

V3 | MARCH 2024

ENGLAND ATHLETICS

GUIDANCE FOR NEW APPLICATIONS FOR AFFILIATION



1. INTRODUCTION



England Athletics is the membership and development body for grassroots athletics and running clubs in England and welcomes applications for affiliation from new clubs or organisations who wish to make a positive contribution towards the sport of athletics in England.

Our Vision is 'for athletics and running to become an inclusive sport where everyone belongs and can flourish' recognises that our sport is growing, it is attracting new participants and we need to ensure that we have the capacity to deliver attractive and appropriate experiences for athletes and runners in clubs, groups, competitions and events, both within the England Athletics family and in the wider athletics and running community.

Benefits of being an England Athletics affiliated club include:

Affiliated clubs enjoy access to a wide range of programmes, services and digital platforms, and benefits including comprehensive public liability insurance:

- Discounted coaching and officiating education
- Access to free specialised support on insurance, health and safety guidance, and free legal advice
- Unlimited access to our digital platforms
- Access to Club Support services such as Club Improvement Fund, Club Leadership Programme, Club Support Managers and Club Hub (digital support).
- Regular communication via tailored emails sent directly to your inbox with the latest news and essential updates about the sport
- Preferential entries to events and club places at the London Marathon
- Exclusive partner offers, discounts and fundraising opportunities
- Additional support for disability athletics, including training, Paralympic classification, competition pathways and advice to clubs and coaches
- Safeguarding, welfare and wellbeing support
- Access to training opportunities such as coach development, club development, and welfare officers
- The right to fair competition with assurance that both clubs and athletes are competing against legitimate opposition
- Reduced road race licensing fees and road race organiser support

Membership of England Athletics will be granted in three defined categories.



A: Voluntary Club

A voluntary sports club is defined as an amateur, non-profit making collective of unpaid personnel whose main purpose is providing athletics activities and/or competition as a leisure pursuit. This does not exclude any clubs who may fund-raise or generate profits which are 100% re-invested in the club.

B: Non-Voluntary Organisation

Any organised body which provides athletics activity but does not match the definition of a voluntary club. This body could be a commercial business, a leisure centre or provider, charity or a group running with paid leaders from a sports retailer.

C: Virtual Club

All online Club with no designated venue, training base or location. Its membership base will be made up of athletes from all geographical locations and utilise technology on digital platforms to communicate and provide help, assistance and training programmes.

The benefits to registered athletes of all three categories are the same irrespective of which type of affiliated body the athletes are members of and offers will change throughout the year.

The procedures in place for considering new club applications are designed to ensure that new 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.

NOTE: To ensure that a club has sufficient safeguards in place for the organisations and individuals, England Athletics, following legal advice, encourage incorporation where a club employs staff or enters into contracts and / or has an interest in property.

D: Association, League or Event Promoter

Associations, Leagues or Event Promoters may also apply to be affiliated members of England Athletics.

- Associations and Leagues who provide individual and inter-club team competition under UKA Rules for the members of affiliated clubs on behalf of the sport's Governing Bodies should affiliate for the purpose of specific event insurance.
- Event Promoters who wish to affiliate for the purposes of organising events under UKA rules and to secure insurance for such competitions or events can apply to be a member of England Athletics.

2. PROCESS

The procedure to apply for affiliation with England Athletics is as follows:

1. Applications are submitted via the official England Athletics website using the link below www.englandathletics.org/clubs-and-facilities/club-affiliation/managing-your-club-affiliation/
2. Once completed the applicant will receive an acknowledgement receipt from our Member Engagement Team
3. The team will ensure all criteria has been met and a decision will be communicated to the applicant within 6-8 weeks.

Once the application is confirmed as accepted then a payment of £200 will be required via Bank Transfer or Credit/Debit Card Payment to finalise the affiliation.

Further guidance on decision criteria, applicant evidence and the appeals process are offered later in these guidelines.

Clubs and Organisations should avoid making any assumptions about their application until a decision has been made. We advise that applicants do not order club kit, stationery or other items that refer to being affiliated to England Athletics until official confirmation of affiliation has been received

3. ESSENTIAL CRITERIA

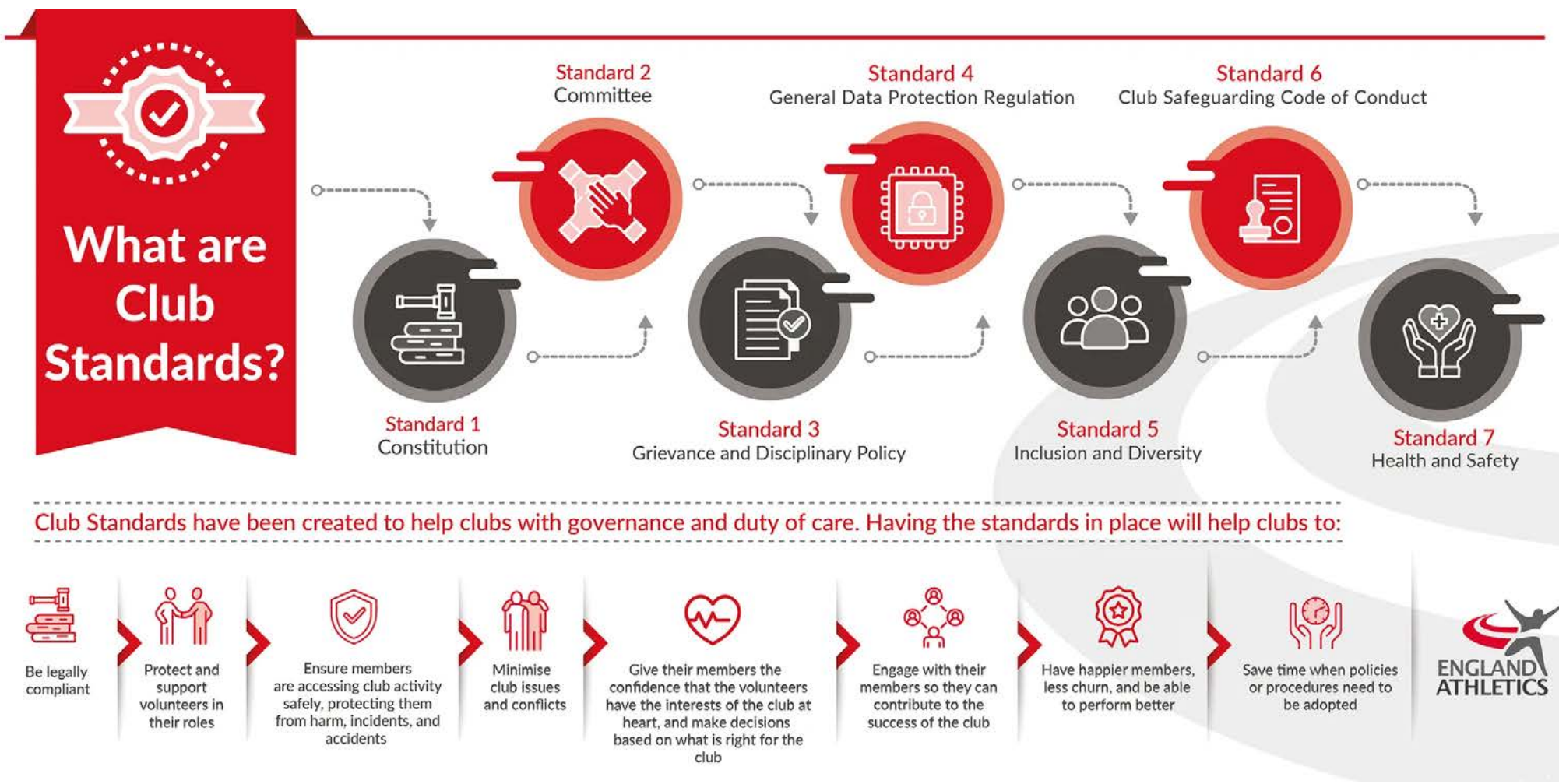
In order for a Voluntary Club, Non-Voluntary Organisation or Virtual Club to be approved for affiliation, England Athletics would expect it to demonstrate the following generic criteria as a minimum:

1. Evidence of an approved (by the membership) constitution which has been developed on the England Athletics Constitution Template, for the management of the proposed Club and a registered bank account in the name of the club. Please note the Constitution must have 'wet signatures' on it when uploaded. Articles of Association will only be accepted alongside the completion of the England Athletics Constitution Template.
2. The Club must have a Committee made up of representatives from the Club who will fulfil the roles of Club Chair, Club Treasurer, Club Secretary, Membership Secretary, DBS Verifier and Welfare Officer

The roles of Club Secretary and Membership Secretary can be combined and also the positions of DBS Verifier and Welfare Officer

Please note the Club Chair and Treasurer cannot be the same person and should be linked to individuals co-habiting/related. The role of Treasurer should not be connected to any other roles and be independent due to the financial nature of the position.

3. Demonstrates a positive approach to coach development and education. Clubs should only use appropriately licensed UKA coaches or leaders at a level relevant to their membership base and activities. In exceptional circumstance where a Club has only an LiRF Leader or Assistant Coach in place upon application, we would expect the Club to work with a Club Support Manager to produce a coaching pathway plan which ensures that they have a CiRF or Athletics Coach in place at the Club within the first 12 months.
4. Agree to sign up to Club Standards to ensure good governance and duty of care. The seven elements of club standards are shown below and can be viewed here www.englandathletics.org/clubhub/collection/intro-to-club-standards/



5. Agree to ensuring their Club environment is as safe and welcoming as possible and operate to UKA and the HCAF Safeguarding Regulations.
6. Whilst we accept Clubs with just one Welfare Officer in place initially, we recommend that all Clubs work towards having a male and female Welfare Officer in place and all Welfare Officers must attend training sessions <https://www.englandathletics.org/clubs-and-facilities/club-support-services/club-welfare/club-welfare-roles-responsibilities/>
7. Evidence a commitment to participating in and providing appropriate types of competition for its members as individuals and on an inter-club team basis. A commitment to developing licensed officials to support these events should also be evidenced.
8. Demonstrates provision of new opportunities in the local area, or enhanced activities currently provided by an already affiliated England Athletics club within the local area.
9. Agrees to adopt clear and effective welfare, grievance and disciplinary procedures, with a preference of adopting the England Athletics policies as common club practice
10. Agrees to inform all their athletes that their data will be passed to England Athletics as detailed in Section 9 below.
11. Agrees to providing accurate data for all athletes that are registered with England Athletics and inform us of any change in detail each year.
12. Demonstrates a commitment to engage and support England Athletics local club initiatives where appropriate.
13. Ensures provision of activities is affordable to the local customer base.
14. Demonstrates a commitment to operate in the best interests of the sport with other local providers including affiliated England Athletics clubs and other organisations.
15. Provides accessible opportunities for new runners and athletes, not currently participating in athletics.
16. All Clubs should be committed to offering a positive and welcoming experience to volunteers which enables them to feel valued and develop their skills.

England Athletics is committed to supporting clubs and coaches who work together. Our preference is that clubs wishing to affiliate have first considered establishing a formal link with an already England Athletics affiliated club. We are aware that on occasion new clubs are formed as a result of individual disagreements within existing clubs. So before applying to affiliate we ask clubs to try to resolve issues locally so as not to reduce available resources in the form of volunteers to both clubs.

The criteria for Associations and Leagues are that they agree to abide by the rules and policies of UKA and England Athletics for the competition or events that they organise.

The criteria for Event Promoters are that they agree to abide by the rules and policies of UKA and England Athletics and the terms of the permit(s) or licence(s) issued for the competition or events that they organise.

All Associations, Leagues and Even Promoters must ensure they are up to date with the new UKA Anti-Doping Rules which have now come into effect www.ukad.org.uk

All events must have the following wording included on your entry forms whether printed or via any online entry systems.

Wording for competition entry

"All entrants shall be deemed to have made him/herself/themselves familiar with and agreed to be bound by the UKA Anti-Doping Rules and to submit to the authority of UK Anti-Doping in the application and enforcement of the Anti-Doping Rules.

The UKA Anti-Doping Rules apply to entrants participating in the sport of Athletics, for 12 months from the date of entry, whether or not the entrant is a citizen of, or resident in, the UK."

4. TERMS AND CONDITIONS OF AFFILIATING TO ENGLAND ATHLETICS

By affiliating to England Athletics, Clubs must agree to:

1. Paying a club affiliation fee of £200 and athlete registration fee of £19 per athlete in line with advertised deadlines.
2. Adhere to and implement UK Athletics Safeguarding (Child & Adult policies, procedures and regulations).
3. Read and understand the following policies:
 - England Athletics Anti Bullying Statement.
 - England Athletics National Disciplinary Policy
 - England Athletics Privacy Policy.
4. Take responsibility for their own governance and ensure they are providing duty of care for all club members by working towards, implementing and upholding **Club Standards** as set out by England Athletics. Clubs should ensure the myAthletics portal is kept up to date with:
 - An agreed club constitution in line with your legal structure.
 - A functioning committee with the key roles in place.
 - Club Grievance and Disciplinary policy.

- Club Privacy policy.
 - Club Inclusion policy.
 - Safeguarding
5. Sign up to the UK Athletics and HCAF Safeguarding Club Code of Conduct.
 6. Ensure your members have agreed to the relevant UK Athletics and HCAF Code of Conducts and are managing the conduct and behaviour of those associated with the club as officials, coaches, volunteers, athletes, runners, and supporters. **Please note that the terms of athlete registration mean that athletes must have agreed to their code of conduct before competing.**
 7. Appoint a minimum of one Lead Welfare Officer that is appropriately trained.
 8. Ensure all club leaders and coaches have a valid licence and have agreed to the England Athletics Terms and Conditions for the England Athletics Coach Licence Scheme.
 9. Implement a Club Health and Safety policy.
 10. Agree to abide by the UKA Anti-Doping rules by
 - Adhering to and implementing the UKA Anti-Doping Clean Athletics Plan
 - Through **signing the athlete code of conduct via the myAthletics portal**, ensuring that all registered athletes abide by the following statement:

"All members shall be deemed to have made him/herself familiar with and agreed to be bound by the UKA Anti-Doping Rules and to submit to the authority of UK Anti-Doping in the application and enforcement of the Anti-Doping Rules.

The UKA Anti-Doping Rules apply to all members participating in Athletics for a minimum of 12 months from the commencement of membership, whether or not the member is a citizen of, or resident in, the UK.

Any athlete wishing to retire from the sport of athletics must put this in writing to the club and England Athletics and cancel any applicable membership. Official retirement will remove the athlete from being under the auspices of UKA's anti-doping rules."
 11. Implement and upload the license terms and conditions for all events and competitions they organise.
 12. Work in partnership and engage with England Athletics for the development of the sport.
 13. Take responsibility for the quality and accuracy of data added to the myAthletics portal. Clubs must ensure that members are aware that their data is being passed to the Athletics Governing Bodies and will be processed in accordance with our privacy statement. The data that is entered on behalf of club members must be accurate and up to date.

5. CLUBS WITH LOW MEMBERSHIP

England Athletics recognises that sometimes clubs that apply for affiliation will not yet have a large membership. With all new club affiliations, we would ask that you first contact the most appropriate EA affiliated club to see if there are any appropriate opportunities for your activities to take place as a satellite group of the already existing club. If after discussion, neither club feels that a satellite arrangement is most appropriate, then we would welcome a new club or organisation application.

6. CLUB COLOURS

When considering proposed club colours, it is recognised that we should aim to minimise confusion (such as avoiding a club having very similar kit to another nearby club) but it is not possible for every club to have a unique kit. Please be aware that your Club Kit should meet UKA Rules for Competition, found here www.uka.org.uk/competition/rules-of-competition/

7. DECISION MAKING PROCESS

Each application will be assessed within the process and timescales outlined above, and will be given one of three outcomes:

7.1 Approved

At which point the applicant will be informed and sent an Affiliation Pack.

7.2 Approved with conditions

At which point the applicant will be informed and asked to provide further information or confirm that they agree with any recommendations/conditions before a full approval can be granted. If the applicant is unable to provide this information to the satisfaction of England Athletics or is unwilling to take onboard the recommendations/conditions, the decision will become a refusal.

It may be decided that an application is strong but that certain conditions need to be met before approval can be granted. These conditions might include, though are not limited to, the following:

7.2.1 Changing the club's name – for example, if the panel deems it offensive or too similar to the name of another local club.

7.2.2 Changing the club's colours – for example, if the panel feel they are too similar to another local club.

7.2.3 A need to provide clarity or further information relating to a specific aspect of the application.

7.2.4 Issues arising from amendments to our Constitution template.

7.3 Refused

An application can be refused if it does not meet the criteria above or for any other reason that causes concerns over the benefit that approving an application would bring to the sport. At this point the applicant will be informed and given a clear reason or reasons as to why the application has been rejected.

Any decision to reject an application must be based on sound principles, including:

- 7.3.1 The constitution and/or stated aims of the club are contrary to the stated Mission and Values of England Athletics.
- 7.3.2 Substantial concerns exist that the club will not function in accordance with the standard constitution and/or stated aims, or within the stated Mission and Values of England Athletics.
- 7.3.3 The Club refuse to implement the use of England Athletics Club Portal for the registration of their athletes and members.
- 7.3.4 The Club do not have sufficient personnel to ensure the Committee is made up of members that are a good representation of the Club membership.
- 7.3.5 We reserve the right to cancel a Clubs affiliation if it is found at a later date that information provided to us on an organisations application form proves to be incorrect.

8. APPEALS

An applicant 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 England Athletics, making it clear why the applicant is appealing and providing any further evidence that may help to support their application.

8.1 Grounds of appeal could include that:

- 8.1.1 The assessment of the club against these criteria has been incorrect. (e.g., a women only club being rejected when actually the provision of women only clubs are part of being proactively inclusive).
- 8.1.2 Additional information being sought by England Athletics was already supplied, was not requested, was not relevant to the application or that insufficient time was given to supply it.

Appeals will be determined by an independent panel appointed by England Athletics and the decision of the Appeals Panel will be final.

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.

9. DATA PROTECTION



All Clubs must conform to General Data Protection Regulations (GDPR).

When a club member joins or renews his/her membership and provides their details to an England Athletics affiliated club, the member is also registered by the club with England Athletics, which means that the club transfers the member's personal data to England Athletics (i.e., via the Portal). It is therefore vital that members of affiliated clubs are told about this when they join or renew their membership. If your club does not automatically register all members with England Athletics then the position changes slightly (as set out in this letter).

To assist in the process for ensuring that both the club and England Athletics comply with the GDPR in this respect, we have prepared some wording to be included on your own Club application / membership form which we have set out below. Please note that we are also updating our online system so that when you enter data for new members you will be required to confirm that they have been made aware that their information will be shared with England Athletics as well.

Proposed wording for clubs who register all members with England Athletics

"When you become a member of or renew your membership with [insert name of club] you will automatically be registered as a member of England Athletics. We will provide England Athletics with your personal data which they will use to enable access to an online portal for you (called myPortal). England Athletics will contact you to invite you to sign into and update your myPortal (which, amongst other things, allows you to set and amend your privacy settings). If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics, please contact dataprotection@englandathletics.org."