

Table Tennis Ireland have begun preparations for the 2024/2025 season and are currently focusing on the new club affiliation process. These are the procedures and requirements that apply to club affiliation of your club and members with Table Tennis Ireland for 2024 -2025.

- Please note that all current members remain on the system and can join as they would have done in previous years.
- All those competitive players who wish to be considered for the Senior and Junior Classification Events, coming up in August/September, can still pay for their own membership as individuals as per previous years.
- We appreciate that this process will take some time for clubs to establish and may well not be ready to bulk upload and pay prior to the classification events.

***Please note - Any clubs or Members with outstanding fees to Table Tennis Ireland may not be eligible to affiliate until all fees are resolved.**

Table Tennis Ireland clubs are required to meet the mandatory safeguarding requirements for affiliation of committee members, volunteers and coaches for affiliation purposes. **The club cannot be affiliated to Table Tennis Ireland if these requirements are not met.**

- Up to date Club safeguarding statement and policy in place - [Safeguarding Policy](#)
- Up to date Garda vetting/Access NI -all check with TTI is free [Vetting Policies](#)
- Signed the Table Tennis Ireland/club's annual code of conduct.(to be added to Website)
- Be a qualified for the role you hold (Coach / Umpire / Referee)
- Signed Club Constitution - [Cmaple Club constutuion](#)

All the above documents will need to be signed and uploaded to the Just go database by the 31st December 2024. This will give all clubs plenty of time to work on these documents. Templates will be made available to clubs as part of the new handbook in due course but will be provided as part of the Club affiliation pack in the meantime. Additional training via webinars will be provided if deemed necessary.

Clubs are required to have the following positions in place in their club committee: Chairperson, Secretary, Treasurer, 3/4 other committee members and Lead Coach. In the case of Junior (U18) clubs (or clubs with a Junior Section), a Children's Safeguarding /Protection Officer.

As part of the affiliation process, all assigned roles in the database will be blank on the 1st of August EXCEPT for Club admins (TTI will collect all clubs' admins and add them separately in advance). This will help clubs to ensure they are appointing and operating with appropriately trained people in the required roles. **Remember that once you have affiliated and paid for your members, you must go back and assign the appropriate role(s) to paid members.** These roles include, but are not limited to Coaches, Volunteers, Officials, Officers (Committee members), Children's Officer and Designated Liaison Person (DLP).

Initially, TTI will ask all clubs will fill in a Microsoft form so we can collect the basic information required to set up the club admin on the system. This will then allow the Clubs to complete the affiliation process through the membership database – the club administrator will access the club profile through their individual login. FAQ documents will be developed and available through the TTI Ireland website. If you are missing anything and/or our FAQs do not cover the question please email membership@tabletennisireland.ie.

Step 1 – Complete club affiliation tab. This MUST be completed first and added to the cart to meet affiliation requirements. Please note if this club affiliation is not completed the club will not be deemed as affiliated to Table Tennis Ireland.

- Select your club type
- Complete the information required on the page for club affiliation, including committee information and uploading club constitution. (Clubs will be given until December 2024 to upload all the documents listed above)

- Members assigned club roles will be required to meet the safeguarding requirements outlined above (Junior clubs only)
- All Officers and Club Children's Officers must have a generic club email address for communication. This should be added in the member's profile.

Step 2 – Complete club member affiliation

- Check family members are linked to guarantee any family discounts are applied
- Renew members in the club members area of the database, NB: for renewing members you will be able to use the bulk renew feature.
- Ensure member information is correct to ensure club members will be able to access their own membership profile.
- Add new members either directly on to the database or run a data import if you have many new members (using spreadsheet)
 - *Please note if a person has previously been assigned a membership ID, as a member or attending a course or undergone vetting with Table Tennis Ireland they will already hold a Table Tennis Ireland ID. They **SHOULD NOT be added as a new member as this will create a duplicate profile** which will not reflect any qualifications or credentials they hold.*
- All people who are involved in the club **MUST** purchase a membership via the club or as an individual (as in previous years).
- Table Tennis Ireland members with multiple Club memberships must renew with their primary club first. They may be added to additional clubs after 31st October.

Step 3 – Payment

- Once you have completed the club and member affiliation., proceed to your cart to pay membership
- One payment option is available – Pay via Card – we're looking at adding other options like EFT.
- There are no additional charges for club membership payments made through the Just Go Membership system (Pay via Card option)
- **Club affiliation IS NOT complete until payment has been received and accepted by Table Tennis Ireland.**
 - Complete full process and make payment by the 31st October 2024
 - Club Affiliation Fee and club member affiliation are completed and added to cart at the same time
 - Payment is made online through the Just Go Membership System at checkout (Pay via Card).
 - No other form of payment will be accepted

Important Dates to remember:

31st July 2024 – Current club membership will expire on the Just Go Membership database and all roles except Club Admin and Secretary will be removed – Membership remains valid until the 31st October 2024. (grace period for members but all those wishing to compete in Rankings must be paid members before the event)

1st August 2024 – **Just** Go Membership will be open for club administrators to undertake the 2024 – 25 affiliation process (once the Microsoft form has been filled in and submitted to TTI)

31st October 2024 – 2024 TTI will pause the registration for a period and review the clubs that have engaged and those who have not. TTI will make every effort to engage all clubs between August and October. Any clubs on our system that are not engaged will be deleted from the database.

31st December 2024 – Affiliation deadline for club compliance.

Clubs affiliated and memberships taken out by this date will be deemed to be valid Clubs/members of Table Tennis Ireland and are covered by insurance for Table Tennis Ireland activities/competitions/events/training. Those who are not may be excluded from leagues, competitions, events activities run under the auspices of Table Tennis Ireland.

Please note TTI will not be taking Club Affiliations or Memberships via e mail or any other means. We will however work with all clubs to ensure they have the capacity to manage their membership through the Just Go System.



Affiliation Workshops

To assist and support clubs through the affiliation process we will be providing several online workshops which will give practical advice to club administrators:

Affiliation Workshop Dates (see website for details)

Date Time Course:

17th July 2024 7.30 to 8.30pm

22nd July 2024 7.30 to 8.30pm

Additional follow-up workshops for club affiliation will be arranged for September.

Please contact membership@tabletennisireland.ie for more information or clarification on the club and /or individual membership process.