

## HEART SUPPORT GROUPS – TERMS AND CONDITIONS OF AFFILIATION

1. Affiliation is free and is granted by the British Heart Foundation “BHF” for up to 12 months. The Affiliation year runs from August 1<sup>st</sup> to July 31<sup>st</sup>. A Heart Support Group may apply for Affiliation at any time during the year. Affiliation is renewable on an annual basis.
2. To remain Affiliated, all Groups are required to complete and submit an annual return [re-affiliation form] on the date specified by the BHF.
3. The aim of the Group is to provide support for heart patients and their carers. The Group will ensure that its activities are aligned with this aim.
4. All Groups can use the phrase “Affiliated to the BHF” on publications, posters and websites provided it is not for the purposes of fundraising. Groups cannot use the BHF name except in this phrase.
5. The **BHF logo** and charity number **cannot be used at any time**.
6. All Groups are advised to open a recognised bank or building society account in the Group’s name.
  - a. If you apply to BHF for funding (e.g. for a Start-up Grant) you *must* open an account in the Group’s name. The account must be set-up with two account signatories required for cheque payments and withdrawals.
7. All Groups must keep accurate accounts and maintain good practice in the administration of funds.
  - a. We strongly recommend that all funds raised or donated must be held in the Group’s name.
  - b. A copy of the latest accounts relating to the Group should be provided to the BHF on request.
  - c. Groups should only generate sufficient funds to allow for the Group’s operation, administration and development unless such funds are

raised specifically for the benefit of donations to BHF or a local cause which supports the aims of the BHF.

8. The Group will nominate a *Primary Contact* who will be the main point of contact between the Group and the BHF.
  - a. The Group will keep the BHF informed if the name / address / telephone number of the Primary Contact changes.
  - b. The Primary Contact will keep the BHF informed of any change to venue(s).
  - c. The BHF will maintain a national register of information for people wishing to locate their nearest Heart Support Group. The Primary Contact's name and telephone number will be given to patients / carers seeking a local support group in your area.
9. The activities you undertake should be as low risk as possible. You are strongly advised to adopt the guidance in Part One of the *Safety First* booklet which relates to risk assessments.
10. The BHF extends its own insurance cover to include public liability insurance on behalf of Heart Support Groups and provides this free of charge as a benefit of affiliation.
  - a. All groups are required to adopt and adhere to the Insurance terms as specified in Part 2 of the *Safety First* booklet.
  - b. Groups are required to maintain an up to date register of members. This will provide evidence of group membership in the event of an insurance claim involving a group member.
  - c. You are required to advise the BHF Insurance and Risk Manager on 0207 554 0107 immediately of any claim and to follow the process for making a claim as detailed in the *Safety First* booklet.
  - d. Insurance cover is renewed as part of the annual re-affiliation process. See statement 2.

## 11. Termination

- a. Affiliation to the BHF may be terminated by either the BHF or the Group on one month's written notice.
  - b. Affiliation to the BHF may be terminated by the BHF at any time if there is evidence that a Group has contravened the Guidelines of Affiliation. BHF may terminate the Affiliation immediately by serving notice of termination to the Scheme if:
    - i. the contravention is irremediable or (if capable of remedy) is not remedied within 1 month of the date of a notice served by the BHF identifying the breach and requesting that it be remedied
    - ii. the Group says anything which could bring either itself or the BHF into disrepute or in any material way damage the good name of the BHF
  - c. Affiliation may also be terminated by the BHF on account of adverse publicity or other adverse reports involving the Group or individuals therein which, in the reasonable opinion of the BHF may affect the public reputation and good standing of the BHF.
  - d. On termination, the Group must remove from its stationery and other materials all reference to the Group's Affiliation to the BHF. The public liability insurance provided by the BHF will also be withdrawn.
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