

Table Tennis Ireland have begun preparations for the 2025/2026 season and are continuing the focus on the new club affiliation process introduced last year and assisting clubs in relation to their planning for the next season. These are the procedures and requirements that apply to the affiliation of your club and members with Table Tennis Ireland for 2025 -2026.

NB: Any clubs with outstanding fees to Table Tennis Ireland will not be eligible to affiliate until all fees are resolved.

- Please note that all current members remain on the system and can join as they would have done in previous years as individuals and select a primary club. (We would ask all new members to fill in all areas of the online form – providing TTI with as much data as possible will help us with proposals and funding applications that will ultimately help us to grow the sport.)
- All those competitive players who wish to be considered for the Senior and Junior Classification Events, coming up in August/September, clubs and/or the members need to make sure that the membership is valid when booking the event.
- We appreciate that this process is still quite new and will take some time for clubs to get to grips with the system. If you have any problems please e mail membership@tabletennisireland.ie and request a call back.

Table Tennis Ireland clubs are required to meet the mandatory safeguarding requirements for affiliation of committee members, volunteers, referees, umpires 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 vetting with TTI for coaches and volunteers is free [Vetting Policies](#)
- Be qualified for the role you hold (Coach / Umpire / Referee/Club Children's Officer)

Club with only Senior members need only upload the following:

- Signed Club Constitution (Template available in Club Development handbook)
- Signed the Table Tennis Ireland/club's annual code of conduct.(to be added to your Website or Social Media and/or circulated to club members)

All the above documents will need to be signed and uploaded to the Just go database by the 31st October 2025. This will give all clubs plenty of time to work on these documents. Documents uploaded by affiliated clubs last year are only required to be uploaded again if there are changes to personnel or the documents themselves. Templates are available to clubs in the new [Club Development Handbook](#). 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, and other committee members and Lead Coach as required by the club. In the case of Junior (U18) clubs (or clubs with a Junior Section), a Children's Safeguarding /Protection Officer is required.

As part of the affiliation process, all assigned roles in the database will be blank on the 1st of August EXCEPT for Club admins. 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).

TTI will ask **all clubs new to the process** to 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 have been 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 31st October 2025 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 bulk upload spreadsheet – provided by TTI)

*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 are looking at adding other options like EFT. If you are unable to pay by Card please e mail membership@tabletennisireland.ie
- 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 2025
- 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 2025 – Current club membership will expire on the Just Go Membership database and all roles except Club Admin (secretary) will be removed – Membership remains valid until the 31st October 2025. (grace period for members but all those wishing to compete in Rankings must be paid members before booking for the event)

1st August 2025 – **Just** Go Membership will be open for club administrators to undertake the 2025 – 26 affiliation process.

31st October 2025 TTI will pause the registration for a period and review the engagement. 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 November 2025 – Final Affiliation deadline for compliance with the club standards programme.



Club and Membership Affiliation 2025 - 2026

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 either online or over the phone 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: TBA

Additional follow-up workshops for affiliation will be arranged if deemed necessary.

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