

CLUB AFFILIATION AND REGISTRATION GUIDANCE FOR CLUBS 2025/2026



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Club of the
year 2024
Harborough AC



WELCOME & THANK YOU FROM OUR CEO

On behalf of everyone at England Athletics I wanted to take this opportunity to thank all those hard-working volunteers in clubs, running groups and amongst competition providers for all that they have given to our sport during the last year and welcome you into a new Spring and Summer season in 2025 as members of the EA family.

It has been a wonderful last 12 months of athletics and running with some outstanding performances from English Athletes on the biggest stage of all in Paris at the 2024 Olympic and Paralympic Games but we have also witnessed some fantastic achievements being realised through the emerging young stars in our sport at an international and national level in events being held in the UK but further afield.

On the domestic stage it has been action packed with competitions such as the Loughborough, Windsor and Manchester Internationals taking place during summer 2024 alongside a new

“None of this would be possible without the work of volunteers fulfilling roles as coaches, officials, and in delivering generic volunteering roles on club and competition organising committees and in roles such as Team Management.

approach taken to EA outdoor track and field championship delivery, another successful English Schools Champs being held in early July, School Games in Loughborough at the end of August, and the inaugural England Athletics relay championships taking place for the first time in partnership with Birchfield Harriers. All this, in addition to the Autumn and Winter Road relays, cross country championships and relays, countless off track and multi terrain events, and indoor track and field competitions across England mean that there is both variety and choice available for registered athletes and competing member clubs to continue to enjoy our wonderful sport, whatever background, ability or aspiration.

All these competitions, alongside over 1,000 other licensed track and field meets sit alongside over 3,500 licensed off track and multi terrain events during the calendar year and it is something we are hugely proud of as we look towards the beginning of the 2025 summer track and field season.

None of this would be possible without the work of volunteers fulfilling roles as coaches, officials, and in delivering generic volunteering roles on club and competition organising committees and in roles such as Team Management.

England Athletics will be out and about during this coming period, we will be present at a range of domestic competitions including of course our own national championships and will also host its own AGM in early November as part of a weekend of

activities including our National Volunteer Awards celebrations.

We are also moving into a period which marks 12 months from the introduction of new age groups for competition across England and the rest of the UK. As many of you will be aware, the decision to move age groups from “odds” to “evens” was taken by UKA with direct input and support from the Home Countries back in December 2023 to help contribute to retention in age group participation and to ensure that young athletes were not competing at the top end of their age group whilst doing important exams in schools (GCSEs and A Levels). As part of this we created a further two years delay to allow enough time to manage a smooth transition and implementation of the new age groups which come into being on April 1st, 2026. I would encourage all member clubs and registered athletes to better understand these forthcoming changes during the next year and to appreciate what this means for your involvement in our sport. These changes are clearly documented on the EA website alongside various frequently asked questions and resources set out to explain the changes in detail.

I would also like to thank our nine regional councils across England for their tireless efforts in coordinating and delivering our regional volunteer award celebrations during the last 12 months, culminating in the national awards being delivered as part of our Hall of Fame at the start

of November 2024. Regional Council biennial election results will shortly be disclosed in spring 2025. Councils are fundamentally important to the ongoing health of our democratic governance structures and systems in England, and I look forward to welcoming a diverse and talented set of newly elected Regional Councillors across the nine regions in the coming period.

EA will continue to proactively engage with the sport in this coming membership year – it is a vital aspect of how we operate as we look to seek the views and to elicit the expertise of those working and taking part in our sport. We will also look to be present at the County Track and Field Champs across England in the spring as we look to socialise some of the key priorities in the sport but to also listen to the informed views of those people making our athletics happen at the sharp end of the domestic sport.

Whilst there remain challenges in the sport such as retaining and growing the number of athletes in track and field participation, transitioning

“ **Councils are fundamentally important to the ongoing health of our democratic governance structures and systems in England.** ”



more junior participants onto senior levels of competition (particularly in field events) broadening and deepening the pool of coaches, leaders, and technical officials in our sport, and in supporting off track and multi terrain event directors, alongside maintaining a healthy stock of track and field facilities, there are many reasons to be positive about our sport as we move deeper into 2025 and beyond.

I am sure like me you will be delighted that the Commonwealth Games will return to the UK in 2026, and that Glasgow will once again host this important competition. England Athletics will once again have the privilege of coordinating an inclusive and diverse athletics team that will compete in these games and further outline details on the structure of the athletics competition, together with selection criteria and our management approach has already been published in some form and information will continue to be released on this in the coming months.

The Commonwealth Games are hugely important for a number of reasons including the development of current and future world class athletes, together with the opportunity to blood new team management and support staff at what is a revered competition. Having been directly involved as CEO in the last 3 games in Glasgow, Gold Coast, and Birmingham, I know how excited athletes will be at the prospect of representing England at these

games and it is timely as we move into a period where our finest crop of talented youth, junior, and senior English athletes will showcase their potential outdoors at a domestic and international level in this summer season. I can imagine that a large number of those athletes and their coaches will be looking to target Glasgow in 2026 (and of course the 2026 European Track and Field Championships in Birmingham) as being very much a realistic ambition.

We are also working actively to support our coaching and officials' fraternity during 2025 and will be doing all we can to provide proactive and systemic development opportunities for both coaches and officials to enhance their existing skills and to progress to whatever level they aspire to reach. Thanks to all coaches and officials who give their time and energies to benefit our sport and its athletes of all ages.

Thanks once again to everyone for being part of the EA family, and we wish you all the very best of success and enjoyment in your athletics and running activity as we move into the 2025 summer season and beyond.



Chris Jones
CEO England Athletics



SUPPORTING YOUR CLUB

DURING THE 2024/25 AFFILIATION YEAR



1,882
affiliated clubs
and organisations



176,370
registered athletes
and runners

Affiliated clubs enjoy access to a wide range of programmes, services and digital platforms, and benefit from comprehensive public liability insurance.

- **Discounted coaching and officiating education**
- **Access to free specialised support on insurance, health and safety guidance, and free legal advice.**
- **Unlimited access** to our digital platforms.
- Access to Club Support services such as Club Improvement Fund, Club Leadership Programme, Club Support Managers and Club Hub (digital support).
- **Regular communication** via tailored emails sent directly to your inbox with the latest news and essential updates about the sport.
- **Preferential entries to events** and club places at the London Marathon
- **Exclusive partner offers, discounts and fundraising opportunities.**
- **Additional support for disability athletics**, including training, Paralympic classification, competition pathways and advice to clubs and coaches
- **Safeguarding, welfare and wellbeing support**
- Access to **training opportunities** such as coach development, club development, and welfare officers.
- **The right to fair competition** with assurance that both clubs and athletes are competing against legitimate opposition.
- **Reduced road race and multi terrain licensing fees** and organiser support

Please see the full list of benefits available to clubs here ['benefits of club affiliation'](#).

ARE YOU READY TO AFFILIATE?

Renewal of affiliation

There are a number of important tasks you can do before the 1st of April to prepare your Club for the new affiliation year.

January - March

- Ensure your club profile is up to date (this is not mandatory for reaffiliation, but important to keep all details up to date). This includes:
 - Your training venue - this information will appear in [Find A Club](#) to help you attract new members.
 - The name of your committee members.
 - Your club membership size.
 - Your club status (whether you have under 18s, or your club is purely over 18-year-olds).
 - Any affiliation to other National Governing Bodies (such as British Triathlon).
- Set up your club Stripe account and review your existing membership fees.
- Update your Club Standards checklist.
- Complete your Club Standard 6 (Safeguarding standard). You can do this by:
 - Completing the code of conduct self-declaration box (confirming you agree to the overall club safeguarding code of conduct, and confirming your club has taken action to ensure all members have signed up to their relevant code/s of conduct).
 - Appoint and upload a minimum of one welfare officer that is appropriately [trained with a DBS](#).

- Upload all of your active leaders/coaches and complete the self-declaration box to confirm your club has declared all leaders/coaches on [myAthletics Portal](#).

April

- Agree to the terms and conditions of affiliation, which can be found [here](#)
- Pay your affiliation fee online through the myAthletics portal. Clubs are also able to transfer their payment via BACS but should not send any funds until an order has been raised for their club affiliation fee through the myAthletics portal. Any membership payments sent in without an order will be held by England Athletics until it is confirmed the club have attained Club Standard 6. If this is not confirmed by 30 April 2025, the money will be returned to the club.
- Your club affiliation certificate can be printed directly from the club portal via the Club Profile Tab
- If changes to the Club Secretary or Membership Secretary have been made, guidelines on how to update can be found in the FAQ Section of the myAthletics portal
- Club administrators should take care with the declaration of disciplines for team competition to ensure that your members are not disadvantaged. England Athletics requests that you review annually which disciplines your club will be competing in for team competition and notify England Athletics of any changes.

Managing athlete registration

Athlete registration is a well-established part of our sport, and it is important that all competing athletes are registered with England Athletics and aware of their registration details.

1. Club Secretaries are responsible for registering athletes on the myAthletics portal.
2. Correct personal details should be submitted along with a valid email address for all club members that are added to the myAthletics portal.
3. Once payment has been received, athletes will be sent their registration pack digitally with their Unique Registration Number (URN).
4. Club Secretaries to ensure each athlete logs into their portal and signs up to the athlete codes of conduct before they compete.
5. Ensure you register all athletes and runners from 1 April 2025 to 30 June 2025 to ensure they are eligible to compete in the 2025/26 season.

Athletes can be registered throughout the year. Any new athlete to the sport can be registered between January and March and benefit from extended registration through to the 31st of March of the following year. Correct personal details should be submitted along with a valid email address and confirmation that the athlete is aware their information is being shared with England Athletics.

* While road runners will still be able to compete unattached, athletes who wish to represent their club (and claim the registered athlete discount on entry fees) in road running events will need to be registered.

The UKA Rule Book 2024 - 2026 can be viewed electronically at www.uka.org.uk/competition.



U11 registration scheme

Whilst it is not compulsory for Under 11s to register in order to compete, there are benefits to each club in registering Under 11's and England Athletics are committed to helping clubs grow the number of volunteers they have available to help out in their club.

Registered U11s will receive an electronic pack, as well as an offer for their parents/guardians to attend a Leading Athletics or Official's course free of charge which will encourage parents to be available and volunteer in their child's club environment.

During 2025, England Athletics will continue to help each club grow their coaching volunteers and for every 30 x U11's registered, England Athletics will provide a free place on a Coaching Assistant course, and the club will be able to choose who to send on these courses.

At the beginning of each month, England Athletics will calculate the number of U11's registered and supply each club who has met this criterion with a voucher code to supply to their chosen candidate, who will then be able to enrol and begin their coaching pathway.

Second Claim Members

Second claim athletes can be added as members if they have a current England Athletics registration with their first claim club.

Guidance on how to add Second Claim Members can be found in the FAQ's tab on the myAthletics portal.

If you wish to change a first claim other discipline status of a member, please complete the form entitled 'Other Discipline Application Form' found in the 'Athlete Registration' section of the 'Useful Documents' area in the myAthletics portal University and School Clubs

University and school clubs that affiliate to England Athletics are accepted on the same basis as all other affiliated athletics clubs.

University club officers must clarify with all new student athletes whether they are registering as a first claim or second claim member. If they are already a member of a club, they will need to complete the eligibility transfer process to become a first claim member of the university club and pay the relevant fee.

We ask that you register members who will be continuing in the following academic year in April/May. This can be followed by a wave of registering new members when they have joined their university club in October/November.

AFFILIATION FEES

Renewal of affiliation

The affiliation and registration fees are set in order to meet our strategic priorities to grow our sport.

	Fee (2025/26)
Club Affiliation	£205
Athlete Registration	£20
Under 11 Registration Scheme	£20

You can make your payment online or create a remittance advice through the club management area of the myAthletics portal once an invoice has been raised.

Pay online

Manage all your club memberships and pay registration fees online through the myAthletics portal ([click here for set up instructions](#)). This is becoming the preferred method of payment for many clubs as much of the administration time is removed and clubs can send payment requests directly to their members to pay their athlete registration and club membership fees online.

Clubs can also request club membership fees directly from members. If the England Athletics fee is included in the membership, the athlete will automatically be registered once they have paid online. To find out more about how to set this payment method up for your athletes please visit the 'Payments and Orders' section of the FAQs area of the myAthletics portal.

Pay via BACS

Alternatively, to pay via BACS complete a bank transfer and you must include your Order Number/ name of club as a reference.

Payee England Athletics
Account 59025603
Sort code 60 21 48

Clubs are able to transfer their payment via BACS but should not send any funds until an order has been raised for their club affiliation fee through the myAthletics portal. Any membership payments sent in without an order will be held by England Athletics until it is confirmed the club have attained Club Standard 6. If this is not confirmed by 30 April 2025, the money will be returned to the club.

Please note that **cheque payments are no longer accepted**. An order that has already been created can also be paid online later by going to 'Order History' then choosing the 'Pay Online' option for the order to be paid.

Please note that you should not raise any orders for payments relating to the new affiliation year until on or after 1st April 2025.

Change of club

Members wishing to join your club who have previously been registered first claim with another club must complete the Change of Club process which is accessed via the myAthletics portal. Once the process has been completed the athlete's transfer request is sent to the club officials of their former club and the club has 28 days to respond to this request.

To compete for another club as a Higher Competition Athlete an athlete must complete the Higher Competition Athlete application form and make the appropriate payment on or before the 1st of March each year.

Foreign athletes

Foreign athletes who have been registered with UKA as Foreign Athletes for 2025 and paid (if applicable) the Foreign Athlete Registration £10 fee to UKA, are also required to have an athlete registration with England Athletics.

To register new foreign athletes for 2025, please download and complete the 'Foreign Athlete Registration Form' from the 'Athlete Registration' section of the 'Useful Documents' area of the myAthletics portal.



SAFEGUARDING

UK Athletics and England Athletics remain committed to ensuring our clubs and athletics environments are as safe and welcoming as possible. Safe and welcoming club environments allow everyone to flourish and improve participation and enjoyment in our sport.

Welfare covers a range of issues such as safeguarding and protecting children, anti-bullying, poor practice in coaching and disciplinary matters.

It encompasses policies and procedures to set out minimum standards of expectations, such as codes of conduct, procedures to follow for dealing with child protection concerns, other welfare issues or complaints, and to ensure that England Athletics, clubs and associations meet their statutory responsibilities to safeguard and protect children and adults.

Welfare is essential to contribute to good practice within athletics, develop performance and to ensure the safety and enjoyment of athletes, coaches, officials and volunteers.

For queries please contact: welfare@englandathletics.org

Changes to Club Lead Welfare Officer requirements and training

Club Lead Welfare Officers play a key role in ensuring that that club members have a safe and positive experience at their club. Lead Welfare Officers are key to all members knowing what to do and who to speak to if they have a safeguarding or discipline or conduct concern. They are also key to managing lower-level club issues and disputes, and/or flagging concerns for early intervention to prevent escalation and behaviours which prevent enjoyment of the sport. Lead Welfare Officers also form part of the club committee and perform a key role in implementing good safeguarding governance locally at your club.

We have listened to feedback from clubs and now have **two** suitable training courses for Welfare Officers depending on whether or not you have club members aged under 18. Please note that safeguarding requirements still apply if you have adult members or occasional under 18s who join your groups or sessions. Whilst the number of Welfare Officers is up to you as a club to decide what you need based on your set up, we recommend having Welfare Officers from both genders. We are also asking you to appoint one Lead Welfare Officer as a key contact and coordination person for welfare matters.

Please note that it is mandatory for all Clubs to have Welfare Officers in post from April 2025, and it is especially important that you have these positions filled and your Welfare Officers trained.

Welfare Officer training

Step 1: All clubs should update the 'My athletics portal – club management' with Welfare Officer details. Please ensure you use the drop down to select the member's role as 'Welfare Officer' or 'Lead Welfare Officer'.

This will enable clubs to check that all Welfare Officers are appropriately trained and have an up to date DBS. It will also enable Welfare Officers to receive specific role-based communications from England Athletics.

Step 2: [Apply for a UKA Enhanced DBS.](#) Even though your Welfare Officer may have a DBS elsewhere, you will need to ensure they apply for a check so this can be viewed and kept up to date on the MyAthletics portal. Once you have selected the person's role as 'Welfare Officer' the system will then give them a link to apply for a DBS when they log in. If they have problems with this or have an enhanced DBS elsewhere AND are signed up to the DBS Update Service, the member can email dbs@uka.org.uk to get the membership portal updated.

Step 3: Complete the 'Safeguarding in Athletics' eLearning Module. This can be accessed by booking online through [Athletics Hub.](#)

Step 4: Attend either Child Welfare Course (formerly time to listen) and/or Adult Welfare Course (see below), depending on the set up of your club.

	Lead Welfare Officer	Additional Welfare Officer
Club with both U18s and adult members	UKA DBS check Safeguarding in Athletics Child Welfare course Adult Welfare course (optional)	UKA DBS check Safeguarding in Athletics Either: Child Welfare course OR Adult Welfare course
Adults only Over 18s club	UKA DBS check Safeguarding in Athletics Adult Welfare course	UKA DBS check Safeguarding in Athletics Adult Welfare course (optional)

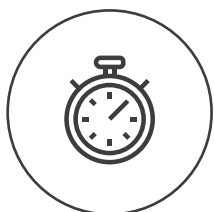
MAKE THE MOST OF YOUR MEMBERSHIP WITH OUR FREE TO ACCESS DIGITAL PLATFORMS



myAthletics Portal

Use our online portal to manage your club administration and memberships, and access FAQs and useful documents.

[VISIT NOW](#)



Athletics Hub

Athletics Hub is home to our Coaching Resource Library where you'll find a diverse range of video-based coaching materials. It is also the place that your club members can go to book on to coaching and officiating courses and workshops.

[VISIT NOW](#)



Club Hub

Club Hub is our new digital club support offer that helps affiliated club volunteers learn, develop and solve a problem.

[VISIT NOW](#)



Roster Athletics

England Athletics have partnered with Roster Athletics to provide a new, innovative digital platform which will help transform competition for our sport. Organisations affiliated with England Athletics can start using the Roster Athletics platform today and benefit from the full range of features, including online entry and competition management.

[VISIT NOW](#)

MANAGING YOUR CLUB USING THE MYATHLETICS PORTAL

Full access to the club management area of the myAthletics portal will be provided to your Club Secretary, Membership Secretary and Treasurer.

Should you require full access for any other official of the club then this must be requested via email to registration@englandathletics.org.

Reduced admin access can be provided to Club members with the following roles: Coach, Coaching Coordinator, Team Manager, Welfare Officer. For more information on how to assign this reduced admin role to your club members please see the 'Club Member Management' section of the FAQs area in the myAthletics portal.

The Portal includes the following key features:

- **Club profile** – Keep your club information up to date
- **Club Standards** – Manage your club standards checklist
- **Athlete and runner registration** – Register athletes and runners – both competitive and social athletes
- **Role management** – Assign roles to committee members and other volunteers
- **Coach & Official role management** – Assign coaches and official roles and check qualifications and licenses
- **Welfare Officer** – Assign Welfare Officers and check they have completed the required training and DSB checks
- **Membership payment management** – Create your own membership types and set their prices to collect membership fees from your members
- **Secure online payments** – Set your club up to send payment requests to your members and collect payments online through Stripe
- **Club affiliation** – Pay your club affiliation fee online direct to England Athletics
- **Track orders** – Check the status of membership orders
- **Group management** – Carry out actions based on groups you've created
- **Email** – Send emails to your club members

Take a look at our myAthletics portal [useful documents](#) and [FAQs](#) for more information.

CLUBS AT THE HEART OF OUR STRATEGIC PLAN

We are committed to supporting affiliated clubs and recognise that they sit at the heart of athletics and running in England. We will support and develop clubs to be safe, sustainable and welcoming, be the best they can and create vibrant environments for their athletes.

ENGLAND ATHLETICS STRATEGY 2021-2032

Key focus areas

At the heart of our strategic plan, and the focal point for everything we do, are the people and communities involved in our sport across five key areas:



CONTACTS & SUPPORT

Our Member Engagement Team provide high quality customer service and dedicated support for affiliated clubs and registered athletes, please contact them by the methods below:



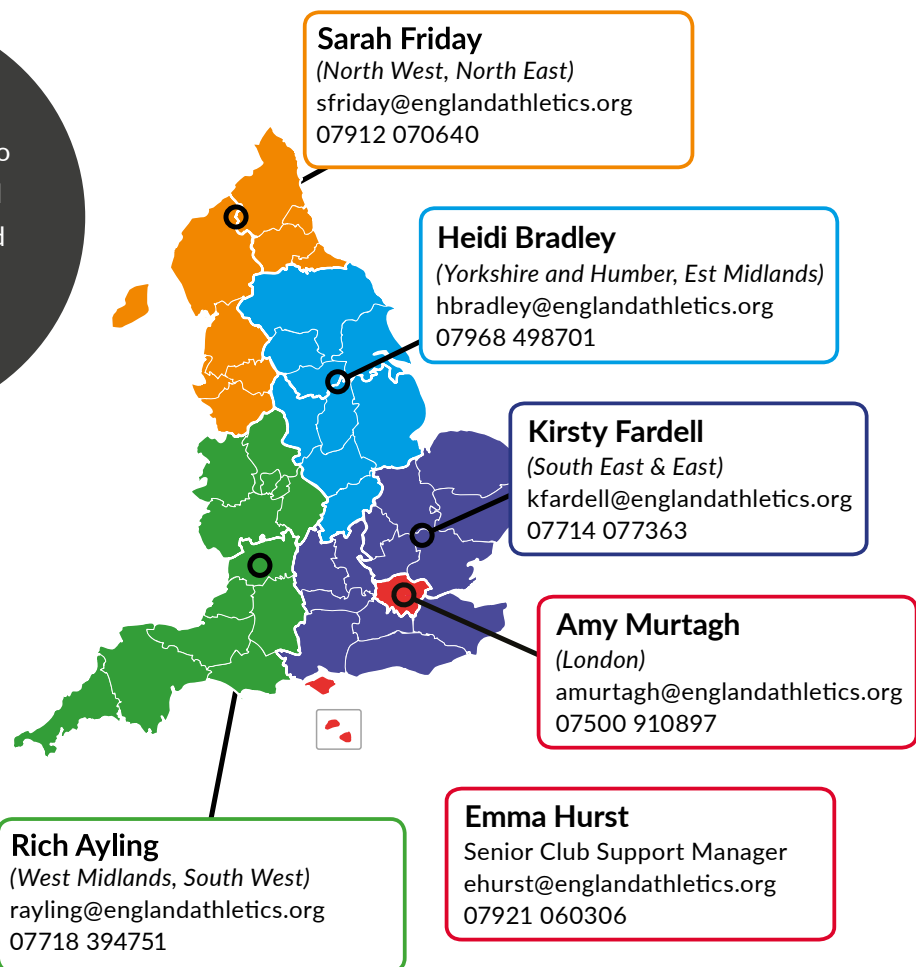
0121 347 6543



registration@englandathletics.org

For Welfare Queries please contact welfare@englandathletics.org

Our **Club Support Managers** are here to provide support and guidance to affiliated athletics and running clubs.



Social media

Connect with us:



USEFUL LINKS

- Athlete registration check
- Becoming a registered athlete
- Benefits of athlete registration
- Benefits of club affiliation
- Club Support
- Composite Teams
- Kukri Online Shop
- London Marathon club entry
- MarketingHub
- myAthletics Portal FAQs
- myAthletics Portal Useful Documents
- Power of 10
- Roster Athletics
- RunTogether
- TrackMark
- UKA rules of competition
- Welfare & Safeguarding



ONLINE SHOP

 **KUKRI**

Does your athletics club need world class sportswear, delivered in a timely fashion?

With Kukri you can set up an online store and sell your own clubwear.

GET STARTED

UPGRADE YOUR ATHLETICS SPORTSWEAR

Unrivalled, bespoke athletics sportswear,
with distinct designs and outstanding service.



Design, personalise and buy your kit online
Sales experts to help you every step of the way
Over 200 exclusive bespoke designs
4 week delivery

CONTACT US TODAY

contact@kukrisports.com | [kukrisports.com](https://www.kukrisports.com) | 01772 338 899

