



PADDLE
ENGLAND

AFFILIATED CLUB

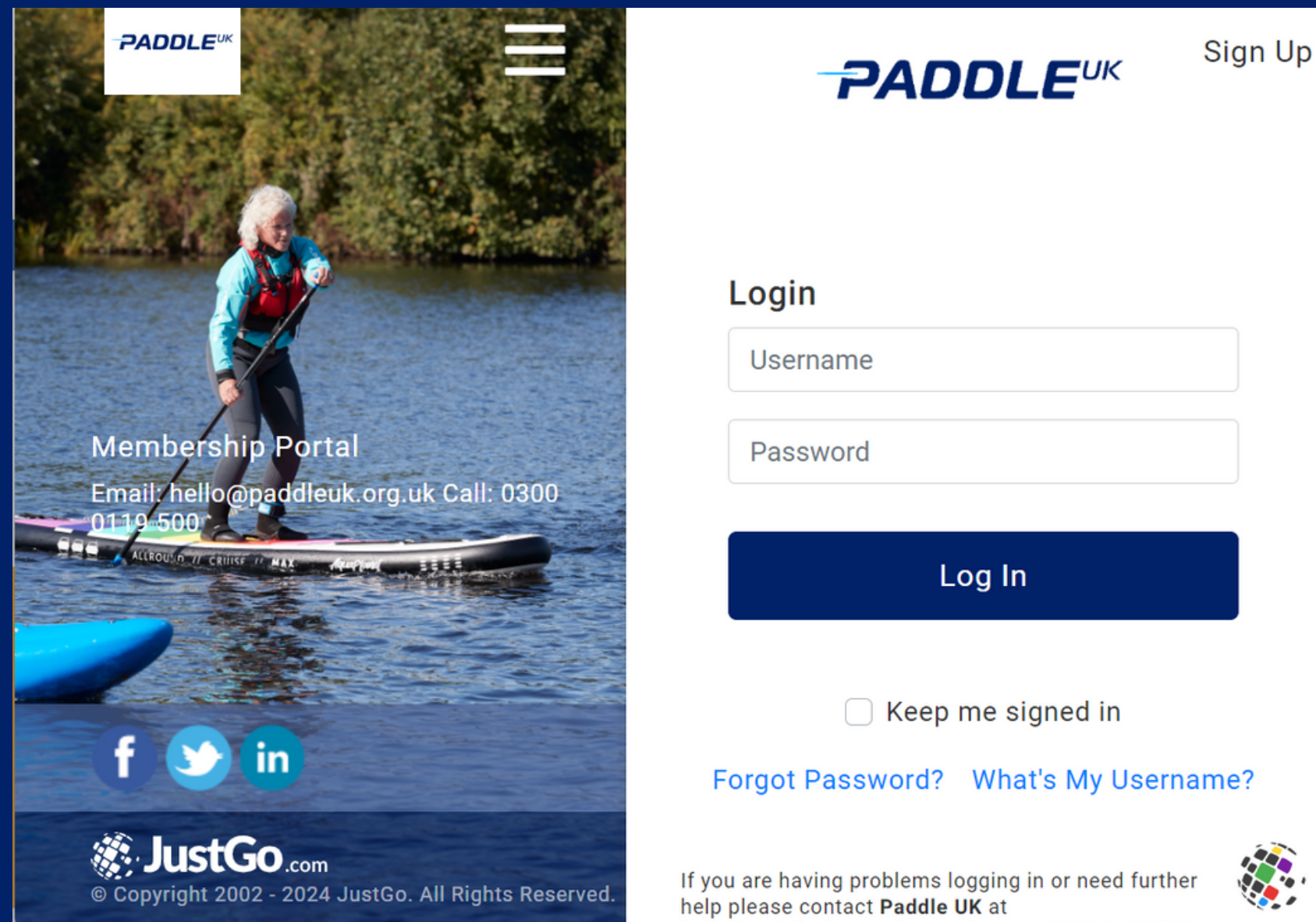
Affiliation Guide

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?



PADDLE^{UK}

Sign Up

Login

Username

Password

Log In

☐ Keep me signed in

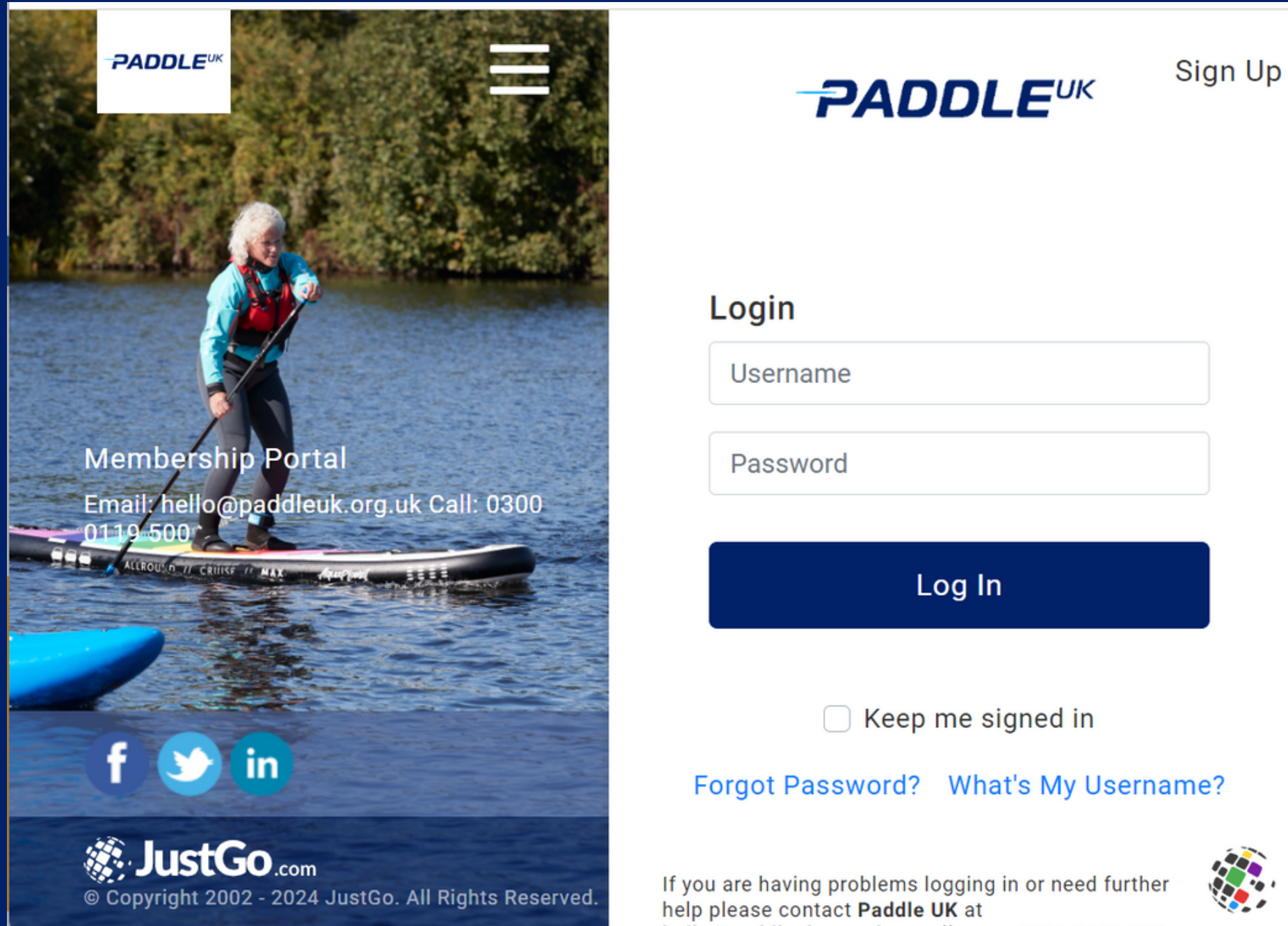
[Forgot Password?](#) [What's My Username?](#)

If you are having problems logging in or need further help please contact **Paddle UK** at 0300 6119 500

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



The screenshot shows the Paddle UK Membership Portal. On the left is a vertical banner with a photo of a person on a paddleboard. The banner includes the Paddle UK logo, a menu icon, contact information (Email: hello@paddleuk.org.uk, Call: 0300 0119 500), social media icons for Facebook, Twitter, and LinkedIn, and the JustGo.com logo with copyright information. The main content area on the right has the Paddle UK logo and a 'Sign Up' link. Below this is a 'Login' section with input fields for 'Username' and 'Password', a 'Log In' button, a checkbox for 'Keep me signed in', and links for 'Forgot Password?' and 'What's My Username?'. At the bottom, there is a footer with contact information for login problems and a small globe icon.

PADDLE^{UK} Sign Up

Login

Username

Password

Log In

☐ Keep me signed in

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

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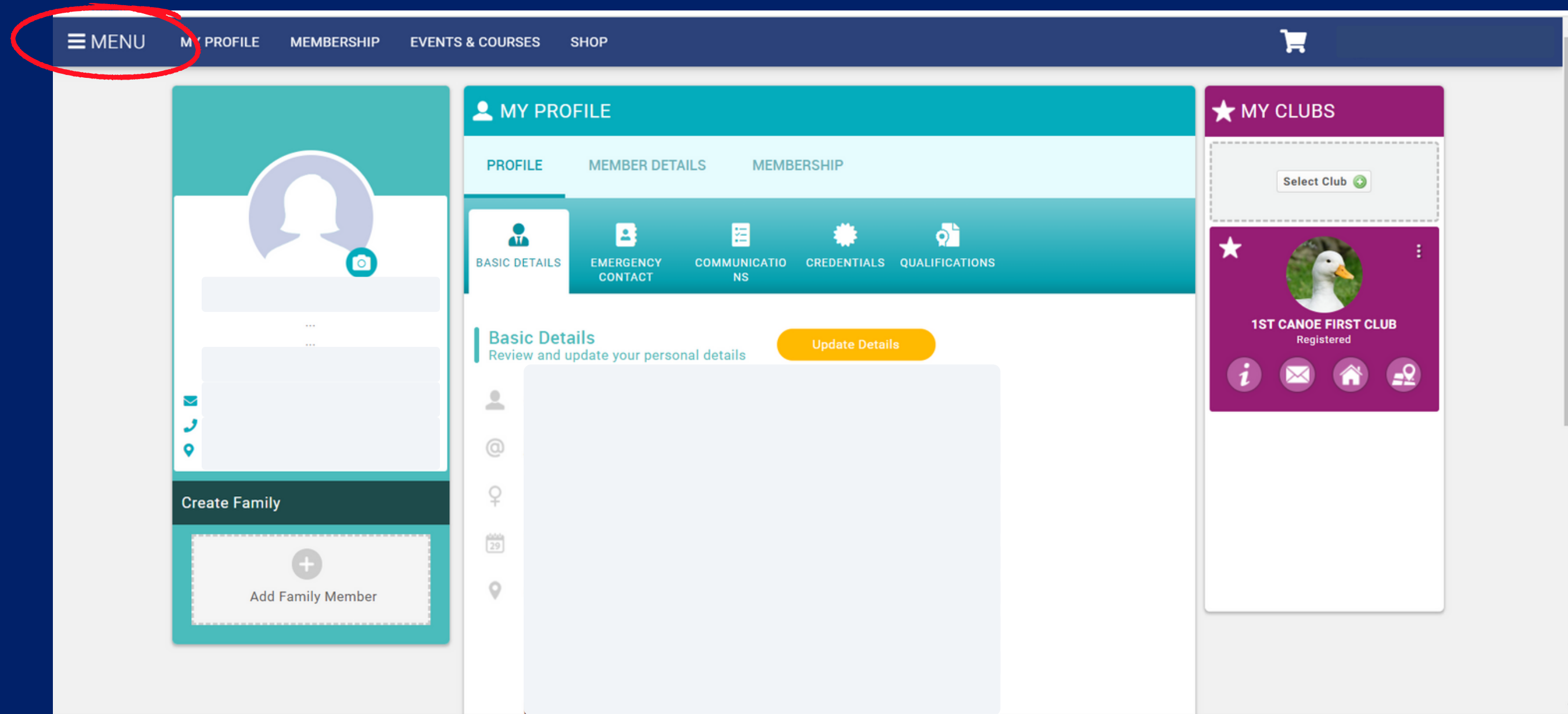
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If you have never logged on before you will need to set up a password. Your username will have been set up for you as your email address, pop that into the username box and then select 'Forgot Password' and follow the steps.

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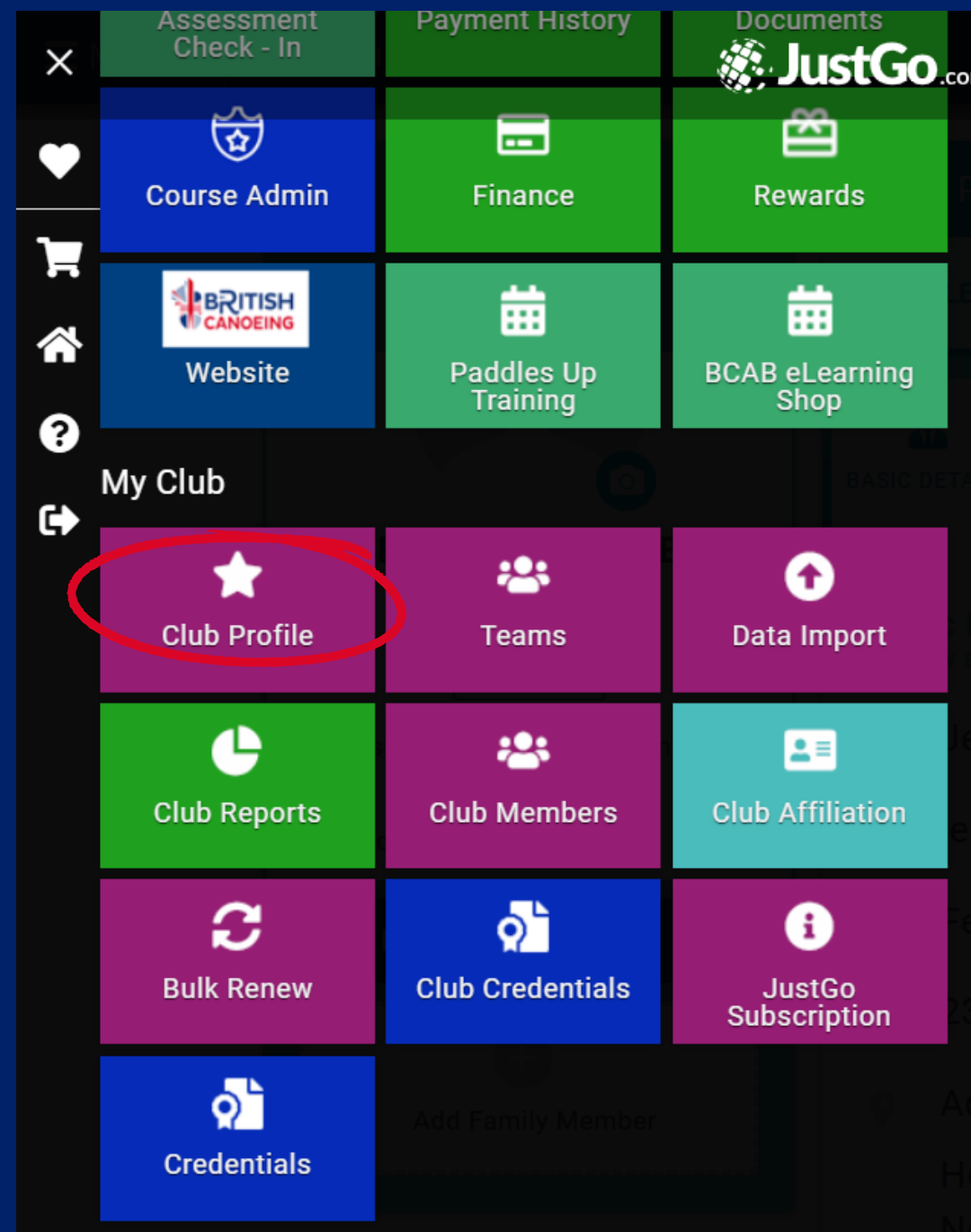
Step 3: Select Menu in the top left (circled)



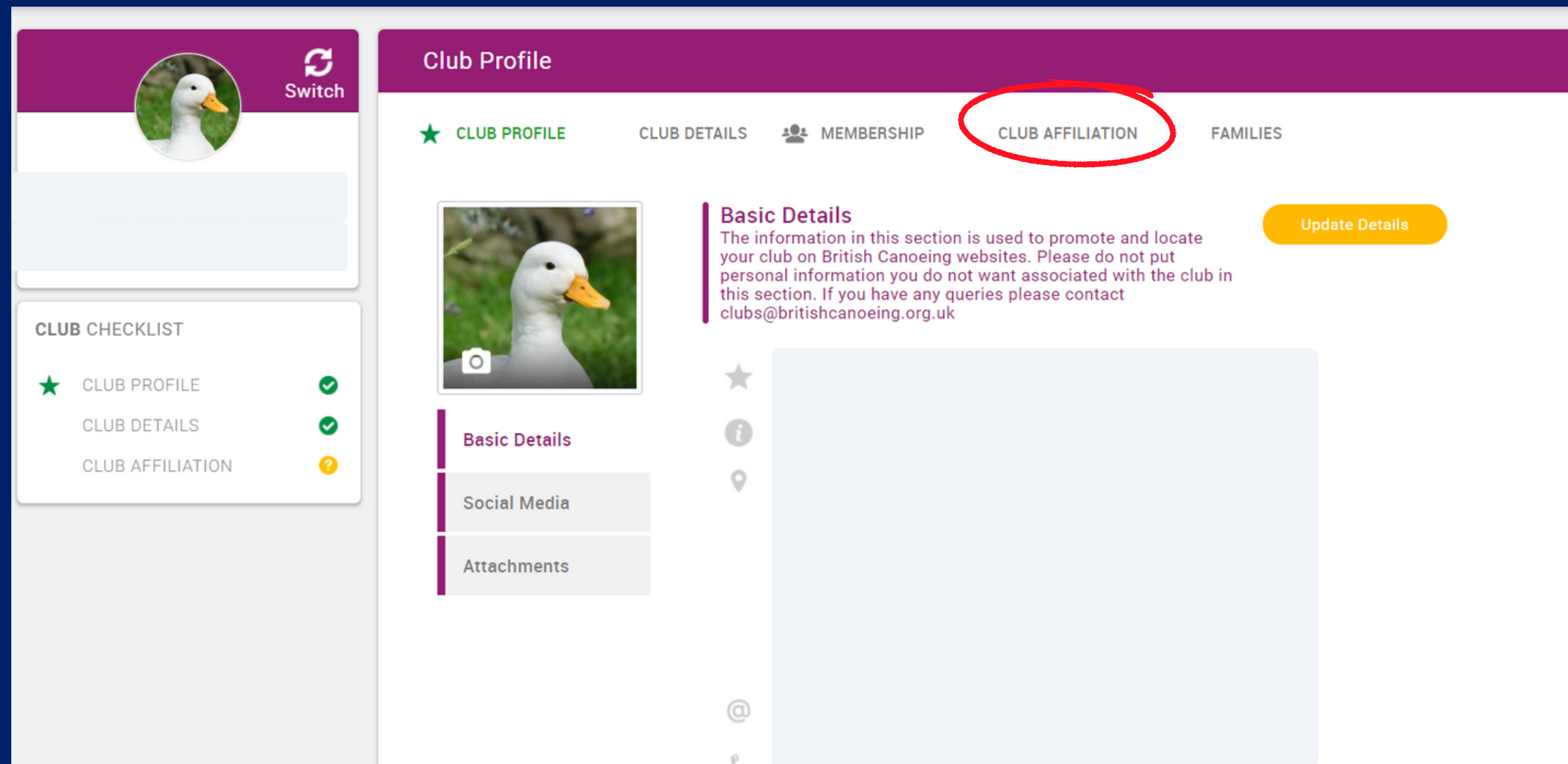
Step 4:

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)



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 displays the 'Club Profile' page on the Paddle England website. The page has a purple header with the 'Club Profile' title. Below the header, there are navigation tabs: 'CLUB PROFILE', 'CLUB DETAILS', 'MEMBERSHIP', 'CLUB AFFILIATION' (which is highlighted), and 'FAMILIES'. On the left side, there is a 'CLUB CHECKLIST' with three items: 'CLUB PROFILE' (checked), 'CLUB DETAILS' (checked), and 'CLUB AFFILIATION' (marked with a question mark). The main content area shows three affiliation options, each with a price, a photo of people kayaking, and a list of benefits. The first option is 'Senior Club + Youth' for £165. The second is 'Senior Club' for £135. The third is 'Junior Club' for £100. Each option has a 'Read more' link. A right arrow button is visible on the right side of the main content area.

Club Profile

★ CLUB PROFILE CLUB DETAILS MEMBERSHIP CLUB AFFILIATION FAMILIES

Categories > Club

£165

£135

£100

Benefits

- British Canoeing family – be part of an organisation that represents your interests, fights your corner and is there for you when you need help and advice
- Promotion – you can use the British Canoeing logo to promote your club and have access British Canoeing promotional campaigns...

Read more

Senior Club + Youth

Senior Club

Junior Club

Not sure what affiliation you need?

Get in touch with your club support team!

clubs@paddleuk.org.uk

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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!

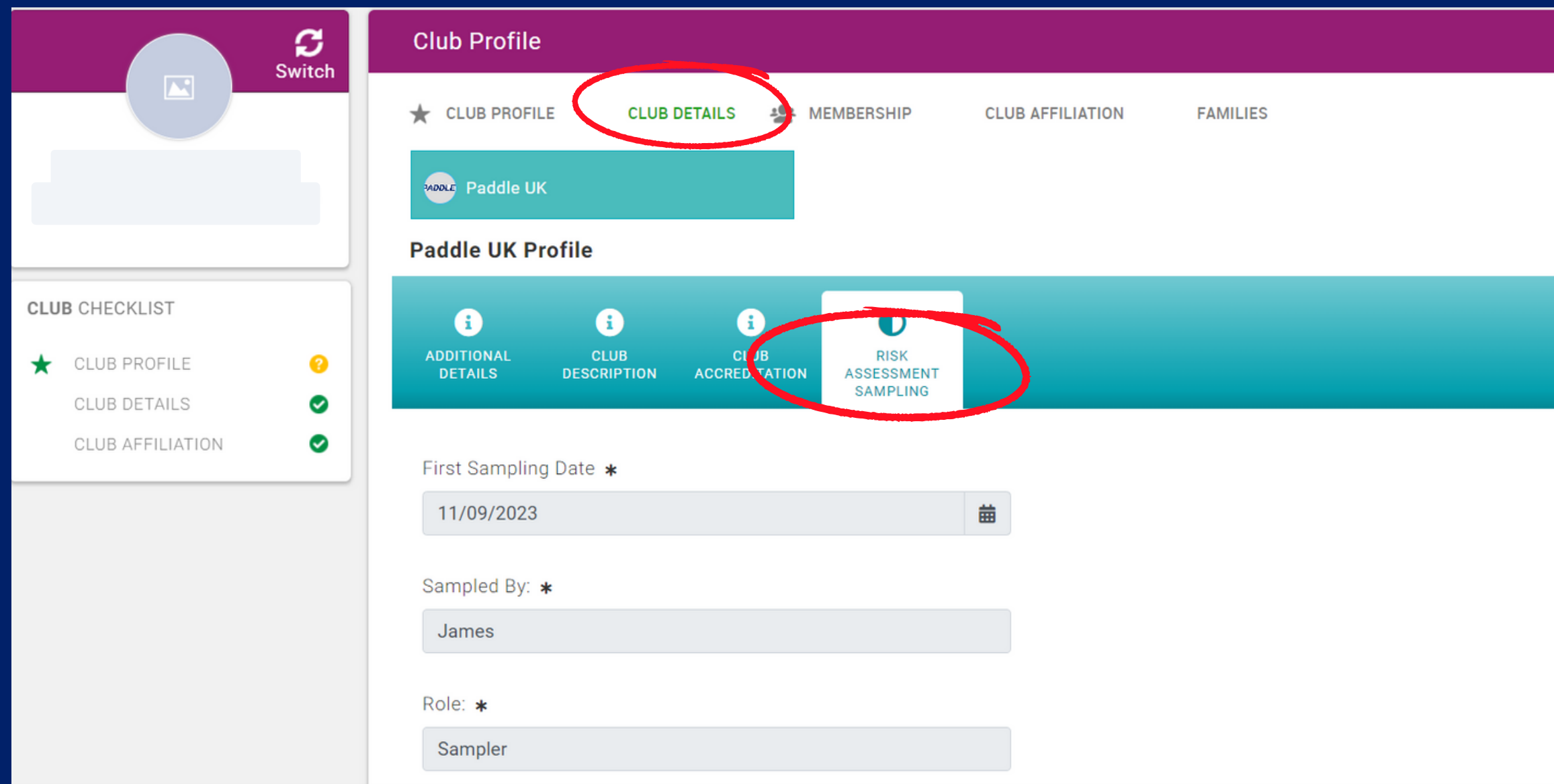
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Once your affiliation has been finalised (or processed if payed by cheque/BACS) you will receive email confirmation. This email will include an attachment of your affiliation certificate.

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!

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How To Find Your Risk Assessment Feedback:



The screenshot shows the Paddle UK Club Profile page. The 'Club Profile' header is at the top. Below it, there are tabs: 'CLUB PROFILE', 'CLUB DETAILS' (circled in red), 'MEMBERSHIP', 'CLUB AFFILIATION', and 'FAMILIES'. The 'CLUB DETAILS' tab is selected. Below the tabs, there is a section titled 'Paddle UK Profile'. This section contains a row of four tabs: 'ADDITIONAL DETAILS', 'CLUB DESCRIPTION', 'CLUB ACCREDITATION', and 'RISK ASSESSMENT SAMPLING' (circled in red). Below this row, there are three input fields: 'First Sampling Date *' with the value '11/09/2023', 'Sampled By: *' with the value 'James', and 'Role: *' with the value 'Sampler'.

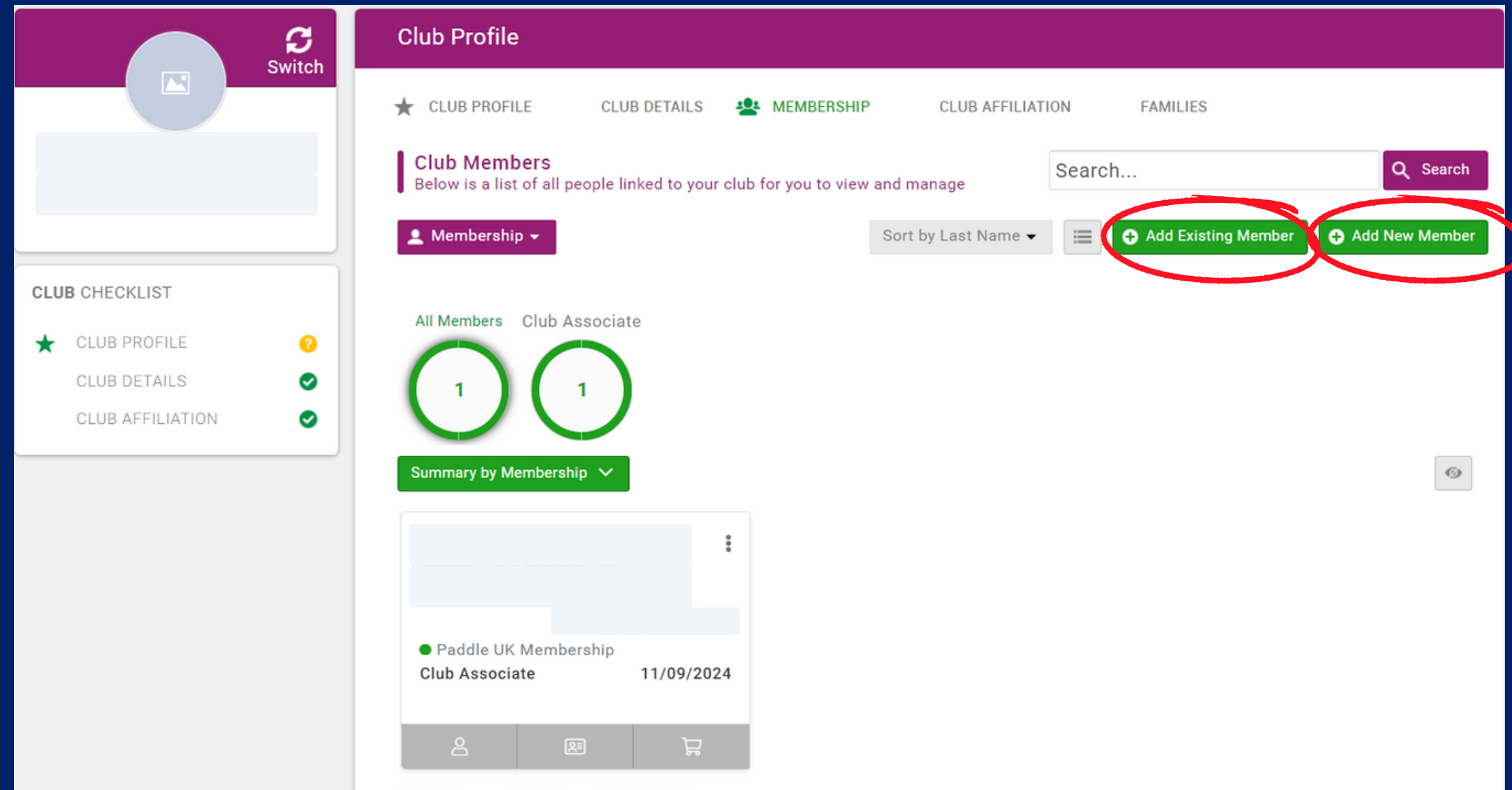
- 1- Head to your Club Profile
- 2- Select 'Club Details' (Circled)
- 3- Select 'Risk Assessment Sampling' from the blue row of tabs (Circled)
- 4- Scroll down and select the document download that appears at the bottom

How Do I Add Members?

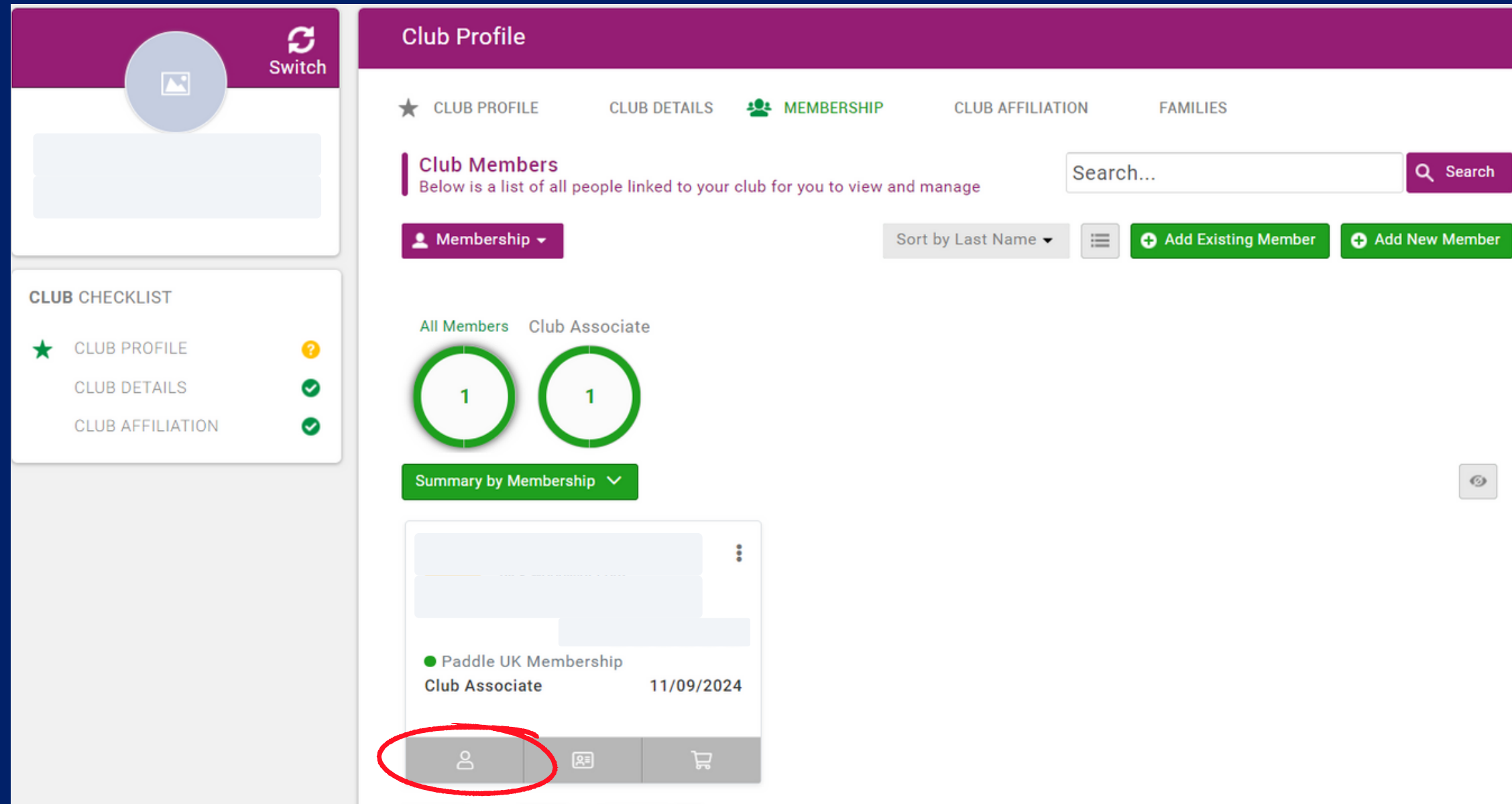
You can add new and existing members via the two green add member buttons shown here. A quick form will appear asking for details of the member you wish to add so it will be handy to know beforehand.

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:



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' page with a purple header. The navigation bar includes 'CLUB PROFILE', 'CLUB DETAILS', 'MEMBERSHIP' (active), 'CLUB AFFILIATION', and 'FAMILIES'. A 'Back To Members' button is at the top left. Below it is a member profile picture placeholder. A sidebar on the left contains links: 'Go To Membership >', 'Basic Details', 'Emergency Contact', 'Club Role' (circled in red), 'Member Details', 'Club Information', and 'Additional Details'. The main content area is titled 'Club Role' with the instruction 'Please select role for member'. It includes a 'Cancel' button and a yellow 'Save' button. A note states: 'Note that different roles will have different permissions within the system. Click the icon for more.' Below this is a list of roles and permissions:

<input type="checkbox"/> Captain	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Club Chair	<input type="checkbox"/> Referee
<input type="checkbox"/> Club Coaching Officer	<input type="checkbox"/> Regulated work
<input type="checkbox"/> Club Official	<input checked="" type="checkbox"/> Club Welfare Officer
<input checked="" type="checkbox"/> Club Secretary	<input type="checkbox"/> Membership Secretary
<input checked="" type="checkbox"/> Club Treasurer	<input type="checkbox"/> ShePaddles Champion
<input type="checkbox"/> Coach	<input type="checkbox"/> Clear Access Clear Waters Campaigner
<input type="checkbox"/> Coach of children	<input type="checkbox"/> COVID Officer
<input type="checkbox"/> Safety Officer	<input type="checkbox"/> Quality Club Contact
<input checked="" type="checkbox"/> Member	<input type="checkbox"/> JustGo Event Manager
<input checked="" type="checkbox"/> Online administrator	

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](#)

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)

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!

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!

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