



Club Constitution 22 November 2023

1. **Name:** The club will be called “Bassetlaw Triathlon Club” and will be affiliated to the British Triathlon Federation. The club logo is as set out above and committee approval should be obtained before it is used.

2. **Aims and objectives:** The aims and objectives of the club will be:

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

3. **Membership:** Membership should consist of management committee officers and members of the club. All members will be subject to the regulations (sections) of the constitution and by joining the club will be deemed to accept these regulations and any codes of conduct that the club has adopted. Members will be enrolled in the following categories: • Full Adult Membership

**Constitution Amendment AGM 22/11/23:** Remove junior and family membership as we aren't currently set up to coach under 18's. Membership will be adult only.

4. **Membership fees:** Membership fees will be set annually at the Annual General Meeting. Fees will be paid annually. Any members not renewing their membership by the end of the 12 month period will be classed as non-members and will not be able to access training sessions. Membership will be restored only on the payment of the full annual membership fee.

**Constitution Amendment AGM 12/11/16:** Change to membership subscription for new members to annual from the date of joining, instead of pro rata between 1<sup>st</sup> April to 31<sup>st</sup> March of the following year. This allows all new members to pay for a 12 month membership regardless of the time of year initially subscribed.

5. **Management Committee Officers of the club:** The officers of the club will be:

- Chair
- Club Secretary
- Treasurer
- Head Coach

- Social Secretary
- Press Secretary
- Kit Secretary
- Welfare Officer
- Event Manager
- Social Media Secretary

Officers will be elected annually at the Annual General Meeting. All officers will retire each year but will be eligible for re-election.

Where an officer of the club resigns part way through their year in office (preferably in writing to the club secretary) nominations for filling the post will be dealt with in the same way as annual elections at the next AGM or EGM, whichever is the sooner.

6. **Committee:** The club will be managed through the Management Committee consisting of:

**Chair**  
**Club Secretary**  
**Treasurer**  
**Head Coach**  
**Social Secretary**  
**Event Manager**  
**Press Secretary**  
**Welfare Officer**  
**Social Media Secretary**  
**Kit Secretary**

Only these posts will have the right to vote at meetings of the Management Committee. The Management Committee will be convened by the Secretary of the club and held no less than four times per year. The quorum required for business to be agreed at Management Committee meetings will be at least 3 persons:

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

B) The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

C) The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/ constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

D) The structure of the Management Committee is decided and changed only at the AGM or an EGM.

**Constitution Amendment AGM 18/11/17:-** it was agreed to merge Membership Secretary and Secretary roles due to the move to an online membership system and the associated time savings. The position will now be called **Club Secretary**.

**Constitution Amendment AGM 22/11/23:** It was agreed we would replace the Web Secretary role with Social Media Secretary.

**7. Finance:** All club monies will be banked in an account held in the name of the club. The Club Treasurer will be responsible for the finances of the club. The financial year of the club will end on: 31st March. A statement of annual accounts will be presented for approval by the Treasurer at the Annual General Meeting (AGM).

**8. Sponsorship/Official support.** The club can ask for advice from Bassetlaw Council Sports Development Team and the team at BPL regarding the suitability of sponsors. Appointment of paying sponsors will only be after agreement of the Management committee and on terms that will be agreed in writing with the sponsor.

**9. Annual General Meetings:** Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members. The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts. Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM along with any proposed changes to the Committee structure itself. Election of officers is to take place at the AGM. All members have the right to vote at the AGM. The quorum for AGMs will be 10% of the membership. Where there is more than one candidate for a position, each will be invited to make a short presentation to members in an order determined at random. A secret or open ballot will then be held as preferred by the members present.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

**10. Discipline and appeals:** All complaints regarding the behaviour of members should be submitted in writing to the Secretary. The Management Committee will meet to hear complaints within 28 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing. There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 7 days of the Secretary receiving the appeal.

**11. Dissolution:** A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership. In the event of dissolution, any assets of the club that remain will become the property of any other local community based triathlon club.

**12. Amendments to the constitution:** The constitution will only be changed through agreement by majority vote at an AGM or EGM.

**13. Declaration** Bassetlaw Triathlon Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

### **British Triathlon Equity Policy Statement**

The British Triathlon Federation (BTF) aims to ensure that all people irrespective of their age, gender, disability, race, ethnic origin, creed, colour, social status, religious or sexual orientation, have a genuine and equal opportunity to participate in triathlon at all levels of performance and in all roles. The BTF aims to ensure that all present and potential members/employees of the Association receive fair and equal treatment through services provided. It is the aim of the BTF, in its relationship with its present and potential members/employees and in its provision of services not to disadvantage any individual by imposing any conditions or requirements, which cannot be fully justified.

In pursuance of this policy, the BTF may take special measure/positive action for any group which is currently under represented in its membership, representative bodies or workforce taking account of the Race Relations Act (1976), Equal Pay Act (1970), Sex Discrimination Acts (1975, 1986), Disability Discrimination Act (1995). In pursuance of this policy, the BTF reserves the right to discipline any members/employees of the BTF who practice any forms of discrimination on the grounds of age, gender, disability, race, ethnic origin, creed, colour, social status, religious or sexual orientation. The BTF will maintain demographic records of its membership/employees.

The BTF will monitor and evaluate the impact of this policy, and focus its services accordingly. This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity: Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society. The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse. All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity. The Club will deal with any incidence of discriminatory behaviour seriously, according to Club disciplinary procedures. The essence of good ethical conduct and practice is summarized below. All British Triathlon Federation Club Officials and Volunteers must:

- Respect the rights, dignity and worth of all athletes, officials and volunteers at all times.
- Treat everyone equally regardless of age, sex, ethnic origin, religion, political persuasion, sexual orientation or physical disability.

- Consider the well-being and safety of participants before the development of performance.
- Develop an appropriate working relationship with performers, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Promote the positive aspects of the sport (e.g. fair play) • Display consistently high standards of behaviour and appearance
- Follow all guidelines laid down by the British Triathlon Federation and the Race Organiser or Triathlon Club
- Hold the appropriate, valid qualifications and insurance cover
- Never exert undue influence over performers to obtain personal benefit or reward
- Never condone rule violations, rough play or the use of prohibitive substances
- Encourage performers to value their performances and not just results Bassetlaw Triathlon Club is fully committed to safeguarding and promoting the wellbeing of all its members. The Club believes that it is important that members, coaches, administrators and parents associated with the Club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the Club with the Club President.

As a member of Bassetlaw Triathlon Club, you are expected to abide by the following member's code of conduct:

- All members must play within the rules and respect officials and their decisions.
- All members must respect the rights, dignity and worth of all participants regardless of gender, ability, cultural background or religion.
- Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Members must support and encourage good practice and correct actions at all times
- Members must wear suitable kit for training sessions, as agreed with the coach/team manager.
- Members must pay any fees for training or events promptly.

- Members are not allowed to smoke on Club premises or whilst representing the Club at competitions.
- Members are not allowed to consume alcohol or drugs of any kind on the Club premises or whilst representing the Club.
- Members are encouraged to communicate with leaders and all other Club members