

To all NZCF affiliate and associate member clubs

Attached, please find a Club Membership/Affiliation form.

These forms are due back by 15 November 2025 if possible (30 November 2025 at the latest, please).

As was the case last year, the form is an Excel spreadsheet - for ease of use and will populate member names if NZCF IDs are entered, and calculate the membership summary if the NZCF IDs and player DoBs and genders are entered in the right places. A few notes about that:

- Please use NZCF IDs where members have them – this is the 5 digit number in the rating list at <https://newzealandchess.co.nz/new-zealand-ratings-list/> (just the numbers, not the letters as well).
- For members without NZCF IDs, DoBs and genders are appreciated. If those are not provided, the membership summary will not calculate age or gender numbers correctly, in which case type in the totals instead in the relevant cells (we have to report age and gender numbers to FIDE so are not just asking for the sake of asking)
- There is a set of fields for members with previous ID – this is for members who have an NZCF ID but their ID gives an error, or the player has an unpublished NZCF ID and has returned after some time away from rated chess (e.g. Roger Nokes returned to tournament play last year after 10 years' absence).
- There is also a new field for email addresses. Email addresses of members are optional but will be required for NZCF members/players in NZCF/FIDE-rated competitions from 2026 so providing emails for at least those players will make transition easier.
- Note that clubs that have a casual junior exemptions don't have to include those juniors in their return.
- Please save as a spreadsheet format (preferably .xlsx) **with your club's name in the filename somewhere**, and return to this email address – please do not send a PDF or other format, or just an email with names/total numbers of players, and please do not print and fill in the pages by hand and scan and email the results (all things that have happened in the past)

This information is required:

- To calculate and invoice membership fees

- To calculate clubs' votes for the NZCF AGM and any SGMs
- By the NZCF Supplementary Regulations (regulation 2 for affiliate member clubs, regulation 3 for associate member clubs) so NZCF can check that players in more than one NZCF-rated tournament are members of NZCF member clubs in line with regulation 6
- To complete our annual FIDE form (FIDE's equivalent to our affiliation form)

Please complete the form, save with your club's name somewhere in the file name, and return to me (replying to this email is fine). Club information will also be used to update clubs' entries on the NZCF website if the information has changed (<http://newzealandchess.co.nz/chess-clubs.html>). Contact names and player names should be at least first and last names - please include any NZCF life members in this list as although they are not included in the invoice, they are club members for the purpose of calculating clubs' votes at AGM.

Payment is due by 31 December 2025 and invoices will be issued once the forms have been received. If new members join your club after sending the form but before the end of the year, please send the additional IDs or names before 31 December (or an amended form).

Please note that associate clubs are also required to provide this information (same form please) by the same dates i.e. 15 November 2025 for the form, 31 December for payment 2025. As with affiliated clubs, invoices will be issued once the information is received.

If you would like assistance completing the form or have any queries, please do not hesitate to contact me. If your club wishes to resign from NZCF or request an exemption from providing a form due to being on hiatus/not operating, please let me know (replying to this email is fine – if requesting an exemption, please provide some background information for Council to consider).

All the best,

Richie Christie

New Zealand Chess Federation Secretary