

Process for Club Affiliation

Title:	Procedure for Club Affiliation (External)
Related Policies:	N/A
Responsibility:	National Membership Officer
Author/Drafted by:	National Membership Officer
Approved by:	
Date Approved:	

The following details the process for clubs to affiliate with Triathlon Australia.

1. Ensure your club's committee and/or head coach understands and agrees with the [Triathlon Australia Constitution \(particularly clauses 12.1.b, 12.4, 12.5, and 16.3\)](#).
2. Access the [online affiliation portal](#) and lodge your application by **May 31, 2021**.
3. You will receive an invoice from Triathlon Australia for your affiliation once you have lodged your online form.
4. Complete payment to Triathlon Australia via EFT by **June 30, 2021**.
Triathlon Australia
BSB: 032-123
ACC: 263106
Email: info@triathlon.org.au
5. Once affiliation payment has been received from the club, from July 1, the National Membership Officer will issue Certificates of Currency (CoCs) to all paid clubs.

Please note:

- It is highly important that you provide the correct information to the best of your knowledge in your club affiliation form, as this is used as the first point of information for TA and the STTAs throughout the season.
- When answering the question in affiliation form "how many members does your club have?", please refer to the pricing below and choose the answer relevant for your club. It is equally important that you state your club size category accurately.
 - 1-100 members - \$325 inc GST
 - 101-200 members - \$625 inc GST
 - 201+ members - \$825 inc GST
- It is also important to have a club/squad specific email account (as opposed to an email account belonging to an individual). If you don't already have a generic/club-based email account (eg made-up-triclub@gmail.com) can you please set one up so that when individuals leave the club, the contact email for the affiliation account remains the same.

- It is crucial your Club Treasurer processes payment to TA, not your STTA.
- Please note that despite the change in payment terms, CoCs will be issued and be valid from 1 July 2021 to 30 June 2022.

For any questions regarding this process, please contact your STTA contact or Triathlon Australia National Membership Officer, Jade Wilfred at jade.wilfred@triathlon.org.au.