



## Volunteer Registration Form for Cycling Groups

For peace of mind, and to comply with our insurance guidance, all volunteers who carry out activities on behalf of CYCLING UK cycling groups, either for their members or members of the public, should be registered with Cycling UK. Roles that can be registered include but are not limited to: ride leader; event organiser; marshal; committee holders such as Secretary; Chair; Treasurer and so on.

This form can be used to register all **new** volunteers and for notifying Cycling UK of changes to **existing** volunteers. It should be completed by the group Secretary and sent to [Cycling UK National Office](#). In unforeseen circumstances, a non-registered volunteer may take on the responsibilities of a registered volunteer if they feel competent to do so. In such cases, this volunteer should be registered with Cycling UK within 14 days. **Note** that all volunteers for Cycling UK Member Group activities **must be** full Cycling UK members. Volunteers for Affiliate groups should be members of that group, however membership is decided but do not need to also be members of Cycling UK.

It is the responsibility of the group to satisfy itself that registered volunteers have the necessary skills and experience to carry out their required tasks, either because they are known to the group or because they have been recommended to the group. Volunteers should normally be proposed and seconded by members of the group's committee.

All volunteers should be aware of all Cycling UK's guidance regarding Data Protection; Safeguarding; Ride Leader Guidelines; and so on. A full list can be found under [Support for Cycling Groups](#).

**Note** that volunteers involved in activities that involve teaching or training young people under the age of 18 may be subject to a Disclosure and Barring (DBS) check, which should be organised by the group concerned. See [our guidance on DBS](#).

Name of Group: _____		
Name: _____	Position: _____	CYCLING UK Membership No. (if applicable): _____
Email Address: _____		
I confirm that the person/s below have been appointed by this cycling group to provide voluntary cycling activities on behalf of Cycling UK. <a href="#">They have been proposed and seconded by the members named below:</a>		
Proposed: _____	Name: _____	Membership no.: _____
Seconded: _____	Name: _____	Membership no.: _____



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CYCLING UK will not disclose this information to any other person or organisation except in connection with the above purposes. If you do not want us to contact you about CYCLING UK membership benefits, products or services, or if you have any query about the use we make of your data, please write to the Data Controller at CYCLING UK, Parklands, Railton Road, Guildford GU2 9JX.

Name of Volunteer	Cycling UK Membership Number	Email address	Please mark with a letter as appropriate N (New volunteer or new activity) C (Change to existing volunteer) D (please delete from records, no longer active)	Volunteer's Role or Activity