



Knutsford Tri Club Constitution

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1. **Introduction:**

This is the Constitution of Knutsford Triathlon Club (KTC). This Constitution specifies how KTC shall be governed and managed as a membership organisation and how the activities of KTC shall be conducted.

KTC is a volunteer not for profit group and funded by membership fees, donations and fund-raising activities and as such KTC is an amateur sports club, is considered to be an unincorporated organisation and is affiliated to BTF as a community sports club.

KTC will be affiliated annually to the British Triathlon Federation as the governing body for Triathlon. KTC will maintain an affiliation with England athletics for members to be able to participate in races as KTC members.



Affiliations to any other governing bodies will be agreed by the committee.

This constitution is the framework within which KTC will operate. If any change or alteration is to be made, then it must be approved by a majority at an Extraordinary General Meeting (EGM).

2. Objectives of KTC

- To promote the sport of Triathlon in line with current BTF guidelines and recommendations
- Maintain and grow a coaching team to offer coaching in Triathlon for club members
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is open and non-discriminatory
- To ensure that all present and future members receive fair and equal treatment
- To maintain a fun, relaxed and inclusive atmosphere at the heart of the club
- To promote the club within the local community

3. General Club Rules:

KTC shall be managed in accordance with this Constitution and the club policies and guidelines.

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

The detail on any changes and adoptions on how the club will be managed and governed is decided upon by the Committee which shall be recorded in the Committee minutes or documents reference therein.

In formulating the club policies and guidelines the Committee shall implement the objectives of KTC, the wishes of the members and shall consider the advice of BTF as published or via regional officers.

Any member or prospective member of KTC who attends KTC organised activities (sport and social) will be subject to rules and guidance of the club. (Prospective members can only attend 3 sessions before they must become members of the club or cease attending).

Any activity that uses club equipment or hired facilities may attract a fee or charge that will be determined by the Committee. These charges will be published in the minutes of the meeting they were agreed at and circulated to the relevant members.

To ensure a duty of care to members all club Triathlon related activities are to be conducted under club guidelines and policies based on the guidance from the British Triathlon Federation, including but not limited to:



- “Safeguarding and protecting children policy”
- “Club and coach/ activator activity guidance and ratios”
- “Coaching guidelines” - which includes guidance for non-coached club sessions
- GDPR policy
- Anti-doping policy
- Equality and Diversity policy
- Guidance for risk assessment

Where the club does not have a policy/guidance document then the BTF policy/guidance will take precedence.

4. **Club Management**

The Committee, Roles and Responsibilities of the Committee:

The KTC Committee is made up of 8 posts. Each post is as a volunteer to assist with the clubs’ day to day running and progress towards achieving its objectives. Only these roles will have the right to vote at meetings of the committee.

1. Chair
2. Secretary
3. Treasurer
4. Communications and Marketing
5. Social
6. New Members
7. Head Coach
8. Welfare Officer

Additional volunteer roles will be appointed by the committee as required to support the successful delivery of the clubs’ objectives. These roles will report regularly to the committee through either an existing committee member or via attendance to that section of the committee meeting (i.e. Kit, event leads, activators for swim, bike and run sessions that are not coached)

No member may normally hold more than one post concurrently unless there is an unfilled post after the AGM.

At this time the committee may appoint an existing committee member to that vacant post until it can be filled by another club member. In any event no Committee member may hold more than two posts permanently during the club year.

The committee will normally meet at least 6 times a year to discuss any and all relevant club matters and to progress any issues or make decisions as it sees fit to improve the club. The committee



recognises that at all times it will focus on protecting the safety of its members and the promotion of the club's objectives in a fiscally responsible way.

All committee decisions are made by a simple majority of those members present or have given their voting intentions by proxy to the Secretary. In the event of a tie the Chairman has the casting vote. The quorum required for business to be agreed at committee meetings will be 5.

The club year for accounting purposes will run from 01st April to the 31st March of a given year. It is the responsibility of the committee to arrange the AGM between April 1st and the last day of May; where the Committee will present to the club members its performance and activity in all areas.

Records are to be kept of all club meetings.

In addition to the minimum 6 committee meetings and an AGM, the committee may be called by a minimum of at least 15 KTC members to arrange an EGM to discuss a constitutional issue or an urgent club matter. Notice of 14 days will be given for an EGM and only the motion raised may be discussed and voted on.

Motions for consideration at either an AGM or an EGM must be made in writing to the Secretary at least two weeks prior to the date of the meeting. The Committee shall draw up an Agenda at least one week before the date of the meeting. Minutes of previous AGMs (and EGMs as required) shall be circulated to members prior to the date of the meeting together with a statement of accounts and nominations for elections to the Committee.

A quorum for the AGM/EGM is at least 15 KTC members (including any proxy voting intentions given in advance to the secretary). Any voting at an AGM/EGM are via a simple majority (>50%).

At the committee's discretion, specific issues may be presented to the membership for voting by electronic means. In such cases a majority of the votes cast (provided that the total number voting is >15 members) shall have the same effect as at an AGM or EGM.

All committee roles are elected by the members at the AGM. All committee members will retire each year; however they will be eligible for re-election. If a member wishes to be considered for any of the posts they must be nominated by a member and seconded by another member 14 days prior to the AGM.

The club considers it highly desirable that the normal term of office should be no more than 3 years. Where there may be a lack of available candidates in any given year, exceptionally an extension may be agreed at the AGM by all present by way of a simple majority vote.

From time to time the committee may appoint advisers or set up a sub-committee to review or manage a subject relevant to the club (e.g. Junior activities). Each sub-committee will operate along guidelines set by the Chairman in consultation with the main Committee and report back to the main Committee.

The committee will be responsible for adopting any new policy, codes of conduct and rules that affect the organisation of the club. Any changes or adoptions will be communicated to the



membership and made accessible (i.e. via the website).

Any interpretation of the Constitution shall be decided by the KTC Committee. Any contingency that may arise and is not covered by the Constitution shall be decided by the KTC Committee. The club constitution will only be changed through agreement by majority vote at an EGM or AGM.

A role description of each role of the Committee is available to members (either directly or via the KTC website). These roles may develop and change over time. It is the responsibility of the committee to communicate these changes to the membership.

5. **Membership**

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.

KTC Membership Types:

5a. **Full Membership.** Members of KTC have full voting and membership rights associated with being a member of KTC.

5b. **Student Membership:** Any member in full time education

5c. **Junior Membership:** Below the age of 18 (only available when an active Junior sub-committee is in place)

5d. **Honorary Membership**

KTC Membership Costs

Membership costs for KTC categories 5a and 5b will be reviewed and set by the KTC committee and communicated to the membership at the AGM.

Membership costs for category 5c will be set by a combination of the KTC committee and the representatives of the Junior Sub-committee.

Membership cost for category 5d – there will be no cost for honorary members.

Membership Criteria

Membership category 5a Full: Any person over the age of 18 can join KTC either. The Individual Member will be subject to the rules of this constitution. The cost of the membership will be the KTC membership fees only. Individuals then can, and are encouraged to, join directly with the British Triathlon (and/or individual discipline governing body) for the race and personal insurance benefits that come with individual membership.



Membership Category 5b Student: Any person aged over 18 years of age and in full time education. Otherwise the same as for category 5a above.

Membership Category 5b Junior: As required by the membership the committee may approve the forming of a sub-committee to manage junior activities for members below the age of 18 but older than the youngest age that the BTF rules accept for Triathlon Training. Their membership will commence within the guidelines set by the Committee in harmony with the guidelines set out by BTF. Junior membership will be separate from adult membership in terms of administration systems and club sessions. Junior and Adults can only share a joint session with the agreement of the adult session members.

Membership Category 5d Honorary: The committee can accept the nomination for a member to be recognised with an Honorary Individual Membership. The appointment must be justified by the individual's contribution to the activities of the club. This is either an annual or lifetime award for which KTC waives all membership charges except those of BTF membership which will continue to be the responsibility of the member. As a full member the recipient(s) may hold any committee position.

Honorary Individual Membership will be reviewed annually at the AGM. Only 1 annual Honorary Individual Membership can be considered in any one financial year. Lifetime awards of Honorary Individual Membership need to be justified by the outstanding contribution of the member and it is envisaged that this would be rarely nominated and approved.

The KTC committee may observe the need for additional membership types from time to time. The committee may then create them at its discretion and will inform the membership and arrange to add them to the constitution where appropriate.

6. Safeguarding and Inclusion

The safety and safeguarding of children and vulnerable adults is considered to be of primary importance to KTC. KTC is committed to providing an environment where young people and adults can learn and participate in the sport of Triathlon free from harassment and abuse.

All club members have a moral and social responsibility to safeguard and promote the welfare and safety of fellow club members including children and vulnerable adults. KTC follows the BTF Safeguarding Policy to promote and protect the welfare and safety of both children and adults.

In addition, KTC aims to promote a diverse and inclusive membership. KTC is committed to creating a culture and environment where there is mutual respect and equality of opportunity. KTC and its members are committed to eliminating discrimination and valuing diversity in all of our activities.



7. **Finance**

It is one of the duties of the committee to ensure that the club accounts are run on a sound financial basis, ensuring that at all times the club monies are protected and invested for the club activities, equipment or use of facilities only. No individual or group other than the club itself is to ever benefit from the club finances:

The Club recognises the need to reimburse club members for occasional expenses in carrying out activities on behalf of the club.

The club will also support, *where it is financial able to*, the training and development of coaches, activators and volunteers to further club development and safe session delivery.

The club has a policy to recognise the additional skills and experience of the coaching team through a nominal payment for each session in line with BTF coaching guidance (see KTC use of funds policy).

The committee will be advised by the treasurer at each meeting as to the level of funds the club has and the projected financial position this gives the club.

The Treasurer will arrange for appropriate bank accounts to be opened in the name of the Club on which cheques or other money orders may be drawn. The treasurer and normally no more than 2 other members (usually this will be Chairperson and/or Secretary) will be signatories to the club finances.

Each year at the AGM, two examiners for the accounts will be agreed and they will normally review the accounts provided by the Treasurer prior to the next AGM. At least one of the examiners must be a member who does not currently hold a committee position.

Funds will be raised by members through club membership charges, individual donations, fund raising events and possibly grants from Government or Sports funding bodies.

Before committing the Club to major items of expenditure the General Committee shall take account of the views of the membership.

8. **Disciplinary Process**

All complaints regarding the behaviour of members are to be submitted in writing as described in the complaints and disciplinary procedure.

Following the process as described in the complaints and disciplinary procedure the complaint will be heard and the hearing committee has the power to take appropriate disciplinary action up to and including the termination of membership.



The outcome of a disciplinary hearing will be notified in writing to the person who lodged the complaint and the member against whom the complaint was made.

There will be the right of appeal to the committee following the conclusion of the disciplinary hearing.

9. **Conflict of Interest.**

Any financial interest or other real or perceived conflict of interest in the organisation of club activities (e.g. sports trips, purchase of club equipment, trading or social events) must be declared in writing to the committee.

The committee can respond in several ways which may include overseeing the management of the potentially conflicting activity or passing the responsibility to a non-conflicted member.

All actions associated with potential conflicts of interest will be reported to club members at the AGM. Failure to disclose a potential conflict of interest may result in disciplinary action.

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 all remaining assets will be sold, and all cash will be donated to the British Triathlon Federation.

11. **Declaration**

Knutsford Triathlon Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members as confirmed and minuted at the annual AGM.