

Club Constitution



1. Name

1.1 Wicklow Triathlon Club Constitution (as amended November 2014).

2. Title

2.1 The Club shall be called the Wicklow Triathlon Club (hereinafter referred to as “the Club” or “WTC”).

2.2 The Club may adopt the name WTC for any of its objectives set out below.

3a. Main Objective

3a.1 The main object of the Club is to encourage, organise, develop, safeguard and promote the sport of triathlon in Wicklow and its environs; to provide coaching for club members and to organise and promote competitions.

3b. Subsidiary Objects

In furtherance exclusively of the foregoing main object the Club shall have the following subsidiary objects.

3b.1 To promote drug free sport in accordance with the Constitution of Triathlon Ireland.

3b.2 To comply with Triathlon Ireland’s Policy, Safety and Equality Statements as set out in Appendix 2, or as may be amended from time to time.

3b.3 To organise teams to represent the Club in triathlon and multisport events, national and regional championships, international championships and in such other competitions as the Executive Committee of WTC (or the Junior Committee as the case shall be) shall decide.

3b.4 To encourage the participation of children and young persons in the sport of Triathlon in accordance with the Constitution of Triathlon Ireland under the auspices of a Junior Committee. To ensure Triathlon Ireland’s Safeguarding Code for Young People is respected and that Triathlon Ireland’s codes, guidelines and practices, as set out or modified in the WTC Junior Policies and Procedures are at all times observed by all club members. WTC policies and procedures, such as those set out in Appendix 1, may be amended from time to time as set out in paragraph 6.16.

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4. Responsibility

4.1 The Club is responsible for:

- (a) Formulating, maintaining, publishing and enforcing rules for WTC;
- (b) Establishing and organising Club events,
- (c) Ensuring the Club adheres to the rules and policies of Triathlon Ireland in organising training and race events;
- (d) Affiliation to Triathlon Ireland and any other appropriate organisations;
- (e) Any other responsibilities which may be agreed at a General Meeting from time to time.
- (f) The promotion and enforcement of codes of ethics and conduct for members, coaches and leaders.

5. Membership

5.1 Full membership of the Club is open to: -

- (a) Any individual, who on fully completing a Club registration form and payment of club subscription and acceptance of the Club's Terms and Conditions for the relevant period, subject to satisfying the requirements of subparagraph (d). Full membership shall comprise of Senior, Student and Junior Members, under rules to be specified by the Executive Committee. Membership starts from that date and is active only for remainder of that calendar year, subject to any variations permitted by the Executive Committee. Club membership for persons aged 7 to 17 years is dependent on prior written consent of a parent or guardian submitted to the Junior Committee and kept on file in accordance with any procedures specified by WTC.
- (b) Honorary members as approved by the Executive Committee.
- (c) Officers of the Executive Committee as elected by the Annual General Meeting ("AGM").

5.2 Terms and Conditions of membership of the Club: -

- (d) Each member must abide by both the Club and Triathlon Ireland rules, guidelines, codes and practices, including those set out in the Club's Constitution and the Constitution of Triathlon Ireland. These rules, guidelines, codes and practices may be collectively termed the Club's "Terms and Conditions". It is mandatory for members of WTC to be either Full/Student/Junior or Associate members of Triathlon 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 WTC automatically results in an immediate loss of membership of WTC. The Executive Committee shall exercise appropriate controls on club members to ensure adhere to the Club's Terms and Conditions and shall ensure, in consultation with Triathlon Ireland where appropriate, that the Club is appropriately insured as required.

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- (e) Exceptionally, membership of an individual may be revoked by the Executive Committee in pursuance of the Grievance and Disciplinary Procedure as set out in Appendix B.
- (f) Participants in training sessions, Club competitions and other Club activities must be current members of Triathlon Ireland and WTC. The Club Secretary, or an officer mandated by the Chairperson, may permit the involvement of guest participants at his/her discretion, such to the following conditions: that such guest participants must complete the guest sign on sheet and can attend no more than 3 such sessions. Attendance beyond 3 such sessions is prohibited unless/ until the person becomes a member of Triathlon Ireland and WTC.

6. Executive Committee

6.1 The management and affairs of the Club shall be vested in an Executive Committee otherwise referred to as "the committee". The committee shall comprise members elected to the following positions: -

- a) Chairperson
- b) Treasurer
- c) Secretary
- d) Membership Secretary
- e) Child and Vulnerable Adult Protection Officer
- f) Public Relations Officer (Results and Records)
- g) Development and Safety Officer
- h) Junior Committee Liaison Officer
- i) Training Officer
- j) Kit Officer
- k) Social and Events Officer.

The roles of these officers may be defined in a resolution of the Executive Committee at which two thirds of the Officers are present. One person can hold up to three positions but not any two of (a), (b) or (c).

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- 6.2 Officers must be members of the Club and be over 16 years of age on the date of their election.
- 6.3 Officers must be elected at the AGM. However, the Executive Committee may co-opt persons to fill posts which fall vacant or are not filled at the AGM. If an individual officer fails to attend four Executive Committee meetings without good reason and ten days after electronic or written notice has been sent fails to explain the absence to the satisfaction of the Executive Committee, that officer post is deemed to be vacant following a simple resolution of the Executive Committee. If an individual officer does not discharge her or his functions to the satisfaction of the Chairperson they may be asked to step down from the position following a simple resolution of the Executive Committee.
- 6.4 Five members of the committee present shall be the quorum for Executive Committee meetings which shall be held at least once every two months. Decisions will be reached by simple majority of those present. In the event of a tie the chairperson of the meeting will have the casting vote. The date for the next meeting is to be determined at the close of each meeting.
- 6.5 The Chairperson shall chair Executive Committee Meetings, Annual General Meetings and any Extraordinary General Meetings. If the Chairperson is unable to do so, a Chairperson shall be elected by the meeting in question.
- 6.6 The Secretary shall keep a record of all meetings of the Club including all meetings of the Junior Committee.
- 6.7 The Treasurer shall keep an up-to-date record of WTC finances, account for all lodgements, withdrawals and race proceeds and also liaise with the Junior Committee to that end. The financial year shall run from 1 January to 31 December each year. The accounts for each financial year shall be balanced following the end of the financial year and submitted prior to the AGM for inspection at the AGM save for the period November-December 2014, which accounts may be balanced and submitted with the 2015 accounts.
- 6.8 The membership subscription for the club in the three categories of membership set out in paragraph 5.1(a) and shall be decided for each succeeding season by the Executive Committee prior to the AGM.
- 6.9 The signatories to the Club's bank accounts shall be any two officers of the following: Chairperson, Secretary, Treasurer and one other Executive Committee member so designated by the Chairperson. Notwithstanding this, the Junior Committee may operate a bank account as set out in paragraph 6.16. Policies and procedures concerning finances and accounting may be prescribed by the Executive Committee and shall bind all sub-committees including the Junior Committee.
- 6.10 The Public Relations Officer shall seek to promote the sport on a national basis. This includes submitting articles for publication, getting races previewed and results published in the local and national media. S/he shall keep a record of members and race results and make them available as required.

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- 6.11 The Junior Committee Liaison Officer shall report to the Executive Committee on the activities of the Junior Section and on all issues relating to child and vulnerable person protection policies. The Child and Vulnerable Adult Protection Officer shall be responsible for coordinating the implementation of and adherence to the WTC Junior Policies and Procedures which are based on Triathlon Ireland's Code of Ethics & Good Practice for children's sport and Triathlon Ireland's Safeguarding Code for Young People and any policies relating to vulnerable adults. As set out in paragraph 6.16, WTC Junior Policies and Procedures may be amended from time to time.
- 6.12 The Executive Committee shall exercise editorial control over the Club website through procedures prescribed by it.
- 6.13 Sub-Committees may be formed by the Executive Committee for specific purposes including a Junior Committee as set out in paragraph 6.14. Such sub-committees may prescribe rules and procedures for the conduct of the business of the sub-committee but may only be established following authorisation by the Executive Committee. Each sub-committee shall be subordinate to the Executive Committee and any decision taken or policy adopted by a sub-committee may be over-turned or modified by the Executive Committee following a two thirds majority vote. Save for WTC Junior Policies and Procedures, the Executive Committee may prescribe the Terms and Conditions of Membership of WTC and alter those Terms and Conditions from time to time as it sees fit, including in relation to the policies set out in the Appendices hereto (with the exception of Appendix 1). As set out in paragraph 6.16, the Junior Committee may alter, modify or amend the Junior Policies and Procedures, including those set out at Appendix 1, including in response to Triathlon Ireland amendments.

Junior Section

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- 6.14 There shall be a Junior Section of WTC open to children and young persons aged 7 to 15 years and there shall be a Junior Committee which shall operate as a sub-committee of WTC as set out in paragraph 6.12. Members aged sixteen years and over shall be Senior members. In agreeing to join WTC on payment of the membership subscription each year, which subscription may be set by the Junior Committee, each Junior member and their parents/ guardians agree to be bound by the Terms and Conditions of WTC which includes adherence to the Junior Policies and Procedures, as set out in Appendix 1.
- 6.15 In addition to a Junior Section Chairperson, there may be other Officers appointed to the Junior Committee (e.g. Junior Secretary, Treasurer, Child and Vulnerable Adult Protection Officer, Liaison Officer on the Executive Committee) as prescribed by the Committee further to paragraph 6.13. All WTC members who supervise children including all Junior Committee members must be Garda vetted and comply with all or any requirements of Triathlon Ireland. In particular, adherence to the provisions of the Code of Ethics & Good Practice for children's sport and the WTC Juniors Policies and Procedures as outlined in Appendix 1 (and as may be amended from time to time) shall be an obligation of all such members.
- 6.16 The Junior Committee shall ensure the Junior Section is properly run and accounted for and shall report on its activities to the Executive Committee. The Junior Committee may establish and hold a bank account. The signatories to any Junior Committee bank account shall be designated by the Chairperson of WTC following a recommendation of the Junior Committee. The Junior Committee shall apply such rules and procedures as it adopts for the running of the Junior Section, including those in relation to numbers of triathletes in the Junior Section in any given year and including those in relation to finances and child protection (as set out in Appendix 1 hereto) and shall, through the Junior Committee Chairperson and Junior Committee Liaison Officer account for the application of said rules to the Executive Committee. The Policies and Procedures on child protection set out in Appendix 1 hereto may be amended from time to time by the Junior Committee on a recommendation by the Child and Vulnerable Adult Protection Officer. The Child and Vulnerable Adult Protection Officer may make any recommendations regarding child or vulnerable person safety or well-being to the Junior Committee and/ or the Executive Committee and such recommendations shall be considered at the next meeting of the said committee, as appropriate.

Representation and incidental powers

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- 6.17 The Club may be represented only by delegates appointed by the Executive Committee or by other delegates appointed by the Chairperson of WTC.
- 6.18 The Executive Committee shall have such incidental or necessary powers, apart from the express provisions under the Constitution, to do any such act or thing to carry out its responsibilities herein, including the power to engage or retain on a professional and/or voluntary basis any member or non-member of the Club and/or any other body, firm, company or Club. The Executive Committee may prescribe rules and procedures on the recording of budgets, payment of coaches and the keeping of accounts and monies and the holding of audits for and on behalf of WTC as it deems appropriate. All such rules and procedures shall bind sub-committees. Every three years or lesser period the Executive Committee shall cause an external audit of WTC's accounts and monies and related rules and procedures to occur and shall report on the findings and recommendations of all such audits to the AGM.

7. Annual General Meeting

- 7.1 The Club shall hold an AGM within 60 days of January 1st each year. Publication of the date, time and venue in the yearly calendar shall be considered sufficient notice unless a change is made. In that circumstance members shall be notified electronically or by post at least 21 days in advance.
- 7.2 The quorum for the AGM is forty members.
- 7.3 A new Executive Committee shall be elected at the AGM.
- (a) All committee member positions elected at the AGM are for one year. Committee members are eligible for re-election for two successive terms and may seek further election thereafter following a two year break from holding office.
 - (b) For each one of the posts, a member must be proposed, seconded and willing to accept in order to be considered eligible.
 - (c) If only one candidate is proposed and seconded they are considered elected.
 - (d) If there are more than two candidates a vote will be held.

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- 7.4 All full members over 15 years of age are eligible to vote at the AGM. In any vote the motion will be carried by simple majority of those present entitled to vote. The Executive Committee may prescribe rules and procedures to govern the event of non-membership due to non-renewal of subscription by the date of the AGM. In the event of a tie in any vote at the AGM or Extraordinary General Meeting, the Chairperson of the meeting shall have a casting vote.
- 7.5 A committee member cannot occupy the same officer post as defined in clause 6.1 for more than 2 years consecutively unless there is no other member proposed for that position.
- 7.6 Any proposed amendments to the Constitution of the Club or other proposals or resolutions which it is desired to put before a General Meeting shall be received by the Secretary in writing or electronically at least fourteen days before the date of the meeting. Such proposed amendments or resolutions shall be distributed to all members at least 7 days in advance of the meeting. They must be proposed and seconded by members with voting rights. Amendments to a proposal can be taken from the floor. Either the proposer or seconder of a proposal must be present in person at the general meeting.
- 7.7 The Agenda of General Meetings shall be available to all members on request at least ten days before the meeting. The Financial Statement and Accounts of the Club shall be available to all at the AGM. Notification of the Agenda and the papers for General Meetings shall be given in writing or electronically to all members of the Club.

8. Extraordinary General Meeting

- 8.1 An Extraordinary General Meeting of the Club shall be held on the request of the Executive Committee, or one quarter of current members or 30 members which ever number is greater. A list of current members of the Club shall be made available to any member on receipt of a written or electronic request to the Secretary.
- 8.2 At least 14 days notice of the date of an Extraordinary General Meeting shall be given in writing or electronically to all members of the Club.
- 8.3 In any vote the motion will be carried by simple majority of those present entitled to vote. In the event of a tie in any vote the Chairperson of the meeting shall have a casting vote.

9. Amendments To The Constitution

- 9.1 Amendments to the Constitution of the Club shall require the approval of a simple majority of those members of the Club present at a General Meeting.
- 9.2 No addition, alteration or amendment shall be made to the provisions of the main object clause, the income and property clause, the winding up clause, the keeping of accounts clause or the clause of the Constitution for the time being in force unless the same shall have been previously approved by the Revenue Commissioners.

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10. Finance

- 10.1 The Financial year of the Club shall run from January to December each year. The Club shall have power to open and operate bank accounts and to issue negotiable instruments. If deemed necessary the Club shall have the power to borrow money provided the amount borrowed and purpose is agreed at General Meeting. All negotiable instruments drawn on the bank accounts of the Club shall be signed by signatories duly authorised by the Executive Committee as set out in paragraph 6.8. All races organised by the Club shall be self-financing unless the Executive Committee so prescribes. The Executive Committee may prescribe and apply policies relating to the keeping of surpluses or deficits.
- 10.2 The Executive Committee may establish rules and procedures for the conduct of its meetings and the conduct of the business of WTC including rules and procedures in relation to budget, finances and controls.
- 10.3 The income and property of the Club shall be applied solely towards the promotion of its main object(s) as set forth in this Constitution. No portion of the Club's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Club. No Officer shall be appointed to any office of the Club paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Club. However, nothing shall prevent any payment in good faith by the Club of:
- a) reasonable and proper remuneration to any member, officer or servant of the Club (not being an officer) for any services rendered to the Club;
 - b) interest at a rate not exceeding 5% per annum on money lent by Officers or other members of the Club to the Club;
 - c) reasonable and proper rent for premises demised and let by any member of the Club (including any Officer) to the Club;
 - d) reasonable and proper out-of-pocket expenses incurred by any Officer in connection with their attendance to any matter affecting the Club;
 - e) fees, remuneration or other benefit in money or money's worth to any Company which an Officer may be a member holding not more than one hundredth part of the issued capital of such Company;
- 10.4 Annual accounts shall be kept and made available to the Revenue Commissioners on request.

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11. Representative Teams

- 11.1 On occasions teams will be selected to represent The Club and/or Ireland at international or other events.
- 11.2 The decision to send a team to any event will rest with the Executive Committee and the decision to hold a trial race will rest with the Executive Committee.
- 11.3 The teams will be selected by a selection committee with or without a trial race as per clause 10.2.
- (a) The selection committee shall comprise of one member from each active province per hundred members, nominated by the provincial committee and will choose a chairperson from its number.
 - (b) Any vote of the selection committee will be carried by simple majority. In the event of a tie in any vote the chairperson of the selection committee shall have a casting vote.
 - (c) The selection committee will appoint a Team Manager.
 - (d) The Team Manager can be any member of the Club but must travel with the team(s)
 - (e) The team manager will appoint team captains as required.
 - (f) Junior teams must operate under the WTC Juniors Policies and Procedures as outlined in Appendix 1.
- 11.4 Selected triathletes, in the case of the selection committee selecting the full team, must be members of the Club on the date of selection, or have competed in a Club race or other triathlon organised by a recognised National or International Triathlon body in the previous 24 months.
- 11.5 Teams will be selected, in the case of a trial race, by the following criteria:
- (a) A least half of each team's places will be offered on the basis of first past the post in the trial race to those eligible to run. If those offered decline the place there is no requirement for the selection committee to continue the process down the finishing list.
 - (b) The selection committee will decide on the remaining places.
 - (c) Selected triathlete's must be members of the Club on the date of the trial race relevant to that selection, or have competed in a Club race or other triathlon, in addition to being a paid up member of the club at the time referred to at 10.4 above.

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12. Complaints

12.1 Where a complaint is made against a member of WTC, the complaints procedure as set out in Appendix 3 shall apply, without prejudice to any adjudication of the complaint under Triathlon Ireland's Manual of Guidance 'disciplinary action' procedure. Where a complaint involves a Junior Member of WTC, the Child and Vulnerable Adult Protection Officer and where appropriate, Triathlon Ireland's Children's Officer shall be informed of the nature of the complaint. The Child and Vulnerable Adult Protection Officer is empowered to take and shall take any immediate action deemed by them to be necessary pending adjudication under the complaints procedure as set out at paragraph 13 and Appendix 3 hereunder. If the complaint against a Member is upheld under the complaints procedure, the Executive Committee is empowered to discipline and sanction the member.

13. Discipline and Sanction

13.1 The Complaints Procedure as set out in Appendix 3 may be modified from time to time by the Executive Committee. Where, on foot of a recommendation made to it, by the Complaints Officer pursuant to the complaints procedure set out in Appendix 3, the Executive Committee forms the view that the conduct of a member of WTC is prejudicial to the well-being, reputation and/ or good standing of the Club, it is empowered to discipline and sanction the member involved include suspending or expelling the member from the Club. The decision of the Executive Committee shall be noted, communicated to the member and be final. In agreeing to join WTC on payment of subscription each year, each member agrees to be bound by WTC's Terms and Conditions of membership which shall include adherence to the complaints procedure as set out in Appendix 3 and the authority of the Executive Committee to discipline and/ or sanction members on foot of the complaints procedure.

14. Dissolution

14.1 The Club may only be dissolved at a General Meeting. If upon winding up or dissolution of the Club there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the Club. Instead such property shall be given or transferred to some other institution or institutions having main objects similar to the main objects of the Club. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as imposed on the Club under or by virtue of Clause 10.3 hereof. Members of the Club shall select the relevant institution at or before the time of dissolution, and if and so far as effort cannot be given to such provisions, then the property shall be given or transferred to some charitable object.

15. General Provisions

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- 15.1 Any member of the club suffering from any injury disability illness impairment or condition which may affect his/her ability to participate in the sport of Triathlon is obliged to inform the Executive Committee, in strictest confidence of such injury, disability, illness, impairment or condition in writing. Upon such notification the Executive Committee may review at its discretion the membership of the said member and decide on their continued membership having regard to the best interests of safety and welfare of both the public, the individual and other club members. In the event of continued membership, the Executive Committee may specify such conditions for Club membership, training or participation by the Club member as it deems appropriate, having regard to the equal importance of promoting equality of opportunity to all including all persons with a disability.
- 15.2 In the event of a conflict between the provisions of this Constitution and that of Triathlon Ireland the Constitution of the national organisation shall prevail.
- 15.3 The interpretation of the articles of this Constitution will be a matter for the Executive Committee.

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Appendix 1

The WTC Codes of Conduct for Junior Members, Parents and Leaders, respectively, derive from the Manual and are set out here:

Code of Conduct – Junior Members

The Wicklow Triathlon Junior Club wishes to provide the best possible environment for all young people involved in the sport. Young people deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. These participants have rights, which must be respected, and responsibilities that they must accept. Young people should be encouraged to realise that they have responsibilities to treat other participants and sports leaders with fairness and respect.

Young players are entitled to:

- Be safe and to feel safe
- Be listened to
- Be believed
- Have fun and enjoy triathlon
- Have a voice in relation to their activities within triathlon
- Be treated with dignity, sensitivity and respect
- Participate on an equitable and fair manner, irrespective of ability, disability, gender, religion, social class, etc.
- Experience competition at a level at which they feel comfortable
- Make complaints and have them dealt with
- Get help against bullies
- Say No
- Protect their own bodies
- Confidentiality

Young players should always:

- Treat Sports Leaders with respect, (including volunteers, committee members, tutors, coaches and teachers etc.)
- Look out for themselves and the welfare of others
- Play fairly at all times, do their best
- Be organised and on time
- Respect team members, even when things go wrong
- Respect opponents, be gracious in defeat
- Abide by the rules set down by team managers when travelling to away events, representing the club, school, province or country, etc.
- Behave in a manner that avoids bringing WTC into disrepute
- Talk to the Childrens Officer within the club if they have any problems

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Young players should never:

- Cheat
- Use violence or engage in irresponsible, abusive, inappropriate or illegal behaviour
- Shout or argue with officials, team mates or opponents
- Harm team members, opponents or their property
- Bully or use bullying tactics to isolate another player or gain advantage
- Take banned substances, drink alcohol, smoke or engage in sexual behaviour
- Keep secrets, especially if they have been caused harm
- Tell lies about adults / young people
- Spread rumours
- Discriminate against other players on the basis of gender, age, disability, social class, religion, race, etc.

I have read and understood the Code of Conduct for Junior Members and will adhere to them whilst I am a member of the Wicklow Triathlon Junior Club.

Junior Member Signature: _____

Name Printed: _____ Date: _____

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Code of Conduct – Parent / Guardian

The Wicklow Triathlon Junior Club believes that parents/ guardians should:

- Be a role model for your child and maintain the highest standards of conduct when interacting with young people, other parents/ guardians, officials and organisers.
- Always behave responsibly and do not seek to unfairly affect an athlete or the outcome of a race.
- Never intentionally expose any young participant to embarrassment or disparagement by the use of flippant or sarcastic remarks.
- Always recognise the value and importance of the officials and volunteers who provide sporting and recreational opportunities for your child. Do not publicly question the judgement or honesty of technical officials, coaches or organisers. Respect professionals, coaches, organisers and other athletes. Parents/ guardians are welcome to attend events and coaching sessions but should not interfere with the coach while working with the athlete.
- Encourage your child to play by the rules. Teach your child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship.
- Set a good example by applauding good play on both sides. Encourage mutual respect for teammates and opponents.
- Parents/ guardians should support all efforts to remove abusive behaviour and bullying behaviour in all its forms. Please refer to our bullying policy for more information.

Parents/ Guardians Code of Conduct:

1. I will respect the rules and procedures set down by WTC Junior Club.
2. I will respect my child's teammates and leaders as well as athletes, parents and coaches from opposing teams. I will encourage my child to treat other participants, coaches, technical officials and organisers with respect.
3. I will give encouragement and applaud only positive accomplishments whether from my child, his/her teammates, their opponents or the officials.
4. I will respect my child's leader(s) and support his/her efforts.
5. I will respect the officials and their authority during sessions and events within the organisation and under the auspice of Wicklow Triathlon Club.
6. I will never demonstrate threatening or abusive behaviour or use foul language.

I have read and understand the Parent/ Guardian's Code of Conduct and will adhere to these policies whilst my child is a member of the Wicklow Triathlon Junior Club.

Parent/ Guardian

Signature: _____

Name

Printed: _____ Date: _____

I have read the Triathlon Ireland Safeguarding Code for Young People

I am happy to volunteer for training sessions and race events throughout the season

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Code of Conduct – Sport Leaders

The Wicklow Triathlon Club recognises the key role leaders (coaches, team managers, support team, volunteers, children’s officer, designated persons, committee members and teachers, etc.) play in the lives of young people in sport.

Leaders in triathlon should strive to create a positive environment for the children in their care. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided. All Leaders should have as their first priority the children’s safety and enjoyment of triathlon and should adhere to the guidelines and regulations set out in the Triathlon Ireland’s Safeguarding Code.

Leaders should respect the rights, dignity and worth of every child and must treat everyone equally, regardless of gender, age, disability, social class, race, religion, etc.

There will be a ‘sign-up’ procedure, whereby the appointed/reappointed leaders agree to abide by Triathlon Ireland’s Safeguard Code and to the policies and code of the conduct of WTC. You should know and understand the child protection policies and procedures in the Safeguard Code for Triathlon Ireland for Young People.

Once appointed the Leader should act as a role model and promote the positive aspects of triathlon and maintain the highest standards of personal conduct. Leaders should develop an appropriate relationship with young people, based on mutual trust and respect. Remember your behaviour to athletes, other officials and opponents will have an effect on the athletes in your care. You should report any concerns you have to the Children’s Officer in your organisation, contacts at back of this document.

Being a role model:

- You will be required to display high standards of language, manner, punctuality, preparation and presentation.
- Ensure that athletes in your care respect the rules of the race. Insist on fair play and ensure athletes are aware you will not tolerate cheating or bullying behaviour.
- Encourage the development of respect for opponents, officials and other leaders and avoid criticism of fellow leaders and coaches. Do not criticise other leaders.
- The use of illegal drugs, alcohol and tobacco must be actively discouraged as they are incompatible with a healthy approach to sporting activity. Leaders should avoid the use of alcohol and illegal substances before coaching, during events, while supervising trips with young athletes and providing a duty to care.

Protection for leaders

- Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with athletes. It is advisable for leaders not to involve young athletes in their personal life i.e. visits to leaders’ homes or overnight stays. It is important to realise that certain situations or friendly actions could be misinterpreted by the participant or by outsiders.
- Avoid working alone and ensure there is adequate supervision for all activities.
- Where possible work in an open environment and ensure that physical contact is appropriate and has the permission or understanding of the young person.

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- Care must be taken not to expose a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the child or his/her family.
- Physical punishment or physical force must never be used. Never punish a mistake - by verbal means, physical means, or exclusion.

A positive environment

- Be generous with praise and never ridicule or shout at athletes for making mistakes or for losing. All young athletes are entitled to respect.
- Be careful to avoid the “star system”. Each child deserves equal time and attention.
- Remember that young athletes play for fun and enjoyment and that skill development and personal satisfaction have priority over highly structured competition. Never make winning the only objective.
- Set realistic goals for the participants and do not push young athletes. Create a safe and enjoyable environment.
- When approached to take on a new athlete, ensure that any previous coach-participant relationship has been ended in a professional manner.
- It is advisable to get agreement from a parent/guardian when young athletes are invited into adult groups/squads. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to junior groups/squads.
- Leaders who become aware of a conflict between their obligation to their athletes and their obligation to the club/organisation must make explicit to all parties concerned the nature of the conflict and the loyalties and responsibilities involved.
- Leaders should communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their athletes’ medical or related problems. Avoid giving advice of a personal or medical nature if you are not qualified to do so. Any information of a personal or medical nature must be kept strictly confidential unless the welfare of the child requires the passing on of this information.
- The nature of the relationship between leader and a participant can often mean that a leader will learn confidential information about an athlete or athlete’s family. This information must be regarded as confidential and, except where abuse is suspected, must not be divulged to a third party without the express permission of the athlete/family.

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Code of Conduct Declaration for Leaders

As a leader in triathlon I agree that I should:

- Be positive during sessions and competitions, praise and encourage effort as well as results.
- Put the welfare of young person first, strike a balance between this and winning / results.
- Encourage fair play and treat participants equally.
- Recognise developmental needs, ensuring activities are appropriate for the individual.
- Plan and prepare appropriately.
- Be committed to values & guidelines of this Safeguarding Code for Triathlon Ireland and / or hold up-to-date qualifications.
- Involve parents where possible and inform parents when problems arise.
- Keep a record of attendance at training and competitions.
- Keep a brief record of injury(s) and action taken.
- Keep a brief record of problem/action/outcome, if behavioural problems arise.
- Report any concerns in accordance with WTC's reporting procedures.

Where possible I will avoid:

- Spending excessive amounts of time with children away from others.
- Taking sessions alone.
- Constant communication with individual athletes by mobile phone or email.
- Taking children to my home.
- Taking children on journeys alone in my car.

Sports Leaders should not:

- Use any form of physical punishment or physical force on a child.
- Exert undue influence over a participant in order to obtain personal benefit or reward.
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about, or to a child. This includes innuendo, flirting or inappropriate gestures and terms.
- Take measurements or engage in certain types of fitness testing without the presence of another adult.
- Undertake any form of therapy (hypnosis etc.) in the training of children.

Leader

signature: _____

Name

Printed: _____ Date: _____

Club Constitution



Appendix 2

Triathlon Ireland's Policy, Safety and Equality Statements (this Appendix may be amended from time to time).

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.

Club Constitution



Appendix 3

Where a complaint is made by a member against another member, the complaint must be submitted to the Chairperson of the Executive Committee who shall designate a Member of the Executive Committee to act as the designated officer. Upon receipt of the complaint, the designated officer shall cause this complaints procedure to be initiated and the following steps shall be taken.

1. The designated officer shall appoint a member of WTC (the Complaints Officer for the purpose of the individual complaint concerned) to consider the complaint on behalf of WTC. The Complaints Officer shall thereupon have all necessary and incidental powers under this Constitution to consider the complaint and make a recommendation thereon to the Executive Committee.
2. The Complaints Officer shall exercise confidentiality in considering the complaint. Where criminal behavior may have been involved, the Complaints Officer shall refer the complainant to An Garda Síochána and will follow the reporting procedure identified by Triathlon Ireland (namely the Irish Sports Council Code of Ethics, Chapter 5 (in particular 5.10 – 5.12) as may be amended from time to time). Where the complaint concerns a junior member or other person under 18 years, the Complaints Officer shall refer the complainant to the parallel procedure under Triathlon Ireland. The Complaints Officer shall liaise with both the WTC's Child and Vulnerable Adult Protection Officer (who, as set out in paragraph 12 of the WTC Constitution, is empowered to take and shall take any immediate action deemed by them to be necessary pending adjudication under the complaints procedure herein) and with Triathlon Ireland's National Children's Officer.
3. In considering the complaint, the Complaints Officer may seek to do any of the following: review all and any documentation or electronic recordings; interview any member deemed relevant including the complainant and/ or the person complained against; seek any views in writing by any individual. Where a person under 18 years is to be interviewed, the person's parent or guardian must consent to and be present during the interview. However, where any allegation of assault, abuse or other criminal matter has been made, the Complaints Officer shall take advice from An Garda Síochána prior to conducting any interview to ensure that no subsequent criminal investigation may be jeopardized by the conducting of an interview with the complainant, including the collection and use of any information obtained from the interview. Where the Complaints Officer forms the view that the investigation of the complaint may compromise a criminal investigation, s/he shall suspend consideration of the complaint until such time as a criminal investigation concludes or as An Garda Síochána otherwise advises. In this regard, the Complaints Officer shall liaise with the National Children's Officer and communicate any recommendation to the Executive Committee.
4. The standards against which complaints shall be considered shall include (as appropriate) the Terms and Conditions of membership of WTC, including the requirements of adherence to Triathlon Ireland's Policy, Safety and Equality Statements in Appendix 2 hereto (as may be amended from time to time).
5. The Complaints Officer shall form a view on the complaint and communicate her or his findings (if any) to the Executive Committee with a recommendation as to possible action including disciplinary action and/ or sanction.

Club Constitution



6. The Executive Committee shall consider the recommendation of the Complaints Officer and may thereupon uphold in full or in part or alternatively reject the complaint. The Executive Committee shall have regard to and may adopt or modify any recommendation of the Complaints Officer. Where the complaint is upheld in full or in part, the Executive Committee may discipline and/ or sanction the Member up to and including expulsion from WTC as set out in paragraph 13 of the WTC Constitution. Following its decision, both the complainant and the Member complained of shall be written to informing her/ him of the decision.

7. Any sanction imposed by the Executive Committee shall come into effect three days following the communication of its decision in writing by prepaid ordinary post or following an acknowledged electronic communication to the Member concerned.

Signed

Date

Signed

Date

Print

Print

Position

Position