

Affiliation Checklist

Timeline

Affiliation Opens	Affiliation review	Deadline for Completion and compliance
1st August 2024	31st October 2024	31st December 2024

<p>STEP 1: COMMITTEE</p>	<ul style="list-style-type: none"> • All coaches must be qualified and on the database. • Committee members, Coaches and volunteers require Vetting & Safeguarding L1 (Junior clubs) • Club Children's Officer (CCO) requires Safeguarding L1 and L2 • Designated Liaison Person (DLP) requires L3 • The CCO may also be the DLP • TTI will arrange Safeguarding Level 1 course (initially) free for all Clubs signing up on the current affiliation journey. These courses will be spaced from September through to November. • Club Admin to fill in affiliation form so TTI can add details to the Just Go platform.
<p>STEP 2: CLUB AFFILIATION</p>	<ul style="list-style-type: none"> • Review, update & upload the Club Safeguarding Policy and Club Child Safeguarding Statement (1st September - 31st December 2024), • Review & upload the latest version of the Club Constitution • Add Club Affiliation to the cart
<p>STEP 3: MEMBERS</p>	<ul style="list-style-type: none"> • Compile spreadsheet for membership (Supplied by TTI) • Add player membership to cart • Add club committee membership to cart • Add coach membership to cart
<p>STEP 4: CHECK, PROCESS & PAY</p>	<ul style="list-style-type: none"> • Club Affiliation added to the cart • Players, Committee, Coach membership added to the cart • Payment made via the membership database using Card (Stripe) • Payments must be made through the database, invoicing and external bank transfers are not accepted. • Add all club roles to your members profiles e.g. Chair, Secretary etc. (only after membership is paid)