

TIFAM Membership, Registration and Club Affiliation Procedure

1 Purpose

This procedure explains how individuals and clubs join, renew and leave TIFAM.

It separates:

- statutory company membership;
- individual sporting registration;
- affiliated-club status.

Each relationship carries different rights and procedures.

2 Governing documents

This procedure operates with:

- TIFAM Constitution;
- Sporting Regulations;
- Code of Conduct;
- Safeguarding Policy;
- Safety Policy;
- Disciplinary Procedure;
- T.A.I. rules;
- Irish law.

The Constitution prevails on statutory company membership and corporate governance.

3 Individual sporting registration

Sporting registration allows an eligible person to take part in activities, records and competition routes identified by TIFAM.

A registered archer may receive:

- TIFAM membership number;
- access to approved events;

- recognition of eligible results;
- recognition of records;
- coaching opportunities;
- education opportunities;
- national or international pathways where criteria are met;
- information supplied to registered archers.

Registration with another archery body remains permitted unless a lawful event rule states otherwise.

4 Application for individual registration

An applicant shall provide:

- name;
- contact details;
- date of birth where required;
- club or independent status;
- emergency information where required;
- information needed for insurance;
- information needed for sporting administration;
- agreement to follow TIFAM policies;
- required insurance fee.

A child's application requires parent or guardian involvement.

TIFAM may request proof of identity or age where competition eligibility requires it.

5 Application decisions

An application should be accepted where requirements are met.

TIFAM may seek clarification where information remains incomplete.

An application may be refused where:

- eligibility remains unsatisfied;
- information is materially false;
- active suspension applies;
- acceptance conflicts with law;

- acceptance conflicts with insurance requirements;
- acceptance conflicts with governing sporting rules;
- a serious safeguarding or safety restriction applies.

A refusal shall state the reason and available review route.

6 Renewal

Sporting registration runs for the period published by TIFAM.

Renewal may require:

- updated contact information;
- current insurance fee;
- renewed policy acceptance;
- updated safeguarding information;
- current qualifications for relevant roles;
- satisfaction of active conditions.

Expiry ends current registration benefits until renewal is completed.

Historical results remain in the sporting archive.

7 Fees

TIFAM does not charge Affiliation fees or Membership fees

8 Statutory company membership

Statutory membership of TIFAM CLG is separate from sporting registration.

Admission, rights, voting, resignation and removal follow:

- TIFAM Constitution;
- Companies Act 2014.

Sporting registration alone does not create statutory company membership.

Termination of sporting registration does not automatically remove a statutory company member.

9 Affiliated-club application

A club seeking affiliation shall provide:

- club name;
- contact details;
- constitution or governing rules;

- names of officers;
- membership information required by TIFAM;
- insurance evidence;
- range or course information;
- safeguarding arrangements;
- safety arrangements;
- agreement to follow TIFAM rules;

TIFAM may inspect or review the club's range, documents or arrangements before affiliation.

10 Affiliated-club duties

An affiliated club shall:

- remain properly governed;
- maintain suitable insurance;
- operate safe activities;
- follow safeguarding requirements;
- apply the Code of Conduct;
- cooperate with disciplinary procedures;
- use TIFAM and T.A.I. names accurately;
- provide required information;
- report serious safety concerns;
- report safeguarding concerns;
- maintain suitable records;
- pay affiliation fees.

The club remains responsible for its committee, members, land and local operations.

11 Benefits of affiliation

Affiliation may provide:

- access to TIFAM support;
- national event routes;
- course and range review;
- coaching education;

- referee education;
- official records;
- event-sanctioning applications;
- technical guidance;
- connection with T.A.I. activity through TIFAM.

A benefit may carry separate eligibility requirements.

12 Club renewal

Affiliation shall be renewed for the period published by TIFAM.

Renewal may require updated:

- officer details;
- membership information;
- insurance;
- safeguarding arrangements;
- range information;
- risk assessments;
- fees;
- compliance declaration.

TIFAM may grant conditional renewal with a corrective action and completion date.

13 Internal club events

An affiliated club may run internal recreational events under its own suitable format where:

- safety requirements are met;
- safeguarding requirements are met;
- insurance applies;
- landowner conditions are met;
- advertising remains accurate.

An internal event may be presented as T.A.I.-sanctioned only after written approval.

14 Change of club

A registered archer may change club by notifying TIFAM through the published route.

A club change does not alter:

- active disciplinary sanction;
- debt properly due;
- competition result;
- T.A.I. eligibility rule.

15 Resignation

An individual may resign sporting registration through written notice.

A club may resign affiliation through notice from an authorised officer.

Resignation leaves existing:

- financial duties;
- safeguarding duties;
- disciplinary matters;
- record-retention duties;

in place where they continue to apply.

16 Suspension and withdrawal

Sporting registration or affiliation may be suspended or withdrawn through:

- Disciplinary Procedure;
- temporary safeguarding measure;
- authorised safety restriction;
- failure to complete renewal;
- another procedure stated in the Constitution or policy suite.

The person or club shall receive:

- notice;
- reasons;
- review or appeal information.

17 Administrative correction

TIFAM may correct clerical errors in membership or affiliation records.

A correction affecting eligibility, fees or participation rights shall be communicated to the affected person or club.

18 Equal and fair access

Applications shall receive consistent treatment.

TIFAM shall consider reasonable adjustments compatible with safe participation and the nature of the sport.

Discrimination is prohibited.

19 Personal data

Membership and affiliation information shall be handled through the Data Protection and Privacy Policy.

Only information required for administration, safety, safeguarding, insurance, governance or sporting purposes shall be collected.

20 Review of an administrative decision

A person or club may request review of:

- refusal of registration;
- refusal of affiliation;
- administrative cancellation;
- renewal decision;
- another administrative decision under this procedure.

A reviewer with no material involvement in the first decision shall provide a written outcome.

Misconduct sanctions follow the Disciplinary Procedure.

Competition rulings follow the Sporting Regulations.

21 Review

TIFAM shall review this procedure regularly and following material changes to:

- Constitution;
- registration system;
- T.A.I. relationship;
- legal requirements.