

## Minimum Operating Standards

Scottish Cycling is dedicated to helping your club become progressive, inclusive, and safe. Our Minimum Operating Standards will ensure you have the right policies and procedures in place, prioritising safety for both your club and its members.

The Minimum Operating Standards have four categories\*:

- 1) Club with regulated roles
- 2) Club without regulated roles
- 3) Team with regulated roles
- 4) Team without regulated roles

\* A club will have people in regulated roles if they have under 18 members or over 18 members who are protected adults (as defined by the PVG scheme).

STANDARD	CLUB REGULATED ROLES	RACE TEAM REGULATED ROLES	CLUB NO REGULATED ROLES	RACE TEAM NO REGULATED ROLES
<b>GOVERNANCE</b>				
APPROPRIATE GOVERNING DOC	✓	✓	✓	✓
ELECTED COMMITTEE	✓		✓	
ANNUAL GENERAL MEETING	✓		✓	
DATA USE POLICY	✓	✓	✓	✓
<b>WELLBEING AND PROTECTION</b>				
WELLBEING & PROTECTION OFFICER	✓	✓		
WELLBEING & PROTECTION POLICY	✓	✓		
PVG PROCEDURES & POLICIES	✓	✓		
DISCIPLINARY PROCESS	✓	✓		
GUARDIAN CODE OF CONDUCT	✓	✓		
COACHES CODE OF CONDUCT	✓	✓	✓	✓
VOLUNTEERS CODE OF CONDUCT	✓	✓	✓	✓
MEMBERS CODE OF CONDUCT	✓	✓	✓	✓
ANTI-BULLYING POLICY	✓	✓	✓	✓
COMMUNICATION POLICY	✓	✓	✓	✓
EQUALITY POLICY	✓	✓	✓	✓
<b>ACTIVE COACHES &amp; MTB / RIDE LEADERS</b>				
UP TO DATE CWPS TRAINING	✓	✓	✓	✓
PVG IN PLACE	✓	✓		
ADEQUATE FIRST AID TRAINING	✓	✓	✓	✓

Core elements apply to all categories, with additional standards based on your club's circumstances. Below, we outline each standard's details and provide necessary templates to help you comply.

[Governance](#)

[Wellbeing and Protection](#)

[Active Coaches / MTB Leaders](#)

Please ensure you have complied with the standards in advance of submitting your affiliation application. This will ensure that your affiliation is processed as quickly as possible. If you need support in meeting these standards, please reach out to us at [ClubDevelopment@scottishcycling.org.uk](mailto:ClubDevelopment@scottishcycling.org.uk) and we will be happy to help.

## Governance

### Appropriate Governing Document

- ✓ This will vary depending on the legal status of your organisation.
- ✓ We have created a guide to the various legal statuses open to your organisation [here](#).
- ✓ You can find templates for: Unincorporated/Voluntary Association [here](#), CASC – Community Amateur Sports Club [here](#), SCIO – Scottish Charitable Incorporated Organisation [here](#)

### Elected Committee

- ✓ Your committee size should suit your club's needs. At minimum, you need a Chair, Secretary, Treasurer, and, if applicable, a Wellbeing and Protection Officer.
- ✓ Additional roles can include Club Kit, Membership, Social Events, and Communications.
- ✓ We have provided a range of template role descriptors [here](#).
- ✓ All committee members must be British Cycling members. This can be a supporter (which is free), member or premium membership. Learn more and join [here](#).

### Annual General Meeting (AGM)

- ✓ Your club must hold an AGM every year.
- ✓ An AGM lets members hear reports on the year's achievements, elect the next Committee, amend the constitution, approve accounts, and handle other necessary business.

### Data Use Policy

- ✓ This will outline to your members how their data is handled and processed within your club while adhering to the General Data Protection Regulations.
- ✓ You can download a GDPR compliant policy [here](#).

## Wellbeing and Protection

### Wellbeing and Protection Officer (WPO)

- ✓ All clubs with regulated roles must have a Wellbeing and Protection Officer (WPO).
- ✓ Larger clubs might benefit from having two WPOs, one male and one female.
- ✓ Even if your club doesn't have U18s or protected adults, having a WPO is encouraged.

Your Wellbeing and Protection Officer must have the following in place:

- ✓ A current PVG (registered with Scottish Cycling).
- ✓ Completed Child Wellbeing & Protection in Sport (CWPS) training in the last 3 years.
- ✓ Completed Child Wellbeing & Protection Officer (CWPO) training in the last 3 years.
- ✓ Upon completion of these courses your WPO must submit their certificate to our Wellbeing and Protection team at [wpo@scottishcycling.org.uk](mailto:wpo@scottishcycling.org.uk)
- ✓ You can find details of the next CWPS and CWPO training courses [here](#)

### Wellbeing and Protection Policy

- ✓ All clubs with regulated roles should adopt the Scottish Cycling Wellbeing and Protection Policy which can be found [here](#). A template for a club policy can be [here](#).

### Protection of Vulnerable Groups Procedures and Policies

- ✓ All people undertaking regulated work with a protected group, children or adults, are required to become a member of the PVG scheme.
- ✓ The following policies and procedures must be adopted if your club wants to employ individuals in regulated roles – PVG and Suitability Decision-Making Policy, PVG Processing Contract, Safer Recruitment Procedure, Making a Referral Policy, Secure Data Handling Policy, Recruiting People with Convictions Policy and the ID checker agreement. Our Wellbeing and Protection Team will work with you to help ensure that you have these in place. You can find out more about it [here](#).

### Disciplinary Process

- ✓ This will outline the steps that will be taken if any of the individuals breach the terms of the code of conduct, they are signed up too.
- ✓ You can download a template disciplinary process [here](#).

### **Codes of Conduct**

- ✓ Your club must have codes of conduct with all the following groups (where applicable): [Members \(18+\)](#), [Members \(Under 18\)](#), [Volunteers](#), [Coaches](#), [Parents / Carers](#), [Spectators](#).
- ✓ Individuals should have sight of these throughout their involvement with your club and acknowledge their contents through annual membership renewals (or any other suitable method).

### **Anti-Bullying Policy**

- ✓ All clubs should adopt the Scottish Cycling Anti-Bullying Policy which can be found [here](#).

### **Communications Policy**

- ✓ All clubs should have in place a Communications Policy. We have created a template one which your club can adopt and it can be found [here](#).

### **Equality Policy**

- ✓ All clubs should have in place an Equality Policy. We have created a template one which your club can adopt and it can be [here](#).

## Active Coaches and MTB/Ride Leaders

### Up-to-date CWPS Training

- ✓ All Active Coaches, MTB Leaders, Ride Leaders and Activity Helpers must complete Child Wellbeing and Protection in Sport (CWPS) training every three years.
- ✓ You can find out when the latest courses are being run [here](#)
- ✓ Records of your Coaches and MTB/Ride Leaders must be up-to-date with our Wellbeing and Protection Team. Certificates should be sent to [WPO@scottishcycling.org.uk](mailto:WPO@scottishcycling.org.uk)

### Protection of Vulnerable Groups (PVG) Certificate

- ✓ This must be registered with Scottish Cycling for all Active Coaches, MTB Leaders, Ride Leaders and Activity Helpers if they are performing Regulated Work with U18s or protected adults.

### First Aid Training

- ✓ To be insured through British Cycling's Insurance for Coaches, Leaders, and Instructors, you must hold a valid First Aid certificate.
- ✓ For Coaches and Ride Leaders this is minimum 6 hours and for MTB Leaders this is minimum 12 hours.
- ✓ Once you have completed your training, upload your certificate through 'My Dashboard > My Courses > Upload Documents' on the British Cycling website, or send it directly to [education@britishcycling.org.uk](mailto:education@britishcycling.org.uk).