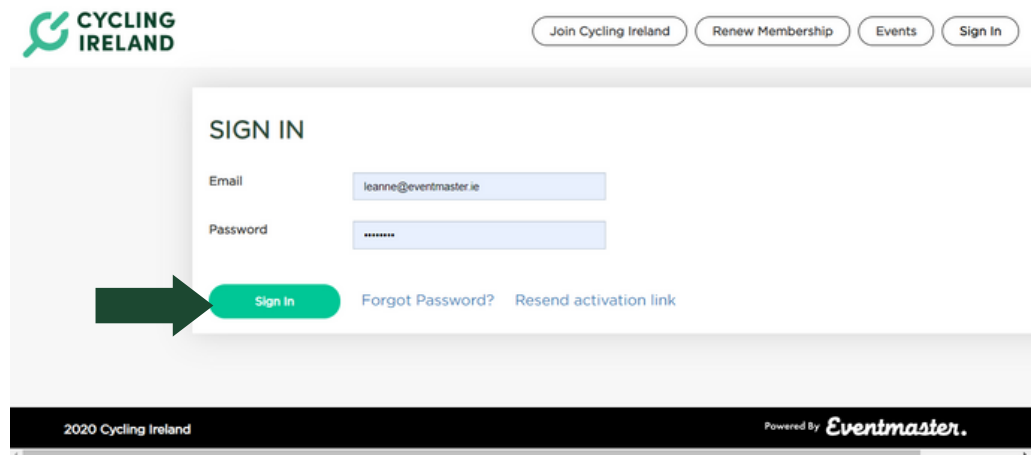


How to Affiliate your Club

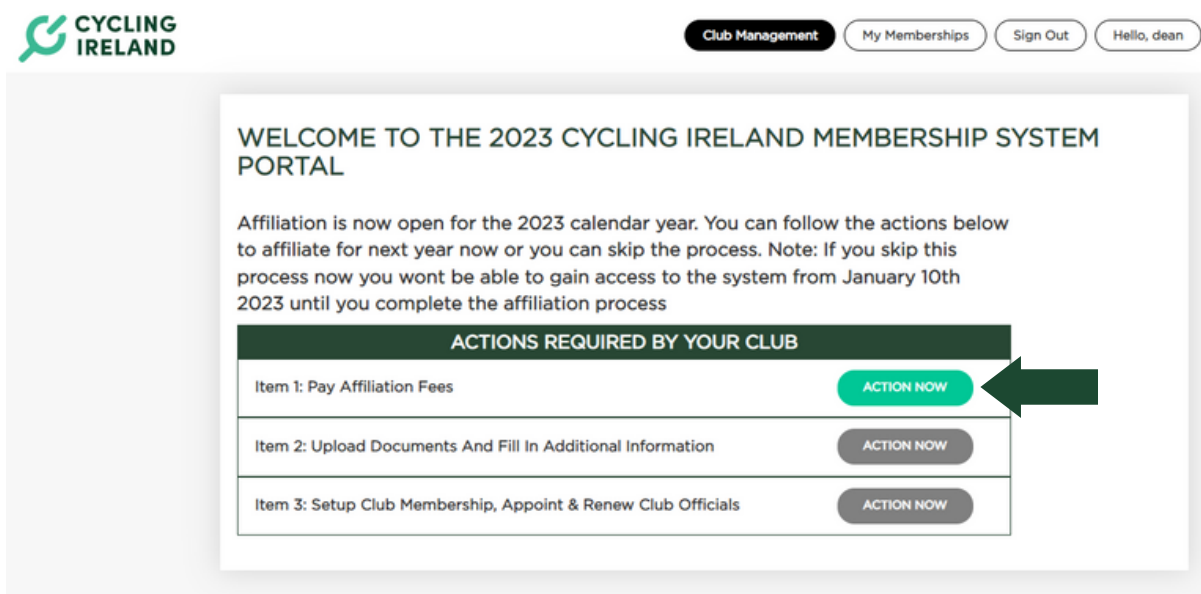


Club officials can affiliate their club for 2023 via the Cycling Ireland Membership Portal from November 17th 2022. There are a number of simple steps required in order to complete affiliation.

- 1 Log into your Cycling Ireland Account [HERE](#)



- 2 In the **Club Management** section you will be prompted to complete the affiliation process before your members can renew/register. Click on **Action Now** in Step 1 to get started.

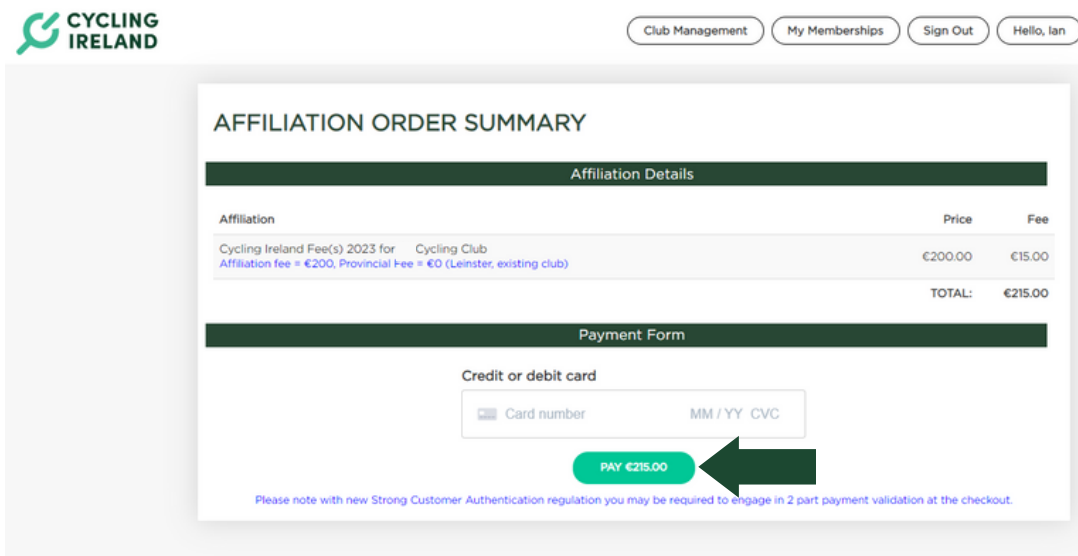


How to Affiliate your Club



3 Pay the appropriate Cycling Ireland affiliation fee and provincial fee

- o Cycling Ireland Fee - €150 (€50 late payment fee from 01/01/2022)
- o Provincial Fee: Munster €150 | Connacht €140 | Leinster €130



4 Upload relevant documents & club information

Documents uploaded last year will be visible here and you can amend/review as necessary.

- Club Constitution Template - **Click Here**
- Safeguarding statement Template - **Click Here**
- Safeguarding Risk Assessment Template - **Click Here**

Please see **here** for more information on completing a Child Safeguarding statement & Risk Assessment.

How to Affiliate your Club



5 Set up club membership fees & confirm/assign club officials

- If you wish to collect your Club membership fees you can set them up here.
- A stripe account is required to collect membership fees via the system - **Stripe set up guide**
- Confirm / Assign club officials. All Club officials need a valid 2022 membership. Club officials can renew themselves individually in advance of club affiliation or the club secretary can renew memberships for all club officials.

6 If you require any support during the affiliation process, don't hesitate to contact membership@cyclingleireland.ie