

## MEMBER CLUBS UPDATE FORM

All of the following details are compulsory for all SPF Clubs\* \*except where stated

Please note that we subscribe to the data protection act. We do not pass on your details to anyone out with the SPF amateur network, but we require all of the following information in order for your Club to be listed in this SPF Directory which is used by the SPF Exec. SPF Clubs and SPF Judges & Lecturers, and all communications from the SPF inc. **e-flash, e-salon** and **e-news, subs/insurance renewals** and **competition details**. We also require a personal email address for you to gain access to the Admin/Competitions Log-In Area of our website – This personal email address is for security reasons. We also list your Club in our Club area of the SPF Website – This contains no personal details. **Please send completed forms to the SPF Database Manager at [spfdataman17@gmail.com](mailto:spfdataman17@gmail.com) and to SPF General Secretary [libby.neilsmith@btinternet.com](mailto:libby.neilsmith@btinternet.com)**

### FULL CLUB DETAILS

<b>Club Name -</b>
<b>Your main Meeting night etc. -</b>
e.g. Thursdays 7.30 pm (Fortnightly)
<b>Venue Name -</b>
<b>Venue Address -</b>
<b>Postcode -</b>
<b>Venue Phone Number (if applicable*) -</b>
<b>Club Website Address (if applicable*) -</b>

### CLUB SECRETARY DETAILS

(or alternative Office bearer, if your Secretary does not wish to publish their details)

<b>Position -</b>
<b>Name (inc. Hons if applicable*) –</b>
<b>Postal Address -</b>
<b>Postcode –</b>
<b>Home Phone Number –</b>
<b>** Personal Email Address -</b>
<b>** Re Personal email addresses - We cannot send mass emails out via <a href="mailto:secretary@club">secretary@club</a> email addresses for emailing of all Club paperwork etc by the SPF, or for use in the SPF Website Log-In Area - <u>we must have</u> a personal email address. <i>This does not appear on an open website.</i></b>
<b>Website Email Address (if applicable*) –</b> e.g. <a href="mailto:secretary@club">secretary@club</a> website <i>This can be used in our SPF Directory. It does not appear on an open website.</i>

### CLUB EXTERNAL COMPETITION SECRETARY DETAILS - \* Or Second Committee Club Contact

Please ensure you update these details too as soon as a change occurs. You can list more than one Competition Secretary if your Club separates the job in to Prints and PDIs for example. NB - For External Competitions only i.e. SPF and PAGB

<b>Name (inc. Hons if applicable*) –</b>
<b>Phone Number –</b>
<b>** Personal Email Address -</b>