



## Ipswich Outdoor Group – Membership Form

Return clearly and legibly completed form with payment to join or renew. Shaded fields are **mandatory**.

Please select:  **New Member**  **Renewing Member** (registered IOG member last year)  **Re-joining Ex-Member** (registered in previous years)

Membership Category: £5\* -  **Non-local** /  **Student** /  **Unemployed**  
£10 -  **Individual** \*see Concessionary Membership overleaf

Title:  Forename(s):  Surname:

Phone Number (mobile preferred):  Email Address:

Emergency Contact Full Name:

Emergency Contact Phone Number (mobile preferred):

Under-18 children can attend age-appropriate events for no extra cost at the organisers' discretion.

Child's Name:  Year of Birth:

Child's Name:  Year of Birth:

Child's Name:  Year of Birth:

Do you have any relevant formal qualifications or training/expertise (e.g. First Aid, Cycling, Kayaking, Mountaineering, Climbing, Running, Coaching, Youth Leadership, Scouting, Swimming, Diving, Sailing, Martial Arts, Sports Physio etc.)?

*The optional information below will be used only for anonymised statistics for IOG internal use by the Group's committee*

Birth Year:  Sex:  Current Home Town:

Where did you hear about the IOG?

The IOG uses an email group mailing list for publicising the programme and circulating announcements from the committee. Group members also send details of their events to it. If you opt-out of the list, you will not receive updates on any activities unless you contact the event organiser directly – the online programme can be checked for up-to-date basic information about upcoming events. You can also be added to the members-only Facebook group for sharing photos and general chat. If you use a different email address for Facebook, please add it as an additional address in the Email Address text box above and mark it as such.

I want my email address to be added to the  IOG group mailing list and/or  members-only Facebook group.

*Email the Membership Secretary at any time to update an email address or to be added to the mailing list / private Facebook group.*

I have made a membership fee payment by  bank transfer,  cash or  cheque. Payment option info overleaf.

I have read and understand the IOG recommended guidelines ([www.ipswichoutdoor.org/guidelines](http://www.ipswichoutdoor.org/guidelines)) and the notes overleaf. I agree my name and email address will be included by default on the online and printed programmes, if I organise events.

Signed:  Date:

**IMPORTANT:** For members convenience, typing your signature in the box above will be accepted for email submissions as an electronic signature, indicating your consent. Do not forget to **save** the completed form with your details, if submitting PDF by email.

Fill out, save (or scan/photo) and email this completed form as attachment: [membership@ipswichoutdoor.org](mailto:membership@ipswichoutdoor.org) or complete and post (with cheque if needed): IOG Membership Secretary, Rachael Norris, 2 Brettenham Road, Hitcham, IPSWICH, Suffolk IP7 7NT.

*Please remember we are all volunteers and it may take a few weeks to process your membership. Your patience is appreciated.*

**PROSPECTIVE MEMBERS** - Prospective members are welcome to participate in three local Group events before they are required to become a full member to ensure coverage by the Group's liability insurance. Some events may be unsuitable for pets or young families; always check with the event organiser first. Trips with an overnight stay are strictly limited to members-only to ensure all participants are covered by the liability insurance. *Note: this is **NOT** a replacement for personal insurance which individual members are responsible for arranging when travelling with the Group. Confirmation of personal travel insurance for every attendee is required for any overseas travel with the Group.*

**JOINING THE GROUP** - At all times, our members are personally responsible for themselves and expected to respect the environment, local community, wildlife and other people. To keep our Group safe, discrimination, prejudice, bullying or harassment of any kind is not acceptable or tolerated. Members are expected to behave respectfully across all the Group's social media and maintain our family-friendly community. Please report any concerning behaviour in the Group's online communities to our Member's Representative ([membersrep@ipswichoutdoor.org](mailto:membersrep@ipswichoutdoor.org)) immediately.

The Group's membership year runs from 1 July to 30 June. Those joining before 1 January, will have their membership due for renewal on 30 June. To encourage prospective members, anyone joining the Group for the first time between 1 January and 30 June, will have their membership extended so it will be due for renewal on 30 June the year after.

On joining, new members can request a generic membership key tag from the Membership Secretary. Information on the benefits your IOG membership key tag can provide is here: [www.ipswichoutdoor.org/membershipbenefits](http://www.ipswichoutdoor.org/membershipbenefits)

**MEMBERSHIP FEES** - Membership fees can be paid to the Membership Secretary ([membership@ipswichoutdoor.org](mailto:membership@ipswichoutdoor.org)) or Treasurer ([treasurer@ipswichoutdoor.org](mailto:treasurer@ipswichoutdoor.org)) by bank transfer, cash or a cheque made payable to **Ipswich Outdoor Group**. Either can supply the Group's bank account number / sort code on request. If making a bank transfer, please clearly include the sender in the reference, especially if transferring from The Co-operative Bank / Smile.

**MEMBERSHIP RENEWAL** - The Membership Secretary emails a reminder in June. Members **must** return a completed membership form and fee for renewal by **31 July** to ensure a personalised membership key tag for next year.

**CHILD MEMBERS** - Ipswich Outdoor Group members who are parents/guardians can apply for free child membership for children under the age of 18. Anyone over 18 must apply for their own Group membership. Please note when children, named on the front side of this form, participate in Group activities they must be accompanied by their parents/guardians and must be registered as child members. Members are responsible for their children *at all times* and should carefully consider the suitability of the activity for their child, after consultation with the event organiser.

**CONCESSIONARY MEMBERSHIP** - Concessionary membership is available to the unemployed (this does **NOT** extend to retirees), full-time students (member of a National Union of Students [NUS] affiliated students union or holder of an International Student Identity Card [ISIC]) or non-locals whose home postcode does **NOT** begin with IP (Ipswich), NR (Norwich), CO (Colchester), CB (Cambridge) or CM (Chelmsford) and may only attend a few events from the Group programme. The Group reserves the right to request proof of a valid student ID card or home address.

**DATA PROTECTION** - Ipswich Outdoor Group will hold and process members information as per the privacy policy published and periodically updated online: [www.ipswichoutdoor.org/privacypolicy](http://www.ipswichoutdoor.org/privacypolicy). Members' contact and emergency contact details are available to committee members and may be shared with other event organisers, in an emergency.

**PHOTOGRAPHY / FILMING** – Photographs / footage of IOG events shared with the Group directly or through social media may be used for publicity on the Group's website, social media, at Group meetings and third party publications. Contact the Newsletter Editor ([newsletter@ipswichoutdoor.org](mailto:newsletter@ipswichoutdoor.org)) to ask for amendments or to request exemption.

**GROUP LIABILITY** - Ipswich Outdoor Group is a not-for-profit group run by volunteers elected from the membership. Individual members are responsible for arranging their own personal insurance when travelling and ensuring driver(s) have appropriate vehicle insurance, when sharing transport. A parent or responsible adult must accompany under 18s unless arranged with the Group in advance. IOG, to the extent permitted by law, accepts no liability for loss, damage or injury incurred in relation to any Group activity or associated travel however caused, other than for death or personal injury caused by negligence for which IOG is liable at law and for which liability cannot be excluded.

*This IOG Membership Form is available in PDF format at [www.ipswichoutdoor.org/how-to-join](http://www.ipswichoutdoor.org/how-to-join)*

**Email:** [membership@ipswichoutdoor.org](mailto:membership@ipswichoutdoor.org)

**Website:** [www.ipswichoutdoor.org](http://www.ipswichoutdoor.org)