

# Athlete Registration Guide

The information provided for club membership secretaries below is intended to ensure the smooth running of athlete registrations with England Athletics (EA) and team managers entering athletes for the Oxfordshire Cross Country League (OXL). The OXL management team thanks you for your co-operation and understanding.

## EA Secretary's Portal Database & EA Registration Database

- 1) The EA Secretary's Portal Database is not the same database the EA (*master*) Registration Database. The two databases are completely separate.
- 2) The EA Secretary's Portal is purely an administrative tool for club secretaries to manage their club membership.

## Athlete Registrations & Payments

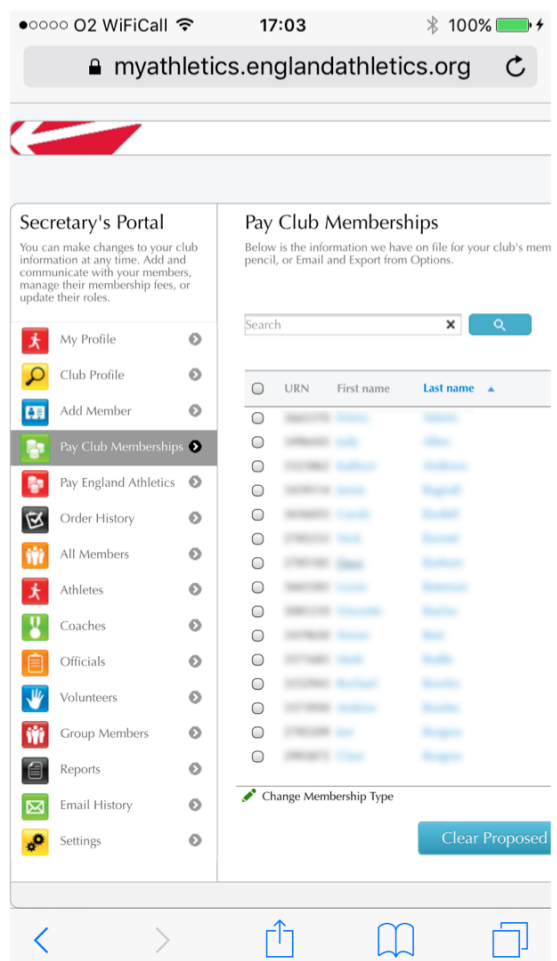
- 1) The EA (*master*) Registration Database is only updated after the forms and payments (*BACS transfers, cheques, online payments, etc*) are processed by EA.
- 2) Online payment is the fastest and most efficient way for club membership secretaries to register their athletes with EA.
- 3) Online payments are processed immediately and an athlete's registration status in the EA (*master*) Registration Database is likewise updated immediately.
- 4) Other payment methods payments (*BACS transfers, cheques, etc*) are slower and require action by EA staff.

## Online Payments

- 1) Login to the clubs membership portal:  
<https://myathletics.Englandathletics.org/portal/secretaries/Login/>
- 2) Once logged in there is a shopping basket that displays all outstanding payments – see *image*.

## Confirming Athlete Current Registration Status

- 1) The current EA registration status of an athlete can be confirmed by visiting:  
<http://livemyathletics.uka.org.uk/LicenceCheck/>
- 2) Login using your Secretary's Portal login credentials.
- 3) **EA Licence Check:**  
Enter the athlete's **first name, last name and date of birth**. The returned data, if a match is successful, must show that the athlete is **registered**. Please also check the EA number (URN). If a match fails to be found, then either the names and/or date of



birth do not match the athlete's EA registration.

4) **EA Licence Re-Check:**

To re-check an athlete's affiliation status the process is as follows:

- a. Re-run an EA Licence Check using the athlete **URN only**. That will confirm whether or not the names the athlete is registered with EA matches the athlete details that are being checked.
  - b. If there are minor differences in the names, re-run the licence check using the names that match those of the URN-verified EA athlete registration and the date of birth to see if the EA Licence Check passes.
  - c. If the EA Licence Check continues to fail, then the date of birth does not match the EA registration. The date of birth information will need to be corrected in the EA registration database by contacting the EA registration team directly.
- 5) If changes are made to an athlete entry in the Secretary's Portal, the changes may not automatically get updated in the EA (*master*) Registration Database. Club membership secretaries are advised to contact the EA Registration Team by telephone to ensure the changes are updated in the EA (*master*) Registration Database and to check the changes have been made using the EA Licence Check tool while still on the telephone –*see contact information below*.
- 6) If any issues remain unresolved, contact the EA Registration Team directly (preferably by telephone) – *again, see contact information below*.

### **Athlete Club Transfer Procedure**

- 1) The club transfer procedure is outlined on the EA Eligibility and Club Transfer - flow chart page:  
<https://www.englandathletics.org/england-athletics/more-information-for-athletes/eligibility-and-club-transfer---flow-chart>
- 2) An athlete's change of club must be submitted to EA by **10th of the month** in order for transfers to be able to put through the EA vetting/approval process for the 1st of the following month.
- 3) For any further queries relating to athlete club transfers please contact the EA Registration Team – *see contact information below*.

### **Athlete Second Claim Procedure**

- 1) To confirm the current second claim status of an athlete, if the second claim status information is not displayed in the results provided by the EA Licence Check tool when logged in, please contact the EA Registration Team – *see contact information below*.
- 2) An athlete must be a current member of their first claim club and have paid their EA registration fee.
- 3) Lapsed membership can create long delays:
  - a. Either the athlete must choose to undergo a club transfer (*see Athlete Club Transfer Procedure above*).
  - b. Or they must resume their membership with their former club and the EA registration fee will need to be paid either by the first claim club or the athlete himself/herself.
- 4) Only once the above criteria have been met can another club contact EA to have the

athlete added as a second claim club member.

- 5) If an athlete is already a current club member of their first claim club but are not EA registered the second claim process will go through but the EA registration fee still has to be paid either by the athlete himself/herself or by the first claim club in order for the athlete to be able to compete.
- 6) For any further queries relating to athlete second claim status please contact the EA Registration Team – *see contact information below.*

### **OXL Athlete Entries & Athlete EA Registration**

- 1) In order to ensure athletes are registered in time to meet the entry deadlines set for each fixture in the initial notice to clubs sent out at the beginning of September it is advisable that clubs review the EA registration status of all their athletes immediately to avoid disappointment.
- 2) The same applies for any athlete entry submissions during the course of the season.
- 3) Athlete entry and EA registration issues must be resolved by the secondary entry deadline set for each of the OXL fixtures.

### **Contacting EA Registration Team**

- 4) Any athlete affiliation status issues can normally be resolved fairly swiftly by contacting the EA registration team. Currently the contact to deal with such matters is **Lee Ray**. His contact details are available under the Contacting Membership Services section of the **EA Club Affiliation** webpage:  
<https://www.englandathletics.org/athletics-clubs/club-affiliation>
- 5) If Lee Ray is unavailable, his colleague, **Scott Halpin**, should be able to help.