Club Constitution

1. Name & Objectives

1.1. The name of the Club shall be the Jersey Triathlon Club ("the Club").

1.2. The Club shall be affiliated to British Triathlon.

1.3. The objectives of the Club shall be:

1.3.1. the promotion and encouragement of triathlon, swimming, cycling, running and related multisport activities;

1.3.2. the development of targeted elite and youth athletes;

1.3.3. introducing grassroots athletes to triathlon and multisport events; and

1.3.4. providing a safe, inclusive and supportive environment in line with the commitments of British Triathlon.

2. Management

2.1. The Club shall be managed by a General Committee not fewer than four (4) and not more than twelve (12) members who shall be elected at the Annual General Meeting ("AGM").

2.2. The General Committee shall include a President, a Secretary, a Treasurer and at least one other member. The Committee shall designate a Race Committee Chair and a Junior Representative from among its members. A committee member may hold more than one of these roles.

2.3. The General Committee shall meet at least once per calendar quarter.

2.4. Any member aged 18 or over may put themselves forward for any of the specific or general roles either at or in advance of the AGM. If more than one member contests a position, the member with the highest number of votes by show of hands will be elected (the current Secretary will only be allowed a vote to decide a tie). Members may vote for themselves.

2.5. The General Committee shall have the power to appoint or co-opt members to such posts as it may from time to time deem necessary.

2.6. The General Committee shall appoint a representative to such representative bodies that it shall deem necessary. The person(s) appointed need not necessarily sit on the General Committee.

2.7. Quorum at any official meeting of the General Committee where reasonable notice has been given shall be three members or one third of the Committee (whichever is greater) and minutes shall be kept.

2.8. The General Committee shall have the power from time to time to fill any vacancy caused by the withdrawal of any member from the General Committee.

2.9. In the event of any member of the General Committee failing to attend three consecutive official meetings (unless prevented by illness or other unavoidable cause) that member shall forfeit their place on the General Committee.

2.10. The General Committee may from time to time delegate any of its powers and functions to subcommittee(s).

3. **Race Committee**

3.1 The General Committee shall establish a Race Committee responsible for the planning, coordination and delivery of the Club's race and event programme.

3.2 The Race Committee shall be chaired by a member of the General Committee (the "Race Committee Chair") and may include additional Club members appointed by the General Committee.

3.3 The Race Committee shall operate under the authority of the General Committee and shall report regularly to it. The General Committee shall retain overall responsibility for all Club activities.

3.4 The responsibilities of the Race Committee shall include:

3.4.1. Proposing the annual race and event calendar to the General Committee for approval;

3.4.2. Organising and delivering Club races, events and activities;

3.4.3. Appointing Race Directors and supporting event delivery teams as appropriate;

3.4.4. Coordinating volunteers and maintaining a marshal rota for Club events;

3.4.5. Ensuring that all events are conducted in accordance with applicable rules and regulations of British Triathlon and any relevant local requirements;

3.4.6. ensuring appropriate risk assessments, safety plans and event management procedures are in place;

3.4.7. Liaising with relevant authorities and third parties where required for event delivery;

3.4.8. managing event logistics including entries, timing, equipment and results (where applicable);

3.4.9. monitoring and reviewing events and making recommendations for improvement to the General Committee.

3.5 Members of the Club may be expected to contribute to the successful running of Club events, including volunteering or marshalling. The Race Committee may maintain a volunteer or marshal rota for this purpose.

3.6 The Race Committee may establish sub-groups or appoint individuals to assist with specific events or responsibilities as required.

4. Membership

4.1. Membership shall be open to any multi-sport athlete and those interested in fostering and encouraging the sport of triathlon.

4.2 Members agree to abide by this Constitution and the Club Code of Conduct.

4.3. Membership shall be obtained via the online entry system or other means as the General Committee may from time to time decide.

4.4. The General Committee can grant Life Membership to individuals based upon exceptional service to the Club or to triathlon. Such a Life Member will be invited to join the Club for free annually thereafter and, if they do so, will be a full member in all other respects.

4.5. The General Committee can grant Associate Membership to individuals. Associate Members will be invited to join the Club for free; however, they will not be entitled to compete in Club events or

participate in Club training sessions (except as a coach). They will be full members in all other respects.

4.6. Day Membership may be offered at a price determined by the General Committee to allow individuals to compete in races or events. Such a Day Member will be a full member for that day only and will not be entitled to vote at any AGM or EGM.

4.7. The names of the members of the General Committee (including their roles) and the names of Life and Associated Members will appear on the Club's website.

5. Subscription

5.1. The General Committee will be responsible for setting the membership rate and any discounts which may apply permanently or from time to time.

5.2. The categories of membership shall be:

5.2.1. Seniors – 18 years of age and over;

5.2.2. Students – over 15 years of age, in full time education and participating in senior club coached sessions and events; and

5.2.3. Junior – under 18 years of age and participating in junior club coached sessions and events.

6. Finances

6.1. Club funds shall be held in an account or accounts in the name of the Club with a bank chosen by the General Committee from time to time.

6.2. All funds arising from the activities of the Club shall be the property of the Club.

6.3. All trophies and equipment shall be the property of the Club.

6.4. The Treasurer shall submit annually all accounts to the auditors, as designated by the members, and a financial report will be made to all members at the AGM.

6.5. The financial and membership year shall end on 30 September each year.

6.6. Any disbursements from Club funds shall require approval from a General Committee member.

6.7. Any disbursements from Club funds shall be recorded by the Treasurer, subject to the direction of the General Committee.

6.8. The General Committee may impose an additional fee on members to attend any Club event.

7. General Meetings

7.1. The AGM shall be held on or around November each year.

7.2. An EGM shall be called by the secretary within twenty-eight days of:

7.2.1. receipt of a request by the General Committee;

7.2.2. receipt of a request in writing signed by at least a quarter of the members of the club.

7.3. A minimum of 14 days' notice of any AGM or EGM shall be given to the members who shall also be provided with an agenda of such AGM or EGM.

7.4. Members may attend an AGM or EGM. Members aged 16 years or over on the date of the meeting (other than Day Members) shall be entitled to vote. Members under 16 years of age may attend but shall not vote. Non-members may attend with the express permission of the General Committee but shall not vote.

7.5. Any member may, in writing to the Secretary, propose an agenda item for a called EGM or AGM and at the discretion of the General Committee this will be added to the meeting's agenda.

7.6. A quorum for an AGM or EGM shall be the lower of (a) 15 members entitled to vote and (b) 25% of all members entitled to vote under clause 7.4, rounded up to the next whole member. Members under 16 years of age, Day Members and non-members shall not be counted when calculating the quorum.

7.7. Proxy voting is not permitted. Only members present at an AGM or EGM and entitled to vote under clause 7.4 may vote.

8. Safeguarding and Welfare

8.1. The Club is committed to safeguarding and promoting the welfare of all participants, particularly children and young people, and expects all members, volunteers and officials to share this commitment.

8.2. The Club shall adopt and implement safeguarding policies and procedures in line with those of British Triathlon and any applicable legislation in Jersey.

8.3. The General Committee shall appoint a Welfare Officer (also referred to as the Safeguarding Officer), who shall:

8.3.1. act as the first point of contact for any safeguarding concerns or welfare issues;

8.3.2. promote good safeguarding practice within the Club;

8.3.3. ensure that the Club complies with safeguarding requirements of British Triathlon;

8.3.4. maintain appropriate records of safeguarding concerns, in line with data protection requirements;

8.3.5. liaise, where necessary, with British Triathlon, statutory agencies and other relevant organisations.

8.4. All members, coaches, volunteers and officials have a duty of care to safeguard the welfare of participants and must:

8.4.1. act in the best interests of all participants at all times;

8.4.2. report any safeguarding concerns promptly to the Welfare Officer or, where appropriate, directly to relevant authorities;

8.4.3. comply with the Club's Code of Conduct and safeguarding policies.

8.5. Any concerns regarding the welfare or safety of a member must be reported without delay to the Welfare Officer. Where there is a risk of immediate harm, the appropriate emergency or statutory services should be contacted without delay.

8.6. Where applicable, the Club shall ensure that individuals working with children or vulnerable adults are appropriately recruited, trained and, where required, subject to relevant background checks in accordance with British Triathlon guidance.

8.7. Safeguarding information shall be handled sensitively and shared only on a need-to-know basis, in accordance with data protection legislation.

9. Discipline and Appeals

9.1. All complaints regarding the behaviour of members should be submitted in writing to the Secretary (or to another member of the General Committee if the complaint relates to the Secretary).

9.2. Where practical, the General Committee (or a sub-committee formed by the General Committee) will meet to hear complaints within 7 days of a complaint being lodged. The General Committee has the power to conduct such investigations, hold such disciplinary hearings and take such disciplinary action as it considers appropriate including the termination of membership.

9.3. There will be a right of appeal to the Secretary following disciplinary action being announced. For this purpose, the General Committee shall appoint an Appeals Committee of at least three members (or other persons as the General Committee sees fit) to consider the appeal, where practical within 8 days of the Secretary receiving it. The Appeals Committee's decision shall be final.

9.4. The Club will uphold any sanctions placed upon an athlete by UK Anti-Doping ("UKAD") or other associated body in accordance with the World Anti-Doping Code.

10. Dissolution Clause

10.1. The Club may at any time be dissolved by a resolution passed by at least 75% of those members of the Club present and voting at an EGM.

10.2. Such resolution may give instructions for the disposal of any assets held by or in the name of the Club, provided that if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid or distributed among the members of the Club, but shall be given or transferred to such other institution or institutions having objectives similar to the objectives of the Club set up in the Island of Jersey, failing which in the United Kingdom. Upon final distribution of the assets of the Club, the Club shall be deemed to be dissolved.

11. Amendments to the Constitution

11.1. The Constitution may only be amended by majority vote at an AGM or EGM.

Declaration

The Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.

CODE OF CONDUCT

The following standards and guidance apply to all Club members:

Abide by the Club Constitution, the Code of Conduct and rules laid down by the sports' national governing body, British Triathlon.

The Club promotes equality and inclusion. No discrimination will be tolerated.

Contact UK Anti-Doping (UKAD) in confidence if aware of an athlete or a member of a National Governing Body using or considering the use of a prohibited substance or method, via the dedicated Report Doping in Sport line – 08000 32 23 32.

Encourage and commend fellow members in their training, competition and participation.

Uphold the good name and reputation of the Jersey Triathlon Club, both inside and outside of Club activities, and conduct themselves in a professional, decent, honest and legal manner.

Swim, cycle and run with due consideration and courtesy towards other users, even where other users may be in the wrong.

Ensure good time management, so as not to delay the start times of sessions or events they attend.

Report any medical conditions, injuries or incidents whether at training or during events to the General Committee via the person organising the event.

Report any grievances or complaints to the Secretary (or to another member of the General Committee if the complaint relates to the Secretary).

Members are encouraged to join British Triathlon and receive the personal insurance cover which British Triathlon membership includes.

Members are expected to contribute to the running of Club events, in particular by volunteering to organise events or by agreeing to marshal their fair share of events.

Members are encouraged to compete and train wearing Club branded kit.

Members are encouraged to download the UKAD Clean Sport App and follow UKAD on social media.

The Club promotes a "speak out" culture and encourages members to report any suspected doping-related behaviour.