

## Affiliating your club with British Orienteering

Universities affiliate their orienteering clubs with British Orienteering so their members can run for their university club at events.

The affiliations process begins in September, where your club will have 6-7 weeks to complete the required actions. A new club can be affiliated at any time of year, and will then join the other clubs in affiliating again the next September.

In this guide, there is information on the required documents for affiliation, and guidance on how to complete the affiliation process online.

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### There are a number of benefits to affiliating your club:

- British Orienteering Public Liability Insurance cover for registered club events
- Your members can join British Orienteering as part of your club, and run at events representing your university club
- You are eligible to win British Orienteering Awards
- Access to British Orienteering support and materials to help your club grow

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### To affiliate with British Orienteering, you will need the following documents/information:

This is an easy step-by-step process that is to be **completed in your online British Orienteering profile**. Please do **NOT** send this to the office via email.

- The Club's membership fees
- A list of Club Officials who are British Orienteering members
  - There must be at least four (President, treasurer, secretary, safeguarding/welfare officer). \*The safeguarding officer can be the same person in one of the other roles.
  - Each club official must have a different email address
- A copy of the Club's Constitution
- A copy of your clubs latest AGM minutes
- A signed copy of British Orienteering's Club Code of Conduct
- A payment of £25 for the affiliation fee for the year \*This fee is subject to change\*

If your university requires an invoice or a receipt in order to make the payment, please let us know and this can be arranged.

## Affiliating a club

### Step 1- Ensuring your officials are British Orienteering members

In order to affiliate your club, your four officials must be British Orienteering members. If you are already a British Orienteering member with your university club, you may have access to the form in step 2. If you do not, please contact us on the below email.

If either of the following apply, please also contact us at [info@britishorienteering.org.uk](mailto:info@britishorienteering.org.uk)

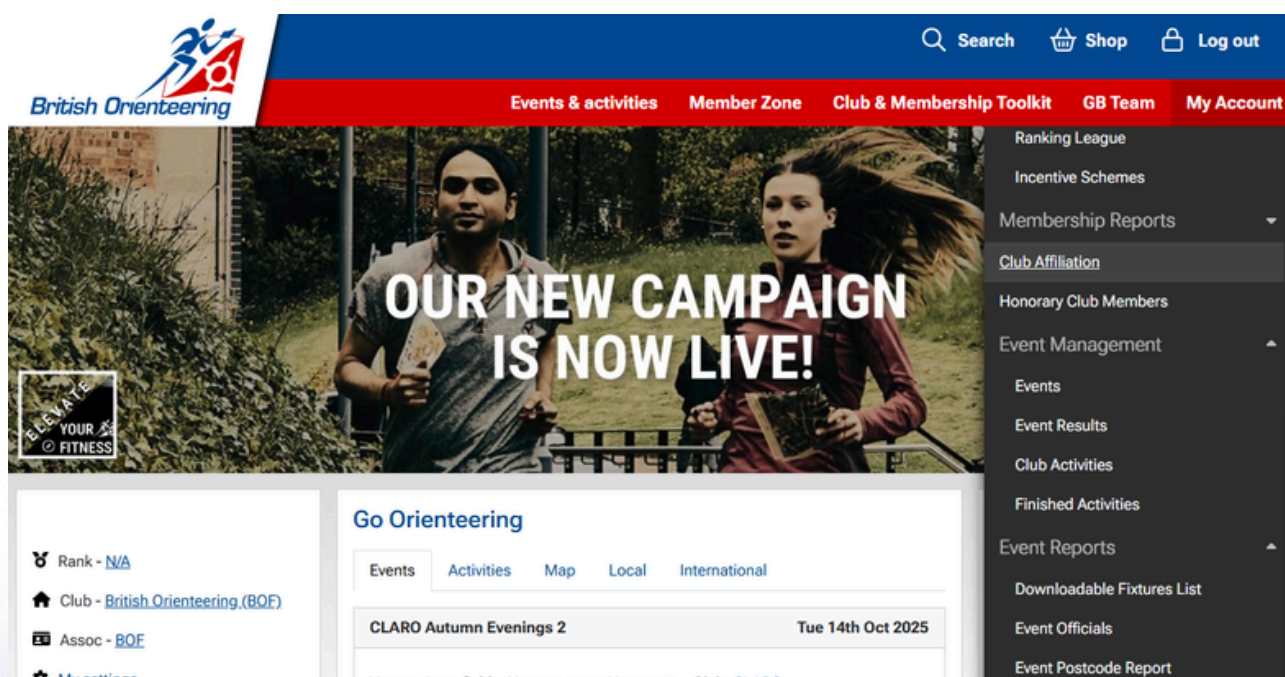
- Your officials are a member of an existing BOF club that is not your university club (we will need to create non-member logins for your designated officials).
- Your officials are not currently BOF members. Please join as a BOF member (select BOF as your club) and then contact us. We will then make you non-member officials for your club.

Please note that each official must provide a different email. The president may use your club email address.

Once all your officials are members of British Orienteering, the correct permissions can be applied, and you will be able to complete our online affiliations form through your own personal account.

### Step 2- Completing the online affiliations form

You will now find the affiliations form in your British Orienteering account. Go to 'My Account' → 'Club affiliation'.



The screenshot shows the British Orienteering website interface. At the top, there is a navigation bar with links for Search, Shop, and Log out. Below this is a secondary navigation bar with links for Events & activities, Member Zone, Club & Membership Toolkit, GB Team, and My Account. The 'My Account' menu is open, showing a list of options: Ranking League, Incentive Schemes, Membership Reports, Club Affiliation (highlighted), Honorary Club Members, Event Management, Events, Event Results, Club Activities, Finished Activities, Event Reports, Downloadable Fixtures List, Event Officials, and Event Postcode Report. The main content area features a large banner with the text 'OUR NEW CAMPAIGN IS NOW LIVE!' and a smaller banner for 'ELEVATE YOUR FITNESS'. Below the banners, there is a section for 'Go Orienteering' with tabs for Events, Activities, Map, Local, and International. The 'Events' tab is selected, showing a list of events, including 'CLARO Autumn Evenings 2' on 'Tue 14th Oct 2025'.

Here you will find the online form to complete. This will include uploading the following:

- A list of Club Officials who are British Orienteering members
  - There must be at least four (President, treasurer, secretary, safeguarding/welfare officer). \*The safeguarding officer can be the same person in one of the other roles.
  - Each club official must have a different email address
- A copy of the Club's Constitution
- A copy of your clubs latest AGM minutes
- A signed copy of British Orienteering's Club Code of Conduct

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## Step 3 - Sending your payment

Once you have completed your online affiliation, clubs must send a payment to British Orienteering. When making this payment, please use your club's name and affiliation as a reference.

The fee for university clubs is **£25**. \*This fee is subject to change\*

Please make the payment to the bank details provided in affiliation communication sent via email prior to the September opening. Payment can also be arranged via cheque.

If your university requires an invoice or you require a receipt, please let us know and we can arrange this.

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## Step 4- Completing your affiliation

Once the affiliation form has been completed, and the payment has been made, your affiliation is complete. British Orienteering will process the affiliation.

It is important that your club completes the form ahead of British Orienteering's affiliation deadline, as late completion will impact your members British Orienteering membership renewals.

From 1<sup>st</sup> November, your club members can begin renewing their memberships with your club and British Orienteering.

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## Questions and Queries

If you have any questions or require any assistance, please get in touch with the British Orienteering Admin team at [info@britishorienteering.org.uk](mailto:info@britishorienteering.org.uk)