

# **KENT ARCHERY ASSOCIATION**

[www.archerykent.org.uk](http://www.archerykent.org.uk)



## **CLUB GUIDE**

### **AFFILIATION AND MEMBERSHIP PROCESS**

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<b>Version:</b>	<b>2.00c</b>
<b>Issue Date:</b>	<b>13 May 2012</b>

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## **INTRODUCTION**

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### **What is this Guide for?**

Whoever deals with membership and affiliations at any club will eventually acquire a great deal of knowledge and experience, but as soon as this person leaves that post there is a real risk that some of the knowledge will be lost. If the previous incumbent is still available they can give advice, but if that is not the case, it can be difficult to decide what needs to be done, especially if problems arise.

This guide is intended to provide that advice. Although it cannot realistically cover every eventuality, it can at least explain how the overall process works and deal with the common questions and problems.

All clubs that wish to affiliate to ArcheryGB are normally required to affiliate to the county and regional associations in which they are situated. Exceptionally a club can affiliate direct to ArcheryGB, but in doing so, the club will not be entitled to support from the county and region and its members will not be able to compete for county or regional records or championship titles, nor be selected for county teams.

This guide therefore only relates to clubs that are affiliated to the Kent Archery Association (KAA) and the Southern Counties Archery Society (SCAS) – other counties and regions may operate differently.

### **Who is Responsible at the Club?**

Club membership and national, regional and county membership fees are likely to be dealt with by your Club Secretary or Treasurer, but this can and does vary from club to club. So, for the sake of clarity and simplicity, we will refer to the person who actually does this job as the “Club Membership Secretary”.

Please note that all correspondence from ArcheryGB, SCAS and KAA will be addressed to your Club Secretary, as that is the official point of contact, even if someone else deals with membership matters.



## HOW MEMBERSHIP WORKS

### The Membership Year

The ArcheryGB membership year runs from 01 October until 30 September of the following calendar year and this applies to all members, irrespective of when they originally join. SCAS and KAA operate in the same way.

A "grace period" until 31 October is allowed for renewals, after which:

- clubs that have not returned renewal forms risk exclusion by ArcheryGB;
- individuals whose affiliations have not been received will cease to be members of ArcheryGB, their regional association and county association.

The following discounts are available for new members who join part way through a membership year, but note that they are available only to new members to the sport – not to past members returning after a break:

<b>ArcheryGB:</b>	January – March pay 75%; April – June pay 50%; July – September pay 25%.
<b>SCAS:</b>	no longer provides any discount, because its fees are so low
<b>KAA:</b>	July – September no fee is payable

None of the above offer a refund of fees to members who leave the sport part way through a membership year.

### The Current System

ArcheryGB introduced a new membership system in 2010 to replace an entirely manual system that had existed for many years and was no longer able to cope with the increased level of membership, or the need to store all day-to-day information about each member in a single structured database.

In time the new system will allow members to review, add and update certain personal information on-line, although it is likely that this will have to be done via the club secretary. In the meantime it is still necessary to advise changes/corrections to the ArcheryGB Membership Officer, who will key them in; this is done using the "Payment Summary and Membership Update" form.

The most obvious change when processing new membership applications and renewals is that ArcheryGB (national) membership and the region/county memberships are now dealt with in **two** separate streams - it is very important that they are kept separate and each is dealt with correctly, as described in Payment of Membership Fees on page 10.

### Setting the Fees

Fees are determined by each body and set at their respective AGMs:

<b>ArcheryGB:</b>	at the GNAS AGM in April
<b>SCAS:</b>	April
<b>KAA:</b>	November of the previous calendar year

**Information:** All current fees are shown under Membership Fees (2012-2013) on page 12.

### Juniors

Any archer under the age of 18 years is a junior and will remain so for the whole of the membership year in which their 18<sup>th</sup> birthday falls. However a new member to the sport whose 18<sup>th</sup> birthday fell earlier in the current membership year, but who was 18 at the time of joining, will join as a senior.



## Who is Included in the Process?

Basically, to comply with the terms and conditions of ArcheryGB insurance, every archer who shoots at your club must be a member of ArcheryGB or of another national governing body (NGB) that is affiliated to World Archery (FITA). ArcheryGB is the only UK NGB recognised by World Archery, so the reference to NGBs is there to allow foreign archers to shoot over here.

Most of your club members will arrange their membership of ArcheryGB through your club – these are the ones who you include in the membership process.

## Who is Not Included?

However there are likely to be a few members at almost every club, who do not need to be included. They will fall into one of the following categories that are therefore excluded:

### Associate Members

It is common for someone to be a member of more than one club, so it is very possible that someone who is already a member of another ArcheryGB club will want to join yours as well. Occasionally you might receive a similar request from someone who is a member of a club abroad – this is also OK, provided that the club is affiliated to an NGB that is affiliated to World Archery (FITA). The World Archery website has a list of all member associations, with links to their websites; if you are not sure whether a request is genuine, check with the KAA secretary or ArcheryGB office first.

Both of these situations are normally dealt with by granting “associate membership” of your club, with no need for the new member to pay additional ArcheryGB, SCAS and KAA membership fees – they continue to pay those (or equivalent) fees through their existing club, or possibly direct.

**Note:** It is important to periodically check that ArcheryGB membership remains current.

### Direct Members

Although it is significantly more expensive, some members of your club may wish to arrange their membership of ArcheryGB direct, thus relieving your club of the need to do this.

**Note:** It is important to periodically check that ArcheryGB membership remains current.

### Social Members

Individuals who want to join the club, but are not actively involved in shooting, judging or coaching and so do not require membership of ArcheryGB.

**Note:** ArcheryGB insurance currently covers volunteers who are involved in certain activities even though they are not members of ArcheryGB, but clubs are advised to check periodically as to exactly what cover is provided.

### Other NGBs

Some clubs may be affiliated to more than one national body within the UK (e.g. BLBS, NFAS, EFAA) and some of their members do not require membership of ArcheryGB.

**Note:** Ensure that you are aware of any current restrictions in the GNAS Rules of Shooting and insurance in this regard – care must be taken to ensure that adequate insurance cover is provided to members and third parties, either through an NGB policy or arranged independently.



## NEW MEMBERS TO THE SPORT

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The ArcheryGB insurance allows clubs to run "Beginners' Courses" of up to six weeks in duration without those beginners having to become members first. However you *must* record the start date and expected finish date of the course in your club's Minutes Book in advance; it is also highly advisable to record contact details for the people taking part. If this is not done and an insurance claim is necessary, it could be very difficult to satisfy the insurance company that a genuine course was taking place.

Once the beginners' course has been completed, any new entrant who wishes to continue shooting at your club must apply for membership of ArcheryGB (national), SCAS (regional) and KAA (county).

Clubs are perfectly entitled to collect their own membership fee in instalments if they so wish, but ArcheryGB, SCAS and KAA fees must be paid in full before membership can commence.

Once you have received the ArcheryGB fee *in full* you should immediately issue an "ArcheryGB Subscription Fee Receipt" (Form D) and record the receipt number and recipient's name – a register is not supplied, but this only needs to be two columns and might be part of your existing members register. You must fill in the receipt completely before giving to the new member. It is valid for the remainder of the current membership year or until the member receives their permanent membership card, whichever happens first.

Insurance cover starts and the new member is permitted to shoot as soon as you have received full payment of the ArcheryGB membership fee and you have issued the receipt. Remember that if the new member is allowed to shoot before all of that, it will invalidate the insurance for *everyone* present.

Details of the new member must be added to the "Payment Summary & Membership Update" form (Form B). It is important that the date of birth is recorded correctly for all juniors, to ensure that the correct fees are requested in future years and that they are converted to senior members at the correct time. This also affects entitlements to vote or stand for election to ArcheryGB, SCAS or KAA and to hold records for the correct age group.

Now follow the guidance notes provided by ArcheryGB, but with **one important exception** relating to county and region fees - because of a change in the way SCAS will collect its membership fees in future, clubs **must not** send fees direct to SCAS under any circumstances - the revised process is explained under Payment of Membership Fees on page 10.

It is completely acceptable for the club to delay payment to include additional new members and to ensure that any cheques that they receive have been honoured (it would be unreasonable to expect a club to pay away money before they are sure they have been paid), but avoid delaying anyone's membership application by more than 2-3 weeks.

The new member will receive their membership letter and permanent card direct<sup>1</sup> from ArcheryGB and can normally expect to do so within 8 weeks, but during the busy part of the membership year (September to November) it could take a little longer. If they are not received within this expected timescale, then the Club Membership Secretary should query it with the Membership Officer at ArcheryGB office.

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<sup>1</sup> For members of Schools and University clubs, they will be sent to the School or University.



## **TRANSFERS FROM OTHER CLUBS**

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### **From Outside ArcheryGB**

Any archer who wishes to move to your club, but who is not already a member of ArcheryGB, must be treated as a new member, as described on page 6.

### **From Another ArcheryGB Club**

This section applies only to existing ArcheryGB members who wish to change their primary club (i.e. the club through which they pay their ArcheryGB membership fees).

Before you do anything else, it is important to check GNAS Law 20<sup>2</sup>, to determine whether the potential new member is able to enter tournaments under their new club's name, or whether they must continue to shoot for their old club until the end of the current membership year. This is especially important if they are transferring from a club in a different county and/or region, as it also impacts their entitlement to shoot for their county and claim county records. This might affect the timing of their move and it might be necessary to treat them as an associate member (as described on page 5) for the remainder of the current membership year.

### **If They Can Transfer Immediately**

This is not normally possible, so please contact the ArcheryGB Membership Officer, who will confirm what action can be taken.

### **If They Must Wait Until the Next Membership Year**

No action need be taken concerning their affiliation until the "Annual Renewal" (Form A) is received in July. They will not be included and must not be added to it. Instead they must be dealt with in the same way as a newcomer to the sport (as described on page 6), except that their existing ArcheryGB membership number must be included "Payment Summary and Membership Update" form, so that:

- they continue to receive the same membership number;
- they continue to receive their copy of Archery UK without interruption;
- any coaching or judging qualification or national records held continue to be linked to their membership correctly;
- ArcheryGB is aware that this is a transfer, not a new recruit to the sport, and so has a more realistic understanding of the dynamics of the sport's membership.

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<sup>2</sup> The GNAS Memorandum, Articles and Laws can be downloaded from the ArcheryGB website – if necessary the KAA Secretary can supply a printed copy of the entire.



## MEMBERSHIP RENEWALS FOR EXISTING CLUB MEMBERS

The membership year for everyone ends on 30 September, so all existing memberships fall due for renewal together. Each club will therefore receive the renewal pack from ArcheryGB during early July each year - this is intended to allow sufficient time to complete the process, collect payment from your members and post it back, bearing in mind that this is the height of the tournament and holiday season, so members are likely to be absent a fair bit.

The target date for completion of the clubs' part of the annual renewal process is the end of August. This allows ArcheryGB a month to complete their end of the process, if your members are to receive their membership cards before the new membership year starts.

Remember that the sooner you return the paperwork, the sooner your members are likely to receive their membership cards; if you miss the target date, it is very unlikely that your members will receive their new membership cards for the start of the new year.

The renewal pack consists of a covering letter, instructions and four forms:

- A: Annual Return
- B: Payment Summary and Membership Update
- C: Disclosure
- D: ArcheryGB Subscription Fee Receipts

We suggest that to prepare for completing this annual exercise, it is useful to take a copy of your club membership list, then delete:

- club social members (because they do not require affiliation);
- associate members (because they affiliate through another club);
- direct members of ArcheryGB, SCAS and the KAA.

Then compare the remainder of your membership list with the "Annual Return", but remember that some of your members might not be on the "Annual Return" because they are:

- **transferring to your club:** (i.e. they joined your club from another during the past year, but their 'official' club, county and/or region could not be changed until now) - *add them to the "Payment Summary and Membership Update" form, as described in the ArcheryGB instructions.*
- **recent new members of your club:** (i.e. those who have joined your club as a new member since (or not long before) the "Annual Return" was generated) - *add them to the "Payment Summary and Membership Update" form, as described under Recent New Members on page 9*

If there is anyone on the "Annual Return" who is not a member of your club, then draw a line through that entry – there is no need to query this with the ArcheryGB Membership Officer, as this will be queried by the club who has lost this member and there is little value in doubling the number of queries they need to deal with.

Now follow the guidance notes provided by ArcheryGB, but with **one important exception** relating to county and region fees - because of a change in the way SCAS will collect its membership fees in future, clubs **must not** send fees direct to SCAS under any circumstances - the revised process is explained under Payment of Membership Fees on page 10.

**Important note:** ArcheryGB will not recognise a club if it has fewer than 3 members. If the total number of members remaining on the "Annual Return" *plus* any on accompanying "Payment Summary and Membership Update" forms drops below this number, the forms will be rejected and members asked to affiliate through an alternative club.



## **Recent New Members**

One area that the ArcheryGB guidance notes don't make clear is how to deal with membership renewals for members who join a club late in the membership year.

The "Annual Return" is generated in early July, so it can't include members who were not included in the membership database at that time. Some might have been left out because of errors, but it will mostly be new members who join your club from July to September and possibly some people who joined before that, but whose applications had not yet made it through the system.

Obviously anyone missed off because of an error should be sorted out with the ArcheryGB Membership Officer first, but if you have any recent new members who are not included in the "Annual Return", just add them to the "Payment Summary and Membership Update". If they have had their membership card just recently, then include the membership number on the form, otherwise fill in the full information the same as on their original membership application - the membership database has a deduplication system that will recognise the member and should ensure that their renewal is processed correctly.

Remember also that if anyone else joins your club before the end September, you will also have to fill in a "Payment Summary and Membership Update" for the remainder of the current year and another for their renewal for the following year.



## PAYMENT OF MEMBERSHIP FEES

All of the relevant Membership Fees (2012-2013) are shown on page 12.

Under the heading 'Photocopying' the ArcheryGB guidance notes ask clubs to '... Forward one copy to your County secretary and one copy to your Regional Secretary both with the appropriate fees ...'. Please note that clubs **must not** send fees direct to SCAS under any circumstances - the reason is explained below.

You will therefore probably only require two photocopies of each form:

- Send the original with payment to ArcheryGB, in accordance with the ArcheryGB instructions;
- Send one copy to the **KAA Treasurer** with a cheque payable to "**Kent Archery Association**" for the total of all county and regional fees.
- Keep the other copy for your club records.

A single cheque can be used to cover more than one form and may include a combination of new membership and renewals, but please note that individual cheques from members must not be sent to ArcheryGB or the KAA.

When you send the SCAS and KAA fees to the KAA Treasurer, it will be very helpful if you would show on a separate sheet how you have worked them out, e.g. by showing the en-bloc fees (if appropriate) or by showing the number of senior and junior fees as in the following example:

Age	Number	KAA fees		SCAS fees		Total
		Each	Total	Each	Total	
Seniors:	20	@ £3.50 =	£70.00	@ £1.50 =	£30.00	
Juniors:	9	@ £1.50 =	£13.50	@ £1.00 =	£ 9.00	
<b>TOTAL:</b>			<b>£83.50</b>		<b>£39.00</b>	<b>£122.50</b>

**Important note:** The forms must be sent as described, *even if no fee is payable* (e.g. additional juniors joining a registered Junior Club that has paid an en-bloc fee), otherwise your members will not become members of ArcheryGB, SCAS or KAA.

## The Reason

Because at present SCAS membership fees are very low, they receive a large number of low-value payments, which are becoming increasingly time-consuming to handle. They have therefore decided to simplify the collection of their fees.

At their 2011 AGM they decided to replace the previous system with a simpler one to reduce the work involved. In future SCAS will charge each county a single amount based on its total number of members at the end of the previous membership year; this amount is to be paid by the county association by the end of November as a single payment.

However, typically about 25% of members fail to renew their membership each year and this is normally made up gradually during the rest of the year; if the KAA were to pass the above method on to clubs, they would have to pay for members that they do not yet have (and in some cases might never have). The KAA has therefore agreed to 'underwrite' this possible shortfall by asking clubs only to pay for the members they actually have at the time that those members pay - this way the clubs will never be out of pocket.

The result is that the KAA will pay SCAS the "bulk" membership fee and collect it back gradually through the year - this is why all SCAS fees must be sent to the KAA, as described.



## **MEMBERSHIP FEE STRUCTURE**

### **Club Fees**

Clubs are entitled to organise their own membership process and fees to suit their local requirements - their membership year and how they calculate fees might differ from the national (ArcheryGB), regional (SCAS) and county (KAA) bodies and from club to club.

All clubs that are affiliated to the KAA also require their members to pay the membership fees to ArcheryGB, SCAS and the KAA. The club might quote a single total that includes all of these, or it might tell you each of the fees separately, however we believe that all members should be aware of the separate components, so that they know about the existence of each organisation and can become involved in them, if they should choose.

Alternatively, in some circumstances a club can elect to affiliate direct to ArcheryGB, in which case neither the club nor its members are required to pay SCAS or KAA membership fees. However, the 'quid pro quo' is that the club and its members will then be unable to take part in the activities of those bodies, for example they:

- do not qualify for county/regional records,
- are not eligible for selection to county teams,
- cannot take part in county/regional championships,
- cannot attend or vote at county/regional AGMs or stand for posts on committees.

### **National, Regional and County Fees**

ArcheryGB, SCAS and the KAA all use the same fixed membership year, which applies to all members, irrespective of when they first joined. That membership year runs from 01 October in one year to 30 September in the following calendar year.

ArcheryGB, SCAS and the KAA do not offer a refund of fees to members who leave the sport part way through a membership year.

### **En-Bloc Club Fees**

Some types of club pay an "en-bloc" membership fee that replaces the requirement for each member to pay a separate membership fee, but this is subject to the club being specifically registered with ArcheryGB as that type of club.

En-bloc fees are paid once during the membership renewal process and cover all members for the year. Each club is free to decide whether and how it will recover the en-bloc fee from its members.

### **Direct Membership**

ArcheryGB allows direct membership, subject to certain restrictions. Anyone who becomes a direct member of ArcheryGB is also required to arrange direct membership of a regional and a county association – this must be arranged separately with each of them.

Fees for direct membership are substantially higher than for membership via a club; this is to cover the additional administrative costs involved. There is no reduction for new members who join part way through a membership year.

### **Fees for Club Members**

Except where a club pays an "en-bloc" fee, every shooting member of the club is required to pay an annual membership fee to the national, regional and county governing bodies. Unless Direct Membership has been agreed, membership must be arranged through the club.

ArcheryGB offers pro-rated reductions of fees for anyone joining part way through the membership year; the KAA offers free membership for anyone joining during the last three months. These discounts apply only to people joining ArcheryGB for the first time and do not apply to late renewals or lapsed members.



## MEMBERSHIP FEES (2012-2013)

The following ArcheryGB, SCAS and KAA membership fees are in addition to any club membership fees. The fees shown below apply to the 2012-2013 membership year, but might differ in preceding and/or subsequent years:

### En-Bloc Club Fees

The following types of club pay an en-bloc fee:

Registered Club Type:	Junior Club	Disabled Club	Schools Club	University Club
ArcheryGB:	£ 60.00	£ 0.00	£ 60.00	£ 120.00
SCAS:	£ 5.00	£ 0.00	£ 5.00	£ 10.00
KAA:	£ 6.50	£ 0.00	£ 0.00	£ 6.50
<b>Total:</b>	<b>£ 71.50</b>	<b>£ 0.00</b>	<b>£ 65.00</b>	<b>£ 136.50</b>

### Direct Membership

	Senior	Junior
ArcheryGB:	£ 46.00	£ 44.00
SCAS:	£ 4.00	£ n/a
KAA:	£ 6.50	£ n/a
<b>Total:</b>	<b>£ 56.50</b>	<b>£ n/a</b>

### Fees for Club Members

#### Senior Club Members

Joining date:	01 Oct - 31 Dec	01 Jan - 31 Mar	01 Apr - 30 Jun	01 Jul - 30 Sep
ArcheryGB:	100% £38.00	75% £28.50	50% £19.00	25% £ 9.50
SCAS:	100% £1.50	100% £ 1.50	100% £ 1.50	0% £ 0.00
KAA:	100% £ 3.50	100% £ 3.50	100% £ 3.50	0% £ 0.00
<b>Total:</b>	<b>£43.00</b>	<b>£33.50</b>	<b>£24.00</b>	<b>£9.50</b>

#### Junior Club Members

Joining date:	01 Oct - 31 Dec	01 Jan - 31 Mar	01 Apr - 30 Jun	01 Jul - 30 Sep
ArcheryGB:	100% £23.00	75% £17.25	50% £11.50	25% £ 5.75
SCAS:	100% £ 1.00	100% £ 1.00	100% £ 1.00	0% £ 0.00
KAA:	100% £ 2.50	100% £ 2.50	100% £ 2.50	0% £ 0.00
<b>Total:</b>	<b>£26.50</b>	<b>£20.75</b>	<b>£15.00</b>	<b>£ 5.75</b>

