

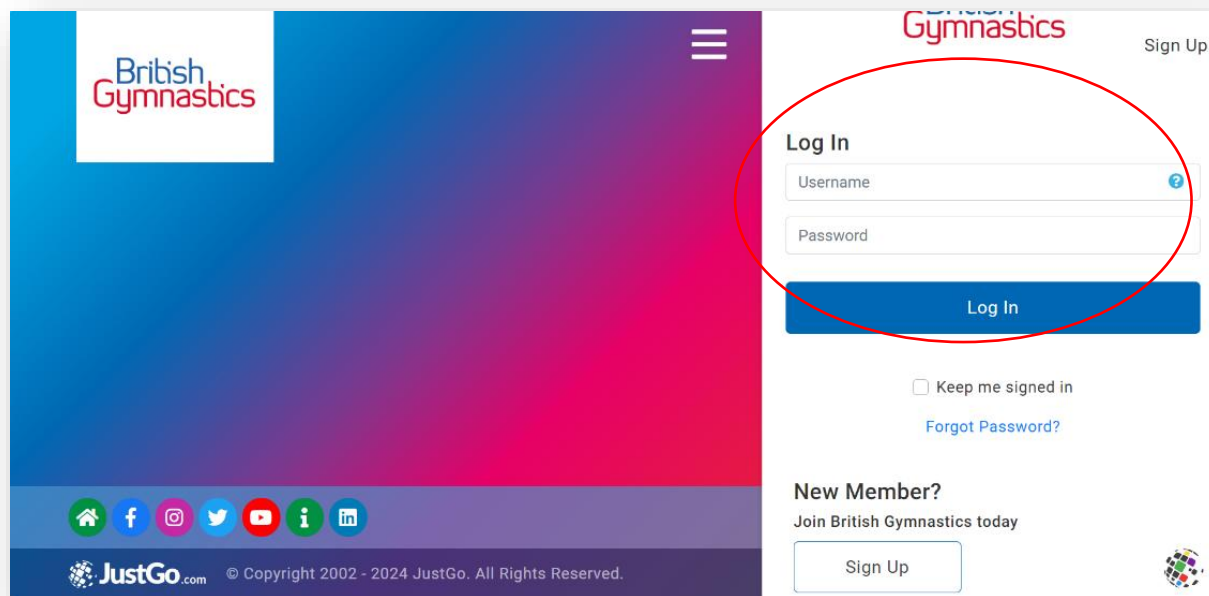
How do I add club PVG suitability agreement?

This guide shows you how to renew your Scottish Gymnastics club PVG suitability agreement

This guide covers:

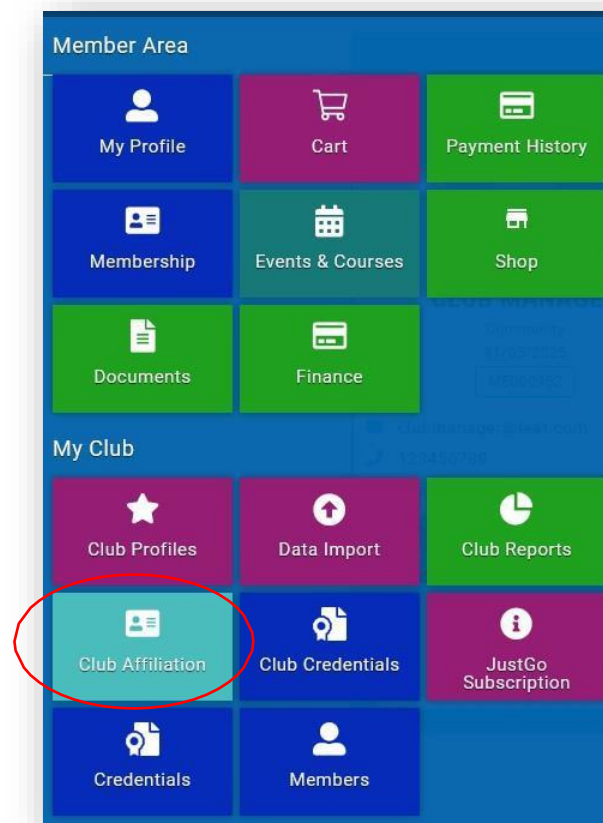
- how to log in
- how to complete the club PVG suitability agreement – this needs to be completed by the person who has the highest authority in your club

Log into your **My BG account** using your email address/username and password



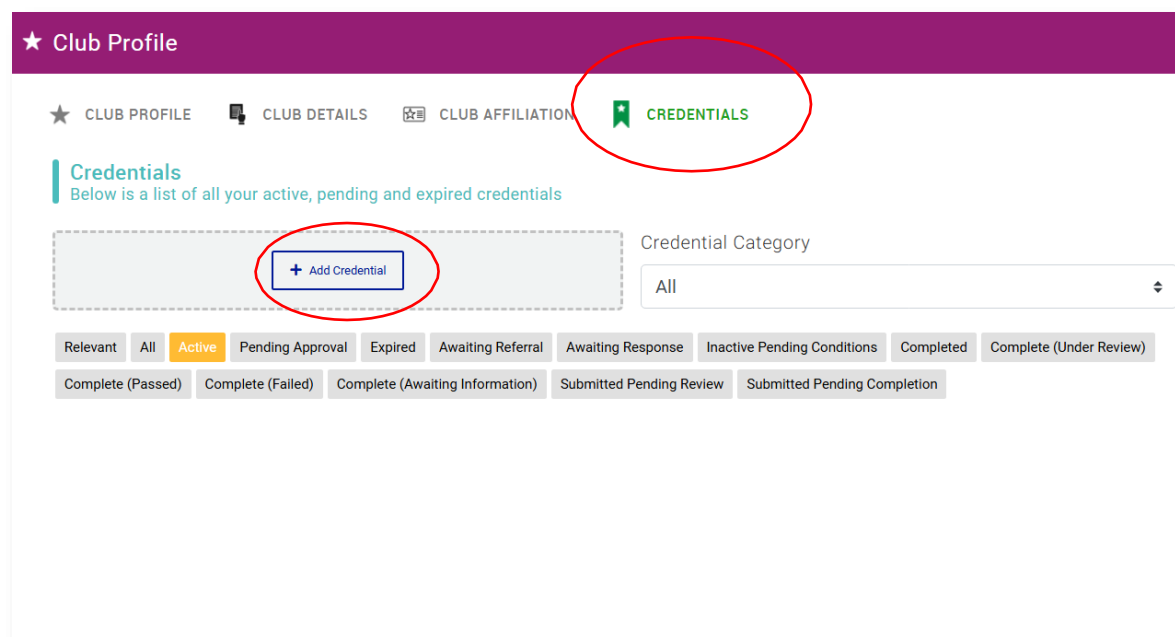
The screenshot shows the British Gymnastics website's login interface. The page has a blue and purple gradient background. In the top left, the 'British Gymnastics' logo is displayed. A red circle highlights the 'Log In' section on the right, which includes a 'Username' input field, a 'Password' input field, and a blue 'Log In' button. Below the login fields are links for 'Keep me signed in' and 'Forgot Password?'. At the bottom right, there is a 'New Member?' section with a 'Sign Up' button. The footer contains social media icons and copyright information: '© Copyright 2002 - 2024 JustGo. All Rights Reserved.'

Once you have logged in, click on the 'Menu' button in the top left corner and select 'Club Affiliation'



Select the 'Credentials' tab

Click the '+ Add credential'
button



Then select 'Scottish
Gymnastics | Club PVG
Suitability Agreement'

You may need to look for
this credential type in the
search bar

× Select a credential type

Credential Category

All

🔍 Type here to search

Club Name Change Request

✓

Incident Report

✓

Scottish Gymnastics | Club PVG Suitability Agreement

✓

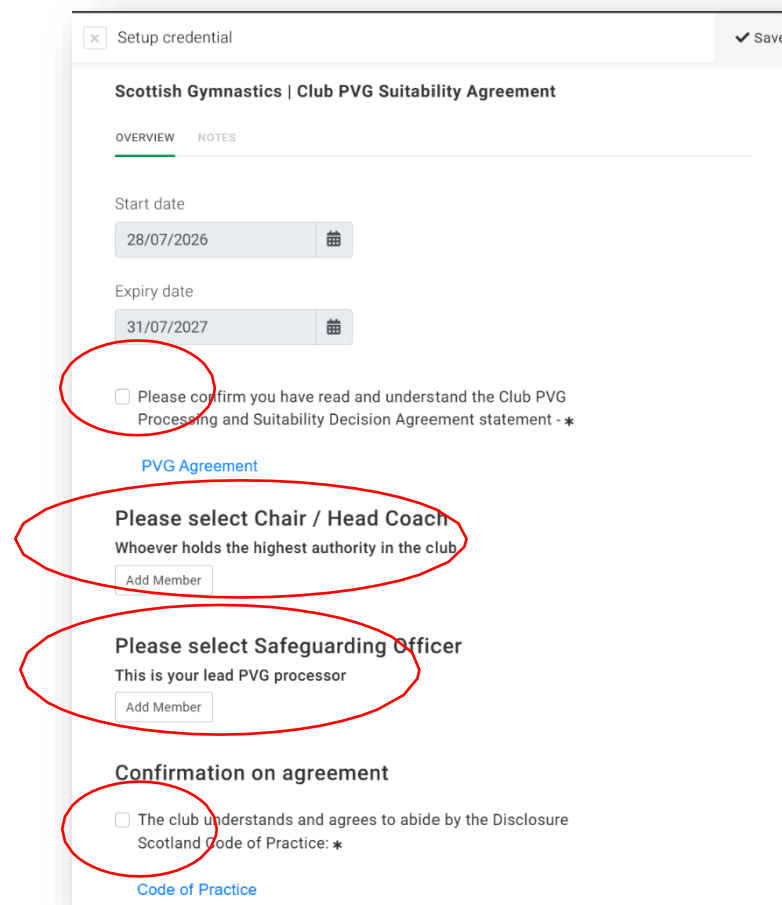
Scottish Gymnastics | Club Roles

✓

This needs to be completed by the person who has the highest authority in your club

Click on the boxes to confirm you have read the statement and abide by the Disclosure Scotland code of practice, and member names.

Below this, there are a set of agreements – shown on next page.



Setup credential ✓ Save

Scottish Gymnastics | Club PVG Suitability Agreement

OVERVIEW NOTES

Start date
28/07/2026

Expiry date
31/07/2027

☐ Please confirm you have read and understand the Club PVG Processing and Suitability Decision Agreement statement - *

[PVG Agreement](#)

Please select Chair / Head Coach
Whoever holds the highest authority in the club
[Add Member](#)

Please select Safeguarding Officer
This is your lead PVG processor
[Add Member](#)

Confirmation on agreement

☐ The club understands and agrees to abide by the Disclosure Scotland Code of Practice: *

[Code of Practice](#)

Select option A or B under “Policies”, as appropriate.

Click the box by each option in “Declarations” to agree.

Once you have completed the agreement, click ‘save’ at the top right of the window.

You should now see this credential on your profile.

Policies

Clubs must have certain processes and procedures in place. They can either adopt the Scottish Gymnastics Club safe recruitment process OR use the club's own policies. Please answer either statement set A or B that reflect your policy/processes: *

☐ A) The club has adopted the Scottish Gymnastics Club Safer Recruitment Procedure. This procedure incorporates the following processes, all of which are in place: 1) Secure Handling, Storage and Retention of Disclosure Information Process 2) Making Referrals Process 3) Recruitment of People with Convictions Statement

☐ B) The club will use its own policies (copies must be provided for review), including: 1) Safer Recruitment Policy 2) Secure Handling, Storage & Retention of Disclosure Information Policy 3) Making Referrals Policy 4) Recruitment of People with Convictions Policy. When using club policies, these will be subject to review. If, during review or later, any policy is found unsuitable or unfit for purpose, its use will be discontinued and replaced with the relevant Scottish Gymnastics club template

Declarations *

☐ The club agrees that having a criminal record will not necessarily be a barrier to someone working or volunteering in the club. The club understands that if a scheme members status changes to barred or if they are moved to consideration for listing, Scottish Gymnastics will notify the club ID checker to advise the appropriate action to take.

☐ The club understands that we are authorising Scottish Gymnastics to make a suitability decision in relation to the PVG scheme membership - the remainder of the recruitment process is the responsibility of the club.

☐ The club agrees to adhere to the Scottish Gymnastics Wellbeing and Child Protection Policy

☐ The club understands that Scottish Gymnastics is required to conduct annual audits to ensure the information they hold on the club is accurate and up to date

☐ The club agrees to ensure that any persons requesting PVGs and checking ID on behalf of the club has undertaken the Scottish Gymnastics safer recruitment workshop within the last three years

☐ In completing the information below, I confirm that our club will comply with the terms of the agreement as detailed above.

☐ I confirm I hold the highest authority in the club, and have consent of the lead PVG Processor, who has read and agreed to the information confirmed above, to submit this form.

☐ If the key contacts submitted above change, or any amendments need made - I confirm the club will submit a new club PVG Suitability Agreement credential *

Setup credential

✓ Save

Scottish Gymnastics | Club PVG Suitability Agreement

OVERVIEW NOTES