

Clubs/Groups/Association with Regulated Roles, Affiliation Requirements

August, 2025

Minimum Operating Standards – to affiliate a club with regulated roles, clubs must meet the **MOS requirements** and the **Workforce requirements**.

The **MOS requirements** are below, with those requiring uploaded to JustGo highlighted at point 1, 2 and 3:

1. Appropriate Governing Document
2. PVG Contract
3. Elected Committee – for clubs with regulated roles, committee members must create profiles on JustGo and obtain a PVG through us, [more info](#).
4. Conduct an Annual General Meeting
5. Anti-bullying Policy
6. Communication Policy
7. Equality Policy
8. Data use policy
9. Disciplinary Process
10. Codes of conduct
11. Follow a Safe Recruitment Process

The **Workforce requirements** are:

- Appointed Wellbeing and Protection Officer (WPO), they must possess:
 - o A PVG linked to the club through Scottish Cycling
 - o Child Wellbeing and Protection in Sport (CWPS) training
 - o Wellbeing and Protection Officer (WPO) training
 - o An active British Cycling membership
 - o To have updated these on JustGo
- Committee Members who manage the club must possess:
 - o A PVG linked to the club through Scottish Cycling (more details of [who requires PVG here](#))
 - o An active British Cycling membership
 - o To have updated these on JustGo
- Club members carrying out regulated roles must possess:
 - o A PVG linked to the club through Scottish Cycling
 - o Child Wellbeing and Protection in Sport (CWPS) training
 - o An active British Cycling membership
 - o To have updated these on JustGo
 - o It is the individual's responsibility to maintain their First Aid training (where required)

Throughout the year, if somebody in a role does not meet the requisite criteria then they are not permitted to carry out that role. In the instance where someone does not meet the criteria and carries out the role, they will either be breaking the Disclosure (Scotland) Act or will not meet the insurance criteria set out for BC insurance, ie breaking the law or have no insurance.

At affiliation, the Safeguarding Team in conjunction with the Club Development Team will decide on whether a club can affiliate, to do this, we will consider:

- MOS conditions being met
 - o We expect all of these elements to be in place to be affiliated
- Workforce requirements being met
 - o Appointed a WPO with PVG and 1 safeguarding training course in place, with second training course booked.
 - o Committee or Sub-group all with PVG where required.
 - o An appropriate number of coaches/leaders/activity helpers with PVG and safeguarding training in place. To determine an appropriate number, we will consider the club activities and size of membership. We understand that this is an ongoing process of re-training. Any volunteer without PVG or safeguarding training in place is not permitted to undertake a regulated role.

We have templates, guides and advice for all of the above, so please look around our website or ask for help. [Wellbeing & Protection – Scottish Cycling](#)