



GOVERNANCE MANUAL

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Position Statement:

“We are a small, friendly triathlon club, based in Ashford.”

Vision:

“Ashford Tri Club seeks to be the ‘club of choice’ for triathletes and multi-sports people in the heart of Kent”

Mission Statement:

“To be a friendly and inclusive triathlon club, assisting our members with opportunities for training and competition in triathlon and associated sports.”

Objective one: To increase our membership to 100 by December 2011

Objective two: To develop a Junior Section of the Club by January 2012

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Targets:

Objective one targets:

- Profile the club at local venues, events and races (purchase club banner, encourage all members to wear club kit, distribute club information and membership application forms).
- Offer regular group and training sessions; financially underwrite swimming, indoor training and other sessions as appropriate.
- Encourage members to lead group runs, rides and other sessions as appropriate.
- Develop a social programme; financially underwrite some social events as necessary.

Objective two targets:

- Develop our own coaches, including paying for courses and associated expenses.
- Develop protocols and policies to support a Junior Section.

Constitution:

1. Name

The club will be called **ASHFORD TRI CLUB** and will be affiliated to British Triathlon.

2. Aims and objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in triathlon
- To promote the club within the local community and triathlon
- 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 officers and members of the club.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted.

Members will be enrolled in one of the following categories:

- Full member
- Associate member.

4. Membership fees

Membership fees will be set annually and agreed by the Executive/ Management Committee or determined at the Annual General Meeting.

Fees will be paid: annually on 1st January - There are no discounts for joining at any other time throughout the year, however anyone joining after 1st November will enjoy membership for the remainder of the year plus the following 12 months

5. Officers of the club

The officers of the club will be:

- Chairperson
- Secretary
- Treasurer
- Club Welfare Officer
- Social Secretary
- Press/Publicity Officer

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-election.

Current incumbents are listed in the appendix to this constitution which will be amended following the Annual General Meeting, and from time to time as changes are required.

The appendix (and any changes to it) will be endorsed by the committee.

6. Committee

The club will be managed through the Management Committee consisting of the club officers:

- Chairperson
- Secretary
- Treasurer
- Club Welfare Officer
- Publicity Officer

Together with

- Men's Captain
- Women's Captain
- Membership Secretary
- Social Secretary
- Two Co-opted members – **Increased to Three Co-opted members as of Q2 2010**

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: four.

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

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.

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.

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 December.

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers this being either the Chairperson or Secretary.

8. 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.

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 25% of membership.

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.

9. 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 fourteen 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 fourteen 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 fourteen days of the Secretary receiving the appeal.

10. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will become the property of Aspire (charity no. 1075317)

11. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

12. Declaration

Ashford Tri Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Committee:

There are four officers of the Committee, elected each year at the AGM:

- Chair
- Treasurer
- Secretary
- Welfare Officer

Other Committee Members are elected at the AGM but may also be elected at a committee meeting, these are:

- Membership Secretary
- Web Master
- Press Officer
- Social Secretary
- Ladies Captain
- Men's Captain
- Kit/Resources (Quartermaster)
- 2 co-opted members, no specific responsibility

Committee Role Templates

(add role templates in here)

Policies and Procedures:

The club has a number of Policies and Procedures. These are to be reviewed by the Committee on an annual basis and, where appropriate, amended.

The amended version of the specific Policy or Procedure should be dated at the time.

Current Policies and Procedures are:

- Health and Safety
- Equality and Anti-Bullying
- Photography
- Codes of Conduct
- Complaints Procedure (tba)

Policies are available for all to view on the club website

<http://www.ashfordtriclub.co.uk/policies.htm>

Coaching:

Ashford Tri Club will actively promote the use of qualified coaches. However, it is also recognised that qualified coaches are not always available or affordable.

Where appropriate the club will make a financial contribution towards the cost of members attending coaching courses. This could be up to 100% of fees and travel expenses. Any contribution towards coaching courses should be in agreement with the member giving a minimum commitment of 12 months free coaching back to the club programme.

Insurance:

(we need to inform what members insurance is, either as a member of ATC or as BTF members)

Sponsorship:

The club will seek to gain sponsorship for various aspects of its business. Any club member may negotiate for sponsorship but approval should be given from an Officer of the club before a sponsorship 'deal' is agreed. Where a potential ethical issue arises, the full committee may be consulted.

Committee Members have a Framework for negotiating and agreeing club sponsorship that is available on request.

The Sponsorship Framework includes:

- Differentiation between Club kit sponsorship and Event sponsorship; and
- Differentiation between Named Events, Sole Sponsorship, Event Sponsorship and General/In-Kind sponsorship