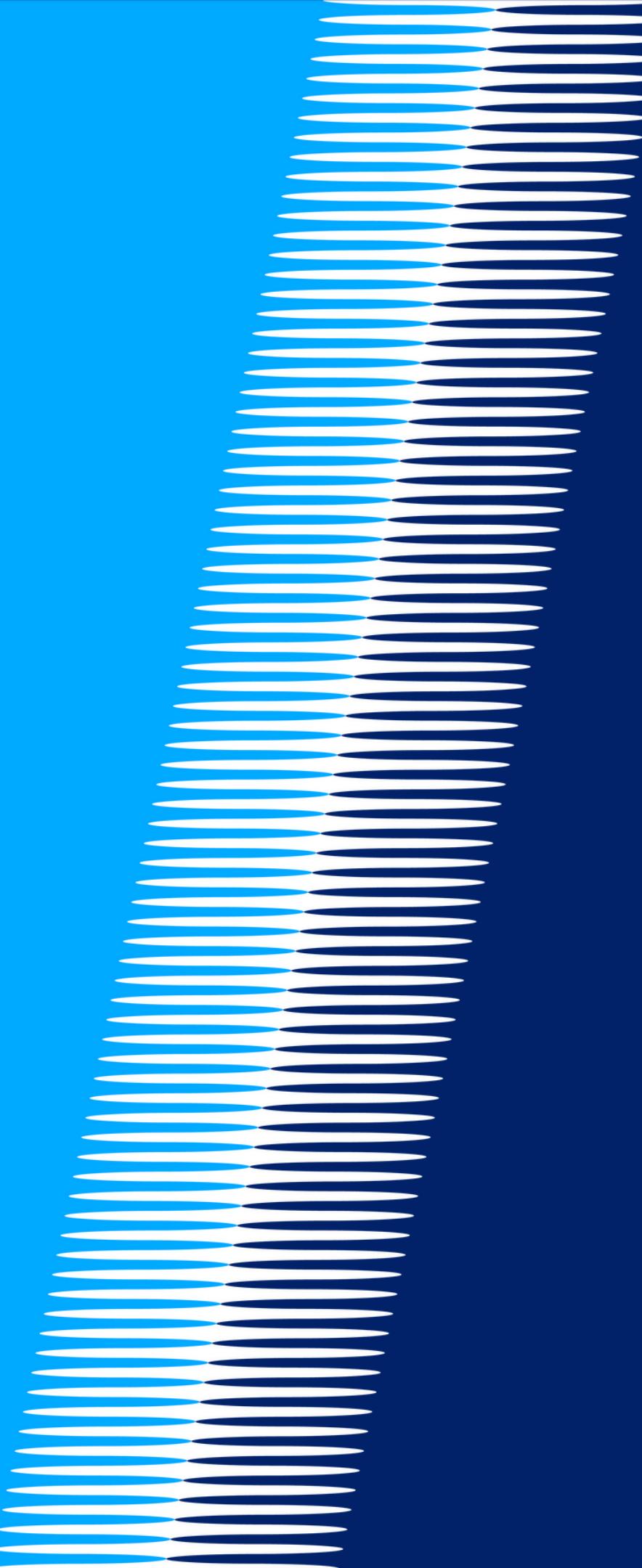


PADDLE
ENGLAND

AFFILIATED CLUB

Affiliation Guide



A warm Welcome to Paddle England Affiliated Clubs!

You will have now been set up on the Club Portal and can log on to purchase your affiliation. Our Club Support Team have created this handy guide to help you through the process.

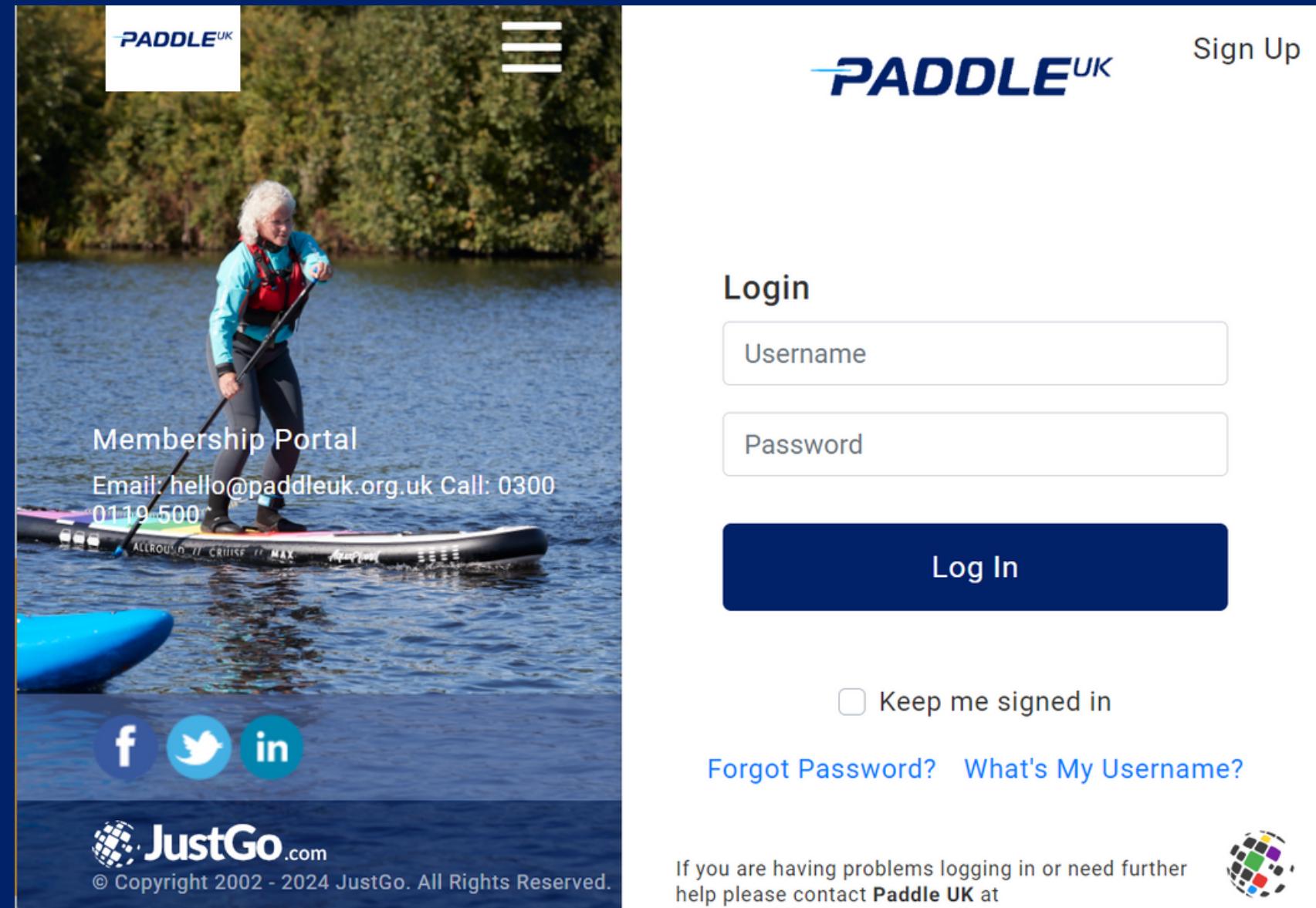


Step 1:

You will need to head to the Justgo portal which you can find [HERE](#)

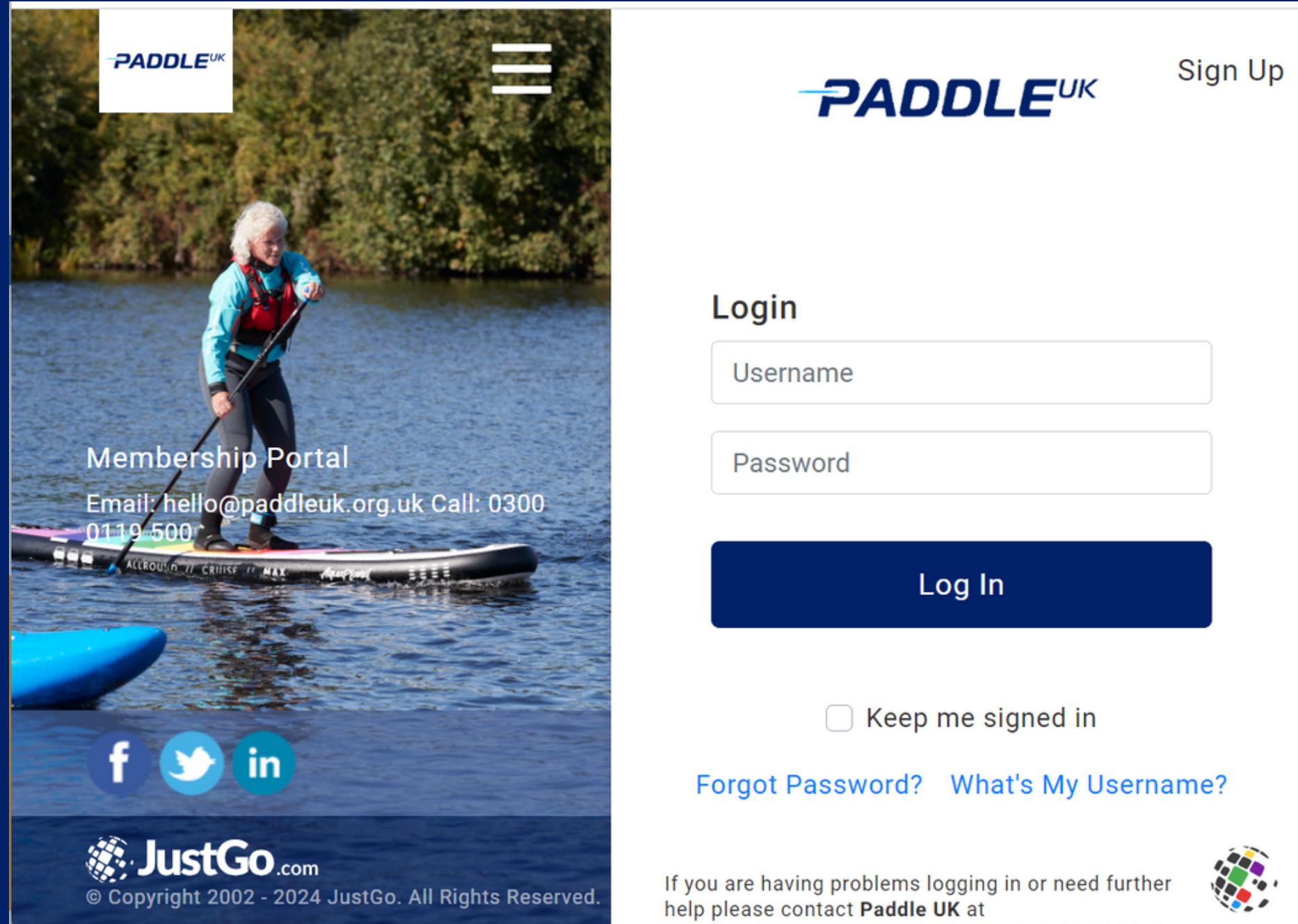
Tip!

You will use this site a lot for your club
Why not bookmark this site on your browser so you can find it easily next time?



The image shows the Justgo portal login page. On the left, there is a banner with a photo of a person paddleboarding and the text 'Membership Portal' and contact information: Email: hello@paddleuk.org.uk Call: 0300 0119 500. Below the banner are social media icons for Facebook, Twitter, and LinkedIn. At the bottom, it says 'JustGo.com' and '© Copyright 2002 - 2024 JustGo. All Rights Reserved.' The main login form on the right has fields for 'Username' and 'Password', a 'Log In' button, and a 'Keep me signed in' checkbox. There are also 'Forgot Password?' and 'What's My Username?' links. A note at the bottom states: 'If you are having problems logging in or need further help please contact Paddle UK at 0300 0119 500'.

Step 2: Log on using your personal membership log in.



PADDLE UK

Membership Portal

Email: hello@paddleuk.org.uk Call: 0300 0119 500

ALLROUND // CRUISE // MAX

Keep me signed in

[Forgot Password?](#) [What's My Username?](#)

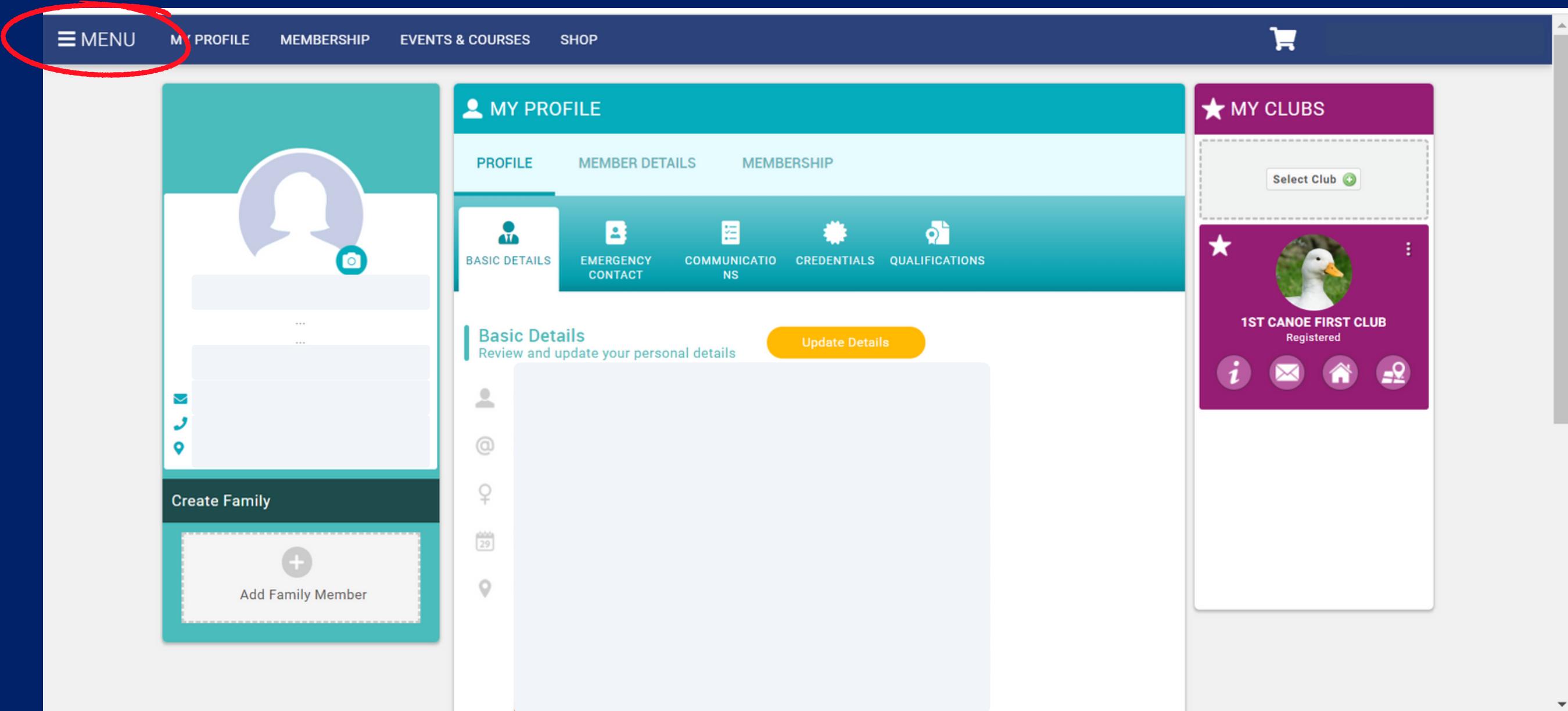
If you are having problems logging in or need further help please contact Paddle UK at [hello@paddleuk.org.uk](#) 0300 0119 500

JustGo.com

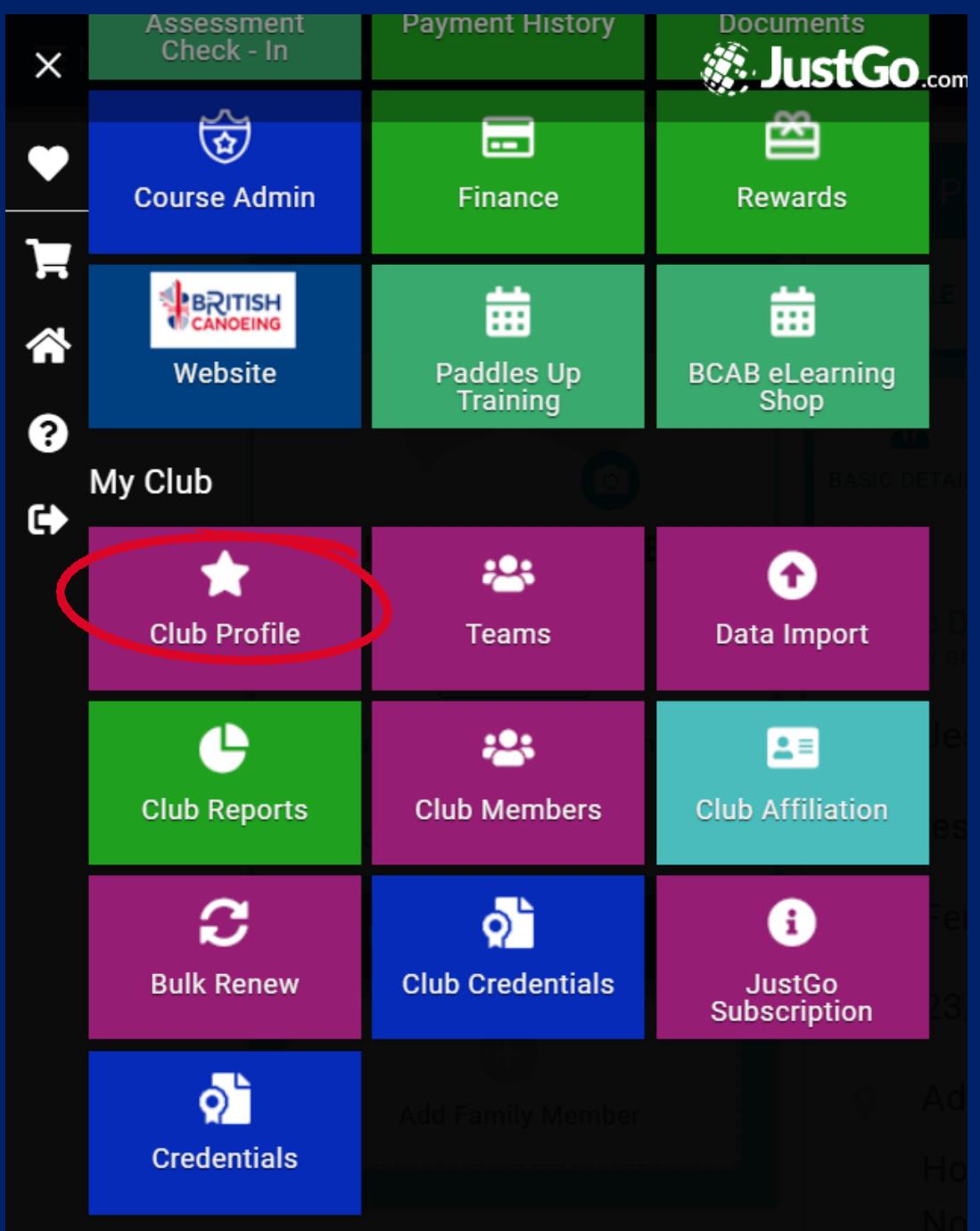
© Copyright 2002 - 2024 JustGo. All Rights Reserved.

If you have never logged on before you will need to set up a password. Your username will have been set up for you as your email address, pop that into the username box and then select 'Forgot Password' and follow the steps.

Step 3: Select Menu in the top left (circled)



Step 4:

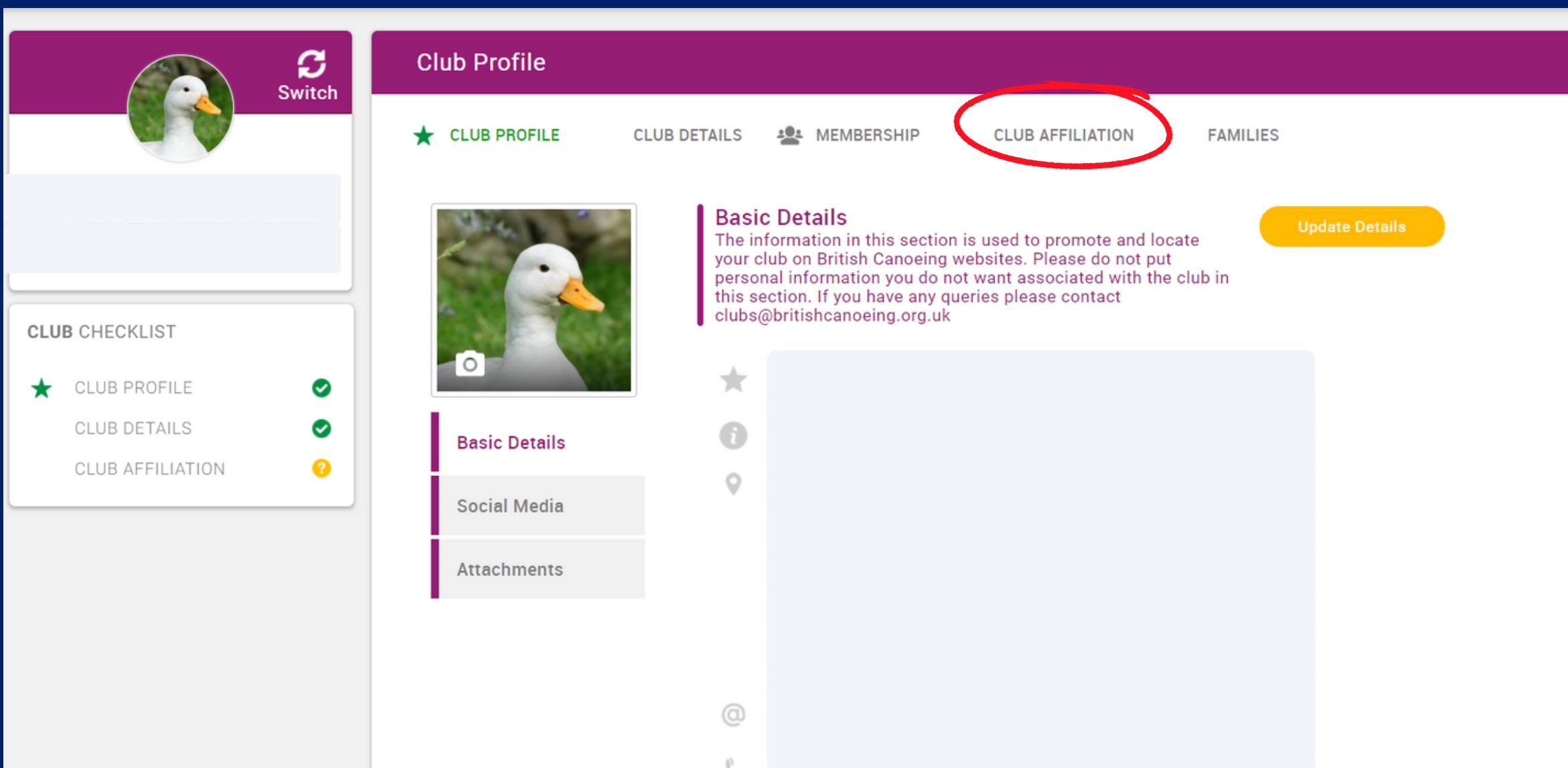


Scroll down to the bottom of the menu and select the 'Club Profile' tile.

This is home to all of your Clubs info and where you can make changes and updates when you need to!

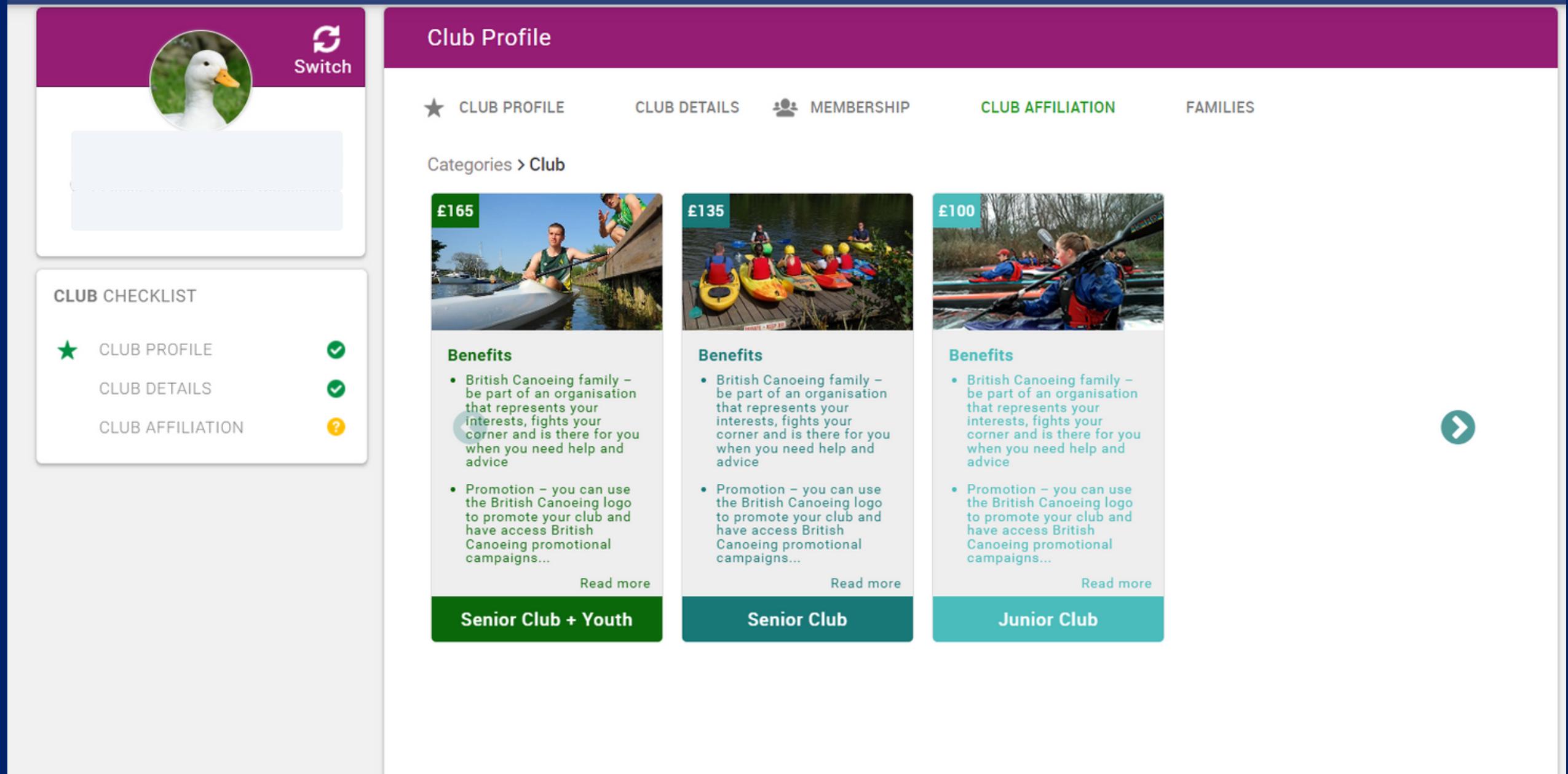
Step 5:

Select the Club Affiliation Tab (circled)



The screenshot shows the 'Club Profile' section of the British Canoeing website. At the top, there is a navigation bar with tabs: CLUB PROFILE (highlighted with a green star icon), CLUB DETAILS, MEMBERSHIP, CLUB AFFILIATION (circled in red), and FAMILIES. Below the navigation, there is a profile picture of a white duck. To the right of the profile picture, there is a 'Basic Details' section with a 'Basic Details' heading and a paragraph of text. To the right of the text is a yellow 'Update Details' button. On the left side, there is a 'CLUB CHECKLIST' box containing three items: CLUB PROFILE (checked), CLUB DETAILS (checked), and CLUB AFFILIATION (with a question mark icon). The 'CLUB PROFILE' and 'CLUB DETAILS' items are checked with green checkmarks, while 'CLUB AFFILIATION' is marked with a question mark icon.

Step 6: Select the affiliation you wish to purchase from the three options shown. A form will appear below for you to follow



The screenshot shows the 'Club Profile' section of the Paddle England website. At the top, there is a navigation bar with tabs: CLUB PROFILE (highlighted with a star icon), CLUB DETAILS, MEMBERSHIP, CLUB AFFILIATION (highlighted with a green icon), and FAMILIES. Below the navigation, there is a 'CLUB CHECKLIST' box with three items: CLUB PROFILE (checked), CLUB DETAILS (checked), and CLUB AFFILIATION (unchecked with a question mark icon). The main content area is titled 'Club Profile' and shows 'Categories > Club'. It displays three affiliation options with images and prices: 'Senior Club + Youth' (£165), 'Senior Club' (£135), and 'Junior Club' (£100). Each option has a 'Benefits' section with a bulleted list and a 'Read more' link. A large green arrow points to the right at the bottom of the page.

Not sure what affiliation you need?
Get in touch with your club support team!
clubs@paddleuk.org.uk

PADDLE
ENGLAND

Step 7:

When you get to the bottom of the form you will have two payment options to pay online or to pay by cheque/BACS

(If the terms of the affiliation agreement are not met the club's Public Liability Insurance may not be valid. British Canoeing has the right to suspend or cancel Club membership if deemed appropriate or to refuse affiliation if a club is deemed not to be acting in the best interests of British Canoeing and the sport).

By signing below the Club agrees to the following:

The Club Affiliation form has been completed, in full, honestly and accurately.

The club will maintain accurate membership records, and accurately provide the number of club members holding full British Canoeing membership and the number of those Club Associate members seeking additional insurance cover for the purpose of club activities.

To register the details of a Club Chair, Club Secretary, Welfare Officer, and Safety Officer, on the Club Portal.

To provide the following documents and make publicly accessible to current and prospective members thereafter:

- Constitution
- Safety Framework - Including Risk Assessments
- Safeguarding Policy

The club has adopted and is implementing the [British Canoeing Safeguarding Children Policy \(P1\)](#) and [British Canoeing Safeguarding Adults Policy \(P6\)](#), as part of the club's safeguarding procedures.

To appoint at least one Club Welfare Officer who has a current DBS check and has attended (or is scheduled to attend) a Safeguarding and Protecting Children (SPC) workshop (or equivalent) and a Time to Listen course (TTL) providing evidence of course attendance.

The club is a membership organisation operating for the benefit of its members:

DECLARATION :

We accept liability for our share (£1) in the unlikely event of the liquidation of British Canoeing. We agree to be bound by the Rules and Regulations of British Canoeing and will bind our Members to observe them. We also agree to follow the British Canoeing Policies and Procedures and British Canoeing Guidance for clubs.

- The club agrees to the terms of affiliation*

[Pay by Cheque/BACS](#) [Pay Online](#)

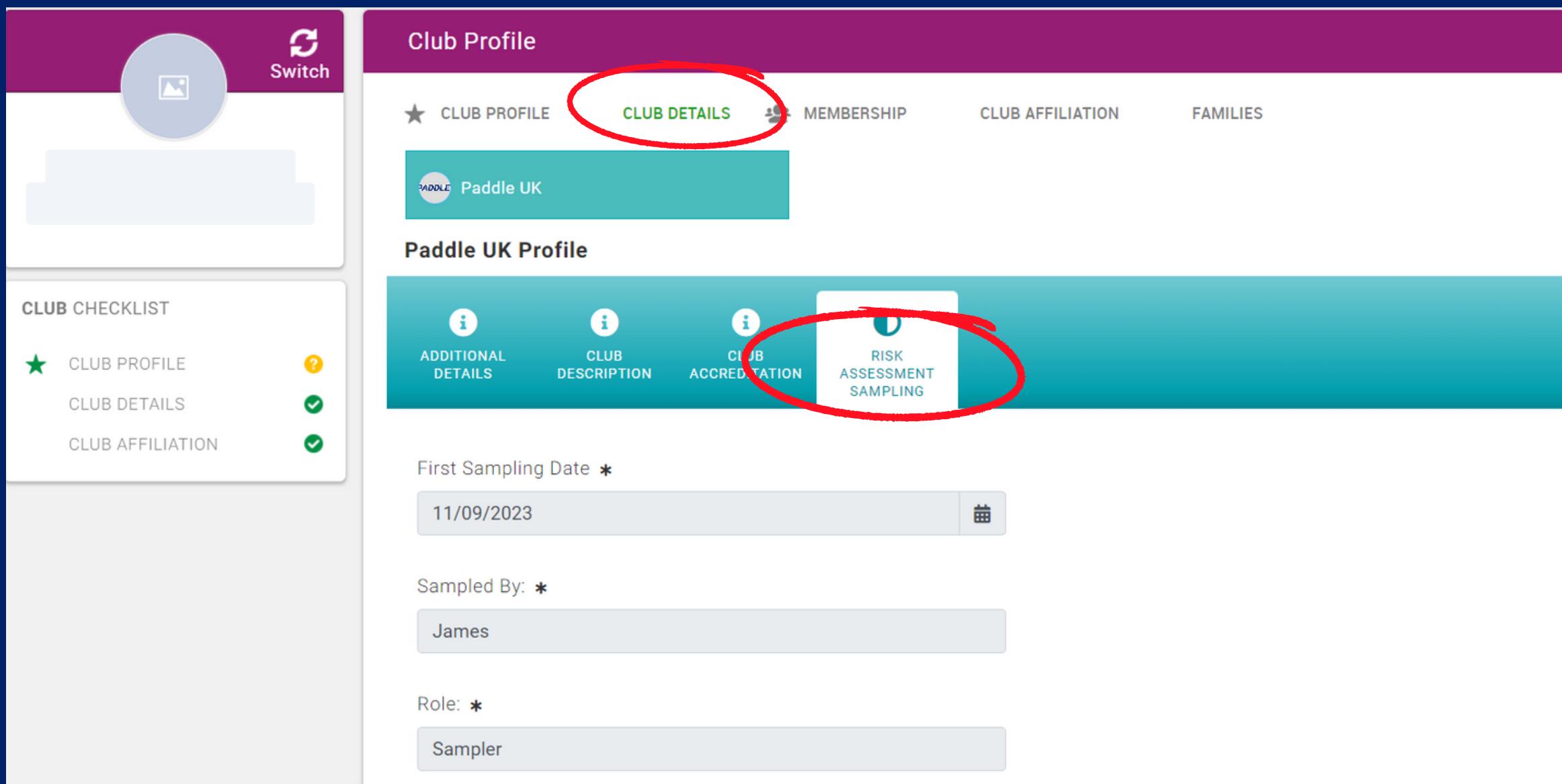
To pay online you can make a card transaction as if you are online shopping!

If you choose to pay by Cheque/BACS it will automatically generate an invoice style email to you with details how to pay. Please note that payments this way can take upto a week to process!

Once your affiliation has been finalised (or processed if payed by cheque/BACS) you will receive email confirmation. This email will include an attachment of your affiliation certificate.

In this email you will be invited to get in touch with one of our Club Support Officers with links to book appointments. Now would be a great opportunity for you and your club to find out what Paddle England can do to support your club!

How To Find Your Risk Assessment Feedback:



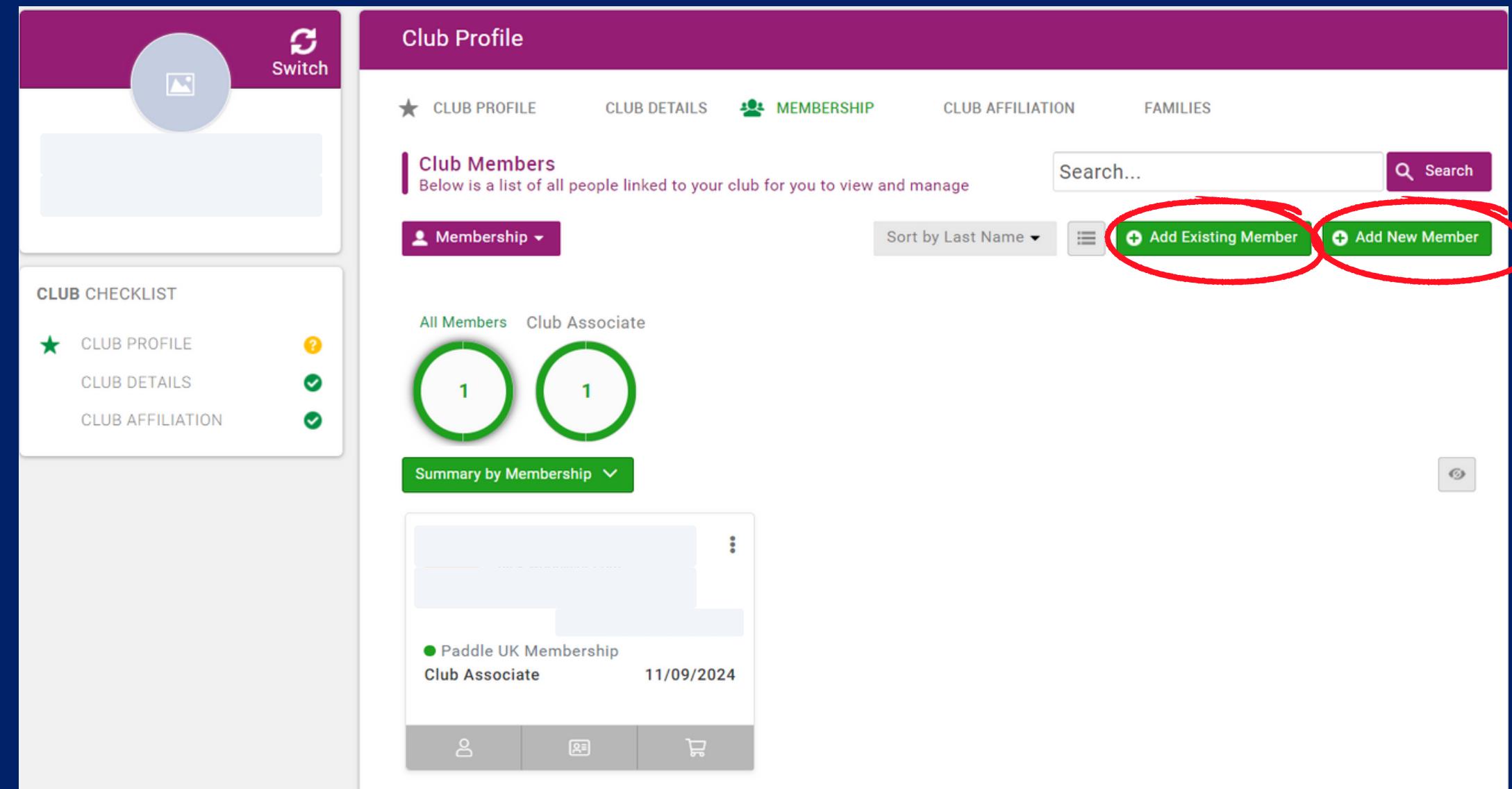
- 1- Head to your Club Profile
- 2- Select 'Club Details' (Circled)
- 3- Select 'Risk Assessment Sampling' from the blue row of tabs (Circled)
- 4- Scroll down and select the document download that appears at the bottom

How Do I Add Members?

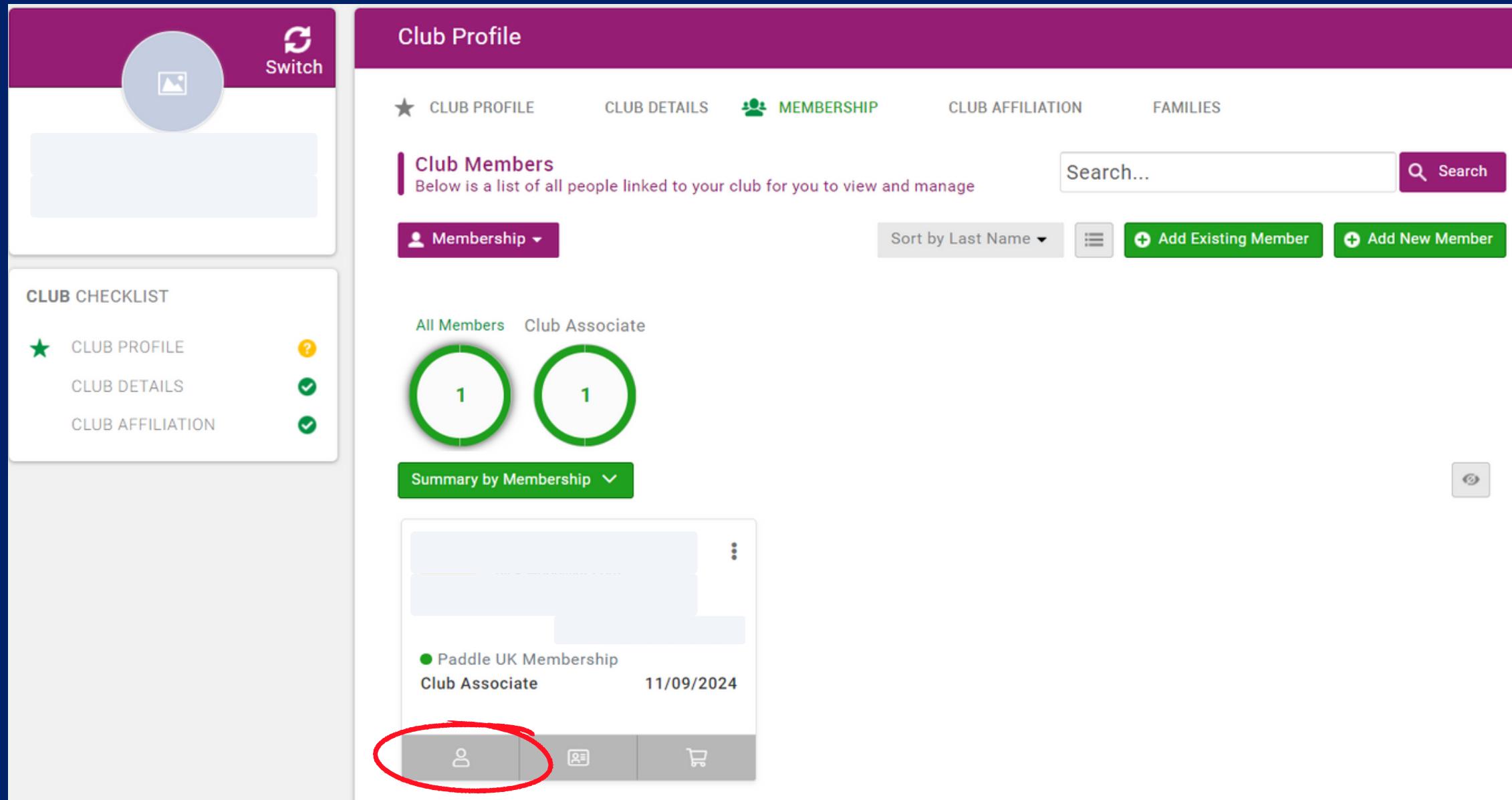
You can add new and existing members via the two green add member buttons shown here. A quick form will appear asking for details of the member you wish to add so it will be handy to know beforehand.

To avoid duplicate accounts it will be useful to ask your club members if they have ever created an account with Paddle UK or British Canoeing.

If you are adding someone from your club as a New Member they will need to go through the password reset process to set a password and gain access to their account!



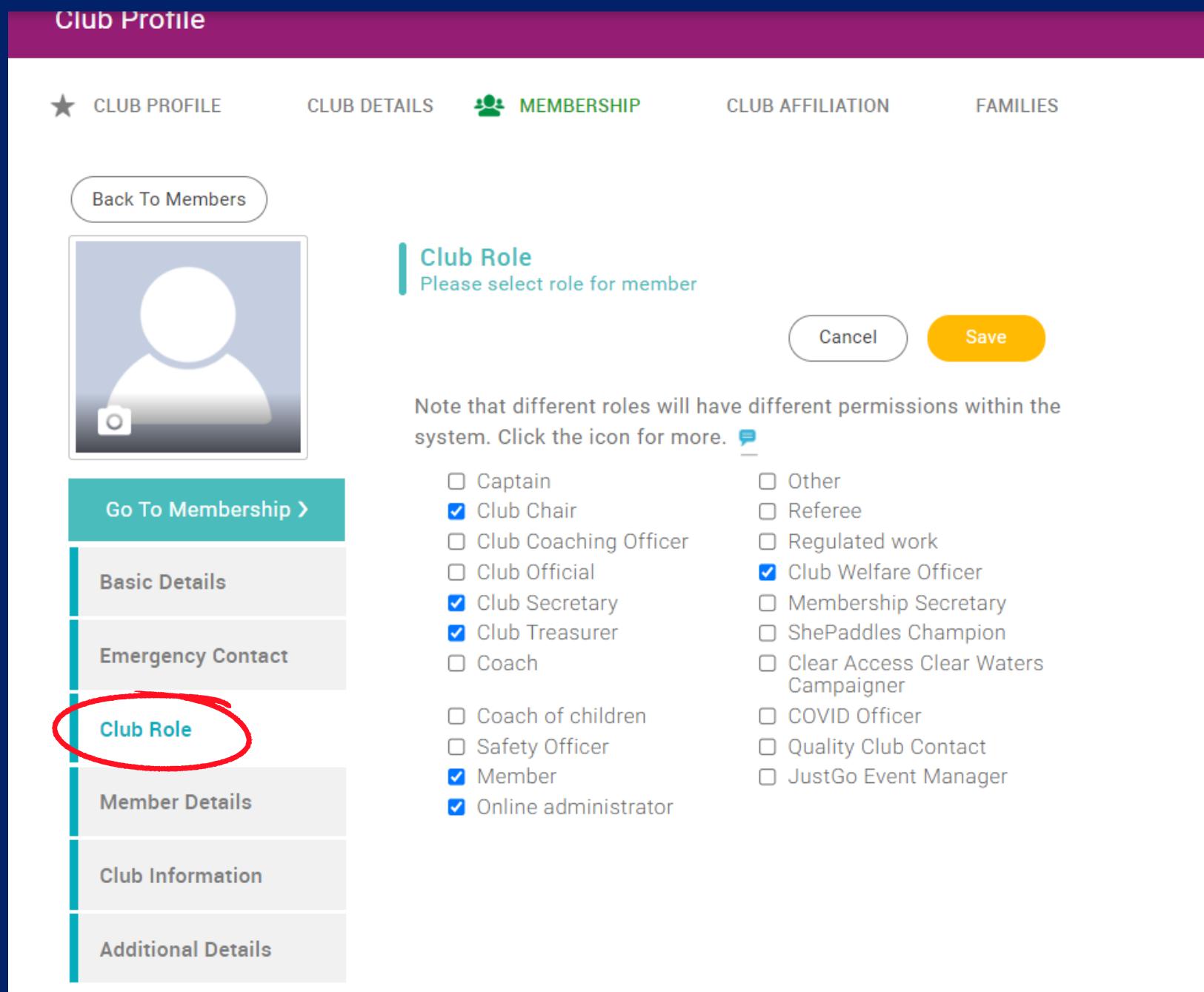
How To Identify Your Club Volunteers:



The screenshot shows the 'Club Profile' section of the Paddle England website. At the top, there is a navigation bar with tabs for 'CLUB PROFILE', 'CLUB DETAILS', 'MEMBERSHIP' (which is highlighted in green), 'CLUB AFFILIATION', and 'FAMILIES'. Below this, a sub-header 'Club Members' is displayed, with a note that it lists all people linked to the club. A search bar and buttons for 'Sort by Last Name' and 'Add Existing Member' are present. The main content area shows two circular icons: 'All Members' (1) and 'Club Associate' (1). A green button labeled 'Summary by Membership' is visible. At the bottom, a card displays a 'Paddle UK Membership' for a 'Club Associate' ending on '11/09/2024'. A red circle highlights the 'More' (three dots) button in the card's footer, which is the target for the 'Switch' button in the top right corner of the card.

On each persons membership tile you will see three buttons. To update their club role select the one that looks like a small person (circled)

How To Identify Your Club Volunteers:



The screenshot shows the 'Club Profile' interface. At the top, there are tabs: CLUB PROFILE (circled in red), CLUB DETAILS, MEMBERSHIP (with a green icon), CLUB AFFILIATION, and FAMILIES. Below these, there's a 'Back To Members' button and a placeholder image for a member profile. A teal button labeled 'Go To Membership >' is visible. On the left, a sidebar lists: Basic Details, Emergency Contact, Club Role (circled in red), Member Details, Club Information, and Additional Details. The 'Club Role' section contains a sub-section titled 'Club Role' with the instruction 'Please select role for member'. It includes a note: 'Note that different roles will have different permissions within the system. Click the icon for more.' Below this are two rows of checkboxes for selecting roles. The first row includes: Captain, Club Chair (checked), Club Coaching Officer, Club Official, Club Secretary (checked), Club Treasurer (checked), Coach, Coach of children, Safety Officer, Member (checked), and Online administrator (checked). The second row includes: Other, Referee, Regulated work, Club Welfare Officer (checked), Membership Secretary, ShePaddles Champion, Clear Access Clear Waters Campaigner, COVID Officer, Quality Club Contact, and JustGo Event Manager.

Select the 'Club Role' tab (circled) and a yellow button will appear to the right that says 'Update Roles'. Select that button and this will appear. Tick the following boxes as applicable and then select the yellow 'Save' button.

If any of your Club Volunteers need access to the Club Portal you will need to mark them as an Online Administrator here.

FAQS:

I can't access my log in to JustGo, what can I do?

Firstly try resetting your password. If the error persists please contact Memberships at membership@paddleuk.org.uk sharing as many details about the error that you have as well as your membership number.

How can our club access Paddle UK's free DBS Checks?

For full information on our DBS checks available to clubs [click HERE!](#)

How do I get in touch with the Club Support Team?

You can call us on 0300 0119 500 and select the Club Affiliation option or drop us an email at clubs@paddleuk.org.uk

I'm struggling to complete the form online, what can I do?

You can call us and one of the Club Support Team can process your affiliation over the phone!

Where can I find details of our Insurance provided by Paddle UK?

Our insurance is provided by Marsh Sports. More information can be found [HERE](#)

How do I access the Clubhouse Site?

You will need an active affiliation to PaddleUK and to be registered to the club on the portal. This resource is only available to Club Volunteers so don't forget to update your members roles on the portal.

[Click HERE](#) to access the BCSL log in page!

Does the Club Support Team have social media?

We do! We have a Facebook Group available to all club volunteers to join. If you or someone in your club is interested in joining [click HERE](#) (don't forget to answer the joining questions)

I Purchased Boat licences, when will we get them?

Our sticker Boat licences are sent out weekly! We ship them to the person who has completed the affiliation purchase and should be with you within 2 weeks! Please make sure that your address is up to date!