



Affiliation Policy

8th July 2024

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 event organisers (formerly ‘Corporate’ organisations) 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 event organisers.
- 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
- Event organisers

By affiliating within any of these categories member organisations are agreeing to abide by the terms set out in this policy. (Appendix 1, category definitions)

6. Affiliation Procedure

6.1 Clubs

New applicants

- 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.
- The Development Team will help in the preparation of the application for membership.

- iv. The completed application will then be submitted to the **scottishathletics** Board for consideration.
- v. 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
- vi. 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.
- vii. On receipt of the final affiliation information and membership fees 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 final affiliation information and membership fees 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 final affiliation information and membership fees 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 Event Organiser

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 event organiser 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, event organisers 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** Competitions Team prior to any licenses being granted.
- iii. All member organisations must provide the details of at least two named points of contact and ensure that these are kept up to date during the period of membership

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 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.
- b) A disciplinary policy and procedure, including codes of conduct.
- 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 should only hold one office bearing role at any one time.
- f) Adoption of the latest UKA and HCAF Safeguarding policies and procedures
- g) Adoption of the latest UKA and HCAF Codes of Conduct.
- h) A requirement for all members to be given access to read and acknowledge all club policies and procedures including the UKA and HCAF Safeguarding policies, procedures and Codes of Conduct.
- i) An Equality Policy
- j) Conflict of interest policy

It is recommended that the constitution and all Policies and Procedures are reviewed every three years to ensure that they keep up to date with the needs of the club.

7.1.1 Clubs 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 (Self Declaration for Clubs who do not provide activities for U18 or protected adults).
- b) All roles within the club must be assessed against PVG Scheme requirements for regulated roles. Where necessary, the individual must join the PVG Scheme.

The vast majority of coaches, officials/volunteer helpers are committed, dedicated people who are motivated to work within athletics for commendable reasons. However, safer recruitment practices are in place (available [here](#)) to ensure that unsuitable individuals or individuals with an inappropriate motivation are prevented from working in a regulated role with children and protected adults.

- c) Appropriately qualified, licensed coaches and leaders with the correct criminal record/background check

During the application phase, potential new

member clubs will also be requested to:

- Outline the rationale for their application to be a member of **scottishathletics**.
- Provide clarification of athletics disciplines offered.
- 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 club wishing to develop a junior section (U18's) or to work with protected adults must first contact development@scottishathletics.org.uk.

7.1.2 Associate Members

In addition to the criteria outlined in 7.1, it is expected that associate members will also follow safe practice in the delivery of any/ all athletics activities. Associate members are responsible for all elements of the recruitment and deployment process associated with the delivery of any athletics activity.

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

- Outline the rationale for their application to be a member of athletics 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 safer recruitment practices and ensure all roles within the school if involved in the delivery of athletics activity, are assessed against PVG Scheme requirements for regulated roles. Where necessary, the individual must join the PVG Scheme and provide references, ensuring that anyone recruited to undertake regulated work is a suitable person for the role within the organisation.
- b) It is recommended that PE staff or volunteers hold the appropriate HCAF (Formerly UKA) Coaching qualifications and are licensed and are a PVG scheme member

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 Event Organisers

It is expected that event organisers will follow safe practice in the delivery of all events/ activities. Further criteria must be met to obtain each event licence can be found [here](#).

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 25% of 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 event organisers on any matter affecting athletics in Scotland.

Affiliation will be deemed complete on receipt of the completed affiliation form and payment. Note that if either the form is incomplete or nonpayment, clubs will not be entitled to vote at the **scottishathletics** AGM or be able to compete in **scottishathletics** events until the full process has been completed.

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 will be taken in line with the Articles of Association and disciplinary policy for partakers.

Appendix 1

When affiliating to **scottishathletics**, consider which category you will affiliate with:

- a) **Club:** Members are offered regular leader/ coach led training sessions and competition opportunities. May require race licences to host events. Support given to aid the development of the club. PVGs processed via **scottishathletics**. Entitled to vote at the **scottishathletics** AGM.
- b) **Schools:** members are offered (coached) training sessions and competition opportunities.

- c) **Associate:** Track and Field leagues and Cross-Country leagues who require event licences to host events. Entitled to vote at the **scottishathletics** AGM.
- d) **Event Organisers:** Organisations who require event licences.
Full membership categories are outlined in the Articles of Association, in short the main categories can be found [here](#).

Affiliation Framework:

The table indicates what is required by each category:

	Leader/ Coach led Sessions	Competition Opportunities for Members	Governance	Safeguarding Policies and Procedures	Licensed Coaches	Event Licence
Clubs	√	√	√	√*	√	√
Schools	√	√	√	√	√***	
Associates				√		√
Event Organisers				√**		√

*If an event targets U18's or Protected Adults, relevant PVG checks, and Safeguarding Policies and procedures should be in place. More information on these checks, policies and procedures can be found [here](#).

With regards to the membership categories outlined in this document, **scottishathletics will only process PVG checks for individuals within the affiliated club category.

***Where training sessions are being delivered, it is recommended that they are delivered by individuals with the relevant HCAF (formerly UKA) Leader/ Coach Licence. More information on qualifications can be found [here](#).