

Macclesfield Harriers & A.C. – EA Affiliation Role

This role is closely linked with the Membership Secretary Role and the Club Treasurer Role (since 2014 the Club Treasurer has managed this role but it makes the job much bigger).

Macclesfield Harriers is affiliated to England Athletics (EA).

The club pays an annual affiliation fee (in 2017 this was £100) and each athlete who wishes to compete in races and events under EA rules must pay an affiliation fee (which increases each year).

It is increasingly important to ensure that athletes who wish to compete know their EA number (Unique Registration Number or URN) and that the affiliation fee is paid otherwise the entry system will block the athlete when trying to register for an event.

EA affiliation runs from 1st April to 31st March each year. There are a few anomalies to be aware of.

- a) New members joining after 1st January have their affiliation valid until 31st of March in the following year (effectively getting free months)
- b) Affiliation remains valid until the end June in each year (thus giving a 3 month 'grace period' for renewal)

The affiliation is managed on the EA Portal and to do this the job holder needs to have 'club membership secretary' status. This allows the job holder to add new members and to flag them for payment, to pay and also to change contact details and 'resign' them as required.

The following tasks must be carried out on a frequent basis :-

1. Check the latest membership database (DropBox under the 'Membership List' folder) for new members and any renewal payments (where the member is a 'competing' member and 11 and older) – the database is set up to make this simple.
2. New members must be added to the EA database manually using the data from the membership database (there is no automatic loading).
3. Send an email to new members (copied to the Membership Secretary) giving them their EA number for use when entering events
4. Flag the new (or renewing) member for payment
5. Alert the Club Treasurer that payments are due (these are paid via the club debit card)
6. Periodically extract a list of valid EA numbers into a spreadsheet in DropBox for other committee members and team managers to see

It will be necessary to agree a frequency of activity between the Membership Secretary, Treasurer and Affiliation Manager.

Club Affiliation Manager

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