

Longford Triathlon Club

Club Constitution

9th April 2025



Longford Triathlon Club Constitution

1. Name

- a) The name of the Club shall be Longford Triathlon Club (may be abbreviated to LTC)
- b) The Club's colours shall be Blue, Yellow and Orange.

2. Objectives

The objectives of the Club shall be to: -

- i. encourages the practice & development of triathlon in Longford & surrounding areas
- ii. provide coaching for club members and to organise and promote competitions.
- iii. organise teams to represent the club in triathlon and multisport events, national championships, international championships and in such other competitions as the committee shall decide.

3. The club shall cater for:

- i. Triathlon
- ii. Multisports involving the individual sports of running, cycling and swimming
(Duathlons, aquathons and other variations)
- iii. The individual sports of running, cycling and swimming.

4. Membership

Membership of **Longford Triathlon Club** shall be open to any member of the public subject to the following conditions:

- a) The individual acknowledges that the activities of the club carry a risk of personal injury or even death and agrees to exempt the club of any liability in the event of such instances occurring.
- b) Membership shall be open to all persons either amateur or professional. The amateur status of non-professional club members shall be protected.
- c) It is mandatory for members of **Longford Triathlon Club** to be either full or associate members of Triathlon Ireland, the national governing body for the sport of triathlon in Ireland. Failure to maintain a membership of Triathlon Ireland (in accordance with the membership policies of Triathlon Ireland), or the withdrawal of membership of Triathlon Ireland from a member of **Longford Triathlon Club** automatically results in an immediate loss of membership of **Longford Triathlon Club**.
- d) Participants in training sessions, club competitions and other club activities must be current members of **Longford Triathlon Club**. The Club Secretary may permit the involvement of guest participants at his / her discretion; such guest participants must, however, be members of Triathlon Ireland or other national governing body.
- e) Each applicant for membership must complete the official application form. An application for membership is valid for the calendar year in which it is signed, and to continue membership, members are required to renew their membership for each new calendar year. Persons who have not renewed their membership cannot participate in club events or training.

- f) Approved persons remain members of the club until the earlier of
 - I. such time as they tender a resignation as per Article 10 of this constitution or
 - II. they fail to renew their membership as per Article 4.c. of this constitution or
 - III. they fail to pay any subscription validly approved under this constitution in accordance with Article 9.b. of this constitution.
- g) The Committee of **Longford Triathlon Club** are empowered to withdraw membership from any member of **Longford Triathlon Club**, where it has been found that a member has committed a serious breach of the club's Code of Conduct as set out in this document in Appendix II.
- h) **Longford Triathlon Club** members must fulfil Event Officiating / Marshalling duties as per Section 18. Failure to fulfil these duties, without an approved application to the committee to be excused, may result in refusal of membership in the following year at the discretion of the Chairperson and/or committee.
- i) Junior Membership of **Longford Triathlon Club** (which may also be referred to as **Longford Junior Tri Club**) is restricted to the children, grandchildren or siblings of **Longford Triathlon Club** adult members, unless otherwise agreed with the Junior Chairperson and members of the **Longford Junior Tri Club** subcommittee.

5. Equality and Children's Rights

- a) **Longford Triathlon Club** is committed to creating and maintaining the safest possible environment for children, young people and vulnerable adults to participate in the sport of Triathlon.
- b) **Longford Triathlon Club** recognise Triathlon Ireland plays a governance role in relation to safeguarding the well-being of their members.
- c) **Longford Triathlon Club**, therefore, endorses Triathlon Ireland's Child and Vulnerable person's statement as outlined below and adopts in their entirety their policy documents: Safe Guarding Code for Young People & Safe Guarding Steps for Running a Junior Race or Event.

Triathlon Ireland - Policy Statement

Triathlon Ireland is fully committed to safeguarding the well-being of their members. Every individual in Triathlon Ireland should at all times, show respect and understanding for members rights, safety and welfare and conduct themselves in a way that reflects the principles of the organisation and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport. In working with young people in triathlon our first priority is the welfare of the young people and we are committed to providing an environment that will allow participants to perform to the best of their ability, free from bullying and intimidation.

Triathlon Ireland - Safety Statement

Triathlon Ireland recognises and accepts its responsibility as a National Governing Body to maintain, so far as is reasonably practicable, the safety and health of its employees and volunteers, and of other persons who may be affected by its' activities.

Triathlon Ireland - Equality Statement

Triathlon Ireland recognises that discrimination and victimization is unacceptable and that it is in the interest of the Organisation and its employees to utilize the skills of the total workforce. It is the aim of the Organisation to ensure that no employee, job applicant or volunteer receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex or sexual orientation.

6. Management

- a. The management of the Club shall be vested in a committee, comprising of the Trustees (3 to 5 members, selected by the club committee and appointed by the Chairperson) and members elected to the positions of Chairperson, Secretary, Treasurer and Child and Vulnerable Adult Protection Officer, together with additional members validly elected to the committee, with or without specific functions. These positions are defined below:

a. Chairperson

The Chairperson is responsible for chairing committee and general meetings and ensuring that the committee operates in the best interest of the club & its members. Their role is to co-ordinate committee activity to achieve this. The Chairperson acts as a spokesperson for and represents & promotes the club. The Chairperson is not responsible for completing day to day administration duties of the club.

b. Secretary

The role of the Secretary involves maintaining the database of members, providing information bulletins to members, and circulating meeting minutes from AGMs and committee meetings as required

c. Treasurer

The Treasurer is responsible for accurately recording all financial transactions made by the club and presenting this record in a recognised format to members of the club at the AGM. The role will involve collecting and recording payments from members and sponsors and for issuing and recording payment to suppliers and others as agreed by the committee. The Treasurer is automatically a cosignatory on any bank or credit card account held in the name of the club.

d. Child and Vulnerable Adult Protection Officer

The Child and Vulnerable Adult Protection Officer shall be responsible for ensuring that all aspects of the Triathlon Ireland Code of Ethics for Children as outlined in their policy documents **Safe Guarding Code for Young People Appendix IV & Safe Guarding Steps for Running a Junior Race or Event Appendix V** are implemented fully in the club, and to act as point of liaison between the club and Triathlon Ireland and other Voluntary or Statutory Agencies where appropriate or required by Statute.

e. Trustees

1. *The Trustees shall be not less than three and not more than five in number. The Trustees are selected by the club committee and appointed by the chairperson.*
2. *The Trustees shall be known as “The Trustees of the **Longford Triathlon Club**”.*
3. *A Trustee must be a **Longford Triathlon Club** member, over 18 years of age and have at least two years membership prior to appointment.*
4. *The Trustees of the club shall be retained on adoption of any revised constitution.*
5. *All property/assets of the club shall vest in the Trustees of the club to be dealt with by them, held, sold, mortgaged, leased, etc., as the club shall from time to time direct and so record in meeting minutes. No personal liability shall be attached to the Trustees or to any Trustee acting in the ordinary and proper force of the club’s business.*
6. *The Trustees shall be indemnified against risk and expense by the club, provided they act in a prudent and sensible manner consistent with the interests and objects of the club.*
7. *The Trustees shall act with majority agreement.*
8. *The Trustees may meet as and when necessary but, in any event, shall meet once per year, with the club Treasurer to review the club accounts and assets.*
9. *The club will not make payment exceeding €3,000 to any single supplier in a calendar year without the recorded consent of the Trustees of the club. The club shall not incur any single expenditure exceeding €10,000 without the recorded consent of the Trustees of the club. The club will not make any single payment exceeding €3,000 without sourcing three quotes from 3 different suppliers where feasible (as agreed with Trustees). The club and/or the trustees are authorised and empowered to borrow from time to time such sums of money to an extent not exceeding such amount, and upon such terms and conditions as may be authorised from time to time by a resolution of the Committee of the club.*
10. *A Trustee shall cease to be a Trustee if:*
 - a. *He/she resigns from the trusteeship.*
 - b. *Fails to renew their membership of **Longford Triathlon Club***
 - c. *Removed by a vote of two-thirds of the members present at a Club Annual or Extraordinary General Meeting - due notice having been served to the members.*

A functioning committee may be formed once each of the above positions are filled by members validly elected to the position in accordance with this constitution or appointed as above, in the case of Trustees. In addition to the above positions, additional members may be elected to serve on committee. It is recommended that additional members be elected for the following roles.

f. Public Relations Officer / Webmaster

The Public Relations Officer (PRO) is responsible for external communications including the club website, promotional posters, issuing local community notices, issuing press releases and race reports to local media, etc. The PRO will also be the official point of contact for the club (with other clubs, Triathlon Ireland, etc.).

g. Training Co-ordinator

The Training Co-ordinator will be responsible for organising group training, including ability groups, pacing, routing and scheduling.

i. **Social Officer.**

The Social Officer will be responsible for organising official club social events including post-race celebrations, the Christmas party and other events through the year.

j. **Club Gear Coordinator**

Club Gear Coordinator is responsible for liaising with the committee, club members and suppliers. They are responsible for coordinating the design and ordering of club gear and any applicable agreements.

k. **Sponsorship Officer**

The Sponsorship officer is responsible for securing and managing club sponsorship, ensuring that any agreements with Club Sponsors are made in the best interests of Longford Triathlon Club and that any terms/conditions are adhered to.

l. **Vice Chairperson**

Assists the Chairperson in their role.

m. **Junior Chairperson** (or Longford Junior Tri Club Chairperson)

The Junior Chairpersons role & responsibilities are:

- i. *To work closely & liaise with the Club Child and Vulnerable Adult Protection Officer to ensure compliance with Triathlon Ireland policies.*
- ii. *Chairing junior committee meetings*
- iii. *Acting as a liaison between the Club Committee and the Junior Committee*
- iv. *Ensuring that the junior committee operates in the best interest of the Longford Junior Tri club and its junior members. Their role is to coordinate junior committee activity to achieve this.*

n. **Club Branding Officer**

This person would be responsible for evaluating proposals to use club logos, trademarks, colour schemes, wording etc, on printed, digital and clothing.

Club members that wish to use club logos, trademarks, colour schemes, or Longford triathlon branded gear, would need to receive permission from the Club Branding Officer. This is essential to make sure we are compliant with sponsorship deals.

- b. At least one of the committee should represent the interests of female triathletes.
- c. At least one of the committee should represent the interests of new triathletes.
- d. All of the forgoing shall be elected (with the exception of Trustees). All positions are filled by election (with the exception of Trustees) at the Annual General Meeting, with each member of **Longford Triathlon Club** present having one vote per position.
- e. Any club member can declare their interest in a position, whereupon they must be proposed and seconded by two members of **Longford Triathlon Club**
- f. Where more than one person is nominated for a position, the person deemed elected is the person who receives the most votes. Where there is only one nomination for election, that person is deemed elected if there is a simple majority of votes in favour of their election over votes against their election.

- g. The elected committee shall remain in office until the Annual General meeting of the following year.
- h. The Committee shall have the power to fill vacancies if and when they arise.
- i. The Committee shall have the power to co-opt members from time-to-time and for specific projects but co-opted members shall not have a Committee vote. Co-opted members may attend Committee Meetings upon invitation by the Committee Chairperson or Secretary.
- j. The Committee shall have the power to form sub-committees. The management committee have the power to elect the Chairman of any sub-committee, define the duties of such sub-committees & retain control in all matters & activities which it considers of general importance to the welfare of the club including the disposal of such funds in the hands of such sub committees.
- k. The Committee shall meet at regular intervals as decided by the Chairperson but not less frequently than once in every 3 months in a venue to be decided.
- l. Copies of the minutes of committee meetings should be available to members on request from the Secretary.

7. Annual General Meeting

- a) The Annual General Meeting shall be held no later than the [1 October] for the purpose of: -
 - i. receiving the annual report of the committee for the preceding season
 - ii. receiving the statement of accounts for the preceding season
 - iii. electing the officers and committee for the ensuing year
- b) Nomination for election of new committee members or club officers may be submitted to the secretary or chair in advance of the AGM. Nominations may also be taken from the floor at the AGM.
- c) Considering any amendments to the Constitution and Rules of the Club of which due notice has been given to all members. Any proposed change to the Constitution Rules by a member must be received by the chair or secretary at least 14 days prior to the date of the Annual General Meeting in order that members shall have sufficient notice of the proposal. At the discretion of the Chairperson, amendments not submitted at least 14 days prior to the AGM may be proposed by any member present at the AGM and voted upon.
- d) Any proposed motions must be received by the chair or secretary at least 14 days prior to the date of the Annual General Meeting in order that members shall have sufficient notice of the motion.
- e) At least 28 days' notice (in accordance with Article 14 of this constitution) shall be given to members of the date, proposed venue and draft agenda items for the Annual General Meeting. Notice of the final agenda, incorporating any proposed or amended agenda item, proposed motions, financial statements and a confirmed venue for the AGM shall be given to members at least 48 hours prior to the proposed AGM, and will be available in printed form at the proposed AGM. The accidental omission to give notice of an AGM to or the non-receipt of notice by any member shall not invalidate the proceedings at that meeting.
- f) Each fully signed up member present at the meeting shall have one vote. No proxy votes will be accepted.
- g) All motions proposed and voted on, and the election of committee members (with the exception of Trustees) is by simple majority. Voting will ordinarily be by a show of hands (two ordinary members will be charged with counting hands) except in the case where a member or group of members request a secret ballot.

8. Affiliations and Sponsorships

- a) The club shall be affiliated to Triathlon Ireland and to such other sporting bodies as the Committee consider appropriate in order to carry out the objects of the Club.
- b) The committee, at their absolute discretion, may approve commercial sponsorship arrangements including the placement of commercial logos on club equipment, clothing, racing kit, the club website, and any other Club collateral in return for financial or other support given by sponsors to the Club.
- c) Once sponsorship/affiliation terms and conditions agreed with sponsor(s). Any such decision shall be recorded in the minutes of the next committee meeting noting agreed terms such as monetary amount, duration, extent of sponsorship along, club obligation(s) and agreed break clause(s).
- d) Any agreements made in respect of same and signed by the Chairperson and Treasurer acting as agents for the Committee shall be binding on the club.

9. Subscriptions

Subscription to **Longford Triathlon Club** is by means of:

- i. An annual membership fee structure (Jan – Dec), the amount of which to be proposed annually by the outgoing Treasurer and carried by majority vote at the AGM.
- ii. On the 31st December of each year all membership will cease and members will be required to renew their membership in order to continue to participate in club activities.

10. Resignations

Any member wishing to resign, must do so in writing, addressed to the Chair or Secretary. The resignation will be considered by the Committee within one calendar month of receipt and will be held as effective on the date of tendering. Resignations will not be accepted if the member is financially indebted to the Club, and acceptance will be withheld until the debt has been discharged.

11. Extraordinary General Meetings

An Extraordinary General Meeting shall be called by the Chair or Secretary within one month of the receipt of a requisition signed by at least [9] members stating the purpose of the meeting. At least [14] days' notice shall be given to all fully signed-up members of the date, venue and purpose of an Extraordinary General Meeting. No other business shall be conducted at such a meeting.

12. Constitution Amendments

No Constitution Rule may be altered, added to, or deleted except at an Annual General Meeting or an Extraordinary General Meeting called for that purpose and then only by a majority of those present and voting.

13. Financial Year

The Club's financial year ends each [August 31st].

14. Quorum

- a) For Committee meetings the Quorum shall be not less than four members.
- b) For an Annual General Meeting or Extraordinary General Meeting, the Quorum shall be not less than ten members.

15. Notices

A notice required to be given under this Constitution shall be sufficiently given if

- a) Published on the website of **Longford Triathlon Club** (www.longfordtri.ie) or
- b) Announced in at least one local newspaper

16. Conduct

- a) 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.
- b) Complaints:
 - i. Complaints will be investigated by **Longford Triathlon Club** in relation to official club matters, official club events and official club communication.
 - ii. The committee will investigate where there is an alleged breach of Longford Triathlon Club Code of Conduct (Refer to Appendix II).
 - iii. If the complaint relates to a minor, it will be dealt with under the disciplinary procedure as outlined in Triathlon Ireland's policy ***Safe Guarding Code for Young People Appendix IV***
- c) Complaints procedure:
 - i. If a member of the club wishes to make a complaint, it must be in writing (as per Grievance form) (*Note 1*) and it must be signed by the complainant.
The complaint will then be acknowledged within seven days in writing by an officer of **Longford Triathlon Club**.
 - ii. If the complaint relates to another club member, that club member must be identified on Appendix I. The Committee will notify the person, against whom the complaint has been lodged, of the complaint and provide a copy of the complaint, within fourteen days of receipt of the complaint.
 - iii. All correspondence related to specific investigation must be sent through the complaints@longfordtri.ie email address. In the interest of confidentiality and objectivity only investigative committee will have access to the correspondence. Each complaint will have a reference number to be put in subject line of all email correspondence.
 - iv. The Club Chairperson and Secretary will appoint 3 investigation members (3 Eligible full members) to assess whether the matter is related directly to the Club or otherwise.
 - v. If the complainant or the person against whom the complaint has been lodged are committee members, then they cannot take part in the investigation process.
 - vi. 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.
 - vii. 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.
 - viii. 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 to the committee within 14 days of receipt of the decision.
 - ix. All appeals shall be heard by a referee or tribunal (3 Eligible full members), who shall be agreed between the parties concerned. In the event of the parties concerned not being able to agree on a

referee or tribunal, within 10 days of the lodging of an appeal, such referee or tribunal shall be appointed by the LTC Chairman or LTC Treasurer or by the LTC Secretary in that order.

x. On appeal all involved parties will be given an oral hearing and an opportunity to put forward evidence in their defence (this includes witnesses if appropriate). Involved parties may be accompanied by a friend or representative who need not be a member of the club. xi. The Appeals committee decision is final. They recommend if disciplinary action is warranted to the committee.

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

17. Breaches of Code of Conduct

- a** Members will be liable to disciplinary action for misconduct.
- b** 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.
- c** 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.
- d** Procedure
 - i. Where a member's conduct warrants disciplinary action, the following procedures will apply:
 - ii. A committee meeting will be convened within 14 days of alleged breaches to determine if the breaches are minor or serious and if further disciplinary action is warranted.
 - iii. If it is agreed by majority present (refer to 14. Page 7) that disciplinary action is warranted then the committee must complete the Breach of LTC Code of Conduct form Appendix vi clearly detailing the alleged breaches.
 - iv. That club member must be identified on Appendix ii(b). The Committee will notify the person, against whom the action is being instigated and provide them with a copy of the completed Breach of LTC Code of Conduct form Appendix ii (b) within 7 days of committee meeting.
 - v. All correspondence related to specific investigation must be sent through the complaints@longfordtri.ie email address. In the interest of confidentiality and objectivity only investigative committee will have access to the correspondence. Each complaint will have a reference number to be put in subject line of all email correspondence.
 - vi. The Club Chairperson and Secretary will appoint 3 investigation members (3 Eligible full members) to assess whether the matter is related directly to the Club or otherwise.
 - vii. If the complainant or the person against whom the complaint has been lodged are committee members, then they cannot take part in the investigation process.
 - viii. 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.
 - ix. 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.
 - x. 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 to the committee within 14 days of receipt of the decision.
 - xi. All appeals shall be heard by a referee or tribunal (3 Eligible full members), who shall be agreed between the parties concerned. In the event of the parties concerned not being able to agree on a referee or tribunal, within 10 days of the lodging of an appeal, such referee or tribunal shall be appointed by the LTC Chairman or LTC Treasurer or by the LTC Secretary in that order.
 - xii. On appeal all involved parties will be given an oral hearing and an opportunity to put forward evidence in their defence (this includes witnesses if appropriate). Involved parties may be accompanied by a friend or representative who need not be a member of the club.
 - xiii. The Appeals committee decision is final. They recommend if disciplinary action is warranted to the committee.

e Disciplinary action(s):

i Disciplinary procedure for minor breached of the LTC Code of Conduct.

- a. Formal Verbal Warning: In the event of a breach of conduct by a member, the member will be given a formal verbal warning by **Longford Triathlon Club** Chairperson or designee. This warning will be recorded at the next committee meeting.
- b. 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.
- c. 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 of 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.

ii Disciplinary procedure for serious breaches of the LTC Code of Conduct.

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

iii Expelled/suspended members.

- a. Expelled members/ members that have had their membership revoked will not be allowed to enter or take part in any LTC activities, training sessions or races.
- b. Suspended members or will not be allowed to enter or take in any LTC activities, training sessions or races for the duration of the suspension.

iv The decision of disciplinary action is decided by the full committee. The committee will notify the members whose misconduct warranted disciplinary action in writing of the outcome(s).

- a. Nothing in this Constitution shall preclude the Committee from referring a matter of conduct to the Disciplinary Tribunal of Triathlon Ireland if it considers it appropriate to do so.
- b. Nothing in this Constitution shall preclude a complainant or the person against whom the complaint is lodged, from appealing a decision of **Longford Triathlon Club** Committee to Triathlon Ireland.

18. Event Officiating / Marshalling

- a) All members of the Club are required to make themselves available, on request, to officiate in at least two of the Club's organised internal events annually.
- b) Members wishing to race in Club events or who, for other reasons, are unable to make themselves available for marshalling duties as defined above, are required to provide a suitable proxy to cover their absence from the activity in which they would otherwise have been expected to assist.
- c) The dates and nature of all forthcoming Club events are notified to each member as soon as possible and each member who knows, in advance, of other commitments which might preclude them from participating as an official in any such event should inform the Marshall Co-ordinator at the earliest opportunity. Members who might be living or working out of the area for the time being, or have other reasonable, long-term excuse for not meeting these requirements may apply to the committee to be temporarily excused from these obligations.

19. Club Finances

- a) The Chairman, Secretary or Treasurer may take decisions on matters under their jurisdiction requiring an immediate answer that involves the club in expenditure up to €500. Any such decisions must be reported to the committee at the next meeting. The 3 officers may jointly involve the club in expenditure up to €2000. Any such decisions must be reported to the committee at the next meeting and reported to the Trustees at the next Trustee meeting. Any expenditure above €2000 must be approved by the committee.
- b) The club will not make payment exceeding €3,000 to any single supplier in a calendar year without the recorded consent of the Trustees of the club. The club shall not incur any single expenditure exceeding €10,000 without the recorded consent of the Trustees of the club. The club will not make any single payment exceeding €3,000 without sourcing three quotes from 3 different suppliers where feasible (as agreed with Trustees). The club and/or the trustees are authorised and empowered to borrow from time to time such sums of money to an extent not exceeding such amount, and upon such terms and conditions as may be authorised from time to time by a resolution of the Committee of the club.
- c) All expenses to be receipted at all times.
- d) In years, where the club runs its annual triathlon event in partnership with community outsource partner(s) then the club committee shall endeavour to spend at least 75% of the previous year's club revenue on training and club wear subsidies to benefit all members of the club.
- e) In years, where the club runs its annual triathlon event in partnership with commercial outsource partner(s) then the club committee shall endeavour to spend at least 90% of the previous year's club revenue on training and club gear subsidies to benefit all members of the club.
- f) All monies received shall be paid to the credit of **Longford Triathlon Club** and lodged in the club bank account.
- g) All accounts shall be paid by cheque or EFT (Electronic Fund Transfer) signed or approved by any two (out of a possible three) of the persons authorised to do so by the committee.
- h) The Annual Accounts shall be audited by an auditor, appointed at the Annual General Meeting, and who shall not hold any other office in **Longford Triathlon Club**, if so required by a member majority or by the Trustees.
- i) The Trustees may meet as and when necessary but, in any event, shall meet once per year, with the club Treasurer to review the club accounts & assets.
- j) 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.
- k) Any long-term mortgages, leases, or capital expenditure above €10,000 must be approved by the Trustees.

20. Club Race Organisation & Involvement of Local Community

No individual member, committee, organisation or facility is solely responsible for the success of this event. However, they all play a role in its success. Therefore, the creation of strong partnerships, open communication and collaborative/complementary programs are essential to its success. The following framework is designed to capture best practice with regard club race organisation regardless of whether the event is outsourced via community or commercial partners:

- a)** Any financial agreements with Members/Clubs/Local Organisations/Commercial bodies etc. to be noted in club management committee meetings.
- b)** Such agreements shall include details relating to what services are being supplied and by whom in exchange for money (e.g., commitment to supply a certain number of marshals, assuming management responsibility for a specific race leg(s), or assuming overall event management responsibilities, sponsorship obligations etc.)
- c)** The Club committee shall endeavour to create shared value by ensuring all stakeholders are compensated in a way that reflects their involvement in planning and/or running the event on the day.
- d)** Race and Sponsorship sub-committees must be appointed to help manage workload.
- e)** Race sub-committee at a minimum, will consist of a Race Director and Safety Officer as well as general race committee members.
- f)** All such events shall have separate income and expenditure accounts.