

Tralee Triathlon Club Club Constitution

***Version 7 provisionally approved 13th May
2024***





Tralee Triathlon Club Constitution

Version 6 approved 10th September 2019

1. Name

- a) The name of the Club shall be Tralee Triathlon Club (may be abbreviated to TTC)
- b) The Club's colours shall be black and amber.

2. Objectives

- a) The objectives of the Club shall be to:-
 - i. encourage the practice & development of triathlon in Tralee & surrounding areas.
 - ii. provide coaching for club members and to organise and promote competitions.
 - iii. organise teams to represent the club in triathlon and multisport events, national championships, international championships and in such other competitions as the committee shall decide.

3. The club shall cater for: -

- i. Triathlon
- ii. Multisports involving the individual sports of running, cycling and swimming (duathlons, aquathons and other variations)
- iii. The individual sports of running, cycling and swimming.

4. Membership

Membership of **Tralee Triathlon Club** shall be open to any member of the public subject to the following conditions:

- a) The individual acknowledges that the activities of the club carry a risk of personal injury or even death and agrees to exempt the club of any liability in the event of such instances occurring.
- b) Membership shall be open to all persons either amateur or professional. The amateur status of non-professional club members shall be protected.
- c) It is mandatory for members of **Tralee Triathlon Club** to be either full or associate members of Triathlon Ireland, the national governing body for the sport of triathlon in Ireland. Failure to maintain a 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 **Tralee Triathlon Club** automatically results in an immediate loss of membership of **Tralee Triathlon Club**.
- d) Participants in training sessions, club competitions and other club activities must be current members of **Tralee Triathlon Club**. The Club Secretary may permit the involvement of guest participants at his / her discretion; such guest participants must, however, be members of Triathlon Ireland or other national governing body.
- e) Each applicant for membership must complete the official application form. An application for membership is valid for the calendar year in which it is signed, and to continue membership, members are required to renew their membership for each new calendar year. Persons who have not renewed their membership cannot participate in club events or training.
- f) Approved persons remain members of the club until the earlier of
 - i. such time as they tender a resignation as per Article 10 of this constitution or
 - ii. they fail to renew their membership as per Article 4.c. of this constitution or
 - iii. they fail to pay any subscription validly approved under this constitution in accordance with Article 9.b. of this constitution.
- g) The Committee of **Tralee Triathlon Club** are empowered to withdraw membership from any member of **Tralee Triathlon Club**, where it has been found that a member has committed a serious breach of the club's Code of Conduct as set out in this document in Appendix II.

- h) **Tralee Triathlon Club** members must fulfill Event Officiating / Marshalling duties as per Section 18. Failure to fulfill these duties, without an approved application to the committee to be excused, may result in refusal of membership in the following year at the discretion of the Chairperson and/or committee.
- i) Junior Membership of **Tralee Triathlon Club** (which may also be referred to as **Tralee Junior Tri Club**) is restricted to the children, grandchildren or siblings of **Tralee Triathlon Club** adult members, unless otherwise agreed with the Junior Chairperson and members of the **Tralee Junior Tri Club** sub committee.

5. Equality and Children's Rights

- a) **Tralee Triathlon Club** is committed to creating and maintaining the safest possible environment for children, young people and vulnerable adults to participate in the sport of Triathlon.
- b) **Tralee Triathlon Club** recognise Triathlon Ireland plays a governance role in relation to safeguarding the well being of their members.
- c) **Tralee Triathlon Club**, therefore, endorses Triathlon Ireland's Child and Vulnerable person's statement as outlined below and adopts in their entirety their policy documents: Safety Guidelines for Junior Triathlon Club Sessions.

Triathlon Ireland - Policy Statement

Triathlon Ireland is fully committed to safeguarding the well being of their members. Every individual in Triathlon Ireland should at all times, show respect and understanding for members rights, safety and welfare and conduct themselves in a way that reflects the principles of the organisation and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport. In working with young people in triathlon our first priority is the welfare of the young people and we are committed to providing an environment that will allow participants to perform to the best of their ability, free from bullying and intimidation.

Triathlon Ireland - Safety Statement

Triathlon Ireland recognises and accepts its responsibility as a National Governing Body to maintain, so far as is reasonably practicable, the safety and health of its employees and volunteers, and of other persons who may be affected by its' activities.

Triathlon Ireland - Equality Statement

Triathlon Ireland recognises that discrimination and victimization is unacceptable and that it is in the interest of the Organisation and its employees to utilize the skills of the total workforce. It is the aim of the Organisation to ensure that no employee, job applicant or volunteer receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex or sexual orientation.

6. Management

- a) The management of the Club shall be vested in a committee, comprising of the Trustees (3 to 5 members, selected by the club committee and appointed by the Chairperson) and members elected to the positions of Chairperson, Secretary, Treasurer and Child and Vulnerable Adult Protection Officer, together with additional members validly elected to the committee, with or without specific functions. These positions are defined below:
 - i. **Chairperson**
The Chairperson is responsible for chairing committee and general meetings and ensuring that the committee operates in the best interest of the club & its members. Their role is to co-ordinate committee activity to achieve this. The Chairperson acts as a spokesperson for and represents & promotes the club. The Chairperson is not responsible for completing day-to-day administration duties of the club.
 - ii. **Secretary**
The role of the Secretary involves maintaining the database of members, providing information bulletins to members, and circulating meeting minutes from AGMs and committee meetings as required

iii. **Treasurer**

The Treasurer is responsible for accurately recording all financial transactions made by the club and presenting this record in a recognised format to members of the club at the AGM. The role will involve collecting and recording payments from members and sponsors and for issuing and recording payment to suppliers and others as agreed by the committee. The Treasurer is automatically a co-signatory on any bank or credit card account held in the name of the club.

iv. **Child and Vulnerable Adult Protection Officer**

*The Child and Vulnerable Adult Protection Officer shall be responsible for ensuring that all aspects of the Triathlon Ireland Code of Ethics for Children as outlined in their policy documents **Safe Guarding Code for Young People Appendix IV & Safe Guarding Steps for Running a Junior Race or Event Appendix V** are implemented fully in the club, and to act as point of liaison between the club and Triathlon Ireland and other Voluntary or Statutory Agencies where appropriate or required by Statute.*

v. **Trustees**

1. *The Trustees shall be not less than three and not more than five in number. The Trustees are selected by the club committee and appointed by the chairperson.*
2. *The Trustees shall be known as “The Trustees of the **Tralee Triathlon Club**”.*
3. *A Trustee must be a **Tralee Triathlon Club** member, over 18 years of age and have at least two years membership prior to appointment.*
4. *The Trustees of the club shall be retained on adoption of any revised constitution.*
5. *All property/assets of the club shall vest in the Trustees of the club to be dealt with by them, held, sold, mortgaged, leased, etc., as the club shall from time to time direct and so record in meeting minutes. No personal liability shall be attached to the Trustees or to any Trustee acting in the ordinary and proper force of the club’s business.*
6. *The Trustees shall be indemnified against risk and expense by the club, provided they act in a prudent and sensible manner consistent with the interests and objects of the club.*
7. *The Trustees shall act with majority agreement.*
8. *The Trustees may meet as and when necessary but in any event shall meet once per year, with the club Treasurer to review the club accounts and assets.*
9. *The club will not make payment exceeding €3,000 to any single supplier in a calendar year without the recorded consent of the Trustees of the club. The club shall not incur any single expenditure exceeding €10,000 without the recorded consent of the Trustees of the club. The club will not make any single payment exceeding €3,000 without sourcing three quotes from 3 different suppliers where feasible (as agreed with Trustees). The club and/or the trustees are authorised and empowered to borrow from time to time such sums of money to an extent not exceeding such amount, and upon such terms and conditions as may be authorised from time to time by a resolution of the Committee of the club.*
10. *A Trustee shall cease to be a Trustee if:*
 - a. *He/she resigns from the trusteeship.*
 - b. *Fails to renew their membership of **Tralee Triathlon Club***
 - c. *Removed by a vote of two-thirds of the members present at a Club Annual or Extraordinary General Meeting - due notice having been served to the members.*

A functioning committee may be formed once each of the above positions are filled by members validly elected to the position in accordance with this constitution or appointed as above, in the case of Trustees. In addition to the above positions, additional members may be elected to serve on committee. It is recommended that additional members be elected for the following roles.



- vi. **Public Relations Officer / Webmaster (refer to Appendix III)**
The Public Relations Officer (PRO) is responsible for external communications including the club website, promotional posters, issuing local community notices, issuing press releases and race reports to local media, etc. The PRO will also be the official point of contact for the club (with other clubs, Triathlon Ireland, etc.).
 - vii. **Training** **Co-ordinator**
The Training Co-ordinator will be responsible for organising group training, including ability groups, pacing, routing and scheduling.
 - viii. **Social** **Officer.**
The Social Officer will be responsible for organising official club social events including post-race celebrations, the Christmas party and other events through the year.
 - ix. **Club Gear Coordinator**
Club Gear Coordinator is responsible for liaising with the committee, club members and suppliers. They are responsible for coordinating the design and ordering of club gear and any applicable agreements.
 - x. **Sponsorship Officer**
The Sponsorship officer is responsible for securing and managing club sponsorship, ensuring that any agreements with Club Sponsors are made in the best interests of Tralee Triathlon Club and that any terms/conditions are adhered to.
 - xi. **Vice Chairperson**
Assists the Chairperson in their role.
 - xii. **Junior Chairperson** (or Tralee Junior Tri Club Chairperson)
The Junior Chairpersons role & responsibilities are:
 1. *To work closely & liase with the Club Child and Vulnerable Adult Protection Officer to ensure compliance with Triathlon Ireland policies.*
 2. *Chairing junior committee meetings*
 3. *Acting as a liason between the Club Committee and the Junior Committee*
 4. *Ensuring that the junior committee operates in the best interest of the Tralee Junior Tri club and its junior members. Their role is to co-ordinate junior committee activity to achieve this.*
 - xiii. **Club Branding Officer**
 1. *This person would be responsible for evaluating proposals to use club logos, trademarks, colour schemes, wording etc, on printed, digital and clothing.*
 2. *Club members that wish to use club logos, trademarks, colour schemes, or Tralee triathlon branded gear, would need to receive permission from the Club Branding Officer. This is essential to make sure we are compliant with sponsorship deals.*
- b) At least one of the committee should represent the interests of female triathletes.
 - c) At least one of the committee should represent the interests of new triathletes.
 - d) All of the forgoing shall be elected (with the exception of Trustees). All positions are filled by election (with the exception of Trustees) at the Annual General Meeting, with each member of **Tralee Triathlon Club** present having one vote per position.
 - e) Any club member can declare their interest in a position, whereupon they must be proposed and seconded by two members of **Tralee Triathlon Club**
 - f) Where more than one person is nominated for a position, the person deemed elected is the person who receives the most votes. Where there is only one nomination for election, that person is deemed elected if there is a simple majority of votes in favour of their election over votes against their election.
 - g) The elected committee shall remain in office until the Annual General meeting of the following year.
 - h) The Committee shall have the power to fill vacancies if and when they arise.
 - i) The Committee shall have the power to co-opt members from time-to-time and for specific projects but co-opted members shall not have a Committee vote. Co-opted members may attend Committee Meetings upon invitation by the Committee Chairperson or Secretary.

- j) The Committee shall have the power the form sub-committees. The management committee have the power to elect the Chairman of any sub-committee, define the duties of such sub-committees & retain control in all matters & activities which it considers of general importance to the welfare of the club including the disposal of such funds in the hands of such sub committees.
- k) The Committee shall meet at regular intervals as decided by the Chairperson but not less frequently than once in every 3 months in a venue to be decided.
- l) Copies of the minutes of committee meetings should be available to members on request from the Secretary.

7. Annual General Meeting

- a) The Annual General Meeting shall be held no later than the [1 October] for the purpose of: -
 - i. receiving the annual report of the committee for the preceding season
 - ii. receiving the statement of accounts for the preceding season
 - iii. electing the officers and committee for the ensuing year
- b) Nomination for election of new committee members or club officers may be submitted to the secretary or chair in advance of the AGM. Nominations may also be taken from the floor at the AGM.
- c) Considering any amendments to the Constitution and Rules of the Club of which due notice has been given to all members. Any proposed change to the Constitution Rules by a member must be received by the chair or secretary at least 14 days prior to the date of the Annual General Meeting in order that members shall have sufficient notice of the proposal. At the discretion of the Chairperson, amendments not submitted at least 14 days prior to the AGM may be proposed by any member present at the AGM and voted upon.
- d) Any proposed motions must be received by the chair or secretary at least 14 days prior to the date of the Annual General Meeting in order that members shall have sufficient notice of the motion.
- e) At least 28 days notice (in accordance with Article 14 of this constitution) shall be given to members of the date, proposed venue and draft agenda items for the Annual General Meeting. Notice of the final agenda, incorporating any proposed or amended agenda item, proposed motions, financial statements and a confirmed venue for the AGM shall be given to members at least 48 hours prior to the proposed AGM, and will be available in printed form at the proposed AGM. The accidental omission to give notice of an AGM to or the non-receipt of notice by any member shall not invalidate the proceedings at that meeting.
- f) Each fully signed up member present at the meeting shall have one vote. No proxy votes will be accepted.
- g) All motions proposed and voted on, and the election of committee members (with the exception of Trustees) is by simple majority. Voting will ordinarily be by a show of hands (two ordinary members will be charged with counting hands) except in the case where a member or group of members request a secret ballot.

8. Affiliations and Sponsorships

- a) The club shall be affiliated to Triathlon Ireland and to such other sporting bodies as the Committee consider appropriate in order to carry out the objects of the Club.
- b) The committee, at their absolute discretion, may approve commercial sponsorship arrangements including the placement of commercial logos on club equipment, clothing, racing kit, the club website, and any other Club collateral in return for financial or other support given by sponsors to the Club.
- c) Once sponsorship/affiliation terms and conditions agreed with sponsor(s). Any such decision shall be recorded in the minutes of the next committee meeting noting agreed terms such as monetary amount, duration, extent of sponsorship along, club obligation(s) and agreed break clause(s).
- d) Any agreements made in respect of same and signed by the Chairperson and Treasurer acting as agents for the Committee shall be binding on the club.

9. Subscriptions

- a) Subscription to **Tralee Triathlon Club** is by means of:
 - i. An annual membership fee structure (Jan – Dec), the amount of which to be proposed annually by the outgoing Treasurer and carried by majority vote at the AGM.
 - ii. On the 31st December of each year all membership will cease and members will be required to renew their membership in order to continue to participate in club activities.

10. Resignations

- a) Any member wishing to resign, must do so in writing, addressed to the Chair or Secretary. The resignation will be considered by the Committee within one calendar month of receipt and will be held as effective on the date of tendering. Resignations will not be accepted if the member is financially indebted to the Club, and acceptance will be withheld until the debt has been discharged.

11. Extraordinary General Meetings

- a) An Extraordinary General Meeting shall be called by the Chair or Secretary within one month of the receipt of a requisition signed by at least [9] members stating the purpose of the meeting. At least [14] days notice shall be given to all fully signed-up members of the date, venue and purpose of an Extraordinary General Meeting. No other business shall be conducted at such a meeting.

12. Constitution Amendments

- a) No Constitution Rule may be altered, added to, or deleted except at an Annual General Meeting or an Extraordinary General Meeting called for that purpose and then only by a majority of those present and voting.

13. Financial Year

- a) The Club's financial year ends each [August 31st].

14. Quorum

- a) For Committee meetings the Quorum shall be not less than four members.
- b) For an Annual General Meeting or Extraordinary General Meeting, the Quorum shall be not less than ten members.

15. Notices

- a) A notice required to be given under this Constitution shall be sufficiently given if
 - i. Published on the website of **Tralee Triathlon Club** (www.traleetriclub.ie) or
 - ii. Announced in at least one local newspaper

16. Conduct

- a) 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.
- b) Complaints:
 - i. Complaints will be investigated by **Tralee Triathlon Club** in relation to official club matters, official club events and official club communication.
 - ii. The committee will investigate where there is an alleged breach of Tralee Triathlon Club Code of Conduct (Refer to Appendix II).
 - iii. If the complaint relates to a minor it will be dealt with under the disciplinary procedure as outlined in Triathlon Ireland's policy **Safe Guarding Code for Young People Appendix IV**
- c) Complaints procedure:
 - i. If a member of the club wishes to make a complaint, it must be in writing (as per Grievance form, Appendix I) (*Note 1*) and it must be signed by the complainant.

- The complaint will then be acknowledged within seven days in writing by an officer of **Tralee Triathlon Club**.
- ii. If the complaint relates to another club member, that club member must be identified on Appendix I. The Committee will notify the person, against whom the complaint has been lodged, of the complaint and provide a copy of the complaint, within fourteen days of receipt of the complaint.
 - iii. All correspondence related to specific investigation must be sent through the ic@traleeclub.ie email address. In the interest of confidentiality and objectivity only investigative committee will have access to the correspondence. Each complaint will have a reference number to be put in subject line of all email correspondence.
 - iv. The Club Chairperson and Secretary will appoint 3 investigation members (3 Eligible full members) to assess whether the matter is related directly to the Club or otherwise.
 - v. If the complainant or the person against whom the complaint has been lodged are committee members, then they cannot take part in the investigation process.
 - vi. 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.
 - vii. 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.
 - viii. 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 to the committee within 14 days of receipt of the decision.
 - ix. All appeals shall be heard by a referee or tribunal (3 Eligible full members), who shall be agreed between the parties concerned. In the event of the parties concerned not being able to agree on a referee or tribunal, within 10 days of the lodging of an appeal, such referee or tribunal shall be appointed by the TTC Chairman or TTC Treasurer or by the TTC Secretary in that order.
 - x. On appeal all involved parties will be given an oral hearing and an opportunity to put forward evidence in their defence (this includes witnesses if appropriate). Involved parties may be accompanied by a friend or representative who need not be a member of the club.
 - xi. The Appeals committee decision is final. They recommend if disciplinary action is warranted to the committee.
 - xii. The decision of disciplinary action is decided by the full committee.

Note 1 - Regarding the requirement above that all Complaints/Alleged Breach of Code of Conduct forms submitted must be in 'writing':

- *In the case that the complainant may be unable to complete the Grievance Form (Appendix I) due to, for example, a disability, illiteracy, or language skills etc, the form in Appendix I may be completed as follows:*
 - *in writing by another appointed person and originally signed*
 - *electronically and originally signed*
 - *by other appropriate correspondence but verbal verification will be required of the authenticity of the complaint from the complainant*
- *If the complainant is a minor, the form in Appendix I may be completed on behalf of a minor under 18 years of age (by parent or guardian for example).*

17. Breaches of Code of Conduct

- a) Members will be liable to disciplinary action for misconduct (*Note 2*).
- b) 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.
- c) 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.
- d) Procedure

- i. Where a Member's conduct warrants disciplinary action, the following procedures will apply:
- ii. A committee meeting will be convened within 14 days of alleged breaches to determine if the breached are minor or serious and if further disciplinary action is warranted.
- iii. If it is agreed by majority present (refer to 14. Page 7) that disciplinary action is warranted then the committee must complete the Breach of TTC Code of Conduct form Appendix vi clearly detailing the alleged breaches.
- iv. That club member must be identified on Appendix ii(b). The Committee will notify the person, against whom the action is being instigated and provide them with a copy of the completed Breach of TTC Code of Conduct form Appendix ii (b) within 7 days of committee meeting.
- v. All correspondence related to specific investigation must be sent through the ic@traleeclub.ie email address. In the interest of confidentiality and objectivity only investigative committee will have access to the correspondence. Each complaint will have a reference number to be put in subject line of all email correspondence.
- vi. The Club Chairperson and Secretary will appoint 3 investigation members (3 Eligible full members) to assess whether the matter is related directly to the Club or otherwise.
- vii. If the complainant or the person against whom the complaint has been lodged are committee members, then they cannot take part in the investigation process.
- viii. 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.
- ix. 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.
- x. 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 to the committee within 14 days of receipt of the decision.
- xi. All appeals shall be heard by a referee or tribunal (3 Eligible full members), who shall be agreed between the parties concerned. In the event of the parties concerned not being able to agree on a referee or tribunal, within 10 days of the lodging of an appeal, such referee or tribunal shall be appointed by the TTC Chairman or TTC Treasurer or by the TTC Secretary in that order.
- xii. On appeal all involved parties will be given an oral hearing and an opportunity to put forward evidence in their defence (this includes witnesses if appropriate). Involved parties may be accompanied by a friend or representative who need not be a member of the club.
- xiii. The Appeals committee decision is final. They recommend if disciplinary action is warranted to the committee.

e) Disciplinary action(s):

- i. Disciplinary procedure for minor breached of the TTC Code of Conduct.
 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 **Tralee Triathlon Club** Chairperson or designee. This warning will be recorded at the next committee meeting.
 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.
 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 of 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.

- ii. Disciplinary procedure for serious breaches of the TTC Code of Conduct.
 1. Serious types of misconduct may leave a member open to, expulsion, suspension or/to withdrawal of their membership, depending on the gravity of the offences and on any mitigating circumstances.
- iii. Expelled/suspended members.
 1. Expelled members/ members that have had their membership revoked will not be allowed to enter or take part in any TTC activities, training sessions or races.
 2. Suspended members or will not be allowed to enter or take in any TTC activities, training sessions or races for the duration of the suspension.
- iv. The decision of disciplinary action is decided by the full committee. The committee will notify the members whose misconduct warranted disciplinary action in writing of the outcome(s).
 1. Nothing in this Constitution shall preclude the Committee from referring a matter of conduct to the Disciplinary Tribunal of Triathlon Ireland if it considers it appropriate to do so.
 2. Nothing in this Constitution shall preclude a complainant or the person against whom the complaint is lodged, from appealing a decision of **Tralee Triathlon Club** Committee to Triathlon Ireland.

Note 2 - Schedule of Misconduct (TTC means Tralee Triathlon Club for the purposes of the schedule)

- *Discreditable conduct (any internal or external conduct that would affect the TTC or a member/s).*
- *Discourtesy,*
- *Inappropriate language directed towards a person or group,*
- *Conduct of slander, offensive conduct of a TTC member in relation to another TTC member to a third party,*
- *Breaching the safety of others by negligent actions.*
- *Misconduct towards a TTC member, any type of assault, oppressive conduct, use of abusive or insulting or racial language towards a TTC member, or another person during TTC events or TTC business.*
- *Bullying,*

At any stage and with the authority of the committee, or any other person convened, the disciplinary matter under review can be designated as Serious or minor serious based on the submissions and evidence presented.

In the context of the complaint received, if there is a civil or criminal case initiated, the club investigation into the matter will be suspended pending the outcome of the civil or criminal case.

18. Event Officiating / Marshalling

- a) All members of the Club are required to make themselves available, on request, to officiate in at least two of the Club's organised internal events annually.
- b) Members wishing to race in Club events or who, for other reasons, are unable to make themselves available for marshalling duties as defined above, are required to provide a suitable proxy to cover their absence from the activity in which they would otherwise have been expected to assist.
- c) The dates and nature of all forthcoming Club events are notified to each member as soon as possible and each member who knows, in advance, of other commitments which might preclude them from participating as an official in any such event should

inform the Marshall Co-ordinator at the earliest opportunity. Members who might be living or working out of the area for the time being, or have other reasonable, long term excuse for not meeting these requirements may apply to the committee to be temporarily excused from these obligations.

19. Club Finances

- a) The Chairman, Secretary or Treasurer may take decisions on matters under their jurisdiction requiring an immediate answer that involves the club in expenditure up to €500. Any such decisions must be reported to the committee at the next meeting. The 3 officers may jointly involve the club in expenditure up to €2000. Any such decisions must be reported to the committee at the next meeting and reported to the Trustees at the next Trustee meeting. Any expenditure above €2000 must be approved by the committee.
- b) The club will not make payment exceeding €3,000 to any single supplier in a calendar year without the recorded consent of the Trustees of the club. The club shall not incur any single expenditure exceeding €10,000 without the recorded consent of the Trustees of the club. The club will not make any single payment exceeding €3,000 without sourcing three quotes from 3 different suppliers where feasible (as agreed with Trustees). The club and/or the trustees are authorised and empowered to borrow from time to time such sums of money to an extent not exceeding such amount, and upon such terms and conditions as may be authorised from time to time by a resolution of the Committee of the club.
- c) All expenses to be receipted at all times.
- d) In years, where the club runs its annual triathlon event in partnership with community outsource partner(s) then the club committee shall endeavour to spend at least 75% of the previous year's club revenue on training and club wear subsidies to benefit all members of the club.
- e) In years, where the club runs its annual triathlon event in partnership with commercial outsource partner(s) then the club committee shall endeavour to spend at least 90% of the previous year's club revenue on training and club gear subsidies to benefit all members of the club.
- f) All monies received shall be paid to the credit of **Tralee Triathlon Club** and lodged in the club bank account.
- g) All accounts shall be paid by cheque or EFT (Electronic Fund Transfer) signed or approved by any two (out of a possible three) of the persons authorised to do so by the committee.
- h) The Annual Accounts shall be audited by an auditor, appointed at the Annual General Meeting, and who shall not hold any other office in **Tralee Triathlon Club**, if so required by a member majority or by the Trustees.
- i) The Trustees may meet as and when necessary but in any event shall meet once per year, with the club Treasurer to review the club accounts & assets.
- j) A report of the year's activities together with the audited Balance Sheet and Income and Expenditure Account shall be prepared by the committee for presentation at the Annual General Meeting.
- k) Any long term mortgages, leases, or capital expenditure above €10,000 must be approved by the Trustees.

20. Club Race Organisation & Involvement of Local Community

No individual member, committee, organisation or facility is solely responsible for the success of this event. However, they all play a role in its success. Therefore, the creation of strong partnerships, open communication and collaborative/complementary programs are essential to its success. The following framework is designed to capture best practice with regard club race organisation regardless of whether the event is outsourced via community or commercial partners:

- a) There are a number of race partners with whom Tralee Triathlon Club has developed successful working relationships, and upon whom the event relies on to deliver a successful event. Such partners include but are not limited to Fenit Development Association, Tralee Bay Swimming Club, RNLI, Tralee Sailing Club, Event/Club Sponsors, Fenit National School, Fenit harbour Board, Kerry County Council, Gardai,

Red Cross etc. Consequently, it is advised that early in the planning stages and on conclusion of the event that briefing and debriefing sessions are held in order to manage expectations. In particular, the outcomes of these debriefing sessions form the starting point for the following year's event.

- b) Any financial agreements with Members/Clubs/Local Organisations/Commercial bodies etc. to be noted in club management committee meetings.
- c) Such agreements shall include details relating to what services are being supplied and by whom in exchange for money (e.g. commitment to supply a certain number of marshals, assuming management responsibility for a specific race leg(s), or assuming overall event management responsibilities, sponsorship obligations etc.)
- d) The Club committee shall endeavour to create shared value by ensuring all stakeholders are compensated in a way that reflects their involvement in planning and/or running the event on the day.
- e) Race and Sponsorship sub-committees must be appointed to help manage workload.
- f) Race sub-committee at a minimum, will consist of a Race Director and Safety Officer as well as general race committee members.
- g) All such events shall have separate income and expenditure accounts.

21. Appendices

Appendix No.	Appendix Title
I	Tralee Triathlon Club Grievance Form
II	Tralee Triathlon Club – Code of Conduct
III	Tralee Triathlon Club Communication & Social Media Policy
IV	Triathlon Ireland Safeguarding Code for Young People
V	Triathlon Ireland Child Protection Safeguarding Steps for running a Junior Race or Event
VI	Tralee Triathlon Club Breaches of Code of Conduct Form

22. Tralee Triathlon Club Constitution Revision History

Revision	Effective date	Change Summary
1	31/09/2009	New Constitution of Tralee Triathlon Club.
2	13/10/2014	Addition of the following: 17. Event Officiating / Marshalling
3	30/09/2015	<ol style="list-style-type: none"> 1. Section 1: Add to name of club: '(may be abbreviated to TTC)' 2. Section 2: Changed from 'objects' to 'objectives' 3. Section 4: <ul style="list-style-type: none"> • Added to a): risks involved and indemnification to Triathlon club • e) Clarification on calendar year & added detail on renewal of membership • g) added detail on power to withdraw membership 4. Section 5: Section completely reworded to reflect the recommended policies of Triathlon Ireland 5. Section 6 <ul style="list-style-type: none"> • a) iv: Changed description of Child and Vulnerable Adult Protection Officer to reflect changes to TI policies in this area • a) v: added ' / Webmaster (refer to Appendix III)' to title of Public Relations Officer • j): added new point to outline the appointment & management of sub committees 6. Section 7: <ul style="list-style-type: none"> • c: Added point on nomination for election of new committee members or club officers • e: added point on proposing motions 7. Section 8 c): added point on sponsorship/affiliation terms and conditions agreements with sponsor(s) 8. Section 9 a) ii: added clarification on the date of cessation of membership and renewal requirements 9. Section 13: Financial Year end changed to August 31st 10. Section 16: Conduct – section has been re-written to reflect the needs to the club in practically dealing with Conduct issues and complaints. 11. New Section 17 added on Disciplinary Procedures. Subsequent Section on Event Officiating / Marshalling renumbered and reformatted. 12. New sections added (19, 20, 21 & 22) on Club Finances, Club Race Organisation, Appendices and Constitution Revision History added. 13. New Appendices I, II, III, IV and V added.
4	31/08/2016	<ol style="list-style-type: none"> 1. Section 4 – Membership, added the following: <ul style="list-style-type: none"> • H - Tralee Triathlon Club members must fullfill Event Officiating / Marshalling duties as per Section 18. Failure to fullfill these duties, without an application to the committee to be excused, may result in refusal of membership in the following year at the discretion of the Chairperson and/or committee. • I - Junior Membership of Tralee Triathlon Club (which may also be referred to as Tralee Junior Tri Club) is restricted to the children, grandchildren or siblings of Tralee Triathlon Club senior members, unless otherwise agreed with the Chairperson and members of the Tralee Junior Tri Club sub committee. 2. Section 6 – Management <ul style="list-style-type: none"> • Added the selection and appointment of Club Trustees and applicable changes. Changes also made in Sections 7 and 19 applicable to the addition of Trustees. • Removed the upper limit on the number of committee members to be elected • Redefined role of Chairperson • Removed reference to receipt of cash payments by the committee • Added the following to the recommended elected members list: Club Gear Coordinator, Sponsorship Officer, Vice Chairperson, Junior

		Chairperson and removed reference to '2 other members'
5	25/09/2017	1. Section 6 - Management added the following: <ul style="list-style-type: none"> • Section xiii Club Branding Officer and also details of the role and its responsibilities.
6	10/09/2019	Section 16 extensively modified to deal with Breaches of Code of Conduct. including details of how the complaints are handled, the consequences of breaches are detailed in section E. Appendix VI added Breaches of Code of Conduct Form
7	13/05/2024	No material change to text of the constitution was made, except where it refers to the old Triathlon Ireland Safeguarding policies. These are now replaced by Triathlon Ireland Safety Guidelines for Junior Triathlon Sessions, the old documents in Appendices IV and V have been replaced by a link to the current TI document. This whole document will need to be formally approved at our next AGM.



Appendix I: Tralee Triathlon Club Grievance Form

<p>Name: _____</p> <p>TI Membership number: _____</p> <p>Date: ___/___/_____</p> <p>Contact number: _____</p> <p>Email: _____</p>	<p>Complaint Relates to: (please circle one)</p> <p style="text-align: center;">P a</p> <p>Another Member's Conduct in relation to club activities Committee Member/Race Director (Officer) Coach Service Provider Policy Social Media Content Website Content Club Communication Other</p> <p>Details*: _____</p> <p style="text-align: center;">O ↑</p>
<p>Please provide a detailed description of your grievance (State the facts relating to the grievance, including names, dates and circumstances. Attach additional pages if necessary): _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Q1. If the complaint relates to another person, have you attempted to solve the grievance with that person yourself? Yes / No (Please circle one)</p>	
<p>Q2. If Yes, please provide details of the measures you have taken to resolve the issue. If 'No', please provide a reason why you have not attempted to do so. _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Q3. What suggestions do you have that would help resolve this grievance? _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Signed: _____ Date: ___/___/_____</p>	
<p><small>* If the complaint relates to another club member, that club member must be identified on this form. Please refer to the Tralee Triathlon Club Constitution sections on Conduct and Disciplinary Procedure. If the complaint relates to a minor, please refer to the Triathlon Ireland Safe Guarding Code for Young People (Appendix IV) & Safe Guarding Steps for Running a Junior Race or Event (Appendix V)</small></p>	
<p>Please complete the following when this form is handed to a club officer</p>	
<p>Submitted to Committee member by _____ Date: ___/___/_____</p>	
<p>Received by: _____ Position (on committee): _____</p>	
<p>Date: ___/___/_____ Time: ___:___ am/pm (circle one)</p>	
<p>Email address for all future correspondence relating to this grievance: _____</p>	
<p>Reference No. to be used in subject line of emails: _____</p>	



Appendix II: Tralee Triathlon Club – Code of Conduct

Tralee Triathlon Club endorses the following code of conduct for Members, service providers and volunteers, particularly those responsible for activities involving persons under the age of 18 years.

Tralee Triathlon Club Members, service providers and volunteers should meet the following standard of conduct

General

All Members shall:

1. Abide by the Tralee Triathlon Club Constitution and their code of conduct and rules laid down by the sports' governing body, Triathlon Ireland (TI).
2. Encourage and commend fellow members in their training, competition and participation.
3. Uphold the good name and reputation of the Club, both inside and outside of Club activities, and conduct themselves in an appropriate manner.
4. Only train within their abilities and levels of fitness, taking care to warm-up adequately prior to participation and cool-down when finished.
5. Ensure good time management, so as not to delay the start times of sessions they attend.
6. Report any medical conditions, injuries or incidents whether at training or during events.
7. Make oneself available for club marshalling.
8. Report any grievances or complaints to the appropriate member of the Committee.
9. Be full or non-racing members of TI, to ensure they receive the personal insurance cover which TI membership confers. The Club does not provide any insurance cover to Members and will not accept any applicant who is not a TI member.
10. Respect the rights, dignity and worth of others.
11. Be fair, considerate and honest in all dealings with others.
12. Be professional in, and accept responsibility for their actions.
13. Make a commitment to providing quality service.
14. Be aware of, and maintain an uncompromising adherence to, Triathlon Ireland standards, rules and policies.
15. Operate within the rules of triathlon including national and international guidelines and procedures that govern the sport.

Tralee Triathlon Club expects all members, coaches, service providers and officers to abide by this code of conduct, which upholds the principles and values of the organisation. They should recognise that at all times they have a responsibility, and a duty of care to other members, service providers and officers of the club.

Specifically, they should –

1. Understand the possible consequences of breaching Tralee Triathlon Club code of conduct and constitution.
2. Immediately report and breaches of Tralee Triathlon Clubs constitution and code of conduct to the appropriate authority.
3. Refrain from any form of abuse towards others.
4. Refrain from any form of harassment toward others.
5. Refrain from any form of discrimination toward others.
6. Refrain from intimate relations with persons with whom they have a supervisory role or power over.
7. Refrain from any form of victimisation toward others.
8. Provide a safe environment for the conduct of activities in accordance with any Triathlon Ireland policy.
9. Show concern and caution toward others that may be sick or injured.
10. Be a positive role model.
11. Take adequate care to avoid any nudity or indecent exposure in communal changing areas or public places.

Competitor/Athlete Code of Conduct

1. Play by the rules.
2. Never argue with an official and comply with the Race Competition Rules. Always use the appropriate rules and guidelines to resolve a dispute.



3. Control anger and tempers. Verbal abuse of officials and sledging other athletes, deliberately distracting or provoking other athletes are not acceptable or permitted behaviours in any sport.
4. Work equally hard for yourself and/or any team.
5. Be a good sport. Applaud all good performances whether they are made by your team or the opposition.
6. Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor or athlete.
7. Cooperate with your coach, team mates and opponents.
8. Participate for your own enjoyment and benefit, not just to please parents and coaches.
9. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

Parent/Guardian Code of Conduct

1. Remember that children participate in sport for their enjoyment, not yours.
2. Encourage children to participate, do not force them.
3. Focus on the child's efforts and performance rather than winning or losing.
4. Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
5. Never ridicule or yell at a child for making a mistake or losing a competition.
6. Remember that children learn best by example. Appreciate good performance and skilful plays by all participants.
7. Support all efforts to remove verbal and physical abuse from sporting activities.
8. Respect officials' decisions and teach children to do likewise.
9. Show appreciation for coaches, officials and administrators. Without them, children could not participate in sport.
10. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

Spectator Code of Conduct

1. Remember that children participate in sport for their enjoyment, not yours.
2. Applaud good performance and efforts from all individuals and teams. Congratulate all participants on their performance regardless of the game's outcome.
3. Respect the decisions of officials and teach young people to do the same.
4. Never ridicule or scold a young athlete for making a mistake. Positive comments are motivational.
5. Condemn the use of violence in any form, whether it is by spectators, coaches, officials or competitors.
6. Show respect for other competitors and teams. Without them there would be no competition.
7. Encourage competitors to follow the rules and officials' decisions.
8. Do not use foul language, sledge or harass other competitors, coaches or officials.
9. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

Officers (including Committee Members and Race Director) Code of Conduct

1. Agree to abide by the code of conduct.
2. Be fair, considerate and honest with others.
3. Operate within the rules and Policies of Tralee Triathlon Club.
4. Be professional in actions, language, presentation, manner and punctuality in order to reflect high standards.
5. Maintain confidentiality in regards to sensitive and/or commercial information.
6. Resolve conflicts fairly and promptly through established procedures.
7. Maintain strict impartiality in matters relating to the Member Protection Policy.
8. Maintain a safe environment for others.
9. Show concern and caution towards others.
10. Be a positive role model for others.
11. Respect the rules of Tralee Triathlon Club.
12. Disclose to the committee outside personal business interests they have which may be in conflict with the interests of Tralee Triathlon Club.
13. Conduct purchasing activities of goods/ services in the best interests of the club and its members
14. Ensure that the club accounts accurately reflect the actual operations of Tralee Triathlon Club and are not misleading or designed to be misleading.
15. Avoid the unapproved use of Tralee Triathlon Club's resources for personal gain.



16. Use the resources of Tralee Triathlon Club in a proper, effective and efficient manner and take proper and reasonable care of the clubs property and not knowingly use, or permit its use, for unauthorised purposes.
17. Ensure that expenses are not unnecessarily incurred either by themselves or by others.
18. All actions of Officers in carrying out their official duties will be above suspicion and not give rise to any actual or potential conflict of interest, and their dealings with commercial and other interests will bear the closest possible scrutiny.
19. The receipt of gifts and hospitality by Officers from external individuals or organisations and from those with whom they have official dealings, will be governed by the highest standards. For the purposes of these provisions, the term “gift” includes any benefit which is given to an Officer free of charge or at less than its commercial price.
20. Receipt of hospitality that constitutes normal courtesies in sporting and community relations (e.g. attendance at a community/civic/ cultural function) is acceptable.
21. Officers may only accept personal gifts of a reasonable value and will not accept cash, gift cheques or any vouchers that may be exchanged for cash regardless of the amount from external individuals or organisations.
22. Officers will not solicit gifts or hospitality for personal gain.
23. No purchase will be made from, and no sale made to, Officers, or any partnership or company with which Officers have an involvement in their private capacity, in respect of goods or services, unless prior sanction has been obtained from the Committee in which the transaction arises.
24. Officers will not negotiate or arbitrate on any matter affecting a contract or the purchase from, or sale of goods to Tralee Triathlon Club where, in their private capacities, they are interested either as principals or as shareholders in a company so involved.
25. Officers will furnish to the committee details relating to business interests including shareholdings, professional relationships etc, which could involve a conflict of interest or could materially influence Officers in the performance of their duties.
26. Any interests of Officers families of which they could be expected to be reasonably aware or a person or body connected with Officers that involve a conflict of interest or could materially influence Officers in the performance of their duties should also be disclosed. For this purpose, persons and bodies connected with Officers include: a) a spouse, partner, parent, brother, sister, child or step-child; b) a body corporate with which an officer is associated; c) a person acting as the trustee of any trust, the beneficiaries of which include the officer or the persons at (a) above or the body corporate at (b) above; and d) a person acting as a business partner of the officer or of any person or body who, by virtue of (a) – (c) above, is connected with the officer.
27. Officers will be considered to have a real conflict of interest when they hold a personal interest, whether direct or indirect, of which they are aware and which in the opinion of a reasonably informed and well-advised person, is sufficient to put into question the independence, impartiality and objectiveness that officers are obliged to exercise in the performance of their duties.
28. Officers will be aware that they may have a perceived conflict of interest when they appear to have, in the opinion of a reasonably informed and well advised person, a personal interest, whether direct or indirect, that is sufficient to put into question the independence, impartiality and objectiveness that officers are obliged to exercise in the performance of their duties.
29. Officers will resolve a conflict of interest in the best interests of Tralee Triathlon Club by declaring their interest to the committee. In circumstances where officers are unsure as to whether or not a conflict of interest exists, or is material, they should discuss the matter with the committee
30. Officers have a responsibility to be loyal to Tralee Triathlon Club

Swim

All Members shall:

1. 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;
2. 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 life guard in such circumstances;
3. Ensure adequate hydration during swim sessions by bringing a drinks bottle to the poolside;
4. 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.
5. On open water swims, members shall: Wear a wetsuit and brightly coloured swim cap;
6. Use a buddy system and swim in pairs based upon speed and ability;
7. Swim parallel to the bank/shore unless adequate safety cover exists for areas beyond that.



8. Roll on to their back and raise their arm to attract the attention of the safety cover if experiencing any difficulty;
9. Provide the session leader with their emergency contact details and information on any medical issues
10. 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 period has been arranged;
11. Shower after swimming, washing open wounds and ears, etc to reduce the risk of infection.

Note: All open water swim sessions are on an ad hoc basis and taken at the participants own risk

Bike

All Members shall:

1. Wear a correctly fitted and fastened cycling helmet;
2. Ensure that their bike is in good roadworthy condition;
3. Carry some cash, mobile phone, spare inner tubes and a mini-pump on all Club rides;
4. Ensure adequate hydration and nourishment on long rides by carrying drinks bottles and energy bars/gels
5. Dress appropriately for the weather conditions;
6. Wear reflective clothing and carry bike lights during evening and night sessions;
7. Respect the rules of the public roads
8. Slow down, give way or stop in the interests of courtesy, safety or obligation;
9. Avoid confrontation with other road users and pedestrians;
10. Act responsibly to promote the good image of cyclists.
11. On group rides, members shall:
 - a. Keep to the left wherever possible;
 - b. Ride two abreast where the conditions allow, and go single file on busy roads;
 - c. Maintain an orderly riding pattern at all times;
 - d. Learn and use the club calls to warn other riders in the group of pot-holes, glass, parked cars and other hazards which may require the following riders to alter course;
 - e. Not use tri-bars within the pack;
 - f. Where possible (e.g. where a paid coach is facilitating a session)
 - i. 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;
 - ii. 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 on the ride;
 - iii. 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:

1. Observe the rules of the road
2. Wear reflective clothing during evening and night sessions;
3. Carry extra warm/dry clothing to put on following a session, when appropriate;



Appendix III: Tralee Triathlon Club Communication & Social Media Policy

Electronic communication is essential for sharing club news and information with our members. Our communication will be timely, appropriate and related to club business.

What we will do

1. We use a range of electronic tools to communicate with our members.
2. Our communication will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.
3. A webmaster will be appointed to provide accountability and control over material published on our club's website and any related discussion groups or social media websites, such as Facebook, YouTube or Twitter.

Website

1. Our website will include current information on competitions, social events, committees, policies etc.
2. No offensive content or photos will be published.
3. Photographing of children for promotion of juvenile triathlon club will be dealt with under the Child protection policies: *These are detailed in the Triathlon Ireland document Safety Guidelines for Junior Triathlon Sessions, see appendix 4.*
4. We will seek feedback from members to improve the information available on the site.

SMS and email

1. Committee members, coaches & team managers may use Messages/Email to provide information about competition, training, club-sanctioned social events & other club business, however:
 - a. Messages should be short and about club/team matters
 - b. Email communication will be used when more information is required
 - c. Communication involving children will be directed through their parents.

Social media websites

1. We treat all social media postings, Facebook, blogs, status updates and tweets as public 'comment'.
2. Postings (written, photos or videos) will be family-friendly and feature positive club news and events.
3. No personal information about our members will be disclosed.
4. No statements will be made that are misleading, false or likely to injure a person's reputation.
5. No statements will be made that might bring our club into disrepute.
6. Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

What we ask you to do

1. We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the club.

Electronic communication:

1. Should be restricted to club matters
2. Must not offend, intimidate, humiliate or bully another person
3. Must not be misleading, false or injure the reputation of another person
4. Should respect and maintain the privacy of members
5. Must not bring the club into disrepute.
6. Coaches and others who work with children and young people must direct electronic communication through the child's parents/guardians.

Non-compliance

1. Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in Appendix II.
2. Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the Gardaí.
3. In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.



Appendix IV: Triathlon Ireland Safety Guidelines for Junior Triathlon Club Sessions

Tralee Triathlon Club complies with Triathlon Ireland Safety Guidelines for Junior Triathlon Sessions.

The document can be viewed on the link shown below:

[Safety-Guidelines-for-Junior-Triathlon-Club-sessions-21.07-2.pdf \(triathlonireland.com\)](https://www.triathlonireland.com/Safety-Guidelines-for-Junior-Triathlon-Club-sessions-21.07-2.pdf)



Appendix VI: Tralee Triathlon Breaches of Code of Conduct Form

Name: _____

Complaint Relates to: (please circle one)

TI Membership number: _____

Another Member's Conduct in relation to club activities
Committee Member/Race Director (Officer)

Date: ___/___/_____

Coach | Service Provider | Policy | Social Media Content
Website Content | Club Communication | Other

Contact number: _____

Details*: _____

Email: _____

Please provide a detailed description of your grievance (State the facts relating to the grievance, including names, dates and circumstances. Attach additional pages if necessary): _____

Q1. If the complaint relates to another person, have you attempted to solve the grievance with that person yourself?
Yes / No (Please circle one)

Q2. If Yes, please provide details of the measures you have taken to resolve the issue. If 'No', please provide a reason why you have not attempted to do so. _____

Q3. What suggestions do you have that would help resolve this grievance? _____

Signed: _____ Date: ___/___/_____

* If the complaint relates to another club member, that club member must be identified on this form. Please refer to the Tralee Triathlon Club Constitution sections on Conduct and Disciplinary Procedure. If the complaint relates to a minor, please refer to the Triathlon Ireland Safe Guarding Code for Young People (Appendix IV) & Safe Guarding Steps for Running a Junior Race or Event (Appendix V)

Please complete the following when this form is handed to a club officer

Submitted to Committee member by _____ Date: ___/___/_____

Received by: _____ Position (on committee): _____

Date: ___/___/_____ Time: ___:___ am/pm (circle one)

Email address for all future correspondence relating to this grievance: _____

Reference No. to be used in subject line of emails: _____