

Affiliation Renewal

Stage 1: Accessing affiliation renewal page

Step 1.1 Go to the ClubHub homepage

Login at <https://britishrowing.azolve.com>

As the club secretary, or club administrator you can complete the process of affiliation within the ClubHub Portal for your club by following the four stages.

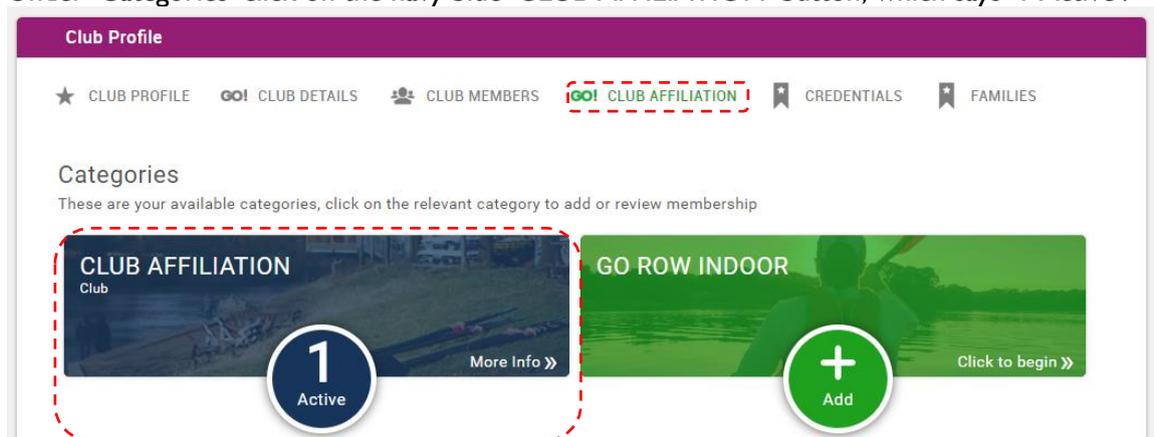
To access your club profile, click 'MENU' and scroll across to the 'Club Area' and select 'Club Profiles'.



Note: If you can't see the 'Club Area' section on your profile then this may mean that you don't have permission to access this part of the system. Every club has a club administrator for the ClubHub Portal who are able to allocate access to whoever has the appropriate club roles / permissions.

Step 1.2

Under 'Categories' click on the navy blue 'CLUB AFFILIATION' button, which says '1 Active'.

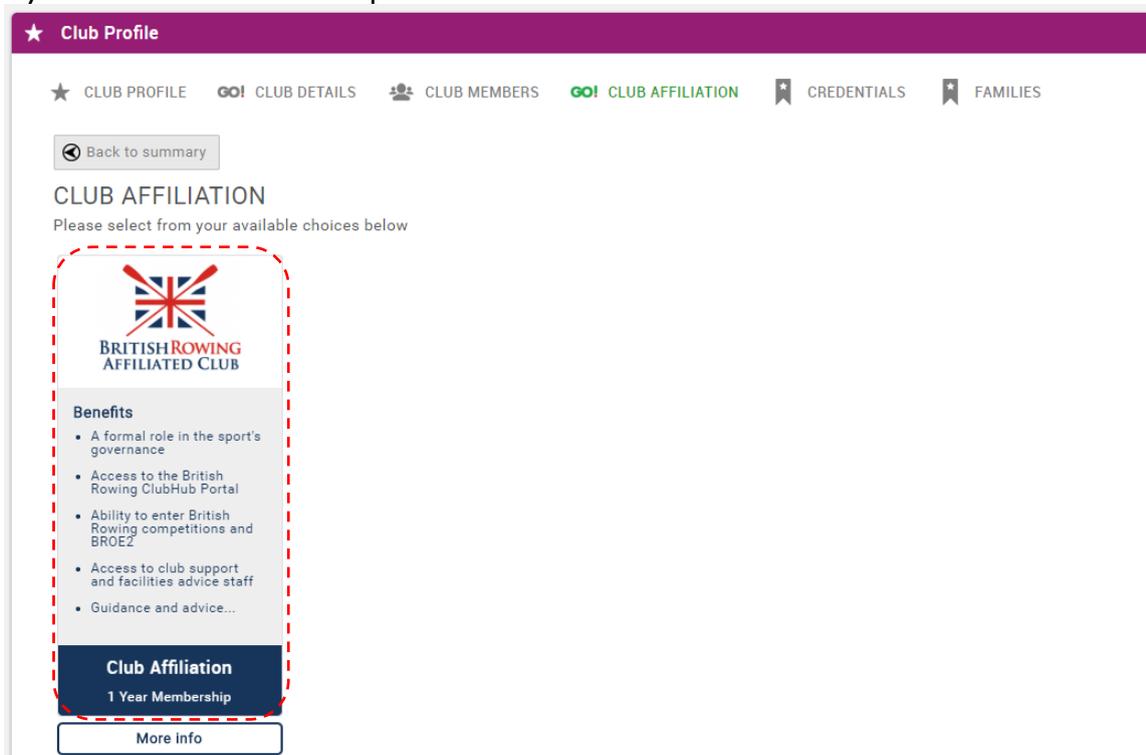


Note: This active status relates to your 2018 / 2019 affiliation year, and will remain active until 31 March 2019.

Step 1.3

To progress with the affiliation process, click the 'Club Affiliation 1 Year Membership' box. This will then load information about affiliation, and all steps of affiliation.

If you select 'More Info' it will provide details about the affiliation benefits.



Note: The that stage 2 is optional, if you don't wish to upload your key documentation, then please continue to stage 3 on page 7.

Stage 2: Key documentation

Step 2.1 Club Constitution

The section 'Key documentation' is optional for this affiliation year, but we recommend that you upload the relevant documents as it is a requirement that your club has these documents in place when affiliating to British Rowing each year.

Click 'Add Club Constitution' to begin the process of uploading a copy of your Constitution.

About this membership
Affiliation is the annual process by which rowing clubs and organisations formally associate to British Rowing. Affiliated clubs have access to a range of key benefits and services, have a say in the running of the sport at a national and regional level, and meet British Rowing's standards for governance, safety and welfare.

Key documentation
To support the affiliation process, we request that clubs upload their club rules, insurance cover and current club constitution. Note that in the 2020/21 affiliation year, provision of these documents will be a requirement of affiliation. This will include having an up-to-date club constitution.

Your Club Constitution Add Club Constitution +
i Please upload a copy of your club constitution by clicking the 'Upload' button

Your Club Rules Add Club Rules +
i Please upload a copy of your club rules by clicking the 'Upload' button

Your Club Insurance Add Club Insurance +
i Please upload a copy of your club insurance by clicking the 'Upload' button

On the following screen, click 'Next' to note some core details about your constitution.

Credential [X]

Step 1
Select a credential from the available list below

Credential: Club Constitution *

Next
Next to credential details

Enter the date that your Club Constitution was 'Created' and 'Reviewed' either using the calendar icon or by typing this in manually using the DD/MM/YYYY date format. Then select from the drop down answers whether your club constitution follows the British Rowing Model Club Constitution.

Once the mandatory fields have been completed, select 'Next'.

Credential ✕

Step 2
Please complete the following details

Club Constitution

Created: 01/01/2004 *

Reviewed: 01/01/2015 *

Follows BR Model Club Constitution: Yes *

Notes:

Back **Next**

Next to supporting evidence

Note: The British Rowing Model Club Constitution can be found [here](#). If your constitution was written after 2014 and it followed the guidance from British Rowing then your answer is likely to be 'Yes'.

Click 'Upload', select the document from your files and click 'Upload' on the pop up window.

Credential ✕

Step 3
Please upload supporting evidence for your credential

Club Constitution

Please upload a copy of your club constitution by clicking the 'Upload' button

Attachment **Upload**

File Name

Browse File ✕

Uploading...

Comment:

Close

Back **Finish**

Finish to close and save

Once the document is uploaded, it will appear in the box below. To confirm your upload, select 'Finish'.

Credential [Close]

Step 3
Please upload supporting evidence for your credential

Club Constitution
Please upload a copy of your club constitution by clicking the 'Upload' button

Attachment

File Name	Comment
Affiliation Renewal ClubHub Guide_11.0	

[Back] **Finish**

Finish to close and save

Note: If you wish to delete the file and upload another file, click the green bar to delete and then click 'Upload' again.

Step 2.2 Club Rules

The same process as Step 2.1 above applies for the Club Rules in terms of entering the dates that your rules were created and then reviewed. There is a separate question about whether the [Disciplinary and Grievance Procedure](#) is followed, answering 'Yes' or 'No' from the drop down.

Credential [Close]

Step 2
Please complete the following details

Club Rules

Created: 04/02/2019 *

Reviewed: 04/02/2019 *

Includes Disciplinary and Grievance Procedure: Yes *

Notes: [Text Area]

[Back] **Next**

Next to supporting evidence

Step 2.3 Club Insurance

The last document upload is 'Club Insurance', as all insurance policies are a year long, we ask that you just put in the 'Start date' and then the 'End date' is automatically populated, a year from the Start date.

Within the text box of 'Provider' please note who provides your insurance policy. Then continue to follow the process as you have done for the other documents.

Credential

Step 2
Please complete the following details

Club Insurance

Start Date: 09/02/2018 *

End Date: 09/02/2019 *

Provider: Howden *

Notes:

Back Next

Next to supporting evidence

Once you have uploaded all of your documents, then this is what your screen will look like. You don't have to upload any number of documents, all of the documents are optional. You can move onto Stage 3, on page 7 at any time.

Key documentation

To support the affiliation process, we request that clubs upload their club rules, insurance cover and current club constitution. Note that in the 2020/21 affiliation year, provision of these documents will be a requirement of affiliation. This will include having an up-to-date club constitution.

Your Club Constitution [Add Club Constitution +](#)

★ **UPLOADED**
Expires On:

Your Club Rules [Add Club Rules +](#)

★ **UPLOADED**
Expires On:

Your Club Insurance [Add Club Insurance +](#)

★ **UPLOADED**
Expires On: 09 FEB 2019

Stage 3: Declaring your club membership and confirming club contacts

Step 3.1 Enter your club membership number

Scroll down to the 'Club membership declaration *' section and type the number of current club members at your club in the box.

Club membership declaration *

Your club's annual affiliation fee to British Rowing is based on the number of members in the club. Please review or input the number below. You should declare every person holding membership of the club in any category, both British Rowing registered and non-British Rowing registered members.

Number of people holding any type of membership in your club

Note: This is the same process as in previous years, you should declare every person holding membership of your club within this figure.

Step 3.2 Enter your key club contacts

Within the 'Key club contacts *' section there are three roles that we require a contact for. These are 'Club Chair', 'Club Welfare Officer' and 'Club Rowing Safety Adviser', plus one other role in the boxes below.

These roles will be pre-populated if you have already assigned roles within the ClubHub Portal. If not, then you can select the magnifying glass to assign the correct member to the role.

Key club contacts *

As part of your affiliation to British Rowing we ask that you keep your club contacts up-to-date at all times. This ensures that British Rowing can communicate directly with the right people in your club, and that when you contact us we know we're talking to the right person. Please review the following roles (or your club's equivalent) and update as appropriate:

Club Chair *	<input type="text" value="Select One"/>	Club Secretary	<input type="text" value="Claire Cann2"/>
Club Captain	<input type="text" value="Select One"/>	Entries Secretary	<input type="text" value="Select One"/>
Club Welfare Officer *	<input type="text" value="Select One"/>	Club Rowing Safety Adviser *	<input type="text" value="Select One"/>
Treasurer	<input type="text" value="Select One"/>		

Stage 4: Confirming British Rowing Regulations and Privacy Policy

Step 4.1 Confirm that you have read, agreed and understood our terms

Tick the boxes to confirm that you have read, agreed and understood the terms and have provided accurate information. Once you have done this, then select 'Checkout'.

Confirmation *

From time to time British Rowing will request to verify your club accounts and any relevant club documentation associated with affiliation. Note that if your safety audit has not been completed then you won't be able to affiliate.

- I can confirm that the information supplied above is accurate, and that our club complies with [British Rowing Regulations](#)
- I have read, agreed and understood British Rowing's [Privacy Policy](#).

Checkout

Stage 5: Pay for affiliation

Step 5.1 Paying options

Once the membership number has been declared, along with the previous stages, the breakdown of costs of affiliation will be added to your 'ITEM SUMMARY'

There are three different ways to pay for affiliation. Your options are 'Request Invoice'; 'Pay via Bank' or 'Pay with Card' for your affiliation, as outlined below. These are all standard processes for payment.

Once you have paid for affiliation then you will immediately be able to access all of the relevant benefits.

The screenshot shows a 'Checkout & Payment' page with two steps: '1 Order Review' and '2 Confirm Payment'. Below the steps, a message states: 'Below is a summary of your order, please review and then select a payment option.'

Order Summary

Total items	2
Item saved for later	0
Sub Total	£214.00
Total	£214.00

Payment options: [Request Invoice](#) (highlighted), [Pay via Bank](#), [Pay with Card](#). Card logos for VISA, DEBIT, and Mastercard are visible.

ITEM SUMMARY

	PRICE	QTY	TOTAL
Club Affiliation (Phil's Rowing Club) British Rowing Affiliation is the annual process by which rowing clubs and organisations formally associate to British Rowing. Affiliated clubs have access to a range of key benefits and services, have a say in the running of the sport at a national and regional level, and meet British Rowing's standards for governance, safety and welfare.	£95.00	1	£95.00
Additional Member(s) Fees British Rowing This is the charge per member, after the base fee amount of £95.00 for 17 members.	£7.00	17	£119.00

Buttons: [Save for Later](#), [Remove](#)

ITEMS SAVED FOR LATER (0) Hide saved items:

[Update](#)

Order Summary

Total items	2
Item saved for later	0
Sub Total	£214.00
Total	£214.00

Payment options: [Pay via Bank](#), [Pay with Card](#). Card logos for VISA, DEBIT, and Mastercard are visible.

Note: If you wish to delay paying for affiliation in this transaction you can click 'Save for Later'. If you want to remove affiliation for any reason then select 'Remove'. In either of these scenarios there will not be an active affiliation until payment is received.

Step 5.2 Receipt

Once you have paid you will receive confirmation of your affiliation by email, as well as a copy of the receipt. If you would like to down the receipt before your receive the email, then you can click the 'Download a PDF Receipt' button.

Checkout & Payment

1 Order Review 2 Confirm Payment

Thank you, your payment has been successful ✔

Your reference number is **PR001171** and we'll send a confirmation email with detail to claire.cann@britishrowing.org

[Back to cart](#) [Home](#)

[Download a PDF Receipt](#)

ITEM SUMMARY	PRICE	QTY	TOTAL
<p>Additional Member (BROE2) Additional Member Fees</p>	£6.90	50	£345.00
<p>Club Affiliation (BROE2) Affiliation is the annual process by which rowing clubs and organisations formally associate to British Rowing. Affiliated clubs have access to a range of key benefits and services, have a say in the running of the sport at a national and regional level, and meet British Rowing's standards for governance, safety and welfare.</p>	£95.00	1	£95.00

Order Summary

Sub Total	£440.00
Total	£440.00