

## 2026 Affiliation: Step by Step Guide

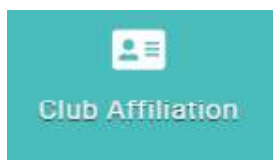
### Step 1 - Open the affiliation form

The affiliation form is only available from the Club Admin JustGo profile.

- Click on the 'Menu' option on the top left-hand side of the screen.



- Click on the 'Club Affiliation' tile – You may need to scroll down for this option.



- The relevant affiliation type will be displayed ready for renewal. Affiliation benefits are listed and can be viewed in full by clicking 'more info'



- Scroll down and the affiliation form will be displayed below. If you have previously affiliated to Bowls Scotland, the form will be pre-populated with the information from last year's affiliation.

### Section 1 - Main Contacts

Please Note - For the upcoming season we are asking for each club to appoint two unique contacts for communication – the Main Contact and President. This will ensure that all Bowls Scotland communications are received by two contacts at the club.

If you have already identified a Main Contact, the information will be displayed as below.

A card titled "Main Contact" showing a profile for "Ellen (test) Whitaker". It includes a circular profile picture placeholder, an email icon, and a phone icon, each followed by a text input field. On the right side of the card, there are two small icons: a person with a pencil (edit) and a trash can (delete).

You can change the Main Contact by clicking on the 'edit' icon or delete them by clicking on the 'delete' icon

If you are amending the main contact, click 'Edit'. A pop up will appear on the right-hand side of the screen with a list of club members to select from. If you need to amend member details or create a new member profile, you need do this from the club profile and there is a separate guide showing that process.

A pop-up window titled "Club Member Picker" with a "Done" button. It features a search bar with the placeholder "Type here to search". Below the search bar, there is a list of members. The first member, "Test Bowler1", is highlighted in grey and has a green checkmark to its right. The second member, "Test Bowler2", is in white and has a grey checkmark to its right.

If you do not have a Main Contact or you have deleted them, you can add them by clicking 'Add'.

A card titled "Main Contact" with a large circular button containing a plus sign and the word "ADD" next to it.

Main Contact is a mandatory field so it must be entered, and you won't be able to proceed without one.

To add/edit details of your club president simply repeat the above process.

## Main Contact Opt in

Bowls Scotland have partnered with various business that offer clubs special offers on the services they provide. This includes Water suppliers, Insurance services, Recycling and more.

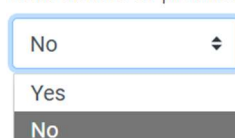
Please select an option if you are ok to be contacted by our partners to discuss these offers.

This data will not be shared with any other third party.

### Main Contact opt in

Please complete the following information:

I consent to Bowls Scotland's commercial partners sending our club details of products or services that may be of benefit \*

A dropdown menu with a blue border. The current selection is "No". The menu is open, showing two options: "Yes" and "No". The "No" option is highlighted with a grey background.

## Section 2- Affiliation Requirements

As per Bowls Scotland's Articles of Association, by affiliating as a member; company rules, byelaws, code of conducts, disciplinary and UKAD/anti-doping rules and any other policies outlined in the articles of the association should be adhered to.

### Club Constitution

Please select an option for the drop-down menu. This is a mandatory field, and you cannot proceed without answering.

Does your club have a constitution? \*

No

Yes

No

### Public Liability Insurance

Repeat the process as outlined above for the Public Liability Insurance. Again, this is a mandatory field so an option must be selected.

Does your club have Public Liability Insurance? \*

No

Yes

No

## Section 3 - Wellbeing Protection Officer

First you will need to select an option confirming if your club has a Wellbeing Protection Officer This is a mandatory field.

Does your Club have a registered Wellbeing Protection Officer? \*

No

Yes

No

If you have previously input a WPO then the details will already be filled in and appear as below.

Main Contact

 Ellen (test) Whitaker





If a WPO is still to be added, then the below box will be displayed

## Wellbeing Protection Officer



This is similar to the previous process of adding a president and main contact.

## Section 4 - Club Recruitment / Try Bowls

This section relates to the Try Bowls Programme.

You will need to select an option to confirm if your club has run any Try Bowls Specific events, other member recruitment events or not run any.

Simply select the circular box next to the relevant option.

Has your club held any membership recruitment events in 2026?

☐ Yes- Through Try Bowls Programme

☐ Yes - Other

☐ No

## Section 5 - Membership Equality Data

Bowls Scotland is committed to embedding inclusion across all aspects of our work and ensuring that everyone has the opportunity to participate in our sport. As part of the affiliation process, clubs are asked to provide data on seven of the nine protected characteristics identified in the Equality Act 2010:

- Age
- Sex (provided through section 6 – Total Membership)
- Long term health conditions / disability
- Ethnicity
- Sexual orientation
- Trans status
- Religion

These questions are informed by the 2022 Scottish Census and Scottish Government guidelines.

The information collected helps Bowls Scotland better understand who is participating in bowls across Scotland. This allows us to identify underrepresented groups, make more informed decisions, direct resources effectively, and work with sportscotland to develop targeted initiatives that support greater inclusion across the sport.

We have introduced this section gradually over three affiliation cycles to give clubs time to adapt their data collection processes. The final two questions were added as part of the 2026 affiliation process, completing the set of characteristics that Bowls Scotland currently collects.

No individual member or club-specific data will be shared externally. Information will only be reported in an aggregated format to help inform national planning, development and investment decisions.

We strongly advise clubs not to make assumptions about members' personal characteristics. To ensure accuracy and respect for individuals' identities, this information should be gathered directly from members, ideally during the membership intake process or through periodic updates. Collecting self-reported data helps build a more inclusive and representative picture of the Bowls community and ensures that all individuals are recognised and valued for who they are.

Clubs should not make assumptions about members' identities or personal characteristics. We strongly encourage clubs to collect this information directly from members, either as part of their membership process or through periodic updates, to ensure the data is accurate, respectful and self-reported.

To support clubs with this process, Bowls Scotland is currently developing an example membership form that will include suggested wording for EDI questions. This resource will help clubs collect information consistently, appropriately and in line with recognised good practice.

If your club does not currently collect this information, please mark the relevant boxes with an "X" for this year's affiliation. However, we encourage all clubs to begin gathering this data going forward to help create a more inclusive and representative picture of the bowls community in Scotland and enable Bowls Scotland to better support the development of the sport across all communities.

### 5.1 - Age

Please provide the number of members in each age category. A "Prefer not to say" option is also available for members who choose not to disclose their age.

Please note: The number of Under 16 members should match the number of junior members added to the basket at the end of this form. Members aged 16 and over are counted as adult members of Bowls Scotland.

### 5.2 - Long Term Health Conditions/ Disability

Please provide the number of members in each category. Members should be included if they identify as having a long-term health condition or disability that has lasted, or is expected to last, for 12 months or more.

This information helps Bowls Scotland better understand the diversity of the bowls community and identify any barriers to participation. The response options are aligned with the 2022 Scottish Census and sportscotland guidance.

### 5.3 – Ethnic Groups

Please provide the number of members who have selected each ethnic group category. Ethnic group relates to how individuals describe their own ethnic background or cultural heritage.

This information helps Bowls Scotland build a clearer picture of participation across different communities and supports the development of initiatives that encourage greater inclusivity within the sport.

### 5.4 – Sexual Orientation

Please provide the number of members who have selected each sexual orientation category. Sexual orientation describes a person's identity in relation to the gender or genders they are attracted to.

This information helps Bowls Scotland better understand the diversity of its membership and identify opportunities to ensure the sport is welcoming and inclusive for everyone.

### 5.5 - Trans Status

Please provide the number of members who have selected each trans status category. Trans status refers to whether a person's gender identity is the same as, or different from, the sex they were assigned at birth.

This information helps Bowls Scotland understand the diversity of its membership and supports the development of policies and initiatives that promote an inclusive environment across the sport.

## 5.6 - Religion or Belief

Please provide the number of members who have selected each religion or belief category. Religion or belief includes religious faiths, denominations and non-religious beliefs.

This information helps Bowls Scotland better understand the communities engaged in bowls and supports informed decision-making to ensure the sport remains inclusive and accessible to people of all backgrounds.

## Section 6 – Total Membership

Please enter the membership numbers below. Members are calculated as the number of members on record as of September 30<sup>th</sup>. You **are not** being asked the number of members you expect to have for the 2027 season.

|                                                                                                                                    |                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
|  <p>Adult Male<br/>Members<br/>(playing)</p>     | <p>Adult Playing Members (Male)</p> <p>£7.00      Quantity <input type="text" value="1"/></p>    |
|  <p>Adult Female<br/>Members<br/>(playing)</p>  | <p>Adult Playing Members (Female)</p> <p>£7.00      Quantity <input type="text" value="1"/></p>  |
|  <p>Junior Male<br/>Members<br/>(playing)</p>   | <p>Junior Playing Members (Male)</p> <p>£0.00      Quantity <input type="text" value="1"/></p>   |
|  <p>Junior Female<br/>Members<br/>(playing)</p> | <p>Junior Playing Members (Female)</p> <p>£0.00      Quantity <input type="text" value="1"/></p> |

Select an option from the drop down for the number of Adult Male, Adult Female, Junior Male and Junior Female options. There is a slide scroll on the right-hand side to move down quickly. The membership options start at 1 and there is no option to have none of the membership category.

Quantity

☐ Add to cart

The 'add to cart' box must be ticked for the members to be recorded. It will be automatically ticked for adult male and female members, but you need to tick it if you are entering junior members otherwise they will not be recorded.

Quantity

☒ Add to cart

For reporting Non-Playing Members, please also select the 'add to cart' otherwise they will not be recorded.

Once you have entered the membership numbers, please review the form and then click the yellow 'checkout' button. You may need to scroll to the right for the button to be visible.

Checkout

The membership numbers for the 'Playing Members' will transfer to the Checkout. There is no charge for playing junior members. The fee for adult playing members is £7.00.

Competition Entries will open in January so there are no other fees due and you can proceed to checkout.

  
Confirmation

Your membership has been successfully added to your cart. Do you want to proceed to checkout?

## Step 2 - Payment

Once you have reviewed the affiliation form and added it to cart, you will have the option to either 'Request Invoices', 'Pay by Bank' or 'Pay with Card'.

If you need to amend membership figures, you can select the box and over type the figure. Scroll down and click the yellow 'update cart' button. The membership numbers and cart total will update.

 Update

## Method 1- Request an Invoice

Invoices can be paid by BACS transfer or Cheque.

1. Click on 'Request an Invoice'

**Request Invoice**

2. Choose club name from the drop down. When you select it the form will update with club email, address etc. This information is taken from the Club Profile so please ensure that the information is accurate. Please do not edit invoice name.

Please provide details for your requested invoice.

Organisation Name

If your organisation or club is not listed please tick the option below to enter a name manually

☐ Manually enter an organisation name

Invoicee Name

Contact Number

Email

The email address where the invoice should be sent

By requesting an invoice, you are checking out to pay outwith the system either by cheque or by bank transfer. Please indicate in the PO Number field which method of payment you intend to use. Bank details and business address are included on the invoice.

3. Click 'Request Invoice' and confirmation message will be displayed.

## Method 2- Pay by Bank Mandate

1. Click on 'Pay by Bank'

**Pay by Bank**

2. If you have used this option previously, you will have the option to select the saved mandate (click on the grey tick to select and it will turn green) and click 'Pay Now'



3. If you have not set up a bank mandate, the Direct Debit payment screen will be displayed (please note, this is not setting up a Direct Debit, we will not take recurrent payments from your account). Enter a valid email address, Country, Account Holder Name, Sort Code and Account Number and click 'Next'.



1 Account Details

2 Confirm Direct Debit

First Name

Bowls Scotland B C

Surname

CL003458

Email

Country \*

United Kingdom

Account Holder Name \*

Name of the account holder

Sort Code \*

eg: 40-40-21

Account Number \*

e.g. 71347034

Or [enter IBAN](#)

Next

4. Confirmation will be displayed. Click 'Confirm'

### Method 3- Pay by Card

1. select 'Pay by Card'



2. A pop up will appear and you input you card details and click 'pay'.

The email address will automatically pull through from the club profile and cannot be overtyped here. If you do not have an email address, it will say 'X' and payment will not be accepted. Please update the email address in the club profile and return to cart.

JustGo.com

×

Pay with card

Bowls Scotland B C CL003458

Card Information

1234 1234 1234 1234 

MM / YY CVC 

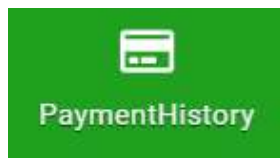
Name on card \*

Country \* Postcode \*

United Kingdom  KA8 9AL

Pay £20.00 

Regardless of the method used, once you have successfully checked out a confirmation of payment method will be displayed. At this stage you will have the option to download a PDF confirmation of payment. It will automatically be sent to the email address in the club profile.



You can view any payments made by selecting 'Payment History' from the menu.