

## Club Affiliation for Northern Athletics

1. Your Club is requested to formerly confirm that it is affiliating to Northern Athletics by sending an e-mail to Judith Temperton: [judith@northernathletics.org.uk](mailto:judith@northernathletics.org.uk)
2. Confirmation can be submitted up to the 1<sup>st</sup> October 2018. A list will be published on the Northern Athletics website and Facebook page and updated periodically showing the clubs who have confirmed that they will affiliate.
3. During the first week of October your Club secretary / membership secretary confirms to Northern Athletics the number of club athletes who are paid & registered to compete with England Athletics on the 1<sup>st</sup> October 2018.

Note this number can be obtained by following the following steps:-

- i) Log on to your Club portal  
<https://myathletics.englandathletics.org/portal/Secretaries/Login>
  - ii) Click the "Pay England Athletics" button (the 5<sup>th</sup> one down) on the LHS menu.
  - iii) Change the "Payment Status" box to show Paid (Click the drop down arrow at the rhs, and select the bottom Paid option by clicking that.
  - iv) The full list of club members who have paid, should then be displayed.
  - v) You can obtain a copy of that by clicking the blue Options drop down arrow (to the right of the payment Status section) and clicking Export. That should result in a dialogue box asking if you wish to open or download the Excel xlsx file. Choose which you want and the file will either open or download to your download folder on your computer
4. E-mail the total number of registered athletes to Judith Temperton.
  5. Judith will then issue an invoice for the due amount, by e-mail based on £2 per athlete to the Club.
  6. Payment should be made to Northern Athletics by the 15<sup>th</sup> October 2018 for the amount shown on the invoice and the Club needs to quote the invoice reference number on any online bank transfer or payment method.

Payment can be made by bank transfer to the following account;

NatWest Account no. 33611386  
Sort Code 52-30-18

Or by cheque, made payable to Northern Athletics and forwarded to;  
Northern Athletics  
7a Wellington Road East  
Dewsbury  
West Yorkshire  
WF13 1HF

7. Judith will issue an email receipt to the club as soon as a payment is received.

Note: For those Clubs entering teams / athletes in the Northern Cross Country relays on the 20<sup>th</sup> October, payment will ideally have been made by the 12<sup>th</sup> October (as that is the closing date for the event entries) Clubs who have confirmed affiliation will have until the 15<sup>th</sup> to pay the affiliation fee. Entries to the event will only be accepted from Clubs who have paid the affiliation fee by the 15<sup>th</sup>.