BDA Membership and Events Platform

Go to the site at https://bda.azolve.com/

Log In

❶ Username
Password

Log In

❷ ☐ Keep me signed in
Forgot Password?

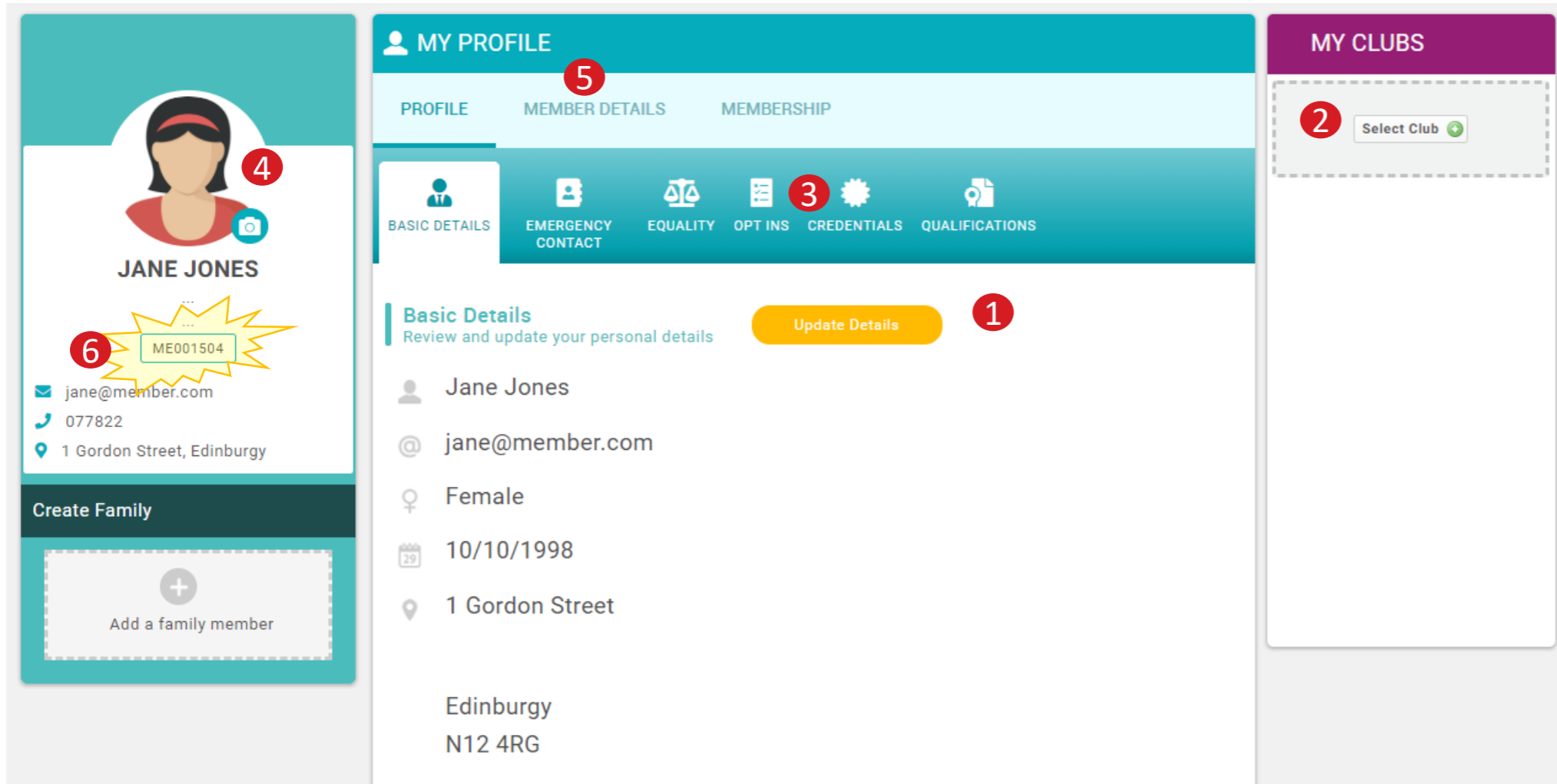**New Member?**
❸ Sign Up

Already a BDA member?
❶ Enter the email you gave when you joined the BDA in Username
❷ Click "Forgot Password?"

Not yet joined?
❸ Click "Sign-Up here" and register (you do not have to pay for your BDA membership to register with the site and join your club)

ABOUT YOU

❶ Update your personal details

❷ Add yourself to your club

❸ Add additional details about you

❹ Add a photo

❺ Add details about your paddling experience

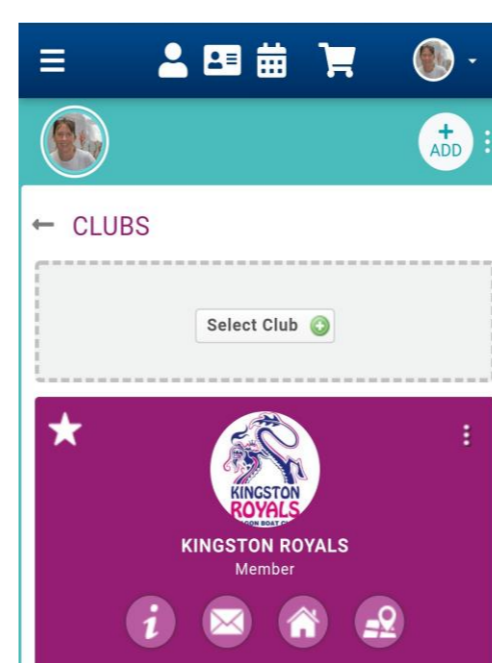❻ You will get a new membership number to replace your old BDA number. The old number will no longer be required.
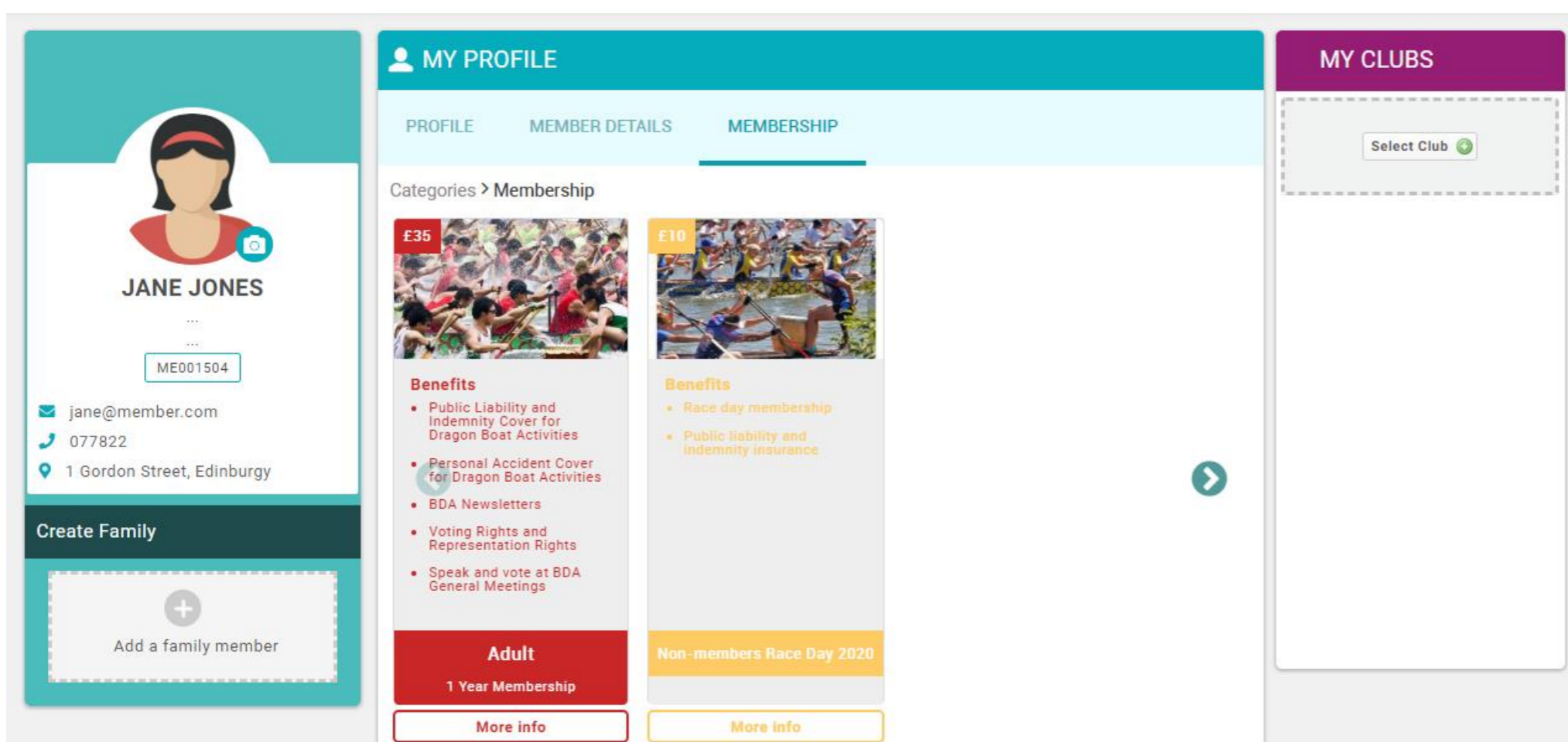
JOIN THE BDA

You don't have to join at this stage, but if you do want to race or take advantage of the BDA insurance you can join here.

You can pay online and your Club Admin will be able to see you are a member and add you to crew lists.
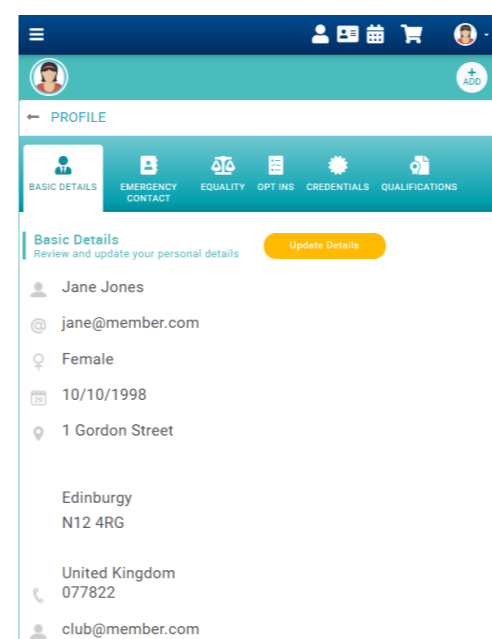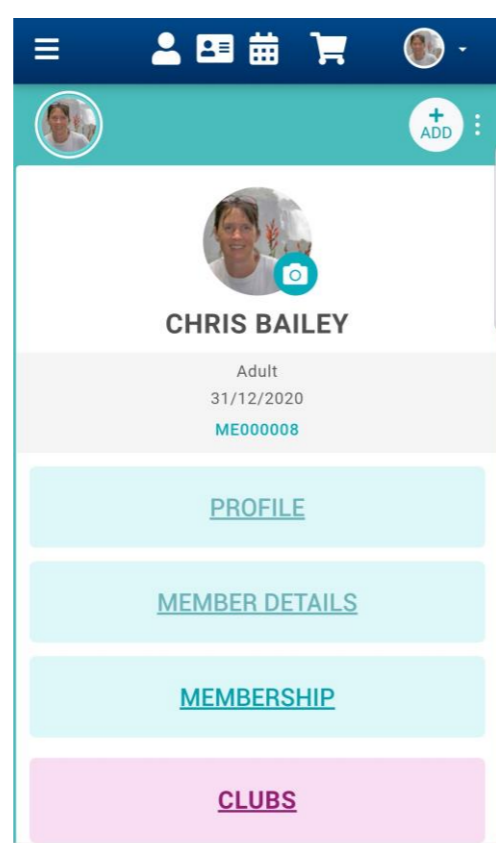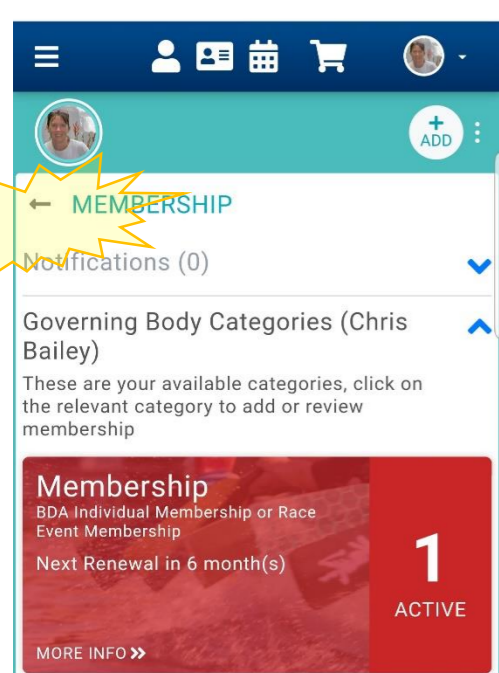
ON MOBILE?

It will look a little different

❶ After you have first registered you will be offered the chance to take out BDA Membership. If you do not want to do this immediately, tap the arrow next to MEMBERSHIP

❷ Tap PROFILE or MEMBER DETAILS to update your profile information

Tab CLUBS to add yourself to your club

BDA Membership and Events Platform

DBS Certificates

CWO applies for DBS check. Member receives certificate

CWO checks certificate in accordance with BDA Safeguarding Policy

CWO fills in a Club Welfare Officer's Check

Email check to member, and BDA
dbs_checks@thebda.org.uk

Member adds to profile on digital platform

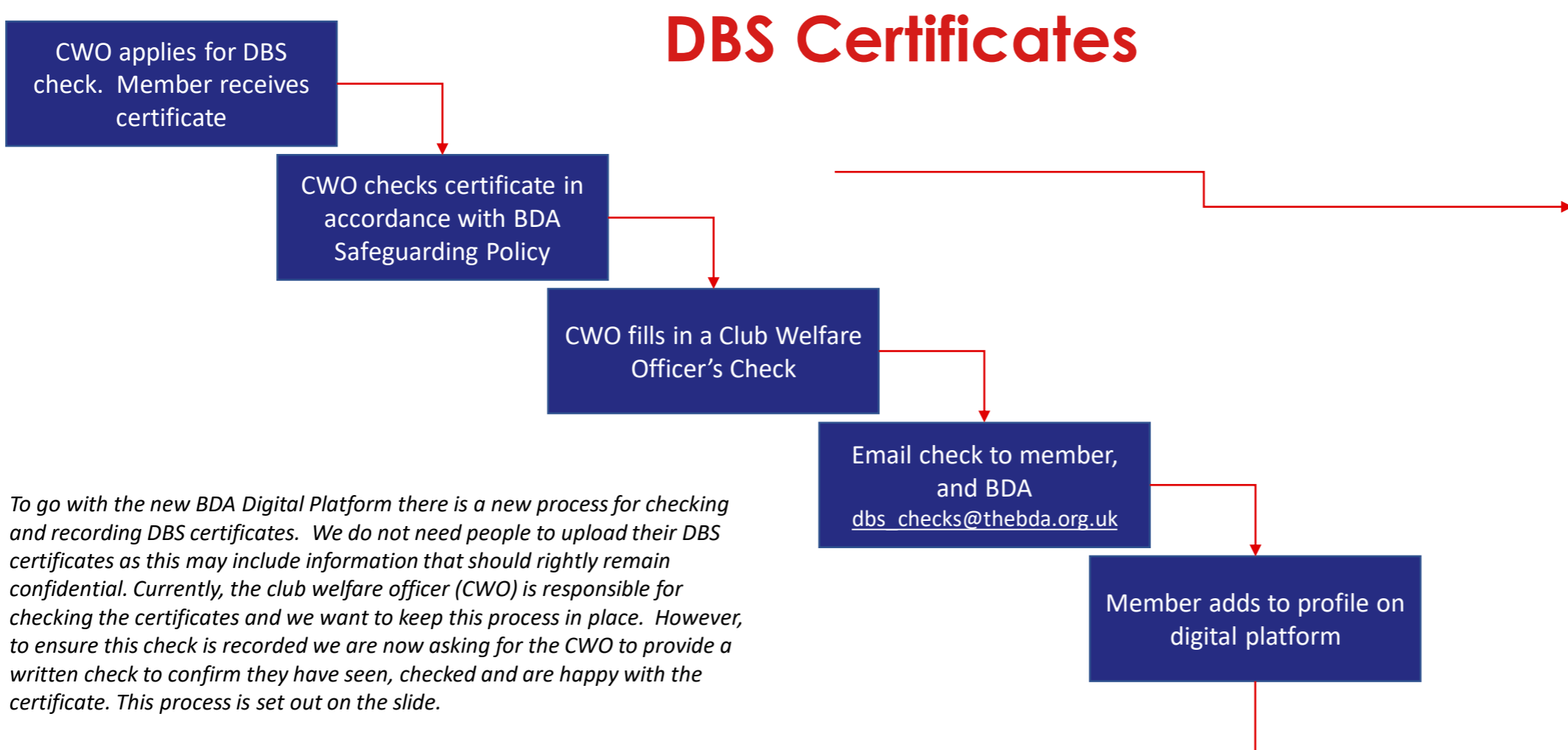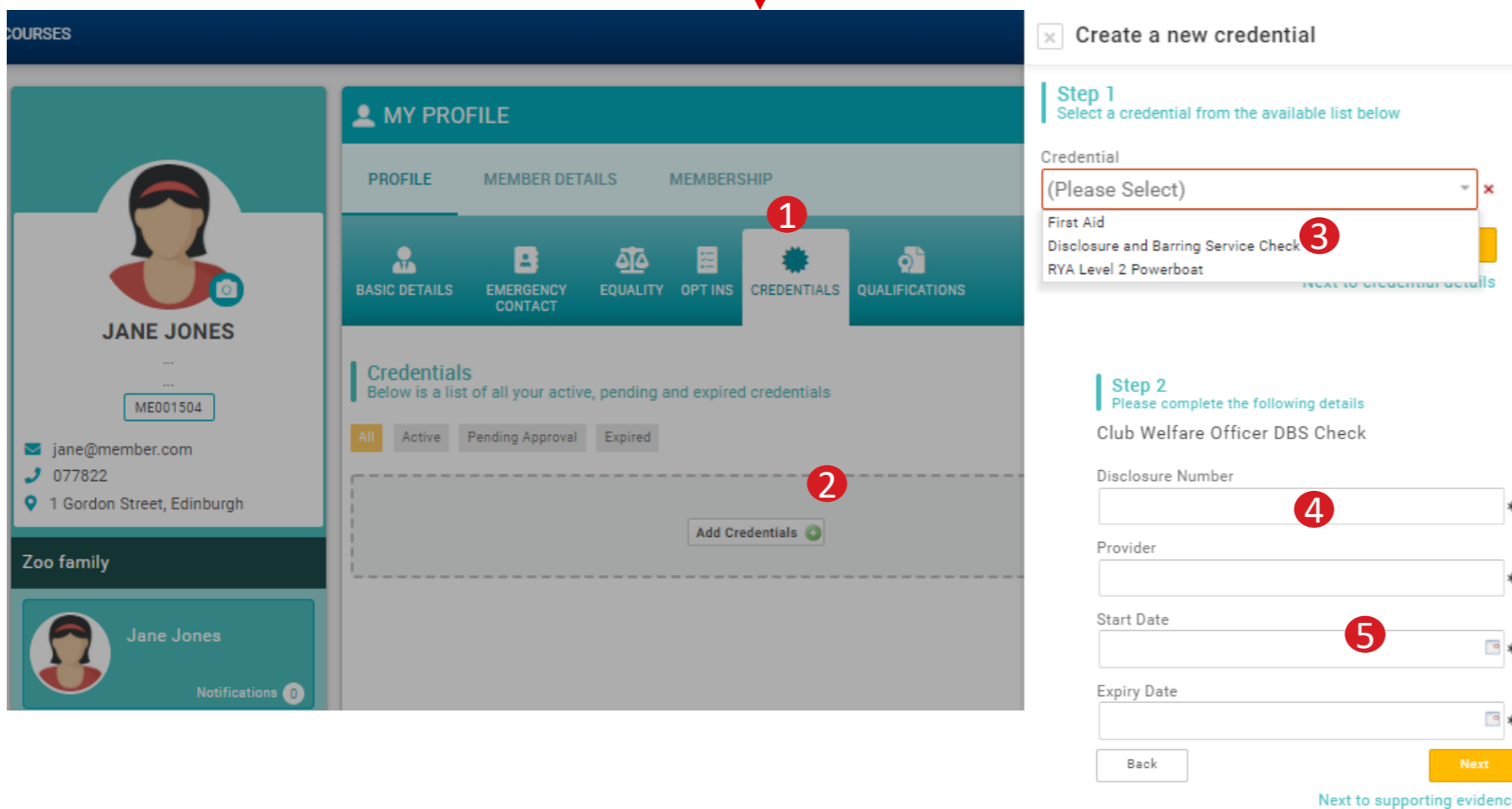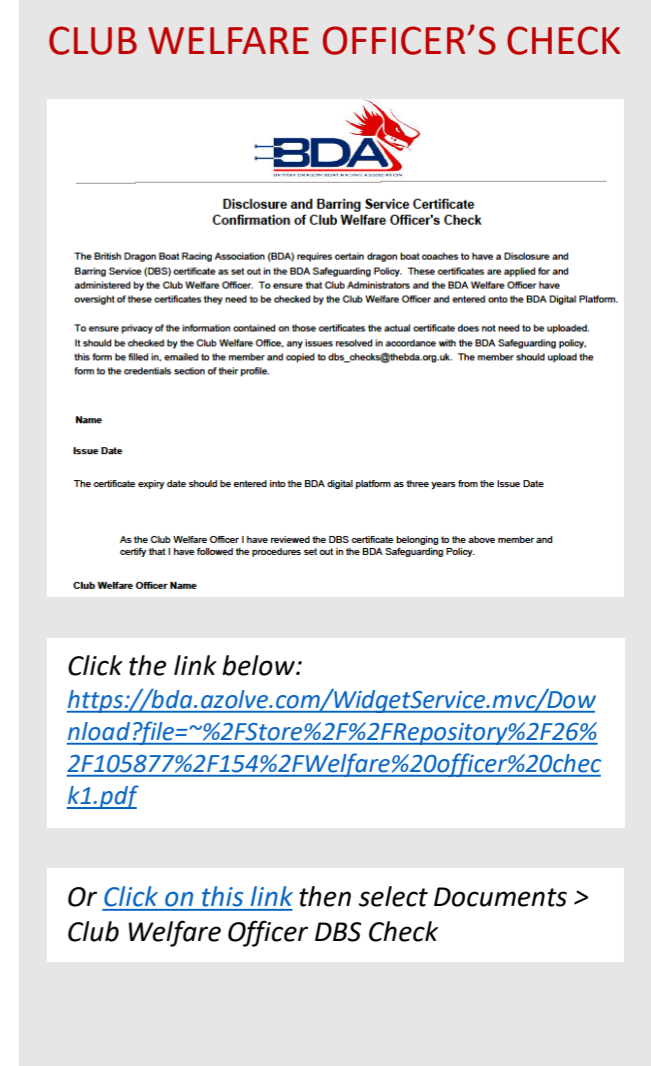To go with the new BDA Digital Platform there is a new process for checking and recording DBS certificates. We do not need people to upload their DBS certificates as this may include information that should rightly remain confidential. Currently, the club welfare officer (CWO) is responsible for checking the certificates and we want to keep this process in place. However, to ensure this check is recorded we are now asking for the CWO to provide a written check to confirm they have seen, checked and are happy with the certificate. This process is set out on the slide.

CLUB WELFARE OFFICER'S CHECK

Disclosure and Barring Service Certificate
Confirmation of Club Welfare Officer's Check

The British Dragon Boat Racing Association (BDA) requires certain dragon boat coaches to have a Disclosure and Barring Service (DBS) certificate as set out in the BDA Safeguarding Policy. These certificates are applied for and administered by the Club Welfare Officer. To ensure that Club Administrators and the BDA Welfare Officer have oversight of these certificates they need to be checked by the Club Welfare Officer and entered onto the BDA Digital Platform.

To ensure privacy of the information contained on those certificates the actual certificate does not need to be uploaded. It should be checked by the Club Welfare Officer, any issues resolved in accordance with the BDA Safeguarding policy, this form be filled in, emailed to the member and copied to dbs_checks@thebda.org.uk. The member should upload the form to the credentials section of their profile.

Name

Issue Date

The certificate expiry date should be entered into the BDA digital platform as three years from the Issue Date.

As the Club Welfare Officer I have reviewed the DBS certificate belonging to the above member and certify that I have followed the procedures set out in the BDA Safeguarding Policy.

Club Welfare Officer Name

Click the link below:
https://bda.azolve.com/WidgetService.mvc/Download?file=~%2FStore%2F%2FRepository%2F26%2F105877%2F154%2FWelfare%20officer%20check1.pdf

Or Click on this link then select Documents > Club Welfare Officer DBS Check

To add a DBS Certificate

1 Click Credentials in your profile

2 Click Add Credentials

3 Select the DBS Check, click Next

4 Fill in the provider details and number. The start date should be as shown on the certificate and the Expiry Date three years later

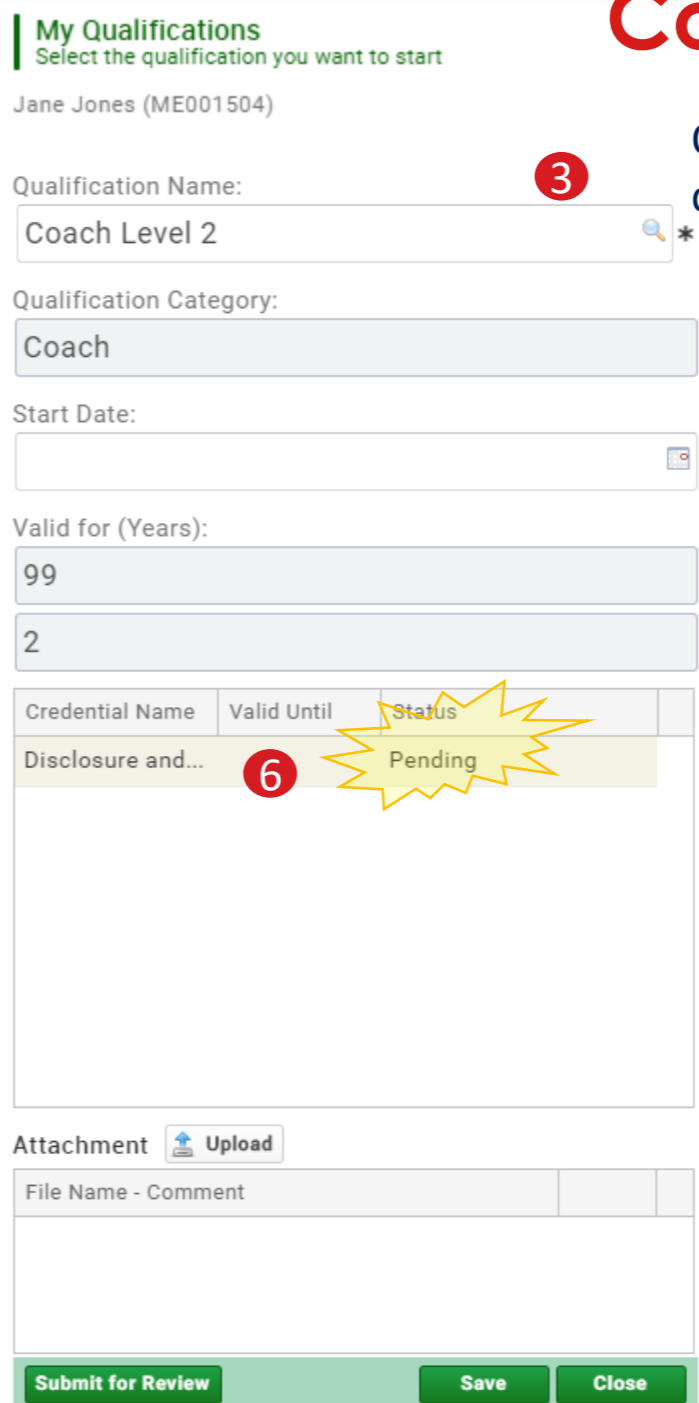5 Click Next and upload a copy of CWO Check – DO NOT UPLOAD THE ORIGINAL CERTIFICATE

This will be reviewed and approved by the BDA. This will be done on a monthly basis so will not show straight away.
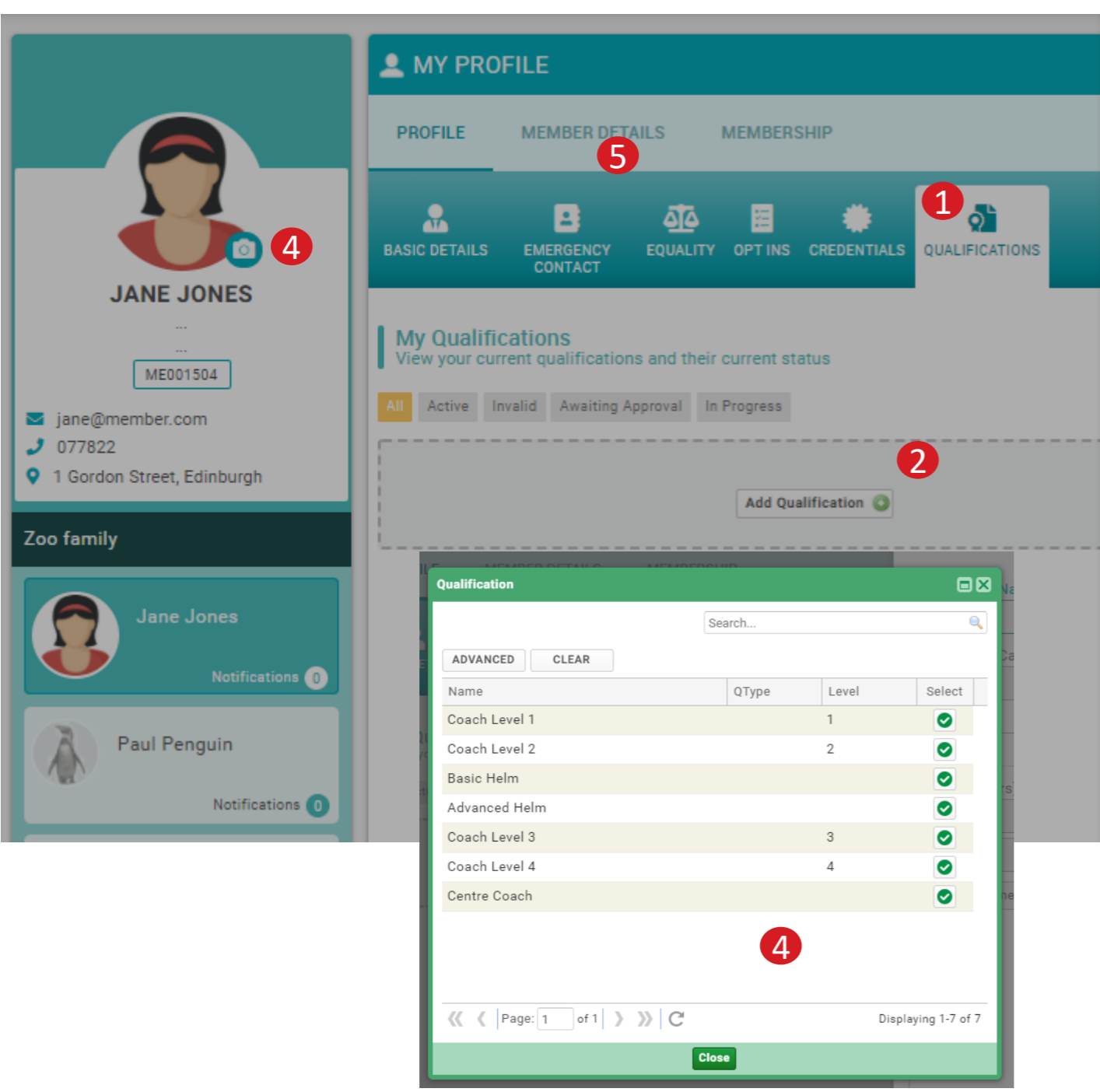
Coaching Qualifications

Qualifications are used to store helming and coaching qualifications

1 Click Qualifications in your profile

2 Click Add Qualification

3 Click on the 🔍 *

4 Select the qualification and click Close

5 Add the start date and click submit for review. Upload a copy of your signed off log book.

This will be reviewed and approved by the BDA. This will be done on a monthly basis so will not show straight away.

6 Note that Level 2 and above coaching qualifications require a valid DBS credential. If you do not have one of these the Credential will show as Pending and the Qualification will not be able to be approved.