



NASAA

**373-377 Clapham Road
London SW9 9BT**

E: chair@nasaa.org.uk

*Please note some contact details are for
the member currently serving as
chairperson*

Dear Applicant

RE: Application to join NASAA

Many thanks for your interest in joining the National Association of Supporting Artists Agents.

Our association is open to any company that offers representation to background artistes or walk-on artistes, and seeks to find these artistes engagements in film, television, and photographic or commercial productions.

In the interests of ensuring members' eligibility to join NASAA, we ask that you complete the enclosed forms. The information you provide on the forms will be confidential to the NASAA Executive Committee, and should we ask for confirmation of any of your answers, any evidence may be presented to an independent third party, and this party will only inform NASAA whether the evidence is sufficient or insufficient to verify your answers.

If you are accepted to NASAA, you may be asked to attend one of our new member's briefing sessions. At this session you may have any questions addressed by the Executive committee, and be presented with printed versions of all NASAA policy and agency guidance documents.

I very much look forward to your completed application, and hope to be welcoming you to NASAA personally very soon.

Yours faithfully

Sarah Dickinson

Chairperson

National Association of Supporting Artistes Agents.

For and on behalf of the NASAA Executive Committee and Member Agencies.

Encs: Please find enclosed the NASAA Code of Conduct, Membership Application and New Member Details form.

NASAA Membership Application

Please use BLOCK CAPITALS where appropriate.

1. How long has your company being *actively trading* as a supporting artiste's agent? *NASAA considers an agent to be actively trading once they are actually placing artistes on set. Please consider the date you first placed an artiste on set as when you began actively trading.*

_____ (Since date, or specify weeks, months or years)

2. Are you currently fully compliant with the NASAA Code of Conduct?

YES NO

3. How long have you been compliant with the NASAA Code of Conduct?

_____ (Since date, or specify weeks, months or years)

4. Do you levy a charge to artistes for inclusion in a printed directory, which the artiste may request is deducted from his earnings?

YES NO

5. If you do levy a charge as above, can you declare that:

“The total number of days worked by artistes through my agency in the past six months is equal to or greater than the total number of artistes we have charged, or intend to charge, for inclusion in our printed directory in the past year.”

For example, if you have registered 500 artistes in the year prior to your application, it is a requirement for membership of NASAA that your agency has supplied at least 500 days of work to these registered artistes in the six months prior to your application. Please note that you must include artistes who have registered but who have not yet gained sufficient earnings to have their fee deducted.

If you do not levy a charge for inclusion in a printed directory or electronic equivalent you do not need to answer this question.

YES NO

6. Do you operate a separate Client's Account in accordance with the Employment Agencies Act (Amendments) 2004? **You must enclose a letter from your Bank confirming this on application to NASAA.**

YES NO

7. Do you declare that:

“To the best of my knowledge, the information supplied is correct and accurate. I am authorised on behalf of the below named agency to apply for membership of the National Association of Supporting Artiste's Agents. I agree on behalf of the below named agency to be bound by the terms of the NASAA Code of Conduct in the operation of the agency, and the NASAA Constitution in the agencies role as a member of NASAA.”

YES NO

_____ (Agency Name)

_____ (Your Name)

_____ (Position)

_____ (Signature) _____ (Date)

NASAA New Member Details

Please supply details of your agency. Please use BLOCK CAPITALS and ensure that you write clearly. This information will be posted to the NASAA website and may be publicised. NASAA cannot take responsibility for any errors in this information caused by illegibility.

Agency Trading Name

_____ (Agency Name for website)

Legal Status

Limited Company

Sole Trader

Other. Please Specify: _____

Company/Legal Name (if different from trading name)

_____ (Agency Name for NASAA records)

Public Agency Contact Details

This address will appear on our website and will be used in promotion of your agency through NASAA.

_____ (Street)

_____ (Town/Area)

_____ (County/City)

_____ (Postcode)

_____ (Phone) _____ (Fax)

_____ (Email) _____ (Web)

Official Contact Details (if different)

If you used a PO Box or forwarding address above please disclose your actual office address here. This must be disclosed to NASAA. NASAA may provide this address in the event of DTI investigation of your agency.

_____ (Street)

_____ (Town/Area)

_____ (County/City)

_____ (Postcode)



NASAA Code of Conduct *(last revision 07/03/05)*

1. Membership of the National Association of Supporting Artistes Agents (NASAA) is dependent on the acceptance of the Code of Conduct
2. Any agency will be entitled to join NASAA providing they supply walk-on and supporting artistes, stand-ins or doubles within the entertainment sector and meet the guidelines detailed in this Code and the NASAA Constitution.
3. A member agent agrees to be covered by the terms of the disciplinary procedures set out in the NASAA Constitution.
4. The members shall at all times adhere to the spirit and intention of the Employment Agencies Act of 1973 and its associated regulations and any subsequent variations.
5. The members should at all times be conscientious with regard for the welfare of the artistes he/she represents whilst they are working.
6. Members must provide full details of the full address of his main business premises and any other premises he may use to conduct his business. PO Box details alone are not acceptable.
7. The members' terms of business including current commission rates shall be stated in writing and agreed with the artiste at the commencement of representation.
8. Members should ensure against discrimination in the provision of work-finding services to artistes and that equal access to employment opportunities should be encouraged for all, regardless of gender, age, disability, sexual orientation, race or union membership. The agents should encourage their clients to adopt similar standards when considering his artistes.
9. If charges are to be made by members to the artistes, they must be informed in writing about any fee-based services. The document will also stipulate the amount of those charges, and the period of time this fee applies.
10. Any charges an artiste agrees to be deducted by an agent from his/her account should only be charged from earnings for work, which the agent finds. NASAA believes agents should never compel the payment of money up-front and this includes charges for the inclusion of the artiste in an agent's book. Artistes should similarly not be compelled to use the agents' photographic or similar services.
11. The letter and spirit of all PACT/FAA and Equity Agreements (PACT, BBC, and ITV) and Guidelines in all areas of the entertainment industry shall be maintained and upheld at all times by all NASAA members and any other agency with which they may in any way be associated, where those agreements apply. Members should immediately notify the administrators of the Code of any breach of the Agreements by another member.
12. Members must apply the casting requirements within the BBC, ITV and PACT Television Agreements.
13. The members should not seek to inhibit artistes from registering with other agents. However, Agents will resist from attempting to recruit Artistes while they are working for another Agency.
14. Members must forward any monies to the artiste as soon as possible or no later than 10 days of receipt by the agent, unless the artiste has agreed in writing that the money be paid at a later date, but in all cases this should be no later than one month from receipt by the agent.
15. Members should ensure that his/her artistes are paid at least the National Minimum Wage, and receive their statutory minimum entitlement to holiday and holiday pay.
16. Members must have a separate client account (a letter from bank manager is proof of client account) and proof must be provided on application to join NASAA.
17. Members shall allow his/her artistes, at all times, the right to verify and authenticate any statement of their account.
18. Members shall treat the affairs and conduct of NASAA as being private and confidential.



NASAA
373-377 Clapham
Road
London SW9 9BT
*For further details please
refer to*
www.nasaa.org.uk

National Association of Supporting Artistes Agents
Constitution

1. Introduction

- i. The National Association of Supporting Artistes Agents (NASAA) was established 2004.
- ii. Mission Statement

"NASAA exists to uphold the highest standards of practice and conduct in the representation and provision of supporting artistes, as prescribed by legislation and NASAA's members. NASAA will represent the interests of its members, and those of the supporting artistes they represent, to the business community and the general public."

2. Objectives

- i. To represent, promote and defend the common interests of members to the media production industry, government bodies and the broadcast and print media.
- ii. To ensure that members are fully compliant with NASAA codes of practice and relevant legislation.
- iii. To gather and distribute information to assist members in being fully compliant with legislation.
- iv. To liaise with artiste's unions and producers representatives to ensure that members are fully aware of agreed rates of pay for artiste's work.
- v. To ensure that members are informed of issues occurring within the wider film industry that may affect them or the artistes they represent.
- vi. To uphold standards of representation for supporting artistes.

3. Membership

- i. Membership of NASAA is available to companies or individuals who offer representation services to supporting artistes and a provision of supporting artiste's service to producers.
- ii. Agents must be trading at a significant level for at least six months before application may be considered.
- iii. Membership is dependant on initial signed agreement and continued adherence to the NASAA Code of Conduct.
- iv. Where an applicant agent has substantial affiliations or shared interests with another member agent, the Executive Committee may rule whether an applicant is or is not entitled to join as an independent member agent.
- v. All applicants must declare that they have placed at least as many artistes on set in the six-month period prior to application as they have registered with the agency.
- vi. At the discretion of the Executive Committee applying agents may be asked to disclose other information to prove they meet the requirements for membership. Any

information may be disclosed to an agreed independent third party for verification in confidence.

- vii. Membership of NASAA will be revoked if members are proven to the satisfaction of the Executive Committee to have broken the terms of the NASAA Code of Conduct.
- viii. Members may voluntarily cancel membership with three months notice given in writing to the Executive Committee.

4. Finance

- i. NASAA shall be financed solely by member contributions and unconditional donations.
- ii. The source of any donations may remain anonymous at the discretion of the donor and the Executive Committee.
- iii. Member contributions shall be levied on a basis as required to cover costs until a subscription scheme is agreed by a majority vote.
- iv. NASAA funds shall be administered through a NASAA bank account.
- v. The Secretary will manage the association's accounts.
- vi. All expenditure will be authorised by the Secretary and the Chairperson.
- vii. The Secretary will publish accounts to the general meeting at his or her discretion, at least once per year.
- viii. No expense claims will be accepted from any member, including the Chair and Executive Committee, unless the General Meeting agrees the expenses.
- ix. The Chair may appoint a Chartered Accountant to prepare and/or manage the association accounts.

5. Meetings and Voting

- i. NASAA general meetings shall be called at the discretion of the Executive Committee.*
- ii. General meetings should occur at least once every six months.
- iii. Any vote at the general meeting will be considered carried if receiving majority support from the member present, and that this majority represents at least 30% of the total NASAA members.
- iv. Members not present will have the right to a proxy or postal vote.
- v. In the event of no clear majority after a vote at a general meeting, the chairperson must receive postal votes no more than five days after distribution of the minutes of the general meeting.
- vi. In the event of equality abstaining members will be offered the chance to change their vote. Should this still result in equality The Chairperson shall have a second, or casting vote.
- vii. The Executive Committee may meet at their discretion independently of the general meeting.

6. Executive Committee

- i. The Chairperson and the Executive Committee shall direct NASAA's affairs.
- ii. One Chairperson and two Executive Committee members, one of whom will be Vice-Chairperson, shall be elected at a general meeting, such that:
 - a. Members wishing to stand for a position must be proposed by at least one other member agent.
 - b. No member agent may nominate him/her self, or any of his/her employees.
 - c. Each member agent shall have one vote.
 - d. The normal voting rules above will apply as described by clause 5 above.
- iii. The Chairperson and the Executive Committee will serve for a six-month period.
- iv. The Chairperson will perform day to day management functions of NASAA. This will include:
 - a. Corresponding with individuals who wish more information on NASAA
 - b. Investigating allegations of members breaching the Code of Conduct
 - c. Establish and maintain relationships with other organisations.
 - d. Report regularly to the Executive Committee.

- v. The Executive Committee will monitor the operations of the Chair, and must be called upon by the Chair to:
 - a. Endorse any communications with the media or general public.
 - b. Agree meeting agendas.
 - c. Agree any disciplinary actions taken against any member agent.
- vi. The Chair may delegate any of his or her roles to a member of the executive committee.
- vii. Disagreement between the Chair and Executive Committee shall be settled on a simple majority vote. The Chair must submit the casting vote if there is no clear majority (one member abstains).
- viii. After the period of service mentioned in 6.iii, executive members may continue to serve until the next General Meeting at which elections to the posts must be held.
- ix. The Chair and Executive Committee members may resign their post, pursuant to the Secretary or remaining members arranging a General Meeting to replace them.
- x. The Chair or Executive Committee may be dismissed on a “vote of no confidence” proposed by at least 25% of all member agents being carried by a general meeting.

7. Publicity

- i. Minutes of all General Meetings shall be distributed to all members by the Secretary as soon as is possible after the meeting has taken place.
- ii. At the end of his/her tenure the Chairperson will submit a report on ongoing issues to all members.
- iii. The Chairperson shall be responsible for publicising NASAA decisions, policy and actions to appropriate bodies (see Authorities below) and to the media at his or her discretion.
- iv. The Executive Committee should agree any press releases or public announcements wherever possible.

8. Regional Committees and Sub-Committees

- i. The Executive Committee may arrange Regional or Sub-Committees to report to the General Meeting on specific issues.
- ii. Any member may propose a Regional or Sub-Committee.
- iii. Regional or Sub-Committees may not vote upon issues or make statements to the media or other bodies independently of the General Meeting, unless explicitly authorised by the General Meeting to do so.

9. Secretary

- i. The Executive Committee shall appoint the Secretary who shall be responsible to it for the administration of the Association.

10. Revision of the Constitution

- i. This constitution may be amended if 75% of the members of NASAA vote in favour of amendments.

11. Affiliate Bodies

- i. NASAA will remain an affiliate of the following bodies in recognition of their support in creating the association.

The DTI
Equity
BECTU

- ii. Affiliates may address the general meeting by arrangement with the Chair.

12. Authorities

- i. NASAA recognises the following bodies as authoritative in their respective fields:
 - a. Agency Conduct:

The DTI

b. Artiste's Representatives:

BECTU (FAA)

Equity

c. Artiste Employers:

PACT

The ITV Companies

BBC

The Advertising Producers Association (APA)

ii. The Chairperson will make these bodies aware of NASAA policy and decisions where it is felt appropriate to do so by the Executive Committee.

13. Other Industry Trade Associations (Associates of NASAA)

i. NASAA may offer association to the following bodies, recognising them as peer organisations within the industry:

The Personal Managers Association (PMA)

The Agents Association

The National Entertainment Agents Council

ii. The Chairperson will consider requests for cooperative action or issuing of joint statements.