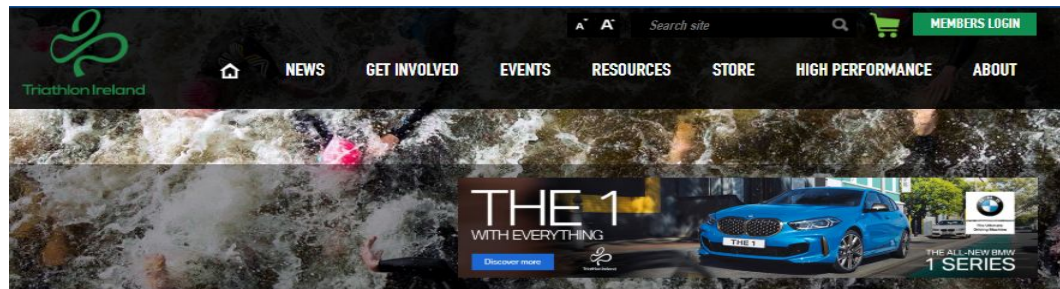




Club Standards Application Walk Through

1.



Email address:

eg. info@ptools.com

Password:

Password

Remember me

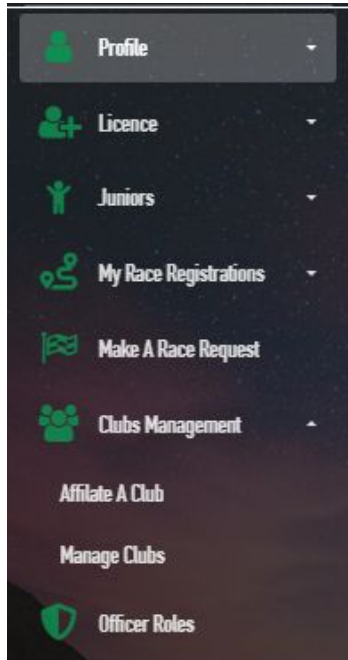
SUBMIT

[Forgot your password?](#)

[Not already a member? Register here.](#)

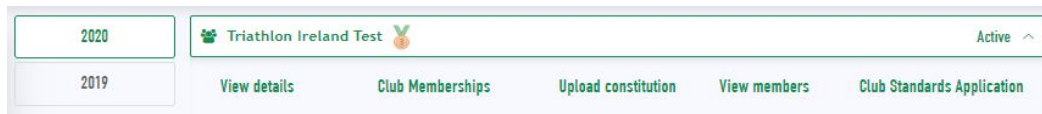
- Click on the 'Members Login' button at the top right of the Triathlon Ireland Page.
- Enter in your login credentials.

2.



- Within the menu options select 'Club Management' and click on the 'Manage Clubs' option

3.



- Click on the club you wish to start the Club Standard Application with and click on the green 'Club Standards Application'






4.





- The above tabs will then appear and will help you navigate through the relevant sections of the application.
 - Click on any of the tabs to move between the different sections.
 - Be sure to save any work before moving between tabs.
-


5.

TRIATHLON IRELAND TEST - APPLICATION FOR BRONZE

Club Management & Governance   Activity Programme/Competition  Knowing Your Club and Community  Duty of Care and Welfare 

Safeguarding 

 Current Club Constitution In Place
CLICK TO UPLOAD
Can be uploaded .pdf, .docx files with a size less than 10Mb

 CLUB HAS A MANAGEMENT COMMITTEE

TI Number *** Email** *** Phone**






*** First Name** *** Last Name** *** Role Name**


*** Role Description**


- Once in a tab, you will see the relevant information required for that section.
- Please fill in all the required information. Once the correct data is input into the section, the Required Field icon will turn green.
- Note: Large text boxes can be expanded by clicking and dragging the bottom right hand corner of the box.

6.

TRIATHLON IRELAND TEST - APPLICATION FOR BRONZE

Club Management & Governance   Activity Programme/Competition  Knowing Your Club and Community  Duty of Care and Welfare 

Safeguarding 

***  The Club Has Two Tri Leaders**
 No Yes

TI Number **Email** **Phone**

First Name **Last Name** **Role Name**

Role Description

- If a section requires approval from Triathlon Ireland directly, you will be able to use the interactive slider to continue the application process but Triathlon Ireland will review all information. be able to edit this information.
Eg. If your club has Two Qualified Tri Leaders, but one is not fully certified your application process will remain as 'Review' until the second Tri Leader has fully been certified.

7.

CLUB PROMOTES COMPLIANCE TO THE TI CODE OF ETHICS

Please Upload Document
CLICK TO UPLOAD
Can be uploaded .pdf, .docx files with a size less than 10Mb

Please Input Link
Enter here

* **Club Is Aware Of The 9 Grounds Of Discrimination**
No Yes

* **Please Briefly Outline Accessibility Measures**
Use the bottom right corner to extend the text box!

- Some sections of the application require document uploads, text box input or the sharing of website/social media links. Please ensure that the correct data is being uploaded here as Triathlon Ireland will be reviewing all aspects of the application.

8.

* **Role Description**
The club promotes compliance to the Triathlon Ireland Code of Ethics by referencing in their club membership documentation, eg. include in members welcome pack, club website. Provide link or upload club membership documents.

CLUB PROMOTES COMPLIANCE TO THE TI CODE OF ETHICS

Please Upload Document
CLICK TO UPLOAD
Can be uploaded .pdf, .docx files with a size less than 10Mb

Please Input Link
Enter here

* **Club Is Aware Of The 9 Grounds Of Discrimination**
No Yes

* **Please Briefly Outline Accessibility Measures**
Use the bottom right corner to extend the text box!

- If you are unsure of any of the information that is required, please use the 'hint' information icon which will help explain the information for each section.

9.

DISCARD CHANGES

SAVE CHANGES

- Once you are happy with the details you have uploaded, click the 'Save Changes' button at the end of the page.
- If everything is entered correctly, the information will be submitted to Triathlon Ireland for review.
- If the application is filled out incorrectly, the page will not save and the incorrect section will be highlighted in red.

Notes

- 1.** We recommend completing the application on a desktop or laptop device. For a smoother application process.
- 2.** Once the section has been submitted correctly to Triathlon Ireland, the tab relating to that section will appear with an amber clock, which means it is in review by Triathlon Ireland.
- 3.** If the section has been approved, it will appear with a green check box beside the tab title.
- 4.** If there is an error in the section that has been submitted, a red warning symbol will appear beside the tab name, if you hover your mouse cursor over this, it will highlight the section in error.
- 5.** Depending on the review status of your application, you will be notified by Triathlon Ireland regarding each tab of the application and its current status after review.
le; If you have completed the 'Club Management & Governance' section correctly, you will receive a status 'Approved' email from Triathlon Ireland stating this. Vice versa if you have completed the application for 'Club Management & governance' you will receive a 'Rejected' application with notes to the section of the application that has been incorrectly completed.
- 6.** Large text boxes can be expanded from the bottom right hand corner by clicking and dragging the text box.