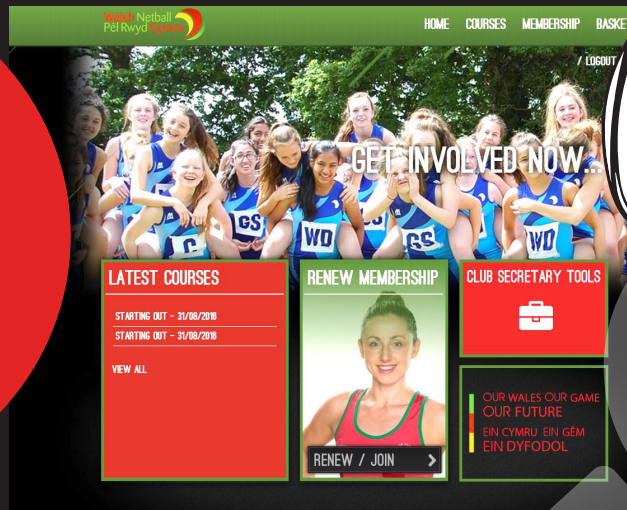


# HOW TO: affiliate your club

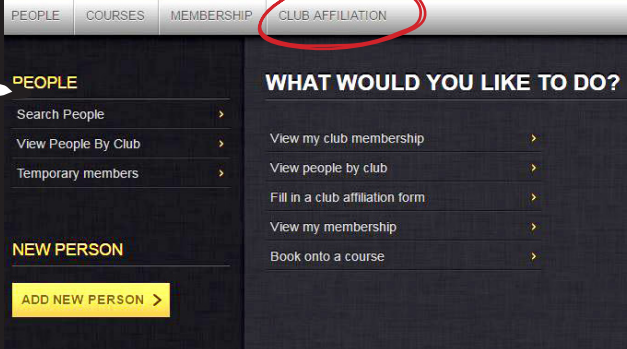


**1** Log into your Our Welsh Netball account, and click on the **Club Secretary Tools** box.

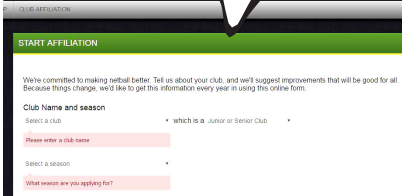
CLUB SECRETARY TOOLS



**2** You will not be able to purchase your Club Affiliation or individual Member Affiliation until you complete the full Affiliation process. Next step, select **Club Affiliation**.



**3** Select your Club and the Season you wish to affiliate for.



**4** You are now ready to start the Affiliation process for your Club.

## CLUB AFFILIATION

### INTRODUCTION

Welcome to your 2016-2017 Season Club Affiliation

Welsh Netball has introduced a new Club Affiliation process for the 2016/17 season. This requires Club Secretaries/nominated persons to input key pieces of information about your club. This information will provide Welsh Netball with a better understanding of our affiliated clubs and help improve the services we offer to our members.

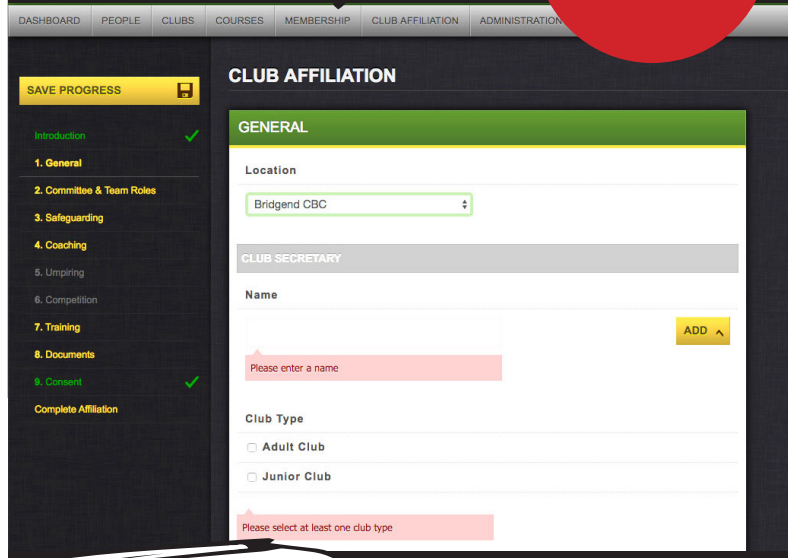
The information will also help us to secure future investment in the sport from some of our key funding partners such as Sport Wales.

The new affiliation process is part the improvements we are making to our membership system to ensure it is 'fit for purpose' for our members.

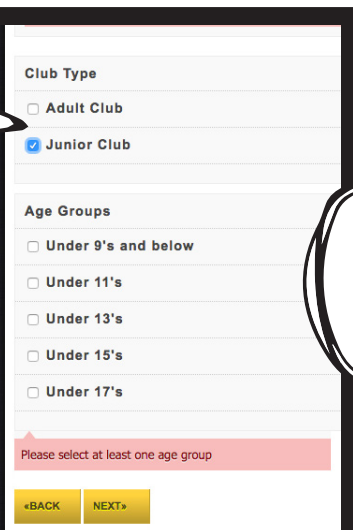
NEXT»

**5** Choose your **location** along with your **name** and the **type** of Club that you run.

You can add several secretaries.

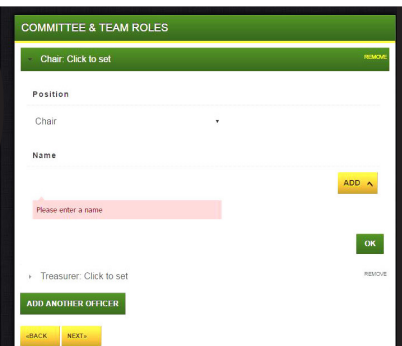


**6** If you run a **Junior Club**, please specify which age groups are included in the Club.



**7** Select your **Club Chair** and **Treasurer** by clicking on the grey tabs and click **OK**. You have the option of adding several officers at this point.

You must provide details of at least two officers.



**8** Provide details of your **Welfare, Equality and Health and Safety Officers**. You will be asked to provide Disclosure and Barring Service (DBS) details. However, if you do not have these details, then click **OK** and move on to the next step.

**SAFEGUARDING**

Welfare officer: Click to set

Name

Please enter a name

DBS number

Provide the DBS number for this person

Does not have a DBS certificate

DBS Issue Date

1 January YYYY

Provide the DBS Issue Date for this person

Courses

Select options

Equality officer: Click to set

Health and safety officer: Click to set

**9** If your Club has a **coach**, or a **coaching team**, please provide their information. You can add several coaching positions.

**COACHING**

Head coach: Diane Palgrave Jones

Position

Head coach

Affiliation Number

DBS number

Provide the DBS number for this person

Does not have a DBS certificate

DBS Issue Date

1 January YYYY

Provide the DBS Issue Date for this person

Active

It is important to note their qualifications.



**11** Note your **Club team names**, which **league** they play within, and if said teams play in any of our **competitions**.

**COMPETITION**

SENIOR TEAMS

ADD A SENIOR LEAGUE TEAM

JUNIOR TEAMS

ADD A JUNIOR LEAGUE TEAM

←BACK NEXT→

**10** If any of your Club Members are also **umpires or bench officials** – please note their details. If your Club does not have members in the above positions, click **Next**.

**QUALIFIED UMPIRES**

click to set

Affiliation Number

DBS number

Does not have a DBS certificate

Active

Use recorded contact details?

Disability

Yes

No

Type of disability

Hearing impairment (Deaf or Hard of Hearing)

Visual impairment (Blind or partially Sighted)

Physical impairment – ambulant (I do not use a wheelchair)

Physical impairment – wheelchair user

Learning impairment / disability (e.g. Downs Syndrome etc.)

Learning difficulty (e.g. Movement Co-ordination Difficulty (Dyspraxia), dyslexia etc.)

Long term illness (e.g. cancer, multiple sclerosis, HIV+ etc.)

Mental health condition (e.g. depression, stress, etc.)

Other (please specify) \_\_\_\_\_

I would prefer not to answer this question

Qualification

Select a qualification...

Q Award

A Award

B Award

C Award

None

**Q Award**

**A Award**

**B Award**

**C Award**

**None**

OK

**12** Please tell us **how often**, **when**, **where** and **the duration** of your trainings.

**TRAINING**

Adult

Frequency of training

Training sessions...

How often does the club meet for training?

Training venue

Where does the club normally meet to train?

Duration of Training

Training Day

Monday

**13** If your Club has any of the following documents, please upload them here. If your Club does not, then click **remove**, then **Next**.

**DOCUMENTS**

Upload any relevant files.

If you have multiple files for one section then you can either add an extra section or compress (zip) the files into one.

If you do not have any of the below documents, click on "REMOVE" next to the relevant section.

CLUB CONSTITUTION: click to upload REMOVE

CHILD WELFARE POLICY: click to upload REMOVE

RISK ASSESSMENTS (TRAINING, MATCH etc): click to upload

CODE OF CONDUCT: click to upload

CLUB ROLE DESCRIPTIONS: click to upload

INCLUSION AND EQUALITY POLICY: click to upload

ADD DOCUMENT

14

Advertising your **Club information** on the **Club Finder** page on our website allows others to find your Club.

- Introduction
- 1. General
- 2. Committee & Team Roles
- 3. Safeguarding
- 4. Coaching
- 5. Umpiring
- 6. Competition
- 7. Training
- 8. Documents
- 9. Consent

### CONSENT

Give consent to use all club details on our club finder

- Yes
- No

Give consent to share club information with welsh netball approved partners (info not shared with third parties)

- Yes
- No

This helps you to recruit more members to your Club!

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**Congratulations!** You have completed the affiliation process. You may now go ahead and purchase your **Club Affiliation** for this season. Click **Renew Affiliation** to move on to the next step.

### COMPLETE AFFILIATION

The form has been submitted. Click below to renew your club affiliation.

«BACK   RENEW AFFILIATION»

17

Once you are happy with your Basket, select **Pay Online**. You can also choose to add a **training course** to your Basket.

**BASKET**

BACK <

ITEM	VALUE	REMOVE ALL
Club Affiliation (Club affiliation) for		REMOVE
Club Affiliation (Club affiliation) for		REMOVE
Adult Member monthly option (Max 3 months) (Adult Temporary membership) for		REMOVE
Total		

Add a **MEMBERSHIP** or a **TRAINING COURSE** to your basket

**CONFIRM PAYMENT**

Pay online  
Pay securely online.

PAY ONLINE >



The option to pay by cheque is no longer available – this is to make the process quicker and more secure.

16

You may now re-affiliate your Club. Select your **Club** and the members you wish to affiliate. Once you have finished choosing your purchases, click **Basket** to view your total.

### MY CLUB

Club details BASKET >

Yr Amigos  which is a  Junior or Senior Club

Season

Which season are you renewing memberships for?  
2016-2017

**CLUB AFFILIATION**

Affiliate your club:  ADDED

**MEMBERSHIPS**

There are 20 people with a current role in the club

[Download this list](#)

MEMBERSHIP NUMBER	NAME	EMAIL	RENEW
			Adult Member monthly option (Max 3 month) <span style="float: right;">ADDED</span>

### ONLINE BILLING INFORMATION

Please check that the details below are correct so that we can process your payment

First Name

Surname

Address

Town

Postcode

Email

MY DETAILS ARE CORRECT >

18

Fill in your payment details, then click **My Details are Correct** to finish your payment.