Starting a New Athletic Union Club

Procedure

What will you need?

- Constitution
- Health & Safety Policy
- Committee structure outline
- Any necessary risk assessments
- Functioning committee
- Club bank account with sufficient capital to sustain the club
- Explanation of the demand for your sport, and to show the demand is not met elsewhere

Step One:
Get in touch with the Athletic Union and submit a document with a brief introduction to your sport and evidence of the demand for its existence. Usually clubs are required to have a minimum 15 members, so evidence of 15 individuals who would want to join your club would help. It would further help if the majority of these individuals were not already part of a different AU club.

This document should also include all the above information. The President will review the document alongside the AU Exec committee and decide if the club is viable for affiliation.

Step Two:
If the AU Exec decide the club is not viable, you will be sent an email by the AU President explaining why the club was not considered feasible. If the issues are in relation to inappropriate documents, you will be able to update your documents and reapply. If the issues are to do with demand for the club, or that the exec feels the need is already met, you may be able to reapply but it is unlikely that the decision of the Exec will change.

If the AU exec decide the club is viable there are two ways in which your club might be affiliated:

1. Full Affiliation
2. Associate Affiliation
A club would be affiliated as an Associated Club if they were struggling to reach the standard required for full affiliation and needed support to get there. They might also be affiliated as an Associated Club if they only needed support in certain areas and to affiliate as a full Club would be unnecessary.

**Full Affiliation**

Fully Affiliated Clubs have access to all the benefits of being an Athletic Union Club. This includes:

- Ability to compete as a representative of the University of St Andrews
- Access to Club Development support
- Access to Administrative support
- Access to Club Development Fund and non-monetary financial advice
- Club budget provided by the AU
- Free facility allocations for Clubs who can train inside the Sports Centre
- Access to ‘Saints Sport’ branding materials, including logos, social media templates, and kit
- A dedicated website page on www.st-andrews.ac.uk/sport
- A stand at the Sports’ Fayre in Freshers Week
- Promotion in University Orientation Guides and via Saints Sport and Go Saints social media accounts
- Club email address and Club Team to store central documents
- Health & Safety Advice and regulation administered by Saints Sport
- Use of Saints Sport transport
- Ability to purchase tickets for AU events including ‘Sinners!’ and ‘Sports Ball’

**Associate Affiliation**

Associated Clubs have access to some, but not all, of the benefits of being an Athletic Union Club. This includes:

- Ability to compete as a representative of the University of St Andrews
- Access to Club Development support
- Access to Administrative support
- Non-monetary financial advice
- A stand at the Sports’ Fayre in Freshers Week
- Club email address and Club Team to store central documents
- Health & Safety Advice and regulation administered by Saints Sport
- Use of Saints Sport transport
Step Three:
Once the level of affiliation has been decided, a Club affiliated in either way must operate for a 12-month probationary period without access to an AU budget to prove their ability to function financially independent of the AU and to operate sustainably and successfully.

At the end of this 12-month period the Club should produce evidence that they have operated successfully in line with the requirements listed at the beginning of this document, as well as a list of members who have regularly attended Club training sessions.

If the AU Exec is satisfied by the Club’s provision over the probationary period it will be approved by the AU Exec and the documentation will then be taken to the AU Board. Once the AU Board has formally approved the Club it will be considered officially affiliated to the AU.

A Club can be disaffiliated at any time if it is felt that it no longer meets the requirements of the AU or if it breaches any of the AU policies, or constitution. By affiliating to the AU every Club implicitly agrees to adhere to all AU policies and the AU constitution.