

UNIVERSITY OF ST ANDREWS ATHLETIC UNION PROCEDURE FOR AFFILIATING AS A NEW CLUB.

Full Affiliation

For a club to fully affiliate the Athletic Union it must have been in existence for at least twelve months, having met the following conditions. This requirement ensures that clubs are financially and organisationally self sufficient in the long term:

1. AU Exec approved constitution and safety policy
2. Functioning committee
3. Sufficient membership to justify and sustain the club
4. Treasurers account with sufficient working capital to justify and sustain the club
5. That the demand for their sport is not already met by an affiliated club

On acceptance of the above evidence by the AU Executive Board, the club will be notified by email of their **probationary full affiliated club status** and will immediately enjoy all the benefits that full affiliated clubs enjoy subject to an AU Club Financial Agreement. The probationary status will last for 12 months. At the end of that period the AU Executive Board will either confirm the club's **full affiliated club status**, or (in the event that conditions 1-6 have not been sustained) **extend** the probationary period for a further 12 months or **disaffiliate** the club (if there is no prospect of the conditions being met).

Second Tier Affiliations

In order for brand new clubs to be able to achieve the above requirements, they can affiliate as a second tier club. The second tier provides restricted support and is intended to foster the formation of new clubs and to discourage University clubs from operating out with the safety and disciplinary controls of the Athletic Union.

Benefits of affiliation for the club include the following:

1. Affiliation to University & Saints Sport brands and the credibility that comes with this
2. Access to club development advice and none monetary support from the AU team¹.
3. An AU provided website on www.saints-sport.com
4. Freshers Fayre presence and a listing in the Freshers Club Guide
5. AU Provided email address with Google Docs
6. AU Health & Safety advice and management/regulation.
7. Use of AU Transport (providing the club can demonstrate that they have enough funds to be able to cover insurance excesses)
8. Members are eligible for funding for representative sport (BUCS Home nations & trials etc.

In order for a group to affiliate as a second tier club they must have the following:

1. Business plan to demonstrate their planned financial sustainability
2. Constitution

¹ This could, however take the form of assistance with grant applications

3. Treasurer's Bank Account opened with BOS South St Branch
4. Functioning Committee
5. Approved Safety Policy & signed club code of conduct

Limitations:

Second tier clubs would not have access to any funding apart from agreed BUCS/SUS competition entries:

1. No annual transport funding
2. No coaching funding
3. No access to the equipment programme
4. No AOF Funding or loans of more than £100pa

Notes:

1. Once a club has full affiliated status, it cannot be downgraded to second tier status. The structure exists solely to facilitate the formalisation of new clubs.
2. After submitting the minutes of their first official committee meeting to the AU Executive board, the club will be notified by email of their **probationary second tier club status** and be provided with a club generic email address & webspace.
3. The probationary status will last for up to one month, by which time all the conditions of affiliation must be met. At the end of that period the AU Executive Board will either confirm the club's **full second tier club status**, or **disaffiliate** the club.