

# Guide for Affiliating Clubs with AusCycling







# Welcome

Thank you for your interest in becoming an AusCycling affiliated club.

We are fortunate to support hundreds of affiliated clubs across Australia, encompassing a diverse range of disciplines including BMX, Cyclo-cross, Esports, Gravel, Mountain Bike, Road, Track for both competitive and recreational purposes.

These clubs, together with AusCycling, work to promote inclusive participation, rider development, and safe cycling practices nationwide.

As cycling and bike riding continue to grow in popularity, the demand for well-governed and sustainable clubs increases. To ensure alignment with our objectives, consistency in club delivery, governance and safety standards we undertake a supported and structured affiliation process.

This guide helps to support applicants who are looking to affiliate a new or existing club with AusCycling by outlining the process, expectations, and requirements for affiliation.



# About AusCycling







# More than a sport

We believe in the joy and positive power of cycling. Every time we jump on a bike, we're choosing to make a difference – to our mind, body and country.

Riding a bike transforms us individually, connects us as a community, inspires us as a nation and creates a healthier Australia. Regardless of what bike we ride, where we ride, our age or skill level – we encourage everybody to keep riding.



Our purpose

AusCycling exists to unleash the  
unbound potential in every body







Our Horizon Two Ambition

# One2OneHundred

Our ambition is to grow the number of people riding and cycling in Australia, particularly through our club network. We want to be famous for nurturing riders from their first balance bike to their first Olympic podium, supporting clubs, pathways, and the wider community. We know we'll have been successful if:

1. We have 1 million participants in cycling events.
2. The LA Games delivers a second cycle of enhanced Olympic and Paralympic performance.
100. We grow our community of connected riders and cyclists to 100k.



We



Govern

The policies, systems and processes that make riding and cycling a sport for everyone.



Attract

New riders, fans and commercial partners to Australian cycling and riding.



Entertain

Through the delivery of national and international events and our content channels.



Support

Clubs, members, volunteers and communities to enhance the important contribution they make to their community and the sport.



Develop

Skills and provide opportunities for athletes, coaches and staff to perform at their best on the world's biggest stages.



Foster

Communities, inclusivity, diversity, cultural awareness, and improved safety for riders.



Advocate

For all riders by providing a voice on the things that matter.

Trademarks

Our values  
underpin  
our success

Stronger Together

Unity drives our impact. At AusCycling, we support, respect, and listen to each other, valuing every contribution across pillars, disciplines, and roles. Our diversity is our strength, and together, we achieve more.

Win Well

Success is richer when earned with integrity. We pursue our goals with determination, uphold our principles, and prioritize the wellbeing of our athletes and staff. We celebrate with humility, learn from losses, and remain accountable to ourselves and each other.

People First

At AusCycling, we prioritize respect, growth, and wellbeing. We celebrate wins, learn from mistakes, and support the whole person—balancing work, family, and self-care. Our goal is to leave as better professionals and better people.

Be Bold

We embrace the opportunity to shape a new future for cycling in Australia. Brave and innovative, we challenge traditions, take risks, and welcome diverse perspectives. Honouring our past, we forge a bold path toward new ambitions and ways of growing the sport.





AusCycling

# Club Affiliation Journey





## Our Club Network

Our Club Network includes a wide tapestry of clubs who have different focuses. Each contributes to growing the cycling and bike riding community throughout Australia. Our clubs vary in size, geographic span, structure, and activities.

Regardless of their specific focus or location, all AusCycling affiliated clubs share a passion of facilitating participation in cycling and bike riding related activities, whether competitive, recreational, or social.

Affiliated clubs must be legally incorporated under the relevant state or territory legislation.

Affiliated clubs are required to comply with AusCycling's policies, including insurance, governance, and conduct standards. They maintain accurate records, hold annual general meetings, and ensure that committee members are appropriately trained. Inclusivity and safety are fundamental values, with clubs expected to foster welcoming environments for riders of all ages, abilities, and backgrounds, and to actively prevent discrimination, harassment, or unsafe practices.

As part of affiliation we provide a number of services to clubs to help support their journey.

Clubs often conduct a wide variety of activities however they may not have the sole purpose of conducting events (private event organisers), running a venue or running cycling teams (event or series team registration). These organisations are an important part of the cycling community and can work with AusCycling through other methods.







## Affiliation and its Value

**Affiliation delivers a number of key benefits to clubs including:**

- Access to national insurance programs
- Eligibility to host AusCycling sanctioned events
- Access to support through the AusCycling management team
- Access to club development resources
- Ability to be recognised as an AusCycling affiliate and gain access to local, state and federal funding opportunities
- Ability to influence the direction of cycling in Australia through membership forums and voting rights under the AusCycling constitution
- Guidance and support in governance, compliance, and community engagement
- Coaching and Instructor courses for all levels and disciplines of the sport
- Workforce development courses and professional development across a variety of areas including volunteers, coaches and officials.
- Support in integrity matters
- Awards and recognition for members and clubs
- National recognition and alignment with the governing body for cycling and bike riding.
- Use of AusCycling brand, logos, and intellectual property (in accordance with AusCycling Guidelines)
- Support from other clubs in the AusCycling network



# The Affiliation Journey

The affiliation journey has been developed to support your application through every step and ensure those who are becoming affiliated are set up for future success in partnership with AusCycling.

Affiliation occurs in four key phases:

1. Pre-Affiliation Phase
2. Application
3. Initial Affiliation
4. Maintaining Affiliation

Progression through each phase is subject to approval. AusCycling or the Applicant may choose to discontinue the process at any stage.





The Affiliation Journey

# Phase 1: Pre-Affiliation







# Pre-Affiliation

Our first step is to connect you with our State & Territory Operations Manager to have a conversation about your application and potential suitability for affiliation.

To direct your interest we ask that you contact AusCycling ([clubs@auscycling.org.au](mailto:clubs@auscycling.org.au)) and include:

- Proposed location of the club
- Intended activities and services
- Timeline for establishment

Our team will connect with you within one (1) week to ensure you understand the process and consider the requirements of a club that becomes affiliated with AusCycling.





## Key Elements Considered as Part of Pre-Application

- **Need for a new club:** This will consider existing clubs in the area. Where a club already exists covering the same discipline in an area another club will not be affiliated without support of the other club/s. The boundaries of this area will be considered on a case basis considering population growth, demand for new disciplines and current services in the area.
- **Community and stakeholder support:** Letters of support (local government, community groups, venues), volunteer interest.
- **Sustainability:** Membership potential (minimum of 20 new members including, 10 adults), expected financial sustainability, access to facilities (where applicable).
- **Governance readiness:** Proposed office bearers, incorporation plan, and current or draft constitution.
- **Alignment with AusCycling values and reputation:** No conflicts with existing clubs, no reputational risk.
- **Discipline Recognition Requirements:** The following discipline-based requirements must be met by all clubs who want to be recognised as providing that discipline.

*If all of the key elements are deemed acceptable by the State / Territory Operations Manager the Applicant will proceed to the Application Phase.*





# Discipline Specific Affiliation Requirements

*Additional disciplines may be added annually as clubs meet the requirements to be recognised for those disciplines. Members may compete in any discipline in which their membership level permits.*

*\*not eligible during the initial affiliation phase due to limited access to these disciplines.*



BMX	Must have a completed or demonstrated a commitment to have complete (within 24 months) an approved AusCycling BMX Racing Track or demonstrated access to a BMX Freestyle facility for club training and events.
Cyclo-cross	Conduct of cyclo-cross training, rides or racing.
Esports*	Demonstrated participation in Esport National Series by club by at least 5 members.
Mountain Bike	Demonstrated permission to conduct competition, training or recreational activities at a mountain bike venue.
Gravel	Conduct of Gravel competition or recreational activities.
Road	Conduct of Road competition or recreational activities (bunch rides).
Track	Must be a tenant of a Velodrome or conduct training and competition at a shared velodrome.



The Affiliation Journey

# Phase 2: Application







# Application

## Membership

Applicants must demonstrate a minimum of 20 (including 10 adults) people are members of the club or are interested in joining the club if it is affiliated. A maximum of 10 existing or proposed members may be members of other AusCycling affiliated clubs. Applicants will be required to provide the list of names and contact details for each interested member.

## Community and stakeholder support

Applicants are encouraged letters of support (local government, community groups, venues).

## Governance readiness

Applicants must provide a list of proposed office bearers. If completed they must also provide a Certificate of Incorporation, and a current or draft constitution (if not yet incorporated).

## Discipline Recognition Requirements

Applicants must nominate those disciplines in which they will undertake activities. In the case of BMX (Racing and Freestyle) and Track Applicants must provide a contract or equivalent demonstrating access to a venue.

## Need for a new club

Applicants are required to provide details of the need for a new club including lack of existing services/clubs in the area (e.g. no club or the discipline is not serviced by existing clubs).

The boundaries of this area will be considered on a case basis considering population growth, demand for new disciplines and current services in the area.

## Sustainability

Applicants must submit expected financial sustainability, access to facilities (where applicable).

## Alignment with AusCycling values and reputation

Applicants are to complete an undertaking that there are no conflicts with existing clubs and no reputational risk to AusCycling or cycling in Australia.

## Resource

[AusCycling Club Affiliation Application Checklist](#)





## Consideration of Applications

1. AusCycling will consider all submitted applications and decide to:
  - **Approve** the application (subject to further requirements), or
  - **Decline** the application.
2. AusCycling may defer a decision to request additional information or clarification.
3. AusCycling will notify each applicant group on an affiliation decision in writing.
4. Applicants whose applications are declined are encouraged to contact AusCycling for feedback and guidance on how to explore alternative options, such as becoming a Riding Group or other affiliated entity.

In consideration of the application AusCycling will only approve such an application if it is satisfied the new club serves a distinct demographic.

*All applications will be reviewed within 4 weeks of submission and must be approved by the CEO.*





## Reason for Rejection

Our goal is to ensure all applications are successful with any issues found during the Pre-Application period.

For clarity, applications containing the following will be **declined**:

1. Conflict with AusCycling's values or constitution, policies or strategy
2. Do not meet the minimum membership requirements
3. Overlap significantly with existing AusCycling programs or clubs without serving a distinct demographic
4. If an application is similar to an existing club, the Club Support Team must:
  - a. Notify the existing club(s),
  - b. Request a statement on similarities and demographic overlap.
5. Are not in the interest of members, AusCycling, or the broader cycling community, or propose illegal or unsafe activities
6. Lack on-ground community engagement
7. Those with a sole purpose of running events (private promoters) or teams.





The Affiliation Journey

# Phase 3: Initial Affiliation







# Initial Affiliation

All approved Applicants enter an Initial Affiliation Process where they are provided with specific support and minimum standard requirements during the first two years. These include:

- **Governance:** Become (within 1 year of affiliation) and maintain incorporation. Must also have an ABN, TFN, bank account in the name of the club, compliant constitution, maintain an up-to-date list of club executive with AusCycling.  
The club constitution must conform with the AusCycling constitution with any amendments to be approved by AC.  
Each of these elements are requirements are pre-requisites before a club will be eligible to register members and a Certificate of Currency will be provided.
- **Training:** Attend club induction training.
- **Planning:** Strategic plan (3 years), operational plan (12 months), financial projections (3 years). This is to include at least one strategic project aligned with the AusCycling Strategic Plan.
- **Operations:** Maintain at least monthly club activities including rides, racing or training. Membership Growth: 40+ members including 10+ adults; diverse age and gender representation encouraged.
- **Workforce:** Development of 3 + coaches and 3+ Commissaires\*

*\*Commissaires are only required for those clubs who conduct races.*





## Costs

Clubs are responsible for:

- Annual affiliation fee\*
- Event sanctioning and entry fees\*

*\*only where events are hosted by the club.*

## Support

AusCycling will nominate an individual staff member who will support the club through their first two (2) years to ensure they are able to meet the minimum operating standards.

This individual will set regular meetings and act as the main point of contact during this phase.





The Affiliation Journey

# Maintaining Affiliation





# Club General Meetings

## Types and Timing

Each club must convene an Annual General Meeting (AGM) during the period specified in its constitution.

## Annual Affiliation

AusCycling Affiliation is required to be completed by the close date.

# Notification of Office Bearers

Clubs must provide updated office bearer details:

- Upon request by AusCycling; and.
- Within two weeks of their AGM; and
- Within two weeks of any change in office bearer status (election, resignation, appointment).

## Attendance at AusCycling Meetings

Clubs must send at least one delegate to all AusCycling annual and special general meetings.

Clubs may submit apologies in advance.

## Termination of Club Membership

Clubs may face termination of their affiliation for non-compliance with the terms of the AusCycling constitution and AusCycling policies. Further details can be found within the [AusCycling Policies](#) and [constitution](#).

Clubs may resign from affiliation upon a special resolution from their membership at anytime.

*A club may also voluntarily de-affiliate (retire) by notifying AusCycling in writing. Affiliation fees will not be refunded in the case of any de-affiliation.*





The Affiliation Journey

# Support & Contacts







# Support & Contacts

## CLUB SUPPORT TEAM

Email: [clubs@auscycling.org.au](mailto:clubs@auscycling.org.au)

Phone: [1 300 137397](tel:1300137397)

Website: [www.auscycling.org.au](http://www.auscycling.org.au)

## APPENDICES

- Appendix A: [Club Affiliation Checklist](#)
- Appendix B: [Club Constitution Template](#)
- Appendix C: [Club Resources](#)





Every bike, every rider - united