could mean more work for you. A sample is provided on pages **20** and **21** to assist in its completion. The **MEMBERSHIP CONTACT** should sign the declaration on the first page of this form. We would advise all Club Contacts to keep a copy of each payment form submitted in case there is a query at a later date.

BAR-CODE RENEWAL. Please find enclosed individual 'peel off' labels, for each of your 'year 2013' club members; they should be used to renew their membership with us for 2014. As members renew their membership with your club and you collect the BMFA element, simply peel off the label for those members and stick them on the reverse of the payment form(s). **Please note:** If you are sending family renewal labels in, **do not** fill in family membership form as well. This will save time for you because you will not have to write lists of names and BMFA Membership numbers and will also leave you with an up to date record of those members who have not yet renewed for 2014. The bar-code is also utilised by the office to speed the renewal process and to retain database accuracy.

Juniors and Family Juniors: For Junior members the requirement is that they must be under 18 years old on the 1st January. We will need Junior's Dates of Birth as they will be asked to pay a full senior's fee without it.

Renewing Member over 18 and still in full-time education: For renewing Junior members that are now over the age of 18 but still in full-time education (under the age of 25) with **no breaks** ie: no gap year, a discount rate is available, which is set at the same fee as junior members. Proof of education must be sent with renewal form i.e. Copy of NUS card, and if this not received they will be asked to pay a full senior's fee.

NEW/LAPSED APPLICATION FORM – A5 YELLOW WITH BLACK TYPE

For new/lapsed members, please enter their name on the payment form and fill in the yellow application form. Send both forms together with the payment (See Sample on page 22). We will check on our data-base all new applications to see if they have been a member before. If they have we will class them as lapsed members and re-issue their existing membership number, where possible.

FAMILY MEMBERSHIP PAYMENT FORM – A4 WHITE WITH BLACK TYPE

One of these forms must be completed for **EACH NEW** Family membership application (See Sample on pages 23/24). They can then be sent in with the appropriate payment or included with any other membership you are sending at that time. Their name should not be included on the ordinary club payment form, but their payment can be added to the total and entered under Family Members in the Amounts Due section of the club payment form.

Renewing Member over 18 and still in full-time education: For renewing Family Junior members that are now over the age of 18 but still in full-time education (under the age of 25) with **no breaks** ie: no gap year, a discount rate is available, which is set at the same fee as junior members. Proof of education must be sent with renewal form i.e. Copy of NUS card, and if this not received they will be asked to pay a full senior's fee.

Renewals for Family members will follow the bar-code renewal process.

Special rates are available to families when more than 3 additional family members are registered under this scheme. Please apply to the Head Office at Leicester for details.

PAYMENTS TO THE BMFA

Please ensure that all cheques are made payable to the **BMFA**, and whenever possible send only one cheque for the whole amount. This reduces bank charges and processing time, ultimately creating savings for the BMFA and its members. Please **DO NOT** use pins or staples to attach cheques to the paperwork. Please ensure that you only pay for the members your club has received payment from.

CHANGE OF DETAILS FORM – A5 WHITE WITH BLUE TYPE

These forms are for any change of details. For example: name, address, telephone numbers (see Sample on page 22).

MEMBERSHIP RECEIPT CARD – BUSINESS SIZE CARD WHITE WITH BLUE TYPE

These cards are for you to issue to your members once they have paid their membership fee for the year. It gives them proof of membership to the BMFA, including insurance cover for 2 months from the date of issue, pending processing and issue of a formal membership card and insurance certificate.

Membership Receipt Cards are available from the Leicester Office should clubs wish to use them as proof.

CHANGE OF LEAD CLUB FORM – A4 BLUE

If the member has already paid his subscription for the year, but wants your club to be their LEAD CLUB, you will have to enclose a completed Change of Lead Club form. We will NOT accept any changes if the member has not signed the form giving their permission for this change. (See Sample on page 23)

CONFIRMATION OF CURRENT MEMBERSHIP STATUS – A4 LILAC

If a member wishes to join your club and states that he is a current member through another club or a country member you can, if you choose, have this verified by us by completion and submission of the form detailed on page 24.

MEMBERS JOINING LATE IN THE YEAR

From 1st July & 1st Sept Membership fees may be reduced. Please check the correct amount with the Office or website if you are unsure. The full subscription which will be due again in January. Details of the amount of both reduced fees will be published in the Club Bulletin and the website nearer the time.

TEMPORARY MEMBERSHIP OF THE BMFA

Temporary membership of the BMFA is available as follows:

- a) Fee of £5 covers the member for one calendar month from the date applied for.
- b) The member receives by return an official acceptance form which can be shown as proof of membership.
- c) A club can accept a member immediately and telephone or write to the BMFA Office giving the start date.

We have some temporary membership forms that are available from the BMFA Office on request.

FIRST TIME INEXPERIENCED FLYERS

Club liability insurance can be extended to cover first time visitors to your club who have no previous experience, but are seeking to try out model flying prior to joining your club. However, in this case cover will only be in place when the flights are being personally supervised by a nominated club member approved by the club committee. No charge will be made for this additional cover; however, cover will only be in place for a maximum of **3 days** for any single inexperienced flyer. After this initial 3 day period the first time flyer must arrange his/her own third party public liability insurance cover by joining the BMFA, prior to undertaking any further flying activity at your club site.

OVERSEAS VISITORS

Clubs may offer temporary BMFA membership to visitors from overseas countries provided they are not involved in display or competition flying. In the interest of international relations no charge will be made for this class of membership which may be offered for a single period of 30 days. Club secretaries are asked to advise the BMFA office by telephone, giving the names of overseas visitors and the period of temporary membership so that our records can be adjusted accordingly.

WHAT YOU SHOULD RECEIVE FROM THE OFFICE AFTER SENDING IN MEMBERSHIP

Each time you submit membership to the office you will receive some or all of the following:

1. **For renewals** you will receive a membership sticker and a current membership card/insurance certificate and a member's handbook addendum sheet (if applicable).
2. **For new members** you will receive a membership sticker, a current membership card/insurance certificate, a member's handbook with addendum sheet (if applicable) and a voucher for the Up and Away training manual.
3. **For lapsed members** you will receive a membership sticker, a current membership card/insurance certificate, a member's handbook with addendum sheet (if applicable).
4. **For New Family Members** you will receive a membership sticker, a current membership card/insurance certificate per family member plus a member's handbook with addendum (if applicable) and a voucher for the Up and Away Training manual per family.
5. You will also receive Club Listing which is an updated membership list for your club and Batch Data Sheet.

Please be sure to let us have complete details for all members i.e. telephone numbers where applicable and POSTCODES. If there is any change to postcodes or telephone numbers we will need them a.s.a.p. to ensure that the database remains up to date.

When sending membership documents to club members, **please ensure that the correct postage is paid**. For example: a new/lapsed member the postage will be around 96p, for renewals it will be around 66p, but please check with the post office before sending.

CLUB LISTINGS

The information contained on the Club Printouts includes the following:

1. The Category of membership i.e. S for Senior, J for Junior, F for Fellow and A for family member.
2. Membership Number
3. Members name, address and telephone number
4. Details of Achievements ratings in code format.
5. Details of Endorsements ratings in code format.

ACHIEVEMENT RATINGS CODES

A(FW), B(FW), E(FW), CE(FW)
A(H), B(H), E(H), CE(H)

I(FW), AI(FW), QI(FW), CI(FW)
I(H), AI(H), QI(H), CI(H)

POWER

Power Fixed Wing (A, B, Examiner, Chief Examiner)
Helicopter (A, B, Examiner, Chief Examiner)

Fixed Wing Instructors (Club, Approved, Qualified, Chief)
Helicopter Instructors (Club, Approved, Qualified, Chief)

SILENT FLIGHT

A(SFT), B(SFT)
A(SFS), B(SFS)
A(SFE), B(SFE)

Thermal(A, B,)
Slope (A, B)
Electric (A, B)

I(SF), AI(SF), QI(SF), CI(SF)
E(SF), CE(SF)

Silent Flight Instructors (Club, Approved, Qualified, Chief)
Silent Flight Examiners (Examiner, Chief Examiner)

ENDORSEMENT RATINGS CODES

POWER

C(AE)
C(GT)
C(SC)

Aerobatics (C)
Gas Turbine (C)
Scale (C)

SILENT FLIGHT

G(SFT), D(SFT), D*(SFT)
G(SFS), D(SFS)
G(SFE), D(SFE)

Thermal (Gold, Diamond, Diamond Star)
Slope (Gold, Diamond)
Electric (Gold, Diamond)

ANNUAL RATIFICATION OF CLUB EXAMINERS –BRIGHT PINK

This form acts as the annual ratification for Club Examiners. We have listed on the form the Club Examiners that were ratified with your club last year. All you need to do is tick in the box the Club Examiners the club wish to ratify for 2014; any Club Examiners that have not been ratified by the end of September will be **downgraded**. It is important that you name everyone that your club will accept as a club examiner, whether they are members of your club or not. If there are any Club Examiners not on the list please add them to the Additional Club Examiners. There is no limit to the number of Club Examiners each club may have. Samples on page 26. **Please ensure that you tick the box at the side of the Examiner's name on the form for the examiner to be ratified.**

A Club Examiner is a current member that has held a relevant "B" Certificate for a minimum of six months and has been nominated by the club to the Area Achievement Scheme co-ordinator and has been examined by a Chief Examiner.

Available to Club Examiner is a new Examiner's Log Book. These books enable examiners to keep a record of the exams they take including both passes and failures. The log books assist not only examiners, but also clubs and area committees can see how active an examiner and the club members are.

A cloth badge can be purchased from the office at the price of £5.00 each.

ANNUAL REGISTRATION OF INSTRUCTORS - GREEN

This form acts as the annual Registration of Instructors. We have listed on the form the Club Instructors, Approved Instructors and Qualified Instructors that were registered with your club last year. All you need to do is tick the boxes of the Instructors the club wish to register for 2014, any Instructors that have not been registered by the end of August **will be removed from your club list as Instructors**. It is important that you name everyone that your club has accepted, whether they are members of your club or not. If there are any Instructors that are not on the list please add them

to the Additional Instructors. These can be added at any time of year and there is no limit to the number of Instructors each club may have.

A Club Instructor is a Club Member chosen by the Club Committee to instruct other Club members who are either new to model flying or are training to take an Achievement Scheme test. Most Clubs already have their appointed Instructors and this scheme allows the Club to register them with the BMFA if they wish.

Approved Instructor is a current member that has held a relevant "A" certificate for a period of six months, has been nominated by the club to the Area Achievement Scheme co-ordinator and has been examined by a Chief Instructor. The exam is based on the Up and Away manual.

Qualified Instructors are current members who must have been a current Approved Instructor for at least one year and must have held a relevant "B" certificate for 6 months.

New Instructors will be issued with an Instructor sticker and a certificate. A cloth badge can also be purchased from the office at the price of £5.00 each.

ACHIEVEMENT SCHEMES

Below are listed the various achievements attainable in each discipline:

Power: A, B
Helicopter: A, B
Thermal: A, B
Slope: A, B
Electro: A, B

The ratings are shown at the bottom of the membership card in code format

ADVANCE ACHIEVEMENT

Examiners

A member will need to hold the "B" certificate for six months before taking the exam to become a Club Examiner and must be a Club Examiner for twelve months before approaching the Area Committee to become a Chief Examiner.

Power: Examiner, Chief Examiner
Helicopter: Examiner, Chief Examiner
Silent Flight: Examiner, Chief Examiner

Instructors

Club Instructors are appointed by the Club Committee.

BMFA Approved Instructor will need to hold an "A" certificate for six months and then be examined by a chief instructor on completion of the Up & Away course.

BMFA Qualified Instructor is an automatic up-grade providing they have held a "B" certificate for six months and have been an Approved instructor for one year.

BMFA Chief Instructors are appointed by the Area Committee.

Power: Club Instructor, Approved Instructor, Qualified Instructor, Chief Instructor
Helicopter: Club Instructor, Approved Instructor, Qualified Instructor, Chief Instructor
Silent Flight: Club Instructor, Approved Instructor, Qualified Instructor, Chief Instructor

ENDORSEMENT SCHEMES – PERSONAL ACHIEVEMENT

Aerobatics: "C" Certificate
Gas Turbine "C" Certificate
Scale "C" Certificate

Thermal: Gold, Diamond, Diamond Star
Slope: Gold, Diamond
Electro: Gold, Diamond

INFORMATION YOUR CLUB SECRETARY SHOULD RECEIVE FROM THE LEICESTER OFFICE DURING THE YEAR

1. Club Bulletins containing the Agendas for Full, Area and Technical Council Meetings and other important information are now published directly to the website at www.bmfa.org/Clubs/ClubBulletins club officials and members can subscribe to receive notification of publication on the same web page.
2. AGM paperwork - **BATCH 1** *This should arrive during the 2nd week of August.*
BATCH 2 *(If applicable) This should arrive during the 2nd week in October.*
BATCH 3 *This should arrive approximately 21 days before the AGM.*

If the Secretary does not receive any of the above batches please contact us immediately.

VOTING AT THE AGM

To enable your club to vote at the AGM the club needs at least **5 Full Members**. Some clubs have encountered a problem where a club member has not informed the Club Secretary that they have changed clubs and the club has been unable to vote at the AGM as they have dropped below 5 members (this does not include non-flying members). However, this will not affect your club's affiliation or insurance status for that year, but the club will need the required 5 members (include non-flying members) to renew the affiliation for the coming year. We advise the smaller clubs to contact the Membership Secretary around September time to ensure that you have the 5 full members.

Please note: Non-Flying members that pay for just the insurance are not eligible to vote and not included in the voting figures for your club, although they do count towards the club's affiliation.

WHAT THE CLUB SECRETARY SHOULD RECEIVE FROM YOUR AREA

1. Area Agenda and copies of the Minutes.
2. Copies of the Area Newsletter.
3. Area AGM paperwork.

BMFA AREAS

The country is divided into 14 Area Committees. Every club is assigned an area and are entitled to elect a club member to attend the area meetings.

Area 1	East Anglia	Area 8	South East
Area 2	London	Area 9	Southern
Area 3	Midlands	Area 10	Western
Area 4	Northern	Area 11	Mid-West
Area 5	North Eastern	Area 12	South West (Split into Sub-Areas)
Area 6	North Western	Area 13	Northern Ireland
Area 7	South Midlands	Area 14	RAFMAA

WHERE TO LOOK FOR CERTAIN IMPORTANT INFORMATION

The following important information can be found in the Members Handbook:

1. Safety Code for General Flying - (page 17 – 47)
2. Safety Code for Model Flying Displays - (page 47-53)
3. Achievement Schemes - (pages 53 - 70)
4. Noise Code - (pages 71 - 75)
5. Radio Control Technical Information – (pages 76-79)

A synopsis of the Public Liability Insurance Policy is available from the Leicester office upon request.

PUBLICATIONS AVAILABLE TO CLUBS

The following publications are also available upon request from the BMFA office or on the BMFA Website to Affiliated Clubs:

- ❖ Achievement Schemes booklet
- ❖ Association for Helicopter Airports Safety Code
- ❖ BHPA/ BMFA joint safety codes for shared use slope sites.
- ❖ Contest Calendar
- ❖ Education CD/DVD
- ❖ Flying Site Guide booklet
- ❖ GTBA/JMA/BMFA Gas Turbine Code of Practice.
- ❖ General, “A”, “B”, Fixed Wing, Helicopter, Silent Flight Guidance Notes for Examiners
- ❖ “C” Certificate Guidance Notes
- ❖ Guide for BMFA Affiliated Model Clubs with Disabled or Special Needs Members
- ❖ Guide to Safe Indoor Radio Controlled Flying
- ❖ Low Power Space Modelling Safety Code
- ❖ Model Club Constitution
- ❖ Promotion of Welfare and Care of children and vulnerable adults in model flying
- ❖ Risk Assessment Guide
- ❖ Saleable Goods Brochure
- ❖ Slope Combat Guidelines
- ❖ UKRA Rocketry Safety Code
- ❖ ‘Why Join’ booklet
- ❖ “Why not Compete” Booklet

EDUCATION PROGRAMME

The BMFA Education Programme aims to encourage youngsters to build and fly model aircraft and so develop new skills and gain an insight into the science and technology of flight. The programme is constantly expanding and improving. The present range of kits is specially designed to improve youngster's knowledge and skills as well as giving improved flying performance. For a full list of kits available please contact the BMFA office or check on the website.

YOUTH GROUP SCHEME

In parallel with the education programme, we run a youth group scheme which provides the group with insurance enabling them to fly, but only under the guidance and control of their group leaders. This is available to any group with 4 or more under 18's.

The Scheme will work as follows:

Each Group Leader/Teacher will pay the full senior subscription rate for BMFA membership and will therefore have full membership and insurance for his/her flying pursuits both with the Group and individually. This includes third party legal liability insurance cover for up to £25,000,000 anywhere in the world and also personal accident insurance.

The junior/student members fee is currently £6 (one third of the full junior membership fee rounded to the nearest £) and will provide insurance whilst flying with the Group under the supervision of the Group Leader only. We do not require names of individual junior/senior members. The fee will be for the number of juniors/seniors flying in the group at any one time, i.e. if you have a group of ten juniors, but only four fly at any one time, then you should have paid for four memberships. The insurance cover will not be applicable if they wish to fly on their own or as part of another club or group. To do this they would need to become a full Junior/senior member of the BMFA and to pay the current fee.

In order to become affiliated to the BMFA and get the full club insurance cover, the minimum number that can be accepted is one full Senior member and four Juniors (because a minimum of five members is necessary to form a Club or Group.)

For more details please contact the BMFA office

SALEABLE GOODS BROCHURE

The BMFA has a range of merchandise available. For a full list of prices and a copy of the latest brochure please contact the BMFA office or visit the website : www.bmfa.org.

CLUB TALKS

Some of our Officers are available to come and talk to your club members on many subjects to do with the BMFA and model flying. For a full list of contacts and the subjects please contact the BMFA Office.

INSURANCE

Each member, upon joining (or renewing), is automatically covered by the BMFA Third Party Civil & Public Liability insurance and Personal Accident insurance until the end of the current membership year. In order to ensure continuity of Insurance cover it is essential that an initial Club Payment/Declaration Form is returned **NO LATER THAN 16TH JANUARY** each membership year. The minimum membership required for affiliation is **FIVE**.

All BMFA members carry £25,000,000 legal liability insurance and £35,000 personal accident cover for serious injuries i.e. permanent loss of use of limbs, eye sight etc.. When your Club affiliates to the BMFA a similar level of Civil & Public Liability indemnity is provided for the Club and its Officials at no extra cost, provided all your Club members are members of the BMFA. Therefore the Club will not need to arrange separate Club Public Liability cover.

Your Club should therefore be composed entirely of BMFA (or SAA) members (i.e. 100%), some of whom may be individual members or members of another Club(s) through which their BMFA membership is paid. However, at least **FIVE** members of your Club must pay their BMFA membership through your club. This is to establish voting figures at our AGM (i.e. only the members affiliated through your club will count towards your voting strength).

NOTE: *The minimum requirement of “FIVE” members affiliated through your club does not mean that you only need “FIVE” members to affiliate and that the rest may be non-members. All members must be members of BMFA. If you have a problem please contact us.*

Once this registration has taken place any club member then renewing (or joining), is covered by BMFA Insurance from the moment he pays his club and BMFA fee to the appropriate club officer who may then remit this to us in block within **30 days**. In effect the club becomes our AGENT.

INCIDENTS

Incidents/accidents do happen but in order to maintain the low premium for model flying cover, it is essential and in the club's interest, to operate strict control of SAFETY on your site. It is recommended that BMFA SAFETY advice contained in the current Member's Handbook is referred to at all times.

In the event of an incident THE MEMBER MUST NOT ADMIT LIABILITY TO THE THIRD PARTY; THEY SHOULD NOT PAY THIRD PARTY CLAIMS THEMSELVES.

What you should do in the event of an incident:

1. Report it immediately to the BMFA Leicester Office (answer phone available out of hours).
2. Ask for an Incident Report Form.
3. Complete and return the Incident Report form ***immediately*** to BMFA Headquarters with the cheque to cover administration. We will then forward it on to the Insurance Company once we have recorded it.

Note: This is an INCIDENT report form and not a claim form. Any documentation received by a member that indicates a claim is being made against them should be immediately forwarded to the BMFA for transmission to the insurer. The member **should not** enter into any correspondence with the potential claimant.

CLUB EQUIPMENT INSURANCE COVER

(OPTIONAL & SUBJECT TO AN ADDITIONAL PAYMENT)

In partnership with our insurance broker - Doodson Sport, an optional insurance scheme is available to protect club equipment (such as mowers/sheds/gates etc).

Prices start from just £99 for £1000 worth of cover. For further details or to purchase, please visit www.bmfa.doodsonbg.com. Payment can be made by card or cheque directly to Doodson's.

LIST OF OFFICE SERVICE CHARGES

BLACK & WHITE COPYING

A4 size - per copy 3p (double sided = 2 copies = 6p)
A3 size - per copy 5p (double sided = 2 copies = 10p)
A5 booklet (1 x A4 folded to A5 and equivalent to 4 x A4 copies reduced to half size) - Per copy 8p

COLOUR COPYING

A4 Size – per copy 7p per side
A3 Size – per copy 20p per side

ENVELOPES

Envelopes - 10" x 7" (Plain manila self seal)	4p each	Address Labels –	plain 1p each addressed 2p each
Envelopes - 9" x 4" (Printed BMFA - self seal - white)	4p each		

TYPING

Typing from hand-written manuscript - approx. 75p per A4 page - based on £5 per hour.
Label addressing, tabulated forms etc. all charges pro rata based on £5 per hour.
Full service - typing copying labelling and posting (at 2nd or 1st Class post as requested) is available.

Clubs and Area Committees - we will invoice.

Technical Committees - we will periodically notify you of costs and charge your accounts directly.

N.B. Clubs should note that VAT is applicable to above prices.

LAMINATING

A4 size – per sheet 50p
A3 size – per sheet 80p

FAI CODES AND WHAT THEY STAND FOR

FREE FLIGHT CONTESTS

Class F1A	-	Gliders	Class F1K	-	Co2 Engines
Class F1B	-	Extensible Motors	Class F1L	-	Indoor EZB
Class F1C	-	Power	Class F1M	-	Indoor
Class F1D	-	Indoor	Class F1N	-	Indoor Hand Launch
Class F1E	-	Gliders with Automatic Steering	Class F1P	-	Power
Class F1G	-	Extensible Motors	Class F1Q	-	Electric Power
Class F1H	-	Gliders	Class F1R	-	Indoor Micro35
Class F1J	-	Power			

CONTROL LINE CONTESTS

Class F2A	-	Speed Models	Class F2E	-	Combat with Compression
Class F2B	-	Aerobatics Models	Class F2F	-	Diesel Profile Racing
Class F2C	-	Team Racing Models	Class F2G	-	Electric Speed
Class F2D	-	Combat Models			

RADIO CONTROLLED CONTESTS

Class F3A	-	Aerobatics Power Models	Class F3J	-	Thermal Duration Gliders
Class F3B	-	Thermal Soaring Models	Class F3K	-	Hand Launch Gliders
Class F3C	-	Helicopters	Class F3M	-	Large Aerobatics Power
Class F3D	-	Pylon Racing Models	Class F3N	-	Helicopter Freestyle
Class F3F	-	Slope Soaring Gliders	Class F3P	-	Indoor Aerobatic Power
Class F3G	-	Powered Gliders	Class F3Q	-	Aero-Tow Gliders
Class F3H	-	R/C Soaring Cross Country Racing			

SCALE CONTESTS

Class F4A	-	Free Flight	Class F4E	-	Indoor F/F Co2 Powered
Class F4B	-	Control Line	Class F4F	-	Peanut F/F
Class F4C	-	Radio Controlled	Class F4G	-	Radio Control -Large
Class F4D	-	Indoor F/F Rubber Powered	Class F4H	-	Radio Control – Stand Off

RADIO CONTROLLED ELECTRIC CONTESTS

Class F5A	-	Aerobatics Models	Class F5E	-	Solar
Class F5B	-	Motor Gliders	Class F5F	-	10 Cell Motor Gliders
Class F5C	-	Helicopters	Class F5G	-	Big Gliders
Class F5D	-	Pylon			

SPACE MODELS CONTESTS

Class S1	-	Altitude	Class S7	-	Scale
Class S2	-	Payload	Class S8	-	Rocket Glider Duration
Class S3	-	Parachute Duration	Class S9	-	Gyrocopter Duration
Class S4	-	Boost/Glider Duration	Class S10	-	Flex - Wing Duration
Class S5	-	Scale Altitude	Class S11/P	-	Rocket Powered/Spaceship
Class S6	-	Streamer Duration	Class S12/P	-	Time Duration Triathlon Tournament

Sample forms at the back of this book are provided to assist you in completing payment forms correctly.

PLEASE NOTE: The figures quoted on the samples reflect the previous year's fees. Please refer to the front page of this booklet for current fees when completing your forms.

BRITISH MODEL FLYING ASSOCIATION

UP-DATE OF AFFILIATION

Please check all sections of this form. Please make the relevant alterations to any areas that are incomplete or incorrect, so that our computer records can be up-dated to give accurate details of your Club for 2014. Only on completion and return of this form will your club's official 'Certificate of Affiliation' and 'Certificate of Employers' Liability Insurance' for this year be forwarded to you.

Club Name in full: *Leicester Office*

Club No: *0999*

Area Name: *Midlands*

Area No: *03*

Club County: *Leicestershire*

Web Address:

Club Disciplines: (Order of importance of disciplines flown at the club, as shown below. If incorrect please amend)

, *RCFW, RCH*

Meeting *BMFA Office*

Meeting Times: *Every Tuesday @ 9pm*

BMFA Club Bulletin

BMFA Club Bulletins are now available to download on the BMFA website, so we will NOT be sending out anymore issues via the post or email, other then by special request.

Club Bulletins contain information to be distributed to club members. They are published regularly and can be notified direct to club officials for dissemination to their club members. To receive the notification go to subscription at www.bmfa.org on club, club bulletin website.

Continue over page.....

BRITISH MODEL FLYING ASSOCIATION

UP-DATE OF AFFILIATION

CLUB COMMITTEE MEMBERS

Please check these sections, should you find them incomplete or incorrect please make relevant alterations.

Details of Club Chairman

Name L Harding
Evening Tel.No:
Email Address:

Membership
Daytime Tel. No:
Fax

Details of Club Secretary

Name D Phipps
Evening Tel. Name:
Email Address:

Membership
Daytime Tel. No:
Fax

Details of Club Membership

Name H Feaver
Evening Tel.
Email Address:

Membership
Daytime Tel. No:
Fax

Details of Club Treasurer

Name S Sargeant
Evening Tel.
Email Address:
Location:

Membership
Daytime Tel
Fax Number:

Details of Club Welfare Officer:

Name M Williamson
Evening Tel.
Information
Email

Membership
Daytime Tel No:

Fax Number:

Details of Club Delegate Attending BMFA Area Committee

(This information is requires to pass on to the Area)

Name
Evening Tel.
Email

Membership
Daytime Tel.
Fax

N.B. The above information will be held on the BMFA Database. ALL membership correspondence will be sent to the Membership Contact. All other correspondence including AGM details will be sent to the Secretary.

IN ACCORDANCE WITH ARTICLE 7B ELECTION OF MEMBERS OF THE SOCIETY'S CONSTITUTION, THE CLUB UNDERTAKES TO CONFORM WITH THE REGULATIONS OF THE SOCIETY CURRENTLY IN FORCE.

SIGNED.....DATE.....

NAME IN CAPITALS POSITION HELD

The above information is required to assist the Association's Head Office with maintaining accurate records. Please complete and return with your initial declaration to:

BMFA, Membership Department, 31 St. Andrews Road, LEICESTER. LE2 8RE.
Tel: (0116) 2440028 Fax: (0116) 2440645 E.Mail: admin@bmfa.or

BRITISH MODEL FLYING ASSOCIATION

CLUB MAP DATA COLLECTION FORM

Club Number 0999 **Club Name:** Leicester Office

To allow us to enter the details that your club wishes to be displayed on the BMFA Club Map we require the form below to be checked/completed and posted or emailed to the BMFA Office.

Web Contact: G Taylor

Tel No: 0116 2440028

Email Address: admin@bmfa.org

Club Website: www.bmfa.org

Flying Site Details & Co-

Latitude: **Longitude:** **Site Name:**

52.6041 -1.1419 BMFA Office

**Tick to Publish on
the Web**

General Club Information:

Information already held in office:

No Site Details

Any Additional Information

Discipline Flown (please tick relevant)

Fixed Wing
Silent
Helicopters

Control Line
Indoor
Gas Turbine

Free Flight
Trial Fixed Wing Lessons Available
Trial Helicopter Lessons
Available

Club Official Submitting Club Map Data

Name

Position in club:

Date:

Sign by Official:

Please Note: Club Map details will only be accepted from club officials listed on the Club Affiliation Form.

PLEASE STICK YOUR BARCODE RENEWAL LABELS
BELOW FOR ALL MEMBERS BEING RENEWED
UNDER THIS SUBMISSION:



British Model Flying Association

(Society of Model Aeronautical Engineers Ltd)

CHANGE OF DETAILS ONLY

MEMBERSHIP No99399.....

OVER 18 YES / NO (Please Delete)

SURNAME Taylor INITIAL..... B.....
 Address 10 Happy Street, Funny Village, Hahalington
 Post Code HA1 2HA
 Telephone: Evening..... STDCode:.....
 Telephone: Daytime STD Code
 ClubLeicester Office.....Club No999.....

WHEN COMPLETED SEND TO: MEMBERSHIP DEPARTMENT BMFA CHACKSFIELD HOUSE, 31, ST. ANDREW'S ROAD, LEICESTER LE2 8RE. TELEPHONE: (0116) 2440028 FAX: (0116) 2440645



British Model Flying Association

(Society of Model Aeronautical Engineers Ltd)

CLUB MEMBERSHIP APPLICATION FORM

MEMBERSHIP No _____ N/A _____ (If applicable) UNDER 18 YES/NO (Please Delete)

TITLE Miss _____ DATE OF BIRTH 1/1/1999 _____

SURNAME Danny _____ FORENAME Louise _____

ADDRESS 20 Sorry Road _____

Sad Park _____

Cryshire _____ POSTCODE OH1 4UU _____

Telephone: Evening _____ STD Code _____

Telephone: Daytime _____ STD Code _____

Club Leicester Office _____ Club No 999 _____

Disciplines Flown: C/L, F/F, HEL, IND, RCP, RCS, SCA (Please Circle)

When Completed Send to: Membership Department, BMFA, Chacksfield House, 31 St Andrews Road, LEICESTER. LE2 8RE.

Tel: 0116 2440028

Fax: 0116 2440645

E-Mail: admin@bmfa.org



BRITISH MODEL FLYING ASSOCIATION

ANNUAL INSTRUCTOR REGISTRATION

Club 0999 **Club Name:** Leicester Office

Listed below are the Club Instructor(s) that we currently have registered to your club. Please select your Club Instructor(s) for 2014 and return the form to the BMFA office before the end of February 2014.

Name	BMFA Number	Discipline	Tick in the box Conformation for 2014
T Summer	098754	RI(FW)	✓
D French	098865	RI(H)	✓
SJ Feaver	098632	RI(H)	✓
A McDade	098254	RI(FW)	✓
F Winter	098225	RI(FW)	✓
IF Holly	098774	RI(H)	✓
P Christmas	098665	RI(SF)	✓
P Hook	098551	RI(SF)	✓
S Taylor	099228	RI(H)	✓

List below Any Additional Instructors You Require to Ratify for 2014:

Name	BMFA Number	Current F/W	Current Heli	Current S/F

Signed _____ **Name (Printed)** _____

Position Held in Club _____ **BMFA No** _____ **Date** _____



BRITISH MODEL FLYING ASSOCIATION

ANNUAL RATIFICATION OF CLUB EXAMINERS

Club 0999 **Club Name:** Leicester Office

Listed below are the Club Examiner(s) that we currently have registered to your club. Please select your Club Examiner(s) for 2014 and return the form to the BMFA office before the end of February 2014.

Name		BMFA Number	Current F/W	Current Heli	Current S/F	Tick in the box ratification for 2014
T	Sargeant	098754	No	No	Yes	✓
D	French	098865	Yes	No	No	✓
SJ	Feaver	098632	Yes	No	No	✓
A	McDade	098254	Yes	No	No	✓
P	Summer	098225	Yes	No	No	✓
IF	Holly	098774	No	No	Yes	✓
P	Pollard	098665	Yes	No	No	✓
JT	Hook	098551	Yes	No	No	✓
S	Taylor	099228	Yes	No	No	✓

List Below Any Additional Club Examiners You Require to Ratify for 2014:

Name	BMFA Number	Current F/W	Current Heli	Current S/F
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Signed _____ **Name (Printed)** _____

Position Held in Club _____ **BMFA No** _____ **Date** _____

BRITISH MODEL FLYING ASSOCIATION. FAMILY MEMBERSHIP PAYMENT FORM

CLUB NAME AREA

CLUB NUMBER DATE

PLEASE READ THE INSTRUCTIONS ON THE REVERSE OF THIS FORM CAREFULLY BEFORE BEGINNING TO FILL IT IN.

	BMFA NUMBER	NEW MEMBER YES/NO	DATE OF BIRTH	MALE OR FEMALE	FAMILY ADDRESS		
SENIOR LEAD FAMILY MEMBER'S FULL NAME					_____		
PARTNERS FULL NAME							
1ST JUNIOR'S FULL NAME					_____ POST CODE _____		
2ND JUNIOR'S FULL NAME					LEAD MEMBER'S TELEPHONE DETAILS: DAYTIME: _____ HOME: _____		
3RD JUNIOR'S FULL NAME					AMOUNTS DUE		
4TH JUNIOR'S FULL NAME					1 Lead Senior Member	@ £	£ _____
					1 Partner	@ £	£ _____
5TH JUNIOR'S FULL NAME					__ Junior Members	@ £	£ _____
					Miscellaneous.		£ _____
					LESS CREDIT NOTES		£ _____
					TOTAL THIS PAGE		£ _____
							TOTAL OF CHEQUES ENCLOSED

PLEASE NOTE: PARTNERS DOES NOT APPLY TO SONS, DAUGHTERS, BROTHERS, SISTERS OR ANY OTHER MEMBER OF THE FAMILY OVER THE AGE OF 18. IT APPLIES ONLY TO THE PARTNER OR SPOUSE OF THE SENIOR LEAD FAMILY MEMBER.

INSTRUCTIONS FOR COMPLETION OF FAMILY MEMBERSHIP FORM

GENERAL NOTES

The scheme operates with one Senior member paying the full BMFA Senior fee current for that year and is registered as 'Lead Family Member'. **The spouse/partner and junior** members of the family "living at the same address" can then be added to that membership at a reduced fee. **(This scheme does not apply to any other Senior members within the family other than those mentioned above.)** Under the scheme each family member will carry a BMFA vote. The Senior will receive the full BMFA documentation package and services and be entitled to hold a position within the BMFA at Area or Council level. Other qualifying family members will receive their own individual membership card to reflect their cover under the BMFA model flying insurance policy; they will also be provided with essential promotional and safety information, as necessary, but all will be forwarded to them via the head of the family.

INSTRUCTIONS FOR THE CLUB

1. Get the 'Lead Family Member' to complete and return to **you** the form overleaf with their payment.
2. No other forms need to be completed in respect of Family Membership. - Their names **should not be** added to the ordinary Club Payment form but their payment may be added to the total and entered under Family Members in the AMOUNTS DUE section of the Club Payment form. Alternatively a separate cheque can be enclosed.
3. The form, once completed, should be forwarded to the BMFA, Membership Department, 31 St. Andrew's Road, Leicester. LE2 8RE, together with any other membership you may have and the relevant monies.

Contact the Office for current rates of family membership fees.

Special rates will be applied when more than 3 additional family members are registered under this scheme. Please apply to the Head Office at Leicester for details.

STATIONERY ORDER Please indicate how many you require:

FAMILY PAYMENT FORMS (THIS FORM) _____

DECLARATION

I, _____, on behalf of _____ Club, declare that every flying or organising member of the club is a BMFA member. I understand that failure to comply with these conditions in full may invalidate club and committee insurance cover.

Signed _____ NAME (PRINTED) _____

BMFA NUMBER _____

POSITION HELD IN CLUB _____ DATE _____