



University of
St Andrews

Athletic-union-affiliation-policy

Document Type	Policy and Procedure
Scope (applies to)	Athletic Union sports clubs, committees, and members
Applicability date	
Review/expiry date	26/01/24
Approved date	26/01/23
Approver	Athletic Union Board
Document Owner	Athletic Union President
School/Unit	Saints Sport
Document Status	Active
Information classification	Public
Equality impact assessment	None
Key Terms	Affiliation, Athletic Union, Sports Clubs
Purpose	This document outlines the terms under which sports clubs are affiliated to the Athletic Union at the University of St Andrews

Version	Purpose/changes	Document status	Author of changes, role and school/unit	Date
3.0	Approved	Active	Athletic Union Board	26/01/2023

1 Introduction

1.1 The Athletic Union strives to offer the 'Saints Experience' to all matriculated students and promotes a wide variety of high-quality opportunities for students to engage and participate in sport and physical activity within the University.

1.2 To help fulfil these objectives, the Athletic Union supports its affiliated sport clubs. For the purposes of the AU, a 'sport' is defined as any physical activity which contributes to the student experience. The support offered through affiliation includes but is not limited to:

- Free facility allocations for Clubs who can train at Saints Sport facilities. Support provided to Clubs that require external training facilities.
- Ability and support to compete as a representative of the University of St Andrews
- Access to Club Development support
- Access to Administrative support
- Use of Saints Sport transport
- Access to financial assistance and advice regarding the management of club finances
- Access to 'Saints Sport' branding materials, including logos, social media templates, and kit
- A dedicated website page on <https://sports-clubs.wp.st-andrews.ac.uk/>
- A stand at the Sports' Fayre in Freshers Week
- Promotion in University Orientation Guides and via Saints Sport social media accounts
- Club email address and Club Team to store central documents
- Early access to tickets for AU events including 'Sinners!' and 'Sports Ball'

1.3 Saints Sport strives to maximise the benefits derived from affiliation. As such, Saints Sport will carefully consider all applications on the basis of the club's sustainability, contribution to the student experience and resource use. This document outlines the procedure for all clubs wishing to be considered for affiliation.

2 Eligibility of Affiliation

2.1 Any sport is welcome to apply for affiliation to the Athletic Union. [This document](#) outlines which groups should apply to affiliate to the Athletic Union or if they should affiliate to the Students Association as a society.

2.2 Applications can only come from fully formed clubs. However, students wishing to create a club can receive support from the Athletic Union before trying to affiliate. Applicants must follow the process as laid out in Section 3.

2.3 An affiliation proposal can only be made by matriculated students of the University who are representing the club.

2.4 During the Affiliation Process clubs must fulfil certain criteria:

- Articulate the background to the sport.
- Prove the financial sustainability of the club.
- Prove there is a sustained demand for the club from a variety of year groups. This can be done in several ways:
 - Show there is enough interest in the club to fill a team in that sport,
 - OR show there are at least 15 people in the club from a variety of years,
 - OR show that the use of resources will be of enough benefit to the student experience.
 - It would be beneficial if the membership of the club would not result in the detriment to another affiliated club's membership.
- The sport has to be sustainable for Saints Sport across the different sections of the organization.

3 Affiliation Procedure

- 3.1 The representatives from the club can discuss their proposal with the Athletic Union President prior to submitting a proposal.
- 3.2 The club must submit a proposal using the template provided (see appendix) to the AU President.
- 3.3 The AU President will then check the document to ensure that it is fully completed. The AU President may ask for more information before submitting the proposal to the panel.
- 3.4 Once the document is fully completed the AU President will share the proposal with the Affiliation Panel (hereafter referred to as the Panel).
- 3.5 The purpose of the Panel is to establish if the club meets the criteria for affiliation across the different areas of the Athletic Union. However, an approval from the Panel is not a guarantee of affiliation and the club must also seek the approval of the Athletic Union Board (See 3.7).
 - There will always be a student majority on the panel. The panel will be made up of the following individuals:
 - A member of the Operations and Facility team.
 - Assistant Director (Sports Development)
 - Saints Sport Finance Administrator
 - The Athletic Union Executive Committee
 - The Athletic Union President

- 3.6 The club will then be invited to present their application to the Panel. This will give time for both parties to ask questions of each other.
- The Panel will then meet separately to consider the proposal and make a decision. Each member of the panel must agree that the club meets the criteria for affiliation.
 - The Panel and the Students' Association Societies Committee will keep in close contact to help determine where the club should affiliate.
 - If the Panel approves the request for affiliation, the AU President will prepare a paper for the Athletic Union Board which will include the proposal from the club and the justification of the Panel's decision.
 - If the Panel does not approve the request for affiliation the AU President will communicate the reason behind the decision (see Section 4).
- 3.7 The Athletic Union Board will consider the proposal and vote on whether they approve the request for affiliation. The decision of the board will be communicated to the club by the AU President within 48hrs of the Board meeting.
- If the request for affiliation is granted by the Board, the club will be required to complete the following actions. Only once all these actions have been completed will the club be affiliated.
 - Submit a constitution for approval to the AU President.
 - Submit a Health and Safety policy for approval to the AU President.
 - Attend 'Got Consent?' Leadership training as a committee.
 - Submit details of the committee to the AU President.
 - Sign the Affiliation agreement.
- 3.8 See Section 4 for the steps that will be taken if the club is denied affiliation.

4 Rejection of Affiliation

- 4.1 If at any point during this process a request for affiliation is rejected the AU President will communicate the reason for this to the club and provide a set of recommendations to complete.
- 4.2 Once an affiliation request has been made, the club will be unable to apply for affiliation until the recommendations of the panel have been met.
- 4.3 Depending on the reason for the rejection, the AU President will work with the club to identify if there are any suitable alternatives, for example, combining with an existing club or applying for affiliation to the Students' Association.
- 4.4 The club has the right of appeal which should be submitted in writing to the AU Board within 14 days of their request for affiliation being rejected.

5 Affiliation Renewal

- 5.1 Affiliation must be completed each year for all clubs to ensure their continued sustainability.
- 5.2 To continue to be affiliated to the Athletic Union clubs must
- Update their club contacts following the AGM
 - Upload an updated Constitution and Risk Assessment to the Club Team
 - Complete the Affiliation admin form
 - Attend all compulsory committee training
 - Attend an annual club development meeting
- 5.3 Through the reaffiliation process, the Panel will review the club's continued sustainability as detailed in the Athletic Union Constitution.

6 Appendices

Athletic Union Constitution, 6. Probation and Termination of Affiliation

- 6.1 A club which shows itself to be unsustainable will be placed on a 'sustainability track'. The club will receive close monitoring and support to try and ensure the club can become sustainable. If there have been no improvements after a year then they are eligible for disaffiliation. Areas of concern may include:
- Financial sustainability
 - Membership sustainability
 - Appropriate club governance
- 6.2 The Athletic Union President will write to the Athletic Union Board outlining the reasons for disaffiliation. The Board must approve this decision. Only with the Board's permission will a club be deemed disaffiliated and the AU President will communicate this to the club in writing. The club that has been disaffiliated will have 48hrs to write an appeal to the Board via the Director of Sport.
- 6.3 Any club who has their affiliation terminated shall no longer be eligible to access support from the Athletic Union as set out in section 5, until their affiliation is reinstated.
- 6.4 Upon termination of affiliation, clubs must return all assets to Saints Sport to be used for student sport.

Athletic Union Affiliation Form

- 6.5 By filling in this form you begin the process of affiliation with the University of St Andrews Athletic Union.
- 6.6 This is not a guarantee of affiliation, and the content of this form will be used to inform the decision of Saints Sport which is the organisation encompassing the

Athletic Union and the Department of Sport and Exercise. The decision will be based on the demand for club activity, the sustainability of the club and the availability of resources.

- 6.7 Once affiliated you agree to be overseen by the Athletic Union, following the policies and procedure of Saints Sport as well as upholding the core values of the organisation. The club will be able to access support varying from financial aid, vehicle hire, facilities hire, support in training, and access to university competitions such as BUCS or SSS.

SPORT AND CLUB NAME:

DESCRIPTION OF SPORT:

SUPPORT OF NATIONAL GOVERNING BODY:

(please contact the relevant National Governing Body for an endorsement – if no such organisation exists

then please contact any other relevant organisation. This is not a requirement but is recommended.)

PROOF OF DEMAND FOR CLUB ACTIVITY:

(Please list interested parties – we'd recommend either one team, 15 members or the minimum number of people who would benefit from resources expended)

DETAILS OF CLUB GOVERNANCE (1/2):

(please provide an explanation on how the club will be run, including committee structure, financials and equipment requirements – support can be given through Saints Sport)

DETAIL HOW YOUR CLUB WILL ADOPT THE SAINTS SPORT CORE VALUES

(Selfless, Affable, Inclusive, Nurturing, Trustworthy and Successful)