

## Registration forms – a guide for Group Controllers / Membership Secretaries

In order that a group may benefit from the services provided by RAYNET-UK, it is necessary for the group to register each of its members. The details of this procedure should be understood by The Group Controller and Group Membership Officer. It is important that the current version of Registration documents is used, which are available from this web site.

The aim of the Membership system is to achieve complete accuracy of all membership records for RAYNET-UK. As with any computerised system, depending upon humans for its input, this aim cannot always be completely met, but a great deal of thought and effort goes into approaching the ideal. The system design is also structured so that errors can be swiftly identified and corrections to the data can be made. The end result is that the database is a useful integrated tool that is much more than merely an identity card generator.

RAYNET-UK will maintain a national membership database for the following reasons:

- Maintain records for insurance purposes
- Ensure that its Members can benefit from the rights and privileges of Membership
- Issue secure, verifiable ID cards.
- Verify membership status in the event of a query
- Provide accurate statistical information regarding The Network
- Discharge its obligations under The Companies Act

RAYNET-UK will manage the database in accordance with the provisions of The Data Protection Act, 1998. Both the scope of the data held by RAYNET-UK and the permitted use of that data is controlled by this Act.

### Registration procedures for new members

Members of RAYNET groups are required to register as members of RAYNET-UK for either a one or a two year period.

The period of registration and the month of renewal is determined by the member's group.

There may not be a mixture of registration periods within the same group.

All registrations must be accompanied by a passport grade and sized photograph with the member's callsign marked on the back and must be accompanied by the full membership fee in force at the time of application.

Each batch of registrations must be accompanied by a Cover Sheet, Reg-01, fully completed and accompanied by the full fee for the period of registration. Due to the delays in the process of setting up RAYNET-UK, details of payment methods will be added here shortly. In the meantime the paperwork can be prepared. If you are ready to submit your Groups registrations before the details appear please contact [ecc.chairman@rsgb.org.uk](mailto:ecc.chairman@rsgb.org.uk).

To register a new member you need:

- REG-02 (membership registration – one sheet for each member)
- REG-01 (summary – one for each **batch** of registrations)
- REG-06 (Individual member's agreement for members over 18)
- REG-06J (Individual member's agreement for junior members)

All forms must be sent to the registrations address of RAYNET-UK.

RAYNET Registrations  
Gwenfor  
13 Tyn Rhos Estate  
Caergeiliog  
HOLYHEAD  
Anglesey  
LL65 3HS

When using any of these forms make sure that your requirements are concise, clear and unambiguous. The Registrations Team knows little if anything about your group or its members, so please invest a little time in ensuring that your documentation is completely understandable to a complete stranger. You will find the extra effort will benefit you.

## REG-01 - Registration summary sheet

All registrations must be accompanied by a Summary Sheet, it must be completed to reflect accurately what is being submitted and validated by the group controller. This form is most important as it is the only way that the registrations team can be sure that all your correspondence has been received.

The Network provides Personal Accident Insurance for all members. No separate application is required and cover is automatic whilst a current registered member.

When submitting your first application please indicate who is the Group Controller.

Postage rates (revised 31 March): 1 to 10 members = 75p 11 members and over £1.40

## REG-02 - Application to register / reregister a member

This form must be completed for each member that is being registered or reregistered. All registrations must be accompanied by a passport grade and sized photograph of the member.

The subject's callsign should be marked clearly on the reverse of the photograph. Where a non-licenced person is being registered, the name of the subject should be printed on the reverse of the photograph. Digital photographs in jpeg format can also be used.

## REG-06 - Individual members agreement and guarantee

As members are joining a Company, they must sign to say they accept the Company rules and give a guarantee. This form allows them to do this and must be included with the very first membership application that a prospective new member makes. Thereafter no further signature is required from the member, even if they lapse and rejoin.

## REG-06J - Parent / Guardian approval for a person who has not yet reached their 18th Birthday to become a junior member of RAYNET

Members under 18 years of age cannot be members of a Company, therefore this form must be completed by junior members (aged over 14 but not yet reached 18). When they reach 18 years, they must complete form REG-06 on their next renewal.

## PHOTOGRAPHS

### Specification for photos (digital and paper)

- Pale, plain background. Blue or buff colour is best. (A white background is not recommended. A coloured background gives the ID card a defined square which looks much better.)
- Photo it be of general passport specification:
  - Head and neck must fill the frame (35 X 45mm)
  - No sunglasses or headgear.
  - Face square to the camera.
  - Must not be distorted in any way.

### Photos will be rejected if they:

- Have a strong colour cast which obscures features or true skin colour.
- Are of poor quality (insufficient to **clearly** identify the member‘

### Digital photographs

- Take the photo on the lowest quality setting on your camera. VGA or 640x480 is ideal.
- .JPG files only please, with at least 16k colours.
- Change the photo filename to the member's callsign.
- Please do not resize or crop the photos yourself, just send the image as produced by the camera.
- You can submit digital photos by:
  - E-mail: [ereg@raynet-uk.net](mailto:ereg@raynet-uk.net), but please ensure that the attachments are less than 10 MB in total.
  - Post: CD sent to the correspondence address.

### Paper photographs

- Please write the callsign of the member on the back of every photo.
- Do not scan paper photographs yourself. Please allow Registrations to do the scanning for you.
- Do not trim the photo in any way.
- Do not print out a digital photo. Just send the digital file - the quality will be much better.