



## **PULSE TRIATHLON CLUB CONSTITUTION**

### **1 NAME & COLOURS**

- 1.1 The Club is called Pulse Triathlon Club (the “Club”)
- 1.2 The Club colours are red and black
- 1.3 The Club provide official training and race gear. Any member who wishes to use the Club logo should first seek the permission of the Committee.

### **2 OBJECTIVES**

The Club’s objectives are the support, development, improvement, administration and promotion of the sport of triathlon. The income and property of the club shall be applied solely to the following objectives:

- 2.1 Encourage and foster all level of triathlete within the Club.
- 2.2 Prescribe, maintain and uphold the rules and regulations as set by the governing body of Triathlon in Ireland, Triathlon Ireland Ltd (“TI”).
- 2.3 Affiliate with Triathlon Ireland Ltd. and any other organisations, as may be determine from time to time by the Club committee (the “Committee”).
- 2.4 Generally do all things whatsoever for the benefit of triathlon which may be deemed expedient or which may be directly or indirectly incidental or ancillary to the other objectives of the Club

### **3 MISSION STATEMENT**

- 3.1 Our mission is to promote all levels of triathlon participation in a competitive yet friendly, supportive and enjoyable environment. You do not have to be super fit or have a super bike to join in our training sessions. For our members, we aim to make the sport of triathlon as accessible and cost effective as possible.

### **4 REGISTRATION AND COMPLIANCE**

- 4.1 The Club will be registered with TI.
- 4.2 The Club shall:
  - 4.2.1 effect and maintain affiliation with TI; and
  - 4.2.2 endeavour to comply, insofar as is reasonable, with safety procedures which TI prescribe or recommend as good practice for all affiliated clubs.
- 4.3 The Club shall observe the Code of Conduct as shown in Appendix II of this Constitution and ensure compliance with same by Members of the Club.
- 4.4 Any changes to the Code of Conduct must be approved by the Committee by Special Majority (>75%).
- 4.5 Any changes to the Constitution must first be approved by the Committee by Special Majority (>75%) and also approved by the Club by General Majority (>50%) at the next Annual General Meeting or Extraordinary Meeting.

## **5 MEMBERSHIP**

- 5.1 The members of the Club are those who apply, are admitted and maintained in the membership database of the Club and who have paid the relevant Club subscription (the “Members”).
- 5.2 All applications for membership shall be made to the Membership Secretary, using whatever method is prescribed by the Membership Secretary, and shall be accompanied by the appropriate subscription fee
- 5.3 Applicants that are admitted shall be enrolled in one of the following membership categories:
- 5.3.1 A Full Member i.e. Standard, Student, or Junior member, who pays the appropriate full annual premium and is a full member or non-racing member of TI is eligible to attend all Club training and represent the Club at TI events and other competitions that are compatible with the Club’s objectives A full member over the age of 16years is eligible to vote within the club
- 5.3.2 An Associate Member, i.e. who pays the appropriate reduced annual premium, and is a member of an approved club as determined by the committee on a case to case basis. They are eligible to attend all Club training sessions and represent the Club at TI events and other competitions that are compatible with the Club’s objectives. An Associate Member must be a paid up full member or non-racing member of Triathlon Ireland. An Associate member does not receive a membership pack. An associate member is not eligible to vote within the club and is not eligible for Club Awards.
- 5.4 Membership fees for each category of membership shall be set annually by the Committee subject to approval by the Eligible Members at the Annual General Meeting. Membership fees shall be paid by annual subscription in January each year.
- 5.5 The Committee may remove a person from membership of the Club for good cause, which includes but is not limited to a serious breach of the Club’s Constitution, including the Code of Conduct, any actions inconsistent with the Clubs objectives or any actions which place the Club in disrepute, provided that the Club Disciplinary and Grievance Procedure has been followed.
- 5.6 All applicants must be 8 years or older. All applicants under the age of 18 must have a parent or guardian sign their application to the Club. Before any under 18 applicants can be accepted the Committee must be satisfied that the Club must first adopt the TI Code of ethics and ensure that the proper structures are in place.

## **6 SPONSORSHIP**

- 6.1 The Committee is responsible for organising sponsorship for the Club, its events and club members selected by a sponsorship sub-committee (the “Committee Sponsorship”). Apart from Committee Sponsorship, the Club welcomes and encourages other sponsorship of all its individual Members provided any such sponsorship, as proposed by a Member to the Sponsorship Officer, is approved by the Committee. The Committee reserves the right to decline any proposed sponsorship that conflicts with the Committee sponsorship and/or is not keeping with the objectives and values of the Club.

## **7 COMPLAINTS AND GRIEVANCES**

- 7.1 Members shall comply with the provisions of this Constitution including the Code of Conduct and any rules or regulations lawfully made under the authority of the Constitution, and with any direction lawfully given by the Committee.
- 7.2 All Member grievances or allegations of misconduct shall be dealt with under the Club Disciplinary and Grievance Procedure attached in Appendix III.

## **8 COMMITTEE and Executive Committee**

### **8 - A Committee**

- 8.A1 The affairs of the Club shall be administered by the Committee consisting of not more than 11 Members of the Club (the “Committee Officers”), which will have ultimate responsibility for the funds and property of the Club and the Club’s administration.
- 8.A2 The Committee shall be responsible for carrying out the aims and objects of the Club
- 8.A3 The Committee shall be made up of at least the roles defined in Appendix I.
- 8.A4 The Officers of the Committee shall meet monthly and at least every 6 weeks, such meeting to be convened by the Club Chairperson with not less than 14 days’ notice with an agreed agenda for the meeting and accurate minutes taken of the meeting, subsequently approved by the Committee Officers at the following meeting.
- 8.A5 Notification of the meeting shall be by text message, e mail or a posting on the Club’s website
- 8.A6 The minimum number of Committee Officers present for the Committee meeting to be validly held (quorum) shall be 50% of Officers present in person.
- 8.A7 A decision of the Committee shall be binding on all Committee Officers and the Club if it is supported by a General Majority (>50%) of Committee Officers present in person at the Committee meeting.
- 8.A8 The Committee shall be elected by the Members of the Club at the Annual General Meeting.

- 8.A9 The Officers of the Committee shall retire from office at the Annual General Meeting, and shall be eligible for re-election. No one individual can retain the same role on the Committee no longer than 4 years. After this period, they must step down from this role and can put themselves forward for a new role.
- 8.A10 No individual shall hold more than one office at a time
- 8.A11 An Officer of the Committee may resign from his or her office by giving 14 days' notice in writing to the Chairperson of the Committee.
- 8.A12 Each Committee Officer must, on relinquishing his or her office, promptly hand to the Chairperson or Club Secretary, all official documents and records belonging to the Club together with any other property of the Club which may be in his or her possession, and must complete any requirements to transfer authority relating to control of the Club's bank accounts or other financial affairs.
- 8.A13 If, during the period between Annual General Meetings, any vacancies occur in the Committee, the Committee shall have the choice of either filling the vacancies up to the next Annual General Meeting by co-optation or by calling an Extraordinary Meeting.
- 8.A14 Without derogating from its primary responsibility, the Committee may delegate functions and responsibilities to sub-committees which are made up exclusively of members of the Club. All sub-committees must report through their relevant officer to the Committee progress and outcomes of the sub-committee.
- 8.A15 The Committee shall have power to make rules and regulations in accordance with this Constitution and to settle any points not otherwise provided for in this Constitution.
- 8.A16 No Committee Officer shall be removed from office except by General Majority (>50%) of an Extraordinary Meeting.
- 8.A17 The Committee is obliged to follow the Club Disciplinary and Grievance Procedure set out in this Constitution when considering any disciplinary action.
- 8.A18 All Committee Officers shall be current members of TI.

## **B Executive Committee**

- 8.B.1 Advises and supports the committee on club direction and development strategy for the forthcoming year under all committee roles.
- 8.B.2 Eligibility for an Executive Committee member and duties include:
- Must have been a previous committee member for 5year
  - Must be voted in by members at the AGM every year
  - Can do another role on the committee
  - Does not need to attend every committee meeting
  - Has full committee voting rights

## **9 FINANCES**

- 9.1 All monies shall be lodged in a bank account in the name of the Club.
- 9.2 The Treasurer shall be responsible for the finances of the Club.
- 9.3 The financial year of the Club shall end on September 31<sup>st</sup> each year.
- 9.4 A statement of annual accounts shall be presented by the Treasurer at the Annual General Meeting.
- 9.5 The Committee Officers holding the offices of Chairperson, Club Secretary and Finance Representatives shall act as signatories on the Club bank account. All cheques drawn against Club funds which are under €500 in value must be approved by the Finance Representative, and all cheques over €500 in value must hold the signatures of two of these Officers.
- 9.6 A report of the year's activities together with the audited Balance Sheet and Income and Expenditure Account shall be prepared by the Committee for presentation at the Annual General Meeting.

## **10 ANNUAL GENERAL MEETING**

- 10.1 The Annual General Meeting shall be held in October of each year, to be convened by the Club Chairperson on not less than 21 days' notice.
- 10.2 The Annual General Meeting shall:
  - 10.2.1 receive an annual report from the Chairperson, Treasurer, Membership Secretary, and Training Officer for the previous year including the annual accounts of the Club for the previous year, the report and accounts having been approved by the Committee;
  - 10.2.2 elect Committee Officers; and
  - 10.2.3 consider any motions of which due notice has been given and any other relevant business.
- 10.3 All nominations to the Annual General Meeting for Committee Officers for the following year shall be received in writing by the Club Secretary at least 7 days prior to the Annual General Meeting. The standard nomination form (Appendix IV) shall be circulated by the Club Secretary 28 days prior to the AGM
- 10.4 Where a single written nomination is received for a role; the nominee shall be deemed elected subject to ratification at the AGM
- 10.5 Where more than one written nomination is received for a role, the decision shall be made through a vote at the AGM
- 10.6 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.
- 10.7 In order for the Annual General Meeting to be validly held (quorum) the minimum number of Eligible Members (as further defined by Clause 11.3 below) shall be 10% of the Members of the Club present in person at the Annual General Meeting, over the age of 16 years. Each fully signed up member over the age of 16 years present at the meeting shall have one vote. No proxy votes shall be accepted.

- 10.8 A decision of the Club at the Annual General Meeting shall be binding on all Members of the Club and Officers of the Committee if it is supported by a General Majority (>50%) of all Eligible Members present in person at the Annual General Meeting.
- 10.9 An Extraordinary Meeting may be called at any time on a written requisition stating the reason for which the meeting is to be called, and delivered to the Club Secretary not less than 14 days before the date of the Extraordinary Meeting.
- 10.10 If the Committee calls the Extraordinary Meeting a Special Majority (>75%) of the Committee must support the requisition.
- 10.11 If Eligible Members of the Club call the Extraordinary Meeting the requisition must be supported by at least 10 % of the Eligible Members of the Club over the age of 16 years at that time.

## **11 VOTING**

- 11.1 Voting shall be decided by a simple majority of votes cast.
- 11.2 Each Committee Officer shall have one vote.
- 11.3 Each Full Member over 16years old on the day of any Annual General Meeting or Extraordinary Meeting (“Eligible Member”) shall have one vote.
- 11.4 A resolution put to the vote shall be decided on a show of hands unless a poll is demanded, before or on the declaration of the result.
- 11.5 Any poll called for shall be carried out as the chairperson shall direct.
- 11.6 The chairperson shall have a casting vote in addition to a deliberative vote.
- 11.7 Except where alternative arrangements for payment have been agreed to by the Committee no Eligible Member shall be entitled to vote at any Annual General Meeting or Extraordinary Meeting unless all sums presently payable by that Eligible Member in respect of subscriptions, fees, and other amounts due to the Club have been paid.

## **12 ALTERATION OF THE RULES**

- 12.1 These rules may be amended, repealed, or replaced by a resolution passed by a majority of not less than 60 percent of the votes cast at a General Meeting. Notice of the proposed alteration shall be given to the committee at least 28 days prior to the date of the General Meeting at which it is intended to propose the alteration. Notice shall be given of the proposed resolution in accordance with rules for General Meetings.

## **13 INDEMNITY**

- 13.1 Every Committee Officer of the Club who does any act in pursuance or intended pursuance of any provision of these rules or any rules or regulations made thereunder in general meeting or of the committee shall be indemnified by the Club against all losses and expenses incurred by them in connection with the discharge of their duties, unless the act was done in bad faith or without reasonable care.

## **14 PAYMENTS TO MEMBERS**

- 14.1 No Member or person associated with the Club shall derive any income, benefit or advantage from the Club where they can materially influence the payment of the income, benefit or advantage,

Except where that income, benefit or advantage is derived from:

- 14.1.1 Professional services to the Club rendered in the course of business, charged at no greater rate than current market rates; or
- 14.1.2 Interest on money lent at no greater rate than the current market rates.

## **15 WINDING UP**

- 15.1 Pulse Triathlon Club may be liquidated by a resolution carried by a simple majority (half plus 1) of the votes cast at an Annual General Meeting held in accordance with these rules.
- 15.2 If upon the liquidation of the Club there remains surplus funds after the satisfaction of all its debts and liabilities whatsoever, the same shall not be paid to or distributed among the members of the Club but shall be given or transferred to some other charitable organisation or body having purposes similar to the objects of the Club or for some charitable purpose, within Ireland.

## **16 Club Trophies**

- 16.1 Winners of Club Perpetual Trophies must hold same for one year unless resigning and must undertake to return them when requested

## **17 Club Technologies**

- 17.1 The Club website shall be maintained by and the responsibility of the club communications officer. It is not to be used for personal profit or gain of club members. It is to remain open for use to members and non-members alike, in order to encourage growth of club membership and in keeping with the Club's open and welcoming ethos.
- 17.2 All Club social media shall be maintained by and the responsibility of the club communications officer. It is not to be used for personal profit or gain of club members. It is to remain open for use to members and non-members alike, in order to encourage growth of club membership and in keeping with the Club's open and welcoming ethos.
- 17.3 Vigilance is to prevail in maintaining the website in order to avoid any abuse.

## 18 INTERPRETATION

- 18.1 In the event of any dispute over the interpretation of these rules or any question arising in connection with the administration of the Club not provided for in these rules, that question shall be decided by the committee.
- 18.2 Any such decision shall be recorded in the minutes of the Committee and shall remain in force until it is amended or revoked by the Committee or by a resolution passed at an Annual General Meeting.

## DECLARATION

Pulse Triathlon Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of Members.

Name \_\_\_\_\_ Chairperson

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Club Secretary

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## APPENDIX I

### Chairperson

The Chairperson shall:

- Be a member who has previously held a full Pulse Committee position
- Chair all Committee Meetings (12 per year), the Annual General Meeting and Extraordinary Meetings.
- If the Chairperson is absent or declines to take the chair, the Secretary shall preside;
- notify Club Members promptly of any appointment, resignation or removal of Officers of the Committee;
- advise all Club Members of any changes to this Constitution;
- report on the activities of the Club at the Annual General Meeting;
- inform TI if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts;
- Ensures the club constitution is administered
- Seek insurance / legal advice that may arise
- Report full details of any insurance cover purchased from or through TI and other relevant insurance providers to the Club at the Annual General Meeting.
- Liaise with all committee members to ensure their roles and responsibilities are been adhered to
- This is a 2-year role

### Club Secretary

The Club Secretary shall:

- Communicates with the club Chairperson at least once per week
- give notice of all Committee Meetings, the Annual General Meeting and Extraordinary Meetings,
- draft an appropriate agenda;
- record the proceedings of all such meetings and document them as minutes;
- follow up on actions assigned to committee members
- file all club correspondence accordingly
- Manage incoming mails sent to the club account [info@pulsetri.com](mailto:info@pulsetri.com)
- This is a 2-year role

### Finance

The Treasurer shall:

- Set up a sub-committee to help with duties of the role
- keep proper records of the Club's financial transactions in accordance with current accepted accounting rules and practices;
- ensure that bills are paid and cash is banked in accordance with these procedures;
- Provide a monthly update on club finances to the committee
- prepare an annual budget for the Club and regularly inform the Committee of progress against that budget;
- make all records, procedures and accounts available on request to the Committee;
- draw up annual accounts to 30<sup>th</sup> September each year, these accounts to be approved by the Committee by Special Majority (>75%) and signed by the Chairperson
- present annual accounts to the Club at the Annual General Meeting;
- This is a 1-year role

### **Membership Secretary**

The Member Secretary shall

- Set up a sub-committee to help with duties of role
- Maintain a register of all Club Members and manage the club membership fees;
- in conjunction with the Club secretary and communications rep respond to enquiries from emails regarding Membership within 1 day or sooner;
- report to the Committee at each meeting regarding membership numbers and statistics of the club;
- ensure members receive club “membership pack”
- appoint male and female newbie reps
- This is a 1-year role

### **Event Organiser**

The Events Organiser shall

- Set up a sub-committee to help with duties of the role in conjunction with the committee, propose and agree a strategy for the forthcoming year
- Organise social events in a calendar year
- Organise Educational Workshops on triathlon related topics for members
- Notify club committee of upcoming events at meetings
- Organise training events with the training coordinator
- Organise new members open day with the membership secretary
- This is a 1-year role

### **Sponsorship**

The Sponsorship Officer shall

- Set up a sub committee to help with duties of role in conjunction with the committee, propose and agree a sponsorship strategy for the forthcoming year
- Acquire financial/product/services support for **club** and club races
- Manage and acquire financial/product/services support for the club sponsored athletes
- This is a 1-year role

### **Gear and Merchandise Officer**

The Gear and Merchandise Officer shall

- Set up a subcommittee to help with the duties of the role in conjunction with the committee
- Be responsible for the purchasing and distribution of all club merchandise, equipment and gear including membership pack contents, race and training gear
- Responsible for managing the [gear@pulsetri.com](mailto:gear@pulsetri.com) email account
- This is a 1-year role

### **Junior Development**

The Junior Development Officer shall

- Set up a sub-committee to help with duties of role
- In conjunction with the committee, propose and agree a Junior development strategy for the forthcoming year
- Appoint a “Junior Members Officer”

The Junior Members Officer shall

- Be responsible for all junior members
- Adhere to the TI rulebook and the Sports Council of Ireland code of conduct in this regard
- This is a 1-year role

## **Training**

The Training officer shall

- in conjunction with the committee, propose and agree a training strategy for the forthcoming year
- Appoint sub-representatives to help with the role: Swim/Bike/Run/Coaching reps for each discipline
- Manage club training schedule and its communication, review and changes
- Organise and manage club Time Trial leagues
- Organise training events/ training weekends / training week away in conjunction with the event's organiser
- This is a 1-year role

## **Race Co-ordinator**

The Race Co-ordinator shall

- Organise setting up of Race Committee for the club triathlon, aquathlon, and any other club races
- Director for one of these races
- Liaise with the Directors of races

## **Communication**

The Communication Officer shall

- Set up a sub-committee to help with duties of role
- In conjunction with the committee, propose and agree a communications strategy for the forthcoming year
- Provide back-up for the management of incoming emails sent to the club account [info@pulsetri.com](mailto:info@pulsetri.com)
- Manage incoming mails to [communications@pulsetri.com](mailto:communications@pulsetri.com) and [admin@pulsetri.com](mailto:admin@pulsetri.com)
- Manage the weekly Newsletter
- Administer the Pulse Website content and security
- Administer the Pulse social media site content and security
  - Twitter
  - Instagram
  - Snapchat
  - Pulse Facebook Page (public page)
  - Pulse Facebook Group
- Coordinate the technical management of the Website
- Coordinate the technical management of the Club e-mail accounts and associated Google drive storage
- Coordinate the technical management of the Club Dropbox account
- Manage the passwords for the Club online accounts
- Manage the Club Flickr account
- Ensure payment of the Flickr hosting charge
- Ensure payment of the Website hosting charges

## APPENDIX II

### Pulse Triathlon Club Code of Conduct

#### General

All Members shall:

- Abide by the Club Constitution and this code of conduct and rules laid down by the sports' governing body, Triathlon Ireland (TI)
- 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 any medical conditions, injuries or incidents whether at training or during events to the
- Club marshal allocated to that session or event;
- Report any grievances or complaints to the appropriate member of the Committee; and
- Be full or non-racing members of TI, to ensure they receive the personal insurance cover which TI membership confers. The Club does not provide any insurance cover to Members and will not accept any applicant who is not a TI member.
- Respect the rules of Pulse Triathlon Club affiliated clubs.

#### Swim

All Members shall:

- Observe and respect the pace and workout routines of other swimmers in their lane, avoiding actions that are likely to interfere with those routines, and maintaining good lane discipline;
- Be aware of other pool users who may be in distress, or whose actions may cause risk to the Member, and attract the attention of a Club coach or pool life guard in such circumstances;
- Ensure adequate hydration during swim sessions by bringing a drinks bottle to the poolside;
- Be aware that surfaces in the facilities are likely to be wet and slippery and therefore take care; and
- Only dive in those areas that are designated safe to dive in.

On open water swims, members shall:

- Wear a wetsuit and brightly coloured swim cap;
- Use a buddy system and swim in pairs based upon speed and ability;
- Swim parallel to the bank/shore unless adequate safety cover exists for areas beyond that;
- Roll on to their back and raise their arm to attract the attention of the safety cover if experiencing any difficulty;
- Provide the session leader with their emergency contact details and information on any medical issues
- Not enter water space used by other water sports users unless prior communication for the sole use of a designated space over an allocated time period has been arranged; and
- Shower after swimming, washing open wounds and ears, etc to reduce the risk of infection.

**All open water swim sessions are taken at the participants own risk**

## **Bike**

All Members shall:

- Wear a correctly fitted and fastened cycling helmet;
- Ensure that their bike is in good roadworthy condition;
- Carry some cash, mobile phone, spare inner tubes and a mini-pump on all Club rides;
- Ensure adequate hydration and nourishment on long rides by carrying drinks bottles and energy bars/ gels
- Dress appropriately for the weather conditions;
- Wear reflective clothing and carry bike lights during evening and night sessions;
- Respect the rules of the public highways;
- Slow down, give way or stop in the interests of courtesy, safety or obligation;
- Avoid confrontation with other road users and pedestrians;
- Act responsibly to promote the good image of cyclists.

On group rides, members shall:

- Keep to the left wherever possible;
- Ride two abreast where the conditions allow, and go single file on busy roads;
- Maintain an orderly riding pattern at all times;
- Learn and use the club calls to warn other riders in the group of pot-holes, glass, parked cars and other hazards which may require the following riders to alter course;
- Not use tri-bars within the pack;
- Where possible, appoint a group leader and sweeper from the Club coaches or more experienced riders to ensure the group stays together and slower riders are not dropped;
- Take the phone number of the group leader or sweeper so that the member can alert them in case they get dropped, run into difficulties, or do not wish to continue on the ride;
- Pay attention to the route taken on group rides, so that they can retrace their steps should they drop out of the ride for any reason.

## **Run**

All Members shall:

- Wear reflective clothing during evening and night sessions;
- Carry extra warm/dry clothing to put on following a session, when appropriate;

## Appendix III

### Club Disciplinary and Grievance Procedure

#### Grievance Procedure

The Club accepts that it is in our mutual interest to establish a clear procedure for the resolution of all issues arising between Members and the Club. Full recognition is given to the significance of personal grievances and we are determined that all grievances and disputes will be dealt with without undue delay and at the earliest possible stage of this procedure.

We operate an open-door policy and Members are encouraged to make full use of this facility by contacting the Committee.

#### **PROCEDURE**

Any complaint or grievance must be submitted in writing to the 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 Committee and 1 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 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 committee members and 1 different full member) to assess.

The Appeals committee decision is final. They recommend if disciplinary action is warranted to the committee.

The decision of disciplinary action is decided by the full committee.

## **Disciplinary Procedure**

Members will be liable to disciplinary action for misconduct.

Relatively minor breaches of discipline will normally be dealt with by warnings. However, if they are repeated they will lead on to further stages of the procedure.

More serious types of misconduct may leave a member open to suspension or to withdrawal of their membership, depending on the gravity of the offences and on any mitigating circumstances.

### **PROCEDURE**

Where a Member's conduct warrants disciplinary action, the following procedures will apply,

#### 1. Formal Verbal Warning

In the event of a breach of conduct by a member, the member will be given a formal verbal warning by a committee member. This warning will be recorded at the next committee meeting.

#### 2. 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 committee meeting and will be held on club file.

#### 3. 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 all the allegations against him or her and to present his/her case to the Committee. All cases of expulsion will be decided upon by the Committee

#### 4. Misconduct

In cases of misconduct warranting summary dismissal, the following procedures apply:

In cases of misconduct including but not limited to:

- breaches of trust
- fighting
- theft
- refusal to accept instructions
- wilful damage to property
- bringing the club into disrepute

the committee considers that summary dismissal is warranted it may suspend a member in order to facilitate investigation of the particular case. Following investigation of any matter under this clause, the committee may decide either to impose another form of discipline, such as suspension from the club and/or final written warning without recourse to the procedure in 1 to 4 above.

#### 5. Natural justice

At all stages of the procedure, the member will be given the opportunity to hear the allegations against him/her and to make his or her own case.

#### 6. Review

This procedure will be reviewed periodically.

Appendix IV



**Committee Nomination Paper**

- Nomination paper for:
- Chairperson
  - Secretary
  - Membership
  - Finance
  - Training
  - Gear/Merchandise
  - Events
  - Sponsorship
  - Juniors
  - Communications
  - Race

I would like to be nominated for the position of \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_