

2024/2025 Club Affiliation: Changes to Process

What's New and Why?

1. The deadline for submissions is being brought forward by one month to Friday 1 March 2024.

This is to allow for additional time for submissions to be checked and for invoices to be issued prior to your current club affiliation expiring. There will be a six-week period in which documents can be submitted and one month for invoices to be paid.

Clubs are invited to submit their 2024/2025 affiliation documents from **Friday 19 January 2024**.

The following documents are due to be returned to clubs@triathlonscotland.org.

- Club Affiliation Form
- Club Constitution
- Wellbeing & Protection (Welfare) Statement
- Equality Policy
- Code of Conduct
- Making a Referral Policy & Procedure Form (For clubs with members aged under 18)
- Member List
- EDI Information

Invoices will be due for payment by Sunday 31 March 2024.

2. The role of Assistant Wellbeing & Protection Officer will become a mandatory committee position.

As mentioned during the 2023/24 affiliation process, the role of Assistant Wellbeing & Protection Officer will move from recommended to mandatory. This is part of our commitment to ensuring we meet the highest level of safeguarding standards in our sport and is in line with recommendations from the Lime Culture review commissioned by British Triathlon.

The Assistant Wellbeing & Protection Officer will offer support and assistance to the Wellbeing & Protection Officer in their duties as outlined in the [Position Description](#).

3. Equality, Diversity & Inclusion (EDI) Information is required from Club members.

From next year, Triathlon Scotland will be required to provide the following information from club members to **sportscotland**:

Over 16's	Under 16's
Age	Age
Sex	Sex
Gender reassignment (trans status)	Disability
Disability	Race
Race/ethnicity	SIMD (Postcode)
Sexual Orientation	
Religion or Belief	
SIMD (Postcode)	

This will allow us to support **sportscotland**'s vision of an active Scotland where everyone benefits from sport. Together, we are committed to inclusion underpinning everything we do. By collecting EDI data, sportscotland can compare this to the 2022 Census and key Scottish Government surveys (e.g. the Scottish Health Survey) to compare Sport Governing Body memberships against the Scottish population, which will result in a more thorough understanding of those taking part in sport. Full information from **sportscotland** can be found [here](#).

Triathlon Scotland will support clubs through this process. EDI permission forms and questionnaire templates will be supplied to all clubs by the end of December 2023.

What's Next?

Triathlon Scotland is committed to ensuring the introduction of the new requirements is as seamless as possible. We will do this by providing resources and information sessions.

- Examples of Assistant Wellbeing & Protection Officer role supplied to clubs by end of Q4 2023.
- EDI Permission forms and questionnaire templates supplied to clubs by end of Q4 2023.
- Online Affiliation Info Session on 10 January 2024.

For any queries on any of the above please contact clubs@triathlonscotland.org.