



# PIRANHA

TRIATHLON CLUB

## Members Handbook 2017



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## 1. Welcome

### 1.1 Message from the Chairman

Welcome to Piranha Triathlon Club!

The Club's objective is to provide a fun and supportive environment to help our members achieve their triathlon ambitions – be it to complete a single sprint distance race or to join the Ironman Hall of Fame.

We have developed this handbook as a resource to help you make the most of your membership. It should address many of the questions that you may have – whether you are a new member or an established member for some years. It contains many hyperlinks, so it is best read on-line so that you can access those valuable web pages / documents.

Our committee and members volunteer their time and effort to make this one of the best Triathlon Clubs in Ireland. We would ask that you give back to the club by volunteering your time to help Piranha achieve its objectives. Most importantly, we ask that you volunteer at the Dublin City Triathlon, which is held annually in August.

Piranha has many very experienced members (some are also accredited coaches) who have competed very successfully at Triathlons of all distances, both in Ireland and away. They are more than willing to provide advice and information to New Members on all aspects of Triathlon including training methods, gear and equipment, race entries, injury prevention, diet etc. and we have various forums and Whats App groups that new members can join to access useful information.

I hope that you will enjoy your membership of Piranha and the camaraderie that the Club offers. We have a large and very active membership so there are always social as well as training events to avail of.

If there is any way that I can be of assistance please do contact me at [chairman@piranhatri.com](mailto:chairman@piranhatri.com)

We welcome feedback on the Members Handbook (i.e. are there questions that you have that are not answered here). If you do, could you please 'Private Message' Adam Goslin or Richie Dooley and they will incorporate those into subsequent editions of the handbook.

## 1.2 Joining the Club

If you are reading this Member's Manual, we are assuming that you have joined Piranha Triathlon Club through the Triathlon Ireland website; you have purchased a Triathlon Ireland Race License and you have sent in your membership forms to the Membership Team ([memberships@pitanhatri.com](mailto:memberships@pitanhatri.com)).

If you haven't, please do so now. You can find a guide on how to complete this process here:

Link: <http://www.piranhatri.com/about-us/join-us/>

As a new member of the club, we want to give you very opportunity to meet other new and established members. There are two times a week when members meet socially:

**Mondays**, 8.20pm at Westwood Clontarf: This event is run immediately before the special 'Improver and intermediate' swim on Monday evenings. Members share their experience of the club and their race plans, ask questions about training or equipment and general chitchat.

**Saturdays**, 10.00am onwards: A leisurely breakfast after the 8.15am 90 minute swim set. Some members (you may be one) go for a run, returning at 11.00am. So there tends to be a fresh influx of members for the extended breakfast then.

## 2. New-To-Triathlon

This is aimed at those who are completely New-To-Triathlon. Our New-To-Triathlon Co-Coordinators, Adam Goslin and Richie Dooley, will put in place lots of events throughout the year to ensure you are not overwhelmed, to alleviate any concerns but most of all, to ensure you have FUN!

We would strongly encourage all New-to-Tri members to come along to the New-to-Tri sessions, as they are a great way to meet fellow newbies. A WhatsApp group has been set up to keep all members of the New-to-Tri programme informed of everything that is going on in the club! The New-to-Tri calendar will be updated shortly and can be found here:

<http://www.piranhatri.com/training/new-to-tri>

## 3. Training

### 3.1 Introduction

Yes, you have to train, but thankfully, training caters for all levels from beginners to elites. The training programme for 2017 has been co-ordinated to ensure that you get the most out of your training. It allows you a degree of flexibility to choose the training sessions that benefit you most.

The swim, bike and run coaches are all aware of each other's training plans and therefore each discipline compliments the next. You can find our training plan on the website, but remember you must be logged in to access it:

Link: <http://www.piranhatri.com/club-training/training-schedule/>

## 3.2 Basic Equipment

It's best not to overspend initially and see how you get on with the three different disciplines. There are also other places to purchase equipment but we recommend SwimKit for swimming gear as they provide a free service of hosting our club gear.

[www.SwimCycleRun.com](http://www.SwimCycleRun.com) offer Piranha members a discount (see <http://piranhatri.com/members-area/members-offers>), and places such as ChainReactionCycles.com and Wiggle.co.uk offer a wide range of triathlon gear.

### 3.2.1 Swim

The obvious ones are swimming trunks/swimsuit, swimming cap and goggles, however we do use other equipment that you would need to bring which will greatly improve your technique no matter what level you feel you are at.

- 1) Pull Buoy
- 2) Fins
- 3) Paddles
- 4) Snorkel
- 5) Water Bottle

All available at [www.swimkit.ie](http://www.swimkit.ie) or <http://www.swimcyclerun.com/> (piranhas get a discount with [swimcyclerun.com](http://www.swimcyclerun.com) – check out the members offer section on the site to see how to redeem).

### 3.2.2 Bike

Hybrid, Road or Time Trial (TT) bike and a helmet.

For longer cycles, consider appropriate attire in the event of bad weather and always bring a rain jacket. For all cycles, make sure you bring two spare tubes, a pump and tyre levers in the case of a puncture. You should also bring liquids and something to eat (banana or protein bar) on the bike. Our bike sessions are designed to accommodate all levels and we will encourage you to attend our Sunday spin session in particular. Our 2017 Cycling programme can be found here <http://www.piranhatri.com/piranha-news/2016-2017-cycling-programme/>

### 3.2.3 Run

Comfortable & well fitted runners. In the winter months please bring several layers of clothes so that you can adjust from exercise to post-run cool down.

It's best not to overspend initially and see how you get on with the three different disciplines. There are also other places to purchase equipment but we recommend SwimKit for swimming gear as they provide a free service of hosting our club gear. [www.SwimCycleRun.com](http://www.SwimCycleRun.com) offer Piranha members a discount (see <http://piranhatri.com/members-area/members-offers>), and places such as ChainReactionCycles.com and Wiggle.co.uk offer a wide range of triathlon gear.

## 3.3 Swimming

Coached sessions are with Kris, Ewa, Anthony, Jack or Paul. Many people panic about the swim, we've all been there! Luckily we also Bike and Run, so if you are intimidated about the swim training, you can join us on the Run/Bike training to

begin with, which will allow you to get to know other members and settle in.

The “improvers” lane is designed for someone who can complete a 50m front crawl in 75 seconds and a 300m front crawl in 9 minutes. If you’re unsure, try this out at a nearby pool. Once you’re comfortable with this, then you’ll be placed in a lane with others of similar ability.

Monday 9.00pm, Friday 7.00am and Saturday 8.15am sessions are most suitable to beginner level.

Sunday 7.30pm. Tuesday 7.00am, Thursday 7.00am and Saturday 8.15am will benefit more advanced swimmers most.

Link <http://www.piranhatri.com/club-training/training-schedule/>

### 3.3.1 Your First Swim Session in Westwood, Clontarf

Location	<a href="#">Location of Westwood Clontarf</a>
Bicycle Rack	Yes, sheltered. Bring your own lock. Bikes have been taken in the past
Car Park	Only full Westwood members can use the main car park, unless you’re going for a long cycle after your swim in which case Westwood would prefer if Westwood members put their cars in the overflow car park.
Lockers	Yes, bring your own padlock. Put everything (including shoes) into your locker.
Good to know	Bring a water bottle as the temperature of the water is hot! Bring flip-flops as it’s quite a walk from the changing area to the pool.

After entering the main reception, let the receptionist know you’re with Piranha and they will allow you through the entrance to the right of reception. Walk up the second stairway and proceed to dressing rooms. After changing, walk through the shower rooms, down the stairs and you will exit by sauna room. Walk down to the far end of the pool where you’ll see one of the Piranha coaches. (Alternatively arrange to meet New-To-Tri team on your first visit)

Note: Please confirm with membership team that your name has been added to the membership list maintained by Westwood. If you arrive at Westwood Reception and your name is not on the list, do not take an issue with Westwood Staff, as this is outside of their control. Contact the membership officer of the club directly.

### 3.3.2 Your First Swim Session in UCD

Location	<a href="#">UCD Sports Centre Location</a>
Bicycle Rack	Yes, at the sports centre. Make sure to bring your lock!
Car Park	Yes, but be aware some parking is paid parking.
Lockers	Yes bring your own padlock
Good to know	Many members stay-on to have a breakfast at the café after the Friday swim. It is very sociable

Due to restrictions, spaces for the UCD swim session are pre-allocated to individual members every 10 weeks on the forum (see below), so if you are not on the list you’ll need to wait for the next block to be announced!

Sign in at the reception desk and they will point you to the general changing rooms. Head to the last two lanes for the session.

### 3.4 Running

For our run sessions you're doing small laps (400M or 1,500M). This means everyone can run at their own pace and you won't get left behind.

#### 3.4.1 Your First Run Session in UCD

Time	Tuesday's at 7.00pm
Location	At the pedestrian crossing immediately in front of the entrance to the Sports Centre: <a href="#">UCD Sports Centre Location</a>
Bicycle Rack	Yes at the Sports Centre
Car Park	Yes but beware some parking is paid parking
Lockers	Yes. You can leave your bag in UCD sports centre
Good to know	There are toilets in the Sports Centre, showers and changing rooms

#### 3.4.2 Your First Run Session in Irishtown Stadium

Time	Thursday's at 8.00pm
Location	We tend to congregate at the barrier at the end of the first bend (i.e. after the first 100M of the 400M track)
Bicycle Rack	Yes, though some members with sexier bikes choose to take them inside onto the track. You still need a lock
Car Park	Yes. The car park inside the complex can be very busy. There is additional car parking immediately on the left before you enter the complex which you can also avail of
Lockers	Yes, bring your own padlock. Some members just take their bags out to the track.
Good to know	There are showers & toilets available, the changing rooms have heated floors!

#### 3.4.3 Your First Run Session in Westwood

Time	Saturday's at 10.00am
Location	We meet in reception after changing from the swim set. It is best not to linger in the changing rooms after the swim as the eager runners may leave without you. The run tends to be an out-and-back run along the coast. You can run at your own pace (this is generally a long and slow run). And you can turnaround whenever suits you and head back to Westwood. Location of Westwood Clontarf is here:  <a href="#">Location of Westwood Clontarf</a>
Bicycle Rack	Yes, sheltered. Bring your own lock. Bikes have been taken in the past
Car Park	Yes, as a member of Piranha you are entitled to use their "overflow" car park, which is located beside the DART station. Only full Westwood members can use the main car park, unless you're going for a long cycle after your swim in which case Westwood would prefer if Westwood members put their cars in the overflow car park.
Lockers	Yes, bring your own padlock. Put everything (including shoes) into your locker.
Good to know	You can leave your gear-bag in the changing room after your swim, and return to the changing room after the run for a shower.

#### 3.4.4 Your First Run at Clontarf Promenade

Time	Tuesday's 7.00pm
Location	Meeting point is at the Sail statue opposite Clontarf Garda Station
Bicycle Rack	No. Bring a lock as bikes can be locked to lamp post or bench
Car Park	Yes. Beware as some parking is paid parking.
Lockers	No.
Good to know	This run session is member led and follows the coached training plan for UCD run session

### 3.5 Cycling

The mid-week arrangements for cycle training change between winter and summer, whereas the Sunday Spin is a constant feature of the training week. The time of the Sunday spin may change (9.00am in winter and possibly 8.00am in summer). It is important to keep an eye on forum posts on the website and What's app Groups to confirm the details.

#### 3.5.1 Winter Turbo Sessions

A 'Turbo Session' is essentially like a spinning class, except that you are cycling on your own bicycle. A turbo is a resistance machine into which the back wheel of your bicycle is placed. The bike coach will prepare a set for each session and guide you through it. Members need to purchase their own turbo machine. There will be lots of advice available at the different social events to learn about what machine to buy and where to buy it.

Turbo Sessions are:

Wednesday, 8.00pm, Star of the Sea National School, Sandymount. See location here: [Sandymount](#)

Thursday, 7.30pm, Suttonians Rugby Club, Sutton. See location here: [Suttonians](#)

#### 3.5.2 Summer Hill Sessions

A short cycle takes place at 7.00pm on Wednesday's during the summer. The meet is at The Cycle track opposite Watermill Road in Raheny unless otherwise advised on a forum post. These tend to be focused on technique, bike handling and strength. Most of the strength work is done on the Sutton side of Howth Hill.

#### 3.5.3 Sunday Spin

The Sunday Spin is one of the main anchors in the training week. Meet at Westwood at 9.00am in the winter months and 8.00am in the summer months. Members divide into Advanced, Intermediate and Improver groups. The distance covered and difficult level of the cycle is appropriate to the different groups.

<http://www.piranhatri.com/piranha-news/2016-2017-cycling-programme/>



### 3.6 Ad Hoc Training

We use our Forum (<http://www.PiranhaTri.com/Forum/>) to discuss what races people are going to and who's coming to various training sessions. For example, members may just post up that they're doing a 70k cycle @ X pace at the weekend and ask if anyone wants to join.

We highly recommend you sign-up with a name that's recognisable (e.g. first name and at least your initial) and a profile picture that's semi-recognisable so that when a group have arranged to meet at 9am for a cycle or run, they have some idea of who it is they need to wait an extra few minutes for!

There are also several WhatsApp groups that you may like to join. There is one new group created every year for new members of that year. There is another one that exclusively communicates activities within the discipline of cycling.

### 3.7 Technology

There are many different gadgets out there to assist your training from Watches to Heart Rate Monitors to Power Meters and the list continues... You don't need these things, they come under 'Nice to haves' as oppose to 'Need to haves'. If you are thinking about buying some technology a good place to start is to read reviews of the product and a very reputable review site is <https://www.dcrainmaker.com/>

### 3.8 Strava App

Strava: strä-va (verb). Swedish, to strive

Strava is a social networking site for athletics. You can use it to get a Twitter/Facebook-like feed of what your friends are doing. You'll find us at: <http://www.strava.com/clubs/piranha-triathlon-club>

Click on the "Recent Activity" tab - here you can see what training your club mates are doing and choose who (if any) to follow. It also maintains a leader board of cycling & running segments. Particularly for cyclists, everyone should exercise caution trying to "chase" a segment and always put safety first ☺

If you already upload your data to Garmin Connect, you can use a service like <https://tapiriik.com/> or <http://www.copymysports.com/> so that you don't have to upload twice.

## 4. Communications

### 4.1 Getting General Club Announcements

We don't send out mass emails every time there's a change or announcement at the club. Instead we put up a news posting on our website ([www.PiranhaTri.com](http://www.PiranhaTri.com)) and then provide an update on our Facebook page ([www.Facebook.com/PiranhaTriathlonClub](http://www.Facebook.com/PiranhaTriathlonClub)) and twitter feed.

We also have a New-to-Tri WhatsApp group. If you "like" us on Facebook, you should choose to show us on your newsfeed and optionally receive notifications:

### 4.2 Club Newsletter

We publish a monthly newsletter - Piranha Bites containing all the important news from the website as well as one or two other items of interest. You can subscribe to it here:

<http://piranhatri.us2.list->

[manage.com/subscribe?u=foe08d379e1dc1693660e9ee8&id=a5f9190c9a](http://manage.com/subscribe?u=foe08d379e1dc1693660e9ee8&id=a5f9190c9a)

## 5. Training Coaches

Based on the overall training plan, we have numerous coaches who provide the hands-on training.

See <http://www.piranhatri.com/training/meet-the-coaches>

## 6. Event Calendar

### 6.1 2016/2017 Calendar

Summer 2017 Piranha Gear Order in Feb See Forum for details

4th February Warm Weather Training – Lanzarote

16<sup>th</sup>/18<sup>th</sup>/21<sup>st</sup> Feb Piranha Summer Gear Fitting. Westwood Clontarf.

25<sup>th</sup> Feb New-To-Tri talk/ Annual Training Talk and Gear Swap-Buy event

26<sup>th</sup> Feb last day to order Piranha Summer Gear

13-17th April Long Weekend Training Camp - Killarney

August 27<sup>th</sup> Dublin City Triathlon

Oct (TBC) John Davis 5K run

Oct (TBC) AGM – Club Awards

Ongoing Social Saturdays - After running every Saturday in Westwood

Meet Us Monday: Meet New-To-Tri team for new members - before swim session

Transition Training

Bike Maintenance Course December/January with 360 Cycles, go to forum for sign up!

We will update our Facebook page and forum with more events as the year goes on!

### 6.2 Be sociable with us!

Throughout the year there will be a number of social gatherings announced – particularly after some of the key races. Please join us regardless of whether you raced or not!

Social Saturday is on every Saturday in Westwood after the swim and we also have coffee for new members on Monday nights before the swim session. These are great to meet new people and have some banter.

### 6.3 “Welcome to Piranha” Club Information Night,

This is for both members and non-members who want to find out more about the club or triathlons in general.

### 6.4 Annual Warm Weather Training (WWT)/Long Weekend Training Camp

A full training week, but abroad somewhere warmer! The levels it caters for and details of what it contains are posted on the training section of the forum. For 2016 it has been set as 4th February 2017 (Lanzarote).

We have also organised a long weekend training camp 13<sup>th</sup> - 17<sup>th</sup> April in Killarney.

## 6.5 Piranhas go racing to...

Some of our Piranhas participate in long distance events like Ironman and Challenge. Members often agree to do a particular race as a group – this year the club Ironman in Barcelona on early October. The club keeps members briefed on developments like this through the forum. Put the races in the calendar as you will hear a significant amount of banter/tears/sweat as our members prepare for race day. There are other members doing other races abroad during the year but these members are some of the most vocal ☺

The Ironman record holder is Will Owens in a time of 9:34:43.

## 6.6 Club Championships, Pulse Port Beach – 9th September 2017

Each year we choose a race to use as our championship race where we want as many members of the club to participate in, so that we can crown the male and female champion of Piranha.

## 6.7 Dublin City Triathlon, 27<sup>th</sup> August 2017

This event is organised by Piranha and is our main fundraiser for the year. Our race director for 2017 is Paul Mooney and he will need all the help he can get to uphold DCT being Ireland's Premier Triathlon. Therefore, we require all members to be available for the Saturday and Sunday to help set it up and steward – it's part of your membership and helps pay for the club sessions through the year. We won Triathlon Ireland's "Race of the Year" in 2012, 2013, 2014 and 2016! Let's do it again for 2017!

## 7. Piranha Club Gear

We have a lot of different items of Piranha branded clothing available. We want all our members to wear this while at triathlons so that you can recognise a fellow club member and help support them to the finishing line. If you see someone still out on the course in Piranha gear, make sure to stay & cheer them on – they'll do the same for you!

Club Gear is custom made and is available periodically throughout the year, more information is available here: <http://www.piranhatri.com/members-area/piranha-gear/>

Sizing samples are available from Velorevolution and we organise an evening in Westwood for trying on.

## 8. Triathlon Ireland and National Series

We are a member of Triathlon Ireland (and now you are too!) and as such we encourage members to participate in Triathlon Ireland (TI) sanctioned triathlons. This helps maintain a standard of safety and enjoyment year after year. View the full list of races by going to:

<http://www.triathlonireland.com/> and clicking on "Race Calendar"

Certain races are designated "National Series (NS)" and in these you earn points that go towards your National Series ranking in Triathlon Ireland. Our National Series coordinator has worked to pick out a subset of the national series races to maximize NS points earned and to hold Club away weekends. You can find out more about our National Series Strategy here:

<http://www.piranhatri.com/piranha-news/2017-vodafone-national-series/>

## 9. Need some help??

While all this information might be a little overwhelming you will be helped by your fellow club members along the way. Don't be shy to ask for help or information, any questions please feel free to ask in the forum or contact:

Membership enquiries, payments [memberships@piranhatri.com](mailto:memberships@piranhatri.com)

New-To-Triathlon Programme [new.to.triathlon@piranhatri.com](mailto:new.to.triathlon@piranhatri.com)

General Training [training@piranhatri.com](mailto:training@piranhatri.com)

## Appendix 1 – Location Maps

Westwood, Clontarf

<https://www.google.ie/maps/place/Westwood+Clontarf,+Clontarf+West,+Dublin/@53.363193,-6.2309191,17z/data=!3m1!4b1!4m5!3m4!1sox48670e574b3e275d:oxf69f3c09a58bd72a!8m2!3d53.3632038!4d-6.2291117>

Clonskeagh, UCD

<https://www.google.ie/maps/place/UCD+Sports+Centre/@53.3079883,-6.2373928,17z/data=!3m1!4b1!4m5!3m4!1sox486709368aaf5ccf:ox248c7106c8f34fde!8m2!3d53.3079883!4d-6.2351988>

## Appendix 2 – Club Committee

Nick Walsh – Chairman

Karen Fenton – Club Secretary

Stephen Eustace – Finance Committee Chair

David O'Shea – Events Co-ordinator

Megan Smith – Events Co-ordinator

Muiriosa Ryan – Marketing Co-ordinator

Debbra Walters - Membership

Tom McEnery – Training Committee

Adam Goslin – New-To-Tri Co-ordinator

Richie Dooley – New-To-Tri Co-ordinator

## Appendix 3 – Club Constitution

### **Name**

The name of the association shall be the Piranha Triathlon Club (hereinafter referred to as ‘PTC’)

### **Registration**

PTC will be registered with Triathlon Ireland Ltd., the governing body of triathlon in Ireland.

### **Registered Office**

The registered office of PTC shall be determined by the PTC’s committee at annually at the General Meeting.

### **Objectives**

Promote, organise, develop, manage and administer the sport of triathlon.

Encourage and foster all level of triathlete within the club.

Prescribe, maintain and uphold the rules and regulations as set by Triathlon Ireland Ltd.

Affiliate with Triathlon Ireland Ltd. and any other organisations, as may be determined from time to time by the committee.

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 objects of PTC.

### **Membership**

The committee may at its discretion accept affiliation from individual athletes or grouping of individual athletes forming teams of any type within PTC in circumstances defined in advance by the committee.

Application for membership shall be made in writing to PTC. Applicants shall supply such information as requested by the committee. All applications shall be considered by the committee, which may, at its discretion, accept or refuse any such application (successful applicants shall hereinafter be referred to as “members”). A register of and members shall be maintained.

All members under the age of 18 but over the age of 15 must have a guardian sign their application to PTC. All applications coming for applicants under the age of 16 must be reviewed by the committee at the next committee meeting. Before any under 16 applicants can be accepted the club must first adopt the Triathlon Ireland Ltd. Code of ethics and ensure that the proper structures are in place.

### **Obligations and Misconduct**

All members shall comply with the provisions of these rules and with any rules or regulations lawfully made under the authority of these rules, and with any direction lawfully given by PTC or by the committee.

In all cases of alleged misconduct by a “member” an inquiry shall be held by the committee which may impose such penalties as it may deem fit. In the interim the alleged member’s membership shall be suspended until the inquiry is held.

In all cases of proven doping infractions the committee shall impose such penalties as it may deem fit pursuant to the procedures contained in the Triathlon Ireland Ltd. Rule book.

### **Cessation of Membership**

Any member shall cease to be a member of PTC:

By tendering his/her cessation to the committee in writing, but shall remain liable to PTC for all money owing and unpaid at the date of cessation.

Where the committee resolves it is satisfied that the member is unable to comply with the

committee's or Annual General Meeting's requirements and notifies the member of that resolution.

### **Appeal Procedures**

Except for breaches of the PTC sports drugs policy where the decision of the committee shall be final, there shall be a right of appeal against the decisions of the committee. Such appeal shall be made in writing within 28 days of the decision. All appeals shall be heard by a referee or tribunal, who shall be agreed between the parties concerned. In the event of the parties concerned not being able to agree on a referee or tribunal, within 10 days of the lodging of an appeal, such referee or tribunal shall be appointed by the PTC Chairman or PTC Treasurer in that order.

### **Life Membership**

Where any person has rendered special service to PTC or to the sport of triathlon in Ireland, they may, on the nomination of the committee, be elected a life member of PTC at a General Meeting.

### **Meetings**

#### General Meeting

The Annual General Meeting shall be held at such place and at such time as may be

determined by the committee.

Not later than 30 days before the date of the Annual General Meeting, every member, shall be notified of the time, date and place of the meeting.

It is acceptable that a posting on the PTC website and a distributed email is acceptable for any notification.

Exceptional General Meeting shall be convened, at the request of the committee or within 60 days of the receipt of written requisition from not less than 25% of members. Such requisition shall set forth the purpose of such meeting. In the event of the committee not convening such meeting the requisitioners shall be entitled to convene the meeting themselves.

Not later than 30 days before the date of the Exceptional General Meeting, every, member, life member, and management committee member shall be notified by the Secretary of the time, date, place and purpose of the meeting.

Only committee and subcommittee members, members and life members shall be entitled to be heard and vote at General Meetings or Exceptional Meetings.

### **Business of the Annual General Meeting**

The business of the Annual General Meeting shall include:

- Receipt and adoption of the Annual Report.
- Receipt and adoption of the Balance Sheet and Income and Expenditure accounts.
- Election of Officers and Management Committee
- Appointment of an auditor.
- Election of life members (if any).
- Consideration of resolutions of which notice has been given.
- Transaction of any general business.

Members shall give notice in writing of any business to be discussed or resolutions to be considered at the Annual General Meeting no later than 28 days before the date of such meeting.

Not later than 14 days before the date of the Annual General meeting, member, committee member and life member shall be sent:

Copy of the Annual Report, Balance Sheet and Income and Expenditure Accounts for the previous year.

A schedule of Business in accordance with (a) and (b) above.

### **Quorum**

At any General Meeting of PTC, delegates present and representing not less than 20% of the members shall constitute a quorum.

### **Chairperson**

At all General Meetings the chairperson of the committee shall be entitled to take the chair. If the committee chairperson is absent, then another member of the committee shall take the chair. Any member disobeying the ruling of the Chair may be suspended for the period of the meeting by ordinary resolution of the meeting.

### **Voting**

Except for that provided for in the Alteration to Rules section the business of PTC shall be decided by a simple majority of votes cast.

Each committee member shall have one vote.

Each individual member athlete affiliated under the rules of membership outlined in the Membership section shall have one vote.

Each life member shall have one vote. Provided that if any person is both a committee member and/or a life member and/or a member, they shall be entitled to only one vote.

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.

Any poll called for shall be carried out as the chairperson shall direct.

The chairperson shall have a casting vote in addition to a deliberative vote.

Except where alternative arrangements for payment have been agreed to by the committee no member shall be entitled to vote at any general meeting unless all sums presently payable by that member in respect of subscriptions, fees, and other amounts due to PTC have been paid.

## **Officers**

The following Officers of PTC shall be elected at the Annual General Meeting:

- Chairperson
- Treasurer
- Training Officer
- Events Officer
- Marketing Officer

The committee shall have power to fill vacancies arising during the year and to reinvent the list of required positions to be filled.

## **Committee**

The committee shall consist of a maximum of eight members.

Fifty (50) percent (rounded down to whole numbers) of committee members shall form a quorum at meetings of the committee.

The Chairperson shall have a casting vote in addition to a deliberative vote.

Any committee member who fails to attend two (2) consecutive meetings of the committee without leave of absence shall forfeit their seat on the committee.

The committee may appoint a replacement committee member in the event of the death, resignation, or forfeiture of position of a committee member. Such replacement shall hold office for the remainder of the term of the member who was replaced.

Method of meeting: A meeting of the committee may be held either:

Physical Meeting: by a number of the committee members who constitute a quorum being assembled together at the place, date and time appointed for the meeting; or

Other Means: by means of audio, or audio and visual, communication by which all committee members participating and constituting a quorum can simultaneously hear each other throughout the meeting.

## **Functions and Powers of the Committee**

The committee shall be responsible for carrying out the aims and objects of PTC, and shall have the following functions and powers in addition to those provided for elsewhere in these rules:

To formulate, adopt and monitor a strategic plan, which shall be presented at each Annual General Meeting.

To adopt and monitor an annual plan and financial budget.

To enter into an employment contract on such terms and conditions as the committee shall think fit and to adopt clearly defined delegations of authority from the committee.

To appoint any sub-committees and to delegate such powers and responsibilities as the committee deems appropriate to such sub-committees.

To impose any penalty upon any Member, who is found guilty of breaching any of the rules, by-laws, regulations of PTC or of refusing to give effect to any resolution passed by any General meeting or by the committee, or by actions that bring the club into disrepute.

To determine the process to apply in respect of the appointment of:

- Selectors
- Managers, Coaches and Captains of Teams
- Other positions as required.



To determine the fees payable by members each year.  
To enter into contracts of insurance, sponsorship and other types of contracts as deemed appropriate to carry out the objects of PTC.  
Such other powers as may be necessary or desirable to further the objects of PTC.

### **Finance and Annual Report**

The financial year of PTC shall close on the 31st day of October in each year.  
All monies received shall be paid to the credit of PTC at a bank or banks as determined by the committee.  
All accounts shall be paid by cheque signed by any two of the persons authorised to do so by the committee.  
The Annual Accounts shall be audited by an auditor, appointed at the Annual General Meeting, and who shall not hold any other office in PTC.  
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.

### **Alteration of the Rules**

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.

No addition to or alteration of the Payments to Members clause or the Winding – Up clause shall be approved without the approval of Inland Revenue.

### **Indemnity**

Every committee member of PTC 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 PTC 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.

### **Payments to Members**

No member or person associated with PTC shall derive any income, benefit or advantage from PTC where they can materially influence the payment of the income, benefit or advantage, except where that income, benefit or advantage is derived from:

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

### **Winding Up**

PTC may be liquidated by a resolution carried by a simple majority (half plus 1) of the votes cast at a General Meeting held in accordance with these rules.

If upon the liquidation of PTC 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 PTC but shall be given or transferred to some other charitable organisation or body having purposes similar to the objects of PTC, or for some charitable purpose, within Ireland.

## **Interpretation**

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.

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 a General Meeting.

## **Appendix 4 – Membership Fee Policy**

### **Categories of Membership:**

Full Member: €250.00 per annum (which can be paid by monthly standing order of €23.00)

Student Member: €120.00 per annum

Associate Member: € 30.00 per annum

### **Period of Membership**

Membership runs from January 1<sup>st</sup> to December 31<sup>st</sup> of each year. In line with the established practice from Triathlon Ireland, a 1 month grace period for renewal of club membership is provided until January 31<sup>st</sup> of the following year.

### **New Members:**

In order to attract new members to the club, full membership can be acquired by paying €23.00 per month by standing order from the first month of joining to the end of the year in which they join.

Single payment fees for new full members will be €250 in the months of January, February, March, April and May. Fees will be €125.00 in the months of June through to December.

Full annual fees will be due effective January 1<sup>st</sup> of the following year.

### **No Monthly Membership**

The Club would like to confirm that payment of the annual fee by 12 monthly standing orders does not constitute a monthly membership.

Any default in the payment of the Standing Order will be assumed by the Club to be an indication of cancellation of membership. The Membership Team will contact such members to confirm whether it is their intention to leave the club or not before removing them from the membership / swim lists.

### **Payment Methods:**

Triathlon Ireland Website: This is the most effective means of payment and the preferred one of the club. Club membership fees can be paid at the same time as the Triathlon Ireland fee is being paid, or as a separate transaction.

Standing Order: Payment by Standing Order is only available for full membership. Standing Orders for €23.00 should be set-up by members either using the internet banking facility of their bank or by completing the attached form and sending it to their bank.

Standing Orders should be paid on the 1<sup>st</sup> day of each month. For those setting-up the Standing Order on their internet banking, the Receiver's Reference field should state the name of the member sending the payment <member name>. The receiving account details for the membership fees are:

Piranha Triathlon Club  
Permanent TSB  
405 Howth Road,  
Raheny,  
Dublin 5  
BIC: IPBSIE2D  
IBAN: IE26IPBS99064185530758

Electronic Payments: Payment of annual fees can be paid to the account below. Please ensure the Receiver's Reference field states the name of the member sending the payment <member name>.

The receiving account details for the membership fees are:  
Piranha Triathlon Club  
Permanent TSB  
405 Howth Road,  
Raheny,  
Dublin 5  
BIC: IPBSIE2D  
IBAN: IE26IPBS99064185530758