

BC ATHLETICS CLUB AFFILIATION POLICY

POLICY APPROVAL: AUGUST 20, 2026

ABOUT BC ATHLETICS	BC Athletics is the non profit, provincial sport organization that governs the sport of Athletics in British Columbia, including the disciplines of; • Track & Field • Race Walking • Cross Country Running • Road Running • Mountain & Trail Running BC Athletics mission is to empower community success through trusted resources, sustainable initiatives, and collaborative opportunities. BC Affiliated Clubs are integral to the development and success of Athletics across the province, playing a critical role in athlete development through program and event delivery in local communities. BC Athletics and its Affiliated Clubs are committed to working collaboratively in prioritizing the experience of all participants, coaches, officials, club leaders and volunteers.
PURPOSE	The purpose of this policy is to establish the requirements, responsibilities, and benefits of club affiliation with BC Athletics. Affiliation provides eligible organizations with access to BC Athletics programs and services while ensuring minimum standards of governance, safety, insurance, and accountability are practiced.
SCOPE	This policy applies to organizations seeking affiliation with BC Athletics for the purposes of delivering programs and services in the disciplines of Athletics, including athlete training programs and event hosting.
DEFINITIONS	Please refer to the BC Athletics Constitution & Bylaws for more information on the role of BC Athletics Affiliated Clubs.
BENEFITS OF AFFILIATION	Affiliation with BC Athletics signals to members and participants that the Club is committed to operating under the governance framework of the Provincial Sport Organization, upholding Safe Sport principles, and is committed to delivering programs and services that prioritize the wellbeing of all participants. It also indicates that the Club is overseen by a Board of Directors responsible for providing governance, strategic direction, and organizational accountability. Additional Benefits include: • Commercial General Liability Insurance; • Access to integrated registration platforms;

	• Club promotion; • Athletes identified as representing club at sanctioned competitions; • Administrative and member support; • Governance support; • Facility access advocacy; • Reduced rates on event sanctioning fees; • Club Leader professional development; • Access to grants and/or fundraising opportunities through viaSport and/or SportBC; • Right to appoint “Designated Voting Members” to participate in BC Athletics member meetings, as per the BC Athletics Constitution and Bylaws (must have a minimum of 5 athlete members).
ELIGIBILITY	Organizations must meet the following requirements to be eligible for approval as a BC Athletics affiliated club. • Operates within British Columbia; • Delivers programs and services in the disciplines of Athletics (Track & Field, Race Walking, Cross Country Running, Road Running, Mountain & Trail Running); • Is either a non profit Society registered in the Province of British Columbia with a Board of Directors that provides oversight, governance and accountability, or a registered business registered in the Province of British Columbia; • Has a minimum of 5 club members holding current, issued BC Athletics memberships.
MEMBERSHIP REQUIREMENTS	BC Athletics Affiliated Clubs agree to the following membership requirements: • Register all participants/athletes with the appropriate BC Athletics membership type; • Ensure all active coaches hold an issued BC Athletics Coach membership; • Ensure active officials hold an issued BC Athletics Officials membership; • Ensure all Board members and/or Club Managers hold an issued BC Athletics Sport Leader membership. ○ Note: BC Athletics Coach, Official, and Sport Leader memberships are issued only once the member has completed a Criminal Record Check and Safe Sport Training. Ensuring that all coaches, officials, Board members, and Club Managers hold a current issued membership therefore satisfies these screening obligations. A person whose membership has not been issued must not coach, officiate, or hold office in the Club. Where a Club uses volunteers in roles that involve regular unsupervised access to athletes, including team managers,

	chaperones, and drivers on overnight travel, those volunteers must hold an issued BC Athletics Sport Leader membership.
ATHLETE / COACH CLUB TRANSFERS	When an athlete and/or coach want to transfer between BC Affiliated Clubs, the following limitations apply: • In-season transfers: Any athlete or coach transferring from one Club to another during the season must complete the BC Athletics Club Transfer Form; • End-of-year transfers: Athletes may transfer Clubs at the end of the calendar year without a Transfer Form; • Training with more than one Club: Athletes must complete a Second Claim Club Form signed by the athlete and both Clubs. This arrangement is for training purposes only, and the athlete continues to compete for their First Claim Club; • Athletes may not transfer Clubs solely for the purpose of forming a team for a provincial or national championship; • A Second Claim athlete may not displace a First Claim athlete on any team; • A member who changes Clubs during the current year without the written approval of the Presidents of both Clubs must compete unattached for the remainder of that year.
COACH REQUIREMENTS	BC Athletics Affiliated Clubs are required to have a designated Lead Coach who holds the appropriate NCCP certification. The Lead or Head Coach is responsible for overseeing the club's athlete programming and ensuring that programming is aligned with the principles of the Long-Term Athlete Development (LTAD) model. Assistant Coaches are encouraged to pursue the appropriate NCCP certification and be at least "Trained" at their respective level. Certification Requirements: Track Rascals (3–8 years)– Run Jump Throw Wheel Certified Junior Development (9–13 years) – Sport Coach Certified U16 – Masters (14 years +) – Club Coach Certified Performance Programs – Performance Coach Certified Clubs must submit a list of all active coaches and their NCCP certification levels as part of the annual affiliation application. Where the coaching roster is not final at the time of submission, an updated list must be provided by March 28 of each year.

	Affiliated Clubs are encouraged to develop a formalized coach recruitment and screening process and to have coach agreements or contracts in place that clearly outline the roles and responsibilities of each coach.
INSURANCE REQUIREMENTS	BC Athletics Affiliated Clubs are provided with available coverages through the BC Athletics Commercial General Liability policy. It is recommended that all Affiliated Clubs obtain additional insurance coverage for: • Directors & Officers Insurance • Property Insurance (if equipment is owned) • Cyber Insurance (if applicable) In the event of a claim, the Club agrees to notify BC Athletics immediately.
SAFE SPORT POLICIES	BC Athletics Affiliated Clubs must adhere to National Safe Sport Policies and ensure effective implementation of the Athletics in Canada/ BC Athletics Safe Sport Policy, along with its core set of policies, by all club members, including coaches, officials, athletes, and administrators. • The policies to be implemented include: ○ The Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) ○ Athletics in Canada Code of Conduct ○ Athletics in Canada Anti Doping Policy ○ Athletics in Canada Concussion Protocol Policy ○ Athletics in Canada Diversity, Equity, and Inclusion Policy ○ BC Athletics Screening & Safe Sport Training Policy ○ Athletics in Canada Conflict of Interest Policy ○ Athletics in Canada Travel Policy • All Affiliated Clubs must adopt and publish a Complaints, Dispute Resolution and Discipline Policy. • All Affiliated Clubs must develop an Emergency Action Plan for all training and events.
EVENT HOSTING	BC Athletics Affiliated Clubs who host events/ competitions are required to sanction their event(s) with BC Athletics through the BC Athletics Event Sanctioning Program, and pay all fees associated with the sanctioning process. • Clubs who host events that include participants who do not hold an applicable BC Athletics membership are required to ensure compliance with offering the Non Member Event License, including the collection and storage of the BC Athletics Assumption of Risk and Waiver of Claims and Liability Agreement and the Non Member Event License fee; • Agree to recruit a minimum of three (3) new officials each year, of whom all complete the requirements of "Local Official" in their first year.

RESPONSIBILITIES OF AFFILIATED CLUBS	BC Athletics Affiliated Clubs are responsible for providing a positive experience to their stakeholders and those who participate in their events. They are required to treat all BC Athletics Affiliated Clubs and BC Athletics members with courtesy and respect, keeping in mind that we all contribute to the ecosystem of Athletics within British Columbia. Affiliated Clubs agree to: • Operate within their scope and obligations according to the BC Societies Act; • Comply with all BC Athletics / Athletics Canada Policies; • Ensure that all Club members have the appropriate issued BC Athletics membership; • Submit a list of Designated Voting Members who will participate in all member meetings. • Not permit coaches and/ or officials to act in those roles without a current, issued BC Athletics membership; • Not engage in the solicitation or recruitment of BC Athletics members who are affiliated with another BC Athletics Affiliated Club, except where such contact has been initiated by the member or is otherwise appropriate. • Report all incidents to BC Athletics within 48 hours of the incident; • Obtain the necessary facility permits to operate all programs and services; • Affiliated Clubs must handle personal information collected from their members in accordance with the BC Athletics Privacy Policy and the Personal Information Protection Act (British Columbia). Personal information may be collected only for purposes related to membership, programming, and regulatory compliance, must be stored securely and accessed only by authorized individuals, and must be made available to the member on request for review and correction. • Affiliated Clubs may describe themselves as a BC Athletics Affiliated Club and may use the BC Athletics logo in accordance with the BC Athletics Brand Guidelines. The logo must not be altered or used in any way that implies BC Athletics endorsement of an unsanctioned event or activity. • A Club whose affiliation is suspended or revoked must immediately cease all use of BC Athletics branding and affiliation language. • Prioritize the health and wellbeing of all Club members and participants, as it relates to participation in Athletics.
APPLICATION PROCESS	Clubs seeking to affiliate with BC Athletics for the first time, must complete the following steps: • Complete and submit the New Club Affiliation Application;

	• Attend a virtual meeting with BC Athletics staff to review eligibility; • Complete the Club Affiliation Application and upload all required documentation; • Identify a minimum of 5 members who will be affiliated with the Club. • Once the application has been received, BC Athletics will review the application and either approve affiliation or identify the areas that need revision. • Clubs affiliating for the first time agree not to transfer any first claim athletes from another club for their first calendar year of operation. • Clubs who are renewing their affiliation for consecutive years must complete the Club Affiliation Application annually and participate in a review meeting with BC Athletics staff each year. • Clubs that have not been affiliated in consecutive years must undertake the new club application process.
AFFILIATION FEES	Annual affiliation fees are set by the BC Athletics Board of Directors and published in the annual fee schedule on the BC Athletics website. • Fees are based on the number of registered BC Athletics Athlete members held by the Club in the previous year. Coach, Official, and Sport Leader members are not included in the Athlete count. Fee bands are: 5 to 50 athletes; 51 to 150 athletes; and 151 or more athletes • Affiliation fees are payable at the time of application and are non-refundable. Affiliation does not take effect, and no benefit of affiliation applies, until the fee has been paid in full.
ANNUAL REVIEW MEETING	BC Athletics will review each Affiliated Club annually as part of the affiliation renewal process, to confirm: • Current Club contact, Board, and governance information; • Membership compliance; • The designated Lead / Head Coach and the certification levels of all active coaches; • Membership registration levels and membership types in use; • Adoption and publication of the policies required under this policy. Each affiliated Club must participate in one annual review meeting with BC Athletics staff.
GOOD STANDING	A Club is in Good Standing with BC Athletics when all of the following are met and remain current: • The annual Club Affiliation Application has been completed and all required documentation submitted; • All affiliation fees and any other amounts owing to BC Athletics have been paid;

	• All athletes, coaches, officials, Board members, and Club Managers hold current issued BC Athletics memberships of the appropriate type; • The Club has a designated Lead/ Head Coach certified to the level required for the age groups it serves, and a designated Club Administrator or Manager; • If a non-profit Society, the Club has held an Annual General Meeting within the preceding twelve months; • Provided BC Athletics with a current list of its Directors; • The required National Safe Sport policies and the Club's Complaints, Dispute Resolution and Discipline Policy are adopted and published on the Club's website; • The Club has participated in the annual review meeting with BC Athletics staff; and • The Club is not subject to an unresolved compliance matter, an outstanding corrective action plan, or a suspension under this policy. Only Clubs in Good Standing are entitled to the benefits of affiliation set out in this policy, including insurance coverage, event sanctioning, and the right to appoint Designated Voting Members. A Club that ceases to meet any of these requirements is not in Good Standing until the deficiency is corrected. BC Athletics will notify the Club in writing and will proceed as set out under Compliance.
COMPLIANCE	Where BC Athletics identifies that a Club is not in compliance with this policy, it will respond proportionately to the nature and seriousness of the matter, and will work with the Club to resolve it. Except where the matter involves a risk to the safety or wellbeing of participants, in which case BC Athletics may act immediately at any step, the following steps apply in order: • Notice and support. BC Athletics will contact the Club Administrator or Manager in writing, identify the deficiency, and offer assistance to correct it. The Club has 30 days to respond. • Written warning. If the deficiency is not corrected, BC Athletics will issue a written warning to the Club's Board of Directors setting out the deficiency, the corrective action required, and the deadline for completion. • Corrective action plan. If the deficiency is not corrected by the deadline, or if it recurs, the Club must submit a corrective action plan for approval by BC Athletics, with milestones and a completion date no later than 90 days from approval. • Suspension of specific privileges. While a deficiency remains outstanding, BC Athletics may suspend specific privileges of affiliation, including event sanctioning, funding eligibility, promotion through BC

	Athletics channels, and the right to appoint Designated Voting Members. • Suspension or revocation of affiliation. Where the deficiency remains unresolved, or where the non-compliance is serious enough to warrant it, BC Athletics may suspend or revoke the Club's affiliation. A decision to suspend or revoke affiliation will be made by the BC Athletics Board of Directors, in writing and with reasons, and may be appealed according to the BC Athletics Appeals Policy. Nothing in this section limits the ability of BC Athletics to refer a matter to the Athletics Canada Office of the Commissioner at any time, or to proceed under the BC Athletics Complaints, Dispute Resolution and Discipline Policy where the matter concerns the conduct of an individual rather than the compliance of a Club. Where affiliation is suspended or revoked, coverage provided through the BC Athletics Commercial General Liability policy ends on the effective date of the decision, and the Club must immediately cease describing itself as a BC Athletics affiliated club.
DISCIPLINE	Please reference the following documents for more information regarding BC Athletics Disciplinary Policies. BC Athletics Constitution & Bylaws BC Athletics Complaints, Dispute Resolution & Discipline Policy