

# **TRIATHLON MANITOBA CLUB SANCTIONING POLICY**

**2021 Competitive Season**

***TRIATHLON MANITOBA***  
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[www.triathlonmanitoba.ca](http://www.triathlonmanitoba.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:

- 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 for clubs meeting all requirements in the previous calendar year.
- Liability insurance for any sanctioned club activities (workouts, special events, etc)

### **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 15<sup>th</sup>.
- [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 (all done through NTRS)
- 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.

[NOTE – only required for clubs registered as not-for-profit organizations](#)

### **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.

# APPENDIX A

## TRIATHLON MANITOBA CLUB APPLICATION

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**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 – (no longer required, with all clubs set up on NTRS)
- Most recent Annual General Meeting minutes
- Most recent Club Financial Statement
- Most recent Club membership form/waiver (accessible on NTRS)

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:**

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

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**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?

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

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**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: \_\_\_\_\_