

# Scottish Petanque Association

## Membership and Affiliation

This document sets out the procedures, policies and rules agreed by the National Executive Committee (NEC) for Club Affiliation, Individual Membership and SPA International Petanque Licences.

### **CLUB AFFILIATION**

All clubs who play petanque, or are considering playing petanque, and are based in Scotland can join the Scottish Petanque Association (SPA).

### **Joining the SPA**

Clubs will be recognised as affiliated to the SPA once they complete an application form and pay an annual fee.

Club annual fees are determined by the type of affiliation they have with the SPA. There are two types of club affiliations.

- **New Affiliated Club** – clubs who have been affiliated with the SPA for less than 2 years will pay a lower introductory fee.
- **Full Affiliated Club** – clubs who have been affiliated with the SPA for more than 2 years will pay the standard affiliation fee, determined by the number of members in each club.

Clubs who apply for new club affiliation after 30 September will receive a pro-rata rate for their first year.

All clubs who have an existing affiliation with the SPA must complete a club affiliation application form by 1 April and have paid their affiliation fee by 1 July.

Clubs are not required to pay affiliation fees in relation to Life Members of the SPA and/or Junior Members who are members of the club.

### **Late affiliations**

Clubs that have not submitted their application by 1 April will have their SPA affiliation suspended until they complete the form.

Club affiliation fees are paid annually and are renewable on 1 April each year. All payments must be received by 1 July.

Clubs that have not paid their affiliation fee by 1 July will have their SPA affiliation suspended until the fee is settled.

Any person who is a member of a suspended club cannot be recognised as a member of the SPA until (i) the suspended club completes its application form and settles the outstanding fee; (ii) they join another affiliated club, or; (iii) they become a Full Individual Member of the SPA.

### **Leaving the SPA**

A club can withdraw its affiliation from the SPA by either writing to inform the SPA Secretary of its intention or by not renewing its affiliation.

Any person who is a member of a club that has withdrawn its affiliation from the SPA cannot be recognised as a member of the SPA until (i) the club affiliates to the SPA; (ii) they join another affiliated club, or; (iii) they become a Full Individual Member of the SPA.

The SPA requests that any club who withdraws their affiliation to the SPA provides sufficient notice to their members to enable them to make alternative arrangements to maintain their SPA membership should they wish to do so.

The SPA will not be liable for repaying any club affiliation fees in full or in part to clubs who withdraw their affiliation before the end of the 12 month affiliation period.

Any club that ceases its affiliation, regardless of the type of affiliation it has with the SPA, will not be eligible for New Affiliated Club status should they return at a later date.

### **Gathering club membership information**

All clubs affiliated to the SPA are responsible for maintaining up to date records of their members and be able to provide information, as required, to the SPA.

Member names will not normally be requested by the SPA, except where a club member is also a member of another SPA affiliated club.

Each year, affiliated clubs must provide statistics about their membership by 31 December, based on their membership information as at 30 September.

This information will be used by the SPA for official reporting purposes, to compile management information and to determine future club affiliation fees.

### **INDIVIDUAL MEMBERSHIP**

There are five types of individual membership:

- **Affiliated Club Member** - all members of an affiliated club are affiliated members of the SPA.
- **Full Club Member** - these are members of an affiliated club who upgrade their membership.
- **Full Individual Member** - these are members who are not members of an affiliated club.
- **Life Member** - these are members who have been awarded life membership by the SPA.
- **Junior Member** - these are members who are under the age of 18.

### **Affiliated Club Member**

There is no separate fee for Affiliated Club Members as this is covered by the club affiliation fee.

Affiliated club members are not eligible to compete in SPA official competitions unless they become Full Club Members, but are welcome to play at all other SPA organised events where a SPA Licence is not required.

### **Full Members - Club and Individual**

The membership period is from 1 April to 31 March each year.

Applications and renewals for Full Membership can be made through the SPA members portal - <https://membermojo.co.uk/scottishpetanque>

Full membership fees are due by 1 April each year and must be paid direct to the SPA.

New applications for full membership can be made at any time of the year.

If an application is made between 1 April to 31 December, the full membership fee for the year in progress will be payable.

If an application is made between 1 January to 31 March, the full membership fee for the next year will be payable and there will be no additional charge for the remainder of the year in progress.

### **Life Members**

Life membership of the SPA can be awarded at any time by the NEC.

Life Members are automatically Full Members but do not need to pay any fees to the SPA and are not required to renew their membership each year.

### **Junior Members**

A member who is under the age of 18 on 1 April is considered a Junior Member.

Junior Members do not need to pay any fees to the SPA and are not required to renew their membership each year.

Junior Members can be Full Members if they wish.

If a Junior Member is under 16 on 1 April, a parent or guardian must complete their application to become a Full Member.

### **Membership renewal**

Affiliated, Life and Junior Members do not need to renew their membership.

Full Club Members and Full Individual Members can renew their membership between 1 January to 1 April.

Full Members who do not renew their membership by 1 April will lose Full Member status until they do renew.

Late renewal will not confer any period of free membership.

## **SPA INTERNATIONAL PETANQUE LICENCE (SPA LICENCE)**

Only Full Club Members. Full Individual Members and Life Members may hold an SPA Licence and must meet the following conditions.

The member may not concurrently hold an International Petanque Licence issued by any other international association or federation.

Members who wish to transfer their licence from another association must complete a licence transfer application which is available on request.

The licence will remain valid for as long as the member has paid a Full Membership fee.

Should a member decide not to renew their Full Membership, the licence will no longer be valid and it must either be returned to the SPA or evidence provided that it has been destroyed (for example a photograph showing that it has been cut in half).

Players may only represent the club shown on their licence in SPA organised national competitions and CEP or FIPJP international club competitions.

Clubs and local leagues may create their own eligibility criteria for local competitions.

If players need to change the name of the club shown on their licence, they will need to complete a Club Transfer Form.

A valid SPA Licence is required to compete in SPA official competitions.

Where players have paid a Full Membership fee and are eligible to hold an SPA licence, but have not received it at the time of the competition, they will be able to compete subject to the competition organiser checking the membership database to confirm eligibility.

Licences will not display an expiry date and remain valid provided the details on it are correct and the member has paid their Full Membership fee or is a Life Member.

Replacement licences will be subject to a charge determined by the NEC to cover costs and must be paid before a new licence can be issued.

## **CLUB TRANSFERS**

A member may need to transfer their Full Membership from one club to another in the following circumstances:

- Their club has ceased to be affiliated to the SPA.
- They are no longer a member of the club.
- The name of the club shown on their licence is no longer correct.

Full Members must sign and complete the Club Transfer Form and also arrange for it to be signed by an official at their former club and their new club.

The form will be issued to the Full Member after completing the club transfer section on the membership portal when they renew.

## **RULE CHANGES AND DISPUTES**

The NEC has the right to add to or amend the rules at any time.

Any club or individual member who wishes to challenge a rule must do so in writing to the NEC. Their decision will be final.