

# SAA Annual Returns

It is affiliation time again. As in previous years, the SAA and Area fees are being collected separately from AGB fees. As previously intimated, due to the Western Area not having a functioning committee, the SAA Board have decided that no Area fees will be collected, for the time being, from members in the Western Area.

The attached excel spreadsheet fulfils two purposes, it calculated the fees to be paid by clubs, and will act as a register of SAA members. See below regarding this.

## Completing the membership return

**On the Instruction/contact page**, please complete the grey boxes with the club name, and contact details for the Chair/President, Secretary and Child Protection Officer. The club name will be automatically populated on to the membership details page.

### Membership details page.

- Enter the name of the club and AGB club number (if know) in the blue boxes, and select the club type and Area from the lists in the yellow boxes. This form can also be used during the year for new members who join after 1<sup>st</sup> October.
- Enter details for each member. The date of birth is only required for junior members. - If you are the registered secretary for the Club, when you Login to the Members' Portal of the Archery GB website you will be able to download a .csv file containing the AGB membership numbers, names and addresses for your Club members. The .csv file will open in Excel so you can cut and paste the Names and AGB Numbers into the SAA workbook.
- Place an 'X' in the column to indicate the type of membership for that person. Where family membership is being applied for please add those members eligible for the reduced after the member who is paying the full rate. See example below

Where the club is a disabled club or an en-bloc junior or student club, each member will have an 'X' in the appropriate column.

### Example details required

AGB No	Title	Surname	First Name	D.O.B. mandatory for juniors	M/F	Disabled club	Senior	Junior	Family Senior	Family Junior	Student	OAP	Enbloc Junior	Enbloc Student	Approx date of joining SAA if after 19/12/2011
123456	Mr	Smith	David		M		X								
234567	Mrs	Smith	Ada		F				X						
345678	Miss	Smith	Belinda	01/01/2000	F					X					25/02/2014
987654	Mr	Fox	Norman		M		X								

**Payment should be made by cheque**, payable to Scottish Archery Association, together with a copy of the AGB membership form and print out of the Instruction /Contacts and Membership details pages of the SAA affiliation form.

For clubs wishing to pay by bank transfer, the account details are:

**Sort Code:** 80 11 00; **Account :** 06096288; **Payment reference** – Club name

You should also send an email to "[scottisharchery@gmail.com](mailto:scottisharchery@gmail.com)" confirming the payment has been made by BACS

In either case, the contact list and membership details pages and a copy of the AGB affiliation form should be submitted to Membership Secretary, Mrs Kathleen Male, 13 Briar Grove, Forfar, DD8 1DQ

**PLEASE NOTE:** Failure to submit the correct forms may lead to members not having voting rights at the

### **Why does the SAA require information from its members as to when they joined?**

The SAA like every other company is required to keep a number of statutory registers, and to provide access to them. They must be kept at the company's registered office or at some other place notified to Companies House. Most companies keep the statutory registers in a single bound book or loose-leaf binder, but they may be kept in any form, such as a computer record.

The statutory registers are important. Not only is it a requirement of the Companies Act that they should be kept, and kept up to date, but the register of members, in particular, is the primary authority as to who are members of the company.

Until such time as the SAA has an online membership portal, similar to that of AGB, the required information will have to be compiled by Club secretaries and submitted by post.

The information the SAA is required to keep in the register in relation to each member are:

Name

Contact address

Date of joining the company and the date of leaving.

Those members of the SAA were members on or prior to the date it became a company, 19<sup>th</sup> December 2010, automatically became members of the company that day. Unfortunately, AGB cannot supply information of when new members, who have joined since that date, became members, hence the reason for this question.

As all correspondence to clubs is via the club secretary, they will be listed as the contact address for the clubs members in the register. All data held by the SAA is kept secure and in line with our Information Security policy.

Whilst we are playing catch-up to obtain this information, once obtained it will be just a matter of maintaining the register.

Should you have any queries regarding the above, please contact me by phone or email

Martin Symonds, Head of Membership Services

Mobile: 07702 008557 Email: [saa.membersvc@gmail.com](mailto:saa.membersvc@gmail.com)