

BAB MEMBERSHIP

Make sure all your students as well as coaches have their **licence**, as they won't be let into any SAUK competitions or seminars without it. We will have the database of all current members at our SAUK events so make sure you are licensed!

The BAB **venue liability** is compulsory due to BAB procedures: SAUK is not allowed to have member clubs that are not insured according to their rules. Even if the venue you are training at has some insurance it still needs to be insured by the BAB as "the BAB venue policy gives employee (volunteers / officers) third party liability cover as part of the BAB's total insurance package"(quoting from their website). It is not the same as your usual buildings insurance.

The licences need to be renewed every year. The venue liability expires at the end of February, meaning it needs to be renewed every end of March. This is because of the way the BAB handles it. **We have no control over it.**

It is the clubs' responsibility to keep a **database** to know when their members are due for renewal, not SAUK's registrar. If you've lost track of who is licenced, just email contactsauk@gmail.com and I'll check that for you.

Send the correctly filled in form to contactsauk@gmail.com, together with payment confirmation. Pay individual licence (£6.50 for each) by the 1st of every month and venue liability (£56.50 for each) by 31st of March. **You need to do both:** send us the properly filled in form and pay SAUK by bank transfer, as without either one or the other we can't process anything. We will send you the certificates by post and the receipt by email. [From 1st March cost for individual licence charged by the BAB will increase by £2, so individual licence will be £8.50. Venue Liability costs remain so far unchanged.]

The forms are processed once a month only. One requested in January is going to be processed in the beginning of February. However, the licensing applies retrospectively - if you submit in January, it applied for January (so that as soon as your student has filled out a form and paid their license, they are covered, but you must submit it that month!)

- SAUK will pay the bill for the venue liability for the 1st year **for all new clubs** as soon as they have send in their signed charter, and half of it in the second year. So all I need from you is just to fill in the form with the club's details.
- If two SAUK clubs are training at the same venue, you only need one venue liability (you can split the cost).
- We can only put the date of the current month, we can't back date insurance.
- Get a capable and reliable club member to do administrative tasks; don't try to do everything by yourself!
- The price for individual BAB membership will increase by £2 from March, so we have to increase our price to **£8.50**
- **The account for Insurance Payments is SAUK BAB 50448567 sort 40-41-57**

Useful links:

<http://www.shodokan.org.uk/club-admin-checklist/>

<http://www.bab.org.uk/cms/insurance/>

Kind regards,

Maggie Nalaskowska

BAB registrar