

New Applications for Membership of scottishathletics

Guidance Notes

1. Introduction

scottishathletics welcomes applications for membership from new Clubs or Organisations who wish to make a positive contribution towards the sport of Athletics in Scotland. As the National Governing Body, we have a responsibility to ensure that all of our Members and Affiliated organisations contribute towards our National strategy through the provision of high quality athletics activities. By supporting our members, we will be able to raise the standard of athletics in Scotland, progress our participation ambitions, as well as supporting the creation of the next generation of athletics champions.

The procedure in place for considering new applications is designed to ensure that successful applicants will enhance the provision of athletics in this country. It will also help new clubs and organisations to consider some important questions about the type and quality of activities that they wish to provide. They must also demonstrate inclusivity, equality and integration within the local community.

Membership of scottishathletics will be granted in three defined categories:

- a) Athletics Club
- b) School
- c) Associate

For further information on eligibility criteria and benefits of membership, see A – C below.

2. Procedure

The procedure for applying to become a member of scottishathletics in category A – C is as follows:

- a) Applicants must first raise an expression of interest with the Membership Services team at membership@scottishathletics.org.uk. This should include a statement setting out the rationale and justification for a new club/organisation.
- b) The applicant will receive an acknowledgement receipt from Membership Services. At this stage, Membership Services will start the process by forwarding the expression of interest to the relevant scottishathletics National Club Manager (NCM) who will make contact to discuss the application further.
- c) Following a full review, which may include discussions with other athletics clubs in the local area, the NCM will submit a proposal to the Board for decision, which will be communicated to the applicant by Membership Services.
- d) The Board have three options: Approve, Approve with conditions, or Refusal. The approval conditions or reasons for refusal will be provided, along with appropriate guidance on next steps.
- e) Approved Clubs, Associate members and Schools will be advised how to pay membership fees.

3. Categories of Membership

Category A: Athletics Club

An Athletics Club is a group of like-minded individuals who actively participate in the sport of Athletics and foster and promote Athletics. An Athletics Club would be expected to provide training, coaching and team and/or individual competition for member athletes in one or more disciplines: cross country, road running, track and field, hill running, trail running, ultra-distance or race walking. Athletics Clubs must be demonstrably inclusive and open to all within their respective communities. Clubs which fundraise or generate profits must re-invest 100% of these in the Club.

Essential Criteria

In order for an Athletics Club to affiliate, **scottishathletics** requires it to demonstrate that it has complied with the following minimum criteria:

- a) Clear rationale for the creation of the new club
- b) Evidence of club committee roles and proposed/appointed office bearers
- c) An approved (by the membership) constitution for the management of the proposed club. This should be compliant with the club's legal status (unincorporated / incorporated) and reviewed annually
- d) Clearly stated dates for the (next) Annual General Meeting
- e) A registered bank account in the name of the club and with 2 signatories required
- f) Evidence of adaption/adoption of clear and effective welfare, grievance and disciplinary procedures, in-line with the **scottishathletics**/ UK Athletics policies
- g) Evidence of appointment and commitment to training of a Club Welfare Officer
- h) Clear statement of athletics disciplines being offered for a) training and b) competition
- i) Clear statement on age groups being catered for
- j) Evidence of provision of appropriate training facilities for identified club sessions
- k) Evidence of a clear coaching structure for the club. This should include appropriately qualified and licensed (UK Athletics) coaches and leaders at each stage of your identified athlete pathway
- l) A commitment to complete the **scottishathletics** Club Healthchecker within 6 months of being affiliated
- m) When considering proposed club colours new clubs must aim to minimise confusion by avoiding having very similar kit to another Scottish club – please provide details of proposed club colours
- n) Demonstrate compliance with relevant legislation, such as the Equalities Act 2010, in respect of inclusive practice for your member's/ future members

Athletics Clubs receive the following benefits from being Members of **scottishathletics**:

- a) Entitled to attend, speak and vote at any **scottishathletics** General Meeting.
- b) Dedicated support from **scottishathletics** staff.
- c) Insurance for Affiliated Clubs and their members.
- d) Access to the National club development programme and support resources.
- e) Access to the National coach development programme including visits to clubs from expert coaches to support athlete development.
- f) Discounts on coaching courses for registered club members (presently 70% discount for "Athletics Coach" and "Coach in Running Fitness" courses).
- g) Eligibility to apply for Permits and insurance cover for events organised under UKA rules.
- h) Direct support from the **scottishathletics** events team to provide guidance, share good practice and help enhance events.
- i) Direct support to member clubs from the **scottishathletics** Welfare team in accordance with the **scottishathletics** disciplinary and grievance procedures.
- j) Eligibility to enter (for **scottishathletics** individual members) into National Championships across a wide range of event groups.
- k) Support for club athletes and coaches who have been identified through the talent pathway programmes.
- l) Nationally recognised Club Colours.
- m) Eligibility for club places at the Virgin Money London Marathon – allocation based upon number of registered athletes aged over 18.

Category B: Associate Member

Associations or Leagues that wish to affiliate to **scottishathletics** for the purposes of insurance for competitions or events organised under UKA rules may apply to be an Associate Member of **scottishathletics**. Associations and Leagues must be demonstrably inclusive and open to all within their respective communities.

Essential Criteria

In order for an Association or League to affiliate, **scottishathletics** requires it to demonstrate that it has complied with the following minimum criteria:

- a) Evidence an approved (by the membership) constitution for the management of the proposed Association or League and a registered bank account in that name.
- b) Agree to adopt clear and effective welfare, grievance and disciplinary procedures, in-line with the **scottishathletics**/ UK Athletics policies.
- c) Evidence a commitment to participating in and providing appropriate types of competition where appropriate.
- d) Demonstrate a commitment to providing a well-structured and safe environment.
- e) Demonstrate a positive approach to coach education and coach development, using only appropriately qualified and licensed leaders/coaches to deliver their activities.
- f) Demonstrate a commitment to engage and support **scottishathletics** local club initiatives where appropriate.
- g) When considering proposed Club colours new Associations must aim to minimise confusion by having very similar kit to another Scottish Club.
- h) Demonstrate compliance with relevant legislation, such as the Equalities Act 2010, in respect of inclusive practice.

Associates receive the following benefits from being Members of **scottishathletics**:

- a) Entitled to attend, speak and vote at any **scottishathletics** General Meeting.
- b) Dedicated support for clubs from **scottishathletics** staff.
- c) Insurance for Affiliated Associations or Leagues and their members.
- d) Access to the National coach development programme including visits from expert coaches to support athlete development.
- e) Discounts on coaching courses for registered club members (presently 70% discount for Athletics Coach and Coach in Running Fitness qualification courses).
- f) Eligibility to apply for Permits and insurance cover for events organised under UKA rules.
- g) Direct support from the **scottishathletics** events team to provide guidance, share good practice and help enhance events.
- h) Direct support to affiliated clubs from the **scottishathletics** Welfare team in accordance with the **scottishathletics** disciplinary and grievance procedures.
- i) Nationally recognised Club Colours.

Category C: School

Schools that wish to affiliate to **scottishathletics** for the purposes of insurance for competitions or events organised under UKA rules may apply to be a School Member of **scottishathletics**.

Essential Criteria

In order for a School to affiliate, **scottishathletics** requires it to demonstrate that it has complied with the following minimum criteria:

- a) An approved constitution for the management of the proposed School and a registered bank account in that name.
- b) Agree to adopt clear and effective welfare, grievance and disciplinary procedures, in-line with the **scottishathletics**/ UK Athletics policies.
- c) Evidence a commitment to participating in and providing appropriate types of competition where appropriate.
- d) Demonstrate a commitment to providing a well-structured and safe environment.
- e) Demonstrate a positive approach to coach education and coach development, using only appropriately qualified and licensed leaders/coaches to deliver their activities.
- f) Demonstrate a commitment to engage and support **scottishathletics** local club initiatives where appropriate.
- g) When considering proposed Club colours new Schools must aim to minimise confusion by having very similar kit to another Scottish Club.
- h) Demonstrate compliance with relevant legislation, such as the Equalities Act 2010, in respect of inclusive practice.

Schools receive the following benefits from being Members of **scottishathletics**:

- a) Entitled to attend, speak, but not vote at any **scottishathletics** General Meeting.
- b) Dedicated support for clubs from **scottishathletics** staff.
- c) Insurance for the School and its staff and pupils.
- d) Access to the National coach development programme including visits from expert coaches to support athlete development.
- e) Discounts on coaching courses for registered club members (presently 70% discount for Athletics Coach and Coach in Running Fitness qualification courses).
- f) Eligibility to apply for Permits and insurance cover for events organised under UKA rules.
- g) Direct support from the **scottishathletics** events team to provide guidance, share good practice and help enhance events.
- h) Nationally recognised Club Colours.

4. Appeals

An applicant for membership in any of the above categories has the right to appeal a decision to refuse an application within one calendar month of receiving news of that decision. This must be made in writing and sent to **scottishathletics**, marked for the attention of the Chief Executive, making it clear why the applicant is appealing and providing any further evidence that may help to support their application. The appeal will be considered by the Board with a further decision communicated to the applicant. Please note that an applicant cannot appeal an 'Approve with Conditions' decision until it reaches a refusal stage (i.e. the applicant has rejected the recommendations/conditions). The decision of the Appeals Panel will be final.

5. General

Clubs, organisations and schools who become members will be subject to the provisions of the Articles of Association from time to time, including those in relation to voting, general meetings, disciplinary action and its duties as a member.