
Pembrokeshire Triathlon Club

Club Handbook 2012/13

Welcome to Pembrokeshire Triathlon Club (PTC) and thank you for joining for the 2012/13 year.

The aim of this handbook is to provide you with all the background information you need as a club member. We strive to be welcoming to people of all abilities, ages and backgrounds, and hopefully you find this is the case now that you are a member of the club. Triathlon is an exciting sport, and as well as helping you to achieve your personal potential and goals, we hope that most of all you take pride in, and enjoy, being a member of PTC.

The handbook is divided into two parts:

- **Section 1:** Provides all of the fairly 'boring', but necessary bits containing the club constitution. This sets out the simple rules we have adopted to keep the club running smoothly. It is vital that PTC, with so many members and significant amounts of money being handled, is properly constituted.
- **Section 2:** The basic information you will need as a PTC member, such training information, fees and insurance.

If you think there's something missing from the Handbook, please let us know. The Handbook will be revised annually at the AGM so that all members have an opportunity to input to its content.

SECTION 1 - CLUB CONSTITUTION

Much of the way the club runs is described in this section, which outlines the way that the club will be organised for the benefit of all members. It is based on a model constitution produced by the Sports Council for Wales and includes additions from the British Triathlon STAR Accreditation model constitution.

1.1 Name

1.1.1 The club is called Pembrokeshire Triathlon Club (hereafter referred to as PTC).

1.2 Affiliation

1.2.1 PTC affiliates annually to Welsh Triathlon, the home nation association of the British Triathlon Federation.

1.3 Aims & Objectives

1.3.1 The aims of PTC are to:

- promote triathlon across Pembrokeshire;
- offer coaching and competitive opportunities in triathlon;
- encourage participation from everyone;
- help individuals achieve their goals.

1.3.2 To further these aims we have the following objectives:

- To maintain sustainable levels of membership;
- To provide quality training opportunities that are fair to everyone;
- To ensure fees are kept as low as possible;
- To ensure a duty of care to all members and ensure all present and future members receive fair and equal treatment.

1.6 Membership

- 1.6.10 PTC consists of members and the Committee, who are also members – please refer to Section 2 for more information on this.
- 1.6.11 Membership of the club is open, and not restricted on the grounds of sex, race or of political and religious opinions, to any person who is prepared to accept and support the aims and objectives of PTC.
- 1.6.12 In applying for membership, a person agrees to abide by the constitution of PTC and the rulings of the Committee.
- 1.6.13 Members between the age of 8 and 19 (age on 31st December) are considered Junior/Youth Members and will be part of the Tristars Junior Section. Junior Members aged 14 and over can attend PTC training sessions at the discretion of the Coach for that particular coached training session. The Parent/Guardian of the Junior Member must ensure the PTC Membership Form is completed and duly signed. Members have the same rights as any other members of PTC. Please refer to Section 2 for more information on the Tristars Junior Section.
- 1.6.14 Members must include in their Membership Form and inform the Training Co-ordinator of any serious/relevant medical conditions before undertaking any training with PTC. Indeed, it is advisable to seek medical advice before training with PTC.
- 1.6.15 The Committee will award honorary membership to persons who have given outstanding service to PTC. Honorary members will be entitled to free membership of the club, but will be expected to pay relevant training fees.

1.5 Fees

- 1.5.1 The Committee will meet prior to each Annual General Meeting (AGM, see Section 1.8) to set provisional membership and training fees for the forthcoming year. Fees will be proposed on the basis of current income/expenditure and a general desire to encourage membership. These will be proposed at the AGM.
- 1.5.2 The annual membership fee to be forwarded to The Secretary at the Club Address (please refer to Section 2.1) together with a completed membership form each year. This payment must be paid on or before the 1st April to ensure continuous membership. Training fees can be paid in cash for individual sessions or at a monthly discounted rate by Direct Debit.
- 1.5.3 Three categories of membership are offered: 1) full; 2) concession (full time student, un-waged), and 3) junior/youth (age 19 and under on 31st December).
- 1.5.4 The Committee may decide upon other charges (such as entry fees for club events) at its discretion, with the aim of ensuring good value for money for members whilst seeking to cover costs.

1.6 Committee & Committee meetings

- 1.6.1 The management of PTC will be vested in the Committee.
- 1.6.2 The Committee will act for the members and as such only these posts will have the right to vote at meetings of the management committee. Liabilities incurred will fall upon the membership (provided they act in accordance with the constitution, in honesty and good faith).

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- 1.6.3** PTC Committee Member positions are: Chairperson, Secretary, Treasurer, Training Co-ordinator, Communications, Events Officer, Junior Co-ordinator and Welfare Officer. Refer to Section 2 for Committee member positions for this year. These posts may be shared or combined each year to ensure tasks are fairly allocated.
- 1.6.4** The Committee will hold office for a year from 1st October, being elected annually at the AGM (see section 1.8). All Committee members will retire annually but will be eligible for re-appointment. Committee members will be encouraged to serve for at least 2 years, in order to maintain continuity.
- 1.6.5** Other 'positions of responsibility' will be designated at the AGM or Committee meetings. The Committee meets regularly (at least quarterly) to ensure the smooth running of the club. All members are welcome, and encouraged, to attend Committee meetings and to help out with tasks.
- 1.6.6** Any casual vacancy occurring during the year may be filled by the Chairperson or Committee.
- 1.6.7** Meetings of the Committee will be convened by the Secretary, and the Committee will meet quarterly (more frequently if decided by the Secretary/Chairperson). Dates of meetings will be agreed at the previous meeting.
- 1.6.8** The minimum number of Committee members necessary for the transaction of business at a meeting is four.
- 1.6.9** All decisions should be reached by consensus. Should, on a rare occasion, any matter require voting, then only the Committee can vote. In the event of an equal number of votes, the Chairperson of the meeting will have the casting vote.
- 1.6.16** The interpretation of the constitution will be vested in the Committee, who will decide all questions relating to PTC, save those specified in, or involving an amendment to the constitution).
- 1.6.17** 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.
- 1.7 Finance**
- 1.7.1** All monies raised by, or on behalf of, PTC will be applied to further the objects of PTC and for no other purpose. Events may be run by PTC for the purposes of raising money for designated charities, and these will be agreed and overseen by the Committee.
- 1.7.2** The financial year of PTC runs from 1st September to 31st August each year, to ensure finalised accounts can be prepared for the AGM in September. Proper accounts will be kept of all sums of money received and paid out by PTC.
- 1.7.3** The Treasurer is responsible for the finances of PTC. The Treasurer will present an audited statement of accounts at the AGM, up to and including 31st August of that year. Records will be kept for reference in future years.
- 1.7.4** PTC funds will be lodged at a bank or building society in an account in the name of PTC. All cheques and cash drawn on these accounts will be signed by the Treasurer and the Chairperson.
- 1.7.5** PTC will aim to support club members selected to represent Wales or Great Britain, with costs of National team kit up to a maximum of £75 in any one financial year. Evidence
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must be provided of costs incurred. Applications should be made in writing to the Secretary and decisions ratified by the Chairperson in line with this policy. Awards will be made on the basis of available club resources and the number/likely number of requests received within the year.

- 1.7.6 PTC will cover all reasonable expenses incurred by anyone acting on behalf of the club i.e. in organising an event, subject to the prior approval of the Committee.

1.8 Annual General Meeting (AGM)

- 1.8.1 The PTC AGM will be held every September, when an annual update from each Committee Member and other positions of responsibility, including an audited statement of accounts, will be presented.
- 1.8.2 Not less than 28 days notice will be given to all members by the Secretary.
- 1.8.3 The AGM will elect all Committee positions, and other positions of responsibility. Nominations for these positions must be with the Secretary not less than 7 days prior to the AGM.
- 1.8.4 It is in the interests of members to attend the AGM, as the positions and direction for the forthcoming year will be established.
- 1.8.6 All decisions should be reached by consensus. Should, on a rare occasion, any matter require voting, then all members can vote. In the event of an equal number of votes, the Chairperson of the meeting will have the casting vote.
- 1.8.7 The quorum for AGMs will be 20% of the senior membership.
- 1.8.8 In the unlikely event that an Extraordinary General Meeting (EGM) be required, then it will be called by an application to the Secretary by not less than 25% of the members. The Committee will have the power to call an EGM by decision of a simple majority of the Committee. Procedures for EGMs will be the same as for the AGM.

1.9 Property and Staff

- 1.9.6 Responsibility for all property owned or leased by PTC, and for the employment of paid staff and volunteers, rests with the Committee.
- 1.9.1 Each year a member of the Committee, or another nominated member, will take responsibility for the club's assets, maintain an inventory of them, and ensure they are utilised for the benefit of members. This officer will be responsible for buying and selling club equipment for the benefit of PTC.

1.10 Discipline and Appeals

- 1.10.1 All members will be expected to set a good example when representing PTC at events. Training will be conducted with good humour, ensuring that the coach is able to do their job for the benefit of all that have made the effort to attend.
- 1.10.2 All complaints regarding the behaviour of members should be submitted in writing to the Secretary/ Welfare Officer.
- 1.10.3 The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The Committee will have the power to take appropriate disciplinary action against any member, and will have the authority to terminate the membership of any member guilty of conduct deemed to be of detriment to PTC.

1.10.4 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 7 days of the hearing.

1.10.5 There will be the right of appeal to the Committee against any decision made by the Committee.

1.10.6 The appeal will be considered within 14 days of it being received by the Secretary.

1.11 Dissolution Procedures

1.11.1 In the event of PTC ceasing to exist, and following the discharge of all debts and liabilities, any assets at the time of dissolution will become the property of the governing body (currently the British Triathlon Association). No member will obtain any asset from the Club.

1.11.2 PTC may be wound up on a resolution of the members, passed by a two-thirds majority at a special meeting convened for that purpose by 25% of members of PTC. At least 14 days notice of the meeting will have been sent to all PTC members.

1.12 Review of the Constitution

1.12.1 This constitution will be reviewed on an annual basis, it being a standing item at the AGM.

1.12.2 Amendments to the constitution will be agreed at the AGM or EGM. Amendments should ideally be tabled at least 7 days in advance of the AGM to the Secretary. Any alteration to the constitution will require a consensus or, in the case of a vote, two-thirds majority of those present at the AGM.

1.12.3 In the event of any question or matter arising which is not provided in the constitution, it will be dealt with by the Committee.

1.13 Child Protection

1.13.1 PTC fully accepts its legal (Children's Act, 1989) and moral obligation to provide a duty of care, to protect all children (and vulnerable adults) and safeguard their welfare, irrespective of age, any disability they have, gender, racial origin, religious belief and sexual identity. To this end PTC has adopted the British Triathlon Association's (BTA) Child Protection policies and procedures in fulfilment of its belief in and commitment to good practice and child protection.

1.14 Declaration

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

Signed: _____ Date: 1st October 2011

Name: Peter Munn
Club Chair

Signed: _____ Date: 1st October 2011

Name: Karen Munn
Club Secretary

SECTION 2 - CLUB INFORMATION FOR 20012/13

2.1 Committee

The following Committee positions have been allocated this year:

Chair	Peter Munn
Secretary	Karen Munn
Treasurer	Nicola Mills
Training Co-coordinator	David Astins
Junior Co-coordinator	Richard Thompson
Communications	Ian Cooper
Events Officer	Val Brown
Welfare Officer	Jim Buck

Communication to any of Committee Members should be marked for the attention of the specific Committee Member/s and e-mailed via the PTC e-mail address:

pembstri@sporty.co.uk, or write to:

11, St Anthony's Way,
Haverfordwest
SA61 1EL

2.2 Membership

The membership fees for 2012/13 are:

Full member	£12
Concession (un-waged / full time student)	£5
Junior/youth member (8 to 19)	£1

New members may join at any time throughout the year. The Membership fee will be reduced to £6 if you join from October onwards. Members joining from 1st January will need to complete the Membership Form for the year commencing 1st April, however they will have extended membership from the date the form is received by the Secretary to the 30th March the following year. Existing members should ensure their membership is renewed promptly each year. A renewal form will be issued to each existing member.

Visiting athletes are welcome to join PTC training sessions and will be required to pay the appropriate training fee. Regular visitors must join the club to take advantage of training opportunities. As non-members, visitors participate at their own risk.

Members of PTC are encouraged to join Welsh Triathlon, the home nation association of the BTF. The benefits of this are:

- Reduced entry fee to BTF sanctioned events
- Worldwide public liability insurance cover & worldwide personal accident cover whilst training, racing and coaching
- Free legal claims service
- The highly acclaimed British Triathlon handbook
- Bimonthly copies of membership magazine 'Tri News'
- Eligibility to compete for National titles and to represent Great Britain
- Automatic entry into the National Ranking Series
- Access to the members-only section of this website
- Support from Welsh Triathlon staff

2.3 Communication

The preferred method of communication with members is via the website www.pembrokeshire-tri.org.uk and e-mail via the PTC e-mail address

pembstri@sparty.co.uk If you do not have access to a computer please telephone Karen Munn, Secretary on 01437 766664 to discuss your preferred method of communication.

2.4 Training

PTC website www.pembrokeshire-tri.org.uk provides the main form of communication regarding Training sessions. Please refer to the Training Section of the website and also keep an eye on the Forum.

Please be aware of the following points:

Swimming:

The pool can get quite busy so please follow these guidelines to swimming etiquette!

DO:

- Always Sign the Register and pay your training fees if not paying by Direct Debit. If there is no-one collecting your fees one week, you still need to sign the register and make a note the fee is owing. The Club generally relies on the honesty of members to ensure fees are paid.
- Try to be on the poolside a couple of minutes before the session starts to help get floats out. Please help to put them away too!
- Follow the session plans, if you are late join in at whatever stage the lane has reached
- Let faster swimmers overtake – there are four lanes of different abilities so ask someone which is the best lane for you. If the swimmer behind you taps your feet it means they would like to overtake. At the end of the length pull over to the side and let them pass.
- Follow the swim directions indicated – this is to reduce the chance of hitting someone in the next lane.

DON'T:

- Get in the way – if you need to stop for a breather or a chat keep to the side of the lane at the end.
- Get intimidated! – Swimming is often the one sport people get put off by and we don't currently have a poolside coach. If you are having problems or don't understand PLEASE ASK! There is likely to be a coach in your lane who will be more than happy to help you.

There are also occasional open water sessions held over the warmer summer months – see the forum for details.

Cycling:

The club organised road bike sessions from May to September starting at Haverfordwest Cricket Club on Wednesday nights. Start times vary according to the weather/light so it is best to check the website Forum for session times. Members are encouraged to join the local cycling club, the Pembrokeshire Velos as they hold regular time trials. Check out their web-site (www.pembrokeshire-velo.co.uk) for more details. Many members meet up at the weekends for informal cycle sessions – keep an eye on the Forum for times and dates.

Running:

The main club session is held at Haverfordwest multi-storey car park on Tuesday nights, 7pm to 8.40pm. Try to get there for 6.50pm so that you have time to sign the register. It is for all abilities and is a great way to meet other club members. The Club also has access to the all-weather floodlit track at Sir Thomas Picton School every Friday. This session is not coached but guidance programmes can be found on the website and postings are often made on the Running section of the Forum. As a matter of etiquette, please keep out of the inside lane whilst warming up and move wide to let faster runners coming through. If you are catching up a slower runner please call out "track" to warn them of your approach. If you hear "track" being called, please move wide to let the approaching runner through.

2.5 Training Fees

It is the intention that fees levied for training roughly equate to the cost of providing the training. Costs are kept as low as possible whilst still providing members with good quality training opportunities. There are two ways to pay your training fees:

1. £10 per month payable by Standing Order (£5 un-waged/student) **OR**
2. £2.50 per session cash (£1.00 un-waged/student £1.00 junior/youth).

These fees cover the three regular chargeable sessions, being the Tuesday run and Tuesday and Thursday swims. The first session attended by a new or prospective member is free. All club time trials (whether on a normal training night or not) are charged at the flat rate of £1 (free if paying by standing order). Spin sessions are charged separately as they are not available all year round and have a limited number of spaces. They are charged at cost, please contact the training co-ordinator for this years price.

2.6 Safety

It is paramount to PTC that its members train in the safest conditions possible. The following rules and advice are taken from the BTF Star Accreditation Scheme. These rules may be amended from time to time at the discretion of the committee. All changes will be publicised to members. Serious disregard or breaches of these rules reported to the committee may result in the offending member being expelled from the club. The Club's disciplinary procedure will be applied.

In 2008 we introduced ICE (In Case Emergency) cards for all members. This card contains your emergency contact details in case of an accident whilst training etc. PLEASE carry it at all club session. If you don't have it on you please provide the session coach with your emergency contact number. It is also a good idea to carry it if you are out training on your own – just in case.

- GENERAL
 - Members agree not to bring the Club into disrepute
 - Members agree upon and have signed a Code of Conduct
 - Members must abide by the rules and articles of British Triathlon
- TRAINING (CLUB ORGANISED ACTIVITIES)
- SWIMMING
 - The local swimming pool rules must be adhered to
 - Members must not enter water until appropriate number of lifeguards is in place for all swim sessions
 - In open water members must make themselves aware of all specific dangers relating to the chosen location. Members must take their own appropriate safety precautions, and ensure reasonable safety cover is in place
 - Members must not swim in prohibited areas
 - always adhere to the specified session when swimming to avoid lane disruption.
- CYCLING
 - Helmets must be worn
 - Cyclists must obey the Highway Code
 - Cyclists must be courteous to other road users.
 - Ensure your bike is in a safe and roadworthy condition;
 - Ensure your bike is fitted with lights if cycling at night;
 - Be aware of potential hazards such as cars, holes in road/pavement etc and warn others where practicable;

- **RUNNING**
 - Members must have due regard for pedestrians and other legitimate users of foot paths, roads and bridleways, and any other users of the land especially farmers
 - when training at night (cycling/running), try and wear bright/reflective clothing;
- **COMPETITION**
 - Members must obey all rules relating to the event they are competing in and compete in a sportsman-like manner
- **CLUB PROMOTIONS**
 - Members are welcome to compete in events organised by the Club but must provide a replacement marshal.

2.7 Insurance

PTC is a member of Welsh Triathlon, the home nation association of the BTF. As such PTC is insured for Public Liability to a limit of £5 million per incident. This insures PTC in respect of injury or damage caused as a result of negligence on behalf of the club. This includes claims arising from activities at home or abroad, social functions and meetings, sporting activities of triathlon, duathlon and related multi-sport activities which are formed from a combination of swimming, cycling and running.

Individual members can obtain Personal Public Liability cover and Personal Accident cover through membership to the home nation association. This covers you should you cause an accident, injury or damage to other participants, spectators, officials or members of the public whilst training or competing at home or abroad. It is important to note that the insurance covers your legal liability and legal costs and expenses in the event of negligence only, and does not cover deliberate acts. Visit www.britishtriathlon.org or speak to the club secretary for more info.

All coaches are members of the home nation association which also provides professional indemnity insurance as well as public liability and personal accident insurance.

2.8 Junior (Tristars) Section

The Tristars Section was launched in January '05 and has proved to be an incredible success. Members between the age of 8 and 19 (age on 31st December) are considered Junior/Youth Members and will be part of the Junior Section. There is a weekly training session, normally on a Friday evening at 5.30pm at the track at Sir Thomas Picton school, but this does vary and you are advised to keep an eye on the website Tristars Section within the Forum for details. Junior Members aged 14 and over can attend PTC training sessions at the discretion of the Coach for that particular coached Training session. The Parent/Guardian of the Junior Member must ensure the PTC Membership Form is completed and duly signed providing the consent. Members have the same rights as any other members of PTC.

If you would like further information on the Tristars Junior Section please contact Mr Richard Thompson via the Club e-mail.

2.9 Club Championships

The club organises 12 time trials each year, which go to make up the Club Championship. 4 Time Trials in each of the three disciplines are organised, consisting of 2 'sprint' and 2 'Olympic' distance events for each discipline. Members must complete 2 Time Trials in each discipline, one of each distance, to be eligible for the Club Championship. Dates for the events will be agreed by the

Committee by March and notified at training, in the newsletter and on the web-site. The distances are:

Sprint:	Swim 800m (pool)	Bike 20km	Run 5km
Olympic:	Swim 1500m (open water)	Bike 40km	Run 10km

Previous years results, including the best 10 times in each event for women and men, are available on the club web-site.

2.10 Events

In addition to the Club Championship, the club organises an annual triathlon and duathlon, and a 10K and Half Marathon in Dale. The triathlon usually takes place in May or June. An annual trophy is available to the best club male and female, and prizes/goodies are provided to the novices.

2.11 Merchandise

Various items are available with the PTC name/logo (where appropriate) and in the official club colours of navy blue and white. This includes triathlon, cycle and running specific race kit, car stickers, water bottles and swim caps. Please ask the coaches about Club kit or phone Alex Ilyat on 07793752589.

2.12 Equipment

PTC owns various items of equipment, from pull buoys to turbo trainers. Some are available at training sessions (e.g. swim equipment), whilst others are available for loan (e.g. turbo trainers). You are expected to look after the equipment as if it were your own. Loan of equipment will be managed to ensure fair distribution amongst club members who want to use it, so a time limit will be applied to your loan. For details of what is available, and the conditions applicable to loan, please contact Ellie Jones via the club e-mail pembstri@sporty.co.uk.

2.13 Social Functions

PTC organises a number of social functions on a regular basis and all members are encouraged to participate. The two key events are the End of Season Bash, when the annual trophies/prizes are awarded (October), and the Christmas Dinner (December, of course!). Other events are organised on an occasional basis, e.g. quiz nights, treasure hunts.

There are a number of local races which attract a lot of club members, details of these can be found on the website Calendar. There is also an annual trip to Ireland to compete and celebrate too! It is always nice to race with the support of fellow club members to cheer you on.

We hope you enjoy training and competing with us. If you have any questions please do not hesitate to contact any of the committee members via PTC e-mail.

Peter Munn
Club Chairman