

United Kingdom Rocketry Association

General Notes For Members

1. Documentation

- i) All documentation will not be published annually. Any alterations or amendments to documents will, however, be issued as necessary in loose page form, which should be inserted into the relevant document.

2. Correspondence with The Association

2.1. General Guidance

- i) Please correspond with the correct official of the Association.
- ii) When you write, be brief and to the point and write to the relevant person. If you want a written reply always enclose a stamped self-addressed envelope; it is not only courteous, but reduces expenses.

2.2. Contact Address

United Kingdom Rocketry Association
PO Box 1561
Sheffield
S11 7XA

2.3. Who to Contact

- i) **Secretary** - All matters dealing with the general administration of the Association as provided for in our Constitution and Rules, and, all Safety and Technical enquiries.
- ii) **Treasurer** - All matters concerning payments to/from the Association.
- iii) **Membership Secretary** - All matters concerning membership.

2.4. Payments To The Association

- i) When you send moneys to the Association ensure that all cheques and postal orders are made payable to the United Kingdom Rocketry Association.
Do not send cash through the post.

3. Glossary

- i) Amateur Rocketry – Non-professional rocketry
- ii) AGM – Annual General Meeting.
- iii) SGM – Special General Meeting.
- iv) BNSC – British National Space Centre.
- v) CAA – Civil Aviation Authority.
- vi) HSE – Health and Safety Executive.