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

Contents

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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Welcome to the Scottish Cycling Online Club Affiliation

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

Imgage 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

Image 3a

Image 3b

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

Image 4a

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

Image 5a

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

Image 6a

Image 6b

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

Image 7a

Image 7b

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

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

Image 10a

Image 10b

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

Image 11a

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.
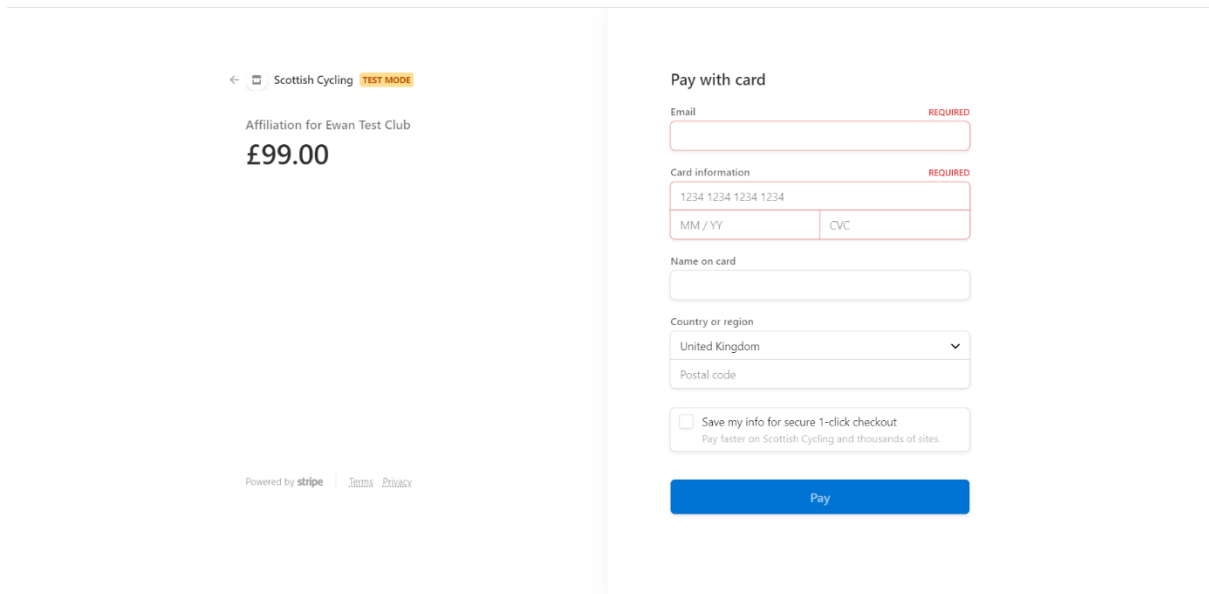- Click 'Proceed to Payment.

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