



# MEMBERSHIP & LICENCING 2023/24 SEASON

#TOGETHERWEAREBASKETBALL

[WWW.BASKETBALLENGLAND.CO.UK](http://WWW.BASKETBALLENGLAND.CO.UK)

# WHAT IS MEMBERSHIP & LICENSING?

- Membership is free – you can add as many of your club members as possible
- A licence to participate has a fee attached depending on if you're in a local or NBL, and your role in the game.
- Fees for 2023/24 can be [found here](#).
- A local league licence is free and is included within the higher NBL fee.
- For multiple products (i.e. player/coach) you pay only the higher fee, not both.
- The NBL player transfer process has changed. This is now all within the Membership Portal.



# MEMBERSHIP SERVICES

- Email:  
[support@basketballengland.co.uk](mailto:support@basketballengland.co.uk)
- Telephone: 0300 600 1170
- **NBL clubs** – Book your 10-minute booking in session with us from 22 June to 31 July 2023.
- **NBL referees & coaches** – Book your 10-minute booking in session with us from 22 June to 31 July 2023.
- **Local league Clubs/leagues & Associations** – Book your 10-minute booking in session with us from 1 August to 31 August 2023.
- **BUCS Programs**– Book your 10-minute booking in session with us from 1 September to 22 September 2023.



# KEY SUPPORT

[support@basketballengland.co.uk](mailto:support@basketballengland.co.uk)

General Information  
Membership  
Finance  
Shop  
Recruitment  
Funding

[safeguardingbasketball@basketballengland.co.uk](mailto:safeguardingbasketball@basketballengland.co.uk)

Safeguarding/DBS  
Child protection  
Compliance  
Inclusion

[competitions@basketballengland.co.uk](mailto:competitions@basketballengland.co.uk)

NBL  
Scoresheets  
Disciplinaries

# KEY SUPPORT

[participation@basketballengland.co.uk](mailto:participation@basketballengland.co.uk)

3x3  
All Girls  
Club support  
Jr. NBA & Slam Jam  
Volunteer Awards

[infrastructure@basketballengland.co.uk](mailto:infrastructure@basketballengland.co.uk)

Facilities  
Officiating & coaching  
Courses & certificates  
#ProjectSwish  
Events & Volunteering

[media@basketballengland.co.uk](mailto:media@basketballengland.co.uk)

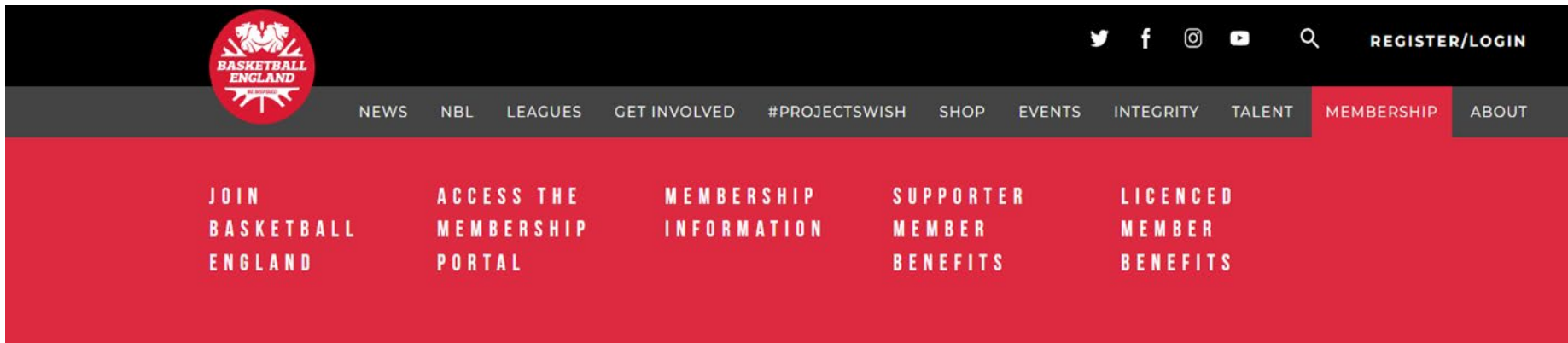
Media  
News articles  
Marketing and communications  
Event accreditation

# MEMBERSHIP SUPPORT

## THE BE WEBSITE

The Basketball England website has all the up-to-date information on membership. Check it out: [www.basketballengland.co.uk](http://www.basketballengland.co.uk)

New resources, news items and competitions are also added to the website throughout the season, so be sure to keep an eye out!



# YOUR MEMBERSHIP PORTAL

Whether you're a club, school, university, league or an association, all affiliation fees are due on the 1 September 2023 for the 2023/24 season.

There are no changes to the organisation portal. Just make sure all of your details are up to date.

If your club owes fines or fees from the 2022/23 season, access to the portal will be locked after the 31 August 2023 until payment is made.

You can see all your finances, including anything that is outstanding, from within the portal.

You can also manage the teams and individuals in your organisation

The screenshot displays the user interface of the membership portal. At the top, there is a dark navigation bar with the Basketball England logo on the left, a 'Feedback' button, and a user profile for 'Gail Richards'. Below this, a breadcrumb trail shows 'Admin Dashboard > Manage Clubs > Club Overview'. The main content area is titled 'CA0000 - Basketball England Test Club' and features a horizontal menu with options: 'Club Overview' (which is underlined), 'Licence(s)', 'Finances', 'Members', 'Teams', 'Competitions', and 'Venues'. A prominent red button labeled 'OPEN CLUB INSURANCE CERTIFICATE' is visible. On the right side of the page, there is a large Basketball England logo. A dark sidebar on the left contains a list of navigation options: 'Admin Dashboard', 'Members', 'Clubs', 'Venues', 'Competitions', 'Finances', 'Reports', and 'Settings', each accompanied by a small icon.

# YOUR MEMBERSHIP PORTAL

As there are two elements to membership, this is major change that a member will see:



## JOIN BASKETBALL ENGLAND

[I already have an account. Log in](#)



### BECOME A LICENSED MEMBER

If you are a player, coach, referee, table official, bench personnel or statistician in NSL, Local League or BUCS you will need to buy a licence. Coach and official tutors will also require a licence.

[BECOME A LICENSED MEMBER](#)



### BECOME A FREE MEMBER

If you don't need a licence but love basketball and want to support the sport, become a Basketball England member for free.

[You can always add a licence later.](#)

[BECOME A FREE MEMBER](#)

[I already have an account. Log in](#)



# INDIVIDUAL MEMBERSHIP WHEN YOU LOG IN

Once logged in, an individual will see the screen below.

To simplify the process, we will be removing the need to verify a free member/local league/BUCS photo unless required by the league.

The screenshot shows the Basketball England dashboard for a user named Gail Richards. The dashboard features a dark sidebar with navigation options: My Locker, My Profile, Licences, Eligibility, Clubs & Teams, Product History, Team Manager, and Membership Benefits. The main content area has a red header with a notification: "YOUR BE MEMBERSHIP RENEWAL IS NOW DUE" and a link to "PLEASE CLICK HERE TO PROCEED TO RENEWAL CONFIRMATION". Below this is another red notification: "PLEASE REVIEW YOUR CLUBS" with a link to "LEAVE CLUBS WITHOUT ANY TRANSFER APPROVALS BETWEEN 31ST MAY AND 30TH SEPTEMBER". The user's name "My Locker - A000" is displayed. A welcome message reads: "Welcome to your Basketball England dashboard. Click on the below pods to navigate around your profile." Below the message are three data pods: "0 OUTSTANDING ELIGIBILITY REQUIREMENTS", "1 ITEMS PENDING PAYMENT", and "1 CLUBS JOINED".

**YOUR BE MEMBERSHIP RENEWAL IS NOW DUE** [PLEASE CLICK HERE TO PROCEED TO RENEWAL CONFIRMATION](#)

**PLEASE REVIEW YOUR CLUBS** [LEAVE CLUBS WITHOUT ANY TRANSFER APPROVALS BETWEEN 31ST MAY AND 30TH SEPTEMBER](#)

**My Locker - A000**

Welcome to your Basketball England dashboard. Click on the below pods to navigate around your profile.

Pod	Value	Description
Outstanding Eligibility Requirements	0	OUTSTANDING ELIGIBILITY REQUIREMENTS
Items Pending Payment	1	ITEMS PENDING PAYMENT
Clubs Joined	1	CLUBS JOINED

# BUSIEST TIMES

We advise that clubs get on top of their membership and licencing before the new season gets too close.

Our busiest times are:

From **Monday 18 September** to **Monday 16 October**

During this window we will have additional staff to support with membership, licencing and verifications, with support from 8am to 6pm Monday-Wednesday and 8am to 8pm Thursdays and Fridays.

Some weekend support will also be available during this time.

This will be confirmed and communicated to the membership ahead of the new season.





# SPECIFIC NBL LICENCING

# MAJOR CHANGE — NON NATIONALS

Due to the changes in fees for the two types of Non-National licence, please see the changes to how a Non-National Player will need to apply for their NBL licence going forward.

There are screen shots on the following pages for how Type 1 and Type 2 non-nationals can licence for the upcoming season.

If you have any questions on this process, please contact [support@basketballengland.co.uk](mailto:support@basketballengland.co.uk) and we'd be happy to help.

# Type 1

## Step 1 – Adding a licence

**ADD LICENCES**

**Member Information**

This information will be carried over each licence.

Date of Birth	First Name	Surname
10 August 1994	Louise Test	Stalker
Email Address	Gender	Nationality
louise.stalker@basketballengland.co.uk	Female	United States

**Add licence -- PLEASE SELECT -- LICENCE**

**LICENCE DETAILS**

Select a Licence Type

-- Please select --

**Total To Pay: £ 0**

# Type 1

## Step 2 – Select the licence type

The screenshot displays a user interface for managing a licence. On the left is a dark sidebar with navigation items: My Profile, Licences, Eligibility, Clubs & Teams, Product History, Competitions, and Membership Benefits. The main content area is divided into two sections. The top section, titled 'Member Information', contains a note that information is carried over each licence and a form with the following data: Date of Birth (10 August 1993), First Name (Test Louise), Surname (Stalker), Email Address (louise.stalker@basketballengland.co.uk), Gender (Female), and Nationality (Poland). The bottom section, titled 'Add licence -- PLEASE SELECT -- LICENCE', features a dropdown menu for 'Select a Licence Type'. The dropdown is open, showing options: -- Please select --, Player, Coach, Referee, Table Official, and Ranch Personnel. On the right side of the page, a white box displays 'Total To Pay: £0'.

Date of Birth	First Name	Surname
10 August 1993	Test Louise	Stalker

Email Address	Gender	Nationality
louise.stalker@basketballengland.co.uk	Female	Poland

**Add licence -- PLEASE SELECT -- LICENCE**

**LICENCE DETAILS**

Select a Licence Type

-- Please select --

- Please select --
- Player
- Coach
- Referee
- Table Official
- Ranch Personnel

Total To Pay: £0

# Type 1

## Step 3 – Select National League

Total To Pay: £ 0

### Add licence **PLAYER LICENCE**

**LICENCE DETAILS**

Select a Licence Type

Player

What league level do you wish to be licensed to participate in?

-- Please select --

- Please select --
- National League
- BUCS
- Local League

Full Licence requirements and uploads will become available in your eligibility profile once you've finished the checkout process.

You must confirm the following as a minimum requirement:

- I can provide a copy of my Passport or Birth Certificate.
- I confirm details above are correct

**CONFIRM**

# Type 1

## Step 4 – Select Visa Type 1

**Add licence** **PLAYER LICENCE**

**LICENCE DETAILS**

Select a Licence Type

Player

What league level do you wish to be licensed to participate in?

National League

What division do you wish to participate in (Applicable to Seniors only)?

Division One

**VISA TYPE**

**Type 1** = Anyone requiring a Visa/Work Permit to be in the country.  
**Type 2** = Anyone with EU Settlement, EU Pre-Settlement or Indefinite Leave to Remain

Visa Type

-- Please select --

-- Please select --

Type 1

Type 2

Full Licence requirements and uploads will become available in your eligibility profile once you've finished the checkout process.  
You must confirm the following as a minimum requirement:

Total To Pay: £0



# Type 1

## Step 5 - Complete the verification of eligibility section

What league level do you wish to be licensed to participate in?

National League ▼

What division do you wish to participate in (Applicable to Seniors only)?

Division One ▼

**VISA TYPE**

**Type 1** = Anyone requiring a Visa/Work Permit to be in the country.  
**Type 2** = Anyone with EU Settlement, EU Pre-Settlement or Indefinite Leave to Remain

Visa Type

Type 1 ▼

**VERIFICATION OF ELIGIBILITY**

Full Licence requirements and uploads will become available in your eligibility profile once you've finished the checkout process.  
You must confirm the following as a minimum requirement:

- ✓ I can provide a copy of my Passport or Birth Certificate.
- ✓ I confirm details above are correct

**CONFIRM**

Total To Pay: £ 0

# Type 1

## Step 6 – You're now ready for the payment of £525.00

The individual can pay via the check out with a card payment or send payment to club to pay.

BE staff will need to verify the Visa Type in place. If the wrong type is selected, this may slow down the process. Please ensure the individual select correct type.

The screenshot displays a web interface for adding licences. On the left is a dark sidebar with navigation options: My Locker, My Profile, Licences, Eligibility, Clubs & Teams, Product History, Competitions, and Membership Benefits. The main content area is titled 'ADD LICENCES' and is divided into two columns. The left column, 'Member Information', contains a form with the following data: Date of Birth (10 August 1994), First Name (Louise Test), Surname (Stalker), Email Address (louise.stalker@basketballengland.co.uk), Gender (Female), and Nationality (United States). A blue notification bar below the form states 'Licence added successfully'. Below this is a red link '+ ADD ANOTHER LICENCE'. The right column, 'Total To Pay', shows a total of £525.00. Below this, a list of items includes '(HIGHEST FEE) NL Player Licence - Senior - Non-National' for £525.00 and '- Visa Type 1 (Expires 31/05/2024) ... Insurance Cover included'. A red 'REMOVE' link is next to the second item. A large red 'CHECKOUT' button is positioned below the list. At the bottom of the page, there is a section for 'Existing licence (Pending) PLAYER LICENCE' with a sub-section for 'LICENCE DETAILS' showing 'Licence Type'.

Member Information		
Date of Birth	First Name	Surname
10 August 1994	Louise Test	Stalker
Email Address	Gender	Nationality
louise.stalker@basketballengland.co.uk	Female	United States

Total To Pay:		£ 525.00
(HIGHEST FEE) NL Player Licence - Senior - Non-National	£525.00	
- Visa Type 1 (Expires 31/05/2024) ... Insurance Cover included		REMOVE

**CHECKOUT**

Existing licence (Pending) **PLAYER LICENCE**

**LICENCE DETAILS**

Licence Type

# Type 2

## Step 1 – Adding a licence

**ADD LICENCES**

**Member Information**

This information will be carried over each licence.

Date of Birth	First Name	Surname
10 August 1994	Louise Test	Stalker
Email Address	Gender	Nationality
louise.stalker@basketballengland.co.uk	Female	United States

**Add licence -- PLEASE SELECT -- LICENCE**

**LICENCE DETAILS**

Select a Licence Type

-- Please select --

**Total To Pay: £ 0**

My Locker

My Profile

Licences

Eligibility

Clubs & Teams

Product History

Competitions

Membership Benefits

Feedback

Louise Test Stalker

# Type 2

## Step 2 – Select the licence type

The screenshot displays a user interface for managing a licence. On the left is a dark sidebar with navigation items: My Profile, Licences, Eligibility, Clubs & Teams, Product History, Competitions, and Membership Benefits. The main content area is divided into two sections. The top section, titled 'Member Information', contains a note that the information is carried over each licence and a form with the following data:

Date of Birth	First Name	Surname
10 August 1993	Test Louise	Stalker

Email Address	Gender	Nationality
louise.stalker@basketballengland.co.uk	Female	Poland

The bottom section is titled 'Add licence -- PLEASE SELECT -- LICENCE'. It features a dropdown menu for 'Select a Licence Type' with the following options: -- Please select --, Player, Coach, Referee, Table Official, and Ranch Personnel. The 'Player' option is currently selected. To the right of the main content area, a white box displays 'Total To Pay: £0'.

# Type 2

## Step 3 - Select National League

Total To Pay: £0

Add licence **PLAYER LICENCE**

LICENCE DETAILS

Select a Licence Type

Player

What league level do you wish to be licensed to participate in?

-- Please select --

-- Please select --  
National League  
BUCS  
Local League

Full Licence requirements and uploads will become available in your eligibility profile once you've finished the checkout process.

You must confirm the following as a minimum requirement:

I can provide a copy of my Passport or Birth Certificate.  
 I confirm details above are correct

CONFIRM

# Type 2

## Step 4 – Select Visa Type 2

Total To Pay: £0

### Add licence **PLAYER LICENCE**

**LICENCE DETAILS**

Select a Licence Type

Player

What league level do you wish to be licensed to participate in?

National League

What division do you wish to participate in (Applicable to Seniors only)?

Division Three

**VISA TYPE**

**Type 1** = Anyone requiring a Visa/Work Permit to be in the country.

**Type 2** = Anyone with EU Settlement, EU Pre-Settlement or Indefinite Leave to Remain

Visa Type

Type 2

-- Please select --

Type 1

Type 2

Full Licence requirements and uploads will become available in your eligibility profile once you've finished the checkout process

# Type 2

## Step 5 – Confirm the verification of eligibility section

What league level do you wish to be licensed to participate in?

National League

What division do you wish to participate in (Applicable to Seniors only)?

Division Three

**VISA TYPE**

**Type 1** = Anyone requiring a Visa/Work Permit to be in the country.

**Type 2** = Anyone with EU Settlement, EU Pre-Settlement or Indefinite Leave to Remain

Visa Type

Type 2

**VERIFICATION OF ELIGIBILITY**

Full Licence requirements and uploads will become available in your eligibility profile once you've finished the checkout process.

You must confirm the following as a minimum requirement:

- ✓ I can provide a copy of my Passport or Birth Certificate.
- ✓ I confirm details above are correct

**CONFIRM**

Total To Pay: £0

# Type 2

## Step 6 – You're now ready for payment of £160.00

The individual can pay via the check out with a card payment or send payment to club to pay.

The screenshot shows a web application interface for a basketball licence checkout. The page title is "A084311 - REVIEW AND CHECKOUT". On the left is a dark sidebar with navigation items: My Locker, My Profile, Licences, Eligibility, Clubs & Teams, Product History, Competitions, and Membership Benefits. The main content area is divided into three sections. The top section, titled "RULES AND REGULATIONS (APPLIES TO ALL NATIONAL LEAGUE, BBL AND WBBL PARTICIPATION)", includes a link to "Download the National Basketball League Rules and Regulations" and a confirmation checkbox that is checked, stating "I have read, understood and agree to adhere to the Rules and Regulations of the competition I am competing in". The middle section, titled "How do you want to pay?", offers two radio button options: "Pay Now online" and "My Club / Organisation Pays", with the latter selected. Below this is a text input field for the "Club / Organisation CA Code" and a "SEARCH" button. The bottom section of the main area displays "The club name assigned to the CA code provided:". On the right side of the page, a summary box shows "Total To Pay: £160.00" and a list of items: "(HIGHEST FEE) NL Player Licence - Senior - Non-National" for £160.00 and "- Visa Type 2 (Expires 31/05/2024) ... Insurance Cover" with a "REMOVE" link. A prominent red "CHECKOUT" button is located at the bottom of this summary box. The top navigation bar includes a "Feedback" icon and a user profile "Test Louise Stalker".

**A084311 - REVIEW AND CHECKOUT**

**RULES AND REGULATIONS (APPLIES TO ALL NATIONAL LEAGUE, BBL AND WBBL PARTICIPATION)**  
[Download the National Basketball League Rules and Regulations →](#)

I have read, understood and agree to adhere to the Rules and Regulations of the competition I am competing in

**How do you want to pay?**

Pay Now online  
 My Club / Organisation Pays

Please enter the Club / Organisation CA Code

**SEARCH**

**The club name assigned to the CA code provided:**

**Total To Pay: £160.00**

(HIGHEST FEE) NL Player Licence - Senior - Non-National **£160.00**  
- Visa Type 2 (Expires 31/05/2024) ... Insurance Cover **REMOVE**

**CHECKOUT**



# NBL LICENSING REQUIREMENTS

NATIONAL PLAYER (once you've obtained free membership)

- Headshot photo
- Birth certificate or passport
- FIBA clearance check (British players need this as well)
- Payment often slows down this process.

Non-National Player (Under 18)

- Headshot photo
- Passport
- FIBA clearance check (payment and process can slow this down)

Non-National Player (over 18)

- Headshot photo
- Passport
- Visa check – Are they Type 1 or 2? If Type 1, are they amateur? International Sports Person (ISP) visas are only for NBL Division One.
- FIBA clearance check (payment and process can slow this down)

# NBL LICENSING REQUIREMENTS

Coach (once you've obtained free membership)

- Headshot photo
- Birth certificate or passport
- Coach qualification
- DBS
- Valid safeguarding course
- Safeguarding declaration (SG1 form if working with U18s or SG2 form if working with over 18s)
- Non-National coaches - Visa check – Are they Type 1 or 2? if Type 1, are they amateur?

Official (once you've obtained free membership)

- Headshot photo
- Birth certificate or passport
- Official qualification (Ref, table or statistician)
- DBS
- Valid safeguarding course
- Safeguarding declaration SG1 form if working with U18s or SG2 form if working with over 18s)
- Non-National officials -Visa check – Are they Type 1 or 2? if Type 1, are they amateur?

# NBL LICENSING REQUIREMENTS

Bench Personnel (once you've obtained free membership)

- Headshot photo
- Birth certificate or passport
- DBS
- Valid safeguarding course
- Safeguarding declaration (SG1 form if working with U18s or SG2 form if working with over 18s)

# NBL LICENSING - MULTIPLE ROLES

Multiple licenced products will need to be purchased together to gain a price reduction and only pay the higher fee.

Otherwise, once you've checked out and paid for one product, additional licences will need to be paid for in full for any other products you then add.

The screenshot displays the 'ADD LICENCES' interface. On the left is a dark sidebar with navigation options: My Locker, My Profile, Licences, Eligibility, Clubs & Teams, Product History, Team Manager, and Membership Benefits. The main content area is titled 'ADD LICENCES' and contains a 'Member Information' form with fields for Date of Birth, First Name, Surname, Email Address, Gender, and Nationality. Below the form is a blue notification box stating 'Licence added successfully'. To the right, a summary box shows 'Total To Pay: £61.00' and lists three licences: 'NL Player Licence - Senior - National' (FREE), '(HIGHEST FEE) Referee Licence - National' (£61.00), and 'Table Official Licence - National' (FREE). Each licence has a 'REMOVE' link. A red 'CHECKOUT' button is located at the bottom right of the summary box.

Product	Price	Action
NL Player Licence - Senior - National (Expires 31/05/2023) ... Insurance Cover included	FREE	REMOVE
(HIGHEST FEE) Referee Licence - National (Expires 31/08/2023) ... Insurance Cover included	£61.00	REMOVE
Table Official Licence - National (Expires 31/08/2023) ... Insurance Cover included	FREE	REMOVE



# NBL - FIBA CLEARANCES

The FIBA International Clearance Process is still the same as in previous season.

This process is undertaken by the British Basketball Federation (BBF).

We recommend that as soon as you have a player signed up to an NBL team who needs an International Clearance, you embark on this process as soon as possible as it can take up 3 weeks in our busy periods.



# NBL - FIBA CLEARANCES

This is the movement of an individual's playing licence from one county's Federation to another.

- Senior International Clearance (LOC)- 250 Swiss Francs
- U18 Special Case Clearance – if a player has been registered with another Federation – Potential fee of up to 3,000 Swiss Francs
- FIBA Approval – Player never registered for another federation (14yrs and over) - Free

# NBL LICENSING REQUIREMENTS

## TYPE 1 - NON-NATIONAL - VISA TO BE IN UK

### Division One Men – Professional League

Visas for Non-National Type 1 players or head coaches must have the words ‘International Sports Person’. This visa is often a stamp in passport with an expiry date (it looks like passport).

### WNBL 1 & 2/NBL 2 & 3 – Amateur leagues

Visas for Non-national Type 1 players or head coaches will often be a Biometrics card, with the type of visa they are in the UK with and not to be mixed up with *“leave to remain”* and *“Indefinite leave to remain”*.

By the expiry date shown, the individual needs to apply for their new visa or leave the UK. The person should receive emails when expiry dates are approaching.

Also check these players are amateur and do not meet the professional route as per appendix 12 of the NBL Rules and Regulations:

<https://www.basketballengland.co.uk/media/14487/amateur-status-form.pdf>

# NBL LICENSING REQUIREMENTS

## TYPE 2 - SETTLEMENT/PRE SETTLEMENT PROOF

This information is to show how to prove a Non-British participant's status who are deemed as Type 2 Non-Nationals and have EU Settlement, Pre-settled and/or Indefinite Leave to Remain (IDR). The individual will need to prove their Type 2 status and upload this evidence to the VISA section of the Membership Portal when applying for their NBL Competition Licence. More information on proving this status can be found here:

<https://www.gov.uk/view-prove-immigration-status>

When providing your evidence:

Please take a screen shot to show your immigration status. Please don't send us the code.

The screen shot (right) needs to show your name, status and a photo.

If applicable, we also need to see the expiry date of your evidence, if it has one.

### Your immigration status

Name

XXXXXXXXXX

Status

Settled status, also known as indefinite leave to remain

There is no limit on how long you can stay in the UK.

If any of the information displayed on your status is incorrect, contact the [EU Settlement Resolution Centre](#).



Rotate ↻



# NBL LICENSING REQUIREMENTS

## TYPE 2 - INDEFINITE LEAVE TO REMAIN

Indefinite Leave to Remain (IDR)

For those with IDR, they can use their 'Resident Biometrics Permit card' to prove they have the right to stay in the UK.

Most cards look like the image below and can be uploaded to the VISA section when requested.

