

## FAQs for Affiliation

### Where do we complete our club's affiliation form for 2026?

Affiliation for 2026 is completed via the Scottish Cycling Just Go platform. Your Secretary, Chair, or Treasurer can access the form by logging into their Scottish Cycling [Just Go account](#) and selecting the club affiliation tile.

To ensure insurance cover from 1 January 2026, returning clubs should submit their application during October or November 2025. A £25 admin fee will apply to late submissions.

### What information do I need to complete the affiliation form?

Some details in the affiliation form will be pre-filled using last year's information and your club's profile in Just Go. Please check your club's details are up to date to make completing the form quicker and easier.

When completing the affiliation form please be prepared to give the following information:

- Club Type – Club / Team / Association
- Confirm that your contact details on the club page are up to date
- Confirm that all necessary committee members, coaches / leaders & volunteers have been added to Just Go in their relevant roles and they are fully compliant
- Give the address of the main location of where your club meets for rides/training and what activity takes place
- Upload a copy of your constitution and AGM date
- Upload your PVG contract (if you have under 18s or protected adults)
- Confirm which policies you have of your own and which you have adopted SC policy
- Upload images of your club kit if it has changed in the last year
- Provide a breakdown of your club membership across the following age categories: Under 12, Under 14/16, Under 18 and Adults
- The number/gender split of people on your committee
- Post codes of your members (this must be in excel format)
- Details of club members that report having a disability

### Why do I need to add our coaches, leaders, volunteers/committee members to Just Go, and how can I tell if they're compliant?

Adding all coaches, leaders, volunteers, and committee members to Just Go in their correct roles is important for safeguarding and compliance. It allows both your club and Scottish Cycling to track whether individuals in key positions have the required PVG

checks, safeguarding training, and qualifications, helping you meet the Minimum Operating Standards.

You can check compliance by running a Club Role Compliance Report in Just Go:

- Go to the 'My Club' section
- Select 'Club Reports' from the left-hand menu
- Choose 'Club Members' and then 'Role Compliance'

To see what's required for a specific role, refer to the [Roles Matrix](#), which outlines:

- PVG membership
- Child Wellbeing and Protection in Sport (CWPS) training
- First aid certification
- Relevant coaching or leadership qualifications
- British Cycling membership

Note: You cannot assign someone to a role in Just Go until they meet all the compliance requirements.

Once assigned and compliant, individuals will receive automatic reminders from Just Go when their safeguarding or training requirements are due to expire, helping your club stay up to date.

If you need support checking compliance or understanding what's required, please contact our Safeguarding Team at [wpo@scottishcycling.org.uk](mailto:wpo@scottishcycling.org.uk)

### **My club / team has under 18s / protected adults, what will you consider to decide if we can affiliate?**

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:

- We expect all of these elements to be in place to be affiliated

Workforce requirements being met:

- Appointed a WPO with PVG and 1 safeguarding training course in place, with second training course booked.
- Committee or Sub-group all with PVG where required.
- 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.

You can find out more information [here](#).

### **I am on the club's committee; do I need to be a member of British Cycling?**

All club official roles are required to have an active British Cycling membership. If you need to access the British Cycling admin console as part of your role then you will need either a member or premium membership. All other club official roles can hold a supporter, member or premium membership. You can find out more and how to join on the [British Cycling website](#). Once you have a BC membership you need to add this as a credential to your Just Go account.

### **How does Scottish Cycling determine what region our club is in?**

The correspondence address (which should be your secretary's address) listed on your club's profile in Just Go determines your club's region and is used for communications from Scottish Cycling and British Cycling.

### **What address is used to locate our club on the club finder map?**

The address of your main club training venue or meet up point (this should include meet up points in parks or car parks if this is your main location) is used to locate your club on our club finder map.

### **Why do you ask for the postcodes of our club members?**

As part of our funding agreement with Sport Scotland, who provide over 80% of our funding, we are required to provide them with the postcodes of our club members. They will then use this information to gather SIMD related data.

You are not required to provide any other identifiable data alongside postcode; this ensures your member's will remain anonymous.

If you do not already gather postcodes through sign up, you are able to obtain a list of postcodes from your clubs British Cycling page. Please contact [clubdevelopment@scottishcycling.org.uk](mailto:clubdevelopment@scottishcycling.org.uk), should you have any issues accessing this data.

### **How much does affiliation cost?**

Affiliation for Clubs, Teams & Associations costs £110.

Please note: Returning clubs submitting applications after the affiliation window closes on the 30th November 2025 will be subject to a £25.00 additional admin fee.

### **Got any questions?**

We are here to support you through the affiliation process, so if there is anything we can do to help, please get in touch: [clubdevelopment@scottishcycling.org.uk](mailto:clubdevelopment@scottishcycling.org.uk)