

## Club Affiliation Checklist

- Step 1** - Ensure all club bank account details for Stripe in Swim Central are up to date. Find out how to do this [here](#).
- Step 2** - Ensure all committee positions have been [updated](#) in Swim Central for the coming period, and ensure that these are continually updated should the committee change. If you wish to be contacted via a generic club/Area email address instead of your personal email address, please also add this into the position email. Find out how to do this [here](#).
- Step 3** - Ensure your entity has an [MPIO](#) (Member Protection Information Officer) listed in the Positions section.
- Step 4** – Once ready, update your Entity in Swim Central with the most recent Club/Area Constitution and by-Laws into *Documents* on your entity's Home Page. If your club wish to offer Terms and conditions for members to accept upon registration, this will also need to be added in. Find out how to do this [here](#).
- Step 5** - [Purchase your Affiliation](#).