



Rockingham Triathlon Club (Inc)

By-laws

Effective as of 1 July 2019

"**By-laws**" are additional rules which apply to members that generally deal with internal and administrative matters. These By-laws are made to sit under the Constitution, and should be read in conjunction with it, along with the Constitutions and By-laws of Triathlon WA and Triathlon Australia.

"**Club**" for the purposes of this document is the Rockingham Triathlon Club.

"**Constitution**" means the constitution of an Association or Club. It may otherwise be referred to as the Rules of Incorporation.

1) Information to members

- a) The Club shall provide access to the following information to all members:
 - i) Club contact details
 - ii) Club Constitution and By-laws
 - iii) Calendar of events
 - iv) Club organised training dates/times/locations
 - v) Club finances upon request

2) Information from members

- a) Members are required to notify the Club, at its request, of their personal details, including
 - i) Name
 - ii) Address
 - iii) E-mail
 - iv) Phone number
 - v) Date of birth
 - vi) Emergency contact
 - vii) Medical information
 - viii) Working With Children Check if applicable
- b) This information will be kept by the secretary or other designated committee member in a secure location, and passed onto the relevant governing bodies or persons as required.
- c) Onus is placed on the member to ensure these details are correct and current.

3) Finance

- a) The committee shall set fees annually for membership and race costs. These costs should be calculated, where required and applicable, to incorporate:
 - i) Insurance
 - ii) Membership
 - iii) Affiliation fees
 - iv) Trophies and awards
 - v) Administration costs
 - vi) Equipment
 - vii) Life membership discounts
- b) Club committee members shall be entitled to claim expenses incurred whilst acting in an official capacity, if appropriate receipts or proof of purchase are supplied.
- c) The treasurer, president or junior coordinator shall have the authority to spend up to \$100 on an individual transaction, without prior approval from the committee.
- d) For expenses over \$100 but less than \$500, spending must be authorised by no less than 2 executive committee members.

- e) For expenses over \$500, authorisation must be given at a general or committee meeting or via e-mail communication and passed by a majority vote of the committee.
- f) A treasurer's report detailing all income and expenditure for the previous period shall be presented and signed by another executive committee member at each committee meeting.

4) Sub Committees

- a) The Club shall, where it is felt necessary, establish sub-committees. A member from a sub-committee is required to provide a report at each committee meeting on their progress.
- b) The president and vice-president can act as an ex-officio member on any sub-committee and attend meetings as they so desire or deem necessary.

5) Uniform

- a) The Club's colours are teal and yellow. Whilst Club uniform is available to purchase at various stages throughout a season, it is not compulsory for Club members to buy or wear such uniform.

6) Logo

- a) The Club's official logo is



- b) The Club's logo is to appear on an official club documents and merchandise.

7) Communication

- a) The Club's main form of communication with its members shall be via email and social media.
- b) An email distribution list is to be kept and maintained by the committee member responsible for communication. New members are added as they join the club. People interested in our club but not members can be added to the list. In January every year the list is culled of any non-club members. Non-members can remain on the list but they must request to do so. Organisations, sponsors and Life members to remain on the list for the entire year.
- c) Other forms of communication to be utilised include the Club's website, social media, and "word-of-mouth".

8) Web Site

- a) The Club maintains a web site.
- b) The purpose of the web site is –
 - i) to convey relevant club news to its members and prospective members.
 - ii) provide contact details
 - iii) publish Club event details
 - iv) publish general club information

9) Club Awards

- a) The Club awards shall be
 - i) Triathlete of the Year (Male and Female)
 - ii) Junior Recognition Award
 - iii) Presidents Award

- b) The Club awards are designed to –
 - i) Create a simple, open and transparent system for deciding, and
 - ii) Reward participation at Club events; and
 - iii) Reward volunteering and Club events.
- c) To be eligible to receive a Club award, you must be a member of the Club
- d) To be eligible for Junior Award, you must be between 5 and 19 years old
- e) The formula used for working out Award Winners is as follows-
 - i) Points are awarded based on your place in the category you raced in, with 10 points being for 1st down to 1 point for 10th.

10) Presentation Event

- a) At the conclusion of the season, a Presentation Event shall be held.
- b) The date and format shall be determined annually by the committee, or appropriate sub-committee
- c) The date, time, venue and format shall be provided, by email, to all members at least one month prior to the event.
- d) Presentation of all awards and recognition or achievements shall be made at the Presentation Event

11) Courses, Seminars and Other Opportunities

- a) The Club shall provide notification of opportunities for all members to improve their skills by attending courses, seminars and other personal development activities.

12) Accreditation

- a) The Club shall endeavour to ensure that all officials have current appropriate qualifications.
- b) Where minimum qualifications/accreditation standards are not met the Club shall encourage and support the member/s to achieve the minimum level of qualification.

13) Healthy Club Policy

The Club will endeavour to provide a safe environment for its members, coaches, officials and spectators –

- a) Smoking
 - i) The Club recognises that smoking and passive smoking are hazardous to health, and will ensure a smoke free environment by
 - (1) Ensuring that all club functions are smoke free
 - (2) Ensuring that at club events the transition area and finish area are smoke free.
- b) Alcohol
 - i) The Club will promote the responsible adult use of alcohol by
 - (1) Discouraging excessive or rapid consumption of alcohol
 - (2) Ensure that low-strength and non-alcoholic drinks are available at club functions
 - (3) Ensure that water is readily available
 - (4) Discourage the use of alcohol for prizes and awards
- c) Drugs
 - i) Rockingham Triathlon Club is committed to supporting and promoting strategies to prevent drug use and to reduce the risk of harm associated with drug use by:
 - (1) Adopting and abiding by TWA's Doping Policy
 - (2) Banning the use of illegal drugs at all activities
 - (3) Ensuring that medications are only used when needed and in according to directions
 - (4) Not allowing participants under the influence of alcohol and/or illegal drugs to participate in training or races, in order to prevent harm to themselves and other participants
 - (5) Encouraging elite athletes to behave as appropriate role models for junior participants
 - (6) Discouraging the use of medications in respect of injury/recovery that would enable a participant to compete where they would not otherwise have been able

- (7) Adopting and be guided by the Sports Medicine Australia policy on the administration of medications by non-medical personnel
- (8) Contacting a relevant agency for professional advice on how to manage the situation (i.e. Alcohol and Drug Information Service) in the event that club personnel have reason to believe a member may be using illicit drugs.
- d) Sun Protection
 - i) The Club will take all reasonable steps to address sun safe practices by, where possible-
 - (1) Utilising club owned sun shelters and maximising the use of existing shade facilities
 - (2) Encourage members when training or competing to wear a hat/cap while running
 - (3) Encourage members when training or competing to wear SPF30+ sunscreen.
 - (4) Ensure that all competitors at Club events wear a shirt or singlet
 - (5) Provide SPF30+ broad spectrum water resistant sunscreen at all club events. To be made available to all participants and spectators
- e) Sports Safety
 - i) The Club will address sports safety during training and club activities/events by-
 - (1) Ensuring a maintained First Aid kit at all Club events, and training sessions where practical
 - (2) Appointing a First Aid officer at all Club events. This person to be able to be located near the finish area at all times during an event.
 - (3) The First Aid officer shall be a qualified First Aider.
 - (4) Provide water safety at junior events Triathlons by ensuring there are enough adults in the water equipped kick board(s) for any junior that gets into difficulty.
 - (5) Providing a water station on the run leg at club events
 - (6) Ensuring that all cyclist wear a correctly fitted helmet.
 - (7) Encourage all cyclist to maintain their speed machines in good working order.

14) Special Circumstances/Provisions Clause

- a) Where these By-laws are silent, a decision can be made that ensures the integrity of the Club is maintained at all times.
- b) The Committee may in using its reasonable discretion, in exceptional or extenuating circumstances, alter, vary or waive the requirements set out in these By-laws relating to the Club.

15) Indemnity

- a) Except where provided or required by law and as such cannot be excluded, the Club and its respective committee, executive officers, members, servants or agents are absolved from all liability from injury or damage, however arising whilst participating in Club organised events, activities or programs.

16) Changes to By-laws

- a) Rules governing changes to By-laws are specified in the Club Constitution.

17) General Rules of Conduct – It is the participants responsibility to abide by these rules

- a) All competitors to comply with Triathlon Australia race competition rules.
- b) Decisions by the race committee will be final
- c) Competitors are responsible for all their own equipment.
- d) No fins, paddles, or flotation devices etc.
- e) Headphone or headset are prohibited
- f) No wheel may contain mechanisms which are capable of accelerating it.
- g) Drafting off another competitor or motor vehicle is forbidden. Competitors must reject attempts by others to draft.
- h) A competitor is entitled to any position on the course, provided they get to that position first, and without contacting others.
- i) When taking a position, a competitor must allow reasonable space for others to make normal movements without making contact.
- j) Adequate space must be available before passing

- k) Blocking is not permitted. Cyclists must keep left where possible
- l) Helmets must be approved by a nationally accredited testing authority recognised by a national federation that is an affiliate of the International Triathlon Union
- m) Helmet must be fitted and fastened before bike is removed from the rack, and on return must remain fitted and fastened until bike is re-racked.
- n) Bikes must be correctly racked in your starting position before commencing the run. Road rules must be obeyed.
- o) Competitors may wear no less than normal racing swim gear, provided also that upper torso of all competitors shall be covered with a garment that extends to at least 50mm below the nipple line. Running shoes must be worn.