



CLUB CONSTITUTION

1. Name and Colours

- 1.1. The name of the association shall be Galway Triathlon Club (hereinafter referred to as “**GTC**” or “**the Club**”)
- 1.2. The Club colours are red and black.
- 1.3. The Club has official training and race gear available for purchase. Any member who wishes to use the Club logo should first seek the permission of the Committee.

2. Registration and Compliance

- 2.1. GTC will be registered with Triathlon Ireland Ltd., the governing body of triathlon in Ireland.
- 2.2. The Club shall:
 - 2.2.1. Effect and maintain affiliation with Triathlon Ireland
 - 2.2.2. Endeavour to comply, insofar as is reasonable, with safety procedures which Triathlon Ireland prescribe or recommend as good practice for all affiliated clubs.
- 2.3. The Club shall observe the Code of Conduct as shown in Appendix II of this Constitution and ensure compliance with same by Members of the Club
- 2.4. Any changes to the Constitution must first be approved by the Committee by Special Majority (>75%) and approved by the Club by General Majority (>50%) at the next AGM or Extraordinary Meeting

3. Mission Statement

Our mission is to promote all levels of multisport participation in a competitive yet friendly, supportive, and enjoyable environment. You do not have to be super fit or have a super bike to join in our training sessions. We aim to make the sport of triathlon as accessible and cost effective as possible for our members.

4. Objectives

- 4.1. To promote, organise, develop, manage, and administer the sport of triathlon, duathlon and aquathlon/aquathon in the Galway and Connacht region.
- 4.2. To encourage and foster all levels of athletic ability within the club from novice to elite.
- 4.3. To encourage new members into the club and to assist them in the sport of triathlon, duathlon, aquathlon/aquathon and other multi-sport activities.
- 4.4. To affiliate with Triathlon Ireland and any other organisations, as may be determined from time to time by the committee.
- 4.5. To prescribe, maintain, and uphold the rules and regulations, including the Triathlon Ireland Manual of Guidance, Code of Ethics and any other rules/regulations as set by Triathlon Ireland.
- 4.6. To organise Triathlon, Duathlon and Aquathlon/aquathon races, which must be approved by Triathlon Ireland.
- 4.7. 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.
- 4.8. To conduct the affairs in an equitable, honourable, honest, and sporting manner always.
- 4.9. To comply with all laws and regulations that relate to the operation of a club and to the sport of triathlon.

5. The Club shall cater for:

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

6. Equality and Children's Rights

6.1. Galway Triathlon Club shall carry out all functions in a manner that promotes equality of opportunity between:

- 6.1.1. Persons of different religious belief, political opinion, racial group, age, marital status, or sexual orientation
- 6.1.2. Men and women generally
- 6.1.3. Persons with a disability and persons without
- 6.1.4. Persons with dependants and persons without

6.2. Galway Triathlon Club aims to promote the participation of children by:

- 6.2.1. Creating a culture of safety and fun
- 6.2.2. 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)
- 6.2.3. Asserting the Right of Children to be safe. Club officials must ensure that this fundamental principle takes precedence over all other considerations.
- 6.2.4. Fully subscribing at all times and without variation to Triathlon Ireland's Code of Ethics for Children

7. Membership

7.1. 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.

7.2. 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.

7.3. It is mandatory for members of GTC who train with the club to be either full, student or youth members of Triathlon Ireland, the national governing body for the sport of triathlon in Ireland. Failure to maintain the 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, will automatically results in an immediate loss of entitlement to train with GTC.

7.4. On the 31st of December of each year all memberships will cease, and members will be required to re-join in the following year.

8. Junior Division

8.1. GTC recognises and acknowledges the vital importance of establishing and maintaining a junior division of the Club ("**Junior Division**") which promotes, supports, and encourages membership for persons under the age of 18 ("**Junior Members**").

8.2. Notwithstanding 8.1, the Junior Division of GTC can be established provided there are a minimum of 15 Junior Members signed up to GTC in any given year.

8.3. The Junior Division shall be primarily responsible for:

- organising and choosing coaches and their remuneration with committee approval and in line with the club payment policy.
- organising and promoting events.
- organising and promoting fundraising events.
- safeguarding for the Junior Section.

which will ensure that Junior Members fully participate in the Club's activities in a safe and respectful environment subject to the rules of the Club. The Club will adopt the Triathlon Ireland Code of Ethics and ensure that the proper safeguarding structures are in place for Junior Members.

8.4. Junior Membership

Applicants for Junior Membership shall be made electronically via Triathlon Ireland membership portal. The applicants' parent or guardian shall supply such information as requested by the committee. The applicant's parent or guardian shall supply a signed Junior Athlete Parental Consent (Form 11) to the Club's children's officer annually before they may commence with training. All parents (provided they are not already a member of the Club) will be a Pavilion Member ("a non-member who is a parent or guardian of a Junior Member(s) and has 1 (one) vote at the Junior GM"). Junior members must have a valid Triathlon Ireland licence.

8.5. Junior General Meeting

Upon notification of the Annual General Meeting (AGM), the Junior Director (or in her/his absence the Junior Secretary) shall notify relevant parent(s) / guardian(s) of each Junior Member of a meeting for the purposes set forth below (the "**Junior GM**").

8.5.1. At least 14 days' notice of the Junior GM including its agenda shall be given and the Junior GM shall take place in advance of the AGM. Pavilion Members and members of the Club who are parents/guardians of Junior Members together with the Junior Director and the Junior Secretary shall be entitled to attend and vote at the Junior GM

8.5.2. For the avoidance of doubt a Pavilion Member/Member entitled to attend the Junior GM shall have one vote only notwithstanding the number of Junior Members that person represents, and a Pavilion Member shall have no entitlement or responsibilities save as specifically herein provided for.

8.5.3. The Junior Director, or in his/her absence the Junior Secretary, or in the absence of both such persons as the Junior GM shall elect shall chair the meeting. A quorum for the Junior GM shall be 3 persons in attendance who are entitled to vote at the meeting. The Junior GM shall elect a Junior Director. To be eligible for the role of Junior Director a person must be a member of the Club. Who will have the duties and responsibilities to set forth below with effect from such date as the Junior GM shall determine but no later than the commencement of the following AGM.

8.5.4. The Junior Director shall be ratified as a full member of the Club Committee at the first meeting of the incoming committee post the AGM, this will be done by a show of hands. The Junior GM may also nominate another person (who must be a member of the Club) ("**the Junior Delegate**"). The Junior Delegate will be ratified as a full member of the Club Committee in the same manner as the Junior Director. Should the junior membership increase to greater than 30% of the overall current year club membership at the date of the AGM, representation on the senior committee may increase proportionately.

8.5.5. The Junior GM will appoint a Junior Subcommittee which will consist of the Junior Director, Junior Secretary, the Junior Delegate, and such further Members/Pavilion Members as the Junior GM will decide upon. The Junior Subcommittee shall be chaired by the Junior Director or in her/his absence the Junior Secretary or in her/his absence such person as the Junior Subcommittee shall appoint. The Junior Subcommittee shall prepare a budget for the following years activities and this budget will be presented for the approval of the Committee at the first Committee meeting after the AGM or such later time as the Committee shall decide upon. Full year end accounts for the junior division should be provided to the junior committee by the Treasurer at least 14 days in advance of the Junior committee GM.

8.5.6. The incumbent Junior Director will present to the Junior GM a report detailing all matters relevant to the Junior Division for the preceding year.

8.5.7. In addition, the Junior GM shall consider all further business relevant to the Junior Division which the person chairing the meeting shall deem in her/his opinion relevant.

8.6. Junior Division Day to day operations

The Junior Director will be responsible for ongoing day to day operations of the Junior Division in accordance with Galway Triathlon Club policies. The Committee will ensure that any decisions made by it which affect the operations of the Junior Division will be communicated to the Junior Director in advance of those decisions taking effect.

9. 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 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.

10. 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.

11. Meetings**11.1. General Meeting**

The AGM shall be held at such place and at such time as may be determined by the Club committee; but shall be held prior to the 31st of December in any given year.

Not later than 21 days before the date of the AGM, 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.

11.1.1. All nominations to the AGM for Committee Officers for the following year shall be received in writing by the Club Secretary at least 7 days prior to the AGM.

11.1.2. Where a single written nomination is received for a role; the nominee shall be deemed elected subject to ratification at the AGM.

11.1.3. Where more than one written nomination is received for a role, the decision shall be made through a vote at the AGM.

11.1.4. In the event no written nominations are received for a role, nominations can be taken from the floor at the meeting and must have the consent of the nominee.

11.2. Exceptional General Meeting

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.

11.2.1. Not later than 14 days before the date of the Exceptional General Meeting, every member, life member and Committee member shall be notified by the Club Secretary of the time, date, place, and purpose of the meeting.

11.2.2. If the Committee calls the Extraordinary Meeting a Special Majority (>75%) of the Committee must support the requisition.

11.2.3. If Eligible Members of the Club call the Extraordinary Meeting the requisition must be supported by at least 25 % of the Eligible Members of the Club over the age of 18 years at that time.

11.3. Business of the AGM

The business of the AGM shall include the receipt and adoption of the Annual Report

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

11.4. Notice of Business to be discussed or resolutions.

Members shall give notice in writing of any business to be discussed or resolutions to be considered at the AGM no later than 14 before the date of such meeting, except for items arising from the Junior GM, in which case, notice in writing must be provided no later than 7 days before the date of such meeting.

11.5. Quorum

At any general meeting of GTC, delegates present and representing either not less than 15% of the membership or 30 members shall constitute a quorum.

11.6. Chairperson

At all general meetings the Club 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.

11.7. Voting

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

- 11.7.1. Each committee member shall have one vote.
- 11.7.2. Each Full Member as per the Triathlon Ireland membership list, for the specific year, who are over 18 years old on the day of any AGM or Extraordinary Meeting ("**Eligible Member**") shall have one vote and there will be no proxy votes.
- 11.7.3. Electronic voting through a committee approved voting system will be accepted at General Meetings. No postal/fax or email voting will be accepted.
- 11.7.4. 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.
- 11.7.5. Pavilion Members will not have a vote in the AGM or Extraordinary Meetings
- 11.7.6. 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. Where the Committee deem it, appropriate polls may be taken anonymously, or if requested by not less than 15% of club membership or 30 members.
- 11.7.7. Any poll called for shall be carried out as the chairperson shall direct.
- 11.7.8. The chairperson shall have a casting vote in addition to a deliberative vote.
- 11.7.9. 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.

12. Officers

12.1. The management of the Club shall be vested in a committee, comprising members elected to the positions of Chairperson, Secretary, Treasurer, together with up to nine additional members validly elected to the committee, with or without specific functions.

12.2. Sub-committee officers.

Triathlon Ireland 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

12.3. Children's Officer and Designated Liaison person

To facilitate Junior's 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.

13. Committee

13.1. The affairs of the Club shall be administered by the Committee consisting of not more than 12 Members of the Club (the "**Committee Officers**"), which will have ultimate responsibility for the funds and property of the Club and the Club's administration.

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

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

13.1.3. The Committee shall be responsible for carrying out the aims and objects of the Club.

13.1.4. The Committee is obliged to follow the Club Disciplinary and Grievance Procedure set out in this Constitution when considering any disciplinary action.

13.1.5. All Committee Officers shall be current members of Triathlon Ireland.

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

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

13.1.8. 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.

13.1.9. A decision of the Committee shall be binding on all Committee Officers and the Club if it is supported by a General Majority (>50%) of Committee Officers present in person at the Committee meeting.

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

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

13.1.12. 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.

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

13.1.14. The Officers of the Committee shall retire from office at the AGM and shall be eligible for re-election. No one individual can retain the same role on the Committee for more than 4 years in any rolling 8-year period. After this period, they must step down from this role and can put themselves forward for a new role.

13.1.15. No individual may simultaneously hold more than one office, and an office may not be shared among multiple members.

13.1.16. An Officer of the Committee may resign from his or her office by giving 14 days' notice in writing to the Chairperson of the Committee

13.1.17. Each Committee Officer must, on relinquishing his or her office, promptly hand to the Chairperson or Club Secretary, all official documents and records belonging to the Club together with any other property of the Club which may be in his or her possession and must complete any requirements to transfer authority relating to control of the Club's bank accounts or other financial affairs.

13.2. Functions and Powers of the Committee

13.2.1. 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:

13.2.2. To formulate, adopt and monitor a strategic plan, which shall be presented at each AGM.

13.2.3. To develop, approve, and oversee policy documents as necessary.

13.2.4. To adopt and monitor an annual plan and financial budget.

13.2.5. To enter 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.

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

13.2.7. 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.

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

- Coaches and captains for the Club. The Junior Division will determine its own coaches, their appointment and remuneration with committee approval and in line with the club payment policy.
- Other positions as required.
- To determine the fees payable by members each year.
- To enter contracts of insurance, sponsorship and other types of contracts as deemed appropriate to carry out the objects of GTC.

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

14. Finance and Annual Report

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

14.2. The Treasurer shall be responsible for the finances of the Club and summarise finance position each month for the committee.

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

14.4. A statement of annual accounts shall be presented by the Treasurer at the AGM.

14.5. A report of the year's activities together with the Balance Sheet and Income and Expenditure Account shall be prepared by the Committee for presentation at the AGM.

14.6. There will be three signatories on the bank mandate, the Treasurer, the Junior Signatory (as defined in the Finance Policy for Junior Division) and one other senior committee officer. All payments shall require the signature of the Treasurer and one other signatory.

15. 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.

16. Income and Property

16.1. 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.

16.2. 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:

16.3. Reasonable and proper remuneration to any member or servant of the Club (not being an officer) for any services rendered to the Club.

16.4. 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.

16.5. Reasonable and proper rent for premises demised and let by any member of the Club (including any officer) to the Club.

16.6. Reasonable and proper out-of-pocket expenses incurred by any officer in connection with their attendance to any matter affecting the Club.

16.7. 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.

17. 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 like

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.

18. 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.

19. 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.

20. Alteration of the Rules

These rules (with the exclusion of those listed in point 19) 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 an AGM. Notice of the proposed alteration shall be given to the committee at least 28 days prior to the date of the AGM at which it is intended to propose the alteration. Notice shall be given of the proposed resolution in accordance with rules for General Meetings.

21. Interpretation

21.1. 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.

21.2. 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.

22. Club Trophies

Winners of Club Perpetual Trophies must hold same for one year unless resigning and must undertake to return them when requested.

23. Club Technologies

23.1. The Club website shall be maintained by and the responsibility of the club communications officer or an appointed IT company / person as determined by the committee. It is not to be used for personal profit or gain of club members. The Club's Facebook page is to remain open for use to members and non-members alike, to encourage growth of club membership and in keeping with the Club's open and welcoming ethos. The Club's Facebook group is a closed group and shall be available to Club members only.

23.2. All Club social media shall be maintained by and the responsibility of the club communications officer. It is not to be used for personal profit or gain of club members. It is to remain open for use to members and non-members alike, to encourage growth of club membership and in keeping with the Club's open and welcoming ethos.

23.3. Vigilance is to prevail in maintaining the website and/or social media accounts to avoid any abuse.

24. Insurance of Club assets

Members / Committee storing club property should ensure that their household insurance policy sufficiently covers the replacement value of the assets. GTC has storage facilities available which includes full insurance for the storing of club property.

DECLARATION

Galway Triathlon Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of Members.

Name _____

Chairperson

Signed: _____

Date: _____

Name: _____

Club Secretary

Signed: _____

Date: _____

APPENDIX I – Committee Roles**Chairperson**

The Chairperson shall:

- Be a member who has previously held a full GTC Committee position for a minimum of 1 term.
- Chair all Committee Meetings (12 per year), the AGM and Extraordinary Meetings.
- If the Chairperson is absent or declines to take the chair, the Secretary shall preside.
- Notify Club Members promptly of any appointment, resignation, or removal of Officers of the Committee
- Advise all Club Members of any changes to this Constitution.
- Report on the activities of the Club at the AGM
- Inform Triathlon Ireland if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts.
- Ensures the club constitution is administered.
- Seek insurance / legal advice that may arise.
- Report full details of any insurance cover purchased from or through Triathlon Ireland and other relevant insurance providers to the Club at the AGM
- Liaise with all committee members to ensure their roles and responsibilities are being adhered to
- Manage incoming mails sent to the club account chair@galwaytri.ie

Club Secretary

The Club Secretary shall:

- Communicates with the club Chairperson as necessary.
- Give notice of all Committee Meetings, the AGM and Extraordinary Meetings
- Draft an appropriate agenda.
- Record the proceedings of all such meetings and document them as minutes.
- Follow up on actions assigned to committee members.
- File all club correspondence accordingly.
- Manage incoming mails sent to the club account secretary@galwaytri.ie

Finance

The Treasurer shall:

- Have a financial / accounting background.
- Keep proper records of the Club's financial transactions in accordance with current accepted accounting rules and practices.
- Ensure that bills are paid, and cash is banked in accordance with these procedures.
- Provide a monthly update on club finances to the committee.
- Prepare an annual budget for the Club and regularly inform the Committee of progress against that budget.
- Make all records, procedures, and accounts available on request to the Committee.
- Prepare an annual financial report for presentation at the Club AGM.
- Arrange for Club accounts to be audited as required by Revenue and only in the event Club income exceeds €250,000 per annum.

Junior Director

The Clubs Junior Director shall

- Be a member of the Club.
- Set up a Junior sub-committee to help with duties of the role.
- Lead the Junior sub-committee.
- In conjunction with the main club committee, propose and agree a junior development strategy for the forthcoming year.
- Prepare a budget for Junior Club activities, as required, and submit to the Committee for approval.

Junior Secretary

The Junior Secretary shall:

- Be a member of the Club.
- Communicates with the Pavilion Members and the Junior Subcommittee and the Committee as necessary.
- Give notice of all Junior GM.
- Draft an appropriate agenda.
- Manage incoming mails sent to the Junior club account.

Junior Delegate

The Clubs Junior Delegate shall:

- Assist Junior Director with their roles and responsibilities mentioned above.

Club Children's Officer (CCO)

The Club Children's Officer shall

- Familiarise themselves with the safeguarding requirements for coaches as well as relevant legislation.
- Ensure their own training and garda vetting is up to date.
- Keep a database of which coaches in the club are qualified to coach or supervise junior athletes.
- Aid in the safe recruitment of volunteers and coaches to work with club juniors.
- Be the voice of the juniors in the club and make themselves known and accessible to the junior athletes.
- Be responsible for storing the Triathlon Ireland Form 11's confidentially, for reference.
- A qualified Children's Officer can sign off on the ID proofing for other members of the club.
- Be consulted on all safeguarding issues including risk assessments for training sessions and events.
- Prepare risk assessments and emergency action plans for club training sessions and review them at least annually.
- Report to the main club committee at committee meetings regarding any junior issues, while maintaining necessary confidentiality
- Report any safeguarding issues to the Designated Liaison Person so that they can be reported to Triathlon Ireland and the Statutory authorities. The CCO is also free to consult with Triathlon Ireland and the statutory authorities.

Designated Liaison person:

The Designated Liaison Person shall

- Act as a liaison with outside agencies and a resource person to any staff member or volunteer who has child protection concerns.

Junior Sub-Committee

- The junior sub-committee should include the following roles - Secretary, Swim Officer, Run Officer, and Bike Officer.
- The Junior sub-committee shall hold regular meetings.
- The Junior sub-committee shall oversee the organisation of all junior events and liaise with Triathlon Ireland regarding sanctioning requirements.

APPENDIX II - Galway Triathlon Club Code of Conduct General

All Members shall:

- Abide by the Club Constitution and this code of conduct and rules laid down by the sports' governing body, Triathlon Ireland (Triathlon Ireland)
- Encourage and commend fellow members in their training, competition and participation.
- Uphold the good name and reputation of the 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; and
- Be full or non-racing members of Triathlon Ireland, to ensure they receive the personal insurance cover which Triathlon Ireland membership confers. The Club does not provide any insurance cover to Members and will not accept any applicant who is not a Triathlon Ireland member.
- Respect the rules of Galway Triathlon Club.

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 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; and
- Only dive in those areas that are designated safe to dive in.

On open water swims, members shall:

- Follow the instructions of Galway OWS coaches and be present for each session briefing prior to entering the water.
- 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 has been arranged; and
- Shower after swimming, washing open wounds and ears, etc to reduce the risk of infection.

All open water swim sessions are taken at the participants own risk.

Bike**All Members shall:**

- Follow the instructions of the Galway Bike Marshal(s)

- 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 condition
- 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 potholes, glass, parked cars, and other hazards which may require the following riders to alter course.
- Not use tribars 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 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.

Appendix III - Club Disciplinary and Grievance Procedure

1. Grievance Procedure

The Club accepts that it is in our mutual interest to establish a clear procedure for the resolution of all 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.

1.1 Procedure

- 1.1.1** Any complaint or grievance must be submitted in writing or email to the Club Chairperson and Secretary.
- 1.1.2** Receipt of acknowledgement will be provided within 5 working days to the complainant.
- 1.1.3** The Club Chairperson and Secretary will appoint 3 investigation members (2 x Committee and 1 x Eligible full member) to assess whether the matter is related directly to the Club or otherwise. Their decision is binding. If the complainant or the respondent is part of the Committee, then they cannot take part in the investigation process.
- 1.1.4** If assessed that the matter relates to the Club, then these investigation members will examine both sides of the investigation received in writing from both parties.
- 1.1.5** The investigation members will then return a verdict to the Chairperson and Secretary on whether the matter should be upheld or not along with their reasons behind the decision. Their decision is binding.
- 1.1.6** The Chairperson or Secretary will contact both parties involved with the decision of the investigation team. Both parties will be given the opportunity to appeal the decision in writing within 14 days of receipt of the decision.
- 1.1.7** If an appeal is requested, then the Chairperson and Secretary will appoint a new investigation team (2 different committee members and 1 different full member) to assess.
- 1.1.8** The Appeals committee decision is final. They recommend if disciplinary action is warranted to the committee.
- 1.1.9** The decision of disciplinary action is decided by the full committee.

2. Disciplinary Procedure

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 membership, depending on the gravity of the offences and on any mitigating circumstances.

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

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 member. This warning will be recorded at the next committee meeting.

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 and will be held on club file.

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.

3. Misconduct

In cases of misconduct including but not limited to:

- Breaches of trust
- Fighting
- Theft
- Refusal to accept instructions.
- Wilful damage to property
- Bringing the club into disrepute

The committee considers that summary dismissal is warranted it may suspend a member to facilitate investigation of the case. Following investigation of any matter under this clause, 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 1 to 4 above.

4. 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.

5. Review

This procedure will be reviewed periodically.