



# Club Handbook

Club Name: \_\_\_\_\_

## **SECTION 1: Club Administration**

**Club Name:** \_\_\_\_\_

**Date Established:** \_\_\_\_\_

	<b>Temporary</b>	<b>Year 1</b>	<b>Year2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Chairperson</b>						
<b>Secretary</b>						
<b>Vice Chairperson</b>						
<b>Assist. Secretary</b>						
<b>Treasurer #1:</b>						
<b>Treasurer #2:</b>						
<b>Trader #1:</b>						
<b>Trader #2:</b>						

## **Club Check List**

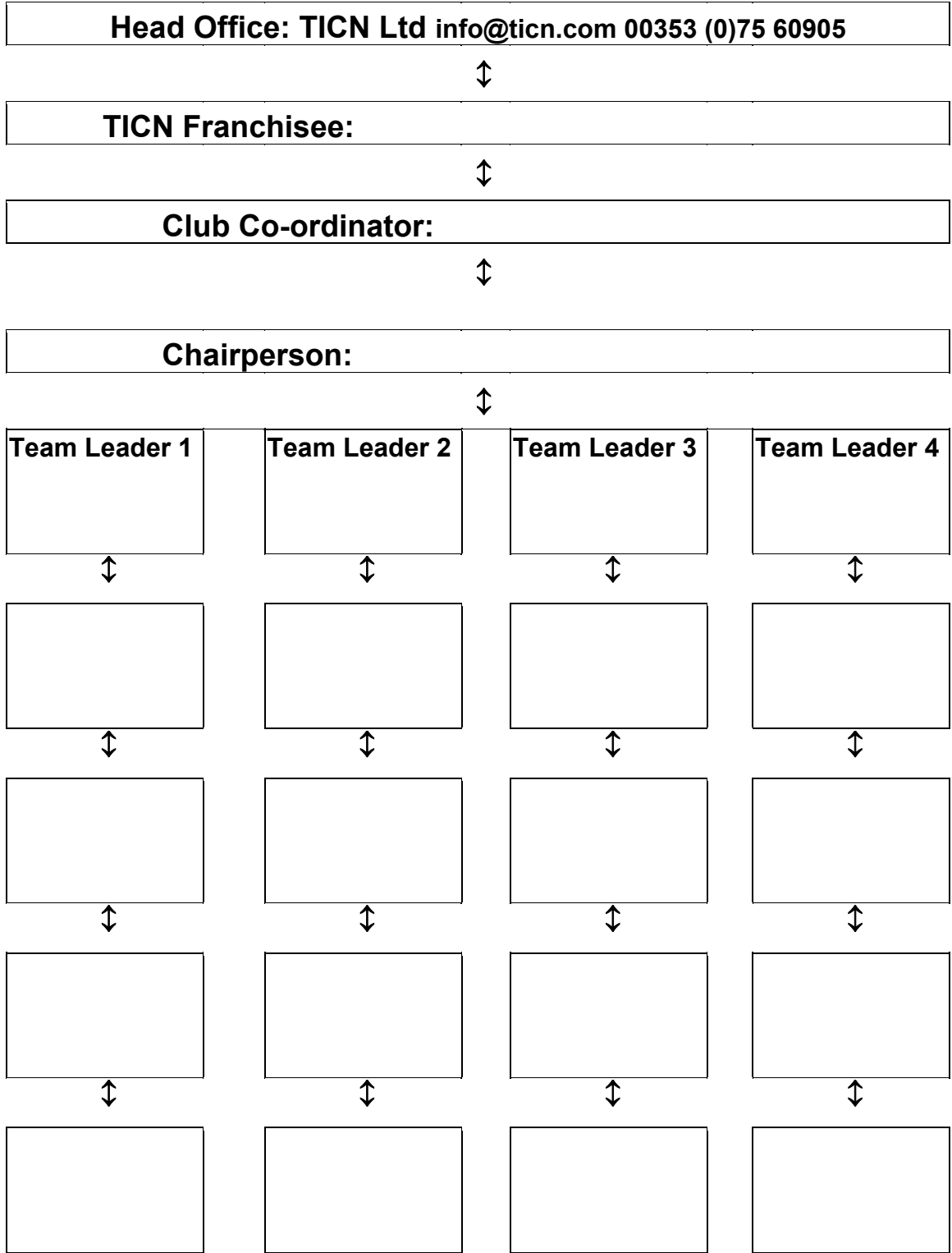
- Disclaimers signed by each Member**
- Disclaimer returned to Head Office**
- Details entered into Spreadsheet**
- Spreadsheet returned to Head Office**
  
- Constitution X 2 signed by each Member**
- Constitution returned to head office**
  
- Club Bank Account Opened**
- Online Account Opened**
  
- Members booked onto MMCP**
- Standing orders set-up**

## Members Details

	Name	Address	Telephone		Email
1			Home:		
			Work:		
			Mobile:		
2			Home:		
			Work:		
			Mobile:		
3			Home:		
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			Work:		
			Mobile:		
15			Home:		
			Work:		
			Mobile:		



# TICN Communication Flow





## Club Report

Details of Monies transferred and Account Value should be entered at each club meeting. These details should also be entered into the “Club Report” spreadsheet and returned quarterly via email, to Area Manager.

Month	Date	€/£ Sent Out	Cum €/£ Sent Out	US\$ Sent Out	Cum US\$ Sent Out	US\$ Acc Value	TICN Target	% Return on Investment
1								
2								
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<b>Month</b>	<b>Date</b>	<b>Euro Sent Out</b>	<b>Cum Euro Sent Out</b>	<b>US\$ Sent Out</b>	<b>Cum US\$ Sent Out</b>	<b>US\$ Acc Value</b>	<b>TICN Target</b>	<b>% Return on Investment</b>
36								
37								
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## Bonus System for Attendance

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	Member	Number of Months attended	Number of Months missed	Normal equal share	Fine or Bonus	Share after bonus/fine	number of members sharing	Bonus Pot
Value of Fund				200,000				
200,000	A	35	10	£10,000	£1,000	£9,000	20	£1,000
191,000	B	36	9	£10,000	£900	£9,100	19	£1,900
181,900	C	37	8	£10,000	£800	£9,200	18	£2,700
172,700	D	38	7	£10,000	£700	£9,300	17	£3,400
163,400	E	39	6	£10,000	£600	£9,400	16	£4,000
154,000	F	40	5	£10,000	£500	£9,500	15	£4,500
144,500	G	41	4	£10,000	£400	£9,600	14	£4,900
134,900	H	42	3	£10,000	£300	£9,700	13	£5,200
125,200	I	43	2	£10,000	£200	£9,800	12	£5,400
115,400	J	44	1	£10,000	£100	£9,900	11	£5,500
105,500	K	45	0	£10,000	£0	£10,000	10	£5,500
95,500	L	46	-1	£10,000	-£122	£10,122	9	£5,378
85,378	M	47	-2	£10,000	-£244	£10,244	8	£5,133
75,133	N	48	-3	£10,000	-£367	£10,367	7	£4,767
64,767	O	49	-4	£10,000	-£489	£10,489	6	£4,278
54,278	P	50	-5	£10,000	-£611	£10,611	5	£3,667
43,667	Q	51	-6	£10,000	-£733	£10,733	4	£2,933
32,933	R	52	-7	£10,000	-£856	£10,856	3	£2,078
22,078	S	53	-8	£10,000	-£978	£10,978	2	£1,100
11,100	T	54	-9	£10,000	-£1,100	£11,100	1	£0
						£200,000		





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8. LICENSEE AGREES TO DEFEND, INDEMNIFY AND HOLD VALUE LINE AND THEIR AFFILIATES HARMLESS FROM ANY AND ALL LIABILITIES, COSTS AND EXPENSES, INCLUDING REASONABLE ATTORNEYS' FEES, RELATED TO ANY VIOLATION OF THIS AGREEMENT BY LICENSEE OR AUTHORIZED USERS OF LICENSEE'S ACCOUNT.

9. IN THE EVENT THAT ANY PORTION OF THIS AGREEMENT IS HELD TO BE UNENFORCEABLE, THE UNENFORCEABLE PORTION SHALL BE CONSTRUED IN ACCORDANCE WITH APPLICABLE LAWS AS NEARLY AS POSSIBLE TO REFLECT THE ORIGINAL INTENTIONS OF THE PARTIES AND THE REMAINDER OF THE PROVISIONS SHALL REMAIN IN FULL FORCE AND EFFECT.

10. VALUE LINE'S FAILURE TO INSIST UPON OR ENFORCE STRICT PERFORMANCE OF ANY PROVISION OF THIS AGREEMENT SHALL NOT BE CONSTRUED AS A WAIVER OF ANY PROVISION OR RIGHT. NEITHER THE COURSE OF CONDUCT BETWEEN PARTIES NOR TRADE PRACTICE SHALL ACT TO MODIFY ANY PROVISION OF THIS AGREEMENT.

11. CLUB NAME \_\_\_\_\_

ADDRESS: **Attach List of all Club members' names and addresses**

12. TERM OF SERVICE IS 12 MONTHS FROM EFFECTIVE START DATE OF \_\_\_\_/\_\_\_\_/200\_\_\_\_.  
mm dd yyyy

13. ANNUAL FEE FOR Research Center  (U.S.) \$ 1,080 IS PAYABLE PRIOR TO EFFECTIVE START DATE.

14. LICENSEE IS PERMITTED TO USE THE SOFTWARE ONLY FOR THE FOLLOWING NUMBER OF USER TERMINALS AT THE AUTHORIZED LOCATIONS: **20**

AGREED TO FOR and BEHALF of TICN LICENSEE BY:

SIGNATURE \_\_\_\_\_ NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**Club Name** \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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## **Final Letters for Clubs**

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The letters on the following pages are designed so that you can either type in the details relevant to your club or you can just print them out and write in the details.

Details that are required are:

### First Attendance Letter

1. Club name and address.
2. Date
3. Name of person that the letter is going to.
4. Contact telephone number for club secretary, so that the individual can contact them and inform them of their intentions.
5. Club Secretary's signature.

### Second Attendance Letter

1. Club name and address.
2. Date
3. Name of person that the letter is going to.
4. Date of the first letter of attendance.
5. Club Secretary's signature.

### First Monthly Installment Letter

1. Club name and address.
2. Date
3. Name of person that the letter is going to.
4. Contact telephone number for club treasurer, so that the individual can contact them and inform them of their intentions.
5. Club Secretary's signature.

### Second Monthly Installment Letter

1. Club name and address.
2. Date
3. Name of person that the letter is going to.
4. Date of the first letter notifying them of their lack of payments.
5. Club Secretary's signature.

### First MMCP Attendance Letter

1. Club name and address.
2. Date
3. Name of person that the letter is going to.
4. Date of the next MMCPs should be listed.
5. Club Secretary's signature.

### Second MMCP Attendance Letter

1. Club name and address.
2. Date
3. Name of person that the letter is going to.
4. Date of the next club meeting.
5. Club Secretary's signature.

Dear \_\_\_\_\_,

**Re: Attendance at Monthly Club Meetings**

It has come to our attention that you have been absent from three or more of the club meetings in the last 12 months.

**When joining this club we all committed to attending 75% of our yearly meetings and unless we adhere to this we will not be successful as an investment club.**

Please contact me on the following telephone number \_\_\_\_\_, at your earliest convenience to let me know what your intentions are.

Yours sincerely,

---

Club Secretary

Dear \_\_\_\_\_,

Re: Club Action on Lack of Attendance at Monthly Club Meetings

You have missed more than the allowed quota of meetings as per the club constitution.

Since you have not responded to the last letter sent from this club on the \_\_\_\_\_, I regret to inform you that the club members, in compliance with the club constitution, will be voting to have you removed from this club at our next meeting.

If the club decides to terminate your membership you will receive your share of the portfolio within 90 days of our next meeting.

Yours sincerely,

---

Club Secretary

Dear \_\_\_\_\_ ,

**Re: Monthly Club Installments**

**It has come to our attention that you have fallen behind with your monthly club installments.**

**Please contact our treasurer within ten days of receipt of this letter. He/she can be contacted on the following telephone number \_\_\_\_\_ .**

Failure to comply will result in a proposal to have you removed from the club at the next meeting.

Yours sincerely,

---

Club Secretary

Dear \_\_\_\_\_,

**Re: Monthly Club Installments**

**Your payments to the club account have fallen behind and you have not responded to our last letter dated \_\_\_\_\_.**

This implies that you no longer qualify to be a member of this club and you will receive your share of the portfolio, up to the date that you stopped your payments, within 90 days of our last club meeting.

Yours sincerely,

---

*Club Secretary*

Dear \_\_\_\_\_,

**Re: Attendance at an MMCP**

**When joining this investment club you, like all of us, undertook to attend an MMCP seminar within six months.**

The next seminar(s) will be on:

and you are obliged to attend a seminar to fulfill your commitment to the club.

Yours sincerely,

---

Club Secretary

Dear \_\_\_\_\_,

**Re: Attendance at an MMCP**

**You have not attended an MMCP seminar and you have indicated that you are not planning to attend one in the near future.**

It is with regret that the club, at our next meeting, on the \_\_\_\_\_ will be obliged, according to the club constitution, to terminate your membership of this club.

You will receive your share of the portfolio based on the liquidation value of the club portfolio at the close of the market on the date of our meeting.

Yours sincerely,

---

Club Secretary

## **Club Resignation**

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Dear Secretary,

**I wish to terminate my membership of .....**  
**Investment Club, as of \_\_/\_\_/20\_\_.**

I understand that I will receive my share of the club portfolio within 90 days of the club accepting my resignation.

I will have no further interest, or responsibility, for club business.

Please remove my name from the club constitution.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed: \_\_\_\_\_ Date: \_\_\_\_\_

## **Name Change to Club Constitution**

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**I have read and agree with the rules and conditions on the constitution of  
..... Investment Club, as signed on ..... in the year  
.....**

Please add my name to the club constitution.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

## **SECTION 2: Member Research**

This section includes a number of documents, which will assist club members complete their monthly homework.

- 3.1 Research Check List
- 3.2 Company Snapshot
- 3.3 Journal

*Note: Research checklist and Company snapshot contains a number of similarities and it is up to club members to decide which on suits their needs.*

### 3.1 Research Check List

---

DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

#### 1. FUNDAMENTALS

QUALITY SCORE out of ( \_\_\_\_\_ / 52)

Right Time to Buy SCORE ( \_\_\_\_\_ / 52)

Next Earnings Date \_\_\_\_\_

Significant News \_\_\_\_\_

#### 2. TECHNICALS

30 to 90 DAY SUPPORT ( \_\_\_\_\_ ) PRICE

30 to 90 DAY RESISTANCE ( \_\_\_\_\_ ) PRICE

52 Week High ( \_\_\_\_\_ ) PRICE

52 Week Low ( \_\_\_\_\_ ) PRICE

TREND?? UP ( \_\_\_ ) (OTM) or SIDEWAYS ( \_\_\_ ) (ATM) or DOWN ( \_\_\_ ) ITM

VIX ( NORMALLY 20 to 30 but can go to 50) NOW VIX VALUE ( \_\_\_\_\_ )

NOW PRICE ( \_\_\_\_\_ ) AT SUPPORT? / RESISTANCE ? ( \_\_\_\_\_ )

#### 3. STRATEGY (WHY, WHAT & WHEN)

NOW COST ( \_\_\_\_\_ )

##### A.) IF ROLLING BUY LOW at SUPPORT and SELL HIGH at RESISTANCE

BUY PRICE ( \_\_\_\_\_ )

SELL PRICE ( \_\_\_\_\_ )

% Profit in roll ( \_\_\_\_\_ )

HOW OFTEN to do the ROLL ( \_\_\_\_\_ ) Weekly, Fortnightly or Monthly.

##### B.) IF COVERED CALL STRATEGY

BUY STOCK AT ( \_\_\_\_\_ ) PRICE (Valueline Option Score out of 1 to 5)  
( \_\_\_\_\_ )

SELL CALL in MONTH ( \_\_\_\_\_ ) at STRIKE ( \_\_\_\_\_ ) for PRICE ( \_\_\_\_\_ )

% Profit if called out ( \_\_\_\_\_ ) % Profit if not called out ( \_\_\_\_\_ )

##### (IF DOWNSIDE PROTECTION REQUIRED)

BUY PUT in MONTH ( \_\_\_\_\_ ) at STRIKE ( \_\_\_\_\_ ) for PRICE ( \_\_\_\_\_ )

##### (Only if the club has more than \$50,000 in their account)

IF DECISION TO BUY ( \_\_\_\_\_ ) STOCK at ( \_\_\_\_\_ ) PRICE

SELL PUT in MONTH ( \_\_\_\_\_ ) at STRIKE ( \_\_\_\_\_ ) for PRICE ( \_\_\_\_\_ )

**Research Snapshot Report: For Monthly Meeting**

VALUELINES	M1	M2	M3																																																																																																																																																
	Sell Range																																																																																																																																																		
	Hold Range																																																																																																																																																		
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	Uptick			
	10 v 20 MA			
	Moneystream			
	BOP			
	Stochastics			
	Selling Spike			
	Buying Spike			
	First Support			
	Next Support			
	Comments			

MyTrack	Share Information	Date	Date	Date
	Ave. Vol			
	52 week High			
Smart Money	52 week Low			
	Wright Rating			
	Strong Buy			
	Mod. Buy			
	Hold			
Mod. Sell				
Strong Sell				
Earnings Trend				

EARNINGS.COM	NEXT Earnings Announ. Date
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Date	Call/Put	Option	Ticker	Open Interest	bid/ask	% return	
	I.T.M.						
	A.T.M.						
	O.T.M.						

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	I.T.M.						
	A.T.M.						
	O.T.M.						



## Section 3: Additional Information

### Asset Allocation

Please note that the following asset allocation is a guide only and should be adjusted to suit the clubs own strategies.

The Following should be considered before placing trades.

- What are the Club's current positions if any?
- What are our rules? Do we need to make any changes?
- Are we diversified? Sectors/Industries
- Are the strategies diversified? -Buy and Hold / Covered Calls / Rolling Stock.

Organise a few members to plan and monitor different strategies as the portfolio grows.

- Leaps/Puts - Establish qualifications before doing these. How many members will have completed Leaps/Puts course before we commence? TICN recommend that a minimum of 6 club members should have it completed.
- Simulated Trading may be commenced. What is our plan to protect our gains and minimize our losses? Sell Stops / Buying Puts.
- How do we continually monitor our current positions? Who will undertake to update us on our positions? See website for mind map

### Portfolio Amount < €15,000

Say for example the amount the club has to invest is \$6,000. The following allocation could be used.

Strategy: Buy & Hold	
Stock 1: 33%	\$1,890
Stock 2: 33%	\$1,890
Stock 3: 33%	\$1,890

### Portfolio Amount \$15,000 – \$30,000

Say for example the amount the club has to invest is \$20,000. The following allocation could be used.

Strategy 1: Buy & Hold 80%		Strategy 2: Leaps 20%	
Stock 1: 25%	\$4,000	Leap 1: 33%	\$1,320
Stock 2: 25%	\$4,000	Leap 1: 33%	\$1,320
Stock 3: 25%	\$4,000	Leap 1: 33%	\$1,320
Stock 4: 25%	\$4,000		

**Portfolio Amount** \$30,000 – \$50,000

Say for example the amount the club has to invest is \$50,000. The following allocation could be used.

<b>Strategy 1: Buy &amp; Hold 60%</b>		<b>Strategy 2: Leaps 25%</b>		<b>Strategy 3: Momentum/Cash 15%</b>	
60% =	\$30,000	25% =	\$12,500	15% =	\$7,500
Stock 1: 25%	\$7,500	Leap 1: 25%	\$1,563	Trade 1: 33%	\$2,475
Stock 2: 25%	\$7,500	Leap 1: 25%	\$1,563	Trade 1: 33%	\$2,475
Stock 3: 25%	\$7,500	Leap 1: 25%	\$1,563	Trade 1: 33%	\$2,475
Stock 4: 25%	\$7,500	Leap 1: 25%	\$1,563		
		Stop Loss @ 50%			

Any single stock trade is only 15% of portfolio

Any single Leap trade is only 5% of portfolio

Any single momentum trade is only 5% of overall portfolio

## TICN 12 Module Investment Education Programme.

Module	Description.	Costs	
1	Online Trading	€220	Pay total of € 895 for four MMCP Modules
2	Fundamental Analysis (Quality)	€225	
3	Technical Analysis (RTB)	€225	
4	Strategies to create monthly income.	€225	
5	Applied Trading - (Introductory Skills for Online Trading)	€ 65	All Prices based on 19 members per club funded by club account.
6	Applied Trading - (Online Trading Skills & Technical Analysis)	€ 65	
7	Applied Trading - (Advanced Trading Techniques)	€ 65	
8	Covered Calls Module 1.	€ 50	
9	Covered Calls Module 2.	€ 50	
10	Leaps Module.	€ 80	
11	Technical Analysis for Leaps/Puts Modules.	€ 80	
12	Puts & Shorting Module.	€ 80	
<b>All 12 Modules are completed comfortably within 12-15 Months.(Prices valid until 30/04/04)</b>			