

BCT Classes by Members for Members Guideline

As our BCT community changes, so do the needs of our members. As a volunteer run organization, we can periodically offer classes offered by our members for our members. This will help us to provide a wider variety of activities for a wider range of ages for our members. It will also help to reward member loyalty and help to make better use of the Clubhouse.

The following criteria must be met before a class can be offered to BCT members:

- Instructors offering classes for members must present proper qualifications to give the classes and references/recommendations.
- All instructors will be required to pay a registration fee of €25 (BCT membership fee) if they are not a member of the organization. This is required by the BCT insurance policy.
- A proposal for the cost of a block of classes (e.g. 5 weeks) must be approved by the Board before they can be announced and offered to members. All materials would need to be provided by the instructor giving the class (brought with them and taken away again afterwards the Clubhouse will not be used for storage. Nor will existing BCT equipment e.g. birthing balls) be used for any other class. Mats may be used by the participants but must be cleaned before being stored.
- Minimum one free class must be offered to gauge the interest of the members.
- The courses are open only to BCT members. Non BCT members can register to try out the first session for free but must become BCT members to register for the course (25€ membership fee for interested participants with children older than 6 years old is applicable).
- All participants must present their valid BCT card during registration.
- Further blocks of classes may be added if members are satisfied and the demand is there. The instructor is responsible for dealing with all refunds and the BCT Board must be informed of any complaints.
- The instructor is requested to send a registration form listing all participants to the Past President (past-president@bctbelgium.org). After the completion of the series of classes, the final number of participants must be sent to the Past President and BCT Treasurer. The BCT percentage taken from funds from the classes need to be transferred to the Treasurer after the completion of a block of classes via a money transfer sheet. Treasurer's contact info: treasurer@bctbelgium.org

- The instructor is requested to pay a room rental charge for use of the Clubhouse.
- The instructor is requested to pay a 10% administrative fee to the BCT.
- All approved classes will be advertised through our communications team (Website, Facebook, Small Talk, newsletter, groups).
- The instructor is responsible for: booking the classes at the Clubhouse via the booking rep (roomreservations@bctbelgium.org), providing registration form to participants, collecting payment and paying the fee to the BCT at the end of each block of classes.
- All room bookings must be made by the instructor. We will do our best to honour class bookings however more critical BCT meetings will have precedence over dates (playgroups, Board meetings, Prenatal/First Aid classes, Talks).
- All BCT equipment (eg chairs, kitchen supplies) must be returned to their proper places and the kitchen cleaned. The Clubhouse must be left in the same state it was found.

BCT Classes by Members Form

Name of instructor:	
Address:	
Phone number(s):	
Email:	
Website:	

Name of course:		
Number of classes in a course:		
Length of each class:		
Proposed class time: (i.e., Mornings, afternoon, evening, open)		
Cost of a <u>course</u>:	BCT member rate:	
Cost per <u>class</u>:	BCT member rate:	
Number of participants per class:	Minimum:	
	Maximum:	
Registration requirement	Whole course	
	Pay by class	
Equipment needed by Instructor & participants		

Can you provide the BCT with a scanned copy of your qualifications?	Yes	
	No	
Can you provide the BCT with any recommendations/referrals?	Yes	
	No	
Can you offer a free session to gauge the interest of the members?	Yes	
	No	
Are you a BCT member? If yes, please enter your membership number here:	Yes	
	No	
If you are not a BCT member, do you agree to join the BCT (25€ annually) in order to qualify to give these classes?	Yes	
	No	
Do you agree to pay the BCT a 10% administration fee and to pay rental for the use of the Clubhouse?	Yes	
	No	
Are you legally registered to work in Belgium? If yes and you have a VAT number, please enter the VAT number here:	Yes	
	No	
Do you have a refund policy? If yes please explain:	Yes	
	No	
All instructors are responsible for Clubhouse bookings (roomreservations@bctbelgium.org), registration of participants, forwarding of registration form to past-president@bctbelgium.org , and transfer of BCT fee to treasurer@bctbelgium.org . Do you agree to these terms?	Yes	
	No	

Please tell us about yourself, your qualifications and the length of time practising this field:

Detail explanation of the course and who can benefit from the classes: