

# APPLICATION FOR CLUB AFFILIATION OF THE EBU

Membership year runs from the 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024



Completed forms can be sent to the EBU at Broadfields, Bicester Road, Aylesbury HP19 8AZ or by email to [karend@ebu.co.uk](mailto:karend@ebu.co.uk). For help or further information please telephone the membership helpline on 01296 317201 or visit [www.ebu.co.uk/membership](http://www.ebu.co.uk/membership).

| SECTION ONE – Club Initial Contact Details. The main contact for the club for setting up purposes.  |               |         |
|---|---------------|---------|
| Club Name   |               |         |
| Club Address  |               |         |
| Postcode:   |               |         |
| Office Held   |               |         |
| Title (eg Dr/Mr/Ms)   | First Name(s) | Surname |
|   |               |         |
| Home Address  |               |         |
| Postcode:   |               |         |
| Home Telephone  | Mobile Number |         |
|   |               |         |
| Email Address for club information to be sent:  |               |         |
| County Association (Clubs must belong to a county):   |               |         |
| <p>Subject to the EBU Board’s right of refusal or expulsion pursuant to its Bye Laws, members of clubs affiliated to the EBU automatically become player members of the EBU. On affiliation the club is required to provide the EBU with an initial set of membership contact details for the club player members to access EBU membership benefits.</p> <p>Your club contact information may contain personal information eg telephone number and email address and this data is made available on the EBU and club County website, so <b>please ensure you are prepared for the contact information you give to be publicly available.</b></p> <p>The EBU undertakes to collect, hold and use your and your members’ personal data in accordance with the EU General Data Protection Regulation 2018, detailed in our Privacy Policy available on our website at <a href="http://www.ebu.co.uk/gdpr">www.ebu.co.uk/gdpr</a></p> <p>Our legal basis for processing this data is our legitimate interest as a membership organisation. We use the data for the administration of EBU membership, the communication of information and the organisation of events.</p> |               |         |

| SECTION TWO - Additional Information:                                |  |
|--|--|
| Actual/best estimate of club members                                 |  |
| Actual/best estimate of tables played annually                       |  |
| How many times a week does your club meet?                           |  |
| Please tell us the reason your club decided to affiliate to the EBU. |  |

| SECTION THREE – Membership payment                    |   |          |
|---|---|----------|
| Select  | Membership Type   | Fee      |
| Clubs must belong to a county.                        |   |          |
| <input type="checkbox"/>                              | We (Bridge Club Name) _____ wish to join the EBU ( <i>This will be pro rata from 1<sup>st</sup> October for new clubs</i> )<br>For separate County Fees, please see attached information. | £28<br>£ |
| <b>TOTAL (including county fee where appropriate)</b> |   | £        |

| SECTION FOUR – Payment You will be invoiced monthly |                   |  |   |
|---|-------------------|--|---|
| Selection   | Type              |  |   |
| <input type="checkbox"/>                            | Direct Debit      | Please complete attached form                                    |   |
| <input type="checkbox"/>                            | BACS              | Barclays Bank<br>Sort Code: 20-03-18<br>Account number: 70357200 | Reference Example:<br>EBU Fee & Name    |
| <input type="checkbox"/>                            | Credit/Debit Card | Please contact membership<br>01296 317201                        | Made payable to English<br>Bridge Union |
| <input type="checkbox"/>                            | Cheque            | Return with application  |   |

| Information relating to GDPR  |  |
|---|--|
| <p>Your club and members' data will be recorded in our membership database, which is stored online in compliance with the UK GDPR. Our membership data is shared with our associated charity, English Bridge Education and Development (EBED), with whom we share offices and data systems. We will provide the club's data and your members' data to your county of affiliation where appropriate.</p> <p>A limited amount of your members' information (name, EBU number, county, post town) is listed in the database made available for use by scoring program providers and users. This is to allow the correct identification of players for scoring purposes.</p> <p>Information relating to your members' NGS grade and master point rank, together with their county of affiliation, will be generally available unless your members' have chosen for them to be private. Your members' can do this by logging on to My EBU -&gt; Account -&gt; My Details.</p> <p>Some of your members' data may be used by organisations that act as Data Processors on our behalf, such as Pianola and Bridgewebs. They may only use it for the specific purposes for which they act as our data processors and they are not free to pass this on to other organisations that are not connected with the EBU.</p> <p>Your members' personal data is not passed on by us for use by any other third parties whether or not connected with bridge. Full information about our data use policies, including how your members' can see what data we hold about them, how they can limit its use and how your members' can ask for inaccuracies in data to be corrected, may be found at <a href="http://www.ebu.co.uk/gdpr">www.ebu.co.uk/gdpr</a>.</p> |  |

| SECTION FIVE – DECLARATIONS AND CONFIRMATION |  |      |
|--|--|------|
| <input type="checkbox"/>                     | I confirm that the information I have provided is accurate.  |      |
| <input type="checkbox"/>                     | I confirm that I have read and accepted the attached Clubs Terms of Affiliation.   |      |
| <input type="checkbox"/>                     | I confirm that I have understood and accepted the privacy policy. The Privacy Policy is available on the EBU website. <a href="http://www.ebu.co.uk/gdpr">www.ebu.co.uk/gdpr</a> |      |
| Full Name                                    | Signature  | Date |
|  |  |      |

## English Bridge Union – Club Terms of Affiliation 2023-2024

- 1 Clubs that affiliate to the EBU must affiliate to one of its constituent counties or, if they cannot for geographical reasons, to the Company itself.
- 2 In order to affiliate, a club must hold regular duplicate bridge sessions. It need not have fixed premises to be recognised but must confine its organisation of any face-to-face bridge events to the same approximate locality, though an occasional closed club holiday is also permitted.
- 3 Any club becomes affiliated to the Company upon payment of an annual subscription, the amount of which shall be fixed from time to time by the Shareholders in general meeting. Any club which is affiliated to an Association shall be affiliated to the Company and any club which, for geographical reasons, cannot be affiliated to an Association may become affiliated to the Company directly. This includes clubs that only run online games and do not run games at a physical location.
- 4 Clubs undertake to pay an annual affiliation fee to the EBU (and if required, also to their county). This will be invoiced early in each financial year. For the financial year 2023/24 the EBU club affiliation fee will be £28 which is inclusive of VAT. Clubs that play fewer than 26 sessions per annum need to pay twice the affiliation fee, £56.
- 5 Clubs undertake to pass on to the EBU the current Universal Membership subscription amount collected from each player for each session of duplicate bridge run by or held in the club apart from:
  - Exempt players as defined in Section 14 of the Universal Membership Guidance Notes.
  - Exempt sessions as defined in Section 15 of the Universal Membership Guidance Notes.

The Universal Membership subscription amount is normally made up of 2 elements

- a) An amount retained by the EBU.
- b) An amount passed on to the County to which the club is affiliated. (Some counties may choose to collect this amount in a different way.)

For the financial year 2023/24

- a) The national Universal Membership subscription amount will be 44p (which is inclusive of VAT)
  - b) The county subscription amount is shown in the attached document.
- 6 The EBU club affiliation fee and subscription amounts for the next financial year are set by the Shareholders, your county representatives, at the Annual General Meeting in November each year. Clubs will be advised of these in December. County club affiliation fees will be advised in the following February.
  - 7 Club affiliation is for a full year (i.e. 1 April to 31 March). Club affiliation is automatically renewed annually unless the club informs the EBU by 31 December that it wishes to resign from the EBU from the following April.
  - 8 Clubs will pay monthly statements and pass on the subscription amounts in one of two ways:
    - a) By direct debit, preferred way because it's simple, fast efficient and cost effective.
    - b) By credit/debit card or direct transfer within 10 days of the statement.

- 9 Clubs agree to abide by the Universal Membership Guidance Notes as published by the EBU and amended from time to time as necessary.
- 10 All members in good standing of an affiliated club will, subject to the EBU Board's right of refusal or expulsion pursuant to its Bye Laws, become ordinary player members of the EBU as defined in the Bye Laws.
- 11 Only affiliated clubs, in good standing, are eligible to access the club services provided by the EBU.
- 12 Only player members of the EBU, in good standing, are eligible to access the member services provided by the EBU.
- 13 Clubs agree to abide by the bye laws of the EBU in force at the time (see Section 2.2 of the bye laws).
- 14 Clubs agree to abide by current data protection legislation as detailed in the agreement below.
- 15 The EBU retains the right to suspend affiliation of a club which breaches any of the terms of affiliation.

### **Data protection arrangements among clubs, counties and the EBU**

- 1 The EBU and its clubs and counties undertake to maintain the confidentiality of personal contact data and to process all personal data according to the current data protection legislation. This includes:
  - a. Taking all reasonable measures to safeguard personal data and ensuring that any members, volunteers, employees or sub-contractors who need to have access to the personal data fully understand their obligations under current data protection legislation and agree to comply with it, as well as undertaking to maintain the confidentiality of personal contact data;
  - b. Only allowing sub-processing of data by bodies who have similarly undertaken to abide by all current Data Protection legislation;
  - c. Not allowing processing of data to be performed outside the European Economic Area except if covered by Privacy Shield or similar legal arrangement.
- 2 All safeguards and security measures should be appropriate to the size and nature of the organisation.
- 3 All data breaches must be recorded by the club or county. They may also need be notified to the Information Commissioner's Office (ICO), to the data subjects themselves, and/or to the EBU depending on the nature of the breach.

### EBU Affiliation Fees 2023-2024

|                       | Club Subscription |        |              | Universal Membership |        |             |
|-----------------------|-------------------|--------|--------------|----------------------|--------|-------------|
|                       | EBU               | County | Total        | EBU                  | County | Total       |
| AVON                  | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.07   | <b>0.51</b> |
| BEDFORDSHIRE          | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.06   | <b>0.50</b> |
| BERKS & BUCKS         | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.04   | <b>0.48</b> |
| CAMBS & HUNTS         | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.10   | <b>0.54</b> |
| CHANNEL ISLANDS       | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.20   | <b>0.64</b> |
| CORNWALL              | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.00   | <b>0.44</b> |
| CUMBRIA               | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.00   | <b>0.44</b> |
| DERBY                 | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.05   | <b>0.49</b> |
| DEVON                 | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.04   | <b>0.48</b> |
| DORSET                | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.00   | <b>0.44</b> |
| ESSEX                 | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.00   | <b>0.44</b> |
| GLOUCESTERSHIRE       | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.05   | <b>0.49</b> |
| HANTS & IOW           | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.04   | <b>0.48</b> |
| HEREFORD              | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.07   | <b>0.51</b> |
| HERTFORDSHIRE         | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.04   | <b>0.48</b> |
| ISLE OF MAN           | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.15   | <b>0.59</b> |
| KENT                  | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.06   | <b>0.50</b> |
| LANCASHIRE            | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.02   | <b>0.46</b> |
| LEICESTERSHIRE        | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.08   | <b>0.52</b> |
| LINCOLNSHIRE          | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.07   | <b>0.51</b> |
| LONDON                | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.08   | <b>0.52</b> |
| MANCHESTER            | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.00   | <b>0.44</b> |
| MERSEYSIDE & CHESHIRE | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.04   | <b>0.48</b> |
| MIDDLESEX             | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.06   | <b>0.50</b> |
| NORFOLK               | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.06   | <b>0.50</b> |
| NORTHANTS             | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.02   | <b>0.46</b> |
| NORTH-EAST            | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.05   | <b>0.49</b> |
| NOTTINGHAMSHIRE       | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.00   | <b>0.44</b> |
| OXFORDSHIRE           | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.01   | <b>0.45</b> |
| SOMERSET              | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.00   | <b>0.44</b> |
| STAFFS & SHROPS       | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.06   | <b>0.50</b> |
| SUFFOLK               | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.07   | <b>0.51</b> |
| SURREY                | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.02   | <b>0.46</b> |
| SUSSEX                | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.07   | <b>0.51</b> |
| WARWICKSHIRE          | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.07   | <b>0.51</b> |
| WESTMORLAND           | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.06   | <b>0.50</b> |
| WILTSHIRE             | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.00   | <b>0.44</b> |
| WORCESTERSHIRE        | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.04   | <b>0.48</b> |
| YORKSHIRE             | 28.00             | 0.00   | <b>28.00</b> | 0.44                 | 0.05   | <b>0.49</b> |