



Knutsford Tri Club

Constitution

1. Name

The club will be called Knutsford Tri Club (the "Club").

2. Affiliation

The Club will be affiliated to the British Triathlon Federation ("BTF") and England Athletics.

3. Aims and Objectives

KTC is a volunteer member led, not for profit group. The Club will aim to:

- a. Run a schedule of training and coaching sessions for the membership
- b. Maintain and grow a coaching team to offer coaching in triathlon for Club members
- c. Ensure a duty of care to all members of the Club
- d. Provide all its services in a way that is fair and inclusive to all Club members
- e. Ensure that all present and future members receive fair and equal treatment
- f. Maintain a fun, relaxed and inclusive atmosphere at the heart of the Club
- g. Promote the Club within the local community
- h. Promote the sport of triathlon in line with current BTF guidelines and recommendations

4. General Club Rules

4.1. The Club will be managed in accordance with this Constitution and the following Club policies and guidelines:

- a. Complaints and Disciplinary Policy
- b. Safeguarding Policy
- c. Data Protection Policy
- d. Anti-doping Policy
- e. Equality and Diversity Policy
- f. Use of Funds Policy
- g. Club and coach/ activator activity guidance and ratios
- h. Coaching Guidelines - which includes guidance for non-coached club sessions
- i. Guidance for risk assessment

4.2. In formulating the Club policies and guidelines, the Club Committee will implement the aims and objectives of the Club and take into account the wishes of the Club members, as well as the advice of BTF. Where the Club does not have a policy/guidance document then the BTF policy/guidance will take precedence. The Club Committee will be responsible for adopting any new policy, codes of conduct and rules that affect the organisation of the Club. Any changes or adoptions will be communicated to the Club.



5. Club Management

- 5.1. The Club Committee will act for the members of the Club and will comprise the following officers:
 - a. Chair / co-chair
 - b. Secretary
 - c. Treasurer
 - d. Communications and Marketing Secretary
 - e. Social Secretary
 - f. Membership Secretary
 - g. Welfare Officer(s)
- 5.2. Additional volunteer roles may be appointed by the Club Committee as required to support the successful delivery of the Clubs' objectives. These roles will report regularly to the Club Committee through appropriate means.
- 5.3. All Club Committee officers will be elected by the Club members at the AGM. All Club Committee officers will retire each year however they will be eligible for re-election. If a Club member wishes to be considered for any of the roles they must be nominated by a member and seconded by another member. Such nomination will be in writing to the Secretary, ideally at least 14 days prior to the AGM.
- 5.4. The normal term of office should be no more than 3 years. Where there may be a lack of available candidates in any given year or a Club Committee officer wishes to continue after 3 years, this will be voted as normal at the AGM.
- 5.5. Club Committee officers may resign from his/her office by giving 14 days' written notice to the Secretary. Within 1 month of leaving their role, the officer must hand in to their successor or the Chair/Co-Chair, all documents, records, passwords or equipment required for their role. In the case of the Treasurer, this includes the transfer of any authority relating to the control of the Club's bank accounts.
- 5.6. An officer will vacate office if:
 - a. He/she becomes incapable for medical reasons of fulfilling their duties
 - b. He/she ceases to be a member of the Club
 - c. He/she is absent from more than 3 consecutive Club Committee meetings
 - d. The Club Committee resolve by majority vote to remove him/her from office.
- 5.7. In the event of a Club Committee vacancy arising mid-term a candidate can be voted into role as an interim, until the next AGM / EGM, by being nominated and seconded by existing members. Such nomination will be in writing to the Secretary.

Committee Meetings

- 5.8. The Club Committee will normally meet at least 6 times a year or when determined by the Chair /



Co-Chair. Records will be kept of all Club Committee meetings and made available to members, redacted where necessary for GDPR purposes.

- 5.9. The Treasurer will provide a financial update at each Club Committee meeting.
- 5.10. The Head Coach will provide a coaching update at each Club Committee meeting.
- 5.11. The quorum required for business to be agreed at Club Committee meetings will be 5. Certain decisions which significantly impact the Club may require a vote by the Club members. In the event of a tie the Chairman has the casting vote.

6. Annual General Meeting / Extraordinary General Meeting

- 6.1. The Annual General Meeting (AGM) will be held in April of each year or within 3 months of the end of the Club's financial year. At least 21 days' notice of the AGM will be given to the Club by the Secretary. The Club will receive relevant reports from the Club Committee at the AGM, including a financial report from the Treasurer.
- 6.2. At least 14 days prior to the AGM, two members will be invited to examine the Club accounts presented by the Treasurer. Such members must not be a Club coach or hold a position on the Club Committee.
- 6.3. An Extraordinary General Meeting (EGM) may be called by:
 - a. the Club Committee; or
 - b. a request in writing to the Secretary by at least 15 Club members.
- 6.4. The resolution of the Club Committee or a request by Club members must specify the business for which the EGM is being called and no other business is to be discussed. Notice of 14 days will be given to the Club of any EGM, to include details of the business to be decided on.
- 6.5. All Club members, including Club Committee officers, have the right to vote at the AGM/EGM. A quorum for the AGM/EGM is at least 15 Club members, including Club Committee officers and any proxy voting intentions given in advance in writing to the Secretary. Any voting at an AGM/EGM is by simple majority (>50%).
- 6.6. At the Club Committee's discretion, specific issues may be presented to the membership for voting by electronic means. Provided that the total number voting is greater than 15 members, a majority of the votes cast will have the same effect as at an AGM/EGM. The Club constitution will only be changed through agreement by majority vote at an EGM/AGM.

7. Club Membership

- 7.1. All Club members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations, policies and codes of conduct that the Club has adopted.

Membership Types:



- a. **Full Membership.** Any person over the age of 18. The membership cost will be reviewed and set annually by the Club Committee. Any changes will be communicated to the Club at the AGM.
- b. **Junior Membership:** Any person below the age of 18 (only available when an active Youth Sub-Committee is in place). The membership cost will be reviewed and set annually by the Committee and the representatives of the Junior/Youth Sub-Committee.
- c. **Honorary Membership (annual or lifetime):** Any person nominated to and approved by the Club Committee. The nomination must set out the member's contribution to the Club. The membership cost will be waived for one financial year or the member's lifetime, as decided by the Club Committee. Any agreed Honorary Memberships will be communicated to the Club at the AGM.

8. Safeguarding and Inclusion

- 8.1. The Club adopts and follows the BTF Safeguarding Policy to promote and protect the welfare and safety of both children and adults. The safety and safeguarding of children and vulnerable adults is of primary importance to the Club. The Club is committed to providing an environment where young people and adults can learn and participate in the sport of triathlon free from harassment and abuse. All Club members have a moral and social responsibility to safeguard and promote the welfare and safety of fellow Club members including children and vulnerable adults.
- 8.2. The Club aims to promote a diverse and inclusive membership. The Club is committed to creating a culture and environment where there is mutual respect and equality of opportunity. The Club and its members are committed to eliminating discrimination and valuing diversity in all of our activities.

9. Finance

- 9.1. The Club year for accounting purposes will run from 01 April to 31 March of a given year.
- 9.2. The Treasurer will arrange for appropriate bank accounts to be opened in the name of the Club on which cheques or other money orders may be drawn. The Treasurer and normally no more than 2 other Club Committee officers (usually this will be Chairperson and/or Secretary) will be signatories to the Club finances.
- 9.3. Club funds will be raised through Club membership charges, individual donations, fund raising events and grants from Government or sports funding bodies. The Club Committee will ensure that the Club accounts are run on a sound financial basis, and that at all times Club monies are protected and invested for the Club activities, equipment or use of facilities only. No individual or group other than the Club itself is to ever benefit from the Club finances:
- 9.4. The Club will reimburse Club members for occasional expenses in carrying out activities on behalf of the Club. The Club Committee will not be paid any remuneration for carrying out their duties as



officers of the Club.

- 9.5. The Club will support, where it is financially able to, the training and development of coaches, activators and volunteers to further Club development and safe session delivery. The Club recognises the additional skills and experience of the coaching team and will reimburse Club coaches by way of a fixed contribution to expenses in line with BTF coaching guidance. Such sum will be reviewed and set by the Club Committee at each AGM and communicated to the Club. It may be varied by the Club Committee if necessary, with any changes notified to the Club.
- 9.6. The Head Coach will also be compensated by way of a fixed contribution to expenses. Such sum will be set by the Club Committee at each AGM and communicated to the Club. It may be varied by the Club Committee if necessary, with any changes notified to the Club. The Head Coach will not hold a position on the Club Committee although will report to the Club Committee.

10. Disciplinary Process

All complaints regarding the behaviour of Club members are to be submitted in writing as described in the Complaints and Disciplinary Procedure.

11. Conflict of Interest

Any financial interest or other real or perceived conflict of interest in the organisation or carrying out of Club activities (e.g. coaching, sports trips, purchase of club equipment, trading or social events) must be declared in writing to the Head Coach or Club Committee as appropriate, who will decide on the best course of action. The Head Coach or Club Committee may oversee the management of the potentially conflicting activity or pass the responsibility to a non-conflicted member. Failure to disclose a potential conflict of interest may result in disciplinary action.

12. 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 the enrolled membership of the Club at the date of dissolution will vote on how the remaining assets will be distributed.

13. Declaration

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

April 2026