

CONSTITUTION of the TUNBRIDGE WELLS TRIATHLON CLUB

For the calendar year 2022

1. Name and affiliation:

The club is called Tunbridge Wells Triathlon Club (TWTC). It is an unincorporated organization with a governing constitution and set of common rules.

The club is affiliated to Triathlon England as a 'community club'. Our parent association is the British Triathlon Federation. This affiliation provides the club with public liability insurance. This protects the individual officers on the club committee from personal liability in the event of negligence and errors. It includes Public Liability, Employers Liability, Professional Indemnity and Directors & Officers (Management Liability). This applies to all official training, competitions, related events and official social events, all of which are authorised and recognised by British Triathlon.

The BTF affiliation does not extend to insurance cover for individual members. The club encourages its members to subscribe to individual annual BTF membership.

The club is accredited as a Trimark Club by British Triathlon Federation (Bronze). A TriMark Club is recognised as a safe, rewarding and fulfilling place for all participants. To meet and maintain this status the club must meet the following criteria:

- The club affiliates to British Triathlon.
- The club has an open, non-discriminatory and up-to-date constitution.
- The club has a management committee with defined roles and responsibilities.
- The club has at least Level 1 coach.
- The club has written roles/ responsibilities laid down and assigned to all coaches involved with delivery.
- The club provides a minimum of one coached club training session per week for all abilities.
- The club has Code of Conducts for all volunteers, including coaches.
- The club adopts the British Triathlon Equality Policy. The club has also adopted the British Triathlon Safeguarding Policy and Anti-Doping Policy.

2. Aims and objectives:

The aims and objectives of the club will be:

- To offer a structure for non-competitive and competitive opportunities in triathlon and multisport variances to its members
- To offer as much as possible of coaching and advice for competitive and non-competitive practice of the sport to its members

- To promote the club within the local community and the triathlon community at large
- To ensure a duty of care to all members of the club, and to ensure they receive fair and equal treatment
- To remain independent from commercial ventures as a core value of amateur sporting activity unless officially endorsed by the club committee as one of its official sponsors or partners
- To be a non-profit organisation
- To encourage participation in triathlon and multisport
- To offer an effective entry point to triathlon and multisport for novices

3. Membership:

Membership should consist of officers and members of the club. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations, club rules and code of conduct that the club has adopted. Members will be enrolled in one of the following categories:

- Standard Membership
- Seniors Membership – Concessionary rate for over 60s
- Student Membership - Concessionary rate for full-time students only; proof of eligibility may be required.
- Life Membership
- Trial Membership

4. Membership fees:

Membership fees will be set annually and agreed by the Committee or determined at the Annual General Meeting. Fees will be due annually, on the anniversary of the member's joining date (or 1st January for members who joined pre-2021. There is a 21 day grace period, after which the membership will be regarded as lapsed.

New members can join the club at any point in the year.

5. Data Protection / Privacy

On each annual subscription, members are to review and update their Profile in ClubSpark, including personal details, emergency contact information and privacy & consent settings.

Updates to our [Privacy Policy](#) will be shared with members.

5. Club Committee Members:

The Committee will consist of the following officers:

- President
- Chair (required for Trimark)
- Secretary (required for Trimark)

- Treasurer (required for Trimark)
- Membership Officer
- Kit Officer
- Media Officer
- Indoor Activities Officer
- Outdoor Activities Officer
- Health & Safety Officer
- Welfare Officer

Officers will be elected annually at the AGM. All officers will retire each year but will be eligible for re-election. Should an officer resign before an AGM then the Committee can make an appointment for the remaining term without representation to the membership.

6. Committee Modus Operandi:

The club will be managed through the committee consisting of the above mentioned officers. The Committee will be convened by the Secretary of the club and hold no less than 4 meetings per year including an Annual General Meeting. The quorum required for business to be agreed at Committee meetings will be by majority, i.e. 50% of the total number of officers present +1. The Committee will be responsible for adopting policies, rules and the code of conduct that affect the organisation and the wellbeing of the club. The Committee will have the powers to appoint sub-committees as necessary and appoint advisers to the Committee as necessary to fulfill its business. The Committee will be responsible for disciplinary hearings of members who infringe the club's code of conduct and rules or its Constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.

7. Finance:

All club monies will be banked in the Metro bank account held in the name of Tunbridge Wells Triathlon Club at 4 Calverley Road, Tunbridge Wells, TN1 2TB. The Treasurer will be responsible for the finances of the club and ensuring that there are at least 3 Committee members with access to the bank account.

The financial year of the club will end at the end of each calendar year. A Statement of annual accounts will be presented by the Treasurer at the Annual General Meeting with summaries at each Committee meeting.

8. Annual General Meetings:

Notice of the Annual General Meeting (AGM) will be given by the Club Committee; not less than 21 days' notice to be given to all members. The AGM will receive a report from officers of the Committee and a statement of the accounts. Nominations for officers of the Committee will be sent to the Secretary prior to the AGM. Election of officers is to take place at the AGM by a vote of all those present. All members have the right to vote at the AGM. The quorum for AGMs will be by majority vote, i.e. 50% of those present +1.

The Committee has the right to call Extraordinary General Meetings (EGMs) outside of the AGM. Procedures for the EGM will be the same as for the AGM.

9. Discipline and appeals:

All complaints regarding the behaviour of members should be submitted in writing to the Secretary. The Club Rules can be found in Appendix A and on the club website. The Committee can also decide to launch a complaint against a club member or a committee member. In both cases the Committee will meet to hear complaints within 21 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing. There will be a right to appeal to the Committee following disciplinary action being announced. The Committee should consider the appeal within 14 days of the Secretary receiving the appeal.

10. Dissolution:

A resolution to dissolve the club can be passed at an AGM or EGM through a majority vote of the membership (50% +1). In the event of a dissolution, any assets of the club that remain will become the property of Hospice on the Weald.

11. Amendments to the Constitution:

The Constitution will only be changed through agreement by majority vote at an AGM or EGM

12. Declaration:

The Tunbridge Wells Triathlon Club hereby adopts and accepts this Constitution as a current operating guide regulating its activities and its members.

Signed:



Name: Eric Perrier

Date: 14 / 04 / 2022

Role: Club President

Signed: *Richard Bysouth*

Name: Richard Bysouth

Date: 14 / 04 / 2022

Role: Club Chair

Appendix A: Club Rules

EP

RB

The Club has a great reputation in the local community, so we require all our members to uphold the good name of TWTC. All members agree to the constitution and this club conduct as a subscribed member.

Please note that these rules may be amended from time to time at the discretion of the committee. If they occur all changes will be publicised to members by the club secretary.

Every member will be expected to abide by these rules at all times, and adhere to specified race rules as set out by organising bodies.

The Club's disciplinary procedure will be applied as stated in point No 9 of the club constitution if serious disregard or breaches of these rules is reported to the committee. It may result in the offending member being expelled from the club.

General

1. Members agree not to bring the Club into disrepute.
2. Members agree to abide by these rules and the Club's Code of Conduct (Annex A to these rules) as a condition of membership.
3. Members who are part of the Club Committee also agree to abide by the Officials' Code of Conduct. (Annex B to these rules)
4. Members must abide by the club rules and those of the British Triathlon Federation / Triathlon England.

Training (club organised activities)

Swimming

1. Rules governing any swimming pool used by the club and any open water venues must be adhered to
2. In open water, members must make themselves aware of all specific dangers relating to the chosen location. Members must take their own appropriate safety precautions, and ensure reasonable safety cover is in place on site.
3. Members must not swim in prohibited areas

Cycling

1. Members must wear helmets when cycling. Helmets must meet the BS EN 1078 safety standard .

2. Other appropriate cycling equipment such as a decent repair kit and cycling garments adapted to the weather conditions must be used.
3. Riders' bicycles must be roadworthy.
4. Members must be prepared to share their emergency details of a next of kin otherwise known as ICE ("In Case of Emergency") with ride leaders.
5. Members must obey the Highway Code.
6. Members must be courteous to other road users and respect their journey.

Running

1. Members must have due regard for, and be courteous to, pedestrians, dog walkers and other legitimate users of foot paths, roads and bridleways, and any other users of the land.
2. Members must wear roadworthy shoes and appropriate running equipment.
3. Members must take due care and wear reflective tops and a head torch each when out running on the roads during the hours of darkness.

Electronic Communication

1. As a club member you will be able to access the club's private Facebook group and you will be expected to abide by the rules of the group.
2. More specifically, it is expected that a (Private Group's) thread's topic and its development is respected as intended by the person launching it i.e. no complete deviation from the topic
4. Only topics in the field of triathlon or related multi-sports disciplines must be launched. This also applies to social events.
5. Please also keep in mind Rule No1 of the General Rules above when taking part in other social media platforms.
6. The club's communications are not to be used for commercial gain.

Competition

1. Members must obey all rules relating to the event they are competing in and compete in a sportsmanlike manner
2. Members are expected to report any discriminatory, offensive or violent behaviour to the event organiser who will ensure that it is properly investigated
3. Members are expected to pass on their triathlon or other related multi-sports results to the dedicated Press Officer, possibly with a link to the relevant event website for accuracy. One cannot otherwise expect to have one's results advertised in the Closed Group or in the local press
4. For race results to be acceptable as TWTC results, members need to be full members with current paid subscription and to declare 'Tunbridge Wells Triathlon Club' on the race entry.

Appendix B: Code of Conduct for Club Members

TUNBRIDGE WELLS TRIATHLON CLUB is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes it is important that anyone associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns

or complaints that they may have about any aspect of the club with any member of the Club Committee

As a member of Tunbridge Wells Triathlon Club you are expected to abide by the following Members' Code of Conduct:

- All members must operate within the rules and respect other members, coaches and club officials. Club and race officials and their decisions
- All members must respect the rights, dignity and worth of all participants regardless of gender, ability, cultural background or religion
- Members should keep to the agreed timings for training sessions
- Members must support and encourage good practice and correct actions at all times
- Members must wear suitable kit for training sessions as stipulated in the

General Rules

- Members are expected to pay the amount of money due – if any is – before the start of a session
- Members are not allowed to use drugs or illegal performance enhancing substances of any kind whilst representing the club
- Members are encouraged to engage in free and open communication with all other members

Appendix C: Code of Conduct for Club Officials

As well as abiding by the Members' Code of Conduct, Club Officials – otherwise referred to as Committee Members – must abide by the Officials' Code of Conduct :

- Respect and ensure the rights, dignity, worth, involvement and safety of all members when taking part in club activities
- Provide equal opportunity to everyone, regardless of age, sex, ethnic origin, religion, political persuasion, sexual orientation or physical disability
- Consider the wellbeing and safety of participants over performance
- Develop an appropriate working relationship with all members based on mutual trust and respect
- Make sure all proposed activities are appropriate to the age, ability and experience of those taking part
- Promote the positive aspects of triathlon and all its related multi-sports formats
- Display consistently high standards of behaviour and discipline
- Follow all guidelines laid down by the British Triathlon Federation and Triathlon England

TITLE	TWTC Constitution & Club Rules 2022
FILE NAME	TWTC Constitution & Club Rules 2022.docx
DOCUMENT ID	5dac0a5ea58c4ab75b9e2a391057543e22c6cde3
AUDIT TRAIL DATE FORMAT	DD / MM / YYYY
STATUS	● Signed

Document history



SENT

14 / 04 / 2022

17:45:08 UTC

Sent for signature to Richard Bysouth (chair@tunbridgewellstriathlonclub.org) and Eric Perier (ericperrier@yahoo.co.uk) from chair@tunbridgewellstriathlonclub.org
IP: 87.80.77.113



VIEWED

14 / 04 / 2022

17:45:08 UTC

Viewed by Richard Bysouth (chair@tunbridgewellstriathlonclub.org)
IP: 87.80.77.113



SIGNED

14 / 04 / 2022

17:45:58 UTC

Signed by Richard Bysouth (chair@tunbridgewellstriathlonclub.org)
IP: 87.80.77.113



VIEWED

14 / 04 / 2022

17:47:27 UTC

Viewed by Eric Perier (ericperrier@yahoo.co.uk)
IP: 90.254.46.201

TITLE	TWTC Constitution & Club Rules 2022
FILE NAME	TWTC Constitution & Club Rules 2022.docx
DOCUMENT ID	5dac0a5ea58c4ab75b9e2a391057543e22c6cde3
AUDIT TRAIL DATE FORMAT	DD / MM / YYYY
STATUS	● Signed

Document history

**14 / 04 / 2022**
17:50:02 UTCSigned by Eric Perier (ericperrier@yahoo.co.uk)
IP: 90.254.46.201**14 / 04 / 2022**
17:50:02 UTC

The document has been completed.