

How to Complete the CRNZ Club Affiliation



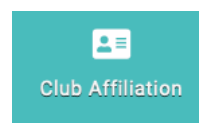
This guide has been designed to assist you in the process for affiliation or re-affiliation to Canoe Racing New Zealand (CRNZ).

Completing Your Club Affiliation

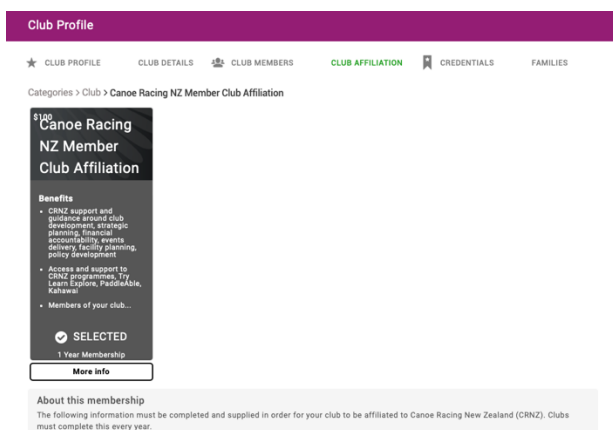
Clubs need to renew your affiliation to CRNZ every year prior to March 31st. Clubs can now manage the affiliation process via the CRNZ Club Membership & Paddler Portal.

The portal will auto save your progress. An invoice for the annual affiliation fee of \$100+GST will be emailed to your treasurer following the approval of your affiliation to CRNZ

- 1) **Start by logging into your account and click the Club Affiliation Tile.**
 - a. You will need administrator rights to access the Club tiles on the menu screen.



- 2) **Select Canoe Racing NZ Member Club Affiliation and select the Application Status that you are applying for affiliation.**
 - a. If this is the first time applying via the portal please select New Member Club Affiliation.



3) Upload your Affiliation Documents

- a. If you have already submitted a document or are re-affiliating please check this is the latest version and click – I confirm this is a current and up to date version.

Affiliation Documents

Certificate of Incorporation
Please upload a copy of Certificate of Incorporation

Upload

Current (0) Expired (0)

i You have no active.

Club Constitution
Please upload your Club Constitution that aligns with CRNZ constitution

Add

Current (0) Expired (0)

i You have no active.

4) Tick the confirmation box

- I confirm a list of members has been uploaded through the [Data Import](#) tile from the Menu and is up to date

If your club is using the CRNZ Club Membership & Paddler Portal to manage your membership, this isn't required after the initial member upload.

The CRNZ constitution requires a list of club members to be uploaded into the portal. If your club is using the CRNZ Club Membership & Paddler Portal to manage your membership, this isn't required after the initial member upload.

**NOTE for 2024 Club Affiliation - This step is not required until October 2024.*

5) Add your key club roles to the list.

- a. You must have President, Secretary and Treasurer. These members must hold an account. If they do not you can create a user profile in the Club Members Section.

Club Roles

President *

+ ADD

6) Upload your Club Policies.

- a. (If you have already submitted a document or are re-affiliating please check this is the latest version and click – I confirm this is a current and up to date version).
- b. You must have a Health and Safety Policy
- c. All other Club Administrators can access this information.

Club Policies

Health and Safety Policy *

Please upload an up to date version of your Health and Safety Policy

[Current \(0\)](#) [Expired \(0\)](#)

i You have no active.

I confirm this is a current and up to date version.

7) Complete the following Club Details.

- a. This information will displayed publicly on the Club Finder.
- b. You can edit these answers in the Club Profile Section.

Club Details

The following information will be displayed publicly on the Club Finder

Do you want to be Try Learn Explore accredited provider? *

Do you want to make the PaddleAble Commitment *

8) Complete the declaration and click finish

Yearly Organisation Affiliation Approval

Please complete the following credential to confirm that all information provided is correct.

[Current \(0\)](#) [Expired \(0\)](#)

i You have no active.

9) Confirm that you would like to proceed to the Cart.

10) Click Complete Order

- a. On the Checkout Page, the cost of affiliation will show \$0
- b. An invoice will be raised separately by Canoe Racing NZ and be sent through to your preferred contact person. Your order should appear as the bellow.
- c. Clicking complete order does not confirm your club affiliation has been completed or accepted.

11) Automated Email Response

- a. Upon submitting you will receive an automated email reply
- b. The club email address that is linked to your club profile will be emailed the following confirmation.
- c. CRNZ will process, approve credentials and email the club an invoice to pay.
- d. Once the invoice has been processed your club will receive a confirmation letter from CRNZ.



Club Affiliation Application

Kia ora Glasgow Club,

Thank you for completing the CRNZ Member Club Affiliation form for Glasgow Club to Canoe Racing New Zealand.

You will receive a further email with an invoice from CRNZ with an affiliation fee of \$100.

Following payment you will receive an email confirming acceptance of your Club Affiliation.

Your club is eligible to receive the benefits outlined within that package as listed.

Confirmation of your club's affiliation details are as follows;

- Affiliation Type: Primary
- Affiliation No: L000001
- Affiliation Category : Club
- Affiliation Start Date : 04/02/2024
- Affiliation Expiry Date: 04/02/2025

In the club area of the CRNZ Club Membership & Paddler Portal you will be able to:

- Update your club's contact information and social media details
- Add new credentials to update any of your policies
- Register new members to your club
- Keep a record of club members, and see whether their individual memberships have expired
- Assign roles to club members, including assigning other Club Admins responsibility to other members of your club

You will be reminded by email when your club affiliation is due to expire and when the system will permit you to renew your membership.

We hope this is all clear but please do not hesitate to contact us at membership@crnz.org if you experience any problems with the process or CRNZ Club Membership & Paddler Portal.