



Checklist – Affiliation requirements & ClubHub

- The below lists your club's annual affiliation requirements and other details for your club's profile.
- Your club profile should be reviewed and updated with each change of Committee.

Annual Affiliation responsibilities

Submit online Safety Audit (& be approved by Regional Rowing Safety Advisor) – Oct to Dec	
Submit your membership declaration in ClubHub – Feb to March (due 1 st April).	
Upload a copy of your constitution or club rules in ClubHub – during affiliation renewal or as required	
Submit Key Club Contacts in ClubHub – Feb to March (during affiliation renewal and due by 1 st April)	
Annual Affiliation payment – Feb to March (during affiliation renewal and due by 1 st April)	
Keeping the club's online profile in ClubHub up to date - as required	

Club Profile – Have you?

These will be visible in the British Rowing online Club Finder.

Completed your club summary? - This is a summary of your club's location or the venue you row out of, and the main contact details for people interested in joining or visiting your club.	
Updated your social media channels? - If your club has a public presence on social media, please add the links.	
Uploaded any club documents? - This is where you can upload and store club documents, e.g., club rules, meeting minutes, circulation, and safety plans, etc.	

Club Profile – Club Details – Have you?

Completed the 'About your Club' details? - This information appears in the British Rowing online club finder and will help promote your club to people interested in joining or visiting	
Provided to BR your kit and blade designs	
Provided a host club / club location (or any alternative location) - This is information on your club's location and local community.	
Club Contacts - updated your club correspondence address - please keep these contacts up to date. They will not be published externally.	
Club Contacts - updated your club email addresses - please keep these contacts up to date. They will not be published externally.	
Club Contacts - updated your club committee member contacts - please keep these contacts up to date. They will not be published externally.	
Advertised your club programmes (types of rowing offered) and facilities available to members at your club	