

Club Affiliation Guide 2024/2025

Introduction

The time has come for all Triathlon Scotland affiliated clubs to complete affiliation for the 2024-25 season. We have made some changes this year to simplify the submission process.

*Please complete this process before **Friday 1 March 2024**. This is to ensure all forms can be processed by the Triathlon Scotland team before the current affiliation year ends on 31 March. After this time, any clubs who have not been processed will not be considered affiliated and will therefore not receive the benefits associated with being an affiliated club until this process is complete.*

Affiliation Categories

Community Triathlon Club (including Student & Services)

A Community Triathlon Club is a club that is established to support participation in triathlon, to serve its community and to offer an inclusive programme of activities. These clubs will be governed by Triathlon Scotland but may also affiliate to other National Governing Bodies for the purpose of allowing their members to take part in the relevant sport. These clubs will be entitled to all club affiliation benefits.

Single Discipline Club

A single discipline club is a sports club that is dedicated to another sport (normally swimming, cycling or athletics) that has a dedicated section for the sport of triathlon. These clubs will be governed by other National Governing Bodies such as Scottish Cycling, Scottish Swimming or Scottish Athletics but affiliated to Triathlon Scotland for the purposes of membership, insurances and other associated benefits for their members that take part in triathlon. These clubs will be entitled to all club affiliation benefits.

Event Host Club

An event host is a sports club that is dedicated to another sport (normally swimming, cycling or athletics) that organises a triathlon (or other) Triathlon Scotland permitted event. These clubs will not have a dedicated section for the sport of triathlon or be providing regular club-based triathlon activities or training sessions. These clubs will NOT be entitled to all club affiliation benefits – see the club affiliation benefits comparison below.

Affiliation Eligibility

All clubs, regardless of the category that affiliate to Triathlon Scotland must meet the following basic eligibility criteria:

- Be an organised club on an amateur, not for profit basis that is both open and inclusive to its community.
- Have a committee or board that hold regular meetings to manage the club's affairs.

- The committee must as a minimum include a President/Chair, Secretary, Treasurer, Wellbeing Officer and Assistant Wellbeing Officer.
- Hold an Annual General Meeting (AGM) to elect committee members and make any constitutional changes.
- The club should have an open and non-discriminatory governing document that has been agreed at an AGM and signed.
- Is formed to promote and provide access to an organised form of sport.
- There should be no element of a commercial entity where an individual or company is using the club to make a profit.

Affiliation Fees

Affiliation fees for 2024-25 have been reviewed in line with the other changes we have made to affiliation. Affiliation fees for 2024-25 will be as follows:

Affiliation Category	Fee Type	Fee	Caps
Community Triathlon Club	Per Capita	TS Members: £0.50 Non-TS Members £1.50	Minimum: £40 Maximum: £350
Single Discipline Club	Per Capita – Triathlon Section	TS Members: £0.50 Non-TS Members £1.50	Minimum: £40 Maximum: £350
Event Host Club	Flat Fee	£40.00	N/A

Club Membership values used for this calculation is that provided during the affiliation process. Triathlon Scotland Membership values are taken from the membership system on 1 February each year. An invoice will be issued to the club accordingly.

Affiliation Benefits

By becoming affiliated to Triathlon Scotland your club will be able to access the following benefits:

	Community Triathlon Club	Single Discipline Club	Event Host
Access to Affiliated Club Logo	✓	✓	✓
Club Listed on Triathlon Scotland Website	✓	✓	✓
Members can have club named on Membership Card	✓	✓	✗
Insurance			
Club Insurance:			
• Public Liability £15M	✓	✓	✓
• Employers Liability £10M			

<ul style="list-style-type: none"> Professional Indemnity £15M Directors & Officers (Management Liability) £2M 			
Event Insurance via Event Permitting	✓	✓	✓
Competition			
Club can compete in National Mixed Team Relay Club Championship	✓	✓	✗
Club can compete in You Can Sport Club Ranking Series	✓	✓	✗
Club Support			
Club Development Support <ul style="list-style-type: none"> New Club Establishment Coach Education & Development Funding Application Support Fantastic Club Framework Support 	✓	✓	✗
Discounted Access to ClubSpark - Club Management System	✓	✓	✗
Event Support <ul style="list-style-type: none"> Event Development Support Event Permitting Technical Official Support Event Organiser Training 	✓	✓	✓

Affiliation Process 2024/25

The process this year is as follows:

1. Your club contact (normally secretary) will receive an email with a link to the affiliation form. The form is an Microsoft Form - if you face any issues completing this, please contact clubs@triathlonscotland.org.
2. Please complete all sections of the form.
3. Along with the completed form we also require an up-to-date copy of each of the following documents. You should upload the files via the link provided on the form:
 - i.Club Constitution
 - ii.A signed 'Wellbeing & Protection (Welfare)' statement
 - iii.A signed 'Making a Referral Policy & Procedure' statement (for clubs with members aged under 18)
 - iv.Equality Policy
 - v.Code Of Conduct
 - vi.List of Active Coaches & Officials
4. Once you have submitted the form along with the supporting documents, Triathlon Scotland will process it and contact you with an invoice or a request for further information.
5. On payment of the required fee your club will be sent an affiliation pack including certificate and details of how to access additional benefits.

Contact Information

For more information or if you have any problems, please contact us at clubs@triathlonscotland.org or contact Gary Shaw (National Club Lead) directly by email at garyshaw@triathlonscotland.org, or by phone on 07427992991.