



# Larkfield Athletic Club

Chairman: Matt Heath

Secretary: Janette Burnard Treasurer: Carrie Hitchman

Membership enquiries: Anna Marshall via [larkfieldac@gmail.com](mailto:larkfieldac@gmail.com)

## MEMBERSHIP FORM 2023

[Larkfield Athletic Club](#) is a running and triathlon club for persons of all abilities aged 18 and over.

### SECTION A: ATHLETE DETAILS

Title & First Name		Surname	
Address			
		Postcode	
Home Telephone		Mobile Number	
Date of Birth			
Email Address			
*second claim members only* please state name of first claim club			

### SECTION B: ADDITIONAL SUPPORT

Please detail below any disability you have and/or any additional support you may require from our club coaches

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### SECTION C: MEDICAL INFORMATION

Please 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'.

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### SECTION D: EMERGENCY CONTACT DETAILS

Please insert the information below to indicate the person who should be contacted in event of an incident/accident. Ideally you will carry emergency contact details with you, on all runs, for your own safety.

Emergency Contact Name:	
Emergency Contact Number:	

### SECTION E: CLUB PRIVACY STATEMENT

Larkfield Athletic 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.

**SECTION F: DATA TRANSFER WITH ENGLAND**

When you become a member of or renew your membership with Larkfield Athletic Club you can also choose to be registered as a member of England Athletics (you will have to register with England Athletics if you ever compete for the club in competition Under UKA Rules). If you tick the box in Section G below, we will pay your England Athletics affiliation fee and 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 do not wish to join England Athletics and then decide to compete for the Club, we may need to register you with England Athletics and we will inform you at that time.

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](mailto:dataprotection@englandathletics.org).

**SECTION G: ATHLETE AGREEMENT**

I declare that I am an amateur as defined by the UK Athletics rules and will abide by their rules. I hereby agree that **Larkfield Athletic Club, Larkfield Leisure Centre or Football Club** shall not be liable for any injury, accident, loss or damage to myself or to anyone accompanying me due to my participation in any events entered by me or organised by **Larkfield Athletic Club, Larkfield Leisure Centre or Football Club**. This will also apply to on or off-road training.

I agree to abide by the rules of **Larkfield Athletic Club, Larkfield Leisure Centre and Football Club** whilst on their premises. I declare that I am medically fit at the date of this application and that I will notify the Club at any stage if I am deemed not to be so by a registered doctor.

We are a Club committed to and active in staging well organised and safe events for others. As such we expect our members to make themselves available to help at these events. When asked for your assistance please do all you can to help make Club events successful.

By returning this completed form, I confirm that I have read and understood the privacy statement and how data will be used and shared and am willing to abide by the [Club code of conduct](#) for athletes.

**Please tick:**  I agree to the Club collecting, storing and processing my data in line with the Privacy Notice below. 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.*

**Please tick:**  I consent to my special category personal data provided in section B and C 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.

England Athletics Affiliation	Join at this time	Do not join at this time
Signature		
Print Name		
Date		

## MEMBERSHIP FORM (continued)

### SECTION H: MEMBERSHIP CATEGORIES & COSTS 2022/23

Membership Category	Price	Details	Choice
<b>A:</b> First claim: full year 01 April – 31 March	<b>£40</b>	Price includes England Athletics athlete affiliation fee and entry into all XC* races	
<b>B:</b> First claim: part year 01 December – 31 March	<b>£30</b>	Price includes England Athletics athlete affiliation fee and entry into all XC* races	
<b>C:</b> Concessions - set fee all year round	<b>£22</b>	Club members who do not wish to register with England Athletics or club coaches and honorary members affiliated to England Athletics	
<b>D:</b> LarkRun Grads	<b>£40</b>	Price includes LarkRun course fee and 1 year membership. England Athletics affiliation fee and entry into all XC* races.	
<b>E:</b> Second claim – set fee all year round	<b>£25</b>	Includes entry into XC* races (if eligible)	

NB. £16 England Athletics athlete affiliation fee correct for 2022/23

XC\* details of cross-country races can be found here:

[Kent Cross Country League](#) (Saturdays)

[Kent Fitness League](#) (Sundays)

nb. a one off charge of £10 for a KFL chip timing number is **not** included within the membership fee.

#### Club Race Vest/Tee Shirt

The official club race vest is £17 and tee shirts £19.50.

All kit can be found here: <https://pbteamwear.co.uk/collections/larkfield-ac> and ordered directly, with a postage charge, or through Kit Secretary Alison Smith who places regular orders.

### SECTION I: PAYMENT

Please email your completed application to Anna Marshall, Membership Secretary, via [larkfieldac@gmail.com](mailto:larkfieldac@gmail.com).

Payment is preferred by bank transfer to **Account name: Larkfield AC; Sort code: 40 22 20; Account no: 81770721**. Cheques made payable to "Larkfield A.C".

Please email Anna Marshall via email address above to confirm postal address or bring completed form and payment along on a Tuesday evening.

### Privacy Notice

Larkfield Athletic Club (the Club) is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Larkfield Athletic 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. 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 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.

#### **Marketing and communications (where separate consent is provided)**

- sending information about selling club kit, merchandise or fundraising

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 6 weeks 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.

## **MEMBERSHIP FORM (continued)**

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The Club maintains a private Facebook group page which all members are free to join and is used for club news and sharing activities amongst members. Please ask a committee member if you have not been added to the private group.

Furthermore the club maintains a public Facebook page @LarkfieldAC and a public Instagram account @larkfield\_athletic\_club. Photos/videos of club members are periodically published on these pages to promote the club. However, members will **not** be tagged in these photos.

If you do **not** wish to have any of your photos published to these public pages please check this box

If you join one of the Social Media pages/groups, 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 Larkfield Athletic Club you can also choose to be registered as a member of England Athletics (you will have to register with England Athletics if you ever compete for the club in competition Under UKA Rules). If you consent, we will pay your England Athletics affiliation fee and 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).

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](mailto:dataprotection@englandathletics.org).

If you do not consent and then decide to compete for the Club, we will need to register you with England Athletics and we will inform you at that time.

The Club does not supply any personal data it holds for this purpose to any other third party. The Club does not store or transfer your personal data outside of the UK.

### **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.