

RED ROPE - Club Policies

January 2024

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These policies should be read in conjunction with the Red Rope Constitution which details the club structure and methods of operation

A Regions

For the purposes of this document the term 'Region' is used throughout to refer to the club's local groups, whether these are English geographical regions or Scottish or Welsh national groups..

- 1) Regions may organise outdoor activities, social and fund-raising events, meet as a group and produce their own publicity.
- 2) Each region should have a Treasurer, Secretary, a Local Members Contact Person and a National Committee Representative.
- 3) The Local Contact will deal with enquiries from prospective members and will be responsible for welcoming new members.
- 4) A region or national group is entitled to hold and manage a bank account to fund its own activities and events
- 5) Each region shall have an Annual General Meeting. Regional members and the National Secretary must be advised of the date and venue 14/28(?) days in advance of the meeting.
- 6) Regions are encouraged to submit motions to the National AGM.
- 7) Regions may request financial assistance from National funds for administration. Regions in financial surplus are expected to contribute to the National Pool.(see section H5 on page 4)
- 8) New Regions
 - The NC must approve any proposal for a new region but individual members are free to canvas for support.
 - The views of nearby regions must be taken into account and any implications caused by possible competition for new and existing members be considered.
 - The members wishing to form the new region must be able to demonstrate a commitment towards, and an understanding of, the philosophy and policies of Red Rope.
 - After the NC has given its approval a start-up grant will be paid to the new region.

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B National Committee (NC)

- 1) The National Committee will consist of Regional delegates ('Representatives') elected by Regional meetings and the following posts:-
 - National Secretary
 - National Treasurer
 - Membership Secretary
 - Bulletin Editor
 - Monthly Information Sheet (MIS) Editor
 - Ramblers Association (RA) Representative
 - British Mountaineering Council (BMC) Representative
 - Mountaineering Scotland Representative
 - Training Officer
 - Publicity Officer
 - National Trips Secretary
 - National Trips Treasurer
 - Information Technology (IT) Officer
 - Huts Liaison Officer

All posts may be job-shared.
- 2) General members of the club may be co-opted for a specific purpose and specific duration
- 3) The NC will meet at a frequency as specified by the Constitution (paragraph 7b). All members of the club are encouraged to participate in the structure and running of the club. Any paid-up member of the club may attend and, if invited to, speak at committee meetings.
- 4) Minutes will be taken of all NC meetings and published on the club's web-site.
- 5) Travel and childcare expenses of those elected by the AGM and of elected regional delegates may be paid from National funds.
- 6) The NC may convene sub-committees from time to time as required by the needs of the club.
- 7) The job descriptions of the named posts shall be publicised before each AGM and are detailed in a separate document "Red Rope Job Descriptions – 2022.pdf"
- 8) Elected members of the NC who fail to attend two consecutive meetings without sending apologies and/or without good reason may be deemed to have resigned from the NC.
- 9) Duties of elected and co-opted club officers are detailed in Appendix 1 of these policies.
- 10) **Financial Decision-taking by the National Committee**
 For National Committee financial decisions that are needed before the next scheduled NC meeting and are not covered in Appendix 3: Club Finances:
 - a) NC decisions can be approved by email by a minimum of the quorum specified in section 7 c) of the constitution where there is unanimous agreement and where a minimum one weeks' notice is allowed for discussion.
 - b) If the decision is not unanimous any objections will result in a zoom NC being called with a minimum one weeks' notice.
 - c) Any such decisions to be minuted and posted on the website as soon as possible.
 - d) This procedure to be widely advertised to the membership.

C Trips

- 1) The National Committee (through the Trips Secretary) shall organise national trips and encourage regions to organise regional trips.
- 2) The NC shall maintain a Trip Organisers pack which will contain information about club policy relevant to trips and useful tips on how to organise a trip.
- 3) The NC must ratify all National trips. Every trip shall have an organiser whose duties are defined in the Trip Organisers pack. Every member on a trip has the responsibility to help in whatever way they can to ensure the smooth running of the trip.
- 4) Parents and carers are welcome to bring children on trips. Other trip members should actively support child carers in a variety of ways. The level of this support will depend upon each trip's resources of accommodation and personnel.

The ultimate responsibility for childcare remains with the parents and carers.

- 5) People with disabilities are welcome and members on trips shall offer whatever help is reasonable.

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- 6) New or prospective members should be made especially welcome on their first trip.

Trip Charges

- 7) The organising region shall decide charges for day trips.
- 8) Overnight and transport charges for multi-day trips for each income band shall be agreed by the AGM each year. These will be based on the same income bands as used for membership fees
- 9) Overnight charges shall include food and accommodation, and will be applicable to national and regional multi-day trips.
- 10) Transport charges for regional trips may be decided by the organising region, provided these comply with the club's *banding philosophy*. However, regions are encouraged to adopt National transport rates.
- 11) Members going on trips organised by other regions are responsible for their own transport costs.
- 12) Regions wishing to organise multi-day trips should liaise with the National Trips Secretary.
- 13) All multi-day trips should be advertised in the club's MIS at least three months before the trip start date. Apart from trips abroad, only Club trips may be advertised in the club's publications.
- 14) The political and environmental implications of purchases for trips should be considered wherever practically possible. (See current trip organisers pack for examples).

Dogs on Trips

- 15) The Club does not encourage owners to bring dogs on trips and BMC huts do not allow dogs
- 16) Dogs other than assistance dogs will only be allowed on trips subject to agreement from all participants. In the case of assistance dogs, all trip members will be informed in advance.
- 17) Dogs other than assistance dogs will not be allowed into any trip accommodation at any time including huts, hostels, and cottages - whether the accommodation is dog-friendly or not.
- 18) If present, dogs other than assistance dogs must be kept in vehicles overnight.
- 19) Assistance dogs may be allowed in accommodation in accordance with the rules of the accommodation.
- 20) Any damage caused by dogs resulting in cost/lost accommodation deposit will be the responsibility of the dog's owner(s) and not the club.
- 21) It is recommended that regions adopt these rules for their trips but acknowledge that some regions actively encourage dogs on trips that are clearly advertised as dog-friendly.

Note from Countryside Code: *"Dogs must be kept under effective control to make sure they stay away from wildlife, livestock, horses, and other people unless invited. You should always keep your dog on a lead or in sight and be confident your dog will return on command."*

D Safety

1. The club recognises that club members have varying levels of experience, expertise and skills necessary for safe enjoyment of climbing and other mountain activities.
2. The club aims to create an environment in which members will share such skills.
3. It is the responsibility of all Red Rope members to understand the nature of the activity they intend to undertake. All members participating in an activity share responsibility for the safety of the group throughout that activity.
4. Trip members must ensure that activities undertaken are within their capability and that they are suitably equipped.
5. If club members on a trip call out a Mountain Rescue Team then the Trip Organiser must make a report to the NC detailing the incident. The region or the National Committee should subsequently make a donation to the relevant Mountain Rescue Team.

E Training

1. The club acknowledges that good practice in Club activities requires the acquisition of skills such as navigation, ropework, appreciation of mountain weather etc.
2. The club shall organise trips for training purposes to meet members' varied interests and abilities. Some training trips may be for women only or for specific minority or disadvantaged groups.

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3. In recognition of the importance of training provided by professional instructors at recognised institutions, members going on such courses may be eligible for a training grant at the discretion of the NC. Members in receipt of such a grant are expected to be willing to contribute to training and/or skill sharing within the club.

F Political Policy

1. The NC has a responsibility to take a political lead inside the club, to promote maximum access to mountains, moors, heaths and coastal areas, and the maintenance and extension of the network of public rights of way. Red Rope accepts that non-violent direct action may be necessary to achieve these objectives.
2. The club will affiliate to the British Mountaineering Council (BMC) (English and Welsh members), Mountaineering Scotland (Scottish members), the Ramblers' Association (RA), and the Open Spaces Society (OSS).
3. Members whose notified address is in Scotland are deemed to belong to Red Rope (Scotland), which is affiliated to Mountaineering Scotland. All other Red Rope Members will be affiliated to the BMC.
4. Any proposals to affiliate to other outside organisations must be decided by the AGM. The aims and objectives of the proposed organisation must be consistent with those of Red Rope.
5. The NC will aim to raise the awareness of the membership on matters of environmental politics, particularly in relation to club activities.
6. In this context, the NC will also:
 - a) seek to influence the policies of the RA, BMC and Mountaineering Scotland
 - b) support pressure groups such as the Open Spaces Society and the Scottish Wild Land Group.
 - c) identify issues and campaigns on which the club might make an effective contribution.
 - d) encourage members to raise issues of environmental importance within trade union and political organisations.
7. Red Rope will campaign for equal opportunity of access to the countryside for everyone, regardless of income, race, sex, disability or age.
8. Red Rope fully understands the need to conserve wildlife species and habitats and will therefore respect reasonable restrictions on access where genuinely necessary to safeguard plants and animals, as agreed with appropriate nature conservancy bodies.
9. Red Rope will campaign for and demonstrate through its activities a considerate approach to the environment.
10. The club may undertake to organise such events as are considered necessary to promote the political and other interests of the club. Such events shall be, where possible, self-financing.

G Club finance

1) General principles

Charges for trips and membership will be spread across a number of income bands, designed to be as fair as practicable for all members. The proportion of increase in charge from one band to the next may be different for membership fees from that for nightly and transport charges.

2) Determining Income Band

'Income band' is based on relevant income and circumstances of the individual. Details of the method to be applied are given in Appendix 2.

3) Membership

- a) Membership shall run for twelve months from January 1st each year.
- b) For new members joining after October 31st each year the membership period will run until December 31st of the following year.
- c) For new members joining between July 1st and October 31st the membership fee for that year will be half the normal annual fee.

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- d) Members who pay by direct debit will be renewed automatically at the start of each year. At least one month before this, they will be sent a reminder to notify the Membership Secretary if they wish to leave the club, or change their band.
- e) Members paying by other methods will be sent a renewal notice at least one month before their membership expires, a first reminder immediately after the start of the year, and a final reminder two months later.
- e) Members who have failed to renew three months after the start of the year will be regarded as having resigned and be removed from the club's membership records

4) Multi-Day Trip Charges

Nightly Charges

- a) The charge per night for each income band is set by the NC and agreed by the AGM and is known as the 'standard' nightly charge for that band.
- b) In cases where accommodation is beyond the reach of the standard nightly rates, regions may apply a multiplier to the 'standard' nightly rate of any variable from 1 to 2 times. This multiplier must be included in the trip details when advertised in the MIS.
- c) The trip charge is the sum of the nightly charge and the transport charge

Transport Charges

- d) For national trips, the transport charge per mile for each income band and the rate to be paid to car drivers will be based on the price per litre of fuel at the time of the trip. A charge matrix is provided on the club's website for trip organisers to determine the appropriate rates per mile.
- e) Regions may determine their own set of transport charges and reimbursements.
- f) Only for travel in a vehicle sanctioned or requested by the trip organiser will the charges or rebates be based on membership bands.
- g) The transport charge for each trip member shall be determined from their distance travelled from/to the point at which they join/leave the trip vehicle in which they travel.
- h) Each person who brings their own car on a trip at the request of the trip organiser, will receive reimbursement, at the prevailing rate, based on the number of passengers, up to a maximum of three (including the driver). Reimbursement at the same rate will be given where car owners are asked to bring equipment or food in lieu of passengers.
- i) Car drivers may claim reimbursement from the point at which they pick up their first passenger (or load of food or equipment for the trip).
- j) Where ferries are used the cost of the ferry will be converted into a mileage increment to be added to the actual distance driven.

Charges for public transport users on national trips

- k) Members attending national trips may choose to use public transport to and/or from the trip.
- l) Those choosing to use public transport will cover their own transport costs to and/or from the trip and will not receive, or give, any subsidy.
- m) Guidance will be given to trip organisers by the National Committee on the application of membership bands to the use of public transport for members who are unable to join a trip-sanctioned car, for instance, when all available cars are full.
NOTE: A trial on the effectiveness of this clause is in progress and will be reviewed at the next AGM.
- n) Regions may use local discretion in dealing with members using public transport for regional trips. However, they are encouraged to apply the same rules as for national trips.

Trip Payments

- o) When booking on to a national or regional trip, the full nightly charge must be paid.
- p) Non-members will pay the equivalent of Band 3 on their first trip, unless they deem it appropriate to pay more. Subsequently, they will pay the equivalent of Band 3 plus an additional 50% of their nightly charge.
- q) Non-members, with the exception of those under 18 years old, will be allowed to participate on only two trips, after which they will be expected to become full members.
- r) Members and non-members going for only part of a trip must still pay the whole trip charge.

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- s) **Refunds.** In the event of a cancellation up to 12 weeks before the start of the trip a full refund will be made. Up to 4 weeks prior to the start of the trip 50% will be refunded. After this no monies are refundable. Bookings are not transferable.
- 5) **Regional support**
- a) Regions may be supported financially to assist with the administration, promotion, activities, and organisation of our club. This includes support for regional trips making a financial loss.
 - b) All regions are entitled to receive an annual financial grant based on member numbers, with a minimum of £20, and based on their membership as of April 1st of that year providing there is a regional bank account. The amount per member is to be determined by the AGM. The National Committee may also change the amount if a more urgent change is required.
NOTE: Support is set currently at £1.50 for each member of the region (2023 AGM).
 - c) Any Region requesting additional support from national funds shall notify the National Treasurer of the amount, the reasons for the request, and provide details of the Region's bank account and current income /expenditure.
 - d) The National Treasurer is authorised by the National Committee to make these payments following consultation with the National Committee (Policies Appendix 3). Consideration may be made to the nature of the request and the current national financial position. Any disputes may be referred to the National Committee and all parties have recourse to the Grievance procedure (Policies Appendix 4) if necessary.
 - e) Regions that have a financial surplus may contribute to national funds.
- 6) **Action Fund**
The Club shall have an Action Fund to finance campaigns and may raise extra monies for this from the membership.
- 7) **Bank Accounts**
There shall be separate bank accounts for:-
- the main club finances (managed by the club treasurer). This account will also hold amounts donated to the Action Fund. Annual accounts presentations will distinguish between these and general funds.
 - club funds not required for current use – a Savings Account (managed by the club treasurer);
 - national trips (managed by the Trips Treasurer).

Club finances may be used for purposes required for the club to function and for activities consistent with its aims and objectives. Appendix 3 details these purposes and indicates the degree of approval required in each case.

H Publicity

- 1) **Internal publications**
- a) The club will produce:-
 - i) a Member's Handbook, incorporating guidance for regions/nations,
 - ii) a Monthly Information Sheet (the MIS),
 - iii) a periodical magazine (the Bulletin)
 - iv) a Trip Organisers Pack.
 - b) Each member shall be entitled to receive the Members Handbook, the MIS and the Bulletin.
 - c) Members are encouraged to contribute to the MIS and Bulletin, advertise gear for sale or exchange, or to seek companions or exchange information.
 - d) It is a priority for the NC to ensure that publications appear on time.
- 2) **External publicity**
The club will publicise the club and its activities in relevant publications and events with the objective of promoting the club and attracting new membership. Publicity material will:-
- a) Stress the socialist and anti-racist, anti-sexist nature of the Club in its publicity.
 - b) Include our affiliation to the BMC and Mountaineering Scotland.

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I Data Protection

- 1) The club will comply with current Data Protection Legislation (GPDR) as detailed in the club's Privacy Policy (Appendix 5 and on the club's website).
- 2) Members contact information will be shared with the relevant regional group to enable it to welcome new members and keep its members informed about regional activities and events.
- 3) Specific members' details will be released when necessary to the British Mountaineering Council and Mountaineering Scotland as prescribed by those organisations.
- 4) Other information may be released to Regions and outside bodies at the discretion of the NC and solely for essential club, insurance, or legal purposes.

J Equal Opportunities

- 1) National and regional events and activities will be open to all members.
- 2) As far as is practicable, given that the club's main activities can be strenuous and/or on difficult terrain, events and activities will be open to people with disabilities.

K Behaviour/Code of Conduct

- 1) Members must observe the rules and protocols laid down by the Constitution and these Policies.
- 2) Members should behave in a reasonable and co-operative manner on all club events. In particular they must abide by the rules and protocol associated with the use of overnight accommodation and the outside environment.
- 3) Members should not behave in a way that endangers the safety of others, either fellow members or the general public.
- 4) Breaches of this code of conduct, or bringing the club into disrepute, may result in disciplinary action, as detailed in the Grievance Procedure (see Appendix 4).

L Complaints and Grievances

A member who has a complaint or grievance against another member or an officer or committee of the club should invoke the separate Grievance Procedure as detailed in Appendix 4. This policy is also available on the club's website.

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Appendix 1: General Duties of Club Officers

1. **All club officers** are expected to:-

- a) attend National Committee meetings or tender apology for non-attendance in advance of meetings.
- b) liaise with other officers as necessary to their function(s), as specified below, or in relation to any particular club issue,
- c) keep adequate administrative records and up-to-date copies of printed and electronic documents (including emails) for which they have responsibility, as detailed in their Job Description.
- d) ensure that these documents are passed on to their successor and that they assist in instructing their successor in their duties and current methods of operation.
- e) ensure that the appropriate sections of the website that relate to their function(s) are updated with correct information. For the present, this will be done by providing the IT officer with correct information alerting the IT officer of any changes required, in accordance with the pages indicated in the relevant job description – in document “Red Rope Job Descriptions – 2022.pdf”. Once training on maintaining the new website has been provided, club officers will be expected to update the appropriate sections of the Web site themselves.
- f) liaise with regions and specific regional representatives.
- g) provide written reports to the AGM on matters relating to their specific function.

2. **Regional Representatives** are expected to:-

- a) attend National Committee meetings or tender apology for non-attendance in advance of meetings.
- b) liaise with national officers and other regions as necessary.
- c) keep up-to-date copies of printed and electronic documents (including emails) for which they have responsibility, as detailed in their job description.
- d) ensure that these documents are passed on to their successor and that they assist in instructing their successor in their duties and current methods of operation.
- e) ensure that the appropriate sections of the website that relate to their region are updated with correct information. For the present, this will be done by providing the IT officer with correct information and alerting the IT officer of any changes required, in accordance with the pages indicated in the job description for Regional Representatives. Once training on maintaining the new website has been provided, club officers will be expected to update the appropriate sections of the Web site themselves.
- f) provide written reports to the AGM on matters relating to their specific region.

Appendix 2: Calculating Income Band

An individual's income band should be calculated as follows:-

- 1. Calculate total income from all sources, including interest on savings, all benefits including child benefit and tax credit, and rent from lodgers or sub-tenants. It may also include housing benefit up to £75 per week (£325 a month).
- 2. Deductions for tax and National Insurance contributions, but not occupational pension contributions, SAYE or mortgage repayments etc.)

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3. If there are dependents, such as children, one parent/carer per family may deduct a further £20 per week (£87 per month) from their income.
4. If income varies from month to month, members should total their relevant income for the previous three months and divide by thirteen (for weekly figure) or three (for monthly income).
5. The income band and annual charge for a year's membership can then be found from the Membership Charges Table published on the Red Rope website.

Appendix 3: Club Finance Uses and Approvals Required

The Red Rope National Committee authorises the National Treasurer to make the following payments from the club's subscription income, as they arise:

1. Annual fees to the organisations the club is affiliated to. These are currently the British Mountaineering Council, Mountaineering Scotland, the Ramblers and the Open Spaces Society.
2. The printing and postage costs of providing members with up to three Bulletins each year, as requested by the Bulletin editor.
3. The printing and postage costs of providing members with membership cards, welcome letters, etc, in an annual mailing, as requested by the membership secretary.
4. Subscriptions and other charges for the online services the NC has agreed to use. These are currently WebCollect (membership administration), EcoHosting (web site hosting), RiseUp (email lists) and Zoom (tele-conferencing).
5. Accommodation and catering costs of an annual gathering of members and of in-person meetings of the National Committee. Parts of these costs should be recovered through overnight charges paid by members attending.
6. Travel costs of National Committee members attending meetings of the National Committee.
7. Travel costs of the National Secretary and/or our nominated representatives on the organisations we are affiliated to, attending meetings where they represent the club to a maximum of £200, provided that prior to the meeting they have circulated to the NC details of the meeting, a short justification of why Red Rope should be represented, and a maximum cost for their participation in the event, and that no objections are then raised.
8. Other expenses of club officers, to a maximum of £50 per annum each, unless a higher budget has been allocated to them by the National Committee.
9. Regional support payments, provided the procedures set out in the Club Policy are followed.

All other payments from the main bank account require a minuted decision of the National Committee.

All reimbursements to individual members must be based on receipts, or other evidence of expenditure.

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Appendix 4 – Grievance Procedure

Background:

As far as possible the club expects all grievances and disputes to be resolved as informally as possible locally. Point 1 below describes how it could be dealt more formally, if that was considered necessary. Where this cannot be achieved the text below describes the steps to be taken in the event of a formal complaint being made to a member of the National Committee. The complainant should say what they would consider to be a satisfactory outcome.

A panel of three experienced members should be appointed within a fortnight to consider the case. One of those should be a member of the NC, unless that was considered inappropriate. None of these may be involved directly or indirectly in the dispute. The regions should send them as much background information as possible. Their decision will be binding on both parties. Appeals will only be allowed if the panel has not followed the procedures listed here.

Details:

1. If the dispute involves members in the same region the regional post-holders, e.g. the regional secretary, should initially try to address it informally, possibly with help from other experienced local members. If that doesn't work they should ask for a written statement from the complainant, to be forwarded to the respondent, i.e. the person being complained about, asking for a reply within a fortnight. They should then ask to speak to both parties and subsequently recommend a course of action, such as requesting an apology to be made after another fortnight at the latest.

The post-holders may decide on other measures. If the issue is not resolved at regional level within 28 days it should be quickly passed to the National Secretary, in the first instance, via:

secretary@redrope.org.uk In the event that the complaint involves the National Secretary or another member of the National Committee, the complaint should be addressed to any other NC post-holder, whose email addresses are listed on the Red Rope website.

2. If the complaint involves members from different regions it could be addressed by the representatives of those regions working together. If the regions decide working together would be unsuitable it should be dealt with nationally by a three person panel.
3. Within a further fourteen days the panel should contact both parties for more detail. They should be given fourteen days to reply.
4. The panel will contact others as needed within a further fourteen days and will come to a conclusion, which the parties involved must accept unless they can claim that the procedure described in this document has not been followed. The appeal should be sent to the chair of the panel within another fourteen days.

If the appeal is rejected the panel may consider the complaint to be malicious, unfounded or 'not proven'; it may ask for a written apology to either party or it may result in a suspension of membership. The 'guilty party' may also be given a warning about their future behaviour. The ultimate penalty would be expulsion from the club.

5. If the members in question refuse to abide by the verdict of the panel they will be suspended from the club until the next AGM when they can appeal to the attendees. Decisions will be made by a simple majority.
6. Complaints or appeals deemed trivial can be rejected by the NC, with an explanation.
7. Complainants could ask for a change of Red Rope procedures or a refund, for example, if the complaint is not about other people.
8. Everyone involved should be promptly informed of the outcome in writing. Extensions to time scales can be made for unavoidable delays, e.g. holidays or illness, but not because those involved are 'too busy'.

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Appendix 5 - Privacy Policy

Red Rope takes your privacy seriously and we only use your personal information to administer your membership.

What data we collect

Red Rope collects only simple basic information about each member:

Name, address, phone, email, date of birth, band charge, if you are willing to share 'The Bulletin' magazine with another member at same address (and that name).

We use your email to send you the monthly Red Rope MIS newsletter, and other occasional emails from Red Rope to all members, via our membership database. We will pass your contact details to the Red Rope region secretary for your most local Region. They can then welcome you to local events.

We will also add your email to our national mailing list. This enables any member to send mail to the list (they will not see your actual address). Members use this to pass round occasional tips about events and other comments, it is however very easy to unsubscribe if you wish to.

Where data is stored

From January 2018, our membership database is hosted by WebCollect (this applies whether you joined or renewed online or by sending us a paper form)

The WebCollect system is used for membership and administrative purposes only, namely:

- Email correspondence from National Red Rope secretary about club matters
- We pass your details on to your Region contact secretary so that you can be advised about regional activities. They will add you to a local emailing list, if the region has one.
- Printing address labels to post you the twice yearly Bulletin magazine
- If you live in England or Wales, we pass your name, contact details and date of birth to the BMC for affiliation, club insurance and their magazine
- If you live in Scotland we pass your name, contact details and date of birth to Mountaineering Scotland for affiliation, club insurance and their magazine

In addition, WebCollect contracts with GoCardless who operate the 'Auto-renew' payment method which you may optionally choose for the annual joining subscription.

Sharing your data with BMC and MS

If you live in England or Wales, as a BMC affiliated club, we provide your name, contact details and date of birth to the BMC (British Mountaineering Council), to administer your affiliated membership of the BMC including your BMC Card, club combined liability insurance cover, and access to its membership services and benefits.

The BMC will use your data to communicate with you about your membership. The BMC will contact you to invite you to create a 'Member Profile' which, amongst other things, allows you to set and amend your privacy settings. More information about how the BMC uses data can be found on their website:

<https://www.thebmc.co.uk/privacy>

If you live in Scotland, as a Mountaineering Scotland affiliated club, we provide your name, contact details and date of birth to Mountaineering Scotland, to administer your membership of MS including your club combined liability insurance cover, and access to its membership services and benefits.

More information about the Mountaineering Scotland Privacy Policy can be found here:

<https://www.mountaineering.scot/about-us/business-matters/privacy-notice>

We will not share your data with any other parties outside Red Rope apart from the BMC or MS as outlined above.

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WebCollect and Your Access to your data

Webcollect is a secure system and you can log in to view your own details, or change them if you move, change email address etc.

You can view your own personal data at any time by signing into your Webcollect membership, using your email and the password you set when you joined or renewed.

<https://webcollect.org.uk/redropewalkingandclimbing>

Editable details are: name / email / phone/ DOB / address / payment method / password / region / bulletin share / MIS receiving / additional bulletins

Or you can ask the membership secretary to make any changes necessary who has administrator access to the database.

If you leave Red Rope for any reason, your data is archived in our WebCollect system, or you can ask for it to be deleted.

And finally,

We hope this helps you to understand how we manage your personal details and that it gives you confidence that data is collected and processed in a sensible and secure manner.

If you require any further information about the way we deal with your details, please contact secretary@redrope.org.uk

Personal Data on www.redrope.org.uk

Contact forms

If you fill in a contact form, the message and your details will be checked by an automated spam detection service and emailed to the relevant person. These details will not be saved on the website.

Analytics

We do not share website analytic data with anyone outside of Red Rope

Security

We take reasonable precautions to protect the integrity of our site.

Cookies and Content Editors

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Appendix 6 – Safeguarding Members' Data – Guidance

Red Rope's overall Privacy Policy is stated above and on the website under the JOIN tab.

<https://www.redrope.org.uk/governance/committee-and-agm-minutes/privacy-policy/>

The Privacy Policy covers the basics:

- What data we collect
- Where data is stored. i.e. WebCollect and accessing your own account
- About the National mailing list (which does not show individual email address)
- Sharing data with BMC and MS
- How the Redrope website handles data entered

This Guidance Document contains some further information for all NC officers, particularly Membership Secretary and WebCollect Administrators, and also Regional or Local officers who handle members' data.

1. *Who is the Data Controller?*

For GDPR purposes the 'Data Controller' does not have to be a named person, so while the Membership Secretary and other WebCollect Administrators have primary responsibilities, *the whole NC officer body* is responsible for ensuring data is managed legitimately and securely within the club.

2. *Who has access to the Member Database?*

Three people have full access: the Membership Secretary; The Treasurer (who currently has 'Creator' role which means he/she can make changes to the system and Create or change the other roles); plus an additional person with the Admin role to assist with renewals and technical queries. These three Admin roles can check a members' details. The MIS Officer also has 'Event Coordinator' role to provide access to the 'All current members' mailing list, and the National Secretary will also be given this level of access for sending MIS and all-member emails – This role can see email address but not other details.

- If asked by one member to check the data of another, usually email address – you should always check why this is needed and ask the person being checked if this is OK to share, before doing so.

3. *Membership Secretary (and Webcollect Admin) role*

Membership Sec and WebCollect Administrators may send lists of members to the other administrators in connection with membership admin, renewals, and payments. This named data may be shared with region officers where it is necessary to chase a member.

Membership sec will send an occasional report to the rest of NC about numbers of members, regions etc. without any personal data

Membership Sec will send a regular list to the region secretary to update them with their local members, including contact details. Contact details are:

- Name (Firstname and surname)
- Email
- Postal address
- Telephone number
- **Do not** include *Band* or *Date of Birth* – these are mainly used for National club statistics, (DOB is also supplied to BMC/MS) or a member might supply Band on a trip booking form or verbally when paying for a local event e.g. transport

4. *Regional Secretary role and Members' data*

Regional secretary will be sent a list of members, or new member information, which they should use to conduct club business:

- Name (Firstname and surname)
- Email – to communicate and add to a mailing list for sharing information about meets and walks
- Postal address - useful, to know what parts of your region your members are drawn from
- Telephone number - useful if you need to phone a member

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Please try to use a mailing list which is BCC or does not show member's email addresses
If you want to share email addresses or phone numbers around the group - you should ask member's permission before doing so

And please check with members before giving out a phone number or an address to another member. As a rule this is their private information.

As a Regional secretary you have a duty to **keep this data safe**, (a password protected computer is fine) and not left around anywhere that a random person could see it.

5. General advice about Sending emails

A members' email address is part of their personal data. Please remember this and consider the following:

a. Naming a member in an email

Occasionally a situation may arise where an NC officer needs to refer to another Red Rope member by name, perhaps in reference to a hardship application, or a complaint, or some other query.

- Please consider 'Is this a sensitive issue and Do you really need to use their name?' If so – you should check with them first about this. It might be better to say 'Someone from my region', or 'one of our members', or 'someone coming on the trip' etc.

b. Use BCC to send an email to a group of members

For a group email, it is best policy to use BCC for all the 'copy' addresses. The BCC field is 'blind copy' and hides all the copy addresses from recipients – you can put your own name in the 'To:' field and BCC the rest. There could be situations where you need to advise all members of a trip about trip details AND put them in touch with each other. Best practise would be to BCC everyone first and ask if they are happy with this. If they say NO, then use BCC for those people.

For ad-hoc groups, if using BCC you should make it clear at the top of the email who the email has gone to. E.g. "Sent to all members booked onto trip xxx"

NB. We do not advocate using BCC within the NC group. NC members work together as a team and thus it is useful to show email addresses within the NC to indicate who has been circulated.

Appendix 7 – CoViD Precautions for Trips

- 1 Trip members should avoid being in situations, as far as possible, where they may contract Covid prior to a trip. Trip members who have been in close contact with a person who has Covid in the 10 days before the trip should not go.
- 2 All trip members must test themselves for CoViD, using Lateral Flow Tests (LFTs), **one day** before joining a trip. Anyone testing positive must not join the trip.
- 3 If the trip is week-long, members must also test themselves mid-week.
- 4 The pre-trip meeting should include the issue of "what if someone develops CoViD symptoms on our trip".
- 5 Anyone who develops CoViD symptoms or tests positives should leave the trip, **or take measures to self-isolate.**
- 6 Anyone who wishes to leave a trip where Covid may be spreading should do so. *This applies also to cases of influenza.* If in financial hardship they may apply to the national treasurer for financial assistance or a partial refund. treasurer@redrope.org.uk
- 7 The trip organiser should bring LFTs for mid-week testing, and also suitable masks in case an infection becomes apparent during the trip. Red Rope will refund the trip organiser for these materials whether used or not.