

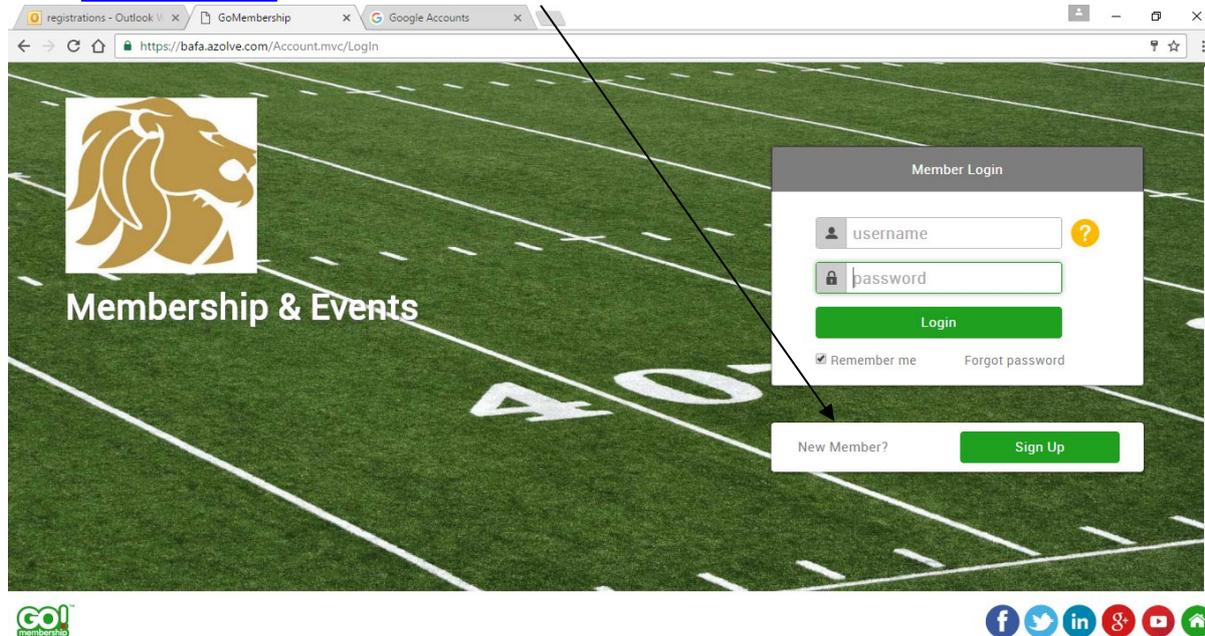
BAFA National Leagues



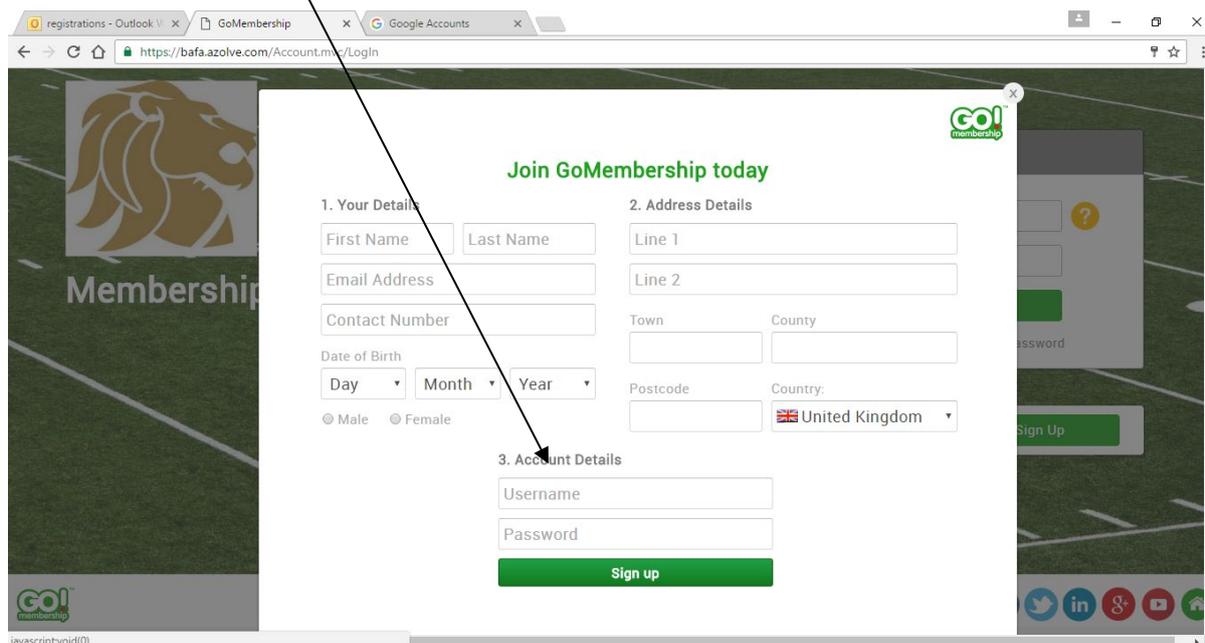
Creating a new BAFA membership

Please note, all members should complete their own registration, except for players under 16 years of age who must have this completed by a parent or guardian.

Go to bafa.azolve.com and click on 'New Member'



Please complete all sections. Section 3 will be your account details. The Username automatically self populates with your email address. You can change this to a new username of your choice if you prefer.



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In line with the General Data Protection Regulation, you'll then be invited to set your communication preferences and indicate you have reviewed and agree to BAFA's privacy policy by ticking to accept these. You can update your communication preferences again in the future within your profile if you change your mind.

GO!
membership

BAFA Communications

To help us continually improve the sport and provide the best experience for you, we'd like to send you occasional updates from BAFA including useful tips and news related to BAFA events, activities and clubs. Please note, members who elect to hold the status of club admin will still continue to receive regular club management updates from BAFA containing information directly related to this role.

All members
All National Leagues members

I would like to receive BAFA related news and tips ⓘ

GoMembership Communications

Let us know if you would like to receive any of the following communications

GoMembership Communications

I would like to receive GoMembership news, features and product information

I would like to receive information from GoMembership's partners or affiliates

← Back Continue

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Privacy Notice

BAFA Privacy Notice

[BAFA Privacy Notice](#)

British American Football Association
PRIVACY NOTICE FOR OUR MEMBERS

We are committed to respecting your privacy. This notice is to explain how we use your personal information that we collect and how it is secured before, during and after your membership with us. This notice explains how we comply with the law on data protection, what your rights are. For the purposes of data protection BAFA will be the data controller of any of your personal information.

This notice applies to you if you are either:

1. An individual player/participant of the British American football Association who has registered his/her interest in participating in the sport competitively and/or whose details we have collected from one of our affiliated clubs, schools, universities or other third-party referral;
2. A coach, technical official or Game Official who has registered for membership to find out more about the training courses and accreditation services we offer; or
3. A fan, participant or supporter of the British American football Association who has contacted us to purchase any of our online merchandise and/or signed up to receive updates about upcoming events, offers and ways to get involved further with the British American football Association.

References to **we, our or us** in this privacy notice are to British American Football Association including any registered company/charity number, address and details of any subsidiaries as applicable.

ⓘ Please scroll down to the bottom to tick and accept the conditions of these documents

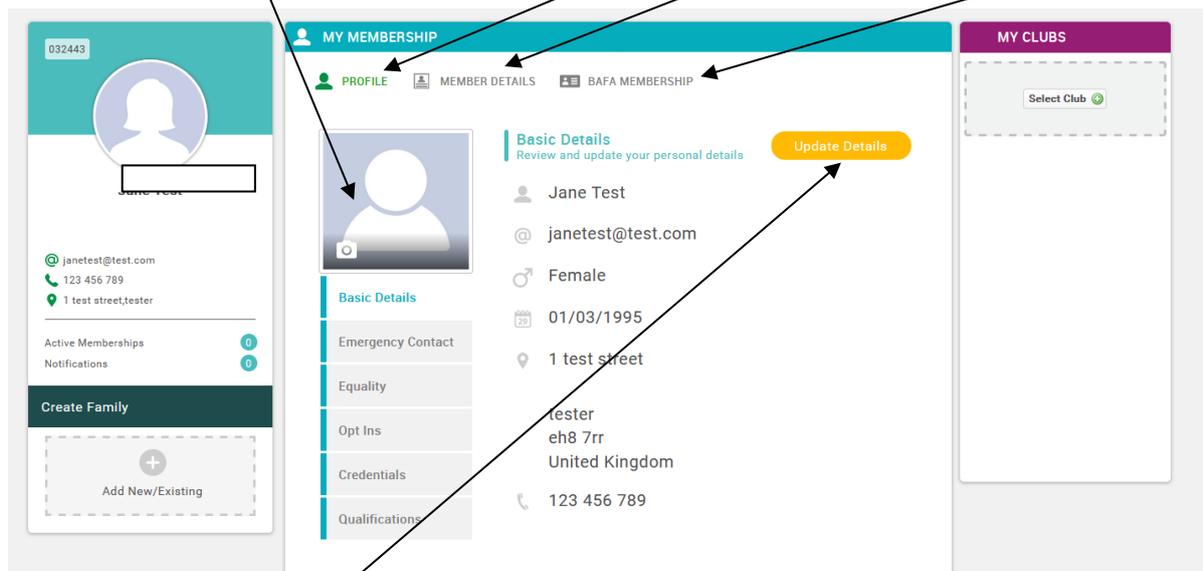
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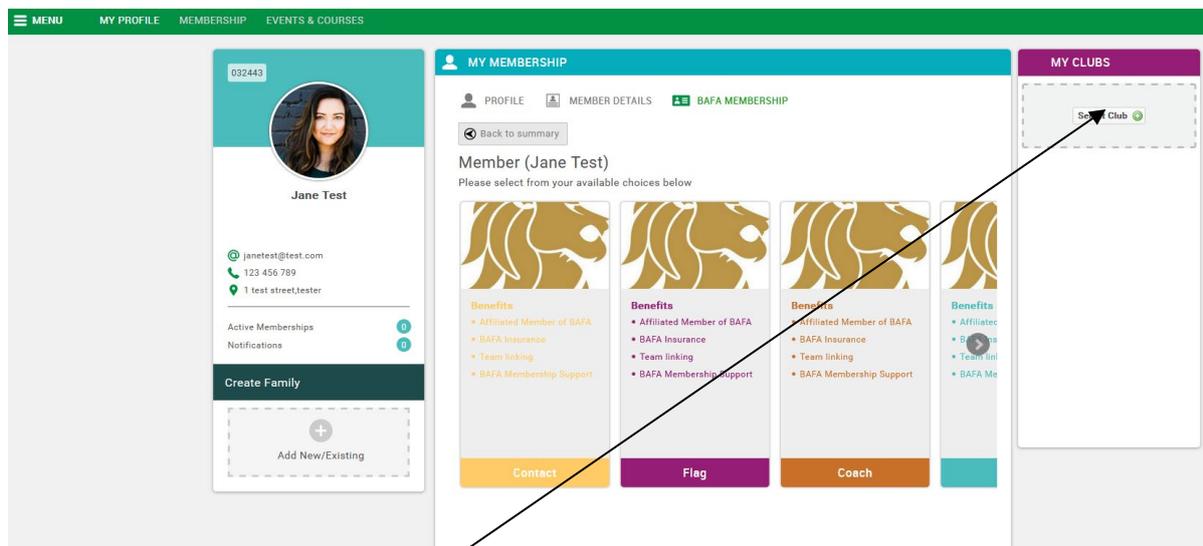


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Your profile page will then be brought up. Please do not select a club at this point. The first step here is to add your profile picture. This needs to be a passport style photo with a clear image of your face. Please be aware, a group photo, or a photo with you wearing helmet etc will not be accepted and may result in you not appearing on your game day roster. As well as photo upload there are three sections within this page that need completing. Profile, Member Details and BAFA Membership.



Please select Update Details and fill out the required information. Once completed, click on the BAFA Membership tab.



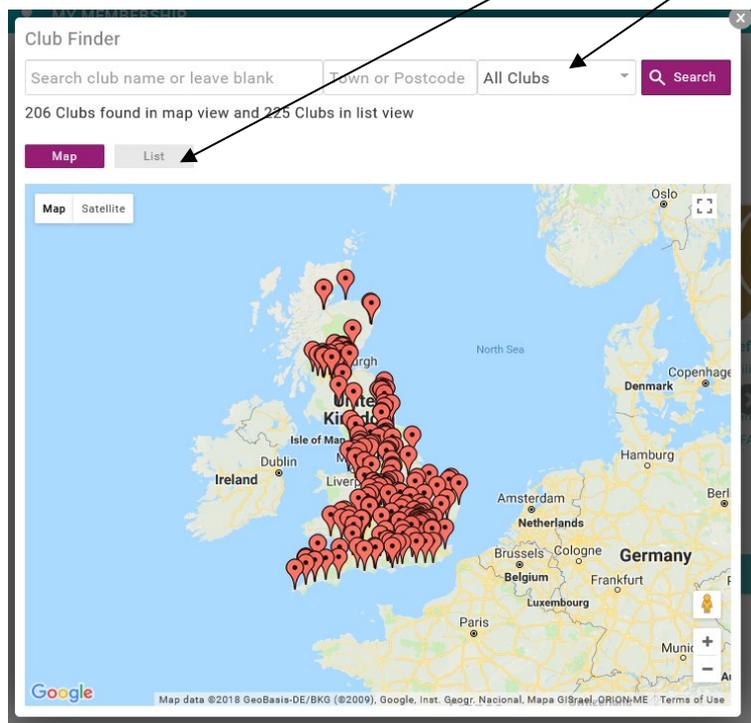
At this point you can select your club. Please make sure you click on the right club as these lock it in once you have selected. Clicking on select club will pop up a club finder window.

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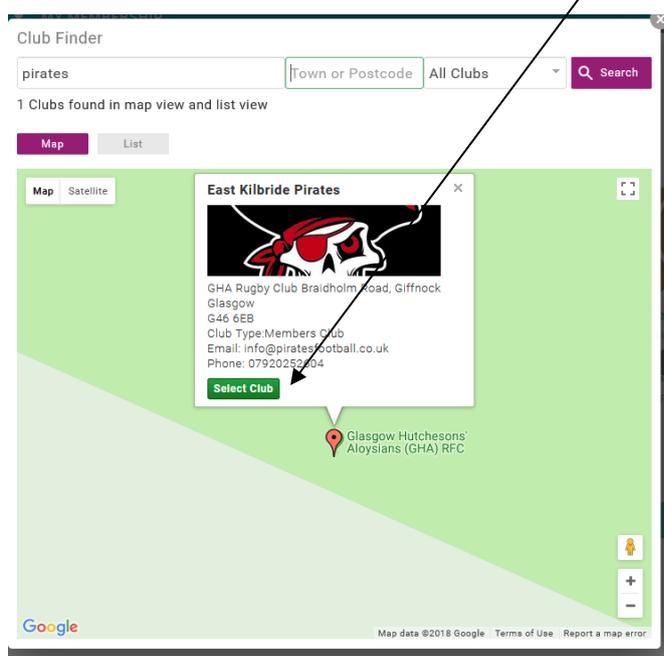


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To use the club finder, you can either enter the club name or search by post code. Not all teams have entered their post code on their club profile, so we recommend leaving the post code field blank, and setting the drop down box for radius of search to 'all clubs'. If this still doesn't bring up your chosen club, try switching from map view to list view and re-entering your club name.



Once you've found your chosen club, click on select club to set it as your primary club on your profile.



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Your next step is to buy a membership. Five options are now available to you. Contact and Flag are for players only. Then you have Coach, Other (for roles such as gameday manager, physiotherapist, statistician etc) and PlayerCoach (you will need to scroll over slightly for these options using the arrow icon). Select the appropriate option for the team you want to register for. You will then be presented with something that looks like this:

The screenshot shows the 'MY PROFILE' page for a user named Jane Test. The page is divided into several sections:

- Profile Summary:** Jane Test, Opel Flag, 01/07/2020. Contact info: test@test.com, 12345645454, 1 Test Road, Testford.
- BAFA MEMBERSHIP:** A section titled 'Member (Jane Test)' with the instruction 'Please select from your available choices below'. It features four cards representing membership options: 'Contact' (selected), 'Flag', 'Coach', and 'Other'. Each card lists benefits: 'Affiliated Member of BAFA', 'BAFA Insurance', 'Team linking', and 'BAFA Membership Support'.
- Form Fields:** Team: East Kilbride Pirates Adult Contact; Height: 5ft 7; Weight: 152; Nationality: United Kingdom.
- Uploads:** 'Please upload Proof of Identification (ID)' and 'Please upload Proof of UK Residency'. A 'PROOF OF ID (PASSPORT)' is shown as 'PENDING APPROVAL' (Expires on: 02 SEP-2022).
- Emergency Contact & Medical:** First Name: john; Surname: test; Relation: Sibling; Contact Number: 12345623456; Email Address: john@test.com; Medical Information: asthma.

Five options are now available to you. Contact and Flag are for players only. Then you have Coach, Other (for roles such as gameday manager, physiotherapist, statistician etc) and PlayerCoach (you will need to scroll over slightly for these options using the arrow icon).

Clicking on an option then gives you a couple of drop down boxes to choose from and also the Upload ID section and emergency contact and medical section. Please ensure that you complete the drop-down sections as well as ID upload section. Members under 16 will also need to confirm parental consent.

The system requires 1 form of ID to be uploaded. Documents accepted include:

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- UK Driving License
- Passport
- Identity Card
- Birth certificate

Please add any reference numbers included on the document. If no reference number is available, please enter xxxx. If your document does not include valid from/expiry dates please enter today's date. The expiry date will automatically be populated with the date that we will require your ID to be updated.

If you are under 18 we will accept parental details as proof of address. Under 18s can also upload their Bus or Train pass, Student card or Young Scot card.

A pending approval message will then appear on the screen if your ID has been successfully uploaded. This can be ignored at this time.

If you are a non-UK national, you will also need to load up proof of residency. Please refer to the appendix at the end of this guide.

Scroll down and select finish. You will then be taken to the payment page.

The screenshot displays the 'Checkout & Payment' page. At the top, there is a navigation menu with 'MENU', 'MY PROFILE', 'MEMBERSHIP', and 'EVENTS & COURSES'. The user is logged in as 'JANE TEST'. The page is divided into two steps: '1 Order Review' and '2 Confirm Payment'. Below the steps, there is a summary of the order with the following details:

Order Summary	
Total Items	1
Item saved for later	0
Net Total	£50.00
Total(GBP)	£50.00

Below the summary is a table with the following columns: ITEM SUMMARY, QTY, NET TOTAL, TAX, and TOTAL. The table contains one row for 'Sapphire Contact' with a quantity of 1, a net total of £50.00, and a total of £50.00. There are also buttons for 'Save for Later' and 'Remove'.

At the bottom of the page, there is an 'Update' button and another 'Order Summary' box showing the same totals as above.

Please check to see if all details are correct and that the correct fee has been applied, then pay.

You can find a full list of [fees](#) on the BAFA website. Please follow the onscreen instructions to complete your payment. There will be an option to print your invoice confirmation once you have made your payment. You will also receive your confirmation via email. If you have any questions, please do not hesitate to contact registrations on registrations@britishamericanfootball.org

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Appendix - Additional ID requirements for non-UK nationals

Anyone who selects anything other than United Kingdom as their nationality within the system will be prompted to upload supporting documentation for approval.

The screenshot shows the BAFA National Leagues membership system interface. The user is Jane Test, an Adult Contact Member. The 'MY PROFILE' section is active, and the 'BAFA MEMBERSHIP' tab is selected. The 'Nationality' field is set to 'France'. A red circle highlights a message: 'Please upload Proof of UK Residency' with a link to 'Add Proof of UK Residency'. Below this, the 'Emergency Contact & Medical' section is visible, with fields for First Name (john), Surname (test), Relation (Sibling), Contact Number (12345623456), Email Address (john@test.com), and Medical Information (asthma).

Due to insurance requirements, individuals applying for BAFA membership must be able to produce proof of normal residency in the UK. Normal residency is defined by our insurers as six months in the UK with permission to stay. Exceptions include those residents in the UK on military assignments and students on a valid and current Tier 4 Visa.

We require proof of residency from non-UK nationals to be loaded into the membership system and be approved before a membership can be purchased - examples (not exhaustive) of the suitable documentation are:

- Passport with a valid visa which provides for UK residency
- British Driving Licence
- A valid residency permit

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c) Proof of nationality which permits residency in the UK and documentation showing proof of six months residency

d) A valid and current documentation proving that one of the two exceptions apply

For minors who may not personally have the required documentation copies of a parent/guardians documentation will be acceptable.

Once ID has been uploaded, please contact registrations@britishamericanfootball.org for approval.