



New Club Affiliation - Application Form

Please note that the application form has recently been updated. If you have already started or submitted your application, we recommend reviewing your responses to ensure they align with the most current version of the form. If you are submitting for the first time, please proceed with the updated form.

Once you're ready to start the affiliation process you'll need to fill in this form which must be completed by your Club Chair. If you are a school club this must be completed by your Head of Rowing or Director of Sport.

Before you start.....

Before submitting your application and supporting documents to British Rowing, please check you have the following to hand as we will ask you to attach them as part of this application:

1. Do you know your British Rowing Region?

Please email clubs@britishrowing.org if you need help. You can find the Regional Directory and associated contacts [here](#).

2. A document with the contact information of mandatory roles. These are your Chair/Director of Sport/Head of Rowing, Welfare Officer/Head of Pastoral Care and Safety Adviser, plus one other club correspondent. Clubs can also provide contacts for a Club Captain, Treasurer and Entries Secretary if you have these.

We will create a free ClubHub account for anyone who does not already have one. For this we need the information listed below as required by our sign-up portal. If a British Rowing account already exists please include their seven digit member ID instead i.e. 1234567.

- First and last name
- Email address
- Address (including town and county)
- Date of birth
- Phone number

2. a. For School clubs

To ensure that the school will be aware of their responsibilities of affiliating we need key school contacts of a Chair (Director of Sport or a Head of Rowing), Welfare Officer (Head of Pastoral Care or Bursar) and Safety Adviser, which are mandatory contacts, plus one other. Ideally, we would expect these people to be individuals from within the school and you need to attach a document confirming these details.

3. A consent letter from your host club (with the name and a physical signature of the person granting permission, if applicable). All clubs must have a designated boating base. If you do not have your own boat house then you can request permission from a host club to use their facilities and/or equipment. You may want to consider the practicalities of such an arrangement with your host club, these could include agreements on: boat sharing, any host club membership fees, training times, policies, communication and insurance. The new club should be aware that they need to read, understand and adopt all of the safety procedures of their host club.

4. A copy of your club constitution. Please note that a club will not be accepted for affiliation to British Rowing unless their Constitution contains an equal opportunities clause; confirms that the club will implement British Rowing's policies on safeguarding and protecting children; and the safety requirements of the RowSafe Guide, examples of which are included in the model constitution.

5. A mandatory safety audit. The audit is completed online, when you are ready to do this please contact clubs@britishrowing.org so we can set your club up on the system. All clubs need to complete the audit, so that British Rowing, your Regional Rowing Council and your club can get confirmation that they are Hosting or Being Hosted and the Level of Host Cover.

6. Ensure your club is covered for adequate insurance and provide evidence of this cover by uploading your insurance certificate.

7. Images of your club kit colours and club blade design. Any logo or emblem artwork must be supplied as a separate, flat version at a high resolution png., uncropped with a transparent background (and not applied to a blade shape). If you have editable .eps, (or ai, svg, ps) that would be useful.

8. Club Registration Information - what is your club's legal status?

We request information on your club's formal legal structure such as a Limited Company, Charitable Incorporated Organisation (CIO) or an Unincorporated Association and the unique registration number assigned by the relevant body (like Companies House or the Charity Commission) to ensure our records for your club's governance are accurate and up-to-date. This information may not apply to all clubs.

Club Welfare Officer Requirements

All clubs are required to have a Club Welfare Officer (CWO) who does not hold any other club committee role. The CWO acts as the first point of contact for club, staff, volunteers, parents and young people regarding any safeguarding concerns and is responsible for managing the club's Disclosure and Barring Service (DBS) Checks.

Training

A CWO must hold a current, valid, and approved DBS check through British Rowing. An individual must not undertake the CWO role until the DBS process has been fully completed and British Rowing Staff will liaise with your named CWO to initiate this process.

Clubs with juniors or adults at risk: the minimum safeguarding requirement for CWO's is to have a [British Rowing DBS](#) and complete the [UK Coaching Safeguarding and Protecting Children Workshop](#), and [Time to Listen](#) course.

Clubs with no juniors or adults at risk, and does not run events that involve juniors, the CWO needs to complete the [UK Coaching Safeguarding Adults in Physical Activity and Sport](#), and [Time to Listen](#) Course only.

The training must be completed within 3 months of starting in the Club Welfare Officer position.

We have a series of Safeguarding [Handbooks](#), and [Safeguarding Handbook 1](#) explains the role and responsibilities of the Club Welfare Officer. (Refer to Sections 3 and 6). Just note that this states that the CWO must not be someone involved directly in coaching or day-to-day running of the children's or junior programmes as this may create a conflict of interest. For example, if someone has safeguarding concerns about a coach or a committee member, they must be able to raise their concerns with someone independent of those groups.

British Rowing will initiate the CWO DBS verifier requirements once the DBS check has been completed.

Please note, this application is likely to take a minimum of six weeks to process.

British Rowing will communicate with your Regional Rowing Council to approve any new affiliation applications that are submitted.

Please note that while the Board has delegated this authority, the Board may in its absolute discretion accept or reject any body (club or organisation) applying to be an Affiliated Member.

We encourage clubs to submit their applications as early as possible. This allows sufficient time for review and helps with planning and coordination for upcoming competitions and other activities.

We recommend that applicants do not order club kit that refers to being affiliated to British Rowing, or paint blades, until a decision has been made as some applicants may be asked to provide additional information and in these instances your application won't be presented to your Regional Rowing Council until all criteria has been fulfilled.

If successful, the Club Chair will be informed if the affiliation has been approved. Please note that the application is not complete until full payment is received. British Rowing will raise the invoice and send it to you.

We would like to mention that a new club must have been established and continuously affiliated for at least one year before the closing date for entries and individuals need to be registered with their club before they are able to compete at Henley Royal Regatta; and Henley Women's Regatta requires affiliation for at least six months prior to their closing date for entries.