

Register of Members

Keep one page that answers who is a member, how to reach them and whether they have paid, instead of three lists that disagree.

Who is a member, since when, how to reach them, and whether they are paid up.

HOLD LESS THAN YOU THINK YOU NEED

This sheet holds personal information. Keep it somewhere secure, share it only with people who need it, and keep it only as long as you need it. Rules on holding personal data — especially about children — differ by country and apply to paper as much as to computers.

Club or organisation

Year or season

Register kept by

No.	Name	Member type	Joined	Contact	Emergency contact and number	Paid to	Notes
		full / junior					

Members at this date

Date

Checked by