

TRIATHLON MANITOBA CLUB SANCTIONING POLICY

April 1 2018 – March 31 2019

TRIATHLON MANITOBA
145 Pacific Ave
Winnipeg, Manitoba
R3B 2Z6
Phone: (204) 925-5636
Email: triathlon.ed@sportmanitoba.ca
www.triathlon.mb.ca

A goal of Triathlon Manitoba is to develop a province wide regionally strong club base to act as the delivery system for triathlon programs, events, training and communication in the province of Manitoba. This policy identifies the benefits and requirements of becoming a sanctioned Triathlon Manitoba Club.

Club Benefits

To encourage the formation of clubs, Triathlon Manitoba will provide the following benefits:

- Reduced race sanctioning fees
- Link from Triathlon Manitoba's website to your club site or a page to list club information.
- Opportunity to apply for a club development grants.
- Assistance with organizing speakers for your own triathlon club.
- Reduced membership fees with the full membership privileges.
- Liability insurance.

Club Requirements

To be a sanctioned club with Triathlon Manitoba a group must meet the following criteria:

- Submit a club application form, Members Information Chart (Appendix A) and applicable membership fees by March 15th.
- Be organized with an elected executive composed of at least a President, Vice-President, Secretary and Treasurer.
- Have a club name.
- Have a bank account in the club name.
- Host an Annual General Meeting.
- Submit financial reports to Triathlon Manitoba (Sample format available from the office).
- Have a documented constitution or by-laws.
- Organize at least one event (triathlon, duathlon or other multi-sport event) or program (can be a clinic, or training camp) that must be open to all members of Triathlon Manitoba each year. New clubs will be given a one-year grace period on this requirement.
- Meet on a regular basis to review club activities.
- Ensure that all club members sign a registration / waiver form which includes the information listed on Triathlon Manitoba's individual's membership form.
- Submit updated Member Information Chart and fees throughout the year for new club members
- Submit a club report to be presented at Triathlon Manitoba's Annual General Meeting. A Club representative is strongly encouraged to attend the AGM to present the report in person.

Club Development Grants

The association will consider financial assistance to clubs to strengthen or further develop their programs. If your club has a project that requires assistance, please submit a request to the office with the project details and budget for consideration. Clinics or camps (athletes, coaches, or officials) or attracting new club members are examples of programs that can apply for assistance. If you have another idea, send us the info and the program development committee will review the request. Grants are subject to available funds. Grant application forms can be found on the Triathlon Manitoba website.

APPENDIX A

TRIATHLON MANITOBA CLUB APPLICATION

CLUB NAME: _____

CLUB MAILING ADDRESS: _____

CLUB EXECUTIVE:

President _____ Phone: [bus] _____
[res] _____
Email: _____

Vice President _____ Phone: [bus] _____
[res] _____
Email: _____

Treasurer _____ Phone: [bus] _____
[res] _____
Email: _____

Secretary _____ Phone: [bus] _____
[res] _____
Email: _____

Please include the following documents with this application:

- Most recent version of Constitution and Bylaws -(If not already on file.)
- Voided Club Cheque – (If not already on file.)
- Most recent Annual General Meeting minutes
- Most recent Club Financial Statement
- Most recent Club membership form/waiver

NOTE: This information is considered confidential to Triathlon Manitoba and will not be released to a third party without the expressed written consent of the club.

Additional Club Information

*This information is useful for the office to be able to answer questions from interested triathlon individuals who have questions about joining a club.

List the Goals and Objectives of Your Club / Target members:

List any events or races that your club has hosted in the previous year or planned for the upcoming season:

How often is your club meeting and for what purpose?

Please include how often you are training (i.e. 2 times a week/3 times a week, and informal sessions can be included). Do you have an identified head coach?

Please indicate your current club fees (breakdown by category if you have options)

Club programs (please check)

*List any other programs not listed.

Training	_____
Racing	_____
Kids of Steel	_____
Clinics / camps	_____
*	_____
*	_____
*	_____

Identify Club Coaches:

Name: _____ Level _____ Position _____

Name: _____ Level _____ Position _____

Name: _____ Level _____ Position _____

List Officials within your club:

Name: _____ Level _____

Name: _____ Level _____

Name: _____ Level _____

List Club members currently serving on Triathlon Manitoba's Board of Directors:

Name: _____

Name: _____

Name: _____

. You are encouraged to submit the information in electronic format.

Please submit an updated Member Information Chart and remit membership fees for all new club members that register after your initial Club submission. For example: If your club has 10 new members in January, you must submit an updated Member Information

**TRIATHLON
MANITOBA
CLUB MEMBERSHIP FEES**

CLUB FEES

Club Fee:	10 members or less	\$350.00
	Each additional member \$25.00 each*	_____
	Each additional KOS member (19 & u) \$10.00 each	_____
	Total Club Fees	_____

Please make cheques payable to:

**Triathlon Manitoba
145 Pacific Ave
Winnipeg, MB
R3B 2Z6**

FEES and CLUB INFORMATION DUE: MARCH 15, 2018
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Membership and benefits start on April 1st or once the club information and fees are received and accepted by Triathlon Manitoba. Membership ends the following March 31st.

To ensure all members receive their benefits, club fees must be paid on time. Please remember to attach the Member Information Chart to your fee payment Chart and membership fees. This will ensure your new members receive their membership benefits. These updates will be added to your previous club application information.

Would you like a copy of Triathlon Manitoba's insurance package YES []

Reminder: Please ensure that your club membership waiver / form is duly signed by each member (or guardian) and includes the following three statements:

- "In consideration of my acceptance as a member of Triathlon Manitoba, I hereby agree to follow all rules and regulations set down by Triathlon Manitoba.
- "I realize that, with this membership, I may be subject to unannounced drug testing as provided for by Triathlon Canada's agreement with the Canadian Centre for Ethics in Sport."
- "I understand that Triathlon Manitoba retains personal information about me in their files. I accept the use of my personal information for the purposes described in accordance with Triathlon Manitoba's Privacy Policy, posted at www.triathlon.mb.ca "

