

# **WESTERN PROVINCE ATHLETICS**

## **PROCEDURE FOR CONSIDERING NEW CLUBS**

1. The proposed new club must be given a copy of:
  - (a) The Policy for Acceptance of New Clubs
  - (b) The Application Form
  - (c) The model constitution
  - (d) Guidelines for club vest
  - (e) The Policy on Clubs Hosting Events
  - (f) The application form for registration as a Non Profit Organisation
2. The club must complete the application form in full and attach all the relevant documents.
3. The WPA Office must check that the form has been filled in correctly and that all relevant documents have been attached. The Constitution must be forwarded to the Constitution Sub-Committee to be verified.
4. The WPA Office must check whether there are other clubs affected also whether there are clashes with other clubs' kit.
5. Once all the documentation is complete and the necessary checks have been completed, the application form and attachments are forwarded to the Board.
6. The Board will consider the application. The Board may delegate this responsibility to a sub-committee of the Board.
7. If the Board considers the application merits further consideration, the proposed new club will be requested to attend the next Board meeting to present the proposal.
8. If the Board approves the new club, the club will be permitted to operate for a period of no longer than a year on a probationary basis. The Board shall simultaneously send a notification to all WPA clubs advising them that the proposed new club has been granted approval on a probationary basis. That fact shall also be placed on the agenda for the next Council meeting for notification.
9. The Board shall monitor the activities of the club during the probationary period. If the club is not performing according to the undertakings it has given it shall be warned and if it continues to fail to perform the Board may decide to terminate the probationary period or allow it to lapse, at which stage the club will no longer be considered to be affiliated to WPA.
10. Should the Board be satisfied, after a period of no less than six months, that the club is performing according to its undertakings, the club shall be presented to a Council for full ratification.
11. Should the club not be presented to the Council meeting before the lapse of one year from first date of approval by the Board, the club's membership shall automatically lapse. If the next Council meeting will fall outside the one year period, but no more than a month later, the Board may approve an extension of this time period, provided the extension is approved before the membership lapses. While the duty shall be on the Board to ensure that the matter

is placed on the agenda of a Council meeting timeously, the proposed new club shall also have the onus to ensure that the Board acts accordingly.

12. During the probationary period the club may participate at Council meetings, but not vote, and shall be entitled to participate in all competitions as a full member, provided that if it is not approved by the Council, all points scored by the club in any competition shall fall away. Any athlete who has obtained a licence via a club which is subsequently not ratified may retain that licence until the end of that licencing year and may join any other club without any personal penalty.