



CLUB CONSTITUTION

Name

The name of the association shall be the Galway Triathlon Club (hereinafter referred to as 'GTC')

Registration

GTC will be registered with Triathlon Ireland Ltd., the governing body of triathlon in Ireland.

Registered Office

The registered office of GTC shall be determined by the GTC's committee annually at the General Meeting.

Objectives

Promote, organise, develop, manage and administer the sport of triathlon.

Encourage and foster all levels of triathlete within the club.

Affiliate with Triathlon Ireland Ltd. and any other organisations, as may be determined from time to time by the committee.

Prescribe, maintain and uphold the rules, regulations and code of ethics as set by Triathlon Ireland Ltd.

Generally, do all things whatsoever for the benefit of triathlon which may be deemed expedient or which may be directly or indirectly incidental or ancillary to the other objects of GTC.

The Club shall cater for:

- Triathlon
- Multi-sports involving the individual sports of running, cycling and swimming (duathlons, aquathons and other variations)
- The individual sports of running, cycling and swimming.

Membership

The committee may at its discretion accept affiliation from individual athletes or grouping of individual athletes forming teams of any type within GTC in circumstances defined in advance by the committee.

Application for membership shall be made electronically via Triathlon Ireland membership portal. Applicants shall supply such information as requested by the committee. All applications shall be considered by the committee which may, at its discretion, accept or refuse any such application (successful applicants shall hereinafter be referred to as “members”). A register of members shall be maintained and all members will automatically be added to the weekly mailing list.

It is mandatory for members of GTC who are training with the club to be either full or student members of Triathlon Ireland, the national governing body for the sport of triathlon in Ireland. Failure to maintain a membership of Triathlon Ireland (in accordance with the membership policies of **Triathlon Ireland**), or **the withdrawal of membership of Triathlon Ireland from a member of GTC automatically results in an immediate loss of entitlement to train with GTC.**

Junior Membership

In order to allow for Junior members (persons under the age of 18) can be accepted, the club must first adopt the Triathlon Ireland Ltd. Code of Ethics and ensure that the proper safeguarding structures are in place. Applications by Juniors must be reviewed by the Junior committee and Children’s Officer (CO) and can only be accepted if all controls are in place as per TI recommendations. Junior members application, if accepted must be signed by the named members parent or guardian. Junior members must have a valid TI license.

Cessation of Membership / Resignation

Approved persons remain members of the club until such time as they tender a resignation / cessation, or they fail to renew their membership. Members must tender his/her cessation to the committee in writing but shall remain liable to GTC for all money owing and unpaid at the date of cessation.

The committee of GTC is empowered to withdraw membership from any member of GTC for good cause, which includes but is not limited to a breach of the Club’s Constitution, including the Code of Conduct, any actions inconsistent with the Club’s objectives or any actions which place the Club in disrepute, provided that the Club Disciplinary and Grievance Procedure has been followed.

Cessation of Membership / resignation

Life Membership

Where any person has rendered special service to GTC or to the sport of triathlon in Ireland, they may, on the nomination of the committee, be elected a life member of GTC at a General Meeting.

Meetings

General Meeting

The Annual General Meeting shall be held at such place and at such time as may be determined by the committee.

Not later than 30 days before the date of the Annual General Meeting, every member, shall be notified of the time, date and place of the meeting.

It is acceptable that a posting on the GTC website and a distributed email is acceptable for any notification.

An Exceptional General Meeting shall be convened at the request of the committee or within 60 days of the receipt of written requisition from not less than 25% of members. Such requisition shall set forth the purpose of such meeting. In the event of the committee not convening such meeting, the requisitioners shall be entitled to convene the meeting themselves.

Not later than 30 days before the date of the Exceptional General Meeting, every member, life member and management committee member shall be notified by the Secretary of the time, date, place and purpose of the meeting.

Business of the Annual General Meeting

The business of the Annual General Meeting shall include:

- Receipt and adoption of the Annual Report.
- Receipt and adoption of the balance sheet and income and expenditure accounts.
- Election of officers and management committee
- Election of life members (if any).
- Consideration of resolutions of which notice has been given.
- Transaction of any general business.

Members shall give notice in writing of any business to be discussed or resolutions to be considered at the Annual General Meeting no later than 14 before the date of such meeting.

Quorum

At any General Meeting of GTC, delegates present and representing not less than 15% of the members shall constitute a quorum.

Chairperson

At all General Meetings the chairperson of the committee shall be entitled to take the chair. If the committee chairperson is absent, then another member of the committee shall take the chair. Any member disobeying the ruling of the chair may be suspended for the period of the meeting by ordinary resolution of the meeting.

Voting

Except for that provided for in the Alteration to Rules section, the business of GTC shall be decided by a simple majority of votes cast.

Each committee member shall have one vote.

Each individual member athlete affiliated under the rules of membership outlined in the Membership section shall have one vote.

Each life member shall have one vote. If any person is both a committee member and/or a life member and/or a member, they shall be entitled to only one vote.

A resolution put to the vote shall be decided on a show of hands unless a poll is demanded, before or on the declaration of the result.

Any poll called for shall be carried out as the chairperson shall direct.

The chairperson shall have a casting vote in addition to a deliberative vote.

Except where alternative arrangements for payment have been agreed to by the committee, no member shall be entitled to vote at any general meeting unless all sums presently payable by that member in respect of subscriptions, fees and other amounts due to GTC have been paid.

Officers

The following committee officers of GTC shall be elected at the Annual General Meeting:

- Chairperson
- Secretary
- Treasurer
- Public Relations Officer
- Training Co-ordinator x 3 (Swim / Bike / Run)
- Beginners Officer
- Gear Officer
- Social Officer

Sub-committee officers.

TI affiliation requires that the club have a women's officer and a Technical officer. These roles can be in addition to primary committee roles. However, they can be filled by people not on the committee.

- Women's officer
- Technical Officer

Children's Officer and Designated Liaison person

In order to facilitate Juniors training with the club GTC must have a Children's officer and Designated liaison person. The roles are described in appendix 1 below. The club will strive to have these roles in place and will communicate status as such via the club website, announcements channels and at the AGM.

The committee shall have power to fill vacancies arising during the year and to reinvent the list of required positions to be filled.

Committee

The committee shall consist of a minimum of eight and a maximum of twelve members.

Fifty percent (rounded down to whole numbers) of committee members shall form a quorum at meetings of the committee.

The Chairperson shall have a casting vote in addition to a deliberative vote.

Any committee member who fails to attend two consecutive meetings of the committee without leave of absence shall forfeit their seat on the committee.

The committee may appoint a replacement committee member in the event of the death, resignation, or forfeiture of position of a committee member. Such replacement shall hold office for the remainder of the term of the member who was replaced.

Method of meeting: A meeting of the committee may be held either:

Physical meeting: by several the committee members who constitute a quorum being assembled together at the place, date and time appointed for the meeting; or

Other means: by means of audio, or audio and visual, communication by which all committee members participating and constituting a quorum can simultaneously hear each other throughout the meeting.

Functions and Powers of the Committee

The committee shall be responsible for carrying out the aims and objectives of GTC, and shall have the following functions and powers in addition to those provided for elsewhere in these rules:

To formulate, adopt and monitor a strategic plan, which shall be presented at each Annual General Meeting.

To adopt and monitor an annual plan and financial budget.

To enter into an employment contract on such terms and conditions as the committee shall think fit and to adopt clearly defined delegations of authority from the committee.

To appoint any sub-committees and to delegate such powers and responsibilities as the committee deems appropriate to such sub-committees.

To impose any penalty upon any member who is found guilty of breaching any of the rules, by-laws, regulations of GTC or of refusing to give effect to any resolution passed by any General Meeting or by the committee, or by actions that bring the club into disrepute.

To determine the process to apply in respect of the appointment of:

- Coaches and captains
- Other positions as required.

To determine the fees payable by members each year.

To enter into contracts of insurance, sponsorship and other types of contracts as deemed appropriate to carry out the objects of GTC.

Such other powers as may be necessary or desirable to further the objects of GTC.

Keeping of Accounts.

Annual Accounts shall be kept and made available to the Revenue Commissioners on request. Where the gross annual income exceeds €250,000 the accounts will be audited.

Finance and Annual Report

The financial year of GTC shall close on the 31st day of October in each year.

All monies received shall be paid to the credit of GTC at a bank or banks as determined by the committee.

A report of the year's activities together with the audited balance sheet and income and expenditure account shall be prepared by the committee for presentation at the Annual General Meeting.

Alteration of the Rules

These rules may be amended, repealed or replaced by a resolution passed by a majority of not less than 60 per cent of the votes cast at a Annual General Meeting. Notice of the proposed alteration shall be given to the committee at least 28 days prior to the date of the Annual General Meeting at which it is intended to propose the alteration. Notice shall be given of the proposed resolution in accordance with rules for General Meetings.

Indemnity

Every committee member of GTC who does any act in pursuance or intended pursuance of any provision of these rules or any rules or regulations made thereunder in a General Meeting or of the committee shall be indemnified by GTC against all losses and expenses incurred by them in connection with the discharge of their duties, unless the act was done in bad faith or without reasonable care.

Income and Property

The income and property of the Club shall be applied solely towards the promotion of the main object(s) as set forth in this Constitution. No portion of the Club's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members of the Club.

No officer shall be appointed to any office of the Club paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Club.

However, nothing shall prevent any payment in good faith by the Club of:

- reasonable and proper remuneration to any member or servant of the Club (not being an officer) for any services rendered to the Club;
 - interest at a rate not exceeding 1% above the Euro Interbank Offered Rate (Euribor) per annum on money lent by an officer or other members of the Club to the Club;
 - reasonable and proper rent for premises demised and let by any member of the Club (including any officer) to the Club;
 - reasonable and proper out-of-pocket expenses incurred by any officer in connection with their attendance to any matter affecting the Club;
 - fees, remuneration or other benefit in money or money's worth to any Company of which an officer may be a member holding not more than one hundredth part of the issued capital of such Company;
- Winding Up If upon the winding up or dissolution of the Club there remains, after satisfaction of all debts and liabilities

Winding Up

Winding Up If upon the winding up or dissolution of the Club there remains, after satisfaction of all debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the Club. Instead, such property shall be given or transferred to some other institution or institutions having main objects similar to the main objects of the Club. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of their income and property among their members to an extent at least as great as is imposed on the Club under or by virtue of the Income and Property clause hereof. Members of the Club shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object. Final accounts will be prepared and submitted that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer. Additions, alterations or amendments No addition, alteration or amendment shall be made to the provisions of the main object clause, the income and property clause, the winding up clause, the keeping of accounts clause or this clause of the Constitution for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners.

Code of Conduct

All members of Galway Triathlon Club shall:

- Abide by the Club Constitution and this Code of Conduct and rules laid down by the sport's governing body, Triathlon Ireland (TI)
- Encourage and commend fellow members in their training, competition and participation. Show respect and dignity for their fellow members
- Uphold the good name and reputation of GTC, both inside and outside of Club activities, and conduct themselves in an appropriate manner
- Only train within their abilities and levels of fitness
- Ensure good time management, so as not to delay the start times of sessions they attend
- Report any medical conditions, injuries or incidents whether at training or during events to the Club marshal or coach allocated to that session or event
- Report any grievances or complaints to the appropriate member of the Committee
- Be paid up members of TI, to ensure they receive the personal insurance cover which TI membership confers. The Club does not provide any training/racing insurance cover to members and will not accept any member who is not a TI member.

Swimming – all members shall:

- Observe and respect the pace and workout routines of other swimmers in their lane, avoiding actions that are likely to interfere with those routines and maintaining good lane discipline
- Be aware of other pool users who may be in distress, or whose actions may cause risk to the member, and attract the attention of a Club coach or pool lifeguard in such circumstances
- Ensure adequate hydration during swim sessions by bringing a drinks bottle to the poolside
- Be aware that surfaces in the facilities are likely to be wet and slippery and therefore take care
- On open water swims, all members
 - Must wear a wetsuit and brightly colored swim cap
 - Try to use a buddy system and swim in pairs based upon speed and ability
 - Swim parallel to the bank/shore unless adequate safety cover exists for areas beyond that where possible
 - Roll on to their back and raise their arm to attract the attention of the safety cover if experiencing any difficulty

Unless otherwise stated all open water swim sessions are on an ad hoc basis and taken at the participant's own risk

Cycling – all members shall:

- Wear a correctly fitted and fastened cycling helmet
- Ensure that their bike is in good roadworthy condition
- Carry some cash, mobile phone, spare inner tubes and a mini pump on all club rides
- Ensure adequate hydration and nourishment on club rides
- Dress appropriately for the weather / daylight conditions
- Respect and obey the rules of the road
- Act responsibly to promote the good image of cyclists.
- On group rides, members shall keep to the left wherever possible, ride two abreast where the conditions allow, and go single file on busy roads. Always maintain an orderly riding pattern and not use tri-bars within the group

Run – All members shall:

- Act responsibly to promote the good image of runners

Club Disciplinary and Grievance Procedure

1. Grievance Procedure

1.1 Introduction

The Club accepts that it is in our mutual interest to establish a clear procedure for the resolution of all Club related issues arising between members and the Club. Full recognition is given to the significance of personal grievances and we are determined that all grievances and disputes will be dealt with without undue delay and at the earliest possible stage of this procedure.

We operate an open-door policy and members are encouraged to make full use of this facility by contacting the Committee

1.2 Procedure

1. Any complaint or grievance must be submitted in writing to the Club Chairperson and Secretary.
2. Acknowledgement of receipt will be provided within five working days to the complainant.
3. The Club Chairperson and Secretary will appoint an investigation committee comprising two committee officers and one full member (the "Investigation Committee") to investigate the complaint or grievance. If the complainant or the respondent is part of the Committee, then they cannot form part of the Investigation Committee.
4. The Investigation Committee will examine the complaint/grievance and the written response of the person(s) against whom the complaint relates.
5. After investigation, the Investigation Committee will issue its decision to the Chairperson and Secretary on whether the matter should be upheld or not, together with their reasons for the decision.
6. The Chairperson or Secretary will contact both parties involved with the decision of the Investigation Committee. Either party may appeal the decision, in writing, within 14 days of receipt of the decision.
7. If an appeal is received, then the Chairperson and Secretary will appoint an Appeals Committee comprising two different committee officers and one different full member to review the decision.
8. The Appeals Committee shall issue its decision to the Chairperson or Secretary, who will contact the parties, and such a decision is final. The Appeals Committee may recommend if disciplinary action is warranted and it is up to the Committee to decide what form of disciplinary action should be taken, if any. The Appeals Committee decision is final.
9. Disciplinary Procedure

2.1 Introduction

Members will be liable to committee disciplinary action for misconduct.

Relatively minor breaches of discipline will normally be dealt with by warnings. However, if they are repeated, they will lead on to further stages of the procedure.

More serious types of misconduct may leave a member open to suspension or to the withdrawal of their membership, depending on the gravity of the offences and on any mitigating circumstances.

2.2 Procedure

Where a Member's conduct warrants disciplinary action, the following procedures will apply,

2.2.1. Formal Verbal Warning

In the event of a breach of conduct by a member, the member will be given a formal verbal warning by a Committee Officer. This warning will be recorded at the next Committee meeting.

2.2.2. Written Warning

In the event of a further breach, the member will be issued with a formal written warning. This written warning will be recorded at the next Committee meeting.

2.2.3. Expulsion

If, following a written warning, a member is guilty of further breaches, the member will be expelled. Expulsion can only take place after the member has had an opportunity to hear all the allegations against him or her and to present his/her case to the Committee. All cases of expulsion will be decided upon by the Committee

2.2.4. Misconduct

In cases of serious misconduct including but not limited to:

- breaches of trust
- fighting
- theft
- cheating
- doping
- refusal to accept instructions from club coaches or officials
- wilful damage to property
- bringing the club into disrepute

In cases of misconduct warranting summary dismissal, the following procedure applies:

Following investigation of any matter under clause 2.2.4, Committee may decide either to dismiss a member, or impose another form of discipline, such as suspension from the Club and/or final written warning without recourse to the procedure in 2.2.1 to 2.2.3 above.

2.3 Natural justice at all stages of the procedure, the member will be given the opportunity to hear the allegations against him/her and to make his/her own case

2.4 If an appeal is received, then the Chairperson and Secretary will appoint an Appeals Committee comprising two committee officers and one full member to review the committee decision.

The Appeals Committee shall issue its decision to the Chairperson or Secretary, who will contact the parties, and such a decision is final.

2.5 Any sanction in relation to Triathlon Ireland complaints & disciplinary policy is separate to GTC

2.6 Review

This procedure will be reviewed periodically.

Interpretation

In the event of any dispute over the interpretation of these rules or any question arising in connection with the administration of the club not provided for in these rules, that question shall be decided by the committee.

Any such decision shall be recorded in the minutes of the next committee meeting and shall remain in force until it is amended or revoked by the committee or by a resolution passed at a General Meeting.

Appendix 1:

Children's Officer (CO) & Designated Liaison (DL) person

It is compulsory for all clubs with a junior section to have a qualified Children's Officer and Designated Liaison Person.

Safeguarding requirements for Children's Officer & Designated Liaison person:

- Attend a 3-hour Safeguard 1 course – Child Protection in Sport Awareness Workshop*.
- Attend a 3-hour Safeguard 2 course – Children's Officer. (DLP does not need to attend Safeguard 2 unless they are acting in a dual role as CO & DLP).
- Attend a 3-hour Safeguard 3 course – Designated Liaison Person.
- Undertake [Garda Vetting or Access NI](#) through TI.
- Complete the appropriate code of conduct. [Form 8](#) OR [Form 10](#)

* Safeguard 1, 2 & 3 are run in the Republic by the LSP's and the North by Sport NI and some will be run by TI.

Role of Children's Officer:

- The CO should familiarize themselves with the [safeguarding requirements](#) for coaches as well as relevant legislation. See updates [here](#).
- The CO should keep a database of which coaches in their clubs are qualified to coach or supervise junior athletes.
- The CO should aid in the safe recruitment of volunteers and coaches to work with club juniors.
- The CO is the voice of the juniors in the club so should make themselves known and accessible to the junior athletes.
- The CO should store the Form 11's confidentially for reference.

Once qualified a CO can sign off on the ID proofing for other members of the club.

The CO should be consulted on all safeguarding issues including risk assessments for training sessions and events.

The CO should give a report to the main club committee at committee meetings regarding any junior issues, while maintaining necessary confidentiality.

The CO should report any safeguarding issues to the Designated Liaison Person so that they can be reported to TI and the Statutory authorities. The CO is also free to consult with TI and the statutory authorities.

Role of Designated Liaison person:

Every club should identify a designated liaison person to act as a liaison with outside agencies and a resource person to any staff member or volunteer who has child protection concerns (The CO may also be the DL, however larger clubs should consider having these as two separate roles).

The designated liaison person is responsible for ensuring that the standard reporting procedure is followed, so that suspected cases of child neglect or abuse are referred promptly to the [Child and Family Agency Duty Social Worker](#). In the event of an emergency where you think a child is in immediate danger and you cannot get in contact with the Children and Family Agency Duty Social Worker, you should contact An [Garda Síochána](#).

The designated liaison person should ensure that they are knowledgeable about child protection and undertake any training considered necessary to keep themselves updated on new developments.

Reference – Triathlon Ireland