31 August 2019

Dear Club Secretary

Please see below for confirmation of processes for registrations / payment of fees / provision of information for the coming NLNL season for **Division 7 to Division 10.**

**Registration and Fees for the 2018/19 season**

**Fees for 2018/19 – Division 7 to Division 10:**

£60 per team - as you already paid a £10 deposit at the AGM the remaining £50 can be paid:

* direct to the NLNL account (with email notification to Clare Darling – **treasurer@nlnl.co.uk**) quoting the club name on the transfer;

**Bank Account Number 30675490**

**Sort Code 20-29-86**

**Account Name North London Netball League**

**Bank Barclays**

or

* by cheque made payable to NLNL and sent to –

**Clare Darling**

**21, Cox Lane**

**Chessington**

**KT9 1DF**

**Registration fees must be paid in full by 27 September 2019. Any team failing to pay before the first game will not be allowed to play.**

**If you are unsure how much to pay please contact Clare directly.**

**Registration Sheets to be sent to: Katy Orriss (Registration Secretary) @:** **registrations@nlnl.co.uk**

I am attaching your Team Registration sheet (you will need to provide one per team). Can you please return a copy of this registration sheet to Katy (details above) **by 27September** so she can start preparing team records etc. Changes to these registrations can be made up until the Thursday before the first game.

A minimum of seven players per team (including all those players wishing to play in the first match of the season) **must** be registered with the Registration Secretary by Midnight on the Thursday before that first match. Signatures for those registered players playing in the first match must be submitted by email to the Registration Secretary by close of play on the first day at the latest.

**Club Information Sheet**

I am attaching a Club Information sheet which must be fully completed, with information about club colours, contact details (including an umpiring contact and safeguarding officer). Provision of the umpiring contact details will make it easier for clubs to work together to support each other in finding umpires. Please complete and submit **by 27 September at the latest.** I appreciate that most if not all clubs have upper league representation but would still ask that all the documentation is provided for the lower league as contacts details are often different between the two.

If any of those whose details you are providing have not provided their consent can you please ensure that you get them to read the attached Privacy Policy and to complete a GDPR consent form (copy of both are attached to the covering email) to allow NLNL to retain their details and/or contact them with regards the administration/management of the league. Copies of these should be sent to **leaguesecretary@nlnl.co.uk**by 27 September.

**Club Umpire Information Sheet**

I’ve attached a separate form for Club Umpires for the Lower League, which needs to be completed and returned to **leaguesecretary@nlnl.co.uk** **by 27 September.**

**England Netball Memberships**

Details of the membership process for the coming season can be found on the England Netball website.

Once your players have paid their membership fees, can the Club’s Membership Secretary please forward a copy of the finalised Club EN Membership list (downloadable from Engage within the Members Section) **to Katy Orriss at registrations@nlnl.co.uk before the start of the season (preferably in PDF format).** Players or umpires may be added during the season but the club must confirm that they are active members by re-submitting their EN Members List.

**The Bond and penalties for cancelling games.**
 As a reminder the bond to be collected from all clubs for this season is £100. The £100 covers teams in the Upper and Lower section of the league (i.e. Prem to Div 10). The penalties to be applied for teams in Divisions 7 to 10 are £5 for the first game cancelled and £10 thereafter for each subsequent game cancelled by any team in the same netball club.  If you have any queries regarding the Bond please contact Clare Darling at **treasurer@nlnl.co.uk.**

Clare, will contact those teams owing bond deposits and bond penalties directly.

I will send updated contact details for the Committee and Club Secretaries in due course.

Just to recap, please ensure the following:

* Balance of registration fees and any bond deficit are paid by 27 September
* Team Registration sheets are submitted by 27 September
* Club Information sheets and Club Umpire Information details are submitted by 27 September
* GDPR consent forms are submitted by 27 September
* Confirmation of EN membership (via a copy of the EN Membership list from Engage) are sent to Katy Orriss before the start of the season and then during the season to confirm new registrations.

Kind regards.

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Secretary – North London Netball League