

## **New Croquet Association Database System FAQ**

### **Why is the CA expanding its membership?**

We're doing this so that every croquet player a club, of all abilities, has the opportunity to join the wider croquet community and influence the running of the sport.

### **How will it happen?**

The Croquet Association (CA) has developed a new, online Membership Database system so that clubs can upload data for their members who wish to take advantage of Standard CA Membership at no extra cost. What's more, as the database is further developed in the next year, it will provide every club with a free database system to maintain its own records.

### **What are the advantages?**

Players will get:

- Free Croquet Gazette mailed to each member for the 2018 season, so they can keep up to date with everything in the 'Croquet world'. There will be new pages tailor-made for new CA members
- Access to the online Tournament Entry System enabling swift, accurate entry to participating tournaments
- Opportunities to gain awards based on both croquet skills and other contributions to the game
- Maintenance of their own records, including handicaps
- Voting rights which deal with current issues and future policy, so they'll be able to influence CA policy and have a hand in developing the future of our fascinating sport
- Access to the Members' Area of the CA Website (which includes the CA Directory, CA Minutes & Papers, Selection Event Availability, Surveys & Voting and Membership administration)

### **When will Standard membership be available?**

Constitutionally Standard Membership of the CA is available to club members from 1st January, 2018. However, individuals will only become standard members once their club has uploaded their details and the CA has processed them. This will inevitably take some time, but the benefits will be available to your members for whom you supply details early in 2018.

### **What if a club member doesn't want to join the CA?**

That's fine, they don't have to. They won't get any of the advantages of membership though.

### **Can a club have a mixture of those that join and those that don't?**

Yes, and we expect that to happen. Clubs will upload the details of those who do want to join, and just give us a total number of those that don't so that we can calculate the club's annual subscription

### **How does a club join the scheme?**

By signing up to the data sharing agreement and uploading details of its members at <https://www.croquet.org.uk/?p=members/MembershipCW/upload>

### **What if the club doesn't want to take part at all?**

You don't need to, but it does mean that if you have any member who does want to take advantage of Standard CA membership, they won't be able to.

## **Why do we need to agree to the Data-Sharing Agreement?**

It's best practice to do this. We've acted on the advice of the Information Commissioner's office. It means both the CA and clubs are clear about what each party will provide and what is done with the data.

## **What records do we need to keep to show we've complied with the Data Protection Act?**

A signature is not required, just positive confirmation and evidence that they have agreed, for which an email will suffice.

## **Why does each member of the club who wants join have to agree?**

Next year there will be new Data Protection Legislation which means that anyone whose data is being shared must give a positive agreement to do so. Until now, it's been sufficient for organisations to ask people to opt out of sharing and if they don't opt out, it's assumed that they've agreed to opt in. From next year that won't apply: people must opt in.

## **Do we need to send details for our members who are already individual members of the CA?**

Yes. This is a good opportunity to check we have their correct details, especially which clubs they belong to and which is their primary club, but more importantly to get the new form of positive consent to hold their data in the CA Directory as required by the amended Data Protection Act.

## **Will individual subscriptions be phased out?**

No. Many players, particularly tournament players will want to continue to be individual members of the CA because there is priority entry to tournaments and a discount for them. It also means that they are eligible for selection and representative events.

## **Who will be able to access my data?**

While you remain a member, CA officials will have access. If you give permission for your contact details to be published in its online directory they will be visible there, but only to CA or fellow club members as you decide. They will also be available to tournament officials. The CA, its Federations and clubs may contact you in connection with your membership and to provide information about their activities.

Should you cease to be a member for any reason, your data will be archived offline for a period, but accessible only to office staff. This is to allow queries relating to your period of membership to be answered after you cease to be a member.

## **What will the CA not do with my data?**

The CA will not pass your details onto any organisation that isn't a member of the CA.

## **Exactly what steps are the CA taking to ensure my data remains secure?**

Members' details are stored in the database in encrypted form. When transmitted (e.g. as part of the Upload process or in response to CA Directory enquiries by fellow members), secure protocols are used, which means it is also encrypted between the database and the requestor. All authorised access to the data is password protected.

## **How many copies of the Gazette will Standard Members receive?**

They will receive printed copies of all Gazettes published in 2018 following commencement of their membership. After that they will have access to the on-line, electronic version for the duration of their membership. They can continue to receive the printed Gazette if they wish upon payment of a Paper Surcharge of £7 per annum. Receipt of the printed Gazette is an introductory offer, and may not be available for people joining after 2018.

## **Our club has a number of membership types. Are all of our members eligible to take up the offer?**

The offer is open to all your *playing* members for whom your club is their primary club. To put it another way these are the members for whom you should be paying the CA's Club Membership Per Capita Levy.

## **Some of our members don't have an email address. Can they join?**

Yes, and they will still be able to enter tournaments (using hard copy entry forms) and to receive the gazette. But of course there will be benefits that are consequently unavailable to them, e.g. access to the CA Members area on the CA website, online tournament entry and receipt of electronic communications from the CA. Email address is requested from members as it's the cheapest way to communicate, but it is not essential to registering them.

## **Will new membership database contain details only for those who have agreed to pass on their details?**

Yes, for the moment. Later, once the system is ready for clubs to use for their own membership management, they may use the system to store details for all of their members, whether or not they have given consent. However those who have not given consent will not be accessible to CA officials or other CA members. If a club does not wish to use the system in this way, then those details will never get onto the database system.

## **Will a member agreeing to pass on details affect the club subscription fees?**

No the fees will be the same whether they take up the CA offer or not.

## **Will there be another Application Form for Members to Sign?**

No, there won't. Club members simply indicate to the club that they wish to avail themselves of the offer by completing the form the club sends them. A suggested template for this was attached to the original email. Clubs may use their own version, but whatever is used it must include the Data Protection consent. Clubs then collect their details in a CSV file which they upload to the CA Membership Database.

## **What does Ex-Directory Actually Mean?**

Though the terminology may change it is expected that a Standard Member may elect to be:

- Full Ex-directory: only visible to CA Officials (including tournament officials for the on-line tournament booking system) and secretaries of clubs they belong to
- Partial Ex-directory: details also available to members of clubs they belong to
- Open: details available to all CA Members

**What's a CSV file?**

It's a comma separated values (csv) file, which is basically a text file with a header line followed by one line for each member with data values separated by commas. If the data is in this format in a Word file, just use the Save As... option to save it as a text file. If the data is in a spreadsheet (e.g. MS Excel, OpenOffice, Apple Numbers), use the Save As... option and specify csv as the file type.

**Will players be able to be coaches and referees as Standard Members?**

Yes.