Sligo Triathlon Club

CLUB CONSTITUTION
and
BYE-LAWS

Ratified on 29 Nov 2025

Issue: November 2025

1. Name and Colours

1.1 The name of the association shall be Sligo Triathlon Club (hereinafter referred to "the Club"). The club shall be constituted as an unincorporated entity.

1.2 The Club colours are red and black.

2. Interpretation

In the event of a dispute over the interpretation of these rules or a question arising in connection with the administration or operation of the Club not provided for in these rules, that question shall be decided by the General Committee by way of ordinary resolution.

3. Registration and Compliance

3.1 The Club will be registered and affiliated with Triathlon Ireland (TI), the governing body of triathlon in Ireland and be bound by its laws, rules and regulations.

3.2 The Club shall operate as a non-profit organisation and not have charitable status.

3.3 The Club shall be affiliated to other sporting bodies as the General Committee deem fit.

3.4 The Club shall observe the Code of Conduct as shown in bye-laws hereunder and ensure compliance with same by members of the Club.

3.5 Club coaches will hold valid insurance to carry out Club coaching sessions.

4. Additions, Alterations or Amendments

4.1 No addition, alteration or amendment shall be made to the provisions of the object(s) clause, the income and property clause, the winding up clause, the keeping of accounts clause or this clause of the Constitution for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners.

4.2 Amendments to the constitution will be put to a vote at an AGM or EGM only and must be proposed to the Secretary or Chairperson no later than 14 days before scheduled AGM/EGM.

4.3 The General Committee shall have power, by majority vote, to make, rescind and amend bye-laws. At any stage amendments to bye-laws can be proposed by Club members to the Secretary for General Committee review.

5. Club Objectives

5.1 Cater for and encourage the sport of triathlon and multi-sports involving the combination of swimming, cycling and/or running in the Sligo region.

5.2 Provide coaching to and organise race events and social activities for Club members.

5.3 Act on behalf of and in the interest of Club members. The interests of the Club will take precedence over that of an individual member.

5.4 Encourage and foster all levels of athletic ability within the Club.

5.5 Encourage new members into the Club and assist them in multi-sport activities.

5.6 Conduct affairs in an equitable, honourable, honest, and sporting manner.

6. Membership

Club membership shall be open to persons either amateur or professional subject to the following conditions:

6.1 The amateur status of non-professional members shall be protected.

6.2 Payment of the annual subscription fee.

6.3 Club training sessions and training events are open to Club members only. The Club Secretary may permit the involvement of guest participants at their discretion, in accordance with TI rules.

6.4 The General Committee shall retain the authority to exempt certain qualifying individuals from payment of club membership and training session(s) fee(s) in pursuance of the Club's commitment to the promotion of the participation of people with disabilities in physical activity and sport.

6.5 Membership is valid for the calendar year i.e. 1st January to 31st December and must be renewed annually.

6.6 An individual becoming a member of the Club after the 1st January must pay the entire membership fee as prescribed for the entire calendar year.

6.7 A member who ceases membership prior to the 31st December shall not be entitled to a rebate of fees paid for that year.

6.8 Club membership remains valid until tendering a resignation or failure to renew membership. Members can tender a resignation to the General Committee in writing but shall remain liable for money owing and unpaid at the date of cessation.

7. Junior Division

7.1 The Club shall accept a minor as a member, or as an entrant to the Club organised races on the strict condition that the Club has a Children's Welfare Officer and Designated Liaison Officer.

7.2 Junior members must have a valid Triathlon Ireland licence.

7.3 The Club will adopt the Triathlon Ireland Code of Ethics and ensure that the proper safeguarding structures are in place for Junior members. Junior members, parents and coaches shall abide by these codes.

8. Equality and Children's Rights

The Club shall carry out functions in a manner that promotes equality of opportunity between:

8.1 Persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation

8.2 Men and women generally

8.3 Persons with or without a disability

8.4 Persons with or without dependants

The Club aims to promote the participation of children by:

8.5 Creating a culture of safety and fun

8.6 Fully subscribing to the Children First Act 2015, the National Guidance for the Protection and Welfare of Children 2017 and guidelines as issued by Túsla, the Child and family Agency.

8.7 Asserting the right of Children to be safe. The Club officials must ensure that this fundamental principle takes precedence over all other considerations

8.8 Fully subscribing to Triathlon Ireland's Code of Ethics for Children

9. General Committee and Officers

9.1 The management of the Club shall be vested in a General Committee, elected at the Annual General Meeting to the following positions:

- Chairperson
- Secretary
- Treasurer
- Children's Welfare Officer
- New Members Officer
- Public Relations Officer
- Social Officer
- Training Coordinator
- Women's Officer

9.2 The General Committee may appoint other representatives as is deemed necessary.

9.3 All senior Club members shall be eligible for election to the General Committee, whereupon they must be proposed and seconded.

9.4 Elected officers will carry out their duties per job description outlined in the bye-laws hereunder and remain in office until the AGM of the following year.

9.5 The General Committee shall meet monthly or at a timeframe agreed upon the General Committee majority to manage smooth operation of the Club.

9.6 No business shall be transacted at General Committee meetings without a quorum as stated in Quorum Article.

9.7 General Committee resolutions shall be determined by simple majority vote.

9.8 No member of the General Committee should hold a vested interest in a private sports/fitness company, multisport coaching business or any similar activities or business as carried out by the Club.

10. Powers and Functions of General Committee

10.1 Carry out the aims and objectives of the Club.

10.2 Follow the Club Disciplinary and Grievance Procedure set out in this Constitution when considering disciplinary action.

10.3 Ensure that persons acting on behalf of the club are aware of the provisions of the General Data Protection Regulations (GDPR). The club will monitor how it seeks, retains and records the consent of individuals and will be aware of the rights which those individuals are entitled to, including deletion and data portability.

10.4 Maintain proper financial records that capture a true and fair depiction of club income and expenditure and assets and liabilities.

10.5 Formulate, adopt and monitor a strategic plan and present at AGM.

10.6 Adopt and implement an annual plan and financial budget including determining annual subscription fee.

10.7 Appoint appropriate contractors and enter into contracts (e.g. insurance, sponsorship etc) on such terms and conditions as the General Committee shall think fit.

10.8 Appoint sub–committees and delegate appropriate powers and responsibilities.

10.9 Fill vacancies as they arise. Determine process to replace General Committee members or club coaches.

10.10 Co-opt members for specific projects on terms and conditions decided on by the General Committee. These members shall not have a General Committee vote and may attend General Committee meetings upon invitation by the Chairperson or Secretary.

10.11 Other powers necessary or desirable to further the objectives of the Club.

11. Finance and Payments Management

11.1 Annual accounts shall be made available to Revenue on request. Where the gross annual income exceeds €250,000 the accounts will be audited.

11.2 All monies received by the Club shall be paid into a designated bank account and to the credit of the Club at a bank as determined by the General Committee.

11.3 The Club's financial year ends on August 31st.

11.4 A report of the year's activities together with the Balance Sheet and Income and Expenditure Account shall be prepared by the General Committee for presentation at the AGM.

11.5 An audit of Club accounts can be proposed by a club member and approved upon consent by a majority vote at the AGM.

11.6 The Club shall not incur a single expenditure exceeding €2,000 without the prior written approval of the General Committee majority.

11.7 Payments made from Club account shall be approved by the Club Treasurer and one additional committee member.

11.8 No Club officer shall be paid by salary, fees or receive remuneration or other benefit in money or money's worth from the Club. However, nothing shall prevent payment in good faith by the Club of:

11.8.1 Reasonable and proper remuneration to a member or servant of the Club (not being an officer) for services rendered to the Club.

11.8.2 Interest at a rate not exceeding 1% above the Euro Interbank Offered Rate (Euribor) per annum on money lent by an officer or other members of the Club to the Club.

11.8.3 Reasonable and proper rent for premises demised and let by any member of the Club (including any officer) to the Club.

11.8.4 Reasonable and proper out-of-pocket expenses incurred by an officer in connection with their attendance to a matter affecting the Club.

11.8.5 Fees, remuneration or other benefit in money or money's worth to a Company of which an officer may be a member holding not more than one hundredth part of the issued capital of such Company.

12. Income and Property

12.1 The income and property of the Club shall be applied solely towards the promotion of the objective(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 members of the Club.

12.2 The Club name, crest, logo, colours and website will remain the intellectual property of Sligo Triathlon Club and may not be used by serving or past members for a purpose other than that agreed by the club.

13. Meetings

Annual General Meeting (AGM)

13.1 The AGM shall be held no later than the 30th November for the purpose of:

13.1.1 Approve the minutes from previous AGM.

13.1.2 Receiving the annual report of the General Committee for the preceding season.

13.1.3 Receiving the statement of accounts for the preceding season.

13.1.4 Electing the officers and General Committee for the ensuing year.

13.1.5 Consider amendments to the Club's Constitution.

13.1.6 Determining an Annual Membership and Coaches Fee.

13.1.7 Transacting general business.

13.2 At least 28 days' written notice shall be given to Club members of AGM. The accidental omission to give notice to or the non-receipt of notice by member shall not invalidate the proceedings at that meeting.

13.3 The treasurer's financial report will be circulated to club members two weeks in advance of the AGM. Questions and concerns on this report must be made in writing to the Secretary no later than 7 days prior to the AGM.

13.4 All members shall be entitled to attend and take part at such meetings, submit motions, make nominations and vote.

13.5 Notice of final agenda, reports, motions on constitutional amendments shall be shared with members 48hrs prior to AGM.

13.6 Nominations for General Committee officers for the following year shall be received in writing by the Club Secretary at least seven days prior to the AGM.

13.7 Where a single written nomination is received for a role with no nominations from the floor; the nominee shall be deemed elected subject to ratification.

13.8 Where more than one written nomination is received for a role, the decision shall be made through a majority vote.

13.9 In the event no written nominations are received for a role, nominations can be taken from the floor at the meeting and must have the consent of the nominee.

13.10 Minutes will be recorded and distributed by the Club Secretary.

13.11 Voting shall be strictly in accordance with Voting Article herein.

13.12 No business shall be transacted without a quorum of members.

13.13 The Chairperson may with the consent of the attendees adjourn the meeting, with only the remaining business to be transacted at the adjourned meeting. Meeting notice will only be provided if meeting is adjourned for 30 days or more.

13.14 Upon the absence of the Club Chairperson another member of the General Committee can take the chair.

Extraordinary General Meetings (EGM)

13.15 An Extraordinary General Meeting shall be convened, at the request of the General Committee or on receipt of a written requisition signed by at least 25 club members stating the purpose of the meeting.

13.16 At least 14 days' notice shall be given to Club members of EGM. No other business shall be conducted at such a meeting. The accidental omission to give notice of an EGM to or the non-receipt of notice by a member shall not invalidate the proceedings at that meeting.

13.17 Minutes will be recorded and distributed by Club Secretary.

13.18 Voting shall be strictly in accordance with Voting Article herein.

13.19 No business shall be transacted without a quorum of members.

13.20 The Chairperson may, with the consent of an EGM, adjourn the meeting, with only the remaining business to be transacted at adjourned meeting. Meeting notice will only be provided if meeting is adjourned for 30 days or more.

13.21 Upon the absence of the Club Chairperson another member of the General Committee can take the chair.

Club Members' meetings

13.22 The committee shall, at their discretion, call informal members meetings with the sole purpose of dispatching updates on club news and events.

13.23 These meetings have no executive power; proposals that should be dealt with at general meetings (AGM/EGM) will not be taken from the floor.

Voting

13.24 Motions, resolutions and constitutional amendments shall be decided by a simple majority of votes (by show of hands) cast by current Club members at an AGM/EGM only. Two Club members will act as vote counters.

13.25 Each member whether on the General Committee or ordinary club member shall have one vote only. No proxy votes will be accepted.

13.26 The Chairperson shall have a casting vote in addition to a deliberate vote.

13.27 If a secret ballot is required the Chairperson shall direct it with the result deemed to be resolved.

Quorum

13.28 For general meetings (AGM/EGMs) the quorum shall be a minimum of five General Committee members and ten non-committee club members.

13.29 No business shall be transacted at general meetings (AGM/EGM) without a quorum of club or General Committee members.

13.30 If a quorum is not present within half an hour of the meeting start time the meeting shall be dissolved and adjourned. If at the adjourned meeting a quorum is not present within half an hour of the meeting start time the members present shall be a quorum.

14. Sponsorships

14.1 The General Committee, at their absolute discretion, may approve commercial sponsorship in return for financial or other support. Agreements made in respect of same shall be approved by the General Committee and signed by the Chairperson and Treasurer acting as agents for the General Committee which shall be binding on the Club.

14.2 A General Committee member may not vote in respect of proposed commercial sponsorship arrangement in which they or a connected person have a vested interest.

15. Indemnity

The General Committee shall be indemnified against losses and expenses incurred by them in connection with this discharge of their duties, unless the act was done with fraudulent intent or in bad faith or without reasonable care.

16. Winding Up

16.1 The Club may be liquidated by a resolution carried by a simple majority at an AGM.

16.2 If upon the winding up or dissolution of the Club there remains, after satisfaction of all debts and liabilities, property, 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 objectives similar to that of the Club.

16.3 The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of their income and property among their members to an extent at least as great as is imposed on the Club under or by virtue of the Finance and Payments Management clause.

16.4 Members of the Club shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable organisation.

16.5 Final accounts will be prepared and submitted that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer.

Sligo Triathlon Club
Bye-Laws 2025

1. Committee Roles

Chairperson

- Provide leadership, support and supervision to General Committee and ensure it functions properly.
- Ensure club is managed effectively.
- Oversee and guide decisions taken by General Committee and subcommittees.
- In conjunction with the Secretary, prepare and present the annual report.
- Chair General Committee and member meetings and ensure decisions/actions are carried out.
- Liaise with the Secretary on the agenda for each meeting and approve the minutes before they are circulated.
- Uphold and be completely familiar with the constitution, Club rules, General Committee procedures and TI rules and regulations.
- Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the Club.
- Help to prepare and submit statutory documents as necessary.
- Plan ahead for the Club.
- Delegate tasks to Club members.
- Uphold the mission, vision and values of Triathlon Ireland.
- Represent club externally.

Club Secretary

- Act as first point of contact for enquiries and dealing with membership correspondence.
- Attend meetings to represent the Club e.g. Triathlon Ireland AGM, regional meetings, local development group meetings.
- Affiliate Club to Triathlon Ireland.
- Maintain database and mailing list of Club members.
- Organise Club AGM.
- Organise and attend General Committee meetings.
- Take and distribute minutes. Maintain accurate records.
- Ensure action points from meetings have been carried out.
- Support Club with funding applications.
- Provide information bulletins to members.

Treasurer

- Manage and keep track of Club finances: invoices and bills.
- Oversee Club payments (e.g. to coaching staff, Sports Complex, suppliers etc) and refunds to members.
- Keep up to date records of financial transactions.
- Ensure that funds are spent properly.
- Issue receipts and record money received.
- Attend General Committee meetings and present the budget report.
- Prepare the end of year financial report to present to Club members at AGM.
- In agreement with the General Committee, plan the annual budget.
- Monitor the budget throughout the year.

PRO

- Maintain Club social media accounts (Facebook page, Instagram etc); post photos of Club events online.
- Generate electronic posters (e.g. in Canva) of upcoming events and post online.
- Liaise with web development team and assist with maintaining Club website.
- Maintain contact with race and Club initiative directors for promotion of events.
- Respond to email enquiries.

Training Coordinator

- Manage communication with coaches and ensure coaches' availability for training terms.
- Liaise with training facilities management and staff (e.g. Sports Complex) on queries related to training term bookings.
- Complete training on, and maintain familiarity of, training management software (i.e. ClubZap).
- Work with Treasurer in maintaining records of training terms particularly in relation to coaching and venue costs and capturing unplanned changes to schedules.
- Maintain Club Training section of Members Area page on Club website.
- Manage and maintain equipment inventory list including its location. Hold safe the key to storage unit(s).
- Maintain risk assessment files on common drive.
- Maintain database of coach certifications and qualifications.
- Keep up to date on safety requirements and Club's obligations e.g. coach to swimmer ratio.

New Members Officer

- Work with Secretary in maintaining awareness of new members.
- Draft and distribute welcome email to new Club members with pertinent Club information (website address, how to book training, social media links etc).

- Assist coordinator of try-a-tri initiatives (men's and women's) aimed at new members:
    - Attend opening intro night and closing event to provide information on what's next.
    - Follow up with congratulations email with the information on how they can continue training and participate with the Club.
    - If necessary identify mentors to shadow participants.

Women's Officer

- Help engage with female membership and develop strong links with Triathlon Ireland's women-specific initiatives.
- Act as a point of contact for existing and new female Club members.
- Liaise and organise with Triathlon Ireland, women's training sessions, training groups and training days.
- Encouraging participation in the National Series/Super Series.
- Work with Club and Triathlon Ireland Women's Lead to overcome barriers to participation in community.
- Ensure that the needs of female members are reflected through the activities of the Club.
- Attend relevant training, conferences and conventions that are relevant to the remit of this position.

Children's Welfare Officer

- Familiarise themselves with the safeguarding requirements for coaches as well as relevant legislation.
- Ensure their own training and garda vetting is up to date.
- Keep a database of which coaches in the Club are qualified to coach or supervise junior athletes.
- Aid in the safe recruitment of volunteers and coaches to work with Club juniors.
- Be the voice of the juniors in the Club and make themselves known and accessible to the junior athletes.
- Be responsible for storing the Triathlon Ireland Form 11's confidentially, for reference.
- Sign on the ID proofing for other members of the Club seeking Garda vetting.
- Be consulted on safeguarding issues including risk assessments for training sessions and events.
- Prepare risk assessments and emergency action plans for Club training sessions and review them at least annually.
- Report to the main Club committee regarding junior issues, while maintaining necessary confidentiality
- Report safeguarding issues to the Designated Liaison Person for reporting to Triathlon Ireland and the Statutory authorities. The Children's Officer can also consult with Triathlon Ireland and the statutory authorities.

Designated Liaison person:

- Unelected position appointed to ensure the Club follows the standard reporting procedure, so that suspected cases of child neglect or abuse are referred promptly to the Child and Family Agency Duty Social Worker.
- Maintain knowledge on child protection and undertake necessary training to maintain competence.
- Be present and act as Club's Designated Safeguard Lead at relevant junior triathlon events.

2. Bullying and Harassment Policy

The Club believes that all members have the right to be treated with dignity and respect and also have a duty to treat others with dignity and respect. The Club shall maintain a zero tolerance policy on bullying and harassment.

Bullying can be described as repeated inappropriate behaviour, direct or indirect, conducted by one or more persons against another or others which could reasonably be regarded as undermining the individual's right to dignity. Harassment is any form of unwanted conduct related to any of the discriminatory grounds which has the purpose or effect of violating a person's dignity and creating an intimidating, degrading, humiliating or offensive environment for the person.

It might:

- be a regular pattern of behaviour (bullying) or one-off incident (harassment)
- happen face-to-face, in meetings, on social media, in emails or calls or in other situations
- not always be obvious or noticed by others

It is possible someone might not know their behaviour is bullying. It can still be bullying even if they do not realise it or do not intend to bully someone.

Examples of bullying and harassment:

- intimidation/aggressive interactions
- constantly criticising someone's efforts
- spreading malicious rumours
- repeatedly putting someone down in meetings
- excluding someone from team social events
- putting humiliating, offensive or threatening comments or photos on social media
- showing continued disrespect

- undermining someone's authority
- doing things to make someone seem unskilled or unable to do their job properly

In any case of suspected bullying or harassment, the General Committee will take all required action under the terms of the Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work, 2007.

3. Club Code of Conduct

All Members shall:

- Abide by the Club Constitution and this code of conduct and rules laid down by the sports' governing body, Triathlon Ireland (Triathlon Ireland)
- Encourage and commend fellow members in their training, competition and participation.
- Uphold the good name and reputation of the Club, both inside and outside of Club activities, and conduct themselves in an appropriate manner.
- Only train within their abilities and levels of fitness, taking care to warm-up adequately prior to participation and cool-down when finished.
- Ensure good time management, so as not to delay the start times of sessions they attend.
- Report medical conditions, injuries, or incidents whether at training or during events to the Club marshal allocated to that session or event.
- Report grievances or complaints to the appropriate member of the Committee.
- Maintain full or non-racing membership of Triathlon Ireland, to ensure they receive the personal insurance cover which Triathlon Ireland membership confers. The Club does not provide insurance cover to Members and will not accept any applicant who is not a Triathlon Ireland member.
- Respect the rules of the Club.
- Acknowledge that triathlon carries a risk of personal injury or even death and knowingly enters into and hereby agrees to absolve the Club of liability in the event of such injury or death occurring.
- Adhere to the Club's zero-tolerance approach to the use of banned substances by its members in accordance with Triathlon Ireland and the Sports Council policy.

4. Grievance Procedure

The Club accepts that it is in our mutual interest to establish a clear procedure for the resolution of issues arising between Members and the Club. Full recognition is given to the significance of personal grievances, and we are determined that grievances and disputes will

be dealt with without undue delay and at the earliest possible stage of this procedure. Members should follow the following steps to record a grievance:

- Submit complaint/grievance by email to Club Chairperson and Secretary.
- Receipt of acknowledgement will be provided within 5 working days to the complainant.
- The Club Chairperson and Secretary will appoint 3 investigation members (2 x General Committee and 1 x Eligible full member) to assess whether the matter is related directly to the Club or otherwise. Their decision is binding. If the complainant or the respondent is part of the General Committee, then they cannot take part in the investigation process.
- If assessed that the matter relates to the Club, then these investigation members will examine both sides of the investigation received in writing from both parties.
- The investigation members will then return a verdict to the Chairperson and Secretary on whether the matter should be upheld or not along with their reasons behind the decision. Their decision is binding.
- The Chairperson or Secretary will contact both parties involved with the decision of the investigation team. Both parties will be given the opportunity to appeal the decision in writing within 14 days of receipt of the decision.
- If an appeal is requested, then the Chairperson and Secretary will appoint a new investigation team (2 different General Committee members and 1 different full member) to assess.
- The appeals team decision is final. They recommend if disciplinary action is warranted.
- The decision of disciplinary action (via the Disciplinary Procedure) is decided by the General Committee.

5. Disciplinary Procedure

A member shall be subject to the disciplinary procedure in the following circumstances:

- Being found guilty of breaching Club or TI rules or the bye-laws and regulations as set forth in this document.
- Refusing to give effect to a resolution passed by a General Meeting or by the General Committee.
- Being found guilty of the use of banned or illegal substance. The decision of the General Committee shall be final in this regard and no right of appeal shall apply in this instance.
- In cases of misconduct including but not limited to:
    i. Breaches of trust
    ii. Fighting

iii. Theft
iv. Refusal to accept instructions
v. Wilful damage to property
vi. Bringing the Club into disrepute
vii. Bullying and/or harassment

The following procedures apply:

- Formal verbal warning: The member will be given a formal verbal warning by a General Committee Officer. This warning will be recorded at the next General Committee Meeting.
- Written warning: In the event of a further breach, the member will be issued with a formal written warning. This written warning will be recorded at the next General Committee Meeting.
- Expulsion: If, following a written warning, a member is guilty of further breaches, the member will be expelled. Expulsion can only take place after the member has had an opportunity to hear the allegations against them and present their case to the General Committee. All cases of expulsion will be decided upon by the General Committee.

6. Natural Justice

The principles of natural justice and fair procedure shall be applied at all stages of the procedures herein.

7. Appeal Procedure

- With the exception of breaches of the Club sports drug policy, whereupon the decision of the General Committee shall be final, there shall be a general right of appeal against the decisions of the General Committee under the disciplinary hearing.
- Such appeal shall be made in writing within 28 days of the decision.
- All appeals shall be heard by referee or tribunal, who shall be agreed between the parties concerned.
- In the event of the parties concerned not being able to agree on a referee or tribunal, within 10 days of the lodging of an appeal, such referee or tribunal shall be appointed by the Club Chairperson, Treasurer or Secretary in that order.