

## DS4 – Submitting Membership Lists and Club Contacts

January 2016 –Version 1



The Club Membership Secretary is responsible for updating their Club's membership lists and submitting this information to British Riding Clubs HQ. BRC require an up to date list of membership to ensure that all members are insured, eligible to participate at BRC organised events and will receive Rider Magazine and other membership benefits.

### Submitting and updating membership

- Input members' details onto the designated spread sheet (see related template at the bottom of this sheet). Send this to the BRC Membership Administrator at BRC HQ. The Membership Secretary can either keep a full spread sheet of all members and highlight the new members or re-joining members that need to be processed, OR send a separate spread sheet for each group of new members or re-joining members
- A spread sheet must be sent to BRC HQ once a month or every time the club receives a new member or to re-joining member
- The spread sheet will be processed and members will be added to our database. A membership letter and card will be sent directly to the member
- Membership cards are sent out in batches once a month in the middle of the month so there may be a few weeks delay before cards are received, depending on when the list was submitted to BRC HQ
- Once a members details have been sent and processed details of that particular member will not need sending again unless they renew the following year or have a change to their details
- If the members details are not submitted to BRC HQ they may not be covered by the third party liability insurance

## Further guidance on how to fill in the spread sheet

Title	Meaning
Club Name	Club Name in full
Club Expiry Date	For example the club's 2015 membership may expire on 31/12/2015
Number	<p>Each member must be allocated with a membership number of 8 digits long. The first two numbers represent the current year (eg 15 to represent 2015 or 16 to represent 2016*), the next two numbers is the specific club number (e.g. 352), and the final three numbers is the number specific to the individual member (e.g. 001). A membership number may therefore be 15352001.</p> <p>Some clubs keep the same membership numbers each year e.g. Louise Nicholls is always 004. Whereas, some clubs start the membership numbers from scratch each membership year e.g. the first member to renew in the new membership year will be 001 (this is advised as it is much easier to know which numbers have been used and which numbers are available to use). It is VITAL that no number is used twice for two separate members in the same year. E.g. Louise Nicholls may be 15352001 and this cannot be used again in 2015. However, in 2016 16352001 may be used for someone else.</p>
Official	This column is to be filled in if the member is part of the committee. E.g. if Louise Nicholls is the chair of the club then type <b>chair</b> in the official column next to her name. This is only to be used if the member is the chair, secretary, treasurer, membership secretary, training or child welfare officer.
Type	BRC has 4 official membership types- senior, junior, honorary and non-rider. These types must be shortened to senior (S), junior (J), honorary (H) and non-rider (NR).
Forename	Forename of the member
Surname	Surname of the member
Address1	House name/number AND road name
Address2	Town
Address3	City
Address4	County
Postcode	Postcode
Phone	Home phone number
E_Mail	Email address
Mobile	Mobile phone number

### Additional Information

- Ensure all details are spelt correctly. If a membership card is sent out with incorrect details due to incorrect data submitted by the Club, a card will be reissued at a cost of £2.00 to the Club
- Ensure all data fields are completed. For example, if a member is entered without a postcode they will not receive Rider Magazine
- The prefix of the membership number will change to represent the current year. For example if the Club runs from 1 January to 31 December when the members renew from the 1 January 2015 their membership number will start with **15352001**. However, if the Club renews in another month of the year the number will change accordingly. For example, if the Club expires on 31 October, when the member renews on 1 November 2015 the prefix will change to **16352001** ready for the coming year
- Please note that the membership cards are produced externally. The card list is sent from BRC HQ on the 14<sup>th</sup> of each month. It then takes approximately one week for the card and letter to be produced before being posted directly to the member
- Ensure that the spread sheet for new members is sent before the 14<sup>th</sup> of each month, otherwise it could take up to six weeks for the member to receive their card
- Ensure that BRC HQ is informed of any amendments to current member details. This can be done via email to the BRC Membership Administrator
- Members must have paid their subscription to the club and must be present on the BRC database on or before the closing date of preliminary entry to be eligible to compete

### Submitting and Updating Committee Lists

- Ensure that BRC HQ is informed of any amendments and updates to the Club Committee. This can be done via email to the BRC Membership Administrator
- Ensure that BRC HQ have the correct contact details for all members of the Club Committee including; full name, postal address, contact number and email address
- Please note that at the start of the year the BRC Rule Book and BRC Rule Book for Official Stewards and Organisers will be sent to the Secretaries Postal Address
- The invoice's will be emailed and posted to the Treasurer



### Finance Details

- Each year a club receives two invoices:
  - 1) Cost of Club affiliation insurance – to be paid by 31 January
  - 2) Membership affiliation fees, per head – to be paid by 31 May

### Insurance Details

- All members receive 3<sup>rd</sup> party liability insurance when at a BRC organised activity
- All organisers, Club officials and volunteers are insured for 3<sup>rd</sup> party liability when organising a BRC activity in accordance with BRC Rules and Guidelines

### Other Useful Resources

- BRC Rule Book
- Data Sheet DS5 BRC Insurance FAQ's