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## Tri Surrey Triathlon Club – Constitution, Rules & Regulations

### Welcome to Tri Surrey Triathlon Club

Dear Member,

On behalf of the Committee, welcome to Tri Surrey Triathlon Club. This document is designed to give you an idea of the club standards and expectations when you partake in club activities, training sessions and races, and to let you know what you can expect from the club. Whether you are a new or experienced triathlete, this sport and club welcomes you!

It is our aim that all our club members benefit from the knowledge of all of the coaches available to the club from all three disciplines, regardless of ability. The club also believes that the discipline, principles, and respect set by our coaches and triathletes are paramount to improving performances both in races and in training. Whatever your standard, from novice to experienced triathlete, welcome to our club and welcome to a great sport.

### Essential Information for Members

Tri Surrey Triathlon Club was founded during the summer of 2012 by a small group of athletes inspired by the London Olympic Games; Jonathan Wilden, Matt Hutchings and Ken Kennison were Tri Surrey's founding members. The club has a very diverse flavour with members competing in a wide range of events. These not only include triathlons, from sprint to Ironman, but also swimming, biking and running races separately as well as Adventure Races. Tri Surrey Triathlon Club is affiliated with Triathlon England, England Athletics and British Cycling, and aims to offer a triathlon experience which is safe, fun, supportive and inclusive, for triathletes and aspiring triathletes of all levels. Our club website gives all essential information – [www.trisurrey.com](http://www.trisurrey.com)

Membership to Tri Surrey is open to over 18s only, and new members can obtain joining information by contacting the Membership Secretary at [membership@trisurrey.com](mailto:membership@trisurrey.com).

### The Club Committee

The club is managed through the Club Committee consisting of:

- Chair
- Vice-Chair
- Club Secretary
- Treasurer
- Membership Secretary
- Social Secretary
- Social Media Co-Ordinator
- Safeguarding Officer
- Kit Co-Ordinator
- Training Co-Ordinator

Additionally the following non-committee roles support with the running of the club:

- Reigate Hub Captain
- Sanderstead Hub Captain
- Head Coach
- Cross Country Running Co-Ordinator

A list of the current appointed personnel into these posts can be viewed on the Tri Surrey website. The committee is selected from nominations and elections held at the Annual General Meeting at the end of each season.

## Committee Nominations and Elections

Any current member can nominate themselves for a committee role, by contacting the Chair or Vice-Chair before the AGM. Any current standing committee member is free to stand again for the same position, or to stand for a different position within the committee, subject to the maximum terms below.

Where more than one person wishes to be considered for a role a vote will be held to elect a person for the role. Where only one person is standing for a role, a vote will still be held, to 'accept' or 'object' to the appointment. All club members are eligible to vote, and a majority decision will be taken.

In some circumstances, there may be more than one person standing for one role, and no one standing for another. In this event, the current serving committee may approach the persons involved to see if they would be interested in covering the other role instead, in order to complete the committee. This is presented as an option, and refusal to do so will not affect the nomination for the original role.

Where insufficient nominations are received to cover all committee roles, the current committee will look to combine roles or remove roles, or to allow one committee member to cover more than one role, to ensure the club is adequately served by the available volunteers. All appointments will still be put out to vote, for members to 'accept' or 'object' to the appointments. On occasion two committee members may stand for a single role as a 'joint' appointment, and this type of appointment will be voted on in the same way as all other appointments.

Should there be any reason to remove a committee member then this can be done by majority vote from the other committee members. There must be good reason to do this. Concerns can be expressed to the Chair. Should concerns be about the Chair then the Vice-Chair should be informed.

## Committee Member Maximum Terms

In order to ensure that the club does not become stagnant, the following maximum terms for serving on the committee are agreed:

- A single committee member can serve for 3 consecutive years in a single committee role
- A single committee member can serve for up to 6 consecutive years on the committee in general, after which they must stand down for at least one year before they can run again (for any committee role).

It has been agreed that for the 3 years following the implementation of this rule (ie until the 2025 AGM) this rule will be used as a guide only, this is to allow a more gradual transition into the proposed committee rotation and allow time to find sufficient members to stand for committee positions and maintain the management of the club.

For the avoidance of doubt the above maximum terms apply to committee roles only, not those supporting the running of the club without being on the committee (such as the Head Coach).

## Annual General Meetings (AGM)

Notice of the Annual General Meeting (AGM) will be given by the Chair, or another member of the serving committee. Not less than 21 days' notice to be given to all members (normally around October-November). The AGM will receive a report from officers of the committee and a statement of the accounts. Election of officers is to take place at the AGM where all members have the right to vote. Note that voting (for the election of club officers and other club changes or decisions) may be carried out virtually (for example via an online survey) rather than, or as well as, in person at the AGM, in order to allow greater numbers of members to vote. The quorum for AGMs / voting will be 25% of membership. The club

committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedure for an EGM will be the same as for the AGM.

## Responsibilities of the Club Committee

The committee is responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club. The committee tries to ensure that all the three specific disciplines of our sport are given a focus. Most of the committee are experienced triathletes / runners / swimmers / cyclists with varying levels of achievement in the sport.

The nominated committee positions have the right to vote when a committee vote is formally required. Committee meetings are usually every 2-3 months, no less than four meetings per year, and the quorum for these meetings is >50% of committee members. For the purpose of the quorum and for voting committee members rather than roles are considered; if one committee member holds more than one committee position they count as one committee member for the quorum and votes, and if two committee members share a single committee role they are each counted as separate committee members for the quorum and votes.

The committee has powers to appoint working parties and sub-committees as necessary and to appoint advisers to the committee as necessary to fulfil its business; these advisors will not vote on committee decisions.

The committee is responsible for disciplinary hearings of members who infringe the club rules / regulations / constitution. The committee is also responsible for taking any action of suspension or discipline following such hearings.

## Club Rules

The Tri Surrey Triathlon Club is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and others associated with the club should, at all times, show respect to members, coaches, competitors, officials and associates. 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 the club Chair.

All members of Tri Surrey Triathlon Club are expected to abide by the following club rules:

- All members must comply with the rules of the club and BTF and respect officials and their decisions.
- All members must respect opponents and competitors.
- Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.

- Members must wear suitable kit for training and races, as agreed with the coach/team manager.
- Members must always do their best!
- Members must pay annual subscription and any fees for training or events promptly.
- Members are not allowed to abuse illegal drugs of any kind when on club business or whilst representing the club at training or races. The club does not support the use of performance enhancing drugs.
- Members must uphold the discipline, principles and respect that the club requires and expects whilst at training and races.

Where necessary to obtain or maintain accreditation with British Triathlon Federation, Triathlon England, England Athletics, British Cycling or any other relevant body, further rules may be agreed and implemented by the committee. In all cases these rules will be in line with the principles of the club as described in this Constitution.

Any complaints about the behaviour of a member should be submitted in writing to the Secretary or Safeguarding Officer. The committee will meet to hear a complaint within 21 days of the complaint being made. The committee has the power to take appropriate disciplinary action including termination of membership. The outcome of a disciplinary hearing should be notified in writing to the person who made the complaint and the member against whom the complaint was made within 21 days of the hearing. There will be the right to appeal to the committee following the announcement of disciplinary action. The committee should consider the appeal within 28 days of receiving the appeal.

## British Triathlon / Triathlon England Membership

To race triathlon it is not necessary to be a member of a club or of British Triathlon Federation (BTF) although there are benefits to both. Tri Surrey Triathlon Club is a BTF registered club and so you can enjoy a reduction in the British Triathlon subscription - quote club name as Tri Surrey when joining.

British Triathlon is the governing body organisation working for triathletes and duathletes. By joining, you enjoy a range of benefits including reduced entry fees to races, insurance and you contribute towards the sport's present and future development. Full details of membership and a current race calendar can be found at [www.britishtriathlon.org](http://www.britishtriathlon.org).

### Benefits of membership

- Public liability insurance
- Personal accident cover
- Race licences for unlimited races (a day licence otherwise needs to be purchase for each race)
- Reduced entry fees at some of Britain's best events

- Free legal support in the event of an incident
- Discounts at leading triathlon retailers
- Eligibility for selection for national squads and teams (Note: it is the responsibility of each individual member to decide whether to accept a place if offered)
- Exclusive new membership gift
- Special offers and discounts exclusive to members

Please check the British Triathlon website for an up-to-date list of benefits.

## Indemnity

It is important that all members note that the Tri Surrey Triathlon Club will not be held responsible for any accident or incident which may cause injury or death whilst members are either training or competing in a race whilst representing the Tri Surrey Triathlon Club or otherwise. If you have any questions regarding this, please contact the Committee.

## Membership and Other Fees

Annual membership fees are set and agreed by the club committee and are requested between 1st January and 1st March. This window is for existing members. New members will be allowed to pay their annual membership subscription at any point during the season [fees will be adjusted for new members based on when they join].

Members must pay any advertised fees for training events and will manage the finances for any races using their own bank account. Money raised through training events will be used by the club to pay for the hire of facilities such as swimming pool lanes, running track etc.

## Finance

All club monies will be banked in an account held in the name of the club. The club Treasurer will be responsible for the finances of the club. A statement of the annual accounts will be presented by the Treasurer at the AGM.

## Amendments to this Constitution

The constitution will only be changed through agreement by majority vote, where all members are entitled to vote.