**New Applications for Membership of scottish**athletics

**Athletics Clubs Evidence Summary**

**scottish**athletics **New Club Affiliation Policy:**

**scottish**athletics, the national governing body for athletics in Scotland, openly welcome applications for new clubs to affiliate as members, providing they meet the criteria set out below.

These criteria were designed to ensure that new clubs meet a minimum quality standard.

**Section One: Proposed Club Details**

**Club Name**

**Club Start Date**

**Club Secretary Name**

**Club Secretary Address**

**Club Secretary Email Address**

**Club Secretary Telephone**

**Local Authority Area/Primary Activity Base**

**Section Two: scottish**athletics **Staff Communications**

**National Club Manager**

**Form of Communication(s) with Club**

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**New Club Affiliation Criteria**

The following criteria have been created to ensure that any new club wishing to affiliate to the governing body (**scottish**athletics) is well structured, robust and planning to be ‘fit for purpose’ over the long term. They have also been created to ensure that new clubs understand their responsibilities in relation to legal, financial and welfare processes and procedures.

****Any new club should meet and be able to evidence the following criteria:

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| **Criteria** | **Evidence** | **Additional Comments** |
| 1. **Clear rationale for affiliating to scottishathletics**
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| 1. **Evidence of club committee roles and proposed/ appointed office bearers**
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| 1. **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**
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| 1. **Clearly stated dates for the (next) Annual General Meeting**
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| 1. **A registered bank account in the name of the club and with a minimum of 2 signatories required**
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| 1. **Evidence of adaption/adoption of clear and effective welfare, codes of conducts, conflict of interest and disciplinary procedures, in-line with the scottish**athletic**s/ UK Athletics policies**
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| 1. **Evidence of appointment and commitment to training of a Club Welfare Officer**
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| 1. **Clear statement of athletics disciplines being offered for a) training and b) competition**
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| 1. **Clear statement on age groups being catered for**
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| 1. **Provide details of training facilities for identified for club sessions**
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| 1. **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**
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| 1. **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**
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| 1. **Adopt scottishathletics equality policy, in respect of inclusive practice for your members/ future members**
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