



DUNDEE HAWKHILL HARRIERS

www.dundeehawks.co.uk

Membership Application Guidance 2019

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

1. Membership Categories

| Membership Category | Description | Annual Subscription Fee |
|-------------------------|--|---------------------------------------|
| Senior | 19 years or over | £30 + £7 SA Capitation = £37 |
| Students / Unwaged | Full time students / Unemployed | £25 + £7 SA Capitation = £32 |
| Junior | 9 - 18 years | £20 + £7 SA Capitation = £27 |
| Family | 3 or more Immediate Family who are 'Active' DHH Club members | -20% / member + SA Capitation |
| Second Claim Membership | See Below | £10 + £3 SA Capitation = £13 |
| Associate | Non-Competing Coach, Official & Helper | Free or voluntary donation |
| Friends of Hawks | Non-Competing or Retired Athletes, or parents / coaches, with voting rights | £15 |
| Life Member | By Committee Recommendation & Approval | Free (+£7 SA Capitation if competing) |

2. New Members

A subscription fee is payable on joining the club and on the 1st January each year thereafter. The following criteria will apply to the rates payable dependant on the date of joining:

| Date of Joining | Subscription Fee Payable |
|---|---|
| Between 1 st January – 31 st March (Inclusive) | Full Annual Subscription Fee for appropriate category |
| Between 1 st April – 30 th June (Inclusive) | 75% of Annual Subscription Fee for appropriate category + SA Capitation |
| Between 1 st July – 30 th September (Inclusive) | 50% of Annual Subscription Fee for appropriate category + SA Capitation |
| Between 1 st October – 31 st December (Inclusive) | 25% of Annual Subscription Fee for appropriate category + SA Capitation |

Prospective new members should in the first instance contact the Membership Secretary who will facilitate them with access to the online membership registration process. Applications from those in the Junior group will initially be directed to Debbie Letham, Membership Secretary, as we currently have a waiting list in this age group. When appropriate they will be invited to attend taster session. Hard copy application forms are still acceptable and are available as a download from the club website at <http://www.dundeehawks.co.uk> However, please note that online registration is preferred.

3. Membership Renewal

The annual subscription fees are payable on the 1st January each year. Due notice of renewal will be posted on the Club web site and it is each members responsibility to renew their membership timeously. Those who have not done so by **28th January** each year will receive a reminder notice by E-mail.

Members whose subscription fees are still outstanding on **14th February** will receive a final 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 Dundee Hawkhill Harriers, any individual championship event run by Scottish Athletics Ltd (SAL) or United Kingdom Athletics (UKA).

Where membership subscriptions renewals are still outstanding on 28th February, all those concerned will be sent a further email advising them that due to their continued non-payment it has been assumed they no longer wish to be considered a club member and this has resulted in their membership of the club being terminated. This will allow new (junior) members who are on a waiting list to join the club.

Please note that annual membership renewal will not be automatic and subject to the approval of executive committee. Dundee Hawkhill Harriers is an active competing club. We expect athletes to compete in competitions appropriate to their events and abilities and when selected to represent the club in any team event.

Membership Renewal application forms are available as a download from the club website at <http://www.dundeehawks.co.uk/membership> or contact membership secretary (DHHMembership@hotmail.com) for online membership registration details.

4. Age Groups for Season 2018 (Track Session)

| |
|---|
| Senior (except as under) |
| Under 20 (Aged 17 or over on 31/08/2019 but under 20 on 31/12/2019) |
| Under 17 (Aged 15 or 16 on 31/08/2019) |
| Under 15 (Aged 13 or 14 on 31/08/2019) |
| Under 13 (Aged 11 or 12 on 31/08/2019) |
| Under 11 (Aged 10 or under on 31/08/2019) |

N.B. Please check age criteria for individual events either with your coach or on Scottish Athletics website.

5. 1st / 2nd Claim

If you are new to athletics, or currently not a member of another athletic club, your membership status with Dundee Hawkhill Harriers will be recognised as "1st Claim". If you are already a member of another athletic club you can still join Dundee Hawkhill Harriers as a "2nd Claim" athlete. Your 1st or 2nd 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.

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 its legal and welfare obligations.

7. SAL Affiliation (Capitation) Fee

The club is affiliated to Scottish Athletics Limited (SAL) and is required to pay an annual affiliation fee for each competing athlete. This is included in your annual subscription fee. This share of the affiliation fee is **NOT** your membership to Scottish Athletics Ltd. Athletes must register separately with S.A.L. and pay the appropriate individual registration fee if they wish to compete in any event organised under the auspices of SAL. You can organise membership online at the Scottish Athletics web site (<http://www.scottishathletics.org.uk/membership>) Any queries regarding S.A. membership should be made to Scottish Athletics Ltd Tel. No. 0131-476-7321.

8. Communication

The main forms of communication within the club are by means of E-Mail and the club website. This is primarily because it is more efficient and more cost effective. Information may also be posted on Dundee Hawkhill Harriers Facebook Page or occasionally letters may be given out with specific group information.

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 Junior members you should ensure a family or adult E-Mail address is the 'Main' contact address with the 'Additional' E-Mail section on the paper forms being used to show the personal E-Mail address of the Junior member.

Web Site: www.dundeehawks.co.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.

9. Codes of Conduct

Dundee Hawkhill Harriers operates a Code of Conduct which is applicable to all Club Members and also one for Coaches. You are required to complete the appropriate form i.e. 'Athletes Code of Conduct' (for all members aged 19 years or over) or 'Parent / Carer Code of Conduct' (for all members under 18 years of age). You should also sign and date a copy and return it to one of the club officials / coaches or Membership Secretary. These forms are available as a download from the club website www.dundeehawks.co.uk. If you do not have access to a computer simply contact the Membership Secretary who will post one out to you.

10. DHH Membership No.

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

11. 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 and make the necessary changes. Alternatively notify the Membership Secretary, otherwise it will prove difficult to keep you updated.

12. Terminating Membership /Non Attendance at Training (Juniors)

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. For junior members as per the code of conduct you need to inform coach / club if will not be attending training for more than 3 weeks. If you do not attend training for more than 6 weeks and have not informed club / coach then you will lose your training place and will be informed of this. Should you wish to return to club you will be placed on waiting list until training space become available.

13. Volunteers / Helpers

Dundee Hawkhill Harriers 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 marshalling at Cross Country Races. Parents / guardians of Junior members may be asked to assist with tasks such as assisting coaches on training nights, marshalling at Cross Country Races, helping out on tea tent or other small administration tasks. Please remember the club is are trying to provide the best possible training and competition environment for you and/ or your child to achieve the best they can and enjoy the sport.

14. Payment Subscription Renewals – Can be paid by the following methods: -

1. Online via your personal membership account powered by 'LoveAdmin'. Simply log into your personal membership account and follow the onscreen instructions. If you have not received notification of your personal account log-in details please contact the membership secretary, Debbie Letham at DHHMembership@hotmail.com
2. By Cash or Cheque accompanied by a membership application form which is available on website.
3. By completing Direct BACS Transfer. Form and bank details available from club treasurer, Michelle Bruce at michelle.bruce@leisureandculturedundee.com

If you elect to pay by cash or cheque please hand it and the membership application form to your coach who will arrange for it to be given to the Membership Secretary.

New Member Applications – Can also be paid by the above methods, but only after the application registration has been approved and an invitation to pay subscriptions has been issued.

15. DHH Associate Membership

Anyone attending an organised club session has to, as a minimum, associate with the club for welfare and governance compliance. Club Association is free and meant for non-competing coaches, officials, parent helpers & short term visiting athletes and is NOT a membership of Dundee Hawkhill Harriers. Therefore, this does not have any of the benefits of being an actual club member such as insurance through the club, or reduced track fees on club nights.

16. Privacy Policy

Dundee Hawkhill Harriers comply with recent GDPR. Privacy policy can be found here: [\[DHH Privacy Notice.docx\]](#)