

Affiliation Guide 2019/20 - Existing Clubs



Introduction

The time has come for all Triathlon Scotland affiliated clubs to complete affiliation for the 2019-20 season. We have kept the process the same as last year but have changed some of the information we ask for slightly to help us improve the support we provide to clubs.

Please complete this process before the 31st of March 2019. After this time your club will not be considered affiliated and will therefore not benefit from liability insurance until this process is complete.

Affiliation Process 2019/20

The process this year is as follows:

1. Your club contact (normally secretary) will receive an email with the affiliation form. The form is an excel workbook, if you face any issues working with this type of file please contact us.
2. Please complete all sections of the form, it may be that you ask different members of your committee to fill in different sections.

RDO Support: If your clubs would like support with the process then you can arrange to meet with a Regional Development Officer who can work through the form with you and provide support/ideas throughout the process. They will work with you to complete the form and gather any other information we require and will then return it for you. If you would like to use this option then please reply to this email requesting support and we will arrange this.

3. Once your committee is happy the form is complete then submit it along with a membership list and any other required documentation by emailing it to: development@triathlonscotland.org
4. Along with the completed form we also require:
 - a. A membership list which should contain the following information:
 - i. Member Name
 - ii. Member Email
 - iii. Member Gender
 - iv. Member Age Category

If your club cannot provide this information for any reason please let us know.

- b. Any club policy document that has been recently updated, these include:
 - i. Club Constitution
 - ii. Wellbeing & Protection (Welfare) Statement
 - iii. Equality Policy
 - iv. Code Of Conduct

5. You will then receive a confirmation email with details of how to pay the required fee and some further information on what will happen next.

Please note we will return forms that are missing certain required pieces of information!

Affiliation Fee Structure

At the 2015 AGM, held at Heriot Watt University, a resolution was passed to adopt a new club affiliation fee structure.

The main change to the fee structure is that it will now be a 'per capita approach' where clubs will pay £0.50 for a Triathlon Scotland member and £1.50 for a non-Triathlon Scotland member.

A set minimum fee and incremental maximum fee will be applied over the next four years where the maximum will not exceed £350 by 2019.

Affiliation Year	Minimum Fee	Maximum Fee
2016/17	£30	£200
2017/18	£30	£250
2018/19	£30	£300
2019/20	£30	£350

So how will the fees affect your club?

The best way to illustrate this is with a table:

Club	No. TS Members	No. non TS Members	Cost
1	9	9	£30.00
2	6	29	£46.50
3	28	24	£50.00
4	18	68	£111.00
5	19	83	£134.00
6	70	141	£246.50*

*Club 6 in 2016 will pay the maximum fee of £200.00 but from 2017 onwards would pay £246.50.

Triathlon Scotland will calculate the costs based on membership data from the membership system on 1 February every year. An invoice will then be issued to the clubs accordingly.

Any Problems - Contact Us

For more information or if you have any problems please contact us by:

- email - development@triathlonscotland.org
- phone - 01786466903 or 07860716418