

The Quick Guide to renewing your BCPA Membership

March 1st 2023 – February 29th 2024



Welcome!

As we come to the end of a third difficult year when the disruption we have all faced from the Covid pandemic was overtaken by so many other unwanted pressures, we hope that you will share our belief that the value of being part of a supportive and unique Pilates community is stronger than ever. This was demonstrated perfectly at Development Weekend 30 in September when some 350 members and students were finally able to come together and share what makes Body Control Pilates so special.

We will continue to expand our education offering through next year and have some great new courses coming down the line. We think we have found the right balance of online and 'face to face' courses at this moment in time. We know how much access to online courses is appreciated by a majority of our members and will maintain that balance through the coming year, whilst also continuing to dip our collective toe into the 'face to face' waters by adding to our programme at the Body Control Pilates Centre. We will continue to go that bit further for our online courses for teachers by posting out printed course notes to UK-based attendees of those courses. It takes time, it adds cost, and we are the only training provider doing this, but we know it's much better for you to have access to printed notes.

As we look forward to the coming membership year, our priority remains to offer the best support, advice, and opportunities to our members in the most cost-effective way possible.

You will see there is a change in the insurance arrangements for our UK members this year in that we are not able to offer Liability Cover as part of your membership. You will find more details in this Quick Guide and, overall, we are able to reduce your total premium for the main covers compared to last year.

Please note also that we have updated the BCPA Code of Practice as this was last done ten years ago.

In closing, we would like to invite you to renew your membership of the Body Control Pilates Association (BCPA) this year and continue to benefit from all that this brings. In doing so, we thank you for your continued support for all that Body Control Pilates stands for – we couldn't (and wouldn't want to) do this without you.

Lynne & Leigh

What's in this Quick Guide?

This Quick Guide will take you through everything you need to know to renew. You have been sent a separate link to the Renewal Form (Google Forms). We would like to particularly highlight the following:

CHANGE IN INSURANCE ARRANGEMENTS

As you know, our Premium Membership category has always offered both Liability and Personal Accident (PA) insurance cover for an additional £100. Working with our brokers, AJ Gallagher, the Liability cover was provided by Hiscox and the PA cover by Chubb.

For the coming year's Personal Accident scheme we have negotiated some improved benefits on what was already a very competitive scheme – several members have benefitted from payouts of up to £2,500 for physical or dental injuries that have impacted their ability to teach. Please see the **'Enhanced Membership'** section below for more details.

Hiscox, however, are discontinuing their 'umbrella scheme' covering Public Liability, studio insurance, and Employer Liability. This means that they will also no longer offer Studio Insurance to those members who run their own studios and who need a greater level of cover.

This obviously has big ramifications and we have been working hard to find a solution to ensure that our UK-based members get access to the right liability cover. For the coming membership year, we are very pleased to let you know that we have set up a scheme with **Balens** that offers a discounted rate to BCPA members for a policy that covers Public Liability and Legal Costs. The policy is offered by Zurich. We are leaving the Personal Accident scheme with **AJ Gallagher and Chubb** as it offers a much broader range of benefits.

Remember, as a BCPA member in the UK you must have insurance to cover your teaching. You are free to source that wherever you choose but where switching from the scheme cover last year to an alternative provider please ensure they include retroactive cover (automatically included if you switch to Balens). We do feel that the combination of the Chubb and Zurich schemes offers a very good and reassuring level of cover and, importantly, **the combined cost in 2023/24 will work out lower than in previous years.** Every little helps!

Associate members used to benefit from run off cover on the Hiscox scheme. This is no longer the case after March 1st 2023, so please be aware that Associate membership does not include any insurance protection.

NO INCREASE IN MEMBERSHIP FEES – AGAIN

Everyone is under pressure, so the cost of BCPA Standard membership is being held at £150 for the fifth year running. Overseas and Associate membership remain at £50. We continue to offer newly-qualified teachers complimentary first-year membership of the Body Control Pilates Association (BCPA).

ASSOCIATE MEMBERSHIP

We set this category of membership up to ensure that teachers taking a break – for whatever reason – could stay in touch with what is happening and also continue to have access to discounted courses, classes, and more. Many retired teachers also take out Associate Membership to stay in touch.

If you have Associate Membership you should not be teaching and you do not feature on our 'Find A Teacher' list. It is open for a maximum of one year, two by exception. Please be aware of this when renewing for next year. There is no time limit for Associate Membership for retired teachers.

SPREAD YOUR BCPA MEMBERSHIP PAYMENT

As with last year, if you are in the UK we are giving you the option to split your BCPA membership into two payments. Standard Membership on this basis will be £170, with the first payment of £85 due by March 1st 2023 and the balance of £85 due by September 1st 2023. We cannot issue reminders and, if your second payment is not made by September 1st, your membership will automatically lapse, as will any associated insurance cover. It helps us enormously if you are able to pay the full amount in one go if you are able – thanks.

If you are opting for Enhanced Membership, the insurance cost of £30 must be paid as normal by March 1st. The split payment option is not available for Overseas and Associate Memberships.

AMENDMENT TO BCPA CODE OF PRACTICE

As mentioned, we have updated the BCPA Code of Practice. You can find this later in this Quick Guide on page 10. We have added a clause related to social media conduct.

By renewing your membership for the year starting March 1st 2023, you are deemed to have accepted the new Code of Practice – you will find a 'Tick Box' on the Renewal Form regarding this.

SPM AND BACKCARE MEMBERSHIPS



The **Society for the Pilates Method (SPM)** will continue to grow in awareness and influence in the UK in 2023, and is also building connections for wider international recognition of qualifications. Body Control Pilates is a key player in driving this important initiative forward as a way of creating a clear differential between those with a more comprehensive training and those Pilates teachers who attended a short course. In support of these objectives we are therefore asking all BCPA members to renew their membership of the SPM Register of Teachers on March 1st 2023 at a cost of £30 for 12 months. If you would like to renew (or join the SPM Register) please tick the box on the Renewal Form and include payment with your BCPA membership.

For those teachers with a Back4Good® Practitioner qualification, we are once again able to offer annual membership of BackCare and a listing on their website as a **BackCare Professional**. The cost of this is £42. If you would like to renew (or take up BackCare membership) please tick the box on the Renewal Form and include payment with your BCPA membership.

UPDATING YOUR CPR BASIC LIFE SUPPORT – EXTENSION OF CERTIFICATION PERIOD

It is a requirement of BCPA membership that you hold a valid CPR Basic Life certificate if you live in country where these are available. Our online programme of courses with Rob Fisher of Prime First Aid has continued to receive incredibly positive feedback. These will continue to run on a regular basis throughout 2023, so please keep an eye out for dates. **Good news - please note that for all courses from January 2023, the certification period is being increased to 18 months.**

THE CONTINUED PROFESSIONAL DEVELOPMENT (CPD) REQUIREMENT IS BACK TO NORMAL

Our normal requirement of 90 CPD Points has been back in place for the membership year just ending and will remain so next year. Of those 90 Points at least 60 must be gained on 'List A' activities. Please have a look at the CPD Guide 2023 that has been emailed to you as this will help you work out what points you achieved this year. You should then make a note in the relevant section of the BCPA Renewal Form.

If you have been unable to achieve the CPD requirement this year please drop an email to Lynn Edmonstone at lynn.edmonstone@bodycontrolpilates.com explaining why. We accept that this may have been a difficult year and will usually take an understanding view. Where achievement of the CPD requirement has been missed in previous years, we may reserve the right not to renew your membership.

DEVELOPMENT WEEKEND 31

Please make a note in your diary that DW31 will take place in London on the weekend of **September 23rd and 24th 2023**. This one is going to be a 'DW with a difference' – more news on this in January!



Overview of membership categories for 2023/24

BCPA membership fees are once again unchanged from last year. The way we offer insurance has changed a lot! This is primarily due to the need to comply with FCA (Financial Conduct Authority) regulations, which has forced the withdrawal of a number of 'umbrella' schemes, including Hiscox.

Please note that there is an additional charge (as indicated) for all membership renewals received on or after Wednesday March 1st 2023.

Due to the volume of renewals, **PLEASE RENEW AS EARLY AS POSSIBLE** – the renewal window is now open. Thank you!

We offer four categories of membership for the coming year.

STANDARD MEMBERSHIP

£150 upfront / £170 split

Part payment option: £85 by 01/03/23; then £85 by 01/09/23

On or after March 1st 2023: £175 upfront or £195 split (£100 then £95)

Membership of the BCPA **without** any associated insurance cover

FOR UK MEMBERS	✓
FOR OVERSEAS MEMBERS	✗
INCLUDES INSURANCE	✗
VALID CPR REQUIRED	✓
SPM 2022 MEMBERSHIP ¹	✗

ENHANCED MEMBERSHIP (NEW!)

£180 upfront / £200 split

Part payment option: £100 by 01/03/23; then £100 by 01/09/23

On or after March 1st 2023: £205 upfront or £225 (split - £130 then £95)

Membership of the BCPA with personal accident insurance

FOR UK MEMBERS	✓
FOR OVERSEAS MEMBERS	✗
INCLUDES ACCIDENT INSURANCE ²	✓
INCLUDES LIABILITY & INDEMNITY INSURANCE ³	✗
VALID CPR REQUIRED	✓
SPM 2021 MEMBERSHIP ¹	✗

OVERSEAS MEMBERSHIP

£50

(£60 on/after March 1st 2023)

Membership of the BCPA for teachers not resident in the UK

FOR UK MEMBERS	✗
FOR OVERSEAS MEMBERS	✓
INCLUDES INSURANCE	✗
VALID CPR REQUIRED ⁴	✓
SPM 2021 MEMBERSHIP ¹	✗

ASSOCIATE MEMBERSHIP

£50

Non-teaching membership of the BCPA for retirees and for teachers taking a break

FOR UK MEMBERS	✓
FOR OVERSEAS MEMBERS	✗
INCLUDES INSURANCE	✗
VALID CPR REQUIRED	✗
SPM 2021 MEMBERSHIP	✗



EUROPEAN REGISTER OF EXERCISE PROFESSIONALS (EREPS)

As has been the case since 2020, Europeactive, who oversee the European Register, have said that we cannot offer a centralised renewal system for our European members as we are based in the UK.

If you are currently an EREPs member, you must now renew direct by emailing: membership@ereps.eu

Insurance Overview for UK Members

Please note that, when you are taking insurance cover for civil liability, professional indemnity, and personal accident, it is your responsibility to ensure that the cover offered meets your needs and that you fully understand the scope and terms of any cover. Insurance policies detailed in this section are only available to UK-based teachers.

PERSONAL ACCIDENT COVER

We are offering this as part of our new Enhanced Membership category. Cover is provided by Chubb and we register you for this via our broker, AJ Gallagher (contacts: Joanne Morris or Lesley Williams). See next page for more details of what we understand is a very competitive scheme.

CIVIL LIABILITY AND PROFESSIONAL INDEMNITY

We are no longer able to include this as part of your membership. We are pleased to advise that we have arranged a new 'Body Control Pilates Affinity Scheme' with **Balens**. Liability cover is provided by Zurich and the cost is **£60 for one year**. This is after a **discount of approximately 40%** against the premium you would pay if you approached them direct as a standalone teacher. You are welcome to include 'other activities' into your insurance cover with **no limit on the percentage of your overall turnover that those other activities make up**. The package also includes Legal Protection cover through DAS. **You take this policy out direct with the Affinities Team at Balens** (details below).

STUDIO INSURANCE

Hiscox (via AJ Gallagher) are no longer offering this cover. **Balens** are able to provide a comprehensive studio insurance cover based on your needs. See contact details below.

EMPLOYER LIABILITY INSURANCE

Once again, Hiscox (via AJ Gallagher) are no longer offering this cover. **Balens** are happy to discuss the best option with you based on how often you need this. See contact details below.

BUSINESS EQUIPMENT 'ALL RISKS' INSURANCE

Balens offer an optional policy to cover this, related to protecting all equipment you use in connection with your teaching and managing your business (computer etc). There are three levels of cover from £1,000 to £5,000. You will get more details in the Balens Registration Pack.

TOTAL COST OF INSURANCE

At a time when insurance costs are climbing steeply, our new arrangements actually **save you money compared to last year's premiums**.

A more detailed breakdown

PERSONAL ACCIDENT

Provider:

Chubb Insurance Company of Europe
(Taken out as part of Enhanced Membership)

Cover:

If within the Operative Time any Insured Person sustains accidental bodily injury the policy responds in accordance with the benefit schedule shown below.

Insured Persons:

Any member of Body Control Pilates Association Ltd that has paid the requisite premium up to 80 years of age and resident in the United Kingdom that has undertaken the relevant training and is authorised by and affiliated to Body Control Pilates.

Operative Time:

24 hours a day worldwide

Benefits:

Payable only on prevention of performing usual occupation as a Pilates Teacher

	BENEFIT PER INSURED PERSON PER EVENT	BENEFIT
1	Accidental Death	£20,000
2	Permanent Total Disablement (from Any occupation)	£50,000
3	Paraplegia or Hemiplegia	£50,000
4	Quadriplegia	£100,000
5	Permanent Partial Disablement	Up to £50,000
6	Accident Medical Expenses following a claim for Benefits 1 - 5	25% of Injury Claim Amount up to £20,000
7	Rehabilitation and Retraining Expenses following a claim for Benefits 1 - 5	Up to £10,000
	Temporary Total Disablement	
8	— Benefit Period: 26 weeks — Deferment Period: 7 days	£200 per week or 75% Gross Weekly Wage whichever the lesser
9	Temporary Partial Disablement	Not Covered
10	Fracture Benefit (in addition to Benefits detailed above)	Leg (Fibula), Hand (metacarpals), foot (metatarsals), coccyx, single rib or nose £250 Vertebra, leg (tibia), lower jaw, breastbone (sternum), two or more ribs, collar bone (clavicle), shoulder blade (scapula), kneecap (patella), ankle (tarsals), upper arm (humerus), lower arm (radius & ulna) or wrist (carpals) £500 Upper leg (femur), Vertebral Body, Pelvis or skull £1,000
11	Dislocation of hip, shoulder or knee	£250
12	Physiotherapy following Broken Bones or Dislocation	Up to £50 per session (max 10 sessions) increased benefits
13	Emergency Dental Expenses	Up to £3,000 increased benefits
14	Facial Disfigurement	Up to £2,000
15	Hospital Stay following Accident	£50 per night up to £1,000
16	Recovery at Home	£200 following a 3-night stay or £500 following a 7-night stay
17	Coma Benefit	£75 per day (after first 14 days) payable for 1 year
18	Urgent Expenses following Accidental Death	Up to £5,000

- The 'deferment period' of 7 days means that, upon acceptance of a claim, benefits are payable after the first 7 days for up to 26 weeks. Most other insurance providers only pay for up to 13 weeks.

- The age limit on this policy is 80. However, in respect of teachers aged between 75 and 80 Benefits 2 (Permanent Total Disablement) and 8 (Temporary Total Disablement) are not payable.

Please consider your personal circumstances as to whether this cover fully meets your needs. Our policy benefits compare extremely favourably with other policies offered in the health, fitness, and wellbeing sectors. Please check all details carefully when considering other providers.

CIVIL LIABILITY AND PROFESSIONAL INDEMNITY

Provider:

Zurich Insurance plc ('Affinity Scheme Insurance' arranged direct with Balen's, insurance brokers based in Malvern.)

Cover:

If within the Operative Time any Insured Person sustains accidental bodily injury the policy responds in accordance with the benefit schedule shown below.

Insured Persons:

Any member of Body Control Pilates Association Ltd that has paid the requisite premium up to 80 years of age and resident in the United Kingdom that has undertaken the relevant training and is authorised by and affiliated to Body Control Pilates.

Operative Time:

24 hours a day worldwide

Benefits:

- Limit of liability is £6 million for any one claim.
- You must work to the BCPA Code of Practice guidelines regarding class sizes (maximum 12 per teacher, whether online or face to face)
- Teaching on Zoom or other live platforms is covered, on the basis that you are teaching no more than 12 clients in a class and that they have been enrolled in the normal way. You are insured for new and existing clients and they can be based anywhere in the world, apart from the USA and Canada.
- Your insurance does not cover you for pre-recorded classes or workshops that you post on an 'open access' basis, that is where you do not control who is viewing and following them.
- If you are teaching osteoporotic or pre- & postnatal clients, you must hold the relevant qualification, both from an insurance and duty of care perspective
- There is no upper age limit for clients that you teach
- If you teach children (anyone 16 years of age or younger) on a regular basis, you must hold the Level 2 Children's qualification and also gain DBS (Disclosure Barring Service) clearance. If you regularly teach Vulnerable Adults you must also hold DBS clearance.
- You are covered for any other approved activity that you teach as long as you hold a relevant qualification.
- You should consider the need for Employer Liability Cover if anyone teaches on your behalf, but payment is made to you. This can be discussed with Balen's.

SUMMARY OF AFFINITY SCHEME INSURANCE

For full details, please contact Balen's

1. BALENS HEALTH PROFESSIONALS COMBINED LIABILITY INSURANCE

SECTION A: PROFESSIONAL LIABILITY AND MALPRACTICE INSURANCE POLICY

- This policy is underwritten by Zurich Insurance plc (Zurich).
- This is a policy that provides cover for Professional, Public and Products Liability for Health and Wellbeing, Fitness, Beauty and other Health Professionals as noted and agreed by Balens Ltd.
- The policy provides a limit of liability of £6,000,000. This limit is per section and applies to any one claim, for an unlimited number of claims in the policy year for Section A1 and A2 unless otherwise stated in the schedule. The limit is in the aggregate for Section A3. Legal Defence costs are covered in addition to the limit of liability and are unlimited.
- The policy is on a claims occurring basis with a difference. The policy will cover claims that occurred during the policy period irrespective of when the claim is made, meaning that you are protected for claims that may arise later down the line providing the work was carried out during the period of insurance. We include an upgrade of cover feature on the Zurich Policy that protects you against the effects of inflation, and rising court awards. This offers the advantages of a claims occurring policy with features normally only found on a claims made policy, but with none of the disadvantages, particularly around the issue of discontinuing cover and possibly being uninsured later on if a claim is discovered. Further information about this is available on our website www.balens.co.uk
- The policy will cover you to practise in the UK, cover is also included for temporary trips abroad (please note exclusions apply).
- The policy is an annual policy and is renewable each year.

SECTION A1: PROFESSIONAL LIABILITY

Cover includes:

- Any breach of your professional duty (malpractice) due to a negligent act, error or omission committed or alleged to have been committed.
- Any act of Libel or Slander committed or uttered in good faith.
- Unintentional infringement of any intellectual property right, design right, registered design, trademark or patent.
- Unintentional breach of confidentiality or unintentional misuse of any information.

SECTION A2: PUBLIC LIABILITY

Cover includes:

- Accidental injuries to third parties and third party property damage.
- Accidental obstruction, trespass or nuisance arising out of your business activities.
- Wrongful arrest detention and/or malicious prosecution.

SECTION A3: PRODUCTS LIABILITY

Cover includes:

- Accidental injuries to third parties and third party property damage caused by Products.
- Cover in respect of products supplied independently of any treatment,

therapy and or advice is only provided where the annual turnover in respect of such Products supplied does not exceed £30,000.

General Exclusions

- Liability arising out of the injury of any employee.
- Liquidated, punitive damages and/or fines.
- Any liability caused by, contributed by or arising from nuclear radiation or contamination and/or in consequence of war, pollution and/or terrorism.
- Liability arising out of any criminal, fraudulent acts including sexual harassment.
- Liability arising from any claim or in connection with Tour Operators Liability as defined by The Package Travel, Package Holidays and Package Tours Regulations Act 1992, The Package Travel and Linked Travel Arrangements Regulations 2018 or any similar legislation.

Extensions

- Loss of reputation cover up to £35,000 per occurrence.
- Expenses incurred to replace or restore lost or damaged documents up to £50,000 per occurrence.
- Retrospective Extension - cover provided by Sections A1, A2 and A3 applies to events that happened prior to the commencement of this policy provided such an event is first notified to you during the period of insurance and the previous insurance policy in force at the time of the event will not respond. Full details of the previous policy must be provided.

2. COMMERCIAL LEGAL PROTECTION INSURANCE

- This policy is underwritten by DAS Legal Expenses Insurance Company Ltd (DAS)
- Cover for legal defence costs against criminal allegations.
- Pre-disciplinary and Disciplinary Hearings cover.
- Jury service and court attendance cover.
- Tax protection cover relating to a tax enquiry, an employer compliance dispute and/or VAT dispute.
- Unlimited access to legal and tax helplines.
- Counselling service.
- The policy provides a limit of liability of £100,000 per claim.

CONTACT DETAILS FOR GETTING IN TOUCH WITH BALENS

In order to take over cover with the above policies from Balens, you must be a current BCPA member.

You can contact Balens from January onwards and your new policy will be dated as starting when your current cover lapses (up to 60 days ahead).

Please contact the Affinities Team via:

Email: info@balens.co.uk **Phone:** 01684 580 771

When getting in touch, **please let them know that you are a BCPA member.**



BALENS
Specialist Insurance Brokers

Revised BCPA Code of Practice

CODE OF PRACTICE FOR MEMBERS OF THE BODY CONTROL PILATES ASSOCIATION (BCPA)

Version: January 2023

ALL MEMBERS OF THE BCPA:

- fully subscribe to this Code of Practice and recognise it as a minimum framework for their own teaching and professional practice
- will only teach in areas where they hold a level of certification deemed acceptable by the Body Control Pilates education and membership organisations
- shall hold adequate and valid insurance cover, provided by a recognised organisation
- shall hold a current certificate in Basic Life Support (CPR)
- shall hold Disclosure Barring Service (DBS) clearance (or a local equivalent if available and if not resident in the UK) if they regularly teach children of 16 years or younger on an unsupervised basis.
- shall, at no time, misrepresent their qualifications or, similarly, misrepresent the BCPA or other Body Control Pilates companies or the Body Control Pilates method in general
- shall ensure that any advertising or promotional material be wholly accurate in respect of qualification and services, and shall only use Body Control Pilates trademarks and licensed materials in the manner and context approved. References to the BCPA, other Body Control Pilates companies, and other associated professional organisations bodies of which they hold membership, must be made in an approved and agreed way.
- will handle all enquiries in a prompt, courteous and business-like manner and shall, where they are unable to meet the requirements of the client, refer them to another suitably-qualified teacher.
- will always display high standards of professionalism with regard to their appearance, their time-keeping, their actions and their teaching environment
- will not, when teaching for an employer or on behalf of another teacher, seek in any way to actively recruit clients from that employer or teacher into their own classes or as their own clients
- shall ensure that all clients and prospective clients are treated equally and respectfully with no discrimination on the grounds of ethnicity, gender, sexuality, or age.
- will give full attention to the comfort and safety of clients at all times. Where a member leads a group class, such classes will normally have a maximum of twelve participants, except where the member is assisted by another qualified teacher. Where a member wishes to teach a larger 'one-off' class for charitable or other benevolent purposes, they will seek prior authorisation from the Body Control Pilates office.
- acknowledge that it is the teacher's duty to assess all clients upon enrolment and, thereafter, to only prescribe exercises that are wholly suitable for the age, experience and physical condition of the client.
- shall, when they have insufficient knowledge of, or no direct experience of, a specific client's condition, seek advice from another Pilates teacher with relevant experience or knowledge, from a specialist practitioner, or by contacting the Body Control Pilates office.
- will treat all information received from a client, or about a client from a practitioner, as wholly confidential. Such information shall not be released to a third party without the full consent of the client and shall be stored securely and in accordance with requirements of the Data Protection Act 2018 (or local equivalent).
- shall conduct themselves in a professional manner on social media, whether in the public domain, on a 'closed' group such as the BCPA Facebook Group, or on any industry forums. This includes the manner, language and tone as to how they present themselves; refer to others (individuals or organisations); and the way in which they interact with, and talk about, others. They shall also not give advice to other teachers or students on areas in which they are not qualified.
- shall continue to develop their professional knowledge and competence in Pilates and related subjects by gaining the required level of Continued Professional Development (CPD) Points set by the Body Control Pilates Association as a condition of membership. Such points are to be accrued by attending recognised courses and professional development events and activities. Members will submit an annual log of such activity to the BCPA office with the reference document for CPD Points being the current BCPA CPD Guide.

COMPLAINTS PROCEDURE:

In addition to the rights granted by sections 9 and 10 of the Articles of Association*, the Council reserves the right to investigate any written complaint received stating that a teaching member has not adhered to the content and spirit of this Code, and to take action to enforce the standards of the Code, including removing or suspending the rights of the member to use the name and/or trade marks granted through their membership of the Body Control Pilates Association. Should such a complaint be received, the member concerned will be notified of the nature of the complaint and, where appropriate, a hearing will

be held to address the matter. The decision of the Directors and Hearing Council will be final.

** Articles 9 and 10 deal with the right of a member to resign from the Association with three months' notice and the right of the Directors to expel a member who is felt to contravene the rules or procedures or who fails to satisfy membership conditions. This can be done calling an Extraordinary General Meeting if needed.*

Your CPD Guide for the 2023 Membership Year

The next Body Control Pilates Association membership year runs from March 1st 2023 to February 29th 2024.

'CPD' stands for Continued Professional Development, or ongoing training and practice.

Your annual CPD requirement as a member of the Body Control Pilates Association is:

- UK Members:** 90 points, of which 60 must be List A (see next page)
- Overseas Members:** 50 points, of which at least 30 must be List A
- Associate Members:** No requirement while you are an Associate Member (not teaching)

You can gain CPD Points from online and face to face activities.

You can also gain 20 List A CPD Points for each subscription year to Body Control Pilates Central. A maximum of 30 List B points can be gained in your membership year by attending third-party courses, workshops, or training that are relevant to your skills and knowledge as a Body Control Pilates Teacher.

IT'S ALSO WORTH NOTING THAT...

- Newly-qualified members are exempt from the CPD Points requirement in their first year of membership.
- 'Excess Points' cannot be carried over into the following year, with the only exception being where a course taken offers more than 90 points, such as Reformer 1 (30 points can be carried over into the next year) and Reformer 2 (10 points can be carried over into the next year).
- If a member fails to gain sufficient CPD Points due to reasonable and mitigating circumstances they can apply for a Points Exemption. This is awarded solely at the discretion of the Body Control Pilates Association directors. The BCPA still operates the 'Mitsi Pippa Bursary' to support members in their professional development where they are suffering from financial difficulties. Conditions apply - please email Leigh Robinson (leigh@bodycontrol.co.uk) for more details.
- Associate Members are exempted from the CPD requirement for a maximum of one year.

ANY QUESTIONS?

In the first instance, please send an email to Lynn Edmonstone (lynn.edmonstone@bodycontrol.co.uk) or give the team a call on +44 (0)20 7636 8900.



Qualifying Activities for CPD Points

Please contact us if you attended a course that is not listed here.

List A

COURSES

Adaptations (Level 4 Pilates).....	60
Advanced Matwork.....	30
Ball (Gym Ball).....	30
Band.....	30
Bone Health.....	30
Breast Cancer Foundation.....	30
Breast Cancer Programmes.....	30
Cadillac 1 and 2.....	60 each
Cadillac 3.....	30
Chair 1 and 2.....	60 each
Children's Foundation.....	30
Children's Programmes.....	60
Dancers.....	30
Diastasis Recti.....	15
Equestrians.....	30
Foam Roller.....	30
Golfers.....	30
Hypermobility Foundation.....	30
Hypermobility Programmes.....	30
Intermediate Matwork.....	60
Ladder Barrel.....	30
Low Back Pain Back4Good.....	90
Matwork Certification Update Day.....	30
Matwork Evolution.....	30
Menopause.....	60
Mental Wellbeing.....	60
Movement (Level 4 Pilates).....	60
Older Person.....	60
Performance.....	30
Precision of Movement.....	30
Pregnancy 1 and 2.....	30 each
Reformer 1.....	120
Reformer 2.....	100
Reformer Bridging.....	60
Reformer Evolution.....	30
Reformer Pre- & Postnatal.....	30
Reformer Review Workshop.....	15
Runners.....	30
Scoliosis.....	60
Small Ball and Toning Circle.....	30

Spine Corrector & Pilates Arc.....	30
Standing Pilates.....	30
Understanding Medical Conditions.....	30
Understanding Neurological Conditions.....	30
Understanding Pain Syndromes.....	30

QUALIFICATIONS/CERTIFICATIONS GAINED

Back4Good Practitioner.....	30
Comprehensive Studio Certification.....	20
Hypermobility.....	10
Level 2 Children.....	30
Level 3 Bone Health.....	30
Level 3 Older Person.....	30
Level 3 Pregnancy.....	30
Level 4 Pilates.....	40
Matwork Master Teacher.....	20
Mental Wellbeing.....	10
Reformer Certification.....	30
Studio Master Teacher Certification.....	30

DEVELOPMENT WEEKEND:

Both days.....	60
Saturday or Sunday only.....	30

WORKSHOPS RUN BY BODY CONTROL

PILATES

4 hours or more up to 1 day.....	30
3 hours or less.....	15

CLASSES RUN BY BODY CONTROL PILATES

Teacher Class.....	5
Private 1:1 Sessions (per hour).....	5
Group Class (public).....	2

BODY CONTROL PILATES CENTRAL

12-Month Subscription.....	20
----------------------------	----

CPD Points for new courses or for workshops will be advised at the time of publication.

List B

- Third Party courses or workshops (not run by Body Control Pilates). Must be relevant to your Pilates teaching.
- Marketing or social media workshops offered by Body Control Pilates
- Classes or privates with another Pilates Teacher (face to face or live online – not streamed)

COURSE OR WORKSHOPS

4 hours or more up to 1 day.....	30
3 hours or less.....	15
Private Sessions (per hour).....	5
Group Classes with another teacher (per hour).....	3
Studio Sessions with another teacher (per hour).....	3
Training as a physio, osteopath or chiropractor Per academic year.....	30

How to renew

By Google Forms

The easy option, takes less than 2 minutes!

This is our preferred way of handling renewals. Just follow these simple steps:

- Open the link that we emailed you or, even easier, [click here](#)
- Complete all relevant and required sections of the form
- Click 'Submit' and you're done!
- Pay by one of the methods detailed below (remember: a surcharge applies after March 1st 2023)

If you are struggling with the technology...

By email

You can send an email to lynn.edmonstone@bodycontrolpilates.com with the following information:

- Your name
- Address (if you've moved in the last 12 months)
- Your website (if any)
- Category of membership you want for 2023/24
- How you will pay (transfer/card/cheque)
- What you will pay (are you using the 'Part Payment' option?)
- Any other activities you want covered if you are taking out Premium Membership
- Pay by one of the methods detailed below (remember: a surcharge applies after March 1st 2023)

If you have any marketing materials that use the Body Control Pilates trademarks, we may contact you for further information regarding your CPD if needed.

How to pay

Our preferred method of payment is by **bank transfer** (details below) or you can also call +44 (0)20 7636 8900 to pay by card. If you wish to pay by card, please do so by **Monday February 27th 2023 at the latest** to allow for processing lead times.

FROM A UK BANK:

Account: Body Control Pilates Association
Sort Code: 30-97-49
Account: 01451272
Reference: Please put your name and 'subs'

FROM OUTSIDE THE UK:

Account: Body Control Pilates Association
BIC: LOYDGB21125
IBAN: GB74 LOYD 3097 4901 451272
Reference: Please put your name and 'subs'

TRANSFERWISE:

Go to www.transferwise.com (not available in all countries). This is a quick and low-cost way of transferring money. You just need to register and you can set up a transfer to our UK bank account (details above).

PAYPAL:

You can also pay by card by going to www.paypal.com and entering the email address sarahb@bodycontrol.co.uk – click on 'Goods and Services' and you can pay by debit or credit card. Please give 'BCPA' as a reference.

Please renew by Wednesday 1st March 2023 to avoid a late payment surcharge – thank you.

Body Control Pilates Association
35 Little Russell Street
London, WC1A 2HH, England
T +44 (0)20 7636 8900
E info@bodycontrolpilates.com

www.bodycontrolpilates.com

Please note that The Body Control Pilates Association, Body Control Pilates Education Limited and their employees cannot advise on insurance or financial matters.