

# Rockingham Triathlon Club (Inc)

## By-Laws

Version	Date	Amendments	Approved
01	27/05/2023	New Document	27/05/2023

### THE BY-LAWS

These By-Laws serve to provide guidance on the application of the club Constitution, and to aid in the establishment of an effective governance framework for RTC to promote a consistent standard of corporate governance practice that promotes sound and prudent management in the interests of all stakeholders. They also include the general rules for the operations of the club and its members.

Additional to the process documented in the club constitution, any member can request any change to these By-Laws in the following manner:

- a) Submit a document to the club Secretary which describes the requested change, the reason/s the change is required, and the benefits to the club as a result of the change.
- b) The proposed changes are to be reviewed by the club Committee at any Committee meeting, provided that seven (7) days' notice is given to committee members on proposed changes.
- c) Acceptance of the amendment(s) shall be voted on by the RTC Committee. If passed, changes will be valid immediately and implemented as required.
- d) The member making the submission is advised of the outcome.

All amendments, alterations, interpretations, or other changes to By-Laws shall be advised to members of the association by means of notices approved and issued by the Committee. If no objections are received from the membership within 30 days of the notice being posted, the changes will be considered approved.

## **RTC MISSION**

The Rockingham Triathlon Club are a family friendly, inclusive sporting club who promote health and fitness the sport of triathlon. The Rockingham Triathlon Club endeavour to conduct safe, fun filled triathlon and multi-sport events for its members and the wider community.

## **RTC VISION**

To be a family friendly, inclusive, and successful triathlon Club who through social events, coaching and racing encouraged our members to form lasting friendships and improve as multi-sport athletes. To get seen as a sporting club that not only gives back to its members but also to the wider triathlon community.

## **RTC CORE VALUES**

- Family
- Friendship
- Fun
- Fitness
- Fairness

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## 1. DUTIES and RESPONSIBILITIES OF COMMITTEE MEMBERS OF THE CLUB

### 1.1 The RTC Committee

The Committee must, on behalf of its members and stakeholders, ensure Rockingham Triathlon Club achieves its core purpose and strategic goals, and in doing so, meets all legal, moral and governance obligations.

The role of the Committee, as outlined in the provided information, includes the following responsibilities:

- a) Ensure the Club's direction is consistent with the Club's stated vision and mission statement.
- b) Ensure the Club is compliant with its stated constitution, policies and procedures.
- c) Ensure the Club is compliant with Triathlon Australia and Triathlon Western Australia constitutions, policies, and procedures.
- d) Monitor the Club's financial compliance within the appropriate legislative framework and regulations.
- e) Protect the Club's assets through suitable risk management strategies.
- f) Appoint ad-hoc committees to address specific issues of concern where appropriate.

In addition to the previous responsibilities, the Committee of the Rockingham Triathlon Club also undertake the following actions:

- a) Perform their duties in good faith with the level of skill and care agreed to in their position description, act honestly, and act in the best interests of the Club.
- b) Deliberate in many voices but govern in one. Once decisions are made, the Committee will present a unified voice to ensure consistency and clarity in communication.
- c) Undertake committee meetings in such a manner as to ensure fairness and inclusivity will be prioritised of all Committee members.
- d) Cultivate a sense of group responsibility. The Committee will be responsible for excellence in governing. The Committee will be an initiator of policy and procedures. The Committee will use the expertise of individual members to enhance the ability of the Committee as a body.
- e) Maintain discipline and governance excellence. Discipline will apply to matters such as attendance, preparation for meetings, policy-making principles, respect of roles, adherence to the Committee code of conduct and ensuring the continuity of governance capability.
- f) Govern in a fiscally responsible manner.
- g) Regularly review Committee performance as the basis for its own development and quality assurance.

## 1.2 Committee Code of Conduct

The RTC Committee is committed to the adoption of ethical conduct in all areas of its responsibilities and authority. The RTC Committee members are expected to adhere to the following code of conduct.

Committee Members shall

- a) Act honestly and in good faith, prioritising the best interests of the sport of Triathlon in all their duties.
- b) Embrace and uphold Rockingham Triathlon Club's values of family, friendship, fun, fitness, and fairness.
- c) Perform their duties impartially, without being influenced by fear or favour.
- d) Exercise a reasonable degree of care and diligence in fulfilling their responsibilities and functions.
- e) Recognise that the primary responsibility is to the RTC members but also consider the interests of all stakeholders of Triathlon in Western Australia when appropriate.
- f) Not make improper use of information acquired by use of his or her position as a committee member to gain, indirectly or directly, an advantage for himself or herself or for any other person or to cause detriment to the sport.
- g) Not exploit their position for personal gain.
- h) Avoid conflicts of interest and ensure that personal or associated interests do not conflict with the interests of RTC.
- i) Refrain from engaging in conduct that could bring discredit upon RTC.
- j) Understand and fulfill their roles, responsibilities, and reporting relationships within the Committee.
- k) Attend all committee meetings. Where attendance is not possible, members will submit an apology. If absence is likely to extend for several consecutive meetings, members will seek a leave of absence.
- l) Recognize and respect the authority of the Chair during committee meetings.
- m) Listen to and respect the opinions of fellow committee members.
- n) Debate issues in a non-threatening, co-operative manner at all times.
- o) Prepare for meetings by submitting timely and complete reports as required for their committee position, and by reading and considering circulated papers.
- p) Express concerns to the President or relevant authority regarding decisions or actions that contradict the Committee's public duty.
- q) Maintain confidentiality and not divulge information deemed confidential or sensitive. If members are uncertain, they should seek direction from the club Secretary.
- r) Avoid discussing Committee business in public places outside of meetings, where the risk of being overheard exists.
- s) Exercise independent judgment and take reasonable steps to ensure the soundness of all Committee decisions.
- t) Neither demand nor accept any fee, favour, reward, gratuity, or remuneration outside the scope of their entitlements as Committee members.
- u) Comply with both the letter and spirit of the law and the principles outlined in this Code.
- v) Abide by Committee decisions once they are made.

- w) Speak with one voice once decisions have been reached.

Failure to comply with this code of conduct may result in disciplinary action, ranging from warnings to suspension or expulsion from the Committee. Breaches will be evaluated following the relevant Triathlon Australia Conduct and Disciplinary Policy, with involvement from a representative(s) from Triathlon Western Australia.

## 1.3 Conflict of Interest

For the purposes of this section, a conflict of interest is a situation in which a person has a material or other personal interest which could or could be perceived to improperly influence the performance of their duties. This applies to all members of the RTC Committee and associated Sub Committees.

The Committee has established specific practices for the disclosure, recording, and management of conflicts of interest to ensure high standards of ethical conduct. These practices include:

- a) Commitment to high ethical standards: The Committee places significant importance on transparent disclosure, management, and monitoring of both existing and potential conflicts of interest.
- b) Duty to disclose and avoid conflicts: Committee members have a responsibility to disclose any actual or apparent conflicts of interest and take reasonable steps to avoid them.
- c) Immediate written disclosure: Committee members are required to promptly disclose in writing to the President and the Secretary the existence of any actual or potential conflict of interest.
- d) Standing agenda item: The agenda of Committee meetings will regularly include an item for the disclosure of conflicts of interest, allowing members to disclose any relevant conflicts.
- e) Record-keeping: Meeting minutes will accurately document the details of conflict-of-interest disclosures related to specific agenda items. Additionally, any conflict-of-interest disclosures made outside of meeting times will also be recorded.
- f) Reporting potential conflicts: If a committee member believes that another member has an undisclosed conflict of interest, they should provide written communication to the President and the Secretary, outlining the basis for their concerns regarding the potential conflict.
- g) Agreed practices for disclosure and management: The Committee will establish and implement agreed-upon practices to ensure effective disclosure, recording, and management of conflicts of interest.

By following these practices, the Committee aims to maintain transparency and integrity in the handling of conflicts of interest and uphold the ethical standards expected of its members.

### 1.3.1 Managing Conflicts of Interest

- a) The Committee will manage conflicts of interest by a combination of internal controls and disclosures.



- b) The Committee will:
  - i. identify the conflicts of interest relating to the organisation; and
  - ii. assess and evaluate those conflicts; and
  - iii. decide upon, and implement, an appropriate response to those conflicts on a case-by-case basis, as required.

## 1.3.2 Declarations by new Committee members

Declarations by new Committee members:

- a) Upon their appointment, new Committee members will be required to declare any personal interests by completing a Conflict-of-Interest Disclosure form.
- b) Committee members will be asked to sign a declaration affirming the following:
  - i. Full awareness of their obligations under the Committee Code of Conduct and Committee Conflict of Interest.
  - ii. Willingness to take reasonable steps to avoid conflicts of interest and to disclose any potential conflicts that arise during their tenure on the Committee.
  - iii. Agreement to make regular disclosures throughout their term on the Committee until the conflicts cease to exist.
  - iv. Commitment to comply with any conditions or restrictions imposed by the Committee to manage, mitigate, or eliminate any actual, potential, or perceived conflicts of interest.

## 1.3.3 Ongoing Declarations by the Committee

- a) Immediate written disclosure: Committee members are required to promptly disclose in writing to the President and Secretary any actual or potential conflicts of interest that arise.
- b) Declaration at committee meetings: During each committee meeting, the Chairperson will specifically ask all committee members to declare any actual or potential conflicts of interest related to the issues on the meeting agenda.
- c) Recording of declarations: The Secretary will accurately record the declarations of conflicts of interest in the minutes of committee meetings. If a committee member needs to leave the room during the discussion of an item due to a conflict, it will be noted in the minutes when they left and when they returned.
- d) Declaration of uncertain interests: If committee members are uncertain about whether a personal interest or association constitutes a conflict of interest, they should declare the nature and extent of the interest for consideration and advice from the Chairperson.
- e) Updating the Conflict-of-Interest Register: The Secretary will be responsible for maintaining an up-to-date Conflict of Interest Register. This register will be regularly updated following each committee meeting and as required between meetings to ensure accurate and comprehensive recording of conflicts of interest.

By adhering to these practices, the Committee aims to foster transparency, accountability, and effective management of conflicts of interest as they arise, maintaining the integrity of its decision-making processes.



## 1.3.4 Voting and Discussion at Committee Meetings

- a) Withholding committee papers: Upon approval of the Chairperson, committee papers related to a matter where a conflict of interest exists may be withheld from the relevant committee member.
- b) Actions of the committee member with a conflict:
  - i. Abstaining from voting: The committee member who has disclosed a conflict of interest is required to abstain from voting on matters related to the topic of conflict.
  - ii. Abstaining from discussion and influence: The committee member should refrain from participating in or influencing the discussion on matters pertaining to the topic in conflict. This applies to discussions at the meeting as well as interactions with other committee members before or after the meeting.
  - iii. Leaving the room: The committee member may be asked to leave the room while discussion or voting takes place on the conflicted matter.
- c) Voting presence with conflict disclosure: A committee member who has disclosed a conflict of interest may be present and vote on the relevant item if other committee members who do not have a personal interest in the matter pass a resolution that:
  - i. Identifies the committee member, specifying the nature and extent of their interest in the matter and its relation to the affairs of RTC.
  - ii. States that those committee members are satisfied that the disclosed interest should not disqualify the individual from voting or being present.

These measures aim to ensure that conflicts of interest are appropriately managed during committee meetings, promoting transparency, fairness, and the integrity of decision-making processes.

## 1.3.5 Maintenance of Conflicts of Interest Register

- a) Responsibility of the Secretary: The Secretary of the Committee will be responsible for maintaining a register of standing interests and disclosures of committee members.
- b) Contents of the Register: The Register will include comprehensive information on conflicts of interest identified, actions taken to manage or address those conflicts, and copies of written conflict of interest disclosures made by committee members.
- c) Committee members' responsibility: Each committee member has a responsibility to notify the Secretary of any changes or updates required in the Register regarding their own conflicts of interest.
- d) Annual review: The Conflicts of Interest Register will be subject to an annual review to ensure its accuracy and completeness.

By maintaining a dedicated register, the Committee can effectively track and document conflicts of interest, actions taken, and disclosures made by committee members. This practice supports transparency, accountability, and the ongoing management of conflicts of interest within the organization.

## 1.4 Officers of the Club

The following are the office holders of the Club —

- a) The President
- b) The Vice President
- c) The Secretary
- d) The Treasurer

The following descriptions detail what duties is required for each officer of the club, this list is not exhaustive, and more duties can be assumed by the officer. Officers of the club may also additionally assume other RTC committee roles as described.

### **a) The President**

- i. Adhere to and ensure the adherence to the Club's mission, vision, values, club constitution, rules, by-laws, policies, and procedures.
- ii. Adhere to and ensure the adherence to the Governing bodies (TA & TWA) mission, vision, values, policies, and procedures (most notably the code of conduct).
- iii. To be well informed of all club activities.
- iv. Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures as well as the roles and responsibilities of all committee members.
- v. Understanding of the legal and compliance obligations of running the club and ensuring that these are adhered to.
- vi. Ensuring the club has a clearly defined purpose, vision and set of values to guide decision-making, club culture and behaviour.
- vii. Facilitate planning and ensure the club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved over the following year/season.
- viii. Work with the Treasurer to implement strong financial controls to protect the cash and assets of the clubs.
- ix. Ensuring the necessary policies and procedures are in place to protect the health and safety of all club and event participants.
- x. Work with the executive committee to ensure all complaints and disputes are immediately investigated and responded to according to club and governing body policies and procedures.
- xi. Work with the committee and relevant office holders to ensure all club documentation is regularly reviewed and in line with industry standards and the club strategic direction.
- xii. Manage and chair all committee meetings and the club annual general meeting with efficiency and effectiveness.
- xiii. Regularly liaise with committee members to ensure they fulfil their roles and responsibilities.
- xiv. Work with the committee to ensure progress against strategic priorities by regularly reviewing club activities and operational plans.
- xv. Assist in the development of partnerships with sponsors, funding agencies, local and state government, and organisations that are relevant to the goals of the club.
- xvi. Act as a signatory for the Club in all legal purposes and financial purposes.

- xvii. Serve as a spokesperson for the Club when required.
- xviii. Attend Committee meetings.

## **b) The Vice President**

The Vice President plays a key leadership role in the Club and supports the President in the governance, management, and administration of the Club.

- i. Adhere to and ensure the adherence to the Club's mission, vision, values, club constitution, rules, by-laws, policies, and procedures.
- ii. Adhere to and ensure the adherence to the Governing bodies (TA & TWA) mission, vision, values, policies, and procedures (most notably the code of conduct)
- iii. Assist the President with the governance of the club.
- iv. Be well informed of all Club activities and those of sub committees.
- v. Assist to provide guidance and leadership to Committee and ensure they fulfil their responsibilities to the Club.
- vi. Assist the President to set meeting agendas.
- vii. Chair the Committee meetings and the Annual General Meeting in the absence of the President.
- viii. Liaise with stakeholders e.g., local council, other sporting clubs, local community groups when required.
- ix. Represent the Club and act as spokesperson in the absence of the President.
- x. Assist to ensure all complaints and disputes are promptly investigated and responded to according to Club policy and procedure.
- xi. Assist to ensure Club policies, procedures, manuals and job descriptions are all reviewed regularly.
- xii. Assist the Volunteer Coordinator with volunteer management and support as required.
- xiii. Attend committee meetings.

## **c) The Treasurer**

Maintain accurate financial records of the RTC bank account, manage all payments to suppliers by the due date, reconcile income and expenses monthly for the meetings, and be responsible for financial reporting at the end of the financial year in accordance with the Associations Incorporations Act 2015.

- i. Adhere to and ensure the adherence to the Club's mission, vision, values, club constitution, rules, by-laws, policies, and procedures.
- ii. Adhere to and ensure the adherence to the Governing bodies (TA & TWA) mission, vision, values, policies, and procedures (most notably the code of conduct).
- iii. Control the funds of the Club.
- iv. Maintain up to date records of all income and expenditure over the course of the year.
- v. Coordinate the preparation of the annual budget for the forthcoming year, describing potential sources of income and expenditure, and present to the committee for approval.
- vi. Coordinate the preparation of a budget for each RTC race and present to the committee.

- vii. Generate an expenditure / income report after each of the Rockingham Triathlon Club races. To present this report at the nearest possible committee meeting.
- viii. Ensure that any amounts payable to the Club are collected and issue receipts for those amounts in the Club's name.
- ix. Ensure that any amounts paid to the Club are credited to the appropriate account of the Club, as directed by the committee.
- x. Ensure that any payments to be made by the Club that have been authorised by the committee or at a general meeting are made on time.
- xi. Ensuring that the Club complies with the relevant requirements of Part 5 of the Act.
- xii. Ensure the safe custody of the Club's financial records, financial statements and financial reports, as applicable to the Club.
- xiii. Coordinate the preparation of the Club's financial statements before their submission to the Club's annual general meeting.
- xiv. Submit the financial report to the Chamber of Commerce within 6 months of the financial year end.
- xv. Provide any assistance required by an auditor or reviewer conducting an audit or review of the Club's financial statements or financial report under Part 5 Division 5 of the Act.
- xvi. A treasurer's report detailing all income and expenditure for the period between committee meetings and up to date profit / loss statement for the current financial year. To present this report at the corresponding committee meeting.
- xvii. Carrying out any other duty given to the treasurer under these rules or by the committee.
- xviii. Attend committee meetings.

#### **d) The Secretary**

The Secretary is the chief administration officer of the club. In partnership with the President, the Secretary is responsible for ensuring that the club is run in accordance with the club constitution, rules, by-laws, policies, and procedures.

- i. Adhere to and ensure the adherence to the Club's mission, vision, values, club constitution, rules, by-laws, policies, and procedures.
- ii. Adhere to and ensure the adherence to the Governing bodies (TA & TWA) mission, vision, values, policies, and procedures (most notably the code of conduct).
- iii. In conjunction with the President, convene all committee meetings and general meetings.
- iv. Prepare and circulate meeting agenda, supporting documents and any other information or reports required for committee meetings and general meetings.
- v. Generate meeting minutes for committee meetings and general meetings.
- vi. Distribute minutes to committee members after the meeting with actions required.
- vii. Comply with the Club's annual reporting obligations to the relevant government department.
- viii. Ensure the Club's contact information with the relevant government department is current and any changes are advised as soon as practicable.

- ix. Manage all general club correspondence and act as primary point of contact for enquiries and engagement with members and stakeholders.
- x. Manage the club membership through relevant governing body online portal etc through the TA GoMembership portal. This incorporates the club membership list.
- xi. Maintain on behalf of the Club the register of members and recording in the register any changes in the membership, as required under section 53(1) of the Act.
- xii. Maintain a register of the latest version of all club documentation, ensuring it remains relevant and in line with industry standards including but not limited to the club constitution, club Rules, by laws, policies and procedures, terms of reference etc.
- xiii. Ensure the safe custody of all club documentation, ensuring it remains relevant and in line with industry standards including but not limited to the club constitution, club Rules, by laws, policies and procedures, terms of reference etc.
- xiv. Maintain on behalf of the Club a Working with Children Register.
- xv. Maintain on behalf of the Club a Conflict-of-Interest Register.
- xvi. Assist the President and committee in its strategic planning and decision-making.
- xvii. With support from committee members, complete Annual Report.
- xviii. In the absence of an appointed public officer, act as a public officer for the club, liaising with members of the public, affiliated bodies and government agencies.
- xix. Ensure Constitution and By-Laws have been sent to committee and made available to club members.
- xx. Assist to ensure all complaints and disputes are promptly investigated and responded to according to club policy and procedure.
- xxi. Attend committee meetings.

## 1.5 General and Elected Committee Members

To support and assist the Officers of the club in the governance, management, and administration of the Club.

- i. Adhere to the Club's mission, vision, values, club constitution, rules, by-laws, policies, and procedures.
- ii. Adhere to the Governing bodies (TA & TWA) mission, vision, values, policies, and procedures (most notably the code of conduct).
- iii. To support and assist the Officers of the Club in the governance, management, and administration of the Club.
- iv. Required to take on at least one of the official roles of the RTC.
- v. Attend committee meetings.

## 1.6 Sub Committee Members

To support and assist the RTC Committee in the governance, management, and administration of the Club.



- i. Adhere to the Club's mission, vision, values, club constitution, rules, by-laws, policies, and procedures.
- ii. Adhere to the Governing bodies (TA & TWA) mission, vision, values, policies, and procedures (most notably the code of conduct).
- iii. To support and assist the RTC Committee in the governance, management, and administration of the Club.

## 1.7 Rockingham Triathlon Club Roles

The following is a list of required roles within the Rockingham Triathlon Club, and their respective duties. This list is by no means exhaustive and new roles may be required from time to time.

### a) Race Planning Coordinator

Act as the single point of coordination for the planning of club races

- i. Adhere to the Club's mission, vision, values, club constitution, rules, by-laws, policies, and procedures.
- ii. Adhere to the Governing bodies (TA & TWA) mission, vision, values, policies, and procedures (most notably the code of conduct).
- iii. Ensure club races are planned as per section 9.1 of these by-laws through delegation or performing roles yourself.
- iv. Track the planning process for each individual club race.
- v. Ensure the RTC committee is kept up to date with the progress of the planning process.
- vi. Liaise with the treasurer on race budgets.
- vii. Liaise with the Social Media Coordinator for advertising races.
- viii. Liaise with the Race Registrar with regard to race registrations.
- ix. Liaise with the Sponsorship Coordinator to ensure race sponsors have been found and that sponsor receive appropriate exposure.
- x. Liaise with CoR Council, Marine Authority, Police and DFES liaison to ensure all approvals have been obtained.
- xi. Liaise with Traffic Management Coordinator to ensure traffic management for the race will be in place.
- xii. Liaise with Equipment Coordinator to ensure required equipment for the race is in safe and serviceable condition.
- xiii. Liaise with Triathlon Western Australia liaison to ensure all approvals and race conditions are met.
- xiv. Liaise with person (s) performing the competitor timing at the race. Ensure all timing equipment and processes are in place.
- xv. Liaise with Volunteer Coordinator to ensure all volunteer position can be filled for race day.
- xvi. Attend committee meetings.

### b) Junior Coordinator

Look after all Juniors for Rockingham Triathlon Club.

- xvii. Adhere to the Club's mission, vision, values, club constitution, rules, by-laws, policies, and procedures.
- xviii. Adhere to the Governing bodies (TA & TWA) mission, vision, values, policies, and procedures (most notably the code of conduct).
- xix. Oversee /coordinate the RTC TRYstars programme (s)
- xx. Liaise with Triathlon WA for organising and advertising the TRYstars program.
- xxi. Liaise with the TRYstars coach.
- xxii. Liaise with the Social Media Coordinator for advertising the junior races.
- xxiii. Ensure that there is 'something for the kids' at the junior club races.
- xxiv. Monitor the junior members of the club and acknowledge any achievements with the committee.
- xxv. Present the committee with a proposal of junior athlete support for juniors who represent at state and national level.

## c) Training Coordinator

Manage and Coordinate club training.

- i. Adhere to the Club's mission, vision, values, club constitution, rules, by-laws, policies, and procedures.
- ii. Adhere to the Governing bodies (TA & TWA) mission, vision, values, policies, and procedures (most notably the code of conduct).
- iii. Investigate and present to the committee options for club-based training for RTC members.
- iv. Coordinate the development of plans and schedules for club-based training programmes which have been approved by the committee.
- v. Source and provide quotes to the Committee from Triathlon Australia accredited coaches for the development of club-based training programmes, if required.
- vi. Source and provide quotes to the Committee from Triathlon Australia accredited coaches for the planning and delivery of skills-based training sessions, if required.
- vii. Source and provide quotes to the committee from suitable professionals for the planning and delivery of triathlon specific knowledge presentations (i.e., nutrition, injury prevention and rehabilitation), if required.
- viii. Liaise with Triathlon Australia accredited coaches associated with RTC, as approved by the Committee.
- ix. Liaise with from suitable professionals for the planning and delivery of triathlon specific knowledge presentations, as approved by the Committee.

## d) Volunteer Coordinator

The role of the Volunteer Coordinator is to arrange and coordinate volunteers at RTC events.

- i. Adhere to the Club's mission, vision, values, club constitution, rules, by-laws, policies, and procedures.
- ii. Adhere to the Governing bodies (TA & TWA) mission, vision, values, policies, and procedures (most notably the code of conduct).



- iii. Create a volunteer list for each RTC event with the assistance of the committee and Race Director. The list must at least detail the required volunteer numbers and roles.
- iv. Arrange for the recruitment of volunteers required for each RTC event.
- v. Liaise with Race Director prior to RTC events.
- vi. Ensure or delegate responsibility if not available.
- vii. Race Day
  - (a) Ensure on race day all volunteer positions have been filled.
  - (b) Ensure all volunteers have signed in and had a safety brief.
  - (c) Ensure all volunteers sign off from their positions when finished.
  - (d) Ensure volunteers receive any rewards approved by RTC.
- viii. Make recommendation to the RTC committee for the Volunteer of the Year award.

#### **e) Social Media Coordinator**

Look after all the social media and online platforms for Rockingham Triathlon Club

- i. Adhere to the Club's mission, vision, values, club constitution, rules, by-laws, policies, and procedures.
- ii. Adhere to the Governing bodies (TA & TWA) mission, vision, values, policies, and procedures (most notably the code of conduct).
- iii. Keep members up to date with all the upcoming events and news using the club's social media and online platforms.
- iv. Advertising all upcoming events on club's social media and online platforms.
- v. Ensure that the clubs main sponsors get continued exposure through the Clubs social media platforms.
- vi. Maintain the club's members only Facebook group.
- vii. Email out a newsletter to members when required, informing them of relevant club news and upcoming events.
- viii. Check club message enquiries regularly and respond or delegate as accordingly (social media platforms and club enquiries email)
- ix. Ensure the RTC website is up to date with all relevant club information.

#### **f) Sponsorship and Grants Coordinator**

Recruiting new, liaising and coordinating with current sponsors. Negotiate forms of sponsorship and arrange appropriate advertising. Source and submit grant applications.

- i. Adhere to the Club's mission, vision, values, club constitution, rules, by-laws, policies, and procedures.
- ii. Adhere to the Governing bodies (TA & TWA) mission, vision, values, policies, and procedures (most notably the code of conduct).
- iii. With committee consultation, maintain / recruit event naming sponsors for all RTC race events.
- iv. Recruit and /or delegate the recruitment of club sponsors / season sponsors (excluding race naming sponsors).
- v. Liaise between the current club sponsors and the RTC committee.

- vi. Liaise with the club social media coordinator to ensure that all the club sponsors get appropriate exposure through the RTC social media platforms.
- vii. Ensure that club sponsors have the relevant exposure to our races.
- viii. Naming Race Sponsors
  - (a) Three weeks prior to race: Remind the sponsors of the race dates via the appropriate channels. Confirm sponsors involvement on the day; promote race and sponsoring business via social media channels.
  - (b) One week prior to race: Plan and organise the use of sponsors signage and presentation of prizes etc donated by the sponsor, liaise with Race Director.
  - (c) Race day: Meet with the representative of sponsoring business to arrange sponsor presentation at the race, where they can set up signage etc and also thank them for their contribution personally.
  - (d) Post Race: Thank the sponsor officially in writing.
- ix. At the end of the season, send a letter of thank you to all sponsors, include an invite to the end of season celebration party along with any complementary entry tickets.
- x. Identify appropriate grants available present to the committee.
- xi. Gather paperwork for grant applications.
- xii. Complete and submit the grant applications approved by the committee.
- xiii. Liaise with treasurer / committee to complete successful applications.

#### **g) Equipment Coordinator**

Manage the equipment of the Rockingham Triathlon Club

- i. Adhere to the Club's mission, vision, values, club constitution, rules, by-laws, policies, and procedures.
- ii. Adhere to the Governing bodies (TA & TWA) mission, vision, values, policies, and procedures (most notably the code of conduct).
- iii. Maintain an equipment register for the Club.
- iv. Ensure all club equipment is in safe working order.
- v. Ensure all club equipment is stored appropriately as per committee requirements.
- vi. Ensure access to club equipment as per committee requirements.
- vii. Oversee the maintenance and / or repair of all club equipment.
- viii. Provide quotes to the committee for approval for the maintenance and / or repair of club equipment, if required.
- ix. Provide quotes to the committee for the purchase of equipment required by RTC.
- x. Oversee the purchase of equipment approved by the RTC committee.
- xi. Ensure the safe transport of RTC equipment to and from events.
- xii. Ensure required event equipment arrives at event site prior to the scheduled set up time.
- xiii. Race Equipment –
  - At least 1 month prior to season commencement
    - (a) Conduct a thorough check of all required race equipment to ensure all is in good and safe working order.

1 week out from race

- (a) Check all required electronic equipment is in working order.
- (b) Liaise with Race Director / designated committee member to ensure required equipment for the race will be available.
- (c) If unavailable on race day, ensure the delegation of transport of race equipment (trailer etc) to event site for race day.

Prior to Race Day

- (a) Ensure all required electronic equipment is fully charged.
- (b) Ensure trailer is in a condition so that it can be transported to the event site (no flat tyres etc).

Race Day

- (a) Ensure required event equipment arrives at event site prior to the scheduled set up time.
- (b) Ensure equipment is removed from the trailer in a safe manner.
- (c) Ensure equipment is secured during race day.
- (d) Ensure equipment is returned to the trailer and is accounted for.
- (e) Remove from service any faulty or damaged equipment for repair or replacement, notify the Committee.
- (f) Return equipment back to its secured storage location(s).

#### **h) Traffic Management Coordinator**

Manage the hiring and coordination of a traffic management company for the purpose of traffic road closures for RTC events.

- i. Adhere to the Club's mission, vision, values, club constitution, rules, by-laws, policies, and procedures.
- ii. Adhere to the Governing bodies (TA & TWA) mission, vision, values, policies, and procedures (most notably the code of conduct).
- iii. Obtain Quotes from traffic management companies for the role of producing a traffic management plan and conduct road closures at RTC events. Present these quotes to the Committee.
- iv. Onboard the traffic management company that is selected by the Committee.
- v. Liaise between the RTC committee and the selected traffic management company.
- vi. Ensure that the traffic management company produce a traffic management plan for the locations of RTC events in a timely manner (required for council approvals etc).
- vii. Ensure the finalised traffic management plan is passed onto the relevant members of the Committee.
- viii. Race - 1 month out: Confirm dates of race with traffic management company.
- ix. Race - 1 week out: Confirm in writing the attendance of the traffic management company at the race to conduct road closures. Obtain 'on the day' traffic management company, job supervisors contact details.
- x. Race Day: Either in person or delegate responsibilities
  - (a) Ensure that the traffic management company have arrived on time and have set up the road closure.

- (b) Connect the traffic management company with the Race Director and ensure there is a clear line of communication (two-way radios are first choice).
- (c) Liaise between RTC volunteer coordinator and traffic management company to ensure volunteer road marshals are in place and have a clear means of communications (two-way radios are first choice)
- (d) Ensure as soon as the last competitor has left the bike that the traffic management company start removing the road closure (reduces cost and impact on local community)
- (e) Check and sign time sheet for the traffic management company.
- xi. Post Race: Review traffic management invoice to ensure it is correct, pass on invoice to the treasurer for payment.

#### **i) Club Merchandise Coordinator**

Manage the club merchandise, including but not limited to, the purchase, storage, and sale of club merchandise.

- i. Adhere to the Club's mission, vision, values, club constitution, rules, by-laws, policies, and procedures.
- ii. Adhere to the Governing bodies (TA & TWA) mission, vision, values, policies, and procedures (most notably the code of conduct).
- iii. Research and make proposals to the committee for the purchase and sale of RTC club merchandise items.
- iv. Maintain an up-to-date inventory list of held club merchandise.
- v. Obtain quotes from merchandise suppliers for the purchase of club merchandise to be approved by the committee.
- vi. Liaise with merchandise suppliers to design club merchandise, present designs to the committee for approval.
- vii. Arrange purchase of committee approved club merchandise.
- viii. Liaise with merchandise suppliers if a member purchase direct from supplier arrangement is in place.
- ix. Ensure merchandise purchase invoices are forwarded to the club treasurer for payment.
- x. Conduct quality control on purchased club merchandise items.
- xi. Ensure safe storage of club merchandise.
- xii. Arrange the sale of club merchandise to members.
- xiii. Liaise with club treasurer to ensure correct accounting for the sale of club merchandise.

#### **j) CoR Council, Marine Authority, Police and DFES liaison**

Liaise with the City of Rockingham Council (CoR), Marine Authority, and the Police department. Obtain necessary event approvals from each organisation where required.

- i. Adhere to the Club's mission, vision, values, club constitution, rules, by-laws, policies, and procedures.
- ii. Adhere to the Governing bodies (TA & TWA) mission, vision, values, policies, and procedures (most notably the code of conduct).
- iii. Liaise with the City of Rockingham Council.

- iv. Present to the RTC committee any complaints or concerns expressed by the CoR Council towards RTC.
- v. Lodge and obtain CoR approval for RTC events.
- vi. Liaise with the Marine Authority.
- vii. Present to the RTC committee any complaints or concerns expressed by the Marine Authority towards RTC.
- viii. Lodge and obtain Marine Authority approval for RTC events.
- ix. Liaise with the Police Department.
- x. Present to the RTC committee any complaints or concerns expressed by the Police Department towards RTC.
- xi. Lodge and obtain Police approval for the road closures required for RTC events.
- xii. Liaise with the DFES.
- xiii. Present to the RTC committee any complaints or concerns expressed by DFES towards RTC.
- xiv. Notify DFES of upcoming RTC events.
- xv. Ensure all approval documentation is available to the committee and Race Director.

#### **k) Triathlon Western Australia liaison**

Manage Event Sanctioning and club membership portal.

- i. Adhere to the Club's mission, vision, values, club constitution, rules, by-laws, policies, and procedures.
- ii. Adhere to the Governing bodies (TA & TWA) mission, vision, values, policies, and procedures (most notably the code of conduct).
- iii. Ensure RTC races obtain TWA / TA sanctioning approval.
- iv. Ensure all required pre-race documents and information are loaded in the Triathlon Australia Sanctioning Portal for race sanctioning.
- v. Liaise with TWA to ensure events are appropriately sanctioned.
- vi. Liaise between Race Director and TWA technical officials when required.
- vii. Input event participation numbers post-race into the TA sanctioning portal to generate day licence invoices.
- viii. Ensure all post-race reports have been added to the sanctioning portfolio.
- ix. Ensure all TWA / TA invoices are forwarded to the club Treasurer for payment.

#### **l) Race Registrar**

Set up and monitor event registrations using online system i.e., "EntryBoss" or equivalent.

- i. Adhere to the Club's mission, vision, values, club constitution, rules, by-laws, policies, and procedures.
- ii. Adhere to the Governing bodies (TA & TWA) mission, vision, values, policies, and procedures (most notably the code of conduct)
- iii. Liaise between RTC and EntryBoss
- iv. Set up RTC events on "EntryBoss"- online registration company.
- v. Monitor entrants, ensure race number caps etc are adhered to.
- vi. Respond to any 'EntryBoss' enquiries from participants.



- vii. Provide participants lists on event day.
- viii. Update event details to reflect current policies.
- ix. Provide report to RTC Treasurer and Committee TWA liaison containing.
  - (a) Number of participants, detailing members and non-members
  - (b) Number of day licenses purchased.
  - (c) Total financial gross and net from EntryBoss
  - (d) EntryBoss fees

### **m) Athlete Race Timing**

Coordinating the collection and processing of athlete's information and race data to provide individual race results that can be published via social media channels in a timely manner.

- i. Four weeks prior to first race: Check all the timing equipment is accounted for and in working order. 240v battery charger, timing mat terminals are clean, orange racetec box connects with blue timing mat, laptop, racetec software licence renewed, timing chips clean and data cables present.
- ii. Three days prior to race day: charge orange timing control boxes and laptop.
- iii. At least One Day Before: Generate triathlon race in Racetec, ensuing all race splits, waves, timing points etc are set up.
- iv. Race Day: Set up timing system. Test system.
- v. Liaise with person/s on registration desk for collection of the competing athletes' data post-race.
- vi. Pack up timing system, arrange for the cleaning of timing chips.
- vii. Process timing system data and send via email to committee members for approval and social media publication.

## **2. COMMITTEE MEETINGS**

RTC Committee meetings will be held according to the club constitution.

### **2.1 Order of Business for Committee Meetings**

The final determination of the order of business for an RTC committee meeting is determined by the current committee. For good practice, it is suggested that meetings follow the below order.

- a) Opening and apologies.
- b) Declarations of conflicts of interest.
- c) Confirmation and approval of past meeting minutes.
- d) Review of past actions and any business arising from last meeting minutes
- e) Correspondence, any committee correspondence, or email votes that require to be in club minutes.
- f) President's report.
- g) Financial report.
- h) Race planning and review.
- i) Club training.

- j) Club equipment.
- k) Club merchandise.
- l) General business.
- m) Close of meeting.

## 2.2 Committee Meeting Minutes

RTC Committee meeting minutes shall be taken and stored according to the club constitution.

## 3. GENERAL MEETINGS

RTC General meetings will be held according to the club constitution.

### 3.1 Order of Business for General Meetings

The final determination of the order of business for an RTC committee meeting is determined by the current committee. For good practice, it is suggested that meetings follow the below order.

- a) Opening and apologies.
- b) Confirmation and approval of past general meeting minutes.
- c) Any business arising from last general meeting minutes.
- d) Correspondence.
- e) Presentation of Annual report and financial statements.
- f) Special business (special resolutions).
- g) Election of new committee.
- h) General business.
- i) Close of meeting.

### 3.2 Annual Report

- a) An Annual Report shall be prepared by the Committee for adoption by members at the Annual General Meeting.
- b) The Annual Report shall be endorsed by the Committee prior to presentation at the Annual General Meeting.

#### 3.2.1 Annual Report Contents

The Annual Report should contain at least the following information:

- a) The Objects of the Club.
- b) The Committee Members of the Club and their respective roles.
- c) The Financial Statements of the Club for that year and the preceding year.
- d) The number of members in each category of membership for that year and the preceding year.
- e) A list of life members and an outline of the service history of any member being proposed for life membership at the Annual General Meeting.



- f) Report of Club races, including type, break down in competitor numbers, and race profit / loss.
- g) Winners of Club Awards.

### 3.2.2 Annual Report Circulation

The Annual Report shall be emailed out to Club members.

### 3.3 General Meeting Minutes

RTC general meeting minutes shall be taken and stored according to the club constitution.

## 4. FINANCE

**This section is in addition to the financial control requirements stipulated in the Associations Incorporation Act 2015 (WA), and the club constitution.**

### 4.1 Financial Budgets

- a) An Annual Budget of the Club shall be prepared by the club treasurer and approved by the Committee.
- b) An individual race budget shall be prepared and approved by the Committee for all races.
- c) All budgets should be reviewed on a frequent basis with club expenditure.

### 4.2 Financial Accounting

- a) RTC shall use the cash-based method of accountancy.
- b) All club financial transactions shall be captured using a form of electronic software and kept up to date.
- c) All RTC invoices and receipts shall be converted to electronic format, referenced on the club financial accounting software.
- d) Monthly Bank statements shall be downloaded and stored appropriately.
- e) Back-ups of the club financial accounting software and all invoices, receipts and monthly bank statements shall be stored in the RTC online storage system (cloud based) and on an external hard drive. The external hard drive shall be the property of the RTC.
- f) Upon request, the RTC financial accountancy software shall be open to review by any RTC committee member.

### 4.3 Financial Reporting

#### 4.3.1 Committee meetings

- a) A financial report shall be presented to the RTC Committee and each committee meeting.
- b) This financial report must contain at least the following.

- i. Accrued financial year Profit / Loss report detailing major sources of income and expenditure.
  - ii. Treasurers comment on how the club is tracking compared to annual budget.
  - iii. Any significant (greater than \$100 per transaction) income / expenses the club has incurred since the last committee meeting.
  - iv. Completed Race Profit / Loss reports for races completed since the last committee meeting. Treasurers comment on how they fared compared to race budgets.
- c) Financial report shall be attached to the Committee meeting minutes.
  - d) A list of all financial transactions occurred since the last committee meeting must be available for all RTC committee members to review.
  - e) Current club bank account statement (s) must be available to committee members for review.

### 4.3.2 Annual General Meetings

- a) A financial report shall be created and presented at the AGM according to the Associations ***Incorporation Act 2015 (WA)***.

### 4.4 Fees

The committee shall set annual club membership fees and race entry fees for both members and non-members. These costs should be calculated using the annual budget and individual race budgets.

It is the responsibility of the RTC committee to set fair and reasonable fees.

### 4.5 Expenditure & Authorisation levels

- a) For operational expenditures less than \$500 per individual transaction approval must be given by the club Treasurer and at least one other Club Office Holder (President, Vice President or Secretary). This includes corporate credit card purchases.
- b) 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.
- c) All expenditures that have been approved outside of a general or committee meeting must be included in the minutes at the next committee meeting.
- d) For expenses over \$500 for a single item or service a minimum of 2 competitive quotes (where possible) will be sourced, with a recommendation submitted to the Committee for approval prior to purchase.

## 5. COMMITTEE BENEFITS

All roles on the RTC committee are voluntary roles. It is widely accepted that to perform these roles committee members must sacrifice their own time and possible resources. To encourage full adoption of committee roles and to reward committee members for their time, the committee members receive some benefits from the

club. These benefits are not outright payments (this will make them employees) but rather come in the form of discounts and reimbursements.

## 5.1 Current Committee Benefits

- a) Active committee members receive free entry to all club races held at the Rockingham Foreshore (currently 4 races in total)
- b) Active committee members receive free entry to one of the Shoalwater Bay based races (currently 2 races to choose from)
- c) Committee members who complete the full annual term on the committee shall receive 50% reimbursement of that season's club fees and affiliation fees. Affiliation fees are calculated on the Standard Affiliation membership fee.

## 5.2 Changes to Committee Benefits

- a) Any changes to committee benefits must be approved by the committee by majority vote.
- b) Any changes to committee benefits must be updated in these By-Laws following the correct By-Laws update and approval process.
- c) Any changes to committee benefits will not come into effect until the next annual committee term.

## 6. CLUB EQUIPMENT

### 6.1 Club Equipment Register & Equipment Insurance

- a) The Club shall maintain an itemised Club Equipment Register which captures all the equipment owned by RTC and what the replacement cost would be.
- b) The Club shall ensure that it has appropriate insurance coverage for all club equipment.

### 6.2 Club Equipment Use and Storage

- a) Club equipment shall only be expressly used for club purposes. Any contradictory use must have prior approval from the RTC committee.
- b) All club equipment must be cleaned and returned to its appropriate storage after use.
- c) Any damaged or faulty equipment must be reported to the RTC committee.
- d) It is the responsibility of the RTC committee to ensure that club equipment is stored in a safe and secure location to avoid being damaged or stolen.

### 6.3 Purchase of Club Equipment

- a) The RTC committee have the right to purchase required equipment for the club.
- b) The approval process for the purchase of club equipment is stated in section 4.5 of these By-Laws.

## 6.4 Sale of Club Equipment

- a) At times the club will have superseded or redundant equipment, the RTC committee have the right to sell this equipment.
- b) It is the responsibility of the RTC committee to ensure the sale price of any club equipment sold is near to, or equal to, market price.

## 6.5 Lending of Club Equipment

At times the club may be approached by external organisations to hire or borrow RTC owned equipment. This is allowed; however, the following shall be considered.

- a) RTC committee approval is required to lend out any club equipment.
- b) An agreement with the borrower that stipulates at a minimum that any lost, damaged or faulty equipment on return will be repaired and or replaced at the borrower's cost.
- c) That the borrower has sufficient means to store the club equipment in a safe and secure location
- d) RTC committee have the right to ask for, up to, lending market price for any club equipment hired out.
- e) RTC Committee must have a process in place to ensure any lent equipment is inspected on its return for any damage or faults.

## 7. CLUB DOCUMENT CONTROL

RTC have internal and external documents to help govern and operate the club.

- a) **Secure storage and availability:** It is the responsibility of the RTC Committee to ensure that the internal and external documents governing and operating the club are securely stored and readily available upon request. This includes maintaining proper storage systems and protocols to protect the confidentiality and integrity of the documents.
- b) **Back-up copies:** The Committee should ensure that backup copies of club documents are stored in the RTC's online storage system, typically a cloud-based platform, as well as on an external hard drive that belongs to the RTC. This practice helps safeguard against data loss or system failures.
- c) **Continuous review for currency:** The Committee should regularly review the internal and external documents to ensure their currency and relevance. This includes keeping track of any changes or updates to the documents and making necessary revisions or amendments as needed.
- d) **Availability of external policies and procedures:** The Committee should ensure that the external policies and procedures referenced in the By-Laws of RTC are available to members and stakeholders. Additionally, the Committee should make efforts to keep the By-Laws up to date with any changes in the referenced external policies and procedures, ensuring alignment and compliance.

## 8. CLUB COMMUNICATION

The Club's main form of communication with its members shall be via email and social media. Other forms of communication to be utilised include the Club's website and traditional mail. RTC have open races for which non-members can participate. Advertising for these races and information for these races will adopt the same methods as above.

RTC adopts the following policies in guiding the club in the use of social media and online platforms to communicate and convey information.

- TWA Information Technology Policy
- Triathlon Australia Social Media Guidelines

These policies and procedures can be access via the TA and TWA websites.

## 9. CLUB RACES

RTC is a racing-based club, with its focus on conducting safe, fun-filled triathlons and multisport events for its members and non-members. It is the responsibility of the RTC committee to ensure these events are conducted in a safe, friendly, fair, and fiscal manner.

### 9.1 Planning of Club Races

For assistance and guidance in the planning and execution of these events RTC adopts the following governing body policies and procedures

- Triathlon Australia Event Operations Manual (EOM)
- Triathlon Australia Online Sanctioning Policy
- Triathlon Western Australia Risk Management Policy

These policies and procedures can be access via the TA and TWA websites.

The list below details documents that may be required for RTC to hold a race. This list is not exhaustive and other documents may be required. It is the responsibility of the RTC committee to ensure it keeps up to date with the necessary document requirements.

- Event Risk Management Plan
- Event Emergency Action Plan
- Traffic Management Plan
- Event Set-up plans
- Competitor information booklet
- Volunteer information booklet
- Race Director race day running sheet and event execution document.

The list below details approvals that may be required for RTC to conduct a race. This list is not exhaustive and other approvals may be required. It is the responsibility of

the RTC committee to ensure it keeps up to date with the necessary external approval requirements.

- Local council event approval
- Police road closure approval
- Marine Authority for aquatic event approval
- Triathlon Australia event sanctioning approval

## 9.2 Club Race Competition Rules

For race competition rules the RTC adopt the following governing body competition rules document

- Triathlon Australia Race Competition Rules

These policies and procedures can be access via the TA and TWA websites.

### 9.2.1 Club Race Competition Officials

If the Club chooses to have its own officials over and above those provided by TWA, then the Club must:

- a) The Club 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.

## 10. CLUB TRAINING

RTC have the duty of care to ensure any club training is conducted in a safe, fun, fair and inclusive environment, as such, any club training session (s) must at a minimum have the following.

- a) Session conducted by a suitably qualified and current Triathlon Australia accredited coach or equivalent.
- b) Risk management plan for the training session.
- c) First Aid / Emergency action plan for the training session.

### 10.1 Club Coaching

If the Club chooses to have its own internal coaches, then the Club must.

- a) Endeavour to ensure that all coaches 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.



## 10.2 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
- b) If the club chooses to conduct any courses or seminars for its members, it is the responsibility of the club to ensure that those presenting are suitably qualified and accredited persons.

## 11. HEALTHY CLUB

The Club will endeavour to provide a safe environment for its members, coaches, officials and spectators, as such the club adopts the following governing body policies.

- Triathlon Western Australia Health Policy
- Triathlon Western Australia Inclusion Policy

These policies and procedures can be access via the TWA website.

## 12. CLUB COLOURS

- a) The club colours shall be aqua, yellow and black.

### 12.1 Club Logo

- a) The Club's official logo is.



- b) The Club's logo is to appear on any official club documents and merchandise.
- c) The Clubs name and logo may only be used with the permission of the RTC Committee.

### 12.2 Club Uniforms and Merchandise

- a) The Club uniform and merchandise must contain the club logo.
- b) The Club uniform and merchandise must contain the club colours.



- c) It is not compulsory for Club members to buy or wear Club uniforms or merchandise.

## 13. CLUB AWARDS

The Club shall award the following trophies each year to members who have given outstanding service. These awards shall be presented at the Club's Annual Presentation Event:

The Club awards shall be.

- a) Club Champion of the Year (Male and Female)
- b) Short Course Champion of the Year (Male and Female)
- c) Club Age Group Champions of the Year (Male and Female)
- d) Duathlon Club Champion of the Year (Male and Female)
- e) Junior Recognition Award
- f) President's Award
- g) Volunteer of the Year Award

### 13.1 Club Champion of the Year (Male and Female)

- a) Must be an active member of RTC.
- b) Awarded to the top points earned during RTC races.
- c) Points are earned from the longest race distances offered at each RTC event only.
- d) Points system used to select this award shall be decided by the RTC committee prior to the season start.
- e) The point system to be used for this award shall be communicated to all RTC members via email prior to the start of the season.
- f) Current RTC committee's decision to award 2<sup>nd</sup> and 3<sup>rd</sup> place for that year.

### 13.2 Short Course Champion of the Year (Male and Female)

- a) Must be an active member of RTC.
- b) Awarded to the top points earned during RTC races.
- c) Points are earned from the short race distance offered at each RTC event only.
- d) Points system used to select this award shall be decided by the RTC committee prior to the season start.
- e) The point system to be used for this award shall be communicated to all RTC members via email prior to the start of the season.
- f) Current RTC committee's decision to award 2<sup>nd</sup> and 3<sup>rd</sup> place for that year.

### 13.3 Club Age Group Champions of the Year (Male and Female)

- a) Must be an active member of RTC.
- b) Awarded to the top points earned during RTC Rockingham Foreshore based races.
- c) Points are earned from the long race distance offered at each RTC event only.

- d) Age groups are as defined under TA competition rules.
- e) Points system used to select this award shall be decided by the RTC committee prior to the season start.
- f) The point system to be used for this award shall be communicated to all RTC members via email prior to the start of the season.

### 13.4 Duathlon Club Champion (Male and Female)

- a) Must be an active member of RTC.
- b) Awarded to the top points earned during RTC Duathlon races.
- c) Points are earned from the long race distance offered at each RTC event only.
- d) Points system used to select this award shall be decided by the RTC committee prior to the season start.
- e) The point system to be used for this award shall be communicated to all RTC members via email prior to the start of the season.
- f) Current RTC committee's decision to award 2nd and 3rd place for that year.

### 13.5 Junior Recognition Award

- a) Must be an active member of RTC.
- b) To be eligible for Junior Award, you must be between 5 and 19 years old.
- c) Award is a recognition of performance, participation, volunteering and adherence to the club core values.
- d) Award to be selected by the RTC Committee.

### 13.6 Presidents Award

- a) Must be a member of RTC.
- b) This award shall be selected by the President.
- c) Consideration shall be given to efforts by all members of Club activity. The award shall be presented to the member who the President considers efforts and examples have contributed the most in upholding the Clubs core values of Family, Friendship, Fun, Fitness, and Fairness.

### 13.7 Volunteer of the Year Award

- a) Awarded to the person who has shown the most outstanding volunteering service to the Club.
- b) Award to be selected by the RTC Committee.

## 14. PRESENTATION EVENT

At the conclusion of the season, a Presentation Event shall be held.

- a) The date and format shall be determined annually by the Committee, or appropriate sub-committee.
- b) The date, time, venue and format shall be provided, by email, to all members at least one month prior to the event.

- c) Presentation of all awards and recognition or achievements shall be made at the Presentation Event.

## 15. MEMBERSHIP

### 15.1 Membership Eligibility

As per the Club constitution

### 15.2 Membership Applications

As per the Club constitution

### 15.3 Becoming A Member

As per the Club constitution

### 15.4 Membership Classes

As per the Club constitution

### 15.5 Membership Resignation

As per the Club constitution

### 15.6 Member Information

- 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
- b) 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.
- c) 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.

- d) RTC adopts the governing body policy on privacy for the control of members private information.
  - Triathlon Western Australia Privacy Policy
- e) Onus is placed on the member to ensure these details are correct and current.

### 15.7 Life Membership

- a) Life Membership may be granted to any member who has rendered distinguished service to the club over a considerable period of time (generally considered greater than or equal to ten years).
- b) For service to be considered as distinguished it must be both a sustained and conspicuous contribution. Additionally, the member should have served the Club in a position on the RTC Committee during part or all, of that time.
- c) Any member can put forward a nomination for life membership, this nomination must be in writing to the Committee, the Committee will deliberate and decide whether to proceed with the nomination for life membership.
  - i. In considering a nomination for Life membership, the Committee must have regard to the fact that Life membership is the highest award which can be bestowed upon a member and accordingly must only recommend that Life membership be granted where the criteria referred to above in section 15.7 a. and b. have been met and the Committee is of the opinion that the person nominated is a suitable recipient of the award, and that the award of Life membership to such nominee will be of benefit to the Club. Consideration for Life membership must be beyond any aspects of personality or past personal conflict.
- d) The Committee shall provide notice to the members at least 21 days prior to the Annual General Meeting of any nominations they put forward for Life Membership
- e) A majority vote by those present at the AGM is required to grant Life Membership

### 15.8 Member Behaviour

- a) The Rockingham Triathlon Club adopts the following governing body policies to guide member behaviour:
  - Triathlon Australia Member Protection Policy: This policy outlines the standards and expectations for member behaviour, including the prevention of harassment, abuse, and discrimination within the sport.
  - Triathlon Australia Competition Manipulation and Sport Wagering Policy: This policy addresses issues related to match-fixing, gambling, and other forms of competition manipulation, aiming to ensure fair and honest sporting practices.
  - Triathlon Australia Improper Use of Drugs and Medicine Policy: This policy sets guidelines and regulations regarding the use of drugs and medications in compliance with anti-doping rules and principles.
  - Triathlon Australia Anti-Doping Policy: This policy focuses specifically on anti-doping measures, including prohibited substances and methods, testing procedures, and consequences for violations.

These policies and procedures can be accessed through the Triathlon Western Australia (TWA) and Triathlon Australia (TA) websites, providing members with easy access to the governing guidelines and regulations.

- b) Any member behaviour that violates the Club, TWA, or TA Constitutions, by-laws, policies, or procedures may lead to disciplinary action. This emphasizes the importance of adhering to the established rules and standards to maintain a positive and respectful environment within the club and the broader triathlon community.
- c) Any member who acts detrimentally to the interests of the Club, TWA, or TA may also face disciplinary action.

This reinforces the commitment to protecting the best interests of the club and the sport as a whole and highlights the responsibility of each member to contribute positively and avoid actions that may harm the reputation or well-being of the club and its affiliated governing bodies.

## 15.9 Grievances, Judicial and Discipline

- a) The Rockingham Triathlon Club has adopted the following governing body policies and procedures to address grievances, judicial matters, and disciplinary issues within the club:
  - Triathlon Australia Complaints, Disputes, and Discipline Policy: This policy outlines the process for addressing and resolving complaints, disputes, and disciplinary matters within the sport of triathlon.
  - Triathlon Australia Personal Grievances Policy: This policy provides a framework for handling personal grievances, ensuring that individuals have a fair and accessible process to address any concerns they may have.
  - Triathlon Australia Conduct and Disciplinary Policy: This policy establishes the principles and procedures for investigating and addressing disciplinary matters related to member conduct, ethics, and integrity.
  - Triathlon Australia Review and Appeals Policy: This policy outlines the process for reviewing and appealing decisions made regarding grievances, disputes, and disciplinary actions.

These policies and procedures can be accessed through the Triathlon Western Australia (TWA) and Triathlon Australia (TA) websites, allowing members to familiarize themselves with the established processes for addressing grievances and disciplinary matters.

- b) The RTC Committee is responsible for electing individuals to key roles in the complaint resolution process, as outlined in the Triathlon Australia Conduct and Disciplinary Policy. The Complaints Manager, generally the Secretary of the club, is responsible for managing the complaints received by the club. The Complaints Decision Maker(s), preferably consisting of at least two individuals such as the President and Vice President, are responsible for making decisions regarding complaints.
  - i. To ensure impartiality and fairness, if any member of the appointed individuals has an active involvement in a matter being considered or is

perceived by the Committee to lack impartiality, an alternate person will replace that member in the process. This ensures that the decision-making process remains objective and unbiased.

## 16. 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.

## 17.0 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.