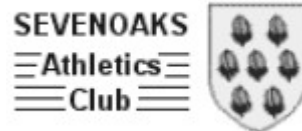


SEVENOAKS ATHLETICS CLUB

Application for JUNIOR Membership 2023/2024



I, Mr/Ms/Miss (*athlete*) _____ hereby apply to become a member of the Sevenoaks Athletics Club, the Club. I agree to abide by the Rules of the Club. I declare that I am an amateur as defined by UK Athletics.

I understand that the Club will accept no responsibility nor hold themselves liable for any claim rising from any accident or injury that might occur to members in the course of their training or competition on behalf of the Club, or during travel to and from the Club's athletic competitions.

Date of birth: _____ Place of Birth: _____

Address: _____

Postcode: _____ Any other athletics club(s) of which I am a member: _____

Parent/Carer Name: _____

Address: _____

Postcode: _____ Phone: _____ Mobile: _____

Contact Email: _____ (See note below)

Please note: This is a required field, so England Athletics can invite you to access your child's MyAthletics portal to complete the registration process with them. England Athletics will not market to you without your express consent.

Detail below any important **medical information** that our coaches should be aware of (e.g. epilepsy, asthma, diabetes, allergies, etc.)

Please do not leave blank – if there is no information please write '**NONE**': _____

- _____ (please write "**I Consent**") I consent to my child's special category personal data (medical information) provided above to be shared with coaches for the purposes of the delivery of my safe participation in club activity. This data will not be shared or processed for any other purpose.

Emergency Contact one name and phone: _____

Emergency Contact two name and phone: _____

Photography & Video consent:

Sevenoaks Athletics Club, The Club, recognises the need to ensure the welfare and safety of all young people in athletics.

In accordance with the UK Athletics child protection policy and procedures, we will not permit photographs, video or other images of children/young people to be taken without the consent of the parents/carers and children/young people.

The Club will take all possible steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform the Club/County Welfare Officer immediately.

- _____ (please write "**I consent**") I consent to Sevenoaks Athletics Club photographing or videoing my child's involvement in athletics for the period shown on this form for the purposes of publicising and promoting the club or sport, or as a coaching aid.

Sevenoaks Athletics Club (The Club) take the protection of the data that we hold about you as a member seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with current and future UK data protection legislation.

Please read the full privacy notice carefully to see how The Club will treat the personal information that you provide to us. We will take reasonable care to keep your information secure and to prevent any unauthorised access.

When you become a member of or renew your membership with Sevenoaks Athletics Club you will automatically be registered as a member of **England Athletics**, EA. We will provide England Athletics with your personal data which they will use to enable access to an online portal for you (called myAthletics). England Athletics will contact you to invite you to sign into and update your MyAthletics portal (which, amongst other things, allows you to set and amend your privacy settings). It is vital, therefore, that a valid email address is given, so that you can ensure that your data is correct and so that you can set your own privacy settings.

If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics, please contact dataprotection@englandathletics.org.

By returning this completed form, I confirm that I have read and understood the **Privacy Notice**, and how data will be used and shared, and am willing to abide by the club **Code of Conduct: Children and Young People** and **Code of Conduct: Parents or Carers**.

Parent or Carer:

Print Name: _____ Signature: _____ Dated: _____

Athlete:

Print Name: _____ Signature: _____ Dated: _____

Biannual Subscriptions 2023/24 (including England Athletics registration £17 for over 11s) Subscriptions are collected for each season: Outdoor (April – September) and Indoor (October – March)

	Over 11*	Under 11*
1st Child/Student **	£51.00	£42.00
2nd and subsequent Children**	£41.00	£32.00

*as at 1st September in membership year **fees include hire of facilities at Sevenoaks School

Please return this form and payment to Membership Secretary:

(cheques made payable to 'Sevenoaks Athletics Club')

Kerri Folkesson, SAC Membership, 22 Stacey Road, Tonbridge TN10 3AR

Or for electronic transfer:

Please reply to this email with corrections and date of electronic transfer

Account name: Sevenoaks Athletics Club.

Account number: 00000306

Sort Code: 30-99-80

Reference: *member's name*

Any questions: Kerri Folkesson, membership@7oaks-ac.org.uk 07817 026596

SEVENOAKS ATHLETICS CLUB

CODE OF CONDUCT: CHILDREN AND YOUNG PEOPLE

(under 18 years)

As a child or young person under 18 years, I have the right to:

- be safe and protected
- be listened to
- be respected and treated fairly
- be believed
- ask for help
- be coached by someone who has the right qualifications.

As a young athlete, I will respect the code of conduct and I will:

- be friendly and supportive to other athletes
- keep myself safe
- tell my coach if I am ill or injured
- report inappropriate behaviour or risky situations to an adult
- compete fairly and respect other athletes and officials
- respect the rules of my club
- behave and listen to all instructions from my coach and officials
- take care of equipment owned or provided by the club or training facility
- not use bad language or take part in inappropriate or illegal behaviour
- not bully anyone or pressure them to do things they do not want to, including online
- in no way undermine, put down or belittle other athletes, coaches or practitioners
- keep to agreed timings for all club activities
- tell my parents/carers where I am or if I'm going to be late
- not use my mobile phone during training, competitions or in changing rooms
- not carry or consume alcohol or illegal substances while training or competing in athletics
- use safe transport or travel arrangements.

BREACH OF THE CODE OF CONDUCT

I understand that if I do not follow the code, action can be taken by my club and I may:

- be asked to apologise for my behaviour
- receive a verbal warning from my coach
- receive a verbal or written warning from the club committee
- be suspended from attending club training sessions
- be suspended or required to leave the club.

Additionally, my club will always tell my parents/carers if I breach the code of conduct.

Athlete

Print Name: _____ Signature: _____ Dated: _____

Parent or Carer

Print Name: _____ Signature: _____ Dated: _____

SEVENOAKS ATHLETICS CLUB

CODE OF CONDUCT: PARENTS or CARERS

As a responsible parent/carer of an athlete aged under 18, I will:

- abide by the UKA and the HCAF Child Safeguarding Policy and Child Safeguarding Procedures
- abide by the UKA and the HCAF Adult Safeguarding Policy and Adult Safeguarding Procedures
- demonstrate respectful behaviour at all times
- set a good example and encourage my child to learn the rules of the sport and compete within them at all times
- help my child to recognise good performance and not just results
- make athletics fun
- never force my child to take part in sport if they do not want to
- never punish or belittle my child for losing or making mistakes
- use correct and appropriate language at all times
- check the qualifications and licences of people who are coaching or managing my child, or offering a service connected to athletics such as physiotherapy, massage or nutritional advice
- know exactly where my child will be and who they will be with at all times
- assume responsibility for safe transportation of my child to and from training and competition
- return any necessary written consent forms to the club/team manager or appropriate person, including next of kin details, health and medical requirements before my child goes to any away events or trips
- provide any necessary medical information and medication that my child needs for training or trips away
- report any concerns about my child's (or any other child's) welfare to the Club Welfare Officer or National Welfare Officer. (This does not affect your right to contact your local Social Services or the Police if you feel it is necessary)
- in no way undermine, put down or belittle athletes, coaches or practitioners.

GOOD SPECTATOR BEHAVIOUR

I understand that inappropriate pressure on children and poor behaviour of adult spectators can sometimes make children drop out of sport. I accept that this code promotes good spectator behaviour, and understand that if I verbally abuse children, coaches or officials, action will be taken.

BREACH OF THE CODE OF CONDUCT

I understand that if I do not follow the code, action can be taken by my club and I may:

- be asked to apologise for my behaviour
- receive a verbal or written warning from the club committee/HCAF
- be suspended from attending club training sessions and events
- be suspended from the club
- be required to leave the club.

Parent/Carer

Print Name: _____ Signature: _____ Dated: _____

SEVENOAKS ATHLETICS CLUB

Privacy Notice

Sevenoaks Athletics Club is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, The Club is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

What personal data we hold on you

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club, subscribe to our newsletter, or participate in any other discussion form provided by the Club. The information you give us may include your name, date of birth, address, e-mail address, phone number, name of the EA affiliated Clubs with which you are registered and gender (Athletics Data). We may also ask for relevant health information, disability, other data which is classed as special category personal data.

Why we need your personal data

The reason we need your Athletics Data is to be able to administer your membership, and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal is that we have a contractual obligation to you as a member to provide the services you are registering for.

Reasons we need to process your data include:

For training and competition entry

- sharing personal data with club coaches or officials to administer training sessions;
- sharing personal data with club team managers to enter events;
- sharing personal data with facility providers to manage access to the track or check delivery standards; and
- sharing personal data with leagues, county associations (and county schools' associations) and other competition providers for entry in events.

For funding and reporting purposes

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority;
- analysing anonymised data to monitor club trends; and
- sending an annual club survey to improve your experience as a club member.

For membership and club management

- processing of membership forms and payments;
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events;
- club newsletter promoting club activity; and
- publishing of race and competition results.

Any special category health data we hold on you is only processed for the purpose(s) of passing health data to coaches to allow the safe running of training sessions. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

On occasion we may collect personal data from non-members (e.g. any non-member participant who fills in a health disclaimer or form at a taster event. This information will be stored for 180 days after an event and then destroyed securely. Our lawful basis for processing data is consent. Therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

SEVENOAKS ATHLETICS CLUB

Privacy Notice (continued)

The club has the following social media pages on Facebook. All members are free to join these pages. If you join one of the Social Media pages, please note that provider of the social media platform(s) have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

Who we share your personal data with

When you become a member of or renew your membership with Sevenoaks Athletics Club you will automatically be registered as a member of England Athletics. We will provide England Athletics with your personal data which they will use to enable access to an online portal for you (called MyAthletics). England Athletics will contact you to invite you to sign into and update your MyAthletics portal (which, amongst other things, allows you to set and amend your privacy settings). It is vital, therefore, that a valid email address is given, so that you can ensure that your data is correct and so that you can set your own privacy settings. If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics, please contact dataprotection@englandathletics.org.

The Club does not supply any personal data it holds for this purpose to any other third party. The Club's data processing requires your personal data to be transferred outside of the UK for the purpose of cloud hosting, etc. Where the Club does transfer your personal data overseas it is with the appropriate safeguards in place to ensure the security of that personal data.

How long we hold your personal data

We will hold your personal data on file for as long as you are a member with us. Athlete data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after four years of inactivity on that member's account, in line with England Athletics Limited's retention policy. Your data is not processed for any further purposes other than those detailed in this policy.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.