

BEDFORD HARRIERS A.C.

www.bedfordharriers.co.uk

patron: *W.J. JORDAN, Esq.*

Club Address

Bedford International
Athletic Stadium
Barkers Lane
Bedford
MK42 9SA

Chair

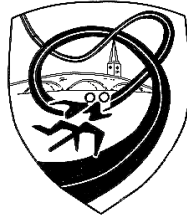
Steve Gaunt

Vice Chair

Jacinta Horne

Hon. Treasurer

Christine Armstrong



Vice Presidents

Richard Canvin
Barry Whitmore
Rob Burrells

Hon. Secretary

Lesley Barnes
21 Embla Close
Bedford MK41 0WR

7th July 2008

Dear Member,

This letter is for new members and existing members renewing their membership.

The Club's Committee owes its members a duty of care and in order to fulfil this duty we are obliged to advise you to exercise caution when completing race entry forms.

Recent changes within athletics presented your Committee with a choice of affiliation to governing bodies.

Your Committee considered the options and decided to affiliate the club to both England Athletics (EA) and the Association of Running Clubs (ARC) for the year 1st April 2008 to 31st March 2009. More details are available on the Clubs web site www.bedfordharriers.co.uk Home page Harriers notices

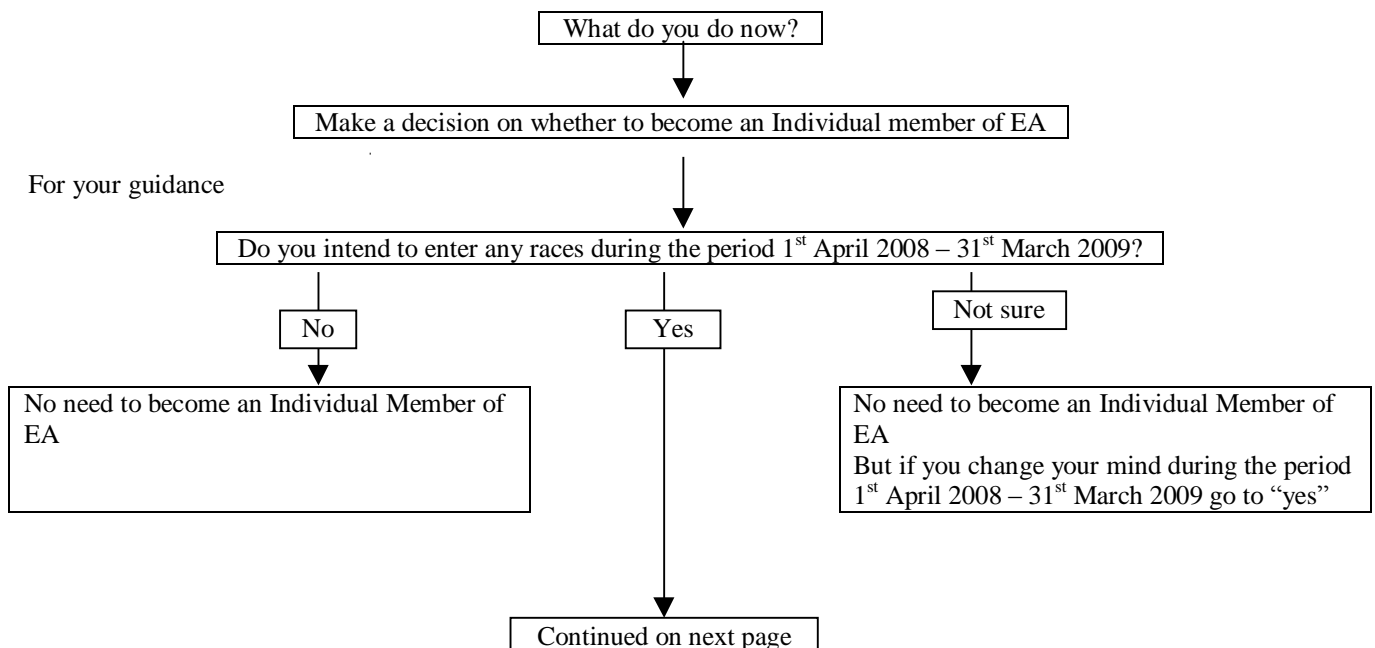
As a Club member you now have an individual decision to make. The decision is whether or not to become an individual affiliated member of England Athletics.

This document is intended as a "Rough Guide" and does not cover all situations or circumstances.

The fee to become an individual affiliated member of England Athletics is £5.00 per year and this runs from 1st April to 31st March each year.

What are the benefits of becoming an individual affiliated member of England Athletics?	What are the disadvantages of becoming an individual affiliated member of England Athletics?
Public liability insurance cover of £10,000,000.00 (The Club's membership of ARC provides £10,000,000.00 of public liability to all members irrespective of membership of EA). No need to pay unattached levies when entering races. (please see "Completing entry forms after 1 st April 2008")	Disclosure of personal information to England Athletics for retention on a database. Personal data may be supplied by EA to third parties (with your consent). Personal data on you must be kept up to date by you. Payment of membership fee.

If you intend to enter races you should be aware that henceforth there will be two "permitting" bodies.



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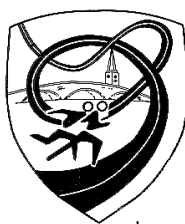
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Option one		Option two
ARC permitted races	EA permitted races	EA permitted races
Enter as attached runner, don't pay unattached levy No need to become an Individual Member of EA	Enter as unattached runner, pay the higher fee No need to become an Individual Member of EA	Become an Individual Member of EA. Enter races as attached, pay the lower fee Complete application form, see attached, and become a Competing Member.

Club members may wish to become an Individual Member of EA without becoming a Competing Member. If you qualify for Volunteer Status, (see below), you can become an Individual Member of EA without paying the membership fee.

Completing the application form for Individual Membership whether as a Competing Member or Non-Competing Member.

Minimum information required

Club Name
First Name
Surname
Gender
Date of Birth
Contact Address
Postcode
Club Status e.g. First Claim, Second Claim

Optional information

Ethnicity
Home Telephone
Mobile Telephone
Email

Volunteer Status, the following qualify for volunteer status.

Club Officer e.g. Committee Member
Coach, any Club member that has a UKA coaching qualification and actively coaches in the Club
Helper, anyone that helps at the Club, e.g. volunteers at races, kit man, etc.
Technical Official e.g. Time keeper, Referee

N.B. If you are making an Individual Membership application as a Non-Competing Member with Volunteer Status you will need to tick one of the options in the Volunteer Status box.

Hand completed application form with £5.00 cheque payable to Bedford Harriers AC to Club Treasurer Christine Armstrong or mail to Christine Armstrong 67 Pendennis Road Bedford MK41 8NJ

Members should be aware that there are data protection considerations when completing their Individual Membership application forms. The extract below has been taken verbatim from the Affiliation Guidelines supplied by EA and is reproduced in full.

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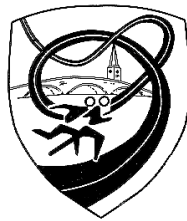
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"DATA PROTECTION"

The data is been collected by England Athletics to monitor athletics within England. The database will provide foundation detail of numbers of athletes and volunteers across the country and identify areas which need development and encouragement. The database will provide an overview of participation in athletics - who does what and where statistics. Club contact details will be used as a means of distributing information from the governing body to clubs, athletes and volunteers.

Sensitive personal data such as ethnic origin/disability will be collected for statistical purposes only and is optional.

The contact address is collected to send out competition licences and membership cards only and is an essential data requirement of England Athletics.

*Where data is shared with competition providers, data will be restricted for what is needed for that purpose:
. First name . Surname . Gender . Date of Birth . Club*

England Athletics will ensure that personal data submitted will not be shared with third parties unless member consent is given.

Where England Athletics supplies personal data to a third party it will take steps to ensure that the data is not used in any manner that is incompatible with the purposes for which the data was originally obtained.

Members will be sent a data protection clearance form when competition licence/membership cards are sent out. Data will be subject to clearance by the individual not the club.

Data collected will be safe within the database. A security statement from the England Athletics and UK Athletics data protection policy is outlined below:

The level of security afforded to personal data by England Athletics and UK Athletics will have regard to the nature of the data, and to the harm that might result from such a breach of security. Measures to be considered will include:

- . back-up copies of personal data stored securely off-site;*
- . virus protection for PC and server based files and software;*
- . logical access controls to prevent unauthorised access to personal data, by both outsiders and by staff;*
- . procedures to ensure the immediate cancellation of the access rights of members of staff who either leave the organisation's employment, or change their roles within the organisation;*
- . periodic reviews of the legitimacy of the access rights of all members of staff, especially of those with system manager or 'super user' rights;*
- . system and application controls to reduce the risk of inaccurate processing of personal data;*
- . audit trails of transactions processed, which are reviewed at timely intervals;*
- . business resumption plans to cater for the long-term unavailability or loss of personal data;*
- . proper division of duties to prevent staff misuse of powers."*

Should you have any questions or queries regarding Individual Membership of EA please contact Steve Crane or Lesley Barnes or e mail the Club at hello@bedfordharriers.co.uk

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