

Club Affiliation Manual (2024) – For Clubs Who Affiliated Last Year

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Introduction

This manual will explain the steps you will take to affiliate your club to Scottish Cycling for 2023/24. Affiliation will take place via our Club Management System, Servesport, as was the case in 2023. The manual will take you through each stage of the affiliation form, outlining the requirements for each section.

Minimum Operating Standards

Scottish Cycling has introduced Minimum Operating Standards (MOS) for clubs. The MOS have been introduced to ensure that we can work with clubs to ensure that you have all the correct policies and procedures in place – protecting both you and your members.

We recognise that not all clubs operate in the same way, and cater to different audiences, so we have reflected this in the standards, so that the expectation of what clubs need to do is appropriate to what your club does.

Scottish Cycling is here to support you and your club in meeting these standards.

Whilst many clubs are already operating at or close to these standards, they provide a helpful checklist to ensure that members, clubs and Scottish Cycling have confidence that the minimum standards are being consistently met across the sport in Scotland. For some this will represent a mere formalisation of existing processes and standards. For others that do not yet meet these standards, Scottish Cycling will actively support you in putting the standards in place.

We want to make it as easy as possible for clubs to meet the standards, so we have provided a range of templates and guides for each standard so that clubs have all the resources required.

All resources required to ensure compliance with the standards can be found on our website [here](#).

If you have any queries regarding Minimum Operating Standards, please get in touch with your region's Club Development Coordinator.

Club Development Framework

We have created a framework to guide the development of our clubs. If you are interested in developing and growing your club, then the framework is a great place to start. It provides a flexible pathway for clubs to progress and is resourced by an extensive collection of templates, guides and supported by staff that will help facilitate the journey.

The framework can be accessed [here](#). If you identify areas where your club might need some help, then please get in touch to talk about the most suitable resources and guides for you.

Find a Club

Joining a club is a great way to get the most out of your cycling and we are here to connect you! Whether you are a seasoned racer or new to the sport, there is nothing better than riding with like-minded cyclists to develop your skills and challenge yourself. Find your nearest club here: <https://scottishcycling.org.uk/get-involved/>

If you would like to find a club to join, then click [here](#) to locate a club near you.

Contact Us

Club Development Team: clubdevelopment@scottishcycling.org.uk

Fraser Johnston (Head of Development: Clubs & Coaching): fraser.johnston@scottishcycling.org.uk

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julie.erskine@scottishcycling.org.uk

Ewan McArthur (Club Development Coordinator – West, North-East Grampian & Ayrshire):

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Kate Jackson (Club Development Coordinator – East & Central & South West):

kate.jackson@scottishcycling.org.uk

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Welcome to the Scottish Cycling Online Club Affiliation

Club Affiliation Form 2024

Welcome to the Scottish Cycling Online Club Affiliation

Each step is saved automatically when clicking NEXT at the end of each page so you can return to this form at any time

Please note that **ALL FIELDS ARE MANDATORY** unless marked as optional

We recommend using Google Chrome or Apple Safari as your browser when completing this form

Please begin by entering your email address (this should be done by the Club Secretary), selecting your club and reading the data protection statement below

Scottish Cycling will process all data in line with our Data Protection Policies. Please find our Data Privacy Notice [here](#)

[Click here to read the manual for further details on completing the affiliation process if your club affiliated in 2022](#)

[Click here to read the manual for further details on completing the affiliation process if your club did not affiliate in 2022](#)

Image 1a

- This is the first page of the affiliation form.
- Affiliation should, where possible, be completed by the Club Secretary.
- Enter your club email address.
- Select your club from the dropdown list.
- Click 'next'.

Club Information

Club Affiliation Form 2024

Your unique form ID is AF11986
Please note you will need to enter this number when logging back into the Club Affiliation Form

Club Information
The information on this page will be published in the club finder tool on the British Cycling website

Club Type
Please select... ▼

Region
Please select... ▼

Are you a race team?

[Next](#)

Image 2a

Dear Club Secretary

Thank you for registering to submit your Scottish Cycling club affiliation online.

We have assigned a unique ID to your form, which you can use to return to it at any time for completion:

AF11986

Please note when filling out your form that there is no need to save it before exiting. Every page of information you enter is saved automatically when clicking NEXT at the end of each page and can be accessed at a future date by returning to <https://scottishcycling.clubserve.net/pages/affiliation/clubaffiliation.aspx> and entering your unique ID. Please now return to online affiliation and use this code to open your form.

Kind regards
Scottish Cycling

Image 2b

- The next page of the affiliation form is titled 'Club Information'.
- A green message will appear at the top of the page, providing your club with its unique form ID. This ID will also be sent to the email address used to register for the affiliation on the opening page of the form (Image 2b).
- Fill in the information as shown in Image 2a.
- Choose your club type.
- Choose what region your club is based in.
- Click 'next'.

Committee Details

Club Affiliation Form 2024

Committee Details

CLUB SECRETARY DETAILS

First Name	Surname
Email	Mobile
British Cycling Membership No	
What email address do you wish to be public on the British Cycling Club Finder tool	

Image 3a

CLUB CHAIR/PRESIDENT DETAILS

First Name	Surname
Email	Mobile
British Cycling Membership No	

CLUB TREASURER DETAILS

First Name	Surname
Email	Mobile
British Cycling Membership No	

Image 3b

CLUB COACHING LEAD/YOUTH COORDINATOR DETAILS

First Name optional	Surname optional
Email optional	Mobile optional
British Cycling Membership No	

CLUB SOCIAL MEDIA/WEBSITE DETAILS

Club Facebook Page optional	Club Twitter Name optional
Club Instagram Page optional	Club Website optional

Previous Next

Image 3c

- Enter the committee details for your club Secretary, Chair and Treasurer
- You will need to fill in their name, email, mobile and British Cycling number
- Enter the email that you wish to be public on the British Cycling Club Finder Tool

- Enter your Club Coaching Lead/Youth Coordinator details. If you do not have a coaching lead/youth coordinator leave this blank.
- Enter your club's social media if you wish to do so. This is optional.
- Click 'Next'

Address for Correspondence

Club Affiliation Form 2024

Address for Correspondence
To be used for any correspondence from Scottish Cycling or British Cycling - this will determine which region your club is in

Postcode

Country
Scotland

Local Authority
Please select...

Previous Next

Image 4a

Club Affiliation Form 2024

Address for Correspondence
To be used for any correspondence from Scottish Cycling or British Cycling - this will determine which region your club is in

Address Line 1

Address Line 2
optional

Address Line 3
optional

Address Line 4
optional

Town/City

Postcode
G40 3HG

Country
England

Local Authority
Greater City

Previous Next

Select Address

Select address: Please Select...

Enter Address Manually Select Address Cancel

Image 4b

To be used for any correspondence from Scottish Cycling or British Cycling

Address Line 1
Emirates Arena And Sir Chris Hoy Velodrome

Address Line 2
1000 London Road

Address Line 3
optional

Address Line 4
optional

Town/City
Glasgow

Postcode
G40 3HG

Country
Scotland

Local Authority
Please select...



Previous Next

Image 4c

- Enter your post code
- Image 4b will pop up and allow you select your address from a drop down list or enter it manually by pressing 'enter address manually'
- Check that it is entered correctly. You can edit if you need to
- Select your local authority from the drop down list
- Click 'Next'

Training Venues/Meet-Up Points

Club Training Venues/Meet-Up Points

Please provide full address and postcode of your main club training venue(s) or meet up points. This should include meet up points in parks or car parks that your club may use.

Primary Location of Club (please note we will use this location as the 'home' base of your club which may differ from the correspondence address)

Address

Post Code

Please indicate the owner/operator of this facility

Local Authority

Discipline (select all that your club runs regular sessions in (i.e. once a month))

Road

TT

Track

MTB XC

Group (select all that apply)

U18 Coached

18+ Coached

18+ Non Coached

Adult Recreational Group

Image 5a

Post Code

Please indicate the owner/operator of this facility

Local Authority

Discipline (select all that your club runs regular sessions in (i.e. once a month))

Road

TT

Track

MTB XC

MTB DH

BMX

Cyclo-Cross

Speedway

Other

Group (select all that apply)

U18 Coached

18+ Coached

18+ Non Coached

Adult Recreational Group

Previous Next

Image 5b

- Since you affiliated last year, this information should be pre-populated. Double check everything is correct and add any new training venues/meet-up points.
- Provide the full address and postcode of each of your main club training venue(s) and/or meet-up point(s). You can add up to three main club training venues.
- This should include meet-up points in parks or car parks that your club may use.
- You will need to select if the training venue/meet-up point is owned by the club, a local authority or other.
- Fill in what disciplines you cater for and what age groups you have.
- Click 'next'.

Governance

Club Affiliation Form 2024

Governance

What is Your Club's Legal Status? Further information on club legal status is available here
Please Select...

[Click here to view the legal status help video](#)

Do you have a constitution?
Yes

[Click here to upload a copy of your constitution](#)

When was your last AGM?

[Previous](#) [Next](#)

Image 6a



What Is Legal Status & Why It Matters

Image 6b

Club Affiliation Form 2024

Governance

What is Your Club's Legal Status? Further information on club legal status is available here
Please Select...

[Click here to view the legal status help video](#)

Do you have a constitution?
Yes

[Click here to upload a copy of your constitution](#)

When was your last AGM?

File Name [Select File](#) [Cancel](#)

[Previous](#) [Next](#)

Image 6c

- Since you affiliated last year, this information should be pre-populated. Double check everything is correct and update information if you need to.
- Fill in the form as shown in Image 6a.
- Enter your club's legal status. If you would like further information, click the link and watch the video pictured in Image 6b.
- If your club has a constitution, tell us when it was last updated. Then, click to upload a copy of your constitution (Image 6c). Select the constitution from the files on your computer.
- If your club does not have a constitution, please note that your affiliation will not be processed until you upload one. We have a template on our website. Please see page 2 for the link.
- If you know the date of your last AGM, input this date.
- Click 'Next'.

Club Policies

Club Affiliation Form 2024

Club Policies

All policies noted below are compulsory for affiliation as part of the Minimum Operating Standards. Please tick which of the following policies your club has in place.

<input type="checkbox"/>	Wellbeing & Protection Policy (only for clubs with Under 18s)	Click here to view the Scottish Cycling Wellbeing & Protection Policy
<input type="checkbox"/>	Anti-Bullying Policy	Click here to view the Scottish Cycling Anti-Bullying Policy
<input type="checkbox"/>	Communications Policy	Click here to view the Scottish Cycling Communications Policy
<input type="checkbox"/>	Data Protection Policy	Click here to view the Scottish Cycling Data Protection Policy
<input type="checkbox"/>	Equality Policy	Click here to view the Scottish Cycling Equality Policy

Image 7a

[Click here to view the Scottish Cycling Equality Policy](#)

Does your club have a Wellbeing & Protection Officer?

WELLBEING & PROTECTION OFFICER DETAILS

<input type="text"/>	First Name	<input type="text"/>	Surname
<input type="text"/>	Email	<input type="text"/>	Mobile
<input type="text"/>	British Cycling Membership No		
<input type="checkbox"/>	Tick here if your club has a second WPO		

Image 7b

Scottish Cycling require all clubs to have codes of conducts in place (if these audiences exist in your club). Templates can found [here](#). Please tick which of the codes of conducts your club has in place:

<input type="checkbox"/>	Members Code of Conduct
<input type="checkbox"/>	Parents' Code of Conduct
<input type="checkbox"/>	Volunteers Code of Conduct
<input type="checkbox"/>	Disciplinary Process

[Previous](#) [Next](#)

Image 7c

- Tick the boxes of the policies you have in place. We require all U18 clubs to have these policies in place otherwise your affiliation will not be processed. We have templates available if you require. We also recommend 18+ clubs also have these.
- If your club has a WPO, tick the box and please fill in their details.
- We require all clubs to have Codes of Conduct in place (if these audiences exist within your club).
- Click 'Next'

Club Kit

Club Kit

Please upload a copy of the design template for your club kit. If you do not have a copy of the design template, please upload a photo of a member wearing club kit (standing, front facing).

?

Our club does not have kit

Club Top

Main Colour

Please select... ▼

Secondary Colour

Please select... ▼

[Click here to upload your club top image](#)

Club Shorts

Main Colour

Please select... ▼

Secondary Colour

Please select... ▼

[Click here to upload your club shorts image](#)

Previous

Next

Image 8a

- Since you affiliated last year, this information should be pre-populated. Double check everything is correct and update information if you need to.
- Fill in the required information and upload an image of the kit if you have one. If you do not have an image do not worry it isn't required.
- If you do not have kit, click the 'our club does not have kit' box and then you can progress
- Click 'Next'

Coaches and Leaders

Club Affiliation Form 2024



Coaches & Leaders

We've changed the way we work with clubs to ensure compliance with our Minimum Operating Standards. Your Wellbeing and Protection Officer received a report in September detailing the information we currently hold about volunteers in your club who are currently undertaking regulated work. This must be reviewed and returned to Scottish Cycling before your affiliation will be approved. Please speak to your Club Development Coordinator for more information.

[Previous](#)

[Next](#)

Image 9a

- You do not need to do anything on this page. Your CDC will be in touch after you submit the affiliation.
- Please read and click 'Next'

Club Members

Club Members
Please include your total club membership

Do you have U12 members?

Do you have U14/16 (Juvenile/Youth) members?

Do you have U18 (Junior) members?

Do you have 18+ (Senior) members?

TOTAL

Male	Female	Non-Binary *	Prefer not to say
0	0	0	0

OVERALL TOTAL

ALL
0

Image 10a

OVERALL TOTAL

ALL
0

How Many People are on Your Committee?

Male	Female	Non-Binary *	Prefer not to say
0	0	0	0

[Click here to upload postcodes of your members](#)

Do any of your members report to having a disability?
Please Select...

* Some people feel that their gender identity cannot be simply defined by the expected binary terms of "man" or "woman"; instead, they experience their gender in another way. Typically, this group of people is referred to as being "non-binary".

People whose gender is not male or female use many different terms to describe themselves, but non-binary being one of the most common, is the umbrella term used here.

Image 10b

Disabled Members

Do you have members who are blind or visually impaired?

Do you have members who are deaf or hearing impaired?

Do you have members who are ambulant and have a physical disability?

Do you have members who are wheelchair users?

Do you have members who have a learning disability?

TOTAL

Male	Female	Non-Binary *	Prefer not to say
0	0	0	0

ALL

Disability Total
0

How many of your members with a disability are coaches?

Male	Female	Non-Binary *	Prefer not to say
0	0	0	0

How many of your members with a disability are MTB/Ride Leaders?

Male	Female	Non-Binary *	Prefer not to say
0	0	0	0

Image 10c

- Tick the boxes that apply to your club members shown in 10a. When a box is ticked it'll allow you to enter how many members for each gender there are in that age category.
- The system will calculate the total number of members for you.
- Fill in how many people are on your committee.

- Upload the postcodes of your members via the link
- If you have disabled members, fill out the number you have for each category.
- If any of your coaches/leaders who are disabled, again, fill out the number you have.
- Click 'Next'.

Fees Payable

Club Affiliation Form 2024

Fees Payable

Your affiliation fee is based on your club type, see below:
(a transaction fee of £100 will be added)
Standard Club - £98

Tick here to add sponsor details - additional £68 or free for Go-Ride Clubs

A sponsor is classed as such if their logo/brand identity appears on your club kit. If you are unsure as to whether a relationship your club has with an external partner would class as a sponsor, please contact your Club Development Coordinator.

Payment will be made by credit/debit card via Stripe. Our Finance Team will send you details of how this will be processed upon submission of your affiliation application.

If you are unable to pay by card please contact us for more information by emailing finance@scottishcycling.org.uk

Previous

Proceed to Payment

Image 11a

Tick here to add sponsor details - additional £68 or free for Go-Ride Clubs

A sponsor is classed as such if their logo/brand identity appears on your club kit. If you are unsure as to whether a relationship your club has with an external partner would class as a sponsor, please contact your Club Development Coordinator.

Sponsor fees are payable for up to four registered sponsors of any club/team. Further sponsors are registered free. Please add all your sponsor details below.

Sponsor 1 Name	Sponsor 2 Name
Sponsor 3 Name	Sponsor 4 Name
Sponsor 5 Name	Sponsor 6 Name
Sponsor 7 Name	Sponsor 8 Name

Payment will be made by credit/debit card via Stripe. Our Finance Team will send you details of how this will be processed upon submission of your affiliation application.

If you are unable to pay by card please contact us for more information by emailing finance@scottishcycling.org.uk

Previous

Proceed to Payment

Image 11b

- This section will outline the fees payable by your club in order to affiliate to Scottish Cycling for the year 2023.
- Clubs will receive a discount for 'early-bird' renewal. This discount is £25 for a standard club and £50 for a commercial club if your club submits the affiliation form before 11th December 2022.
- If your club has any sponsors, tick the box and enter these details (see 11b). Sponsors are £68 each for the first 4 and free thereafter.
- If you are a youth club you do not pay for sponsors.
- Click 'Proceed to Payment'.

Payment

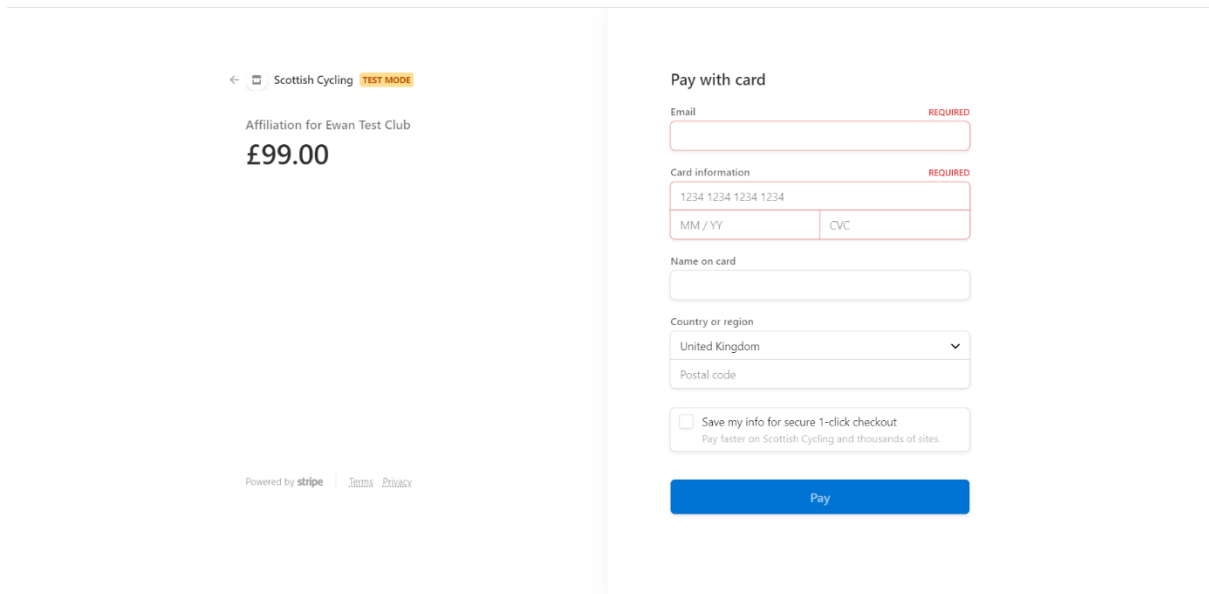


Image 12a

- This is the payment page.
- Once you have filled in the details you will be redirected to a 'Thanks for affiliating' page and you should receive a confirmation email.
- If there are any issues with this, please contact your CDC.

END