



# Terms and conditions of Membership

## Clubmate Account and Membership Plans

Prospective members can apply for membership online after opening a Clubmate Account and choosing the appropriate membership plan available to them with special arrangements for \*juniors and Non-fishing members.

Clubmate is a third-party platform used for the purpose of securely storing and processing member data allowing members to manage and keep their own personal information up to date and to apply for and renew their membership online.

A Clubmate account is opened by following the **Membership** and **Join Online** links found within the Club website at [www.psac.co.uk](http://www.psac.co.uk). To open a Clubmate account you will be required to enter your full details etc. and upload a head and shoulders photo like a passport photo for ID and Membership card production.

Care should be taken while entering your email address and uploading your photo. Changes to these two items can only be changed by the Club Membership Secretary on receipt of an email requesting any change.

**Important!** Clubmate accounts will require verification by following the link in the email received after account opening. Future access to a Clubmate account for managing personal details and membership renewal will not be available until the account has been verified.

New Membership Plans can be limited and dependant on the number of existing members who have not renewed their membership during the renewal period of the year you apply. As a result, it should be noted that successfully opening of a Clubmate account does not guarantee membership.

## Membership Plans

The membership plans available once a Clubmate account has been successfully opened are:-

**New Senior Member (From 19 years old)**

**New Young Person Member (Age 14 up to and including 18 years old)**

**\*\*New Non-Fishing Member (Available to partners of existing Members)**

**\*\*\*New Non-Fishing Member (Available to Non-Fishing Parents of Junior Members)**

**(Non-Fishing members are not entitled to fish on any Club or affiliated waters)**

Once the appropriate membership plan has been chosen by clicking on the available membership button payment of the subscription and a one-off membership fee both set by the committee and approved each year at the club AGM can be made by debit or credit card. Successful applicants will receive a confirmation and Welcome email that will have a link to an electronic version of the Club Members Pack and maps of Club and Affiliated waters etc. Photo ID cards are sent out shortly afterwards by post by a third party. **Note!** Membership id cards will not be issued until a photo is uploaded by the applicant.

**\*\*Non-fishing membership** can be applied for by existing members for partners etc who wish to join them when fishing. To do this the existing member should log into their Clubmate account and click on add new member. The non-fishing members details should then be entered in full using the existing members email address and uploading a photo. Using the existing members email address links, the new account for the Non-Fishing Member to the existing members' account. Accessing the Non-Fishing Membership Plan requires a promo code. The promo code will be provided on request by the existing member by email, providing the existing members name and membership number and the name and membership No of the prospective Non-Fishing member to [membership@portsunlightanglingclub.co.uk](mailto:membership@portsunlightanglingclub.co.uk). The subscription fee can be paid online by debit or credit card.

**\*Junior Membership** between the ages of 6 and 13 years old is free of charge.

Existing members can introduce and obtain membership for a junior that they will be responsible for when on club waters by logging into their Clubmate account and clicking on add new member. The junior members details should then be entered in full using the existing members email address and uploading a photo. Using the existing members email address links, the Juniors new account to the existing members' account. Once the account has been opened an application form can be downloaded from a link on the PSAC website which should be completed by a parent or guardian and include the name and membership number of a fully paid-up Senior member of the club who will accompany and be responsible for the junior when fishing on Club waters. Once completed the form is sent to the Membership Secretary with stamped, Self-addressed envelope to be used to send out a custom junior membership card. Note! Junior memberships will not be completed and id cards issued until a completed application form has been received in compliance with the GDPR and a photo uploaded.

A \*\*\*Non-fishing parent who wishes to accompany a Junior who fishes and wishes to join the Club but must always be accompanied on club waters and is not related to an existing Senior Member can join as a Non-fishing member to accompany and take responsibility for that Junior member.

New \*\*\* Non-fishing parents should open a Clubmate Account for themselves then open another for the Junior they will be responsible for as per \*Junior Membership above. Accessing the Non-Fishing Membership Plan requires a promo code. The promo code will be provided by email to the email address provided on receipt of the completed Junior application form and stamped self-addressed envelope. The Junior membership will be completed, and Junior Membership card issued when the Non-fishing member has added and paid for their Non-fishing Membership Plan.

The PSAC committee have the right to refuse or revoke any application for membership.

Online accounts not fully completed or confirmed via the account confirmation email issued automatically by the membership platform will be put on hold for a short period. If the missing information is not provided within a reasonable amount of time the account and application for membership will become void and any data provided will be deleted from the database.

### **Existing Members**

All Existing memberships including Juniors and Non-Fishing memberships can be renewed online during the renewal period set and announced by the Club by members signing into their Clubmate account by clicking on the **My Account** link on the PSAC website at [www.pfac.co.uk](http://www.pfac.co.uk). When logged into the Clubmate Account renewal is performed by clicking on the Renew Now button. After clicking the Renew Now Button the membership plans appropriate to that member will be available to choose and pay for. **Special Note** – Young Person Members at renewal will have both Young Persons & Senior Membership plans available to them in case they have reached the age of 19 before renewing. Parents etc of Junior members will find that both the Junior and Young Persons membership plans are available in case the Junior has reached the age of 14 before renewing.

On confirming renewal and completing payment of the appropriate subscription with a small admin fee both set by the committee and approved at the club AGM each year, an email will be sent confirming renewal and a photo id membership card will be sent out by post. Please note, because photo id membership cards are sent out by a third party it may take up to two weeks for yours to arrive.

### **Manual Renewals**

For those who don't have access to a computer or don't have an email address, renewals can be made by cash or cheque at the Clubs AGM, the Club hut or other venue if conditions allow, to be confirmed and announced within the annual Club Renewal letter, forum, members only Facebook Group or by post. Those who are unable to renew online or attend one of the renewal venues can renew by post by sending their Name, membership No. and cheque for the appropriate subscription to the Membership Secretary. (No need for a SAE). Renewals made this way will be recorded by the Membership Secretary on the members behalf with id cards being sent out by post similar to those renewing online. A confirmation email will also be sent to those who have an email address registered on their membership account.

## **Stocking Fund Donations**

All renewing members have the option to make a voluntary donation of £5 to the Club Fish Stocking Fund from either a link in the membership portal or by cash or cheque when renewing manually. All donations are placed in a fund and used solely for the purpose of buying stock fish for our club waters.

## **Club Policy and Rules**

### **Data Protection**

PSAC respects member privacy and takes the protection of the data members supply seriously. All member data is held by Clubmate Ltd and is stored and maintained with multi-layered security provided by Microsoft Azure. Neither PSAC or Clubmate store any sensitive bank information of members or other person making payment to the Club. They are all stored by and processed by a third, party payment provider, Stripe, who are fully regulated by the Financial Conduct Authority (FCA). Basic member information including photo are provided to a professional partner of Clubmate called Digital id for the production and sending out of photo membership id cards.

As a member of PSAC you are agreeing to these terms and conditions and agreeing to PSAC sharing your data with Clubmate, Stripe and Digital id as set out in the clubs [Privacy and Data Protection policy](#), you are also agreeing to conform and abide fully to the clubs [Constitution](#), [Byelaws](#) and all the remaining policies found within the Club [Policy Book](#)

### **Communication with members**

We will occasionally contact members via various means for instance email and or post using details provided by members to keep them informed of any change in rules or activities that we feel may be of interest to them, including our annual renewal letter. We may also send text messages to members as a reminder of activities they are due to attend.

### **When fishing or visiting club or affiliated waters**

Members must hold an E A fishing license and always carry their photo membership id cards with them when fishing or visiting club and affiliated waters and be prepared to present it to our club bailiff and any affiliated club bailiff together with any other member of the Club after they have presented theirs to you. Remember you have the right to politely ask to see the membership card of anyone fishing our waters after showing them yours.

Fishing PSAC and Affiliated waters is from designated pegs only.

Members are expected to conduct themselves in a proper manner and have respect for other members fishing club and affiliated waters. Ensuring that respect is given to farm property, farm owners/staff and any animals that may be present in fields ensuring that gates are closed behind you and where appropriate locked. Please be aware that there may be electric fences present in some fields. Dogs and dog walkers are not allowed on club waters or surrounding areas at any time.

Remember that clubs that we have affiliations with have their own rules and regulations when fishing their waters which you must respect and abide by.

Members of the Club whose conduct is considered to be inappropriate or making derogatory comments, about the Club or any other member, bailiff or committee member on any social networking site or forum will be deemed to have brought the Club into disrepute and may be expelled or suspended by the Committee. Ref: Club [Social Network](#) and [Disciplinary Procedure](#) Policies

### **Please note!**

When fishing or visiting club and affiliated waters you will be responsible for your own safety and others that are with you. i.e., Junior members who you are registered as being their appropriate adult and any person you bring to club waters under the 'bring a friend fishing' scheme.

PSAC will not take responsibility for any damage to vehicles parked in the club car parks or designated parking areas and you are expected to respect others and park sensibly.