



WA Affiliation Guidance Notes

1. INTRODUCTION

CSSC warmly welcomes affiliation applications from Workplace Associations (WAs) with a goal to unite and enhance the well-being of CSSC members, Civil Servants, and Public Sector employees.

The affiliation process is designed to recognise the partnership between the two organisations and to enable each organisation to enhance member value for both organisations while delivering closely aligned objectives.

Our mission, “Inspiring members to explore new ways to be active and healthy,” reflects the growing importance of well-being and self-care. The wellbeing offer is attracting CSSC members and so we would like to encourage Workplace Associations to offer attractive and suitable experiences within and beyond the workplace.

2. ELIGIBILITY AND REQUIREMENTS

The group seeking affiliation must demonstrate that its mission, goals, and activities align with the mission and values of CSSC and include the promoting of health and well-being in the workforce while fostering a sense of community. To secure affiliation, the association should demonstrate, at a minimum:

- Proper governance of the association.
 - A registered bank account in the association’s name.
 - A committee comprising Chair, Treasurer, and Secretary roles, each occupied by a designated individual.
- A set of rules demonstrating sound governance.
 - A commitment to CSSC policies and procedures, including.
 - compliance with CSSC Health and Safety and GDPR.
- Maintenance of a register of risk assessments in line with CSSC Risk policy.
 - Active participation in providing health and well-being activities for members, and support for CSSC national campaigns, events, and activities.
 - Actively promoting CSSC membership and collaborating with CSSC recruitment teams through available communication channels.

3. AFFILIATION CATEGORIES

- **Ministerial or Non-Ministerial Department Sport and Social Association**
- **Agency or Public Body Sport and Social Association**
- **Other Civil Service or Public Sector Sport and Social Association**

4. CSSC AFFILIATION APPLICATION PROCESS

Step 1: Pre-Application Preparation

- **Eligibility Review:** Ensure that your organisation meets the eligibility criteria outlined in our affiliation guidelines.
- **Contact CSSC Representative:** Reach out to the CSSC Affiliation Coordinator or designated contact person to express your interest in affiliation and to obtain any necessary guidance.

Step 2: Application Submission

- **Request Application Package:** Request the official Affiliation Application Package from the CSSC Affiliation Coordinator.
- **Application Form Completion:** Complete all sections of the Affiliation Application Form, providing accurate and detailed information about your organisation. This will include:
 - Name and mission of your organisation.
 - Legal status and governance structure.
 - Financial information, including your organisation's bank details.
 - A list of your officers and contact details.
- **Supporting Documentation:** Gather any required supporting documents, including your organisation's constitution or terms of reference, financial statements, and any relevant policies.

Step 4: Decision and Notification

- **Decision:** The CSSC Affiliation Review Committee will make a decision regarding your organisation's affiliation status. There are three possible outcomes:
 - **Approval:** Your organisation is approved for affiliation, and you will receive an Affiliation Agreement.
 - **Approval with Conditions:** Your organisation may be approved with specific conditions that need to be met within a designated timeframe.
 - **Refusal:** If your organisation does not meet the affiliation criteria or is found to be misaligned with CSSC's mission and values, the application may be refused.
- **Notification:** You will be notified of the decision by the CSSC Affiliation Coordinator. In the case of approval, you will receive an Affiliation Agreement that outlines the terms and conditions of affiliation.
- Any decision to reject an application will be based on sound principles, including:
 - Contradiction of the association's constitution and/or stated aims with the Mission and Values of CSSC.
 - Substantial concerns about the association not aligning with the Mission and Values of CSSC.
 - CSSC reserves the right to cancel affiliation if information provided is later found to be incorrect.

Step 5: Affiliation Agreement and Onboarding

- **Affiliation Agreement:** If approved, carefully review the Affiliation Agreement, sign it, and return it to CSSC within the specified timeframe.
- **Onboarding:** CSSC will provide you with an onboarding process, which may include access to CSSC resources, training, and support.

Step 6: Affiliation Benefits and Commitment

- **Access to Benefits:** As an affiliated organisation, you can begin to access the various benefits and resources provided by CSSC, such as funding opportunities, networking events, and support.
- **Ongoing Commitment:** Maintain compliance with CSSC policies and actively engage in CSSC activities to foster a successful affiliation.

Step 7: Renewal

- **Renewal:** Every two years, your organization must submit a renewal application to maintain your affiliation. CSSC will provide details and deadlines for the renewal process.

5. DOCUMENTATION & VERIFICATION REQUIREMENTS

To ensure a comprehensive evaluation of your affiliation application, the following documentation and verification procedures are required. These documents provide essential evidence to support your application:

Bank Account Information:

- Provide documentation demonstrating that your organisation maintains a registered bank account in the name of your association. Include bank statements or a bank confirmation letter.

Governance Structure:

- Present a clear and detailed description of your organisation's governance structure. This should include an organisational chart or a breakdown of key leadership roles and responsibilities.

Constitution, Terms of Reference, or Association Rules:

Submit your organisation's constitution, terms of reference, or association rules. These documents should outline your organisation's guiding principles, decision-making processes, and overall framework.

Compliance with Relevant Policies:

- Demonstrate your organisation's commitment to compliance with CSSC policies, as well as any applicable national, regional, or local regulations. Provide evidence of adherence to policies such as health and safety, data protection (e.g., GDPR compliance), and any other pertinent policies.

These documents will be used to assess your organisation's suitability for affiliation CSSC. Please ensure that all documentation is accurate, up-to-date, and submitted in a clear and organised format to facilitate the evaluation process.

6. BENEFITS OF CSSC AFFILIATION

Successful affiliation permits access to numerous CSSC benefits, including:

- Up to £50 million in public liability insurance coverage.
- Access to CSSC funding streams, including core grants and project funds.
- Central CSSC support, offering free management resources, governance documents, marketing materials, and promotional assets.
- Dedicated CSSC resources to assist with tailored DA projects, such as events, activities, support, and advice.
- Networking opportunities and sharing of best practices, with a focus on sporting and activity development, enhancing the member experience.
- Eligibility to participate in CSSC events and campaigns.
- Access to discounted education courses for volunteers and administrators.
- Development opportunities, including specialised conferences and technical workshops.
- Recognition of association volunteers at CSSC Regional and National awards.
- Access to information, resources, and tools for addressing association-specific development needs.
- E-bulletins featuring essential information on CSSC partners and suppliers.
- Exclusive offers and discounts from CSSC partners.

7. AFFILIATE YOUR ASSOCIATION WITH CSSC

If you are interested in affiliating your association and would like to learn more, please contact Lynne Constantine at lynne.constantine@cssc.co.uk. Lynne will guide you through the affiliation benefits and the application process.