

Hot Chilli Triathlon Club Constitution

1. Club Name

1.1. The Club will be called “**Hot Chilli Triathlon Club**” This name may be abbreviated to “**Hot Chilli Tri Club**”, “**Hot Chilli Tri**”, “**HCTC**” or “**Trowbridge Hot Chilli Triathlon Club**” for publicity purposes.

2. Affiliations

2.1. The Club will be affiliated to Triathlon England (TE) and Cycle Time Trial Association (CTT) and/or any other certified governing body as deemed in the interests of the club by its members/committee. The club will also seek to develop appropriate links and affiliations with other local single discipline and multi-sports club’s and organisations.

3. Mission Statement

3.1. To be recognised as the community club of choice for multi-sport* athletes of all ages and abilities in West Wiltshire enabling individuals to achieve their athletic goals in a stimulating, supportive and sociable environment. (**Multi-sport meaning Triathlon, Duathlon, Aquathlon and other combined sports activities*).

4. Aims and objectives

4.1. The aims and objectives of the club will be:

To promote inclusion and widen participation in triathlon, duathlon and other multi-sport activities promoting triathlon and multi-sport as a competitive sport.

To encourage membership from the whole community, supporting entry and participation opportunities for all as a healthy lifestyle pursuit.

To offer high quality coaching and competitive opportunities in multi-sport activities.

To promote the club in triathlon and other sporting communities within West Wiltshire and the South West Region.

To ensure a duty of care is maintained to all members of the club, through the club’s health and safety guidelines, Disclosure and Barring Service (DBS) checks and guidance from the club’s appointed welfare officer.

To provide these services and opportunities equitably and without prejudice.

To strive for excellence in all club activities.

To establish and run a Junior section of the club to provide the opportunity for participation and development in triathlon for youths aged 8yrs – 19yrs in line with BTF Tri start – Junior Age categories and in accordance with BTF Safe Guarding / Coaching policy as an integrated club development pathway. See Annex A [*October 2015*]

5. Membership

5.1. Membership will consist of officers and members of the club.

5.2. All members will be subject to the regulations of the constitution and code of conduct and, by joining the club, will be deemed to accept these regulations and code of conduct that the club has adopted (including the Triathlon England Rules and Regulations).

5.3. Membership will be offered at the two levels described below. Membership fees and benefits will be determined by the management committee on an annual basis:

Annual Adult Club Membership - £35.00 - Full single adult membership allowing member full club benefits.

Annual Junior Club Membership - £20.00 - Full single junior membership allowing junior member full club benefits. [*October 2015*]

5.4. Interested potential new members will be welcomed and allowed to attend club sessions on a trial basis for a period of three weeks. This is on a pay as you go basis after which they would be required to take up a membership at the start of the subsequent month.

5.5. Resignation of membership: If a member wishes to resign from the club, they shall give written notice to the secretary, and his or her membership will cease from that date of notice unless he or she is financially indebted to the club. In this case the club may withhold acceptance of the resignation until such indebtedness is discharged. In such cases, individuals maybe reported to Triathlon England (TE), which may result in the member not being able to join another club nor TE until the matter is resolved.

[Note: Full details of membership fees, membership benefits and training session booking and fees are available in the club's internet pages].

5.6. Membership will be paid on the basis of a rolling year with a beginning of month start date. i.e. a member joining in March will have a March 1st to Feb 28th membership for that year cycle. Payment methods will be determined and made public in the club's internet membership pages.

5.7. Honorary members may be exempt from paying an annual membership fee to the club for a given year.

5.8. Life members may be exempt from paying an annual membership fee to the club for a given year.

5.9. Membership fee exemptions will be awarded at the discretion of the club committee and will be clearly stated in the clubs annual report and financials.

6. Membership fees

6.1. The management committee will set membership fees and training fees annually. Annual increases in line with inflation will not require any further action by the management committee. However, any proposed annual increase over and above the percentage of inflation must be proposed at the annual general meeting (AGM) and agreed by a simple majority of club members in attendance. Member's training fees will be at the levels described below:

Adult Platinum - £350.00 – Paid in advance allowing adult member free attendance to 12 months of club training sessions – but excluding those with specific identified additional costs such as training camps or coaching clinics. [*January 2017*]

Adult Gold - £35.00 – Paid in advance allowing adult member free attendance to a calendar month of club training sessions – but excluding those with specific identified additional costs such as training camps or coaching clinics. [January 2017]

Adult Gold 12 plus – Honorary free month of Gold Membership, granted after the member pays for 12 continuous months of Gold membership. [January 2017]

Adult PAYG - £3.00 – Paid in arrears for Coached outdoor training session (running, bike, etc) [January 2017]

Adult PAYG - £5.50 - Paid in arrears for Facility based Coached training session (swimming, turbo training etc) [January 2017].

Junior PAYG - £5.00 - Paid in arrears for Facility based Juniors Coached training session (swimming, training etc) [October 2015]

7. Officers of the Club

7.1. The officers of the club will be:

Chairman
Treasurer
Secretary
Membership Co-coordinator
Events Officer
Publicity Officer
Junior Section Chairperson(s)
Club Welfare Officer(s) [*non voting*] (inc. CRB Checks and Health and Safety Guideline)

7.2. Officers will be elected annually at the annual general meeting (AGM). All officers will retire each year but will be eligible for re-election. Each post may be shared by more than one individual, and conversely individuals may hold more than one post.

7.3. The club committee may co-opt individuals onto working groups and in support roles to the main committee as appropriate. The appointments would not carry voting options at committee meetings.

8. Management Committee

8.1. The club will be managed through the management committee consisting of all officers of the club. Only these posts will have the right to vote at meetings of the management committee. Individuals may only have one vote each, regardless of the number of posts they hold.

8.2. The management committee will be convened by the secretary of the club and hold no less than 4 meetings per year.

8.3. The quorum required for business to be agreed at management committee meetings will be no less than half the number of committee members (not posts).

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

8.5. The management committee will have powers to appoint sub-committees as necessary and appoint advisers to the committee as necessary to fulfill its business.

8.6. The management committee will be responsible for disciplinary hearings of members who infringe the club rules, regulations and constitution. The committee will be responsible for taking any action of suspension or discipline following such hearings.

8.7. The management committee will appoint a head coach and a welfare officer from appropriately qualified individuals each year.

9. Finance

9.1. All club monies will be banked in an account held in the name of the club.

9.2. The club treasurer will be responsible for the finances of the club.

9.3. The financial year of the club will end on the 31st October.

9.4. An audited statement of annual accounts will be presented by the treasurer at the annual general meeting (AGM).

9.5. Any cheques drawn against club funds should hold the signatures of the treasurer plus another officer appointed by the committee.

10. Annual General Meetings

10.1. Notice of the annual general meeting (AGM) will be given by the club secretary. Not less than 21 days' notice will be given to all members.

10.2. The AGM will receive a report from officers of the management committee and a statement of the audited accounts.

10.3. Nominations for officers of the management committee will be sent to the secretary prior to the AGM.

10.4. Election of officers is to take place at the AGM.

10.5. All members have the right to vote at the AGM.

10.6. The quorum for AGMs will be 10% of membership.

10.7. 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.

11. Discipline and appeals

11.1. All complaints regarding the behavior of members should be submitted in writing to the Secretary.

11.2. The management committee will meet to hear complaints within 21 days of a complaint being lodged. *If a member of the management committee raises the complaint, they are to have no further part in the process. The management committee will hear the defence of the member against whom the complaint was made in person, if appropriate, within those 21 days [in effect May 2017 subject to AGM October 2017].* The committee has the power to take appropriate disciplinary action including the termination of membership.

11.3. 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.

11.4. There will be the right of appeal to the management committee following disciplinary action being announced. The committee should consider the appeal within 21 days of the secretary receiving the appeal. *A completely different panel, allowing for a clear and un-prejudicial hearing, should hear that appeal – [in effect May 2017 subject to AGM October 2017]*

12. Dissolution

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

12.2. In the event of dissolution, any assets of the club (excluding any that belong directly to Hot Chilli Events Ltd including branding and event rights) that remain will become the property of the Triathlon England for Community Triathlon development.

13. Amendments to the constitution

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

14. Declaration

14.1. The Club (Hot Chilli Triathlon Club) hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

[With effect EGM January 2017]

Annex A *[With effect AGM October 2015]*

Junior Section

Hot Chilli Triathlon Club will manage and deliver a Junior training and events programme as part of an integrated athlete development pathway from a minimum age of 8yrs and in accordance with BTF Safe Guarding / Coaching policies.

HCTC Junior Section will be coordinated by a sub-committee reporting to the Clubs full committee through a Club appointed Junior Section Chairperson(s).

HCTC membership will reflect and include an appropriate junior membership and family membership fee that reflects the requirements and self funding of the junior programme. Any subsequent HCTC Junior section event entry fee will be representative of junior membership in comparison to adult prices.

All assets and financials of the Youth Section will remain the property of HCTC.

All officials, coaches, and significant volunteers who have direct involvement with the Youth Section programme must be DBS cleared with records held and monitored by the Clubs Welfare Officer.

HCTC Youth Section programme, kit, events etc shall maintain and reflect the overall branding of HCTC for example the Club name must be used, club kit logo branding to be consistent even if there is variation in colour.