

Club Affiliation Renewal for Northern Athletics

1. Your Club has received this affiliation renewal invoice based on the number of club athletes who have paid and are **registered for competition** with England Athletics as at the 1st October 2023.
2. If you feel that the number is incorrect please do not hesitate to contact us via mark@northernathletics.co.uk ASAP. The invoice for the due amount is based on £2 per athlete.

To check that the number we have supplied is correct please follow the steps below.

- i) Log on to your Club portal
<https://myathleticsportal.englandathletics.org/Account/Login>
 - ii) Click the "Payments" button on the Left Hand menu.
 - iii) Select "Payments to EA" from the 3 options at the top of the page (the page opens on the Payments to club page
 - iv) The full list of club members who have paid, or are outstanding should then be displayed.
 - v) You can obtain a copy of that by clicking the Options arrow (to the right of the page) and clicking Export. That should result in a csv download which can be opened in Excel. This list can then be sorted to show those paid, and this is the number of registered athletes as at 1st October
3. Payment should then be made to Northern Athletics by the 13th October 2023 for the amount shown on the invoice and the Club needs to quote the invoice reference number on any online bank transfer or payment method.

Payment can be made by bank transfer to the following account;

**NatWest Account no. 33611386
Sort Code 52-30-18**

**Or by cheque, made payable to 'Northern Athletics' and forwarded to;
Northern Athletics
Unit 9G, Ponderosa Business Park
Smithies Lane
Heckmondwike
West Yorks
WF16 0PR**

4. An email receipt will be issued to the club when you payment has been received.

Thank you for your support and co-operation and for contributing to the sustainability of Northern Athletics and ensuring that Area competition in the North continues to thrive.