



MEMBERSHIP

THE MEMBERSHIP DATABASE

Version 4

As agreed by ManCom February 2nd 2015

Note 1 - It is important that this document is kept up to date and current. Any changes should be discussed and agreed by the Management Committee.

The database is a spread-sheet in MS OFFICE EXCEL 2003. 14 columns are used as follows:

Column A – OVERALL SEQUENTIAL NUMBER

Column B – CLUB SEQUENTIAL NUMBER

Column C – Type 1 = C, N, Z, ZZ, or ZZZ

- C= Current member
- N= Next numbers to be used
- Z= Former member
- ZZ= Former member now deceased
- ZZZ= Unused numbers

Column D – Type 2 = D, N, L, R, or T

- D= **D**ual member (member fully registered at another club)
- N= **N**ew member current year (first time registrations)
- L= **L**apsed member in current year
- R= **R**ejoined member (lapsed in previous years)
- T= **T**ransferred from another club

Column E - CLUBNAME - If this is preceded by a 'z' (e.g. zBILSDALE) the member is not currently registered. Such people are kept on the database in case they re-register in which case the 'z' can be removed to re-activate them with the same membership number. If someone moves from one club to another the clubname can be changed but they retain their old membership number.

Column F - FIRST NAME

Column G – SURNAME

Column H – GENDER

Column I - U18 indicator

Column J – DOB (for U18's)

Column K, L, M make up the registration number for the “Countdown” discount scheme.

Column K – Always ESMBA

Column L – unique 5 digit membership number

Column M – Always NYO

Column N – Used for Misc. notes. eg second club for Dual members