

Bowls Scotland Affiliation Frequently Asked Questions:

What is the Affiliation/Capitation Process?

- Annual Bowls Scotland membership for clubs, associations and affiliate members will open on Thursday October 1st 2026.
- The deadline for completing affiliation and payment of capitation fees is Saturday 31st October 2026.
- Club capitation fees will continue to be calculated based on the number of playing members registered as at Wednesday 30th September 2026. For clarity, capitation fees are £7 per person for every member who is eligible to play on the green/s and over the age of 16.
- Competition entries will open January 2027 – Clubs and Associations must be Bowls Scotland members to enter.

Affiliation

Q. Why has the affiliation fee increased?

At the 2025 AGM, members approved an increase to the club capitation fee from £5 to £7 per playing member aged 16 and over. This change takes effect from the 2026 affiliation cycle. There has been no change to the fees for associate or affiliate members.

Further information, including the AGM minutes and supporting papers, is available on the Bowls Scotland website.: [AGM | Bowls Scotland 2026](#)

Q. Why is Bowls Scotland asking clubs to provide Equality, Diversity and Inclusion (EDI) data?

Bowls Scotland is committed to making the sport as inclusive as possible and understanding who is participating across Scotland. As part of the affiliation process, clubs are asked to provide data on seven protected characteristics identified in the Equality Act 2010: age, disability/long-term health condition, ethnicity, sexual orientation, sex, trans status and religion.

We have introduced these questions gradually over three affiliation cycles, with the final two questions added for the 2026 affiliation process. The questions are based on the 2022 Scottish Census and Scottish Government guidance.

The data helps Bowls Scotland and sportscotland better understand participation trends, identify underrepresented groups and make informed decisions about investment and development. No individual member or club-specific information will be shared.

Clubs should collect this information directly from members rather than making assumptions. If your club does not currently collect this data, please mark the relevant boxes with an "X" for this year's affiliation. However, we encourage clubs to begin collecting this information going forward.

To support clubs, Bowls Scotland is developing an example membership form that will include suggested wording for EDI questions and help ensure data is collected consistently and appropriately.

Q. Why might Bowls Scotland contact my club after affiliation has been submitted?

Following affiliation, Bowls Scotland may contact clubs to clarify information or offer support where returns highlight something that may need attention. For example, this could include significant changes in membership numbers, clubs with junior members but no registered Wellbeing Protection Officer, or WPOs who have not yet completed registration and training requirements.

These checks help ensure information is accurate and that clubs have access to the support they need.

Q. How do I know my membership numbers to pay for them?

As per section 12.2 of the Bowls Scotland Articles of Association, the basis for calculating membership and the sum due by each member club shall be taken as membership as of 30th September in the preceding year. Please ensure that these stats are as accurate as possible.

In October 2026, you will be paying for the number of members you had on record as of 30th September 2026. You are not paying for the numbers you expect to have playing in 2027.

Any person aged 16+ whose membership permits them to play bowls MUST be included in adult membership numbers/payment. U16 members are declared as junior members and although there is no cost for junior membership, it is important that all club junior members are registered. Bowls Scotland reserves the right to check membership returns for club membership.

Q. What if a member of my club is also a member of another club?

Club members should only have one profile on the JustGo system. Members can add one or more clubs to their profile or alternatively the Club Admin can add the member to their club by using their membership number, email, or date of birth to search for them. If someone is a member of multiple clubs, they should affiliate to each club and also pay one affiliation fee per club they are a member of. If a member adds a club to their account, then the Club Admin will need to approve that member on the Justgo system before the club appears on the member's profile.

Q. Do I need members' permission to add them to the system?

Yes, for Data Protection purposes you will need to ensure that the club member has given permission for a profile to be created on the system for them. Alternatively, club members can create a profile themselves and search and add their club(s). If the club member has a key role at your club i.e. they are the main contact, a coach or a wellbeing protection officer they may already have a profile on the system. This is because they have already provided their information at the point of affiliation or when they attended any training courses.

Accessing the Club Profile

Q. How do we get access to our Club Profile on Justgo?

Your club Admin should have the log in details already. However, the username will be the name of your bowling club, single space 'B', single space 'C'. E.G. 'TEST B C'. If you do not have your password, then press the "Forgotten Password" option below and follow the instructions. Again, in this case it is vital to ensure that the email address listed for your club on the system is correct as this is where the password reset email will be sent.

Q. My club has never used the online system before, how do I set up a profile to affiliate?

Your club/association will already have an Admin profile, so you do not need to set up a new profile. If you do not have the login information, use the guidance above to reset the Club Admin password. If this still does not work simply email info@bowlsscotland.com. To set up a member profile for yourself or other club members, see our video guide series.

Q. I've clicked the reset password button, but I have not received an email to reset it, why?

In this case it is vital to ensure that the email address linked to the club profile page is correct as this will be where the password reset email is sent to. Or if you do not have an email address in the club profile, the system does not have anywhere to send a reset email. To gain access to the account, please email info@bowlsscotland.com and we can add an email address for you. Or see our video guide series.

Q. I have had to reset the password to the club account, I know my password is now correct, but it still will not let me log in, why is it doing this?

Make sure the club's name is correct, the first letter of any words will be capitalised, and any punctuation or spaces will also be replicated (E.G. Bowls Scotland B C) If you attempt to reset the password or have too many incorrect attempts (10+) the system will lock you out for security reasons. Contact info@bowlsscotland.com if you cannot access.

Q. How do I update the email address listed for my club?

Once you have logged in to your club Justgo page. Select "My Profile" at the top left of the screen. Once on your profile, you will find a section called "Basic Details". Select this and then the yellow button below that says, "Update Details". Select this option and then input the updated email address in the relevant field and then click the yellow button marked "Save".

Q. Why do you need an email address in the club profile?

The email address attached to the club profile is separate from the information we collect about main contacts. The email address in the profile will be used by the system to send system generated emails relating to the activity of the profile. Any invoices and receipts created in the system will be sent to that email. If an attempt is made to reset the password, the email will be sent there. If a member makes a profile and attaches themselves to the club, the notification will go to that email.

Checkout & Payment

Q. I am trying to pay by card, and it will not let me complete checkout without an email, why?

The email address in the payment field will automatically pull through from the club profile. If you have not added an email address to the profile, it will have an 'x' which will pull through but will not be recognized as a valid email address. To complete the payment, you need to go back and add an email address to the profile (everything will remain in your cart even if you click away from it but make sure to check it when you return), see our video guide on how to add an email address to the club profile.

Competitions

Q. Why are there no competitions to enter? Competition entries

will open in January as normal.