



Athletics PEI Club Affiliation Form

Reviewed:	April, 2026
Effective:	May 1, 2026
Next Review:	November, 2027

‘A’ CLUB RESPONSIBILITIES AND REQUIREMENTS

Minimum requirements to be met are:

‘A’ Club – Affiliation Fee \$100 minimum, plus \$5 an athlete for every athlete over 10 athletes up to \$200 per annum. With the minimum and per athlete rate, the maximum Affiliation Fee is \$300

Coaching Requirements

- All clubs must have at least one (1) lead coach fully certified based on the age of the participants. For example:
 - o RJTW Certified for athletes U12
 - o Sport Coach Certified for athletes U16
 - o Club Coach Certified for athletes aged 16 and older
- All other coaches should be in training with the goal of being fully trained
- Certification should take place within a 2-year window following the completion of training

- A certified coach should be at each session
- All coaches must be registered with Athletics PEI
- All coaches must complete and submit to Athletics PEI a Criminal Record Check every three (3) years. This must be done electronically through Sterling and is auto-prompted on AthleticsReg when required
- All coaches must take the SAFE SPORT TRAINING module located in the Locker at www.coach.ca under the eLearning Tab and in the Multi-Sport dropdown menu. This is a free module
- All coaches must take the MAKE ETHICAL DECISIONS (MED) module followed by completion of the online evaluation. The MED module and exam are in the Locker at www.coach.ca under the eLearning tab and in the Multi-Sport dropdown menu. This module costs \$85

Club Affiliation Member Requirements

- All athletes must be registered with Athletics PEI
- All administrators and Board members must be registered with Athletics PEI as an associate member
- Must have an assigned club administrator in a formal administrative or managerial role
- Members not in good standing with Athletics PEI will be suspended, and they will be unable to train or compete

Meet Organization Requirements

- All clubs must coordinate and/or assist with one sanctioned event every season of activity; this may be in conjunction with other clubs
- Clubs that do not host or assist in a sanctioned track meet must volunteer a predetermined number of hours via Athletics PEI

Administrative Requirements

- Clubs must be willing to provide a financial statement at year's end upon request
- The club must be in good standing with Athletics PEI and its local governance
- The club must abide by all Athletics PEI policies
- Clubs that are not in good standing will be suspended. This will also include all affiliated members, who will be unable to train or compete

- Clubs must display the approved fee structure publicly
- When updating to a new fee structure, a 45-day notification must be given to current members
- Members are eligible to receive communication or electronic mailouts from Athletics PEI

‘B’ CLUB RESPONSIBILITIES AND REQUIREMENTS

Minimum requirements to be met are:

‘B’ Club – Affiliation Fee \$75.00 per annum

- A ‘B’ club must be working towards the ‘A’ Club Status. A club may only be a ‘B’ club for two years

Coaching Requirements

- All clubs must have at least one (1) lead trained coach based on the age of participants. For example:
 - o RJTW Trained for athletes U12
 - o Sport Coach Trained for athletes U16
 - o Club Coach Trained for athletes aged 16 and older
- A trained coach should be at each training session
- All coaches must be registered with Athletics PEI
- All coaches must complete and submit to Athletics PEI a Criminal Record Check every three (3) years. This must be done electronically through Sterling and is auto-prompted on AthleticsReg when required
- All coaches must take the SAFE SPORT TRAINING module located in the Locker at www.coach.ca under the eLearning Tab and in the Multi-Sport dropdown menu. This is a free module
- All coaches must take the MAKE ETHICAL DECISIONS (MED) module followed by completion of the online evaluation. The MED module is located at www.sportpei.ca, and the exam is located in the Locker at www.coach.ca under the eLearning tab and in the Multi-Sport dropdown menu. This module costs \$85

Club Affiliated Member Requirements

- Must identify an administrator or point of contact (manager)
- Members not in good standing with Athletics PEI will be suspended, and they will be unable to train or compete

Administrative Requirements

- The club must be in good standing with Athletics PEI and its local governance
- The club must abide by all Athletics PEI policies
- Clubs that are not in good standing will be suspended. This will also include affiliated members, who will be unable to train or compete
- Clubs must display the approved fee structure publicly
- When updating to a new fee structure, clubs must give a 45-day notification to current members
- Members are eligible to receive communication or electronic mailouts from Athletics PEI

See Appendix for Form to be Completed Annually



Club Affiliation is effective from the date received to December 31 annually. Club Affiliation will have a 14-day grace period at the start of each calendar year.

Club Name:	
Club Type (A/B):	
Contact Person:	
Telephone:	
Email:	
Address:	
Postal Code:	

Club Executive Members:

Position:	Name:
Position:	Name:
Position:	Name:
Position:	Name:
Position:	Name:
Position:	Name:

Please send your completed club affiliation form to: athleticspei2000@gmail.com or Athletics PEI, 40 Enman Crescent, Charlottetown, PE C1E 1E6

Please send your club affiliation fee to: apeitreasurer@gmail.com or Athletics PEI, 40 Enman Crescent, Charlottetown, PE C1E 1E6

Club Official's Signature: _____

Date: _____