

## British Riding Cubs

### A Guide to Completing and Submitting Membership Lists

January 2012

From 1 January 2012 BRC membership cards will be sent directly to the individual member. There will be no need for club membership secretaries to post cards out to members. Although the new system is similar to the current method of submitting data there are some changes. This FAQ document should explain what is required. If you have any further questions please contact either;

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Q When will the new system for submitting data start?

A From 1 January 2012.

Q Should I send in my club membership list on that date?

A Yes. We are asking all clubs to send in their current full membership list on 1 January or as soon after as possible.

Q What about people who join after this date?

A Any new members or changes to the details of existing members should be submitted as regularly as possible.

Q Do I send the whole list each time there is a new member or change?

A No. Just the new details.

Q How do I let you know which names on the list are updates to their details?

A You can highlight these in a different colour.

Q Is there a date each month when I need to submit a new list by?

A Yes. The cut off date will be the fourteenth day of each month.

Q When will the cards be sent to members?

A Cards will be posted in the third week of the month.

Q What will happen if I send a list after the fourteenth day of the month?

A Those new members will be included on the next month's mailing. It is therefore important that you send any changes in promptly.

Q Can I send more than one list per month?

A Yes we would much rather your club's membership list was kept as up to date as possible and we will be happy to receive regular updates.

Q How will I send the list to BRC?

A A new Excel spreadsheet will be sent to all clubs to use from 1 January. This will be emailed in December, it will also be available to download from the website.

Q How will the new Excel spreadsheet differ from the old one?

A The column headings will be frozen so that they cannot be changed, deleted or added to.

Q Will there be any new columns?

A Yes, there will be three;

Club year, where you will need to enter the date month and year that your club membership year ends. For example 30 September 2012.

Official, where you must enter if a club member fulfils an official role. For example Chairman or Training Officer.

Date of Birth, we are asking that you complete the date of birth for Junior members where you have this information available.

- Q Sometimes we may want to let a new member benefit from a few months for free if they join towards the end of the year. Can we still do this?  
A Yes this wont be a problem. You will just need to complete the expiry date for that member on the spreadsheet.
- Q My club officials are the same each year, why do I have to tell you who they are?  
A The system will only recognise club officials if they are a current member so it is important that you let us have this information at the beginning of each year and also if there are any changes during the year.
- Q What if I would prefer to use the old Excel spreadsheet?  
A This wont be possible. In order for the new system to work and the member to gain the full benefits then you must use the new spreadsheet. You can of course maintain your old style spreadsheet if you so wish but this should not be necessary.
- Q How do I transfer the data to the new spreadsheet?  
A This is actually very simple and a full list of instructions on how to do this will be provided with the new spreadsheet.
- Q What membership types are there?  
A Senior (S), junior (J), non riding (N) and honorary (H).
- Q What if I don't have some of the information required, like DOB's for Juniors?  
A That is not a problem. Just leave that field blank.
- Q We have some Honorary Members in the club, do we need to tell you who they are?  
A Yes, unless they are on the membership list they won't be recorded as members. They will not receive a card or Rider magazine and most importantly they wont be insured.
- Q What if a member does not renew their membership, will they still receive a membership card?  
A No. Membership cards will only be issued to current members. Also the insurance only applies to current members whose details have been submitted to BRC. Therefore it is important that we receive regular membership updates
- Q What will the new membership card be like?  
A It will be like a credit card, so much more robust than the old style card.
- Q What information will be included on the card?  
A As well as the BRC information it will contain the Member's name, membership number, club name and expiry date.
- Q What happens if a member loses a card?  
A A replacement card can be issued but there will be a £5 fee charged for this.
- Q Who will be handling the distribution of cards and our member's personal data?  
A Mosaic Print Management will be carrying out this work for us. They are a reputable company who carry out the same service for many other membership organisations. Their company policy for data protection is available upon request.
- Q How are the new cards being funded?  
A One of our major sponsors, NAF, will be sponsoring the cards which has enabled BRC to upgrade the membership cards without any additional cost.