

May 2013

We are now preparing for the 2013/14 Membership Process; this letter provides the administrative details required for all clubs to affiliate their participants.

Clubs will be able to affiliate their participants by logging onto our administration system MyNet which will be accessible on the members section of the England Netball website from **Monday 1st July 2013 at 10.00am.**

England Netball Membership Fees 2013/14

The England Netball fees for 2013/14 are now available to download on the EN Membership page, by clicking on this link <http://www.EnglandNetball.co.uk/membership/membership-fees-application-forms.php>

Membership Submissions Using MyNet

Clubs will be able to affiliate their players using MyNet for the 2013/14 season at any time. The 'LIVE' date for 2013/14 season will be **Monday 1st July 2013 at 10.00am.** We do not have any official 'cut-off' dates for clubs that affiliate; however, it should be noted to ensure participants receive their magazines and other England Netball benefits throughout the year, participants must be affiliated and paid by **1st September 2013**. If clubs are not affiliating using a credit or debit card on MyNet, it should also be noted that there will be a processing time for payment by cheque or bank transfer to EN. **It will take 5 working days from receipt of the appropriate documentation at Netball House for payments by cheque or bank transfer to be processed. Participants will not be affiliated members until the payment has been received and processed. For the avoidance of doubt a member is only affiliated when MyNet shows them as affiliated. It should also be noted that Competition and Event Regulations may require affiliation prior to entry.**

Credit & Debit Card Fees

Debit card payments will continue to be accepted in 2013/14 with a £0.25 pence processing charge. Those members who wish to pay by credit card may do so if they agree to bear an additional 4.0% of the payment. These charges represent a contribution to charges made by the card companies, they do not fully recover the costs incurred by England Netball to process card and unfortunately, EN is unable to absorb these additional costs. We believe that this card fee will enable EN to meet its business objectives, continue to improve services to our membership and ensure that our subscriptions remain competitive compared with those of other sports.

Compliance with Data Protection

As part of the introduction of MyNet, we have been reviewing our Data Protection Policies. England Netball will share your personal data (including potentially sensitive data) with your region(s) and county(s) for the purpose of your participation in Netball and for regulatory reasons. It is vital that every single member is aware of our data management policy and informs EN how we can use their data. Last year, every member had to complete a registration form and hand it to the Club Secretary, this will not be required in 2013/14 as members that affiliated in 2012/13 can access the information on MyNet.

From 2013/14, new members must complete a registration form and hand it to the Club Secretary prior to them being affiliated either manually or on MyNet.

These forms should be retained by the Club Secretary for the affiliation period. EN may request sight of these documents at any point during the year. Copies of the forms are available to download by clicking on this link <http://www.englandnetball.co.uk/membership/membership-fees-application-forms.php> and please note there are 3 forms depending on the age banding.

Failure to get permission from the participant to share their personal details with the County, Region and EN could be a breach of the Data Protection Act and result in a claim being made against the Club or Club Secretary.

The information in the top section of the registration form is mandatory information needed during the affiliation process.

Safeguarding

As part of good safeguarding practice, England Netball has made the Club Safeguarding Officer (CSO) role a compulsory position for all clubs. Members must be affiliated to be allocated the role of CSO in MyNet and have a satisfactory DBS check through England Netball. The CSO will be the focal point for our communications on safeguarding matters, the responsibilities of this role will vary considerably depending on whether the club has a Young Persons section. If your club currently does not have a Club Safeguarding Officer, then the Chair of the Club should default into this role or failing that the Club Secretary.

The Protection of Freedoms Act 2012 has introduced changes to the Criminal Records Bureau (which is now known as the Disclosure and Barring Service) and the requirements for those who need to have criminal checks done. Those in regulated activity with children or adults at risk must have a check carried out. England Netball has produced a Disclosure and Barring Service Guidance which provides further information.

The main changes introduced with the Act are:

- Further clarity on the legal obligations to check individuals (defining regulated activity)
- Disclosures will be sent to individuals only (and not copied to the applying organisation e.g. England Netball, the individual will have to give EN sight of their copy)
- Continuous updating and portability arrangements, this will mean that a disclosure is not specifically related to Netball

Although the Act received Royal Assent in May 2012, not all the changes have yet come into effect; it is still unclear when these changes will be introduced, though it should be over the summer. Until the government introduces these changes it is business as usual. We do not accept CRB/DBS checks from other organisations, if anyone is required to have a check because of their role within netball then please refer to the current information on our safeguarding pages:

http://www.englandnetball.co.uk/get-involved/safeguarding/CRB_Checking

We will provide updates when there are updates to give. Should you have any queries please email besafe@englandnetball.co.uk

Liability & Personal Accident Insurance

To ensure that full Liability and Personal Accident Insurance Cover for a participant is activated for any 'authorised and recognised' netballing activity, the participant must ensure that they are affiliated and

fees paid to EN. After 1st September 2013 a participant will not receive any Liability or Personal Accident Insurance Cover until the 2013/14 affiliation is activated and fees paid.

Please remember that players are not affiliated and therefore not insured to participate in any 'recognised and authorised' netballing activity until their payment has been processed by either England Netball or your County Netball Association, if applicable. For the avoidance of doubt a player is only affiliated when MyNet shows the player as active.

Minimum Fees

Each club has to pay a minimum affiliation fee which is based on 10 times the affiliation cost of a registered participant.

The minimum fees for a Young Persons Group are based on 10 times the eldest registered participant. This minimum fee will vary if participants in the older age band are added after the initial registration. The first and second nominated non-playing leader aged over 18 can be included within this minimum fee if they are affiliated in the first 10 participants. Any non-playing leader aged over 18 registered outside the first 10 participants will have to pay the standard registered participant fee.

Membership Cards

For 2013/14 season, members will be sent an email once the affiliation process has been completed (including payment received), this email will provide details on how to generate 'downloadable' membership cards. Alternatively, the Club Secretary/Affiliations Contact will also receive an email and be able to generate the 'downloadable' membership card.

Dates for your diary

Here are some key dates for the commencement of next year's affiliation:

- **20th May onwards:** Online affiliations for 2012/13 no longer 'temporarily suspended' as Counties & Regions will be able to update their fees for 2013/14 without impacting on 2012/13 season. If any club needs to affiliate anyone under the Taster Rate for 2012/13, they should continue to contact the EN Membership Dept. direct on 01462 442344 or email affiliations@englandnetball.co.uk
- **20th May onwards:** Counties & Regions update EN regarding their fees for 2013/14. This is the opportunity for your County or Region to access MyNet to update the fees and benefits for 2013/14
- **1st July:** Online affiliations begin for 2013/14 **at 10.00am**

If you require any further information please do not hesitate to contact me.

Yours sincerely



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