



# **THE CAMOGIE ASSOCIATION**

An Cumann Camógaíochta

## **Camogie Registration Goes Electronic**

From **Thursday 6<sup>th</sup> March 2014** all Camogie Clubs are required to use the new Electronic Camogie Registration System to register members/clubs of the Association.

The new system was created by Servasport.

The Camogie Registration System is a standalone system hosted within the GAA Management application.

Some Camogie clubs may already use the GAA/Servasport registration system.

These will now be required to register Camogie members on the Camogie Association/Servasport system using the assigned Unique ID and password provided by the Camogie Association.

### **1. Accessing the Camogie Registration system**

#### **a. Unique ID and password**

To access the system each Camogie club, county board and Provincial Council will be issued with a unique ID and password by the national office of the Camogie Association. County Secretaries will be asked to forward on club usernames and passwords. Access details will be provided on the 06/03/14.

#### **b. Changing your password and the need for .camogie@gaa.ie email**

Once you activate your access by using the unique ID and password you will be asked to change your password. You will be unable to proceed with registration until you do this. Please keep this password in a safe place for use by a designated person only.

If you lose/forget your password you will have to contact Servasport to be issued with a new one.

Servasport will only provide a new password to an authorised email contact. This authorised email is [secretary.clubname.countyname.camogie@gaa.ie](mailto:secretary.clubname.countyname.camogie@gaa.ie)

If your club does not have such an email please inform the Camogie Association [paula@camogie.ie](mailto:paula@camogie.ie)

We will check if you have previously been assigned such an email that you now need to activate or if you need to be assigned one.

## 2. Using the Registration process

There are many functions within the Servasport registration system including SMS and email communications, with new reports and team sheet functionality to be added at a later date.

For now, the 'must do' functions to familiarise yourself with are the **Bulk Add** function and the **Register** function.

The **Bulk Add** function allows you to migrate membership registration data from the Excel form of the CCI by downloading the bulk add form from the system to your desktop and copying and pasting to the new format. The new bulk add form can then be easily uploaded into the system and members can be easily registered.

## 3. Support/help in using the Registration System

Once you log on to the system there is an extensive support/help section within the Registration system itself.

For further queries please email [support@servasport.com](mailto:support@servasport.com) or phone 028 90313 845 In Servasport.

Servasport provide the operational and technical support and guidance to Camogie units on implementing the system.

The Camogie Association national office is not in a position to provide this operational and technical support and queries of this nature need to be referred to Servasport.

## 4. Data protection

The registration system contains personal information about people e.g. dates of birth in case of under 18s; home addresses, contact details (not for U-18s).

The designated person in each club who operates the registration system must ensure that they control the data and operate the system in compliance with data protection legislation in the relevant jurisdiction. There is a section within the system that explains the data protection requirements/issues.

Within the system access to the data is already controlled so for example, at club level, only the Camogie designated person has access to the Camogie data.

## 5. Affiliating to County Board/Provincial Council

Under Rule 21.1 of the Camogie Association's Official Guide clubs are required to affiliate to their county boards by 1<sup>st</sup> April. This means that each club must complete its electronic registration by then and county boards will have electronic access to this at that point.

Under Rule 5.4 clubs are also required to send to the county board, in the usual way, the relevant affiliation fee (please see rule on new affiliation fees); club colours and proof of insurance.

### a. Affiliation fees for u18s

The electronic registration system currently defaults so that players, when they reach their 18<sup>th</sup> birthday, automatically become full members.

Clubs are required to return a Youth Member, and not a Full Member, affiliation fee in these instances.

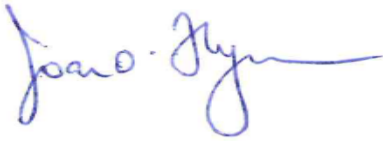
This aspect of the system will be amended in due course so that a player remains a Youth Member during the calendar year of their 18th birthday.

**b. County Board returns to Provincial level and Provincial returns to national level**

Registrars at county and provincial levels will satisfy themselves that they have received affiliation fees from clubs in accordance with Rule.

The County Board will retain €5 per Youth and Full Member and forward the balance of funds to the Provincial Council.

The latter will retain its portion of €2 per Youth and Full Member and forward the balance to national level, in accordance with dates as outlined in Section 21 of the Official Guide.



Joan O'Flynn  
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