



# Affiliation Guide: Voluntary Members Club (VMC)



This guide will show you how to initially manage/view your club profile, and complete/renew your clubs' affiliation

(This also includes Armed Forces clubs. N.B. insurance references do not apply)

# VMC Affiliation Guide

You will have certain permissions and functions available to you depending on the role that has been allocated to your account for your club.

As an existing club you will automatically be granted the relevant access permissions by logging in to your own personal account



# Affiliating a **New Club**

An individual will not have permissions on the new database to initiate/setup a new club directly. As before, this will be managed by BWSW HQ. Individuals will still be required (as in the past) to complete the new club/centre form on the BWSW website . The information you provide will help us determine the most appropriate affiliation type for the club.

**Following a commitment to affiliation a profile will be setup for the club by BWSW HQ, and the appropriate permissions will be assigned to an individual for managing the club**



## New VMC: Getting Started

1. At the top of the BWSW website there is an option titled- 'Forms'



Home | About Us | Resources | **Forms** | Magazine | Jobs | Contact Us



2. Once selecting you will be taken to the forms. On page 2 is the 'New Affiliate Information Request'

Your are here: [Home](#) > [Forms](#)

### Forms

- FCO Course Registration Form
- Inclusive & Accessible Facilities and Activities Check-list
- Information for Job Advert
- **New Affiliate Information Request**
- Photo Consent - Opt Out
- Registration of New Family Members - Club
- Safeguarding Enquiry / Report Form
- Safeguarding Incident Referral Form
- Safeguarding Spot check Form
- SBD Course Registration

previous 1 **2** 3 next

3. Complete the form and BWSW will be in contact

### New Affiliate Information Request

Please complete this short form about your club / centre to request information about joining British Water Ski & Wakeboard. The information you provide will help us to determine the most appropriate joining process for you.

All fields are required unless otherwise stated.

#### CLUB DETAILS

Please complete the club's details below.

Club/Centre Name \*

Contact Name \*

Address

Country

Centre Number

Country

Email Address \*

#### TYPES OF CLUB

Please answer the following questions about your club or potential club.

What type of facility are you?  Boat Club  Full Cable  Straight Line Cable

Which of the following statements best describes your club?

Do you offer an annual membership scheme?

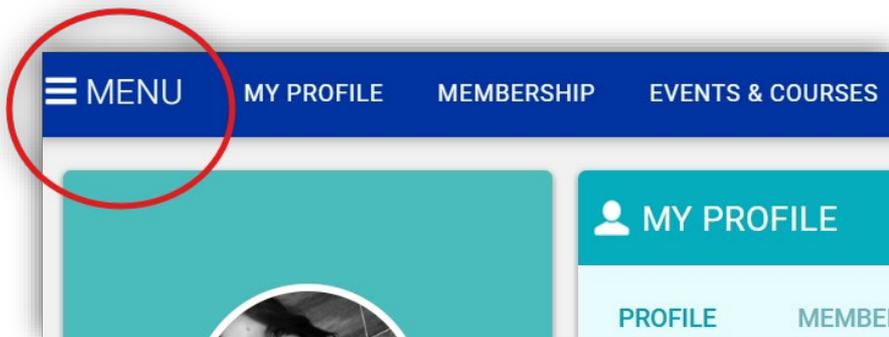
If yes, how many members does your club currently have?

Does your club currently have it's own public liability insurance policy?

Does your club offer, or plan to offer, pay and play sessions?

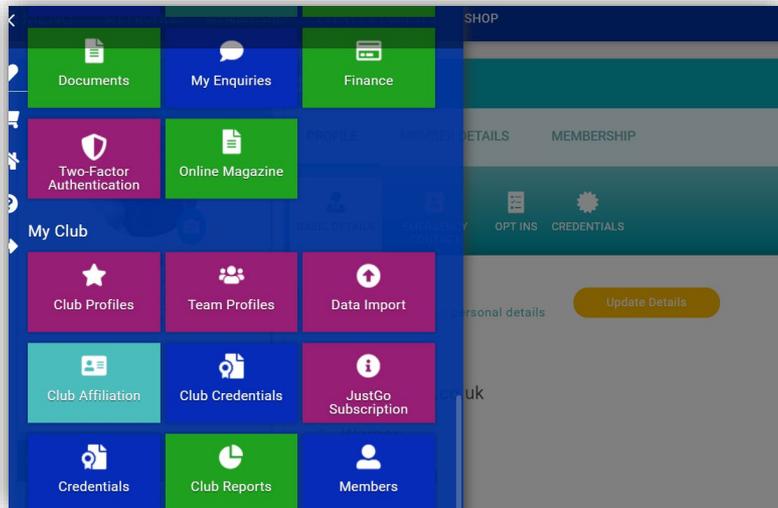
#### ADDITIONAL COMMENTS

# Getting Started



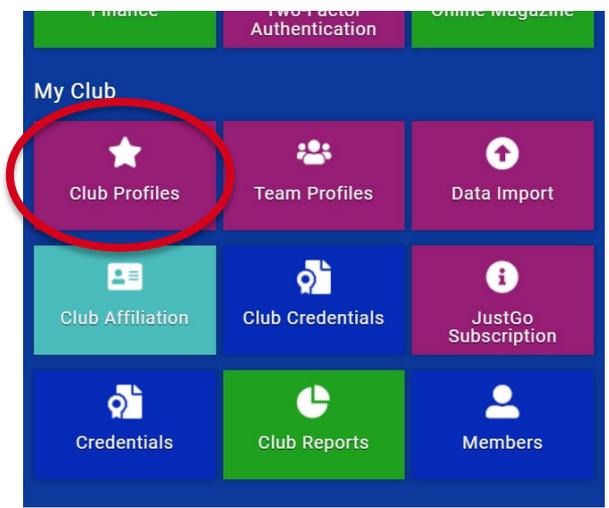
Once you have logged in, click on the 'menu' button which is shown, on the top left-hand side of the screen

## My Club



Depending on your role and permissions, you will then see various tiles available to you. Under the 'My Club' section, you will have tiles available to you which are **only** related to your club

# Club Profiles Tile



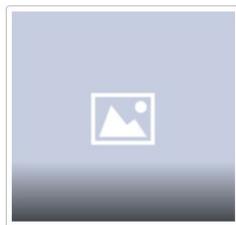
To view/edit the club's profile, click on the 'Club Profiles' tile



# Club Profile: Adding a club image or logo

You will be able to add an image to the clubs' profile. (e.g. the clubhouse, boat or logo)

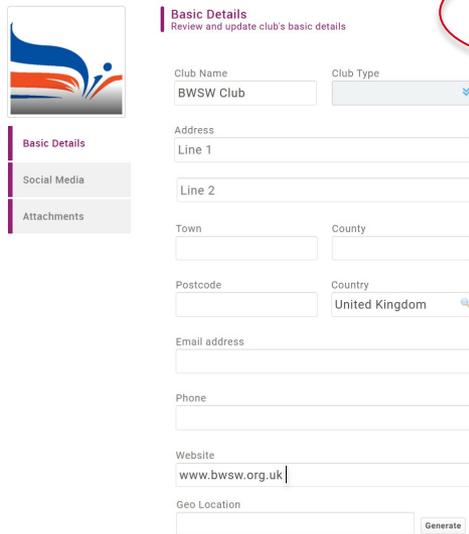
Click on or press directly on the image space and you will be able upload an image from a file or phone gallery



Basic Details

## Updating Basic Details

As an existing club all the previous details that have been provided in the past, will be pre-migrated on to the new system. However, if the information is incorrect/old these are easily updatable in the profile by clicking 'Update Details'



**Basic Details**  
Review and update club's basic details

Club Name: BWSW Club    Club Type: [Dropdown]

Address:  
Line 1: [Text Field]  
Line 2: [Text Field]

Town: [Text Field]    County: [Text Field]

Postcode: [Text Field]    Country: United Kingdom [Search Icon]

Email address: [Text Field]

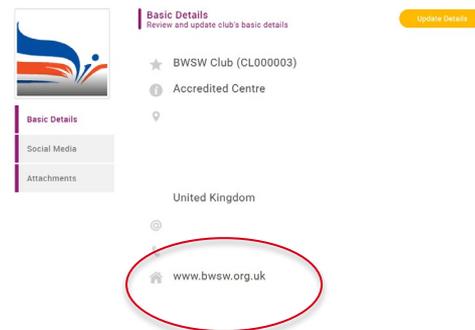
Phone: [Text Field]

Website: www.bwsw.org.uk

Geo Location: [Text Field]   



Once complete, click Save



**Basic Details**  
Review and update club's basic details

★ BWSW Club (CL000003)  
i Accredited Centre

United Kingdom

www.bwsw.org.uk



**N.B. the 'Club Type' can only be changed by BWSW admin**

# Basic Details: Social Media



Basic Details

Social Media

Attachments

**Social Media**  
Review and update social media details

 <https://www.facebook.com/BBSWHQ>



Update Social

Like the Basic Details all social media links can be added to your profile. (again, all these channels will be viewable on the clubs' profile on the 'Club Search')

**N.B. if the club does not have a website and uses a Facebook for example, then this section is where the link will go. The website section in the Basic Details will not allow for links to social media channels**



# Basic Details: Attachments

You can add attachments to the clubs' profile that you would like available for members or the public to view. For example, the club rules, events posters or (BWSW) safeguarding policy

**N.B. be aware that any attachments here are publicly accessible**

Club Attachments

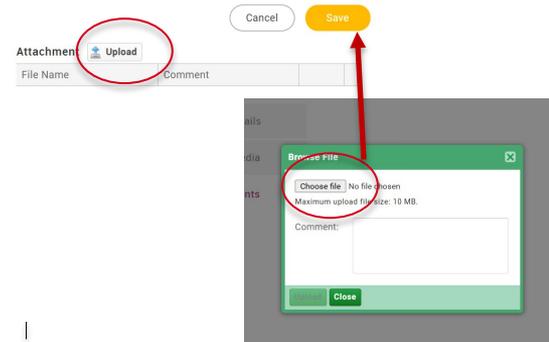


Attachment Upload

File Name	Comment

The screenshot shows a form titled 'Club Attachments' with a sub-header 'Attachment Upload'. Below this is a table with two columns: 'File Name' and 'Comment'. A yellow 'Update' button is circled in red above the table.

Club Attachments



Attachment Upload

File Name	Comment

Cancel Save

The screenshot shows the same 'Club Attachments' form as above, but with a yellow 'Upload' button circled in red. Below the form, a 'Browse File' dialog box is open, showing a 'Choose file' button circled in red. A red arrow points from the 'Choose file' button to the 'Save' button in the form above. The dialog box also displays 'No file chosen', 'Maximum upload file size: 10 MB', and a 'Comment:' field.

## Club Details

★ Club Profile

★ CLUB PROFILE **CLUB DETAILS** CLUB AFFILIATION CREDENTIALS

Basic Details  
Review and update club's basic details

Update Details

Club Profile

★ CLUB PROFILE CLUB DETAILS CLUB AFFILIATION CREDENTIALS

British Water Ski & Wakeboard

British Water Ski & Wakeboard Profile

Accessible Facilities

- Coaches with specialist disabled qualifications/training
- Accessible Changing Rooms
- Accessible Club House
- Adaptive Equipment
- Access Ramps
- Accessible Shower
- Accessible Toilets
- Accessible Dock

Discipline

- Adaptive Cable Wakeboard
- Adaptive Water Ski
- Adaptive Wakeboard
- Boat Wakeboard
- Cable Wakeboard
- Barefoot
- Jump

Existing clubs will have previously selected details pre generated from old system profile, these can be updated/amended here

If you scroll down to the bottom, you will see you can add a description of the club and upload photos to a gallery

Description

A short description. This is displayed to prospects on the finder

Photo Gallery

Displayed on the BWSW website

No record found.

Drag file(s) here or click to upload

Save

Don't forget to (it's at the bottom of the page)

# Club Affiliation

The club affiliation tab will be representative of the type of affiliate the club is and will display the affiliation for the season. This will not be an editable field and is predesignated by BWSW on completion of affiliation

**N.B. the affiliation fee will not be payable on the new platform and must be paid via credit card or bank transfer, following receipt of the renewal invoice**

★ Club Profile

★ CLUB PROFILE    📄 CLUB DETAILS    📄 CLUB AFFILIATION    📄 CREDENTIALS

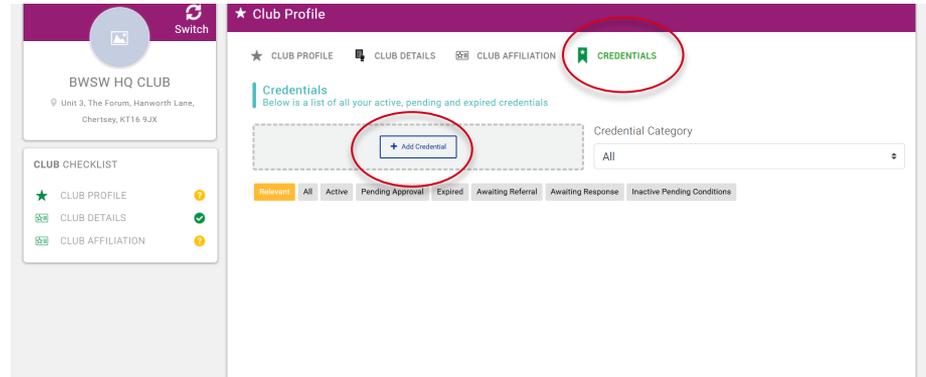
Categories > Affiliations



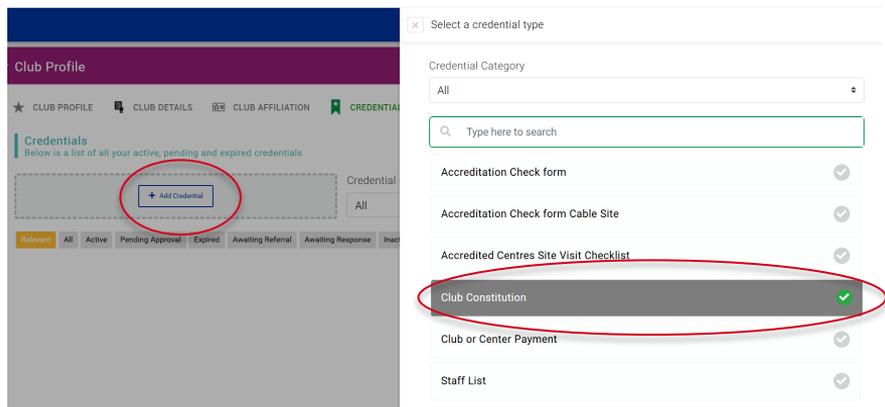
# Club Credentials

The credentials tab is where you are asked to upload or complete certain elements for affiliation. As a voluntary club this will be limited to uploading your club's constitution.

There is an option for club/centre payment but that will be managed by BWSW when payment has been received



## Club Credentials



The screenshot displays the 'Club Profile' page in the BWSW JustGo Membership Platform. The page is divided into two main sections. The left section, titled 'Club Profile', contains navigation tabs for 'CLUB PROFILE', 'CLUB DETAILS', 'CLUB AFFILIATION', and 'CREDENTIALS'. Below these tabs, there is a 'Credentials' section with a sub-header 'Below is a list of all your active, pending and expired credentials'. A red circle highlights a '+ Add Credential' button in this section. The right section, titled 'Select a credential type', features a 'Credential Category' dropdown menu set to 'All', a search bar with the placeholder 'Type here to search', and a list of credential categories. A red oval highlights the 'Club Constitution' option, which has a green checkmark next to it. Other categories in the list include 'Accreditation Check form', 'Accreditation Check form Cable Site', 'Accredited Centres Site Visit Checklist', 'Club or Center Payment', and 'Staff List', each with a grey checkmark.

Uploading your club's constitution

After selecting

+ Add Credential

You will be taken to a popup menu, select Club Constitution

## Club Credentials

1: Drag your PDF or Word doc Club Constitution to here or 'click to upload'

2: the upload will show here  
**Don't forget to 'Save'**

3: you will then see that the credential has been added but is 'Pending Approval', until BWSW sign off

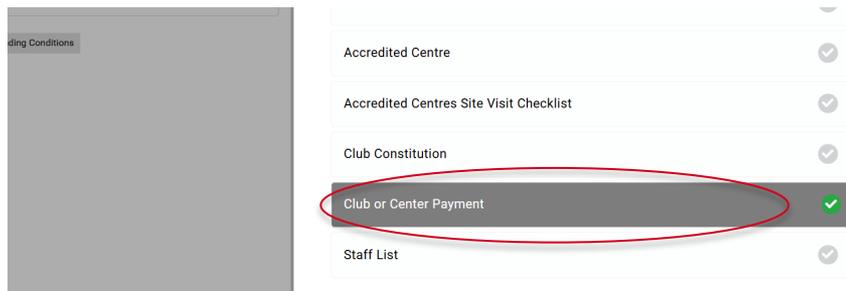
The screenshot shows the 'Setup credential' form for 'Club Constitution'. It includes a 'Start date' field set to 04/03/2026. The 'Please upload below' section shows a red circle around the 'Drag file(s) here or click to upload' button. Below this, the file 'ClubConstitution.docx' is shown as uploaded. A red circle highlights the 'Save' button. At the bottom, a list of credentials shows 'Club Constitution Governance' with a status of 'PENDING APPROVAL' and a start date of 04/03/2026.

4: once approved you will see:

The screenshot shows the 'Club Constitution Governance' credential with a status of 'ACTIVE'. It includes the start date '04/03/2026' and the end date '31/12/2199'. The ID 'CR017088' is visible in the top right corner.



# Club Credentials



## Club or Centre Payment

After selecting

+ Add Credential

You will be taken to a popup menu and you will see the Club or Centre Payment – this will be added by BWSW on receipt of payment



# Welfare Officer

One prerequisite for affiliation is to have an **ACTIVE** Welfare Officer

## This requires:

1. *Active Membership*
2. *In date Safeguarding and Protecting Children (SPC) Certification*
  - a. *A Time to Listen Certification (TTC) is recommended (a Welfare Officer specific course)*
3. *In date Enhanced DBS Check ( this must be applied for via the BWSW website or be on the Update Service)*

**Affiliation will not be completed until a Welfare Officer has completed the above. For more information see the Welfare Officer How to Guide.**



## Completing Affiliation

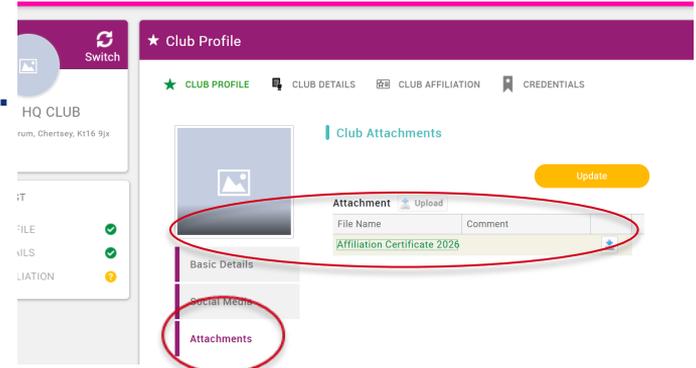
Once BWSW has received payment of renewal invoice and the club constitution has been uploaded and the welfare officer is place (with active certificates) – Affiliation will be completed. You will see this credential in the credentials tab:



The Affiliation certificate and Insurance certificates will be uploaded to the club's profile. They can be stored on the system and be downloaded/printed at anytime.

*To view or download:*

- 1. Go to your profile*
- 2. Click on attachments*
- 3. Download by selecting*



# Memberships and certification

For more information, please see other guides. Links are as follows:

- ❖ [Sign-up and buy membership](#)
- ❖ [Buy/renew family membership](#)
- ❖ [Request a DBS](#)
- ❖ [Upload first aid/safeguarding certificate](#)
- ❖ [Pay operating/driving licence](#)
- ❖ [Renew Coach/Instructor licence](#)