



HOW TO SET UP A TRIATHLON CLUB



GUIDELINES FROM BRITISH TRIATHLON

Setting up a sports club is not as difficult as you may think! The following pack takes you through a simple, step by step guide outlining your tasks and the support available at each stage.

1. Getting Started

- If you have not yet done so, contact your Regional Development Officer (RDO), Michael Burch on 07739526560, michaelburch@britishtriathlon.org . He will be able to support you through various stages of your club set up.
- Gather together all the people who are interested and pool your skills / resources. This is your 'Action Group'.
- The action group then need to decide on the following - club name, membership costs, training session venue & times, coaches & club committee.
- The Club Committee - This only needs to have 2 official roles to start with and can grow with the club (Appendix 1). Start with a Club Welfare Officer and one other (Chair / Treasurer or Secretary). These two people will be the signatories on the club bank account. This needs to be set up to receive the membership and session fees and pay for any venue hire and, or coaching.
- Produce a flyer & poster and display these at suitable locations e.g. swimming pools, sports centres, Triathlon events etc. Write a press release on the launch of your club and send it to the local paper.
- Set the club rules / constitution. This is a legal requirement and a condition of affiliation. It is also essential should your club apply for funding at any stage. A template is provided for you to use (see Appendix 1) and all you need to do is fill in your club details.

2. British Triathlon Association Affiliation

This will provide the club with public liability insurance cover for all activities (including events) and has several other benefits including discounted British Triathlon membership for club members, listings in the national handbook and website, copies of the handbook and Tri News magazine. The British Triathlon club affiliation form can be downloaded from the national website www.britishtriathlon.org in the clubs section. The Y&H RDO can forward an affiliation form in the post if required.

The British Triathlon Association aims to ensure that all people irrespective of their age, gender, disability, race, ethnic origin, creed, colour, social status, religious or sexual orientation, have a genuine and equal opportunity to participate in triathlon at all levels of performance and in all roles. We therefore encourage all clubs to abide by the BTA Equity Policy and adopt a club policy (Appendix 3 & 4)

3. Junior Clubs / Sections

Junior clubs/ sections should follow the same procedure as outlined above with additional consideration given to British Triathlon's Good Practice and Child Protection Guidelines. These will be sent to you when the club affiliates and can be found in several other locations including the annual handbook and website; www.britishtriathlon.org. It is essential that all personnel involved in the junior section or a junior club have read, signed and agreed to adhere to the Good Practice and Child Protection Guidelines. Details of the nearest Good Practice and Child Protection Workshop can be found on SportsCoachUK's website www.sportscoachUK.org. Junior clubs are encouraged to work towards Clubmark accreditation which is a quality mark recognised nationally across all sports. Your RDO will be able to give you more details. Alternatively you can view the Triathlon accreditation scheme interest presentation which can be found in the Development section of the regional website www.yorksandhumbertri.org.uk.

4. Funding/ Partnership working

It is strongly recommended that a club looks to form strong partnerships with potential key stakeholders. Examples of potential partners include the Local Authority Sport & Leisure Unit, other sports clubs in the area including swimming/ cycling/ running clubs, private fitness centres, local retailers such as the local cycle shop and private firms. The Y&H regional website (www.yorksandhumbertri.org.uk) has in the grants and awards section a guide and information on a variety of possible sources of funding which your club may be able to get so that it can develop. Michael Burch, the Y&H RDO can provide more information on the above should you require it. He can be contacted on 07739526560, michaelburch@britishtriathlon.org.

5. Who else can help?

- Your local Sports Development Officer may also be of help. They can be contacted via your local council offices or on the 'Sports Gateway' section www.sportengland.org/gateway.
- Contact other established Triathlon clubs for advice (See www.britishtriathlon.org, www.yorksandhumbertri.org.uk).
- Running Sport - Offer a programme of workshops for sports clubs on topics such as 'Funding & Promoting your Club', 'A Club for All' and 'Starting a Junior Section'. Details can be obtained from Michael Burch the Yorkshire and Humberside RDO or the course organisers directly by post:
 - i. Running Sport Support Team
3rd Floor, Victoria House
Bloomsbury Square
London
WC1B 4SE
 - ii. Tel: 0207 404 2224
 - iii. Fax: 0207 383 5740
 - iv. Email: kallen@coachwise.ltd.uk or skhan@coachwise.ltd.uk
- Information and listing of Sports Coach UK workshops in the Yorkshire & Humberside Region can be found on the SCUK website (www.sportscoachuk.org) by going into the contact us and then workshops section. Workshops cover a variety of areas including Equity in your coaching, Good practice and Child Protection, How to coach disabled performers and can serve as useful club development aids.

6. Coach/ Referee Education

- British Triathlon run an extensive coach and referee education programme. Details are available from the website (www.britishtriathlon.org) or the British Triathlon Coach Education Administrator on 01509 226155. Also check out the regional website (www.yorksandhumbertri.org.uk) for information on the next regional round of coaching courses and details of how to obtain home study course packs/ information for the referee courses.

7. Adding a Triathlon section to an existing club

- Many swim, run or cycle clubs have athletes who participate in Triathlon and it is a natural progression to add on a specific section. You can utilise all the existing clubs structures such as the committee, constitution, bank account and just set up a sub committee or action group. Affiliate with British Triathlon and follow any of the other relevant steps detailed above.

8. The Future

- Once your club is up and running you should consider the following as 'best practice'.
- Hold an inaugural AGM and get a committee voted in. Then hold regular club meetings, social events and an AGM.
- Work with the committee and your RDO to write a club development plan (Appendix 2)
- Produce a club newsletter and, or, develop a website
- Consider developing a junior section
- Consider holding an event
- Send a club representative to regional meetings (Contact Michael Burch, Y&H RDO for further details)
- Consider going through one of the specifically designed club development schemes to measure how your club operates and serves its members against best practice guidelines and minimum safety standards. Contact Michael Burch the Y&H RDO for further information on how your club can receive STAR (Senior Clubs) and Clubmark (Junior Clubs/ sections) accreditation. See also the Clubmark and STAR interest presentation which can be viewed on the regional website (www.yorksandhumbertri.org.uk) in the resources section.

- Appendix 1

Sample Club Constitution (Adapted from Sport England Club Mark resource pack)

Constitution

NAME OF CLUB

1 Name

The club will be called *NAME OF CLUB* and will be affiliated to the *NAME OF NATIONAL GOVERNING BODY*.

2 Aims and objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in *NAME OF SPORT*
- To promote the club within the local community and *NAME OF SPORT*
- To manage the *NAME OF FACILITY*
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone
- To ensure that all present and future members receive fair and equal treatment.

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 and codes of conduct that the club has adopted.

Members will be enrolled in one of the following categories:

- Full member
- Associate member
- Junior member
- Life member.

4 Membership fees

Membership fees will be set annually and agreed by the Executive/ Management Committee or determined at the Annual General Meeting.

Fees will be paid: annually *DATE*/monthly/by weekly subscription.

5 Officers of the club

The officers of the club will be:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Club Welfare Officer
- Publicity Officer
- any other relevant position.

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-election.

6 Committee

The club will be managed through the committee consisting of:

NAMES OF OFFICER POSTS. Only these posts will have the right to vote at meetings of the committee.

The committee will be convened by the Secretary of the club and hold no less than *NUMBER OF MEETINGS* per year.

The quorum required for business to be agreed at committee meetings will be: *NUMBER [ACCORDING TO NUMBER OF OFFICERS IN POST]*.

The committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

The committee will have powers to appoint sub-committees as necessary and appoint advisers to the committee as necessary to fulfil its business.

The committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/ 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 an account held in the name of the club.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on: *DATE*.

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus at least one other committee member.

8 Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members.

The AGM will receive a report from officers of the committee and a statement of the audited 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.

All members have the right to vote at the AGM.

The quorum for AGMs will be *NUMBER [usually 25% of membership]*.

The committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs 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 committee will meet to hear complaints within *NUMBER* 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 *NUMBER* days of the hearing.

There will be the right of appeal to the committee following disciplinary action being announced. The committee should consider the appeal within *NUMBER* days of the Secretary receiving the appeal.

10 Dissolution

A resolution to dissolve the club can only be passed at an *AGM* or *EGM* through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will become the property of *NAME OF GOVERNING BODY OR SOME OTHER CLUB WITH SIMILAR OBJECTIVES TO THOSE OF THE CLUB*.

11 Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an *AGM* or *EGM*.

12 Declaration

NAME OF CLUB hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:

Date:

Name:

Club Chair

Signed:

Date:

Name:

Club Secretary

Appendix 2

Development plan

NAME OF CLUB, DATE

Area	Present Score 1-10 (10= excellent)	Considered Priority A-D (A= immediate)	Objectives and strategies to improve current position	Time Frame for each strategy listed	Resources Required including predicted cost (£'s)
The club has suitably qualified personnel to function in a safe and effective manner.	3	A	Put the clubs only L1 qualified coach onto the next available L2 Triathlon Coaching course	Completed by Feb 05	Y&H RDO, Level 1 Coach, British Triathlon Coach Education Administrator; £295

Appendix 3

BTA Equity Policy Statement

The British Triathlon Association (BTA) aims to ensure that all people irrespective of their age, gender, disability, race, ethnic origin, creed, colour, social status, religious or sexual orientation, have a genuine and equal opportunity to participate in triathlon at all levels of performance and in all roles.

The BTA aims to ensure that all present and potential members/employees of the Association receive fair and equal treatment through services provided.

It is the aim of the BTA, in its relationship with its present and potential members/employees and in its provision of services not to disadvantage any individual by imposing any conditions or requirements, which cannot be fully justified.

In pursuance of this policy, the BTA may take special measure/positive action for any group which is currently under represented in its membership, representative bodies or workforce taking account of the Race Relations Act (1976), Equal Pay Act (1970), Sex Discrimination Acts (1975, 1986), Disability Discrimination Act (1995).

In pursuance of this policy, the BTA reserves the right to discipline any members/employees of the BTA who practice any forms of discrimination on the grounds of age, gender, disability, race, ethnic origin, creed, colour, social status, religious or sexual orientation.

The BTA will maintain demographic records of its membership/employees.

The BTA will monitor and evaluate the impact of this policy, and focus its services accordingly.

Appendix 4

Club Equity policy statement

.....*CLUB*

This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

Signed..... Club Chair

Date.....