

## D4 House League Affiliation

### Club System

House League within D4 follows the club affiliation system. This means that players may be affiliated within an association without needing to add them to the affiliating team's official roster or complete an affiliation form. This affiliation must follow the HEO/D4 affiliation guidelines.

[D4 House League Affiliation Chart](#)

### TTM for Affiliation Tracking

TTM must be used for house-league affiliation tracking. It provides centralized tracking and reporting across all associations and polices the 15 game affiliation maximum for players.

After making arrangements to affiliate a player, the affiliating coach must register the affiliation/game within TTM. In TTM, this registration is referred to as "Entering a Player Call-up Notification". Upon completion, TTM will publish details of the callup via an email to relevant coaches and league representatives.

The Call-up Notification must be completed before the relevant game. This is to ensure awareness and to that the desired player has not yet achieved their 15 game maximum. Playing an affiliate that has reached their 15 game maximum constitutes playing an ineligible player and will result in disciplinary action against the offending coach.

### Accessing TTM

TTM accounts are created for each team at the onset of a new season. Both the team coach and manager are registered for TTM use.

If you do not yet know your TTM credentials, please follow access the [For Teams / Obtaining a TTM Website Account](#) page within the LCMHL website.

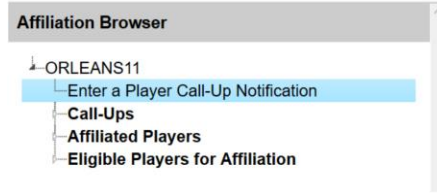
### Registering a Call-up Within TTM

The following are abbreviated instructions for registering a player call-up within TTM. Note that TTM has a variety of reporting features relating to affiliation that are not covered here. Its [team user guide](#) can be referred to for details.

Upon logging into TTM, access the Affiliation Browser either by selecting Affiliation Reporting from the menu or clicking on the Affiliation Reporting icon on the home page (see below)



To enter an affiliated player call-up notification select Enter a Player Call-Up Notification as shown below.



When entering an affiliated player call-up notification you will be required to provide information in two sections as shown below.

A screenshot of a form titled "Call-Up Information". It contains three rows of input fields:

- "Select an Affiliated Player:" with a dropdown menu showing "Sanders, Devon (U15 B - TomCats B1 - I)".
- "Player Being Replaced:" with a dropdown menu showing "Legault, Luc".
- "Reason For Call-Up:" with a dropdown menu showing "Player is away or unavailable".

In this section you must identify the affiliated player that the call-up notification is for. Note that you can leave the Player Being Replaced field blank if specify Reason for Callup of Other.

In the Game Information section enter the necessary information as shown below.

A screenshot of a form titled "Game Information". It contains four rows of input fields:

- "Game Date:" with a text box containing "2022-11-22".
- "Venue:" with a text box containing "Richmond Community Centre".
- "Game Number:" with a text box containing "128" and a red asterisk indicating a required field.
- "Game Type:" with a dropdown menu showing "League".

Click the Submit Call-up Information button to complete the call-up notification. A call-up notification will be emailed to your team email addresses (registered with TTM), the team email addresses on the team of the affiliated player, and all necessary league representatives.

The registration of the call-up is now complete. You must still ensure the affiliation is correctly documented on the gamesheet.