



## FINGAL TRIATHLON CLUB

### CONSTITUTION

#### 1. Vision

The vision when setting up Fingal Triathlon Club in 2009 was to facilitate like-minded individuals both junior and senior in the county of Fingal to come together to train for and participate in the sport of triathlon, whether it be in a local race right up to international events from sprint distance races to Ironman events with the backing and support of a club behind them while they strive to meet their own personal sporting goals.

The name of the Club was set as FINGAL TRIATHLON CLUB and the Club's colours were set as Black, White and Green

#### 2. Mission Statement

To be the premier triathlon Club in the Fingal area. To facilitate the people of Fingal to reach their full sporting potential both personally and athletically in a competitive yet fun, friendly and supportive environment. To make triathlon as accessible and cost effective as possible to all. Underage triathletes are an important aspect of Fingal Tri Club and 'Fingal Tri Juniors' (catering for children under 19 years of age) is a recognised part of the club.

#### 3. Objectives:

- (i) Actively encouraging the practice and development of triathlon in Fingal and surrounding areas.
- (ii) Provide coaching for club members and to organise and promote competitions.
- (iii) Prescribe, maintain and uphold the rules and regulations as set by the governing body of Triathlon in Ireland, Triathlon Ireland.
- (iv) The Club shall cater for:
  - a. Triathlon
  - b. Multi-sports involving the individual sports of running, cycling and swimming (duathlons, aqua- thons and other variations)
  - c. The individual sports of running, cycling and swimming.

#### 4. Membership

- A. Membership shall be open to all persons over the age of 5 years either amateur or professional. The amateur status of non-professional club members shall be protected. There are several membership categories, full member, non-participating member, student member, junior member (parent member), junior member (parent non- member).
- B. It is mandatory for members of Fingal Triathlon Club who are training with the club to be either full or associate 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 Fingal Triathlon Club automatically results in an immediate loss of membership of Fingal Triathlon Club. Non-participating members are also welcome to join the club and do not require Triathlon Ireland membership. Student members are also welcome to join the club, but must be Triathlon Ireland members if they are training with the club.
- C. The Club Secretary may permit the involvement of guest participants (non-fingal triathlon Club members) at his / her discretion; such guest participants must, however, be members of Triathlon Ireland or other national governing body.
- D. Each applicant for membership must apply through the Triathlon Ireland website. An application for membership is valid for the calendar year in which it is signed, and to continue membership, members are required to renew their membership for each new calendar year.
- E. Approved persons remain members of the club until the earlier of a) such time as they tender a resignation as per Article 10 of this constitution or b) they fail to renew their membership as per Article 9.b. of this constitution or
- F. The Committee of Fingal Triathlon Club are empowered to withdraw membership from any member of Fingal Triathlon Club for good cause, which includes but is not limited to a serious breach of the Club's Constitution, including the Code of Conduct, any actions inconsistent with the Clubs objectives or any actions which place the Club in disrepute, provided that the Club Disciplinary and Grievance Procedure has been followed. A written appeal to this decision is required within 5 days of withdrawal of membership.

#### 5. Equality and Children's Rights

- A. Fingal Triathlon Club shall carry out all functions in a manner that promotes equality of opportunity between:
  - (i) Persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
  - (ii) Men and women

generally;

(iii) Persons with a disability and persons without;

(iv) Persons with dependants and persons without.

B. Fingal Triathlon Club aims to promote the participation of children by:

(i) Creating a culture of safety and fun;

(ii) Fully subscribing to the following international standards: “Children have the right to be protected from all forms of violence; they must be kept safe from harm, and they must be given proper care by those looking after them” (Article 19; UN Convention on the Rights of the Child);

(iii) Asserting the right of Children to be safe. Club officials must ensure that this fundamental principle takes precedence over all other considerations;

(iv) Fully subscribing at all times and without variation to Triathlon Ireland’s Code of Ethics for Children

## 6. Management

A. The management of the Club shall be vested in a committee, comprising members elected to the positions of Chairperson, Secretary, Treasurer and Child and Vulnerable Adult Protection Officer, together with up to six additional members validly elected to the committee, with or without specific functions. These positions are defined below:

(i) Chairperson; The Chairperson is responsible for ensuring the committee operates in the best interest of the club and its members. Their role is to co-ordinate committee activity to achieve this. Along- side chairing committee and general meetings, the chairperson will also help out the other committee members where required. This role will be a 2 year term with the second year being a vice chairperson role (unless the chair is re-elected as the chair) This is to ensure that any incoming chair would have the support of the outgoing chair and help with the knowledge transfer

(ii) Secretary; The role of the Secretary involves maintaining the database of members, providing information bulletins to members, and circulating meeting minutes from AGMs and committee meetings as required. The secretary will also be the official point of contact for the club (with other clubs, Triathlon Ireland, etc.).

(iii) Treasurer; The Treasurer is responsible for accurately recording all financial transactions made

by the club and presenting this record in a recognised format to members of the club at the AGM. The role will involve collecting and recording cash payments from members and sponsors and for issuing and recording payment to suppliers and others as agreed by the committee. The Treasurer is automatically a co-signatory on any bank account held in the name of the club.

- (iv) Child and Vulnerable Adult Protection Officer; The Child and Vulnerable Adult Protection Officer shall be responsible for ensuring that all aspects of the Triathlon Ireland Code of Ethics for Children are implemented fully in the club, and act as point of liaison between the club and Triathlon Ireland and other Voluntary or Statutory Agencies where appropriate or required by Statute.

A functioning committee may be formed once members validly elected to the position in accordance with this constitution fill each of the above positions. In addition to the above four positions, up to six additional members may be elected to serve on the committee. It is recommended that additional members be elected for the following roles.

- (v) Race Directors (Senior and Junior): The race directors will have overall responsibility for the organising and running of the Fingal Triathlon Club Races. They will form a race team in order to achieve this goal. The overall decisions on all the club races are under the control of the entire club committee and decisions are made on a majority basis. These persons will attend meetings of the main committee as and when required. This is a 2 year term (4-5 months per year) This is to ensure knowledge transfer. It would also be hoped that the next race director would come from the race team of the previous year.
- (vi) Public Relations Officer (PRO): The PRO is responsible for external communications including the club website, promotional posters, issuing local community notices, issuing press releases and race reports to local media, etc. The PRO will also be the official public point of contact.

(vii) Training Co-Ordinators (Senior and Junior): The training co-ordinators shall:

- In conjunction with the committee and club coaches, propose and agree a training strategy for the forth- coming year. This will be reviewed at year end prior to the AGM.
- Form a team comprising of the training co-ordinator and event co-ordinators, one for each discipline. The event co-ordinators within each discipline will provide feedback to the training co-ordinator about how the training sessions are going and seek regular feedback from members.
- Manage club training schedule and its communication, review and changes.
- Ensure all training fees are up to date.
- Organise training events in conjunction with the event's co-ordinators and or club coaches

- B. The committee shall formulate, adopt and monitor a strategic plan for the club, which shall be presented at each Annual General Meeting.
- C. All decisions relating to the position of club coach (including but not limited to, appointment and terms of conditions of appointment) will be made by the committee by a majority vote and this/these position/s will be reviewed as stated on the contract.
- D. At least one of the committee should represent the interests of female triathletes.
- E. At least one of the committee should represent the interests of new triathletes.
- F. All of the forgoing shall be elected. All positions are filled by election at the Annual General Meeting, with each member of Fingal Triathlon Club present having one vote per position.
- G. Any club member can declare their interest in a position, whereupon they must be proposed and seconded by two members of Fingal Triathlon Club.
- H. Where more than one person is nominated for a position, the person deemed elected is the person who receives the most votes. Where there is only one nomination for election, that person is deemed elected if there is a simple majority of votes in favour of their election over votes against their election.
- I. The elected committee shall remain in office until the Annual General meeting of the following year.
- J. The Committee shall have the power to fill vacancies if and when they arise.
- K. The Committee shall have the power to co-opt members from time-to-time for specific projects but co-opted members shall not have a Committee vote. Co-opted members may attend Committee Meetings upon invitation by the Committee Chairperson or Secretary.
- L. The Committee shall meet at regular intervals as decided by the Chairperson but not less frequently than once in every 3 months in a venue to be decided.
- M. Copies of the minutes of committee meetings should be available to members on request from the Secretary.
- N. A member can hold more than one post on the committee team as deemed appropriate by the membership at the AGM or by the committee during the year if a vacancy arises during that same year.

## 7. Annual General Meeting

- A. The Annual General Meeting shall be held no later than the 31st December for the purpose of:
  - (i) receiving the annual report of the committee for the preceding season
  - (ii) receiving the statement of accounts for the preceding season
  - (iii) electing the officers and committee for the ensuing year
  - (iv) considering any amendments to the Constitution and Rules of the Club of which due notice has been given to all members. The chair or secretary must receive any proposed change to the Constitution Rules by a member at least 14 days prior to the date of the Annual General Meeting in order that members shall have sufficient notice of the proposal. At the discretion of the Chairperson, amendments not submitted at least 14 days prior to the AGM may be proposed by any member present at the AGM and voted upon.
  
- B. At least 28 days notice shall be given to members of the date, proposed venue and draft agenda items for the Annual General Meeting. Notice of the final agenda, incorporating any proposed or amended agenda item, proposed motions, financial statements and a confirmed venue for the AGM shall be given to members at least 48 hours prior to the proposed AGM. The accidental omission to give notice of an AGM to or the non-receipt of notice by any member shall not invalidate the proceedings at that meeting.
  
- C. Each fully signed up member present at the meeting shall have one vote. No proxy votes will be accepted.
  
- D. All motions proposed and voted on, and the election of committee members is by simple majority. Voting will ordinarily be by a show of hands (two ordinary members will be charged with counting hands) except in the case where a member or group of members request a secret ballot.

## 8. Affiliations and Sponsorships

- A. The club shall be affiliated to Triathlon Ireland and to such other sporting bodies as the Committee consider appropriate in order to carry out the objectives of the Club.
- B. The committee, at their absolute discretion, may approve commercial sponsorship arrangements including the placement of commercial logos on club equipment, clothing, racing kit, the club website, and any other Club collateral in return for financial or other support given by sponsors to the Club. Any agreements made in respect of same and signed by the Chairperson and Treasurer acting as agents for the Committee shall be binding on the club.

## 9. Subscriptions

- A. Subscription to Fingal Triathlon Club is by means of an annual membership fee structure, the amount of which to be proposed annually by the outgoing Treasurer and carried by majority vote at the AGM.
- B. Where an annual membership fee is mandated by the AGM in accordance with this constitution, failure of current members to pay such annual fee by 28th February will result in the loss of membership of Fingal Triathlon Club. For those people who wish to train with the club, membership is mandatory immediately upon commencement of training. Members who do not pay training fees in advance of the first training session in each quarter will not be permitted to train with the club, they will be refused entry to the session.

10. Resignations

- A. Any member wishing to resign must do so in writing, addressed to the Chairman or Secretary. The resignation will be considered by the Committee within one calendar month of receipt and will be held as effective on the date of tendering. Resignations will not be accepted if the member is financially indebted to the Club, and acceptance will be withheld until the debt has been discharged.

11. Extraordinary General Meetings

- A. The Chairman or Secretary shall call an Extraordinary General Meeting within one month of the receipt of a requisition signed by at least 9 members stating the purpose of the meeting. At least 14 days notice shall be given to all fully signed-up members of the date, venue and purpose of an Extraordinary General Meeting. No other business shall be conducted at such a meeting.

12. Constitution Amendments

- A. No Constitution Rule may be altered, added to, or deleted except at an Annual General Meeting or an Extraordinary General Meeting called for that purpose and then only by a majority of those present and voting.

13. Financial Year

- A. The Club's financial year ends each 30th September

14. Quorum

- A. For Committee meetings the Quorum shall be not less than four members.
- B. For an Annual General Meeting or Extraordinary General Meeting, the Quorum shall be not less than ten members.

15. Notices

- A. A notice required to be given under this Constitution shall be sufficiently given if
  - (i) Published on the website of Fingal Triathlon Club or
  - (ii) Announced in at least one local newspaper



## 16. Code of Conduct

All members of Fingal Triathlon Club shall:

- Abide by the Club Constitution and this code of conduct and rules laid down by the sports' 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 Fingal Triathlon Club, both inside and outside of Club activities, and conduct themselves in an appropriate manner;
- Only train within their abilities and levels of fitness, taking care to warm-up adequately prior to participation and cool-down when finished;
- 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 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.

**Swim**, 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 life guard 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;
- Only dive in those areas that are designated safe to dive in.

**On open water swims**, all members shall:

- Wear a wetsuit and brightly coloured swim cap;
- 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;
- Roll on to their back and raise their arm to attract the attention of the safety cover if experiencing any difficulty;
- Provide the session leader with their emergency contact details and information on any medical issues;

- Not enter water space used by other water sports users unless prior communication for the sole use of a designated space over an allocated time period has been arranged;
- Shower after swimming, washing open wounds and ears, etc to reduce the risk of infection.

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

**Bike**, 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 long rides by carrying drinks bottles and energy bars/ gels
- Dress appropriately for the weather conditions;
- Wear reflective clothing and carry bike lights during evening and night sessions;
- Respect the rules of the public highways;
- Slow down, give way or stop in the interests of courtesy, safety or obligation;
- Avoid confrontation with other road users and pedestrians;
- 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;
  - Maintain an orderly riding pattern at all times;
  - Learn and use the club calls to warn other riders in the group of pot-holes, glass, parked cars and other hazards which may require the following riders to alter course;
  - Not use tri-bars within the pack;
  - Where possible, appoint a group leader and sweeper from the Club coaches or more experienced riders to ensure the group stays together and slower riders are not dropped;
  - Take the phone number of the group leader or sweeper so that the member can alert them in case they get dropped, run into difficulties, or do not wish to continue on the ride;
  - Pay attention to the route taken on group rides, so that they can retrace their steps should they drop out of the ride for any reason.

**Run**, All members shall:

- Wear reflective clothing during evening and night sessions;
- Carry extra warm/dry clothing to put on following a session, when appropriate;

## 17. 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 5 working days to the complainant.
3. The Club Chairperson and Secretary will appoint an investigation committee comprising Committee Officers and 1 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 2 different Committee Officers and 1 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.

## 2. Disciplinary Procedure

### 2.1 Introduction

Members will be liable to 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 withdrawal of their member- ship, 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 of 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 misconduct warranting summary dismissal, the following procedures apply: If, in cases of misconduct including but not limited to:

- breaches of trust,
- fighting,
- theft,
- refusal to accept instructions,
- willful damage to property,
- bringing the club into disrepute,

The Committee considers that summary dismissal is warranted, it may suspend a Member in order to facilitate investigation of the particular case. Following investigation of any matter under this clause 2.2.4, the Committee may decide either to 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 2.2.4 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 or her own case.

## 2.4 Review

This procedure will be reviewed periodically.