



Tri20 Triathlon Club Limited

Constitution

1. Name

The club will be called Tri20 Triathlon Club Limited (hereafter referred to as the Club) and will be affiliated to Triathlon England. Affiliations to other bodies will be decided by the Committee or at the Annual General meeting.

The Club's registered company number is 10609768 and its registered address is:

Office 642, 105 London Street
Reading RG1 4QD

2. Purpose

The main aims of the Club are to:

- Offer coaching and training opportunities in swimming, cycling, running, triathlon and other multisports involving these disciplines
- Help members prepare for competitive triathlon and other multisports events.
- Ensure a duty of care to all members of the Club
- Provide its services in a way that is fair and inclusive to all Club members
- Ensure that all current and future Club members receive fair and equal treatment
- Promote the Club within the local community and the world of swimming, cycling, running, triathlon and other multisports involving these disciplines
- Organise the Reading Triathlon.

3. Membership

Membership of the Club shall be open, on application, to anyone who is 18 years or older.

4. Responsibility of members

All members will be subject to the rules, regulations and code of conduct adopted by the Club which will be available on the Club's website and by joining the Club will be deemed to have accepted these.

The Club respects the rights, dignity and worth of every person and expects its members to treat everyone equally within the context of their sport regardless of age, ability, gender, race, ethnicity, religious belief, sexual orientation, or socioeconomic status. All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity and apparent breaches my members to the Committee. The Club will deal with any complaint of discriminatory behaviour, intimidation, harassment or abuse seriously.

Members are hereby informed that by joining the Club they may be asked to support the Club in pursuing its purpose (as described in Section 2 of this document). This could include helping prepare the site for the Reading Triathlon, which is held annually, or marshalling at this or other events

organised by the Club. It could also include volunteering to join a sub-committee by taking on a specific role, such as, Bike Officer or Membership Secretary. Members may also be encouraged to accept their nomination for a role on the Main Committee which manages the Club (see Section 6).

The Club supports the UK Anti-Doping (UKAD) and World Anti-Doping Agency (WADA) position that cheating, including doping, in sport is fundamentally contrary to the spirit of sport, undermining the otherwise positive impact of sport on society. All Club members are expected to train and compete in the spirit of sport and not condone, assist or in any way support the use of prohibited substances and methods.

The Committee may refuse membership, or remove it, if there is good cause, such as conduct or character likely to bring the Club, triathlon or other multisport events into disrepute. An appeal against refusal or removal of membership may be made to the Committee via the Chairman.

5. Membership fees

Membership fees will be set annually by the Committee and agreed at the Annual General Meeting. The Club will aim to keep membership fees at a level that will not pose a significant obstacle to people participating in triathlon or other multisport events. New members will be entitled to one free coached swim session on receipt of their membership fee.

Members will be notified of any changes in membership fees at least 1 month before the increase is implemented. Membership renewal fees are due on 1st April. Members who do not pay their renewal fee will be notified by email that their membership will lapse if payment is not received by 30th April. Once membership has lapsed the member will be removed from the Club's database and social accounts.

6. Management of the Club

The Club will be managed through a Main Committee with input and support from three subcommittees. The Chairman will be elected for a two-year term and all other members of the Main Committee for a one-year term. Main Committee members will be elected annually at the Annual General Meeting (AGM). Retiring Main Committee members will be eligible for re-election. There is no upper limit on the length of term. Members of the subcommittees will not be elected but volunteers will be sought at each AGM to give all Club members the opportunity to participate in the running of the Club. If there are no volunteers for a role the existing subcommittee member can continue in the role if they are willing to do so.

If a member of the Main Committee resigns more than 6 weeks before the next AGM, the Chairman or their designate will ask if any member of the Club wishes to take on the vacant position. If more than one person volunteers the Main Committee will decide by majority vote who should be offered the position. If no-one volunteers, the Main Committee will co-opt someone to fill a vacant position. The co-opted member will be required to stand for election to the Main Committee at the next AGM. If a member of a subcommittee resigns the Chair of the subcommittee will ask for volunteers to fill the vacant position. If there is more than one volunteer, the Chair of the subcommittee will consult the



other subcommittee members and make a recommendation to the Main Committee as to who should take on the role.

The Main Committee will comprise the following Voting Members:

- Chairman (Represents Reading Tri Race Director & subcommittee)
- Secretary (Represents: Welfare Officer)
- Treasurer (Represents: Kit Officer)
- Head Coach (Represents: Swim, Bike, Run Officers & Activities Coordinator)
- Communications Officer (Represents: Membership Sec, Webmaster, Social Media Officer)
- Social Secretary
- Club Captain
- COVID-19 Officer

The Chairman and Treasurer will be directors of Tri2O Triathlon Club Limited.

There will be three subcommittees:

- Communications
- Coaching
- Reading Tri

The subcommittees will comprise the following Non-Voting Members:

- Membership Secretary
- Webmaster
- Social Media Officer
- Welfare Office
- Kit Secretary
- Swim Officer
- Bike Officer
- Run Officer
- Activities Coordinator
- Reading Tri Race Director
- Reading Tri Team Coordinator
- Reading Tri Team Coordinator
- Reading Tri Marketing Coordinator

7. Committee

The Main Committee will meet at least six times a year. Meetings will be convened by the Secretary of the Club. At least the Chairman and Treasurer and three other members of the Committee must be present for business to be agreed at Main Committee meetings. A quorum of five members, including the Chairman and Treasurer, and a majority vote is required to pass a motion at Club Committee meetings. The subcommittees will meet at least four times a year

The Main Committee will be responsible for:

- Managing the Club's finances, including agreeing an annual budget, monitoring income and expenditure against the budget, making contingency plans and approving the annual accounts
- Considering recommendations from the Coaching Subcommittee for the training, coaching and other educational seminars, lectures and one-off training sessions to be offered to members
- Considering recommendations from the Communications Subcommittee on ways that the benefits of the Club should be promoted to members and at local events
- Considering any recommendations from the Communications Subcommittee to add or drop items of Club-branded kit offered to Members
- Developing and amending the Club's constitution, codes of conduct and other documents
- Seeking volunteers and where necessary co-opting Club members to vacant positions on the Main Committee
- Considering recommendations from the Chairs of the subcommittees to fill vacant roles on these committees or to add additional roles to the subcommittee
- Agreeing the social events to be offered to Club members and the budget for these
- Overseeing the running of the Reading Triathlon by the Reading Tri subcommittee
- Organising the Club's Annual General Meeting (AGM) and where necessary any Extraordinary General Meetings (EGM)
- Providing nominations for the Club's Annual Awards
- Considering complaints against any Club member and agreeing the action to be taken
- Negotiating benefits for Club members with retailers and other providers
- Ensuring that the Club complies with the most up-to-date government and BTF guidance on measures to reduce the risk of spread of COVID-19.

8. Finance

All Club income will be banked in an account held in the name of Tri2O Triathlon Club Limited. The following Main Committee members will have access to the online bank account and have authority to make payments into and out of the account in accordance with the financial limits given below.

- Treasurer
- Chairman
- Secretary
- Reading Tri Race Director

Any of the above Main Committee members can authorise payments from the Club's bank account where the amount is less than £1,000. Payments of £1,000 or more require two authorisations, one of which must be the Chairman or Treasurer. Single payments of £3,000 or more must be agreed by a majority vote of the Main Committee.

The Treasurer will update the Main Committee on the finances of the Club at each meeting and prepare the Annual Accounts. The financial year of the Club will end on 31 July. The Main Committee will review the Annual Accounts which, once agreed, will be approved by the Chairman prior to the Treasurer filing them to Companies House. The Treasurer will present the Annual Accounts to Club members at the AGM.

The Club will hold a reserve fund in a separate interest-bearing account. The reserve fund will be maintained at £2,000. The Main Committee can agree to vary this amount by majority vote based on its forecasted income and expenses and estimated future liabilities.

All or part of the reserve fund can be released for use if the Club is unable to meet, or expects to be unable to meet, its financial liabilities. Authorisation for the release must be by majority vote of the Main Committee.

The Club is a not-for-profit organisation, and its funds will be spent on affiliation to Triathlon England and other sporting bodies, as agreed from time to time by the Main Committee, subsidising coaching, training and educational seminars, storage of equipment and other materials, and promotion of the Club, including the website. In addition, a proportion of any surplus cash from Reading Triathlon will be provided, following a donation to charity (see below), as cash or other reward to volunteers involved in planning, preparing for and delivering, the Reading Triathlon

No surpluses will be distributed to Club members or third parties, other than to the Reading Triathlon volunteers, as stated above. No payment will be made if insufficient profit is made to fund the above-mentioned activities of the Club. Any further surplus will be reinvested in accordance with the purpose of the Club (see Section 2) for the benefit of the current and future members and may include financial support for a Club member who could compete as an elite athlete. All suggestions on how the Club should use any surplus funds will be considered by the Main Committee.

The Club will donate a proportion of the annual profit raised from the Reading Triathlon to a charity chosen by the main committee. The amount to be donated will be determined by the Main Committee but, wherever possible it will be at least 10% of the profit from Reading Triathlon prior to any payment to volunteers

The use of Club funds will be reported at the AGM by the Treasurer and will be available to any Club member on request.

9. Coaching qualification subsidies

Any member who wants to become a qualified triathlon coach can make a request to the Head Coach for the Club to subsidise the cost of their coaching qualification course. In return the member will be asked for a commitment to provide an agreed number of coached sessions to groups of Club members once they have obtained their qualification. The maximum amount of any subsidy will be 50% of the cost of the training course. The number of coached sessions to be provided will be based on the level of subsidy provided and the needs of the Club.

The Head Coach will make a recommendation to the Main Committee for the amount of the subsidy and the number of coached sessions to be provided in return. The Head Coach will let the member know the Committee's decision and, if positive, ask them to confirm their commitment to provide the agreed number of coaches sessions once they are qualified.

Payment of the Club's contribution to the cost of the training can be claimed by the member once they have completed the course, and once the prior agreed number of coaching sessions has been delivered, by emailing the Club Treasurer. Evidence of the amount paid for the course should be provided. The member will be able to invoice the Club for the coached sessions at the Club's standard coaching fee rate on a monthly basis as per normal coaching payment arrangements, on the understanding that any agreed subsidy will not be paid until all sessions have been delivered.

10. Insurance cover

All sports clubs have a duty of care responsibility to ensure anything they do does not cause injury or financial loss to others or damage to their property. If they do cause injury, financial loss or damage, the officers and officials of the club could find themselves legally liable to pay compensation.

As the Club is affiliated to Triathlon England the officers and officials of the Club (the directors and Main Committee members) are entitled to the following insurance protection; the Limits of Liability are available on the BTF's website. The insurance cover may be invalidated if the Club does not comply with the most recent guidance issued by the government and BTF on measures to reduce the spread of COVID-19.

- **Public Liability** - in the event of an accidental injury to another person.
- **Directors and Officers** - in the event of a breach of duty, for example in relation to the mismanagement of the Club's finances or corporate manslaughter.

11. Annual General Meeting

The Club will hold an Annual General Meeting (AGM) in the fourth quarter of each calendar year. Members will be given at least 21 days' notice of the meeting by the Secretary of the Club. The Notice will include a request for nominations for the Committee roles for the coming year. Any Club member is entitled to be nominated (members can nominate themselves) and to attend the AGM.

The principal business of the AGM will be to:

- Report on the year's activities
- Present the Club's (unaudited) accounts
- Seek views on plans for development of the Club
- Vote on any major amendments to the Constitution
- Elect the Main Committee members for the following year (by a show of hands)

The quorum for an AGM will be either 10 members or 20% of Club members, whichever is the smaller. The Club Secretary will be responsible for counting the votes.

Any Main Committee positions for which there are no nominations, and where the current member does not wish to stand for re-election, will be filled by the Main Committee co-opting a Club member who has the support of most of the Main Committee members.



The Main Committee has the right to call an Extraordinary General Meeting (EGM) outside the AGM, or if 10 members (or 20% of the membership, whichever is less) so wish. The Secretary of the Club will notify members of an EGM and the item(s) for discussion at least 21 days prior to the meeting, wherever possible.

12. Discipline and Appeals

All complaints regarding the behaviour of members of the Club should be submitted in writing to the Chairman and Secretary. The complaint will be discussed at the next scheduled Main Committee meeting unless its nature requires more urgent action, in which case the Secretary will organise a separate meeting involving at least the Chairman, Welfare Officer and Communications Officer.

The Main Committee will decide what action is to be taken, which could include giving a verbal or written warning or terminating the membership of the person who is the subject of the complaint. The person who made the complaint will be advised of the action that has been taken.

The member who is the subject of the complaint has a right to appeal against any disciplinary action imposed by the Main Committee. The appeal must be submitted to the Secretary in writing within 14 days of the member being advised of the action. The Main Committee will consider the appeal at its next scheduled meeting or sooner if necessary.

13. 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 will be used to meet the debts and liabilities of the Club. Any remaining assets shall be transferred to the British Triathlon Foundation Trust, a registered Community Amateur Sports Club (CASC) or other club with similar objectives to those of the Tri20 Triathlon Club, or the British Triathlon Federation (BTF). The decision on where to transfer any assets will be made by a majority vote at the EGM or AGM at which the resolution to dissolve the Club is passed.

14. Amendments to the Constitution

Changes in the Constitution of the Club may be made by the Main Committee, providing a two-thirds majority of the members of the Main Committee agree, but must subsequently be ratified by majority vote at an AGM.

15. Declaration

Tri20 Triathlon Club Limited hereby adopts and accepts this constitution as a current operating guide regulating the management of the Club and the actions of its members.