

Updated process for sending Affiliations to NCAS Treasurer. Updated 19 July 2018
Original Document 22 October 2017

Preferred Process: Most clubs send their affiliation and re-affiliation papers and fees payment to their County Treasurer/Secretary or Membership Secretary, who then passes these on to the NCAS Treasurer in a bulk data and cheque transfer.

Optional Process: A number of clubs opt to send their affiliation papers and fees direct to the NCAS Treasurer. This is acceptable, although may double the postage and printing costs.

A few years ago, NCAS introduced a single page "County & Regional Affiliation Summary" sheet for clubs to input their membership figures and fees. With the recent changes made by Archery GB to membership categories, this is now out of date.

An updated version "NCAS Affiliation Pro Forma" has been introduced for use by any club sending affiliation details direct to NCAS, rather than via the County.

A few clubs have opted to send to NCAS a copy of the Archery GB/Sport80 invoice. This is perfectly acceptable, but if the club has large membership numbers this can run into many pages and increased un-necessary printing and postage costs. **NCAS does not need the names of club members**, it has access to the regional portion of the AGB Database for this information, should it ever be required. It would help the NCAS treasurer if sending the copy of the invoice if this summary pro-forma could also be used.

To try to keep postage and printing costs to a minimum, clubs who still wish to send the details of their affiliating/re-affiliating members, direct to the NCAS Treasurer, rather than the County, may do so by post or e-mail, and if possible making use of Bank Transfer for the payment. If so, please use the new "NCAS Affiliation Pro Forma" or put the similar details within the e-mail itself. If you wish to use bank transfer arrangements, please contact the NCAS Treasurer for bank details.

Cheques are still the main payment method in use by clubs and it is expected that this will continue. Please make cheques payable to "Northern Counties Archery Society".

NCAS Affiliation Fees from 1 October 2018 until 30 September 2019

It was agreed at the N.C.A.S A.G.M. held on 17th March 2018, that there would be no changes to any of the N.C.A.S. Affiliation Fees for the 2018/19 year.

These are-

Senior Archer (25+)	£2.00 per person
Senior Archer (18to 24)	£2.00 per person
Junior Archer (under 18)	£0.20 per person
Archers with Disabilities (Junior & Senior)	£0.20 per person
Juniors in School Club & Scout Group	£5.00 Club Block Fee (NOTE 1)

NOTE 1 – For these young archers in "Juniors in School Club or Scout Group" situations may find it cheaper to affiliate as a club and pay the 20 pence individual fee if membership of the group is less than 25.

NCAS Affiliation Pro-forma 2018/19	fees with effect from 1st October 2018
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This form (or similar providing the same details) is to be used in conjunction with the Annual Return/Member Details Form completed for Archery GB, and should be sent to the Regional Treasurer at the same time as returning the relevant forms to Archery GB. E-mail copy is acceptable, as is payment via Bank Transfer (please contact Regional Treasurer for Bank details)

Club Name:	Date:
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Membership Category	NCAS		Sub-Total
	Number	Rate	
Seniors (25+)		£2.00	
Seniors (18-24)		£2.00	
Archer with Disabilities Senior or Junior		£0.20	
Juniors under 18		£0.20	
Total Fees			

Please name below any members who directly affiliate to Archery GB, but pay Region fees through your club.

Direct Member Name	Membership Category (eg Sen, Sen(18-24), Jun etc)	Region Fee
Total Fees Direct Members		

Total Fees Payment being made to NCAS.	
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Club Secretary/Treasurer's Contact Details:	
Name:	
Address:	
Tel No:	
E-mail:	

Please send completed form to-
 NCAS Treasurer, Dave Phillips, Treetops, Back Lane, North Duffield, Selby, North Yorkshire, YO8 5RJ.
 Tel: 01757 288821. e-mail: dp@davephome.co.uk