



# EDINBURGH ATHLETIC CLUB



## Membership Application Guidance Notes 2024/25

Edinburgh Athletic Club welcomes membership applications from any person irrespective of their age, nationality, race, ethnicity, religion, gender, sexual orientation, disability, occupation, political or other beliefs.

### 1. Membership Categories

Membership Category	Description	Subscription Fee
Full Access Membership	For all members who actively participate in competitions and club coaching sessions. This fee is set to cover the operational running cost of the club. Which will include, club & league affiliation fees, entry fees for selected competitions, website maintenance, purchase of equipment, medals / trophies engraving, CPD of Coaches, Officials & Volunteers, Athlete Bursaries, Contribution towards a building a Reserve Fund and the provision of transport associated with competitions.	£80
Reduced Access Membership	For members with a lesser aptitude to competition and club coaching. This fee is set to cover the operational running cost of the club. Which will include, club & league affiliation fees, website maintenance, purchase of equipment, medals / trophies engraving, CPD of Coaches, Officials & Volunteers, Contribution towards a Reserve Fund.	£60
Concessionary Membership	For full time students 18+, O/65's,	£40
Family Membership	3 or more Immediate Family who are 'Active' EAC Club members	Fee To Be Agreed with Membership Secretary
Cadet Membership	9 – 12 years - Sessional Introduction to Athletics	£10 per month DD (In Abeyance Meantime)
Associate Membership	Non-Competing Coach, Official & Helper	No Charge or voluntary donation
Friends of EAC Membership	Non-Competing Supporter / Sponsor	Donation
Honorary Life Membership	By Club Executive Recommendation & Approval	No Charge

### 2. Potential New Members

A subscription fee is payable on joining the club and on the 1<sup>st</sup> October each year thereafter. The following criteria will apply to the rates payable and are dependent on the date of joining:

Date of Joining	Subscription Fee Payable
Between 1 <sup>st</sup> October – 31 <sup>st</sup> March (Inclusive)	Full Annual Subscription Fee for appropriate category
Between 1 <sup>st</sup> April – 30 <sup>th</sup> June (Inclusive)	50% of Annual Subscription Fee for appropriate category
Between 1 <sup>st</sup> July – 30 September (Inclusive)	Full Annual Subscription Fee, however, the subscription period is extended to carry over until 30 <sup>th</sup> September of the following year.

All prospective new members should in the first instance complete an online ['Membership Enquiry Form'](#) via our club website and submit it to the Membership Secretary for perusal.

Appropriate adult enquiries will be facilitated access to our online Membership Portal powered by LoveAdmin and invited to submit a membership registration form. By default, this will be set to the 'Full Access Membership' category. If you qualify for any of the other categories, please discuss it with the Membership Secretary.

The responsible adult for appropriate enquiries related to those in the 9-17 age group will also be facilitated access to our Membership Portal powered by Love Admin and invited to submit a 'Junior Athlete Trialist Registration form. Thereafter, our Junior Members' Coordinator will arrange an induction trial session at Meadowbank at the earliest opportunity. Hard copy application forms will still be acceptable and are available as a download from the club website at the ['Membership Documents'](#) However, please note that online is our preferred option.

### **3. Existing Membership Renewal**

The annual subscription fees are payable on the 1<sup>st</sup> October each year. Due notice of renewal will be posted on the Club website and E-Mailed direct to existing members. The renewal notice will also be uploaded to member's personal online account, powered by LoveAdmin, and it is each individual member's responsibility to renew their membership timeously. Those who have not done so by **30<sup>th</sup> November** each year will receive a reminder notice by E-Mail.

Members whose subscription renewal fees are still outstanding on **31<sup>st</sup> December** will receive a further reminder and may have their membership suspended. Consequently, they may not be eligible for selection to any of the club's teams or to enter under the name of Edinburgh Athletic Club, any individual championship event run by Scottish Athletics Ltd (SAL) or United Kingdom Athletics (UKA).

**Due to the considerable amount of time and effort expended on 'chasing up' those who had failed to renew their membership in the approved timescale, a 'late payment' levy of £5.00 will be charged, where the membership renewal subscription is not received by 31st December.**

Where membership subscriptions renewals are still outstanding on 31<sup>st</sup> March, 2025, all those concerned will be sent an E-Mail to their last known address, advising them that continued non-payment will result in their membership of the club being terminated.

Please note that annual membership renewal will not be automatic and subject to the approval of the executive committee. Edinburgh Athletic Club is an active competing club. We expect member athletes to compete in competitions appropriate to their events and abilities and when selected to represent the club in any team event. Failure to do so may impact on your membership renewal application.

### **4. Age Groups for Season 2024/25**

Under 11	Born before 01/09/14 - 9 on the day of the event
Under 13	Born between 01/09/12 - 31/08/14
Under 15	Born between 01/09/10 - 31/08/12
Under 17	Born between 01/09/08 - 31/08/10
Under 20	Born between 01/01/06 - 31/08/08
Senior	Born on or before 31/12/05
Masters	Aged 35+ on the day of event

### **5. 1<sup>st</sup> / 2<sup>nd</sup> Claim Status**

If you are new to athletics, or currently not a member of another athletic club, your membership status with Edinburgh Athletic Club will be recognised as "1<sup>st</sup> Claim". If you are already a member of another athletic club, you can still join Edinburgh Athletic Club as a "2<sup>nd</sup> Claim" athlete. Your 1<sup>st</sup> or 2<sup>nd</sup> claim status is very important as it determines what competitions you are eligible to individually enter and what club you can represent in league matches. It is therefore extremely important that you discuss this issue with coaching / management staff in both your old and new club before submitting your application. A Change of 1<sup>st</sup> Claim Club form may be required. A copy can be downloaded from Membership Document [>>>Here](#).

## **6. Application / Registration Form**

It is important that you complete ALL SECTIONS of the application / online registration form whether you are joining as a new member or a renewing current member. This is the most effective way of ensuring that all information held about you is accurate and up to date and that the club is complying with it's legal obligations. **Please read Edinburgh Athletic Club – Membership Privacy Notice >>>[HERE](#)**

## **7. SAL Affiliation Fees**

The club is affiliated to Scottish Athletics Limited (SAL) and is required to pay an annual affiliation fee which is based on the number of competing athletes in our club membership. A proportion of this fee is included in your annual membership subscription fee. This share of the affiliation fee is **NOT** your membership subscription to Scottish Athletics Ltd. Athletes must register separately with SAL and pay the appropriate individual registration fee, if they wish to compete in any event organised under their auspices. You can complete an online SAL Membership >>>[Here](#). Or contact Scottish Athletics Ltd on Tel. No. 0131-476-7321.

## **8. Facilities Access Fees**

Athletes training at Meadowbank and / or Saughton Track are required to pay 'Facilities Access Fees' to contribute towards the monthly 'Extended Let' fees charged to the club by Edinburgh Leisure. Club members using Meadowbank will be required to set up a monthly Direct Debit payment of £20.00 to the Club to cover this. Club members using Saughton track have an alternative payment process in place.

## **9. Communication**

The main forms of communication within the club are by means of E-Mail, the club website, and other social media channels. This is primarily because it is more efficient and more cost effective.

**E-Mail:** In order to facilitate E-Mail it is important that you include your personal E-Mail address in the membership application / registration form. In the case of members under 18 years of age you should ensure a family or adult E-Mail address is the 'Main' contact address with the 'Additional' E-Mail section being used to show the personal E-Mail address of the non-adult member. This ensures we are complying with current Safeguarding guidelines

**Web Site:** [www.edinburghac.org.uk](http://www.edinburghac.org.uk) The club web site is an excellent means of keeping abreast of what's happening in and around the club. It is updated on an almost daily basis and should be checked regularly if you want to keep up to date with past and future events. There is no excuse for not knowing what is going on.

## **Social Media Channels:**

- **Facebook:** >>> [EAC Club](#)  
>>> [EAC Endurance](#)
- **Twitter:** >>> [EAC Twitter](#)
- **Instagram:** >>> [EAC Instagram](#)

## **10. Codes of Conduct**

As an affiliated club, Edinburgh Athletic Club is required to ensure that members are aware of their responsibilities under the terms of the relevant UK-wide approved Codes of Conduct. These are applicable to all Club Members, and include Athletes, Coaches, Technical Officials, Volunteers and Parent / Carers of members under 18 years of age. You are required to complete the appropriate form i.e. 'Athletes Code of Conduct' (for all members aged 18 years or over) or 'Parent / Carer Code of Conduct' (for all members under 18 years of age). Digital versions of all relevant Codes of Conduct are accessible from the Welfare Section of club website >>>[Here](#).

## **11. EAC Membership No.**

Each member is allocated a unique EAC Membership No. which will be recorded in your personal online membership account and on the printable membership card accessible from the same account.

## **12. Change of Circumstances**

If, during the season there are changes to your personal circumstances, in particular your contact details, please login into your personal online membership account in LoveAdmin >>> [HERE](#) and make the necessary changes. Alternatively notify the Membership Secretary, otherwise it will prove difficult to keep you updated.

## **13. Terminating Membership**

Once you become a member of the club your membership will remain in place until you resign by letter or E-Mail to the Membership Secretary, and this is accepted by the Executive Committee.

## **14. Volunteers / Helpers**

Edinburgh Athletic Club is run by volunteers and as part of your membership, you may be asked and expected to assist those volunteers in some capacity throughout the season. The kinds of duties are likely to include stewarding at Road or Cross Country Races. Parents / guardians of Junior & Juvenile members may be asked to assist with tasks such as assisting team managers at League meetings, assisting coaches on training nights, stewarding at Road or Cross Country Races or other small administration tasks. Please remember the club is trying to provide the best possible training and competition environment for you and your child to achieve the best they can and enjoy the sport.

## **15. Annual / Renewal Subscription Payments** – Can now be paid by the following methods:-

1. Online via your personal membership account powered by 'LoveAdmin'. (**This is our preferred method**) Simply log into your personal membership account >>> [HERE](#) and follow the onscreen instructions. If you have not received notification of your personal account log-in details please contact the membership secretary:- [membership@edinburghac.org.uk](mailto:membership@edinburghac.org.uk)
2. By completing a Direct BACS Transfer. Bank details found >>> [HERE](#)
3. Via the LoveAdmin Mobile App which is available to download in both IOS and Android platforms from the Apple Store and Google Play respectively.

**16. Gift Aid** - Edinburgh Athletic Club is a registered Scottish Charity. If you are a taxpayer, the club can claim 'Gift Aid' on any donations you make to the club. This includes a designated proportion of your annual membership subscription fee. Simply follow this link to our digital Gift Aid registration form and help support the club.

>>>[giftaid](#)

## **17. Membership Secretary**

Until further notice, the membership secretary or assistant will be available within the cafeteria area at Meadowbank Sports Centre for personal consultation every Tuesday evening between 5.30-7.30 pm. If you have any questions or queries relating to membership, subscription fees, facilities access fees or anything else, please discuss with them. Access to the club's online membership portal powered by LoveAdmin will be available onsite. Alternatively, the contact details are:

### **Brian Nisbet**

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