



Affiliation Policy

19 March 2021

1. Policy Statement

The **scottishathletics** Affiliation Policy (hereinafter referred to as “this Policy”) provides the framework, and sets out the process for clubs, schools, associates and corporate organisations (event organisers) to affiliate, and maintain affiliation, to **scottishathletics**.

2. Aims

Deliver a safe, equitable and clean sporting environment by:

- Ensuring minimum operating standards are established, met and maintained by all clubs, schools, associate and corporate members.
- Ensuring all member organisations contribute to the national strategy and adhere to the policies of **scottishathletics**.
- Providing consistency when reviewing any applications for membership.
- Protecting the interests of clubs, athletes, coaches, officials, individual members, staff and other stakeholders in the sport.

3. Scope

This policy applies to any member organisation of **scottishathletics** and sets out the application process for prospective member organisations.

4. Policy Review

This policy will be reviewed every two years, or sooner in the event of relevant legislative changes or revisions to related policies or guidelines.

Any change to this policy must be approved by the Board. If the change impacts upon the articles this policy must also be approved by the AGM.

5. Categories of affiliation

As set out in the Articles of Association for **scottishathletics**, organisations can apply for membership in one of the following four categories.

- Club
- Associate
- School
- Corporate

By affiliating within any of these categories member organisations are agreeing to abide by the terms set out in this policy.

6. Affiliation Procedure

6.1 Clubs

New applicants

- i. To apply for membership organisations should first contact development@scottishathletics.org.uk.

The Development Team will support organisations wishing to affiliate to ensure the affiliation criteria is met prior to submission. The team will also discuss existing athletics provision within the area.
- ii. The Development Team will help in the preparation of the application for membership.
- iii. The completed application will then be submitted to the **scottishathletics** Board for consideration.
- iv. After reviewing the application and supporting evidence the Board will then have four options:
 - a. Approve
 - b. Approve with conditions
 - c. Refuse
 - d. Request further discussion
- v. Following the Board meeting the applicant will be informed of the outcome, and if successful, will be required to complete the affiliation process and submit the membership fee.
- vi. On receipt of the membership fees and final affiliation information the membership will be confirmed.

Existing members

- i. Each year, existing member clubs will receive a request to complete their affiliation return.
- ii. Annual affiliation returns must be completed and submitted to **scottishathletics** by the deadline set each year.
- iii. If during the year an affiliated organisation is not compliant, even temporarily, with any criteria set out within this policy, they should inform **scottishathletics** immediately.

Any member shall be deemed to have resigned if the appropriate subscription has not been paid within six months of the due date.

6.2 Associate

New applicants

- i. To apply for associate membership organisations should first contact development@scottishathletics.org.uk to discuss potential affiliation.
- ii. The Development Team will support organisations wishing to affiliate to ensure the affiliation criteria is met prior to submission.
- iii. The completed application will then be submitted to the **scottishathletics** Board for consideration.
- iv. After reviewing the application and supporting evidence the Board will then have four options:

- a. Approve
 - b. Approve with conditions
 - c. Refuse
 - d. Request further discussion
- v. Following the Board meeting the applicant will be informed of the outcome, and if successful, will be required to complete the affiliation process and submit the membership fee.
- vi. On receipt of the membership fees and final affiliation information the membership will be confirmed.

Existing members

- i. Each year, associate members will receive a request to renew their membership.
- ii. Membership renewal returns should be submitted by the deadline with the appropriate fee.
- iii. If during the year an associate member is not compliant, even temporarily, with any criteria set out within this policy, they should inform **scottishathletics** immediately.

Any associate member shall be deemed to have resigned if the appropriate subscription has not been paid within six months of the due date.

6.3 School

New applicants

- i. To apply for associate membership organisations should first contact development@scottishathletics.org.uk to discuss potential affiliation.
- ii. The Development Team will support organisations wishing to affiliate to ensure the affiliation criteria is met prior to submission.
- iii. The completed application will then be submitted to the **scottishathletics** Board for consideration.
- iv. After reviewing the application and supporting evidence the Board will then have four options:
 - a. Approve
 - b. Approve with conditions
 - c. Refuse
 - d. Request further discussion
- v. Following the Board meeting the applicant will be informed of the outcome, and if successful, will be required to complete the affiliation process and submit the membership fee.
- vi. On receipt of the membership fees and final affiliation information the membership will be confirmed.

Existing members

- i. Each year, affiliated schools will receive a membership renewal reminder from **scottishathletics**. They should complete the membership renewal and declaration form and make payment for their annual fee.

Any affiliated school shall be deemed to have resigned if the appropriate subscription has not been paid within six months of the due date.

6.4 Corporate/Event Organisation

New applicants

- i. To apply for membership, organisations should complete the online membership form available by [clicking here](#), sign the declaration on the online form, and submit their payment to **scottishathletics**.
- ii. Once the application has been received and the fee paid the corporate member can begin applying for event licences.
- iii. The process and relevant forms for obtaining an event licence can be found by [clicking here](#).

Existing members

- i. Each year, corporate members will receive a membership renewal reminder. They should update their details and make payment for their annual fee prior to applying for any new event licenses.
- ii. Membership status will be checked by the **scottishathletics** Events Team prior to any licenses being granted.

Any member shall be deemed to have resigned if the appropriate subscription has not been paid within six months of the due date.

7. Criteria for affiliation

Organisations applying for membership of **scottishathletics** must be able to demonstrate suitability to be a member of the governing body. All member organisations must maintain their affiliation status on an annual basis by providing information to show their compliance with the criteria set out within the appropriate category of membership.

7.1 Club, Associate and School

Annually all member clubs, associates and schools must be able to meet and evidence, where requested, compliance with the following criteria. The Development Team will support all members, where required, to meet the criteria:

- a) Constitution or appropriate governing document for the management of the club/organisation. This should be compliant with the club/organisation's legal status, include an open and transparent membership process, and outline how monies are reinvested upon dissolution. It should have been reviewed within the last 3 years.
- b) A disciplinary policy and procedure, including codes of conduct, which has been reviewed in the last 3 years.
- c) A registered bank account in the name of the club/organisation and with a minimum of 2 signatories required.
- d) Board or Management Committee in place with all office bearer positions filled.
- e) Individual Board or Management Committee members can only hold one office bearing role at any one time.
- f) Relevant welfare related policies and procedures which have been reviewed in the last 3 years.
- g) A requirement for all members to read and acknowledge the welfare policies and procedures.
- h) An Equality Policy which has been reviewed in the last 3 years.
- i) Adequate insurance cover in place if you own or lease a facility.

7.1.1 Club Members

In addition to the criteria outlined in 7.1, club members must also meet and evidence the following:

- a) A trained (every 3 years) Club Welfare Officer(s) who is a member of the PVG scheme.
- b) All roles within the club must be assessed against PVG Scheme requirements. Where necessary, the individual must join the PVG Scheme. This would include all management/secretariat roles and those teaching, instructing, training or supervising children and/or adults at risk.
- c) Safe recruitment practices in place for the recruitment of staff and volunteers, including mandatory references, ensuring only fit and proper persons hold roles within the organisation.
- d) Appropriately qualified, licensed and PVG scheme member (UK Athletics) coaches and leaders available to club.
- e) Conflict of interest policy which has been reviewed in the last 3 years.

During the application phase, potential new member clubs will also be requested to:

- Provide clarification of athletics disciplines offered.
- Outline the rationale for their application to be a member of **scottishathletics**.
- Provide clarification on the age groups they will cater for in the club.
- Submit their club colours and vest design to **scottishathletics**. New clubs should ensure their vest does not clash with any other clubs prior to submission.

Any clubs wishing to change the list of disciplines that they offer must first contact development@scottishathletics.org.uk. Approval may be required by the Board for any club wishing to change the disciplines they offer or the age groups they deliver to.

7.1.2 Associate Members

In addition to the criteria outlined in 7.1, associate members must also meet and evidence the following:

- a) Adopt safe recruitment practices and ensure all roles within the organisation are assessed against PVG Scheme requirements. Where necessary, the individual must join the PVG Scheme and provide mandatory references, ensuring only fit and proper persons hold roles within the associate organisation. This would include all management/secretariat roles and those teaching, instructing, training or supervising children and/or adults at risk.
- b) If the organisation provides coaching services then all coaches and leaders must be appropriately qualified, licensed and PVG scheme members (UK Athletics).

During the application phase, potential new associate members will also be requested to:

- Outline the rationale for their application to be a member of **scottishathletics** including, where appropriate, the types of competition they aim to provide and their relationship with local clubs.
- Provide clarification on their planned activities and the age groups they will cater for.

7.1.3 School Members

In addition to the criteria outlined in 7.1, school members must also meet and evidence the following:

- a) Adopt safe recruitment practices and ensure all roles within the school, involved in the delivery of athletics activity, are assessed against PVG Scheme requirements. Where necessary, the individual must join the PVG Scheme and provide mandatory references, ensuring only fit and proper persons hold roles

within the organisation. This would include all management/secretariat roles and those teaching, instructing, training or supervising children and/or adults at risk.

- b) Appropriately qualified, licensed and PVG scheme member (UK Athletics) coaches and leaders to deliver activities on behalf of the organisation.

During the application phase, potential new school members will also be requested to:

- Outline the rationale for their application to be a member of **scottishathletics**.
- Provide clarification on the age groups they will cater for.
- Submit their school colours and vest design (if applicable) to **scottishathletics**. New school members should ensure their vest does not clash with any other clubs or schools prior to submission.

7.1.4 Corporate/Event Organisation Members

Corporate members must meet and evidence the following:

- a) Adopt safe recruitment practices and ensure all roles within the organisation are assessed against PVG Scheme requirements. Where necessary, the individual must join the PVG Scheme and provide mandatory references, ensuring only fit and proper persons hold roles within the associate organisation. This would include all management/secretariat roles and those teaching, instructing, training or supervising children and/or adults at risk.
- b) Further criteria must be met to obtain each event licence. [Click here](#) for further information.

8. Compliance

scottishathletics will support all member organisations to ensure they continue to comply with the affiliation criteria set.

To assist in maintaining compliance, the Development Team will on an annual basis randomly select member organisations to conduct a full review with. As part of this process the Development Team will support the member organisation to review and enhance existing policies and procedures and identify additional resources that should be implemented.

9. Jurisdiction and sanctions

As set out in **scottishathletics** Articles of Association, **scottishathletics** shall have jurisdiction over the club, associate, school or corporate member on any matter affecting athletics in Scotland.

If at any stage **scottishathletics** becomes aware of a potential breach of affiliation requirements appropriate steps will be taken in line with section 7 of this policy.

If an affiliated organisation cannot exhibit the appropriate evidence to demonstrate compliance with affiliation requirements, appropriate action to take in line with the Articles of Association and disciplinary policy for partakers.