



LANESBORO TRIATHLON CLUB

MEMBERS' BOOKLET 2019

Contents

| | |
|---|----|
| Contents | 2 |
| Welcome Message | 4 |
| Club Overview | 5 |
| Club Constitution | 5 |
| Club Committee | 5 |
| Club Coaches | 6 |
| Volunteering | 6 |
| Mentoring Programme | 7 |
| New to Triathlon? | 9 |
| Can anyone do a Triathlon? | 9 |
| What is Triathlon? | 9 |
| What are the distances? | 9 |
| What equipment do I need to start? | 9 |
| What if I am not able to swim or don't feel confident in the water? | 9 |
| How much training should I do? | 10 |
| ZERO2TRI did you say? | 10 |
| Membership | 11 |
| New Members | 11 |
| Club Membership Fee | 11 |
| Triathlon Ireland Membership Fee | 11 |
| Member Benefits | 12 |
| Sign Me Up | 12 |
| PLUS1 Challenge | 12 |
| Club Gear & Merchandising | 13 |
| How to Purchase | 13 |
| Returns & Exchanges | 13 |
| Sizes & Charts | 13 |
| Training | 14 |
| Swim | 14 |
| Bike | 16 |
| Run | 19 |
| Training Safety | 21 |
| Training Resources | 29 |
| Events | 30 |
| Race Events | 30 |
| Charity Events | 31 |

| | |
|--|-----------|
| Social Events | 32 |
| Information & Communications..... | 33 |
| WhatsApp | 33 |
| Website..... | 33 |
| Social Media | 33 |
| Newsletter..... | 33 |
| LTC Juniors | 34 |
| Overview | 34 |
| Safeguarding | 34 |
| Junior Programme | 34 |
| Junior Training Days..... | 35 |
| Kidathon 2019 | 35 |
| Sponsors & Partners | 36 |
| 2018 Club Sponsors | 36 |
| Preferred Partners | 37 |
| Club Policies & Protocols | 38 |
| Confidentiality | 38 |
| Meetings Protocol | 38 |
| Equality Policy | 38 |
| Volunteer Policy..... | 40 |
| Communications Policy | 42 |
| Privacy Statement | 43 |
| Appendix A Club Constitution | 46 |
| Appendix B Risk Assessments | 51 |
| Appendix C Safeguarding Policy Documents | 52 |
| Appendix D Club Forms | 53 |

Welcome Message

Welcome to Lanesboro Triathlon Club (“**LTC**”, “**Club**”).

Our Club wishes to develop and maintain a positive and supportive environment to help our Members achieve their Triathlon ambitions.

This Members’ Booklet is designed to help you to make the most of your membership by addressing some of the questions that you may have – as a new or an established Member.

I hope that you will enjoy your membership of LTC and all that this wonderful Club can offer. Experience has shown that members get out of this Club what they put in, in terms of training commitment and effort, setting and realising new challenges and social comradery. You will be made to feel very welcome and embraced by all to ensure that your experience is both positive and enjoyable.

There is a committed Club Committee who will continue to support every Member and progress the development of the Club.

We are looking forward to an exceptional 2019 and are delighted to have you as part of the LTC family.

Thanks again for choosing our Club. Wishing you the very best of luck in your Triathlon journey!

A handwritten signature in blue ink that reads 'Cian Crosbie'.

Cian Crosbie
Chairperson

Effective Date: 1 January 2019

Next Review Date: 1 June 2019

Club Overview

Location

LTC is situated on the banks of the River Shannon...in Lanesboro.



Club Constitution

We strongly recommend that all of our members read and familiarise themselves with the **Club Constitution** which comprises the rules and principles which underpin the Club structure and organisation. Please see Appendix A for a copy of the Club Constitution.

Club Committee

The Club Committee is responsible for the day-to-day running of LTC and is tasked with ensuring that the Club is run in a prudent, responsible and efficient way. The Club Committee shall perform its functions in a way that promotes transparency and accountability at all times.

The Club Committee serves and will be ultimately accountable to the Club Membership and will report on all Club activities on an annual basis as part of the Annual General Meeting, which is usually held in October each year. Each Member will receive the requisite notice in accordance with the requirements of the Club Constitution and are encouraged to attend and participate fully.

| | |
|---------------------------------------|-------------------|
| Chairperson | Cian Crosbie |
| Secretary | Niall Mulvihill |
| Finance Officer | Frank O'Connor |
| Deputy Finance Officer | Noel Moran |
| Safety Officer | Michéal Soracháin |
| Training Officer | Michéal Soracháin |
| Deputy Training Officer | Bernie Cuddy |
| Deputy Training Officer | John Gilleran |
| Communications Officer | Jim Brunt |
| Gear & Merchandise Officer | Catherine Hanly |
| Social Officer | Aaron Kelly |
| Race Director | Mark Kenny |

| | |
|----------------------------------|---------------|
| Child Protection Officer | Wesley Jordan |
| Designated Liaison Person | Wesley Jordan |

Club Coaches

The Club arranges for qualified coaches to take different sessions during the training year.

Volunteering

It takes a LOT to run this Club. Week in and week out, our volunteers play many roles in the Club. From the executive committee to program management and co-leads to coaches to race directors, event coordinators, Member services & support, gear management, and the list goes on.

The Club is always recruiting individuals to step up and help out in many different capacities in the Club.

Member Volunteer Commitment

From 1 January 2019, we ask that all Members try to log at least **10 hours** of volunteer time during the Club year (January to December). By giving back, each Member can ensure that we continue to

develop the Club. We will be exploring whether there is merit in implementing a Volunteer Rewards Scheme for Members from 2020 onwards.

At the end of each year, we always acknowledge the efforts of our volunteers generally. However, in 2019 we propose to select an **LTC Volunteer of the Year** from our team of volunteers who have each logged at least 10 hours.

Mentoring Programme

LTC is extremely lucky to have many very experienced and committed Members (some of whom are also accredited coaches) who have competed very successfully at triathlons of all distances, both in Ireland and abroad. These experienced athletes and Club stalwarts are always willing to provide advice and information to new members on all aspects of triathlon, including training methods, nutrition, equipment, gear, race entries and preparations, injury prevention and treatment etc.

The LTC Mentoring Program is specifically designed to help new triathletes learn about the sport and prepare for their first race. The program relies on the sharing of knowledge between those with more experience and those who are still learning.

The aim of this program is to connect LTC Members who are looking for guidance on Triathlon topics or Club activities with a more experienced LTC Member who can provide this guidance. Typically, Mentor-Mentee relationships involve pairing of newer Members with older Members, but this is not always the case; you do not have to be a new Member to want a Mentor!

Mentor-Mentee relationships will ultimately be defined by the individuals involved. These relationships may initially focus around common topics such as the following:

- Training for a first Triathlon Race.
- Making the jump from Olympic distance to Half or Full Triathlons.
- Utilising Club and online resources.
- Becoming more involved in the Club.

Mentors are volunteers; they are not expected to become personal coaches. If that level of relationship with an experienced triathlete is necessary, then Mentors may be able to provide recommendations on how to find a personal trainer or other Club resources. It is not expected for Mentors to assume that level of a role and its responsibilities.

There are no limitations or restrictions around which LTC Members can sign up to be Mentees or which Members can make themselves available as a Mentor; we all have something to teach one another.

Expectations of the Relationship

| | Expectations | Not to be Expected |
|---------------|---|--|
| Mentor | <ul style="list-style-type: none"> • Give of your time & energy. • Have reasonable expectations. • Share experience. | <ul style="list-style-type: none"> • Drive the relationship. • Do most of the talking. • Be an expert or coach. • Social relationship. |

| | | |
|---------------|---|---|
| | <ul style="list-style-type: none"> • Provide constructive feedback. • Follow through on commitments. • Complete confidentiality. | |
| Mentee | <ul style="list-style-type: none"> • Drive the relationship. • Be clear on initial goals & expectations. • Willing to take constructive feedback. • Be active in achieving their goal. • Initiate meetings / discussions. • Complete confidentiality. | <ul style="list-style-type: none"> • Know everything they should be asking. • Get things right the first time. • That the Mentor has all the answers. • Coaching. • Social relationship. |

General Guidelines

- Max 2 hours per month.
- Mentor and Mentee can determine how they want to connect; email, phone, in-person etc.

IMPORTANT - PLEASE NOTE

- The Club will do its best to meet all requests, but it is not guaranteed that a Mentor will be available; it will be subject to several factors that are not within the control of the Club.
- Mentor-Mentee relationships are not always successful. It is recommended that all parties approach this as a professional relationship. If any issues or concerns arise and you feel that you are unable to handle them in a professional and constructive manner, then please reach out to the Club Training Officers.

If you wish to become a Mentor or, as a Mentee, wish to be paired with a Mentor, then please contact the Club Training Officer or Deputy Training Officers.

New to Triathlon?

Can anyone do a Triathlon?

Absolutely. If you are looking to improve your fitness and looking for a rewarding challenge, then you should certainly give Triathlon a go.

What is Triathlon?

Triathlon is a modern, fun and challenging endurance sport - for all abilities and ages. Individual athletes complete a swimming section, followed by cycling and running sections. In between each of these three sections, there are two transition sections (competitors change from swimming to cycling, and from cycling to running). A Triathlon can also be completed by a Relay Team.

What are the distances?

Triathlon caters for every ability and this is reflected in the different distances available. There are currently five distances:

1. **Try-a-Tri:** 250m swim, 6km cycle, 3km run
2. **Sprint:** 750m swim, 20km cycle, 5km run
3. **Standard (Olympic):** 1500m swim, 40km cycle, 10km run
4. **Middle (70.3):** 1900m swim, 90km cycle, 21.1km run
5. **Long (Ironman):** 3800m swim, 180k cycle, 42.2k run

What equipment do I need to start?

Without spending a fortune, there are some basics you will need to complete your first triathlon:

- **Swim:** swimming togs, goggles, hat, wetsuit (it is compulsory to wear a wetsuit in certain events, including open sea swims).
- **Cycle:** roadworthy bike – mountain, hybrid or racer. Helmet, you will not be allowed to race without one.
- **Run:** running shoes with good support.
- **Other:** Tri-suit (makes transitions from swim to bike easier and more comfortable to race in).

What if I am not able to swim or don't feel confident in the water?

Don't worry. Not a problem...or at least not one that cannot be overcome! We recommend that you:

- Try a relay team.
- Try a Duathlon.
- Join our Club and swim sessions!

How much training should I do?

This really depends on the individual, including your level of fitness across each of the three disciplines. Some people are good in one or two disciplines but perhaps not all three. It also depends on your objectives for the year. Have you a particular race or distance in mind? Do you want to be competitive or simply be able to finish the race?

We recommend that you give yourself something to aim for by entering a Triathlon some months ahead. Choose a race you think you can finish and prepare adequately. By race day you should be able to go the full distance of each event in training.

ZERO2TRI did you say?

LTC has a proud tradition of supporting new Members who have never completed a Triathlon to actually doing so.

The LTC 'Zero2Tri' programme promises to get you to your first triathlon - Two Provinces Triathlon in July 2019. Join our Club today and let us help you reach your goal.



| | |
|---------------------------------------|---|
| Train for All/Any of 3 Disciplines |  |
| 3 Training Sessions Before Membership |  |
| Dedicated 6-month Programme |  |
| Beginner-focused Coaching |  |
| Mentoring Programme |  |
| Scheduled Training Races |  |

Membership

New Members

LTC welcomes all new members, from compete beginners to professional athletes and everyone in between. We are committing to the development and maintenance of a strong and committed membership.

Benefits of joining LTC:

- Access to quality coaching.
- Organised weekly swim, bike and run training sessions.
- Access to LTC-branded gear.
- Club social events: Spring training camps, Club quiz night, summer BBQ and Christmas Gathering.
- The right and privilege to represent LTC!
- The chance to meet new friends!
- The opportunity to discover the Triathlete (and also possibly IRONMAN) within.

Club Membership Fee

Standard Membership (18+) of LTC for 12 months from 1 January to 31 December costs **€75.00**.

Junior Membership (up to 18 years old) of LTC for 12 months from 1 January to 31 December costs **€10.00**.

Membership of LTC is regulated by the Club Constitution and such other guidelines implemented by the Club from time to time, including this Members' Booklet.

Triathlon Ireland Membership Fee

LTC is a registered member of Triathlon Ireland. Therefore, in addition to the LTC membership fee, there is also a requirement to purchase a Triathlon Ireland licence which is required for insurance purposes – fees are set by Triathlon Ireland directly and are subject to change from year to year. Members have the choice to purchase a training only (non-race) licence or a race licence.

Non-Race Licence (Training Only)

The annual Non-Race Licence costs €25 for new members and €22 for returning members. Please note that if you wish to participate in a Triathlon Ireland event then you will need to purchase a One-Day Licence which usually costs approximately €15.00.

Race License

The annual Race Licence costs €75.00 for new members and €65.00 for returning members. The Race Licence is recommended for our Members to avoid the ongoing requirement to purchase One-Day Licences throughout the year.

All LTC Members must have an active Triathlon Ireland license to join in the LTC training sessions for insurance purposes.

Member Benefits

| Product | Website | Discount |
|--------------------------|--|----------------------|
| Cycle Superstore | www.cyclesuperstore.ie | €20 Voucher |
| Zone3 | www.zone3.com | 20% off all wetsuits |
| Stena Line | www.stenaline.ie/triathlonireland | 10-15% Discount |
| Training Peaks (Athlete) | www.trainingpeaks.com | 20% Discount |
| TriathlonLive | www.triathlonlive.com | 15% OFF |

These discounts are subject to change and are available via Triathlon Ireland at the following link:

<https://www.triathlonireland.com/Member-Discounts/>

Sign Me Up

If you are an existing Triathlon Ireland member, then you can login to your [Triathlon Ireland account](#), select the option to renew your membership and choose the option to join **Lanesboro Triathlon Club**.

If you are not an existing Triathlon Ireland member, then you should visit the [Become a Member](#) page on the Triathlon Ireland website. As part of your completing the membership section for Triathlon Ireland, you can select the option to join **Lanesboro Triathlon Club**.

In the case of **Junior Membership**, a parent must first become a [site-user \(free\)](#) on the Triathlon Ireland website in order to [setup a junior account](#) under their adult account.

PLUS1 Challenge

We all love a good challenge, right?!

We are committed to building our Membership in the Club.

We are therefore challenging each existing Member in the Club to introduce one new Member (signed, sealed and delivered) to the Club for the 2019 Membership Term.

You've got this!

Club Gear & Merchandising

How to Purchase

To order items, please contact the Gear & Merchandise Officer.

All ordered items will (unless advised otherwise in writing by the Gear & Merchandise Officer) require advanced payment and have specific pickup requirements. The burden to meet these requirements falls solely on the individual Member seeking to purchase the item. Please contact the Gear & Merchandise Officer for further information.

The Club does not ship gear or merchandise.

Returns & Exchanges

The Club ultimately carries the financial burden in relation to gear and merchandise. Any personalised items that contain the Club name, logo and/or sponsors cannot be returned to vendors for a refund.

Please try on all merchandise to ensure proper fitting before purchase. If you are unable to do so at time of purchase, inspect all gear thoroughly before wearing. Merchandise that has been worn, cannot be returned.

Exchange for a different size may only occur when merchandise is returned unworn, with tags attached, and in original packaging, if applicable.

Sizes & Charts

Full details of sizes and charts will be made available by the Gear & Merchandise Officer.

Training

Swim

POOL SWIMMING

LEVEL 1

New to swimming, starting out in Triathlons, learning or relearning basic elements of how to swim.

Requirement: Swim 2-4 x lengths front crawl continuously, ideally in the pool 2-3 times per week.

Objective: Focus on establishing good swim technique and relaxed breathing. Build confidence in the water

LEVEL 2

Completed Level 1 swimming in the past twelve months OR Swimmers who can do for 7+ lengths front crawl with head submerged and without using breast stroke.

Requirement: Continuous swim up to 200 metres, ideally in the pool 2-3 times per week. Bilateral breathing pattern (i.e. on both sides) preferred but not essential.

Objective: Improve technique beyond fundamentals of body roll/position and build on aerobic ability.

LEVEL 3

Those who do their own structured swim sessions but want to increase speed and endurance.

Requirement: 750 metre sprint distance in approximately 13-17 minutes, ideally in the pool 2-3 times per week. Should roughly know their race pace for a given distance.

Objective: Improve technique beyond fundamentals of body roll/position and build on aerobic ability.

LEVEL 4

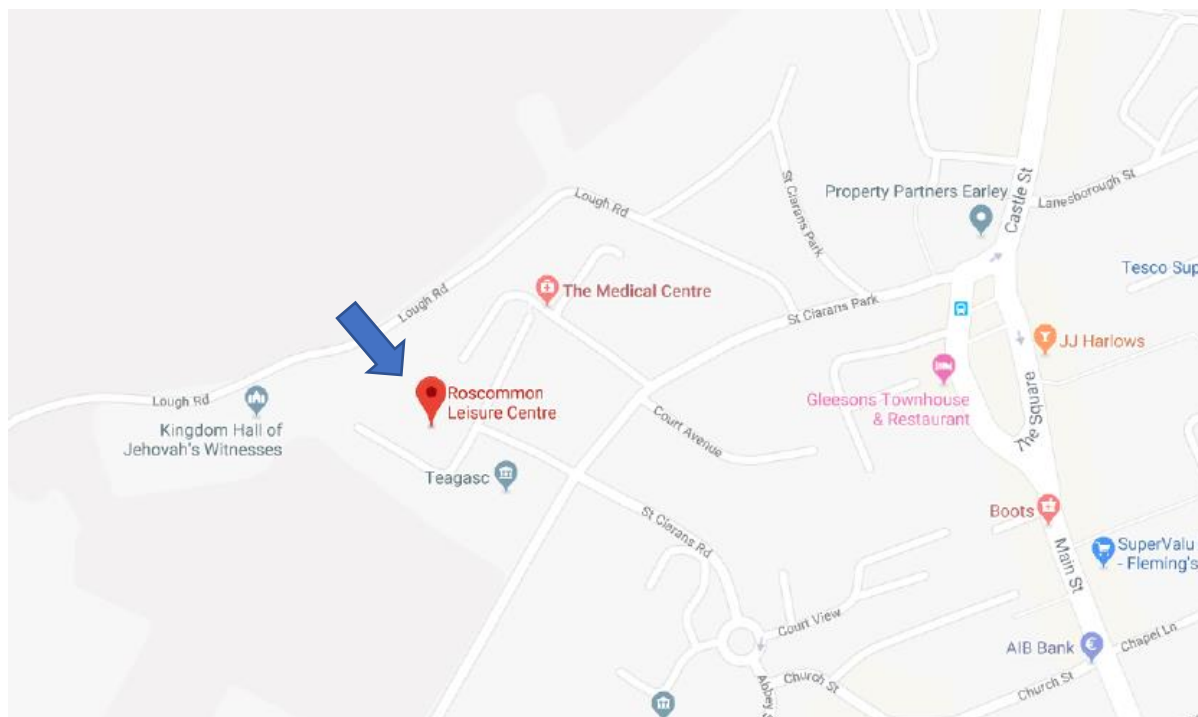
Knows which drills and aerobic swimming to do to improve, but acknowledges that coaches can help get them to the Promised Land quicker.

Requirement: Swims 1,000-2,000 metres to benefit fully from coaching. Bilateral breathing pattern (ie on both sides) preferred but not essential. Should know target race pace and speed levels for reps.

Objective: Aerobic swimming with specific stroke advice on key weaknesses.

SWIMMING POOL LOCATION

Roscommon Leisure Centre,
Ardnanagh,
Roscommon Town



Swim Costs

You need to be a Member of LTC and have a Triathlon Ireland licence to attend Club swimming sessions for insurance reasons. Swimming sessions are charged at **€6.00 per session** (may be subject to change) regardless of whether you have an existing membership of Roscommon Leisure Centre (please note that the Club must hire the pool specifically for its swimming session).

Give it a Tri!

If you would like to try a class and see if they are for you, please come along. You will need to report to the Training Officer or Deputy Training Officer on the night.

POOL ETIQUETTE

1. **Judge the pace** - lanes are usually marked slow, medium and fast, but it's up to you to judge where you fit compared to other swimmers.
2. **Getting in** – take care entering the water. Subject to the rules of the swimming pool, it may be ok to jump or dive in if the area around you is clear, but you should never dive in if the depth is less than 1.8 metres.
3. **Foot tapping** – this is the universal gesture among Club swimmers - if you want to overtake, gently touch the toes of the swimmer in front (they should pause at the end of the lane to let you pass).

4. **Resting at the end of a lane** - stay tucked into the corner if resting between sets so other swimmers have room to turn and push off. But be aware you could be encroaching on swimmers in the neighbouring lane, too.
5. **Tumble turns** - only use this manoeuvre if you are confident there is no one behind you because you might collide as they reach the end of the lane while you're still flipping over. If the coast is clear, make sure you exit the wall on the other side of the lane. The same applies to pushing off. Use of tumble turns will be advised by the swim coach.
6. **If in doubt, use common sense** - generally it's about awareness of others rather than a set of rules. If the fast lane is empty and the slow is occupied, it's OK to use the fast one, but show courtesy and move if others get in.
7. **Lane rage** - most people would appreciate a conversation more than being cut up or aggressively toe-tapped. If someone becomes hostile, don't argue. Try politeness first, and then speak to the session leader if you need to.

Don't be afraid of telling another swimmer if you see them doing something potentially dangerous, but it's important to maintain perspective and engage positively / constructively.

OPEN WATER SWIMMING

All Club-organised open water swims will be run by the Club Training Committee and should always have a session leader present.

The Harbour in Lanesboro (past the playground behind St. Mary's Hall – see **yellow arrow** on map below) has been risk assessed by the Club and is suitable for open water swimming sessions. New locations can be added but a risk assessment must first be completed and passed by the Club Committee.

Members must swim with a buoyancy aid when in the Open Water.

Bike

SPIN CLASSES (TURBO TRAINING SESSIONS)

For the period from November to March (inclusive), the Club organises weekly spin classes / turbo training sessions with Club Coaches or experienced Club Members. These 90-minute sessions are typically interval based and are great for developing aerobic fitness, strength and technique.

Turbo trainers are provided for new Members (subject to availability - we advise getting there early to secure one). Experienced Members will usually bring their own.

You will need your bike, a towel and some water.

LTC GROUP SPINS

Long cycle group spins are usually at the weekends where there is a greater flexibility on time and light!

All our members are encouraged to come along to the LTC Group Spins. The main purposes of LTC Group Spins are:

- To build up your aerobic endurance fitness.
- To strengthen your legs.
- To improve leg turnover and rhythm.
- To train with a group for social, experience and competitive purposes.
- To learn how to ride safely and confidently in a group.

What you need

The following is a minimum list of requirements for all members wishing to participate in a group spin:

- Road Bike in good working order (TT or tri bikes not recommended).
- Mud guards.
- Spare tube, levers, and hand pump.
- Bike helmet.
- Food & drink, mobile phone, money.
- Suitable clothing for the forecasted weather conditions. CLUB COLOURS TO BE WORN WITH PRIDE!

Beginner, Improver, Intermediate groups will all usually go out on **Sunday mornings**. A meeting point for each ride will be advised by the Club Training Officers in advance using WhatsApp.



The routes for each LTC Group Spin will be specified in advance.

BEGINNER*

Average Speed: 20-22km

Distance: 40-60 km

Leader: Experienced Club Member

Participants: New Members

**you must have previously completed at least 1 sixty min spin.*

IMPROVER

Average Speed: 22-25km

Distance: 60-80 km

Leader: Experienced Club Member

Participants: Members stepping up a level from the Beginner group

INTERMEDIATE

Average Speed: 25-26 km+

Distance: 80-100km

Leader: Experienced Club Member

Participants: Stronger riders who like a challenge and are comfortable riding in a group, ascending/descending hills and spending 2+ hours on the bike.

Run

Weekday Running

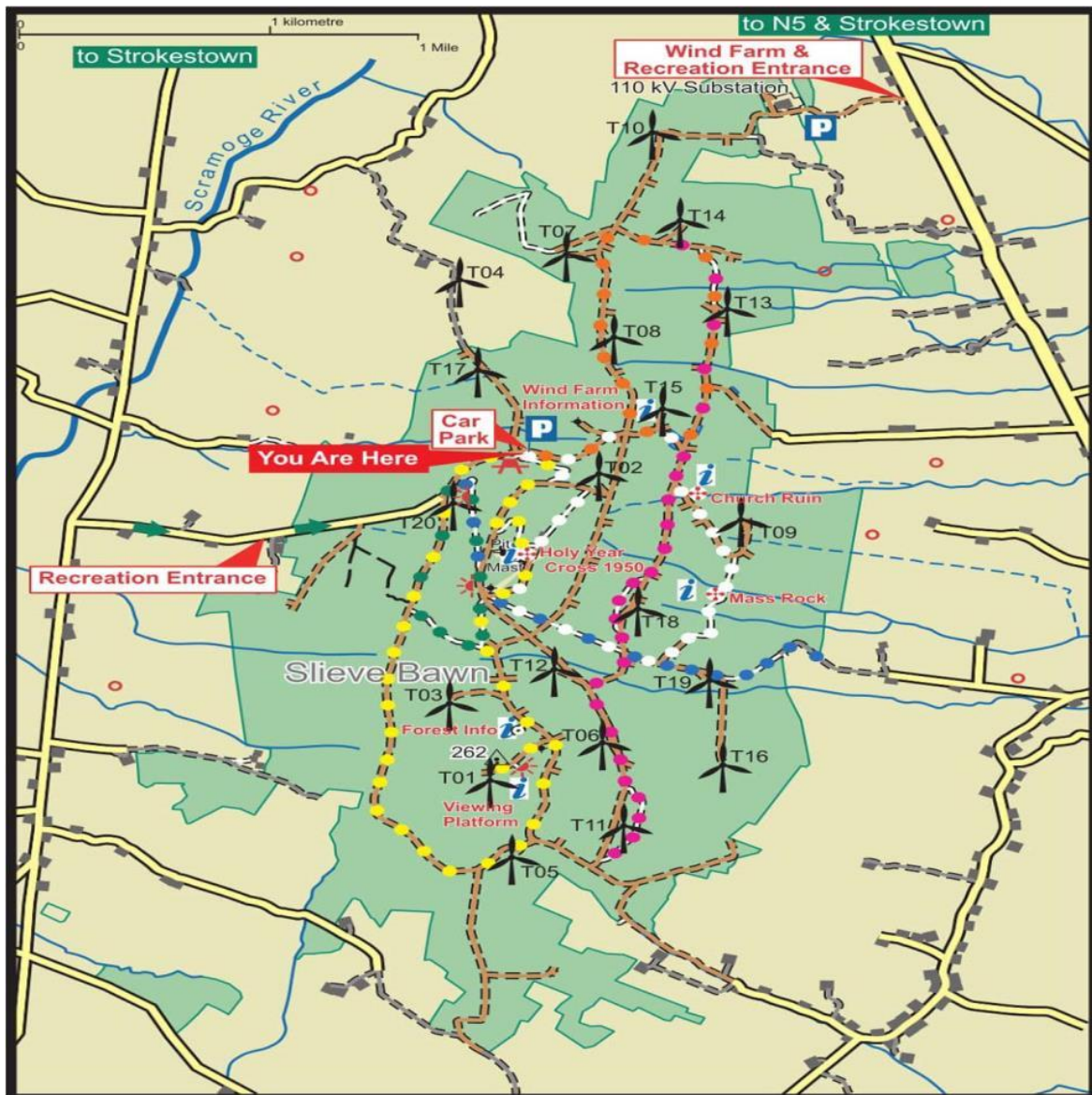
During the winter, we do our weekday running session at the Lanesboro Community College Race Track, usually starting at 7:30pm on Friday evenings. Track is located at the end of the laneway to the left of Lanesborough Community College and opposite MCL Agri Spar (Applegreen Petrol Station) shown on map below (blue arrow):



The session is generally an interval session. The session will be several repeats of a specific distance, anywhere from 400m to 1,500m with a sensible recovery in between each interval. The session will cater for all abilities.

There will always be someone there to point you in the right direction and to talk you through the group.

In Spring and Summer, our weekday running sessions take place in the beautiful surroundings of Sliabh Ban – meeting at the **Substation** (see top right of map below):



Long Weekend Run

Long runs are usually on Saturday mornings, leaving from the Substation in Slieve Bawn at 9am. The runs can be up to 90 minutes in duration and are run at a comfortable pace.

Keep an eye out on the WhatsApp group to find out if a long run session is happening.

Training Safety

GENERAL SAFETY

Participants must ensure the Group Leader is aware if they:

- Have an injury or medical condition, either before the start of the session or during.
- Leave the group for any reason during the session.
- Notice any hazards or incidents that may have an impact on themselves or other athletes during the session.

Group Leader to:

- Warm up the group sufficiently for the session.
- Check reflective/hi-visibility tops during darkness - September to April – as applicable.
- Group Leader to carefully monitor participants for difficulties.

SWIM SAFETY

The following **Open Water Swim Guidelines** must be adhered to by all Members:

1. Each Member must have a flotation buoy attached before entering the water.
2. Swimmers of similar ability should swim together. Inexperienced or unfit open water swimmers should nominate a buddy to swim with and should not separate from each other while in the water.
3. No-one should be allowed to swim alone.
4. A head count should be completed on entering and exiting the water.
5. Swimmers must start according to ability i.e. slow off first, fast off last.
6. Only Members can participate in a Club open water training session.
7. There must be no swimming within leisure boating lanes.
8. If you leave a session, your swim buddy should exit the water with you and you must notify the coach that you have left early.
9. If you organise a swim session via LTC WhatsApp, it is your responsibility to get everyone who attends to fill out the Club session waiver form (available on the Club Website). This should then be passed to the Training Officer or Deputy Training Officer for filing.

Impromptu training sessions can be organised via the Club WhatsApp group. The above Open Water Swim Guidelines must be adhered to in all cases, including impromptu training sessions.

CYCLE SAFETY

Extract from **Guide to Cycling on the Road** by Cycling Ireland.

General Safety

1. A cyclist should know the Rules of the Road and should understand signs and road markings.
2. Every cyclist should start a cycle by performing four checks – helmet, clothes, bike and conditions. Done in less than a minute, each one adds to safety on the road.
3. Correct road positioning is vital to ensure that other road users are aware of a cyclist and this can vary from being on the left side (but not in the gutter) of a wide, fast moving road, to keeping to the middle of the lane on a narrow, winding, back road to prevent dangerous overtaking. At all times, a cyclist should be where other road users can clearly see them, should cycle steadily and consistently, and should occupy the position that is SAFEST for them.
4. Visibility is always key on the road – this means always being sure to wear bright colours and supplement with Hi-Viz (vests, bands, belts, bag covers etc.).
5. A cyclist should always cycle well within the limits of their vision – this means slowing into corners, allowing for poor weather such as fog, mist and rain, and slowing down at night where vision and visibility is compromised.
6. A cyclist needs to know the road and the weather and needs to constantly adapt their cycling to allow for both these factors in combination.
7. A cyclist always needs to keep a Safe Stopping Distance – this is the space between the bike and whatever is ahead on the road – it varies according to speed and conditions.
8. A cyclist should always LOOK and consider a SIGNAL before moving position on the road – with only time for one or the other, LOOK to be sure not to move into danger.
9. A cyclist should NEVER go up the path side of a large vehicle (bus or lorry) even if there is a bike lane there – wait until it turns or drives away.
10. In stopped or slow-moving traffic, a cyclist should watch out for drivers from the opposing lane turning across the road, through the queue of traffic – they may not anticipate or see the cyclist.
11. A cyclist should always watch out for opening doors when passing stopped or slow-moving vehicles.
12. Crossing rail tracks poses a real danger for cyclists. To avoid getting a wheel caught, cross the tracks at an angle (90 degrees) and avoid braking on them, as they can be hazardous, especially in wet weather.

Rules of the Road

The Rules of the Road apply to all road users – in general terms, for cyclists, this means:

- a. Having a bike that is in proper working order and that fits.
- b. ALWAYS stopping at a red traffic light.
- c. ALWAYS stopping at a STOP sign and yielding appropriately at a YIELD sign.

- d. ALWAYS stopping at pedestrian facilities (Zebra crossings, pedestrian lights etc.) if someone is crossing.
- e. ALWAYS cycling in the same direction as the rest of the traffic (i.e. on the left) when on the road or a bike lane.
- f. ALWAYS obey lane markings, unbroken centre lines cannot be crossed.
- g. ALWAYS use hand signals to indicate your intentions.
- h. Only cycling on the path if there is a suitable bike facility there.
- i. When turning left, giving way to pedestrians who have started to cross the road.
- j. Stopping and pulling in to use a mobile phone.
- k. Cycling no more than two abreast, and, keeping to single file to facilitate flow of other vehicles in traffic, unless it is safer to prevent an overtake where the road is narrow, or there are parked vehicles causing a narrowing effect.

Basics of Road Riding and Junction Negotiation

TURNING LEFT

A sequence of actions should be followed by riders turning left

- On approach to the junction **LOOK** over the right shoulder to check what is behind.
- **SIGNAL** for at least 3 seconds if there is anyone who would benefit from the signal.
- Just before turning **CHECK** over the left shoulder.
- Follow the primary **POSITION** line all the way round the corner.

TURNING RIGHT

When making right turns at a junction riders should move to a position an arm's length from the centre line. They should avoid signalling with their arm extending into the oncoming lane.

A sequence of actions should be followed by riders turning right

- On approach to the junction **LOOK** over the right shoulder to check what is behind.
- **SIGNAL** for at least 3 seconds if there is anyone who would benefit from your signal and move into **POSITION** an arm's length from the centre line.
- Just before turning **CHECK** over the right shoulder.
- Follow the primary **POSITION** line all the way round the corner.
- When turning into a major road the turn should be executed after crossing the centre line of the major road.

ROUND-
ABOUTS

Negotiating Roundabouts

- When negotiating roundabouts riders should place themselves where other users can see them.
- This means choosing the appropriate lane and riding in the primary position within it.
- Avoid riding round the edge of roundabouts. Riders will not be in the sightline of drivers there.
- Treat each exit as suggested above for passing side roads.
- Riders should signal their intentions on approach but will generally be safer riding round the roundabout with both hands on the handle bars until passing the exit prior to the riders' exit at which point a left signal should be given.
- All round vigilance, planning of road position, clear signalling and confidence are required for busy roundabouts.



Whilst looking and listening at all times riders should consider:

- Where am I going, where do I need to be on the road?
- **LOOK, SIGNAL, POSITION**
- Is the speed and gear correct
- **LOOK**, (signal if required), manoeuvre

By observing ahead, there is time to plan, adopt the safest position and negotiate the hazard at an appropriate speed and in the correct gear.

Group Riding Etiquette:

- Each group should elect a LTC Group Spin Leader for the session based on experience.
- When cycling in a group, whether for leisure, training, race or event, the Rules of the Road ALWAYS apply.
- Adhere to Leader instructions during spin.
- Notify the Leader in advance or at some point during the cycle if you are sick, injured or feel unfit for the proposed distance or pace.
- Only cycle in pairs when safe to do so. Single out when asked to do so by the Leader.
- Do not make sudden moves that the rider(s) behind you have to react to.

- Be aware of your fellow Club mates – look at for someone struggling on a spin and call a slow-down in pace. Work as team.
- Communicate correctly as follows:

VERBAL AND NON VERBAL COMMUNICATION



SLOWING

CALL: "Slowing" usually accompanied by a hand signal to indicate that the rider or riders are slowing down for some reason. For example, approaching a signal controlled junction.

HAND SIGNAL: Raise your arm, move up and down



POTHOLE OR HAZARD

HAND SIGNAL: Extend arm (left or right depending on which side the hazard is on) pointing down at the road, to point out hazards such as pot holes, manhole covers etc. In the event of a pothole rider should shout "Hole" while pointing toward the hazard.



STOPPING

CALL: "Stopping" usually accompanied by a hand signal to indicate that the rider or riders are stopping for some reason. For example, approaching a signal controlled junction.

HAND SIGNAL: Raise your arm, open palm



GLASS OR LOOSE GRAVEL OR UNEVEN GROUND

HAND SIGNAL: Extend arm (left or right depending on which side the hazard is on) with hand open and palm facing the ground. Move hand left and right to indicate gravel or uneven ground, etc.



WAIT

CALL: "Wait" typically at a junction to indicate there is a car coming or that it is unsafe to proceed.



COME THROUGH

HAND SIGNAL: Hands on the handlebars, flick your left or right elbow away from your body. Flick the elbow on the side that the following riders will come through on.



CLEAR

CALL: "Clear" to indicate that a junction is traffic free or that it is safe to proceed. Rider must check themselves and not rely solely on others.



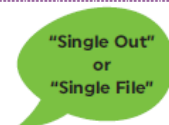
CAR UP

CALL: "Car Up" to warn riders that a car is approaching from the rear of the group. Riders should be prepared to single out if riding two abreast to accommodate the car(s) moving through.



SINGLE OUT

CALL: "Single Out or Single File" to instruct riders to get into single file.



CAR DOWN

CALL: "Car Down" to warn riders that a car is approaching from the front of the group. Riders should be prepared to single out if riding two abreast to accommodate the car(s) coming down, particularly on narrow rural roads.



MOVE OUT

HAND SIGNAL: Bring hand behind the back (left or right depending on which side the obstruction is on) and wave or point behind back indicating that there is an obstruction such as a parked car or pedestrian, etc. Riders should move in the direction indicated to avoid the obstruction.



PUNCTURE

CALL: "Puncture" to inform riders in the group that rider has got a puncture.
HAND SIGNAL: Raise your hand, stop pedalling and hold in a straight line until everyone has passed. When all the riders are ahead it is safe to pull over.



RIDER(S) UP

CALL: "Rider Up" to warn rider(s) that the rider(s) behind intend to pass. Riders should be prepared to move over or single out to accommodate the rider(s) coming through.



- Embrace group riding fundamentals as follows:

THE BASICS OF GROUP RIDING - UP AND OVER OR RIDING THROUGH AND OFF



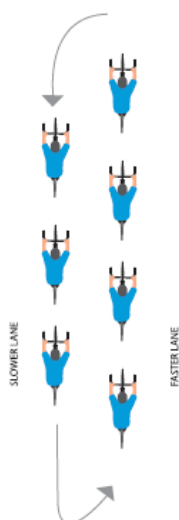
When riding in a paired formation changing the lead rider is achieved by one of the pair (usually the rider nearest the road centre) increasing their speed very slightly and moving over in front of the lead rider in the inner line. When in position at the head of the inner line the rider will ease back to the speed of that line.

Meantime the new lead rider in the outer line will move forward until riding alongside the inner line leader. At the rear of the group the last rider in the inner line will adjust their speed slightly and as a gap appears to their right, move over and join the outer line.

The key to smooth and efficient progress is to ensure that there are no sudden accelerations and that lead riders changing do not sprint through, opening up gaps.

The length of time at the front will vary. In a training or social situation it might be agreed to ride 500 metres or more at the front. In competition it might be less than 100 metres. When learning it might be 5 - 10 pedal turns.

Where possible the resting line should be sheltered from the wind. If the wind comes from the left, the working line would be on the left, the resting line on the right.



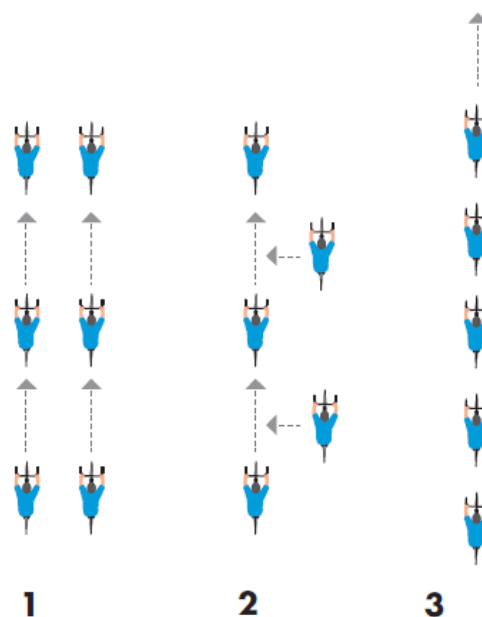
THE BASICS OF GROUP RIDING - SINGLING OUT



Riding in pairs might necessitate singling out to avoid conflict with traffic. Moving to single file will double the length of the group and may encourage drivers to overtake where it is not safe to do so. Decide what is safest for the group.

When the shout comes to single out the lead rider nearest to the kerb should speed up slightly with the lead rider on the outside slotting in behind. Other riders should follow suit. Unless unsafe to do so everyone should keep speed up, at least until the group is in single file.

To move back into pairs the leading riders position side by side with everyone slotting back into their original positions. It is vital that the lead riders proceed slowly as those at the back will have many bike lengths to make up.



RUN SAFETY

Beware of cars, cyclists, pedestrians, animals, uneven ground, potholes, slippery surfaces, debris, loose stones on pathways, ditches and streams. Warn participants of obstacles on route.

Keep large groups off unpaved roads; especially if runners have different abilities.

If terrain unsuitable, snow, ice etc, abandon run and return to meeting point if conditions are deemed unsafe by the Group Leader

RISK ASSESSMENTS

The Club undertakes periodic risk assessments of the facilities and locations made available for use by the Members.

Details of the risk assessments** for the following are included in Appendix B below:

- Roscommon Leisure Centre (Pool Swimming)
- Lanesboro Harbour (Open Water Swimming)
- LTC Clubhouse (Turbo Training / General Training Sessions)
- Sliabh Ban Running Route
- Lanesborough Community College Race Track

***these risk assessments are the current risk assessments completed by the Club as at the date of publication of this Members' Booklet. More recent risk assessments (if any) may be available from the Safety Officer on request.*

SAFETY INCIDENTS

If a participant is injured then, dependent upon the session type and type and severity of injury, either:

- They watch the session until it is complete, or
- They return to the training meeting place in the company of a Member, not involved in monitoring the session, or other participant, or
- If required, an ambulance is called and at least two people stay with them until the ambulance has arrived and they have been informed they are no longer required.

The Group Leader in charge of the session is responsible for ensuring that an **INCIDENT REPORT FORM** (see Appendix D below) is completed to ensure all the details of the incident have been recorded correctly, including any witness statements.

The Incident Report Form must be passed to the Safety Officer with any additional information and documentation to ensure all actions have been carried out. This is a requirement for the following reasons:

- Hazard identification.

- Possible legal implications or the Club.
- If the injured party has long term or subsequent health problems that are a result of the accident.

The Safety Officer will follow up as required.

Training Resources

The Club will make information about the following available to its Members on its Website or by email throughout 2019:

- Training Calendar.
- Training Plans.
- Training Camps.
- Training Workshops.

Events

Race Events

TWO PROVINCES TRIATHLON 2019

Our flagship race is back for its 9th year. More information will be made available by the Club in early 2019.

We will also look to arrange the following races:

- Tri-a-Tri 2019
- LTC Duathlon 2019
- LTC Aquathon 2019
- Aqua-Bike 2019
- Kidathon 2019

Details of all Club races will be made available on the Club website in 2019.

Charity Events

CHARITY SWIM

LTC will once again be holding a charity swim on the August Bank holiday – **Monday 5 August 2019** (TBC).

The swim will start upriver at Kilnacarrow Bridge and finish in Lanesboro (approximately 3.9km later)

This is ideal training for anyone preparing for an Ironman or for those looking to challenge themselves with a downstream endurance swim.

We expect many Club members to build on the achievement of completing the Two Provinces Triathlon by tackling this distance.

We also look forward to the continued support of our neighbouring triathlon clubs in Longford, Athlone, Mullingar and Boyle who have supported the swim in previous years.

2019 will be the 7th year that LTC has hosted a charity swim and this year we are raising funds on behalf of another extremely worthy cause.

Keep an eye on our [Charity Swim Lanesboro](#) page on Facebook for updates.

- **2013** – raised over **€7,500** for [Cystic Fibrosis Ireland](#).
- **2014** – raised over **€8,000** for [Join our Boys](#).
- **2015** – raised over **€6,200** which was divided between two charities, namely [St. Christophers, Longford](#) and [Roscommon Disability Support Group](#).
- **2016** – raised **€5,000** for [Hand in Hand](#).
- **2017** – raised **€1,273** each for **MS Longford & MS Roscommon**.
- **2018** – raised **€3,619** each for **Longford and Roscommon/Mayo Hospices**.

Social Events

Our Social Officer will be a busy bee circulating information about the different Club social events in 2019. These will likely include:

- New Members Day.
- Quiz Night.
- Summer BBQ.
- Christmas Gathering.

Information & Communications

The provision of information to and among members is central to the smooth and effective operation of our Club. We use several methods of communication as listed below, all of which are subject to the Club Communications Policy (see Club Policies and Protocols section below). If you have any queries or suggestions with respect to how the Club interacts and communicates with its Members or otherwise, then please contact the Club Communications Officer.

WhatsApp

LTC has its own WhatsApp group chat which is used regularly by many Club members to exchange information in relation to Club activities, training, races, meetings. Please note that this is a closed message group which is managed by the Club Communications Officer and their nominee(s).

If you want to be added to this WhatsApp group, please send an email to: info@trilanesboro.com with your name and mobile number.

Then download and install WhatsApp, an instant messaging service available for all major smart phone platforms.

You will then be added to the WhatsApp group.

Website

Our Club website can be accessed at www.trilanesboro.com. Our website is used to provide information about our Club to existing and prospective members and members of the public. It represents a key tool for the Club to create awareness of our activities and achievements.

Social Media

FACEBOOK

LIKE our LTC Facebook Page for many of our social updates, Club news and announcements:
<https://www.facebook.com/LanesboroTriathlonClub>

Facebook Messenger: m.me/Trilanesboro

TWITTER

Follow us and Tweet with us at Lanesboro Triathlon Club Twitter:
<https://twitter.com/LanesboroTri>

Newsletter

The Club is planning a new LTC newsletter for 2019 which will be made available every couple of months based on volunteer submitted content and is an overview of what's going on in the Club. It is an excellent resource for sharing up to date information and activities and made available to all our Members. The newsletter will be available on the Club Website.

If you have anything that you would like to add to a newsletter or any queries, please contact us at info@trilanesboro.com

LTC Juniors

Overview

We are committed to promoting sport in young people and welcome all levels of junior triathletes from beginner to experienced. All children are encouraged to reach their individual potential and most of all have fun doing it!

We strive to foster a culture of health, safety and wellbeing while taking part in the disciplines of swimming, cycling and running.

Safeguarding

As a Club affiliated with Triathlon Ireland, LTC follows the guidelines and procedures that Triathlon Ireland has put in place for the Safeguarding of Children and Vulnerable Adults participating in the sport of Triathlon.

Safeguarding for Children and Vulnerable Adults is the primary priority for Triathlon Ireland and LTC. It is a crucial function in providing fun, safe and fair opportunities for all who participate in Triathlon and ensuring the safeguarding of children participating in the sport.

Triathlon Ireland is guided by [Sport Ireland](#) in the Republic of Ireland when dealing with matters concerning the protection and safeguarding of children. Triathlon Ireland is in regular contact with Sport Ireland via a child protection officer's network, and it is these bodies that keep Triathlon Ireland regularly informed with what is required under law, and best practice in the area of safeguarding children in sport.

All LTC Junior coaches and volunteers go through the standard vetting procedure and safeguarding training as required by law.

Please refer to Appendix C below for the Safeguarding Policy Documents.

Useful resources for Juniors / parents and coaches include:

www.spunout.ie
www.sportireland.ie

Junior Programme

The training for the LTC Juniors usually involves 1 swimming session each week. This occurs either in the pool or, as may be deemed reasonably appropriate, in the beautiful waters of the Shannon in Lanesboro, both under the guidance of a trained instructor(s).

The minimum age for joining LTC Juniors is 8 years and we would like the young triathlete to be able to swim at least 1 length of a 25m pool.

Parents must participate in each training session. **This is not a drop-off service.**

A working bike, runners, a helmet and rain-proof clothing are all essential.

Junior Training Days

Training Days for 2018/19 will be as specified by the LTC Children's Officer from time to time.

Kidathon 2019

The Two Provinces Kidathon is usually one for the 8 to 15-year olds.

More information will be made available by the Club in early 2019.

Sponsors & Partners

2018 Club Sponsors

A huge thank you to all our Club Sponsors!



The Club is finalising arrangements for its 2019 Club Sponsors and will provide details to Members early in 2019.

Preferred Partners

The Club can recommend services for the following upon request:

- Physiotherapist
- Nutritionist
- Sport Psychologist
- Personal / Group Trainer

For more information, please contact the Training Officer.

Club Policies & Protocols

Confidentiality

The Club Committee, its Officers and all Members of the Club are required to maintain the confidentiality of all sensitive and commercial information belonging or relating to the Club and/or its Members.

Meetings Protocol

Our Club acknowledges that our Members time is important and, of course, voluntary. There are obvious benefits to the completion of all Club business in a timely, structured and efficient way. Central to this is the importance of conducting meetings in accordance with simple but clear principles:

- Meeting agenda to be issued to all participants in advance.
- Supporting information to be circulated in advance where appropriate.
- Meeting to start at scheduled time. Participants are kindly asked to arrive prior to the meeting start time to ensure that it can start on time.
- Meeting to follow agenda items.
- Meeting to run for the stated period. There should be no overruns unless there are exceptional items (this should be the exception, not the rule).
- Meeting notes to be taken and circulated to all participants within agreed period – to include clear action points where relevant.

Equality Policy

Overview

LTC is committed to the promotion of equality of opportunity within our Club. It is our policy to provide equality of opportunity to all, irrespective of:

- Gender.
- Marital or civil partnership status.
- Having or not having dependants.
- Religious belief or political opinion.
- Race (including colour, nationality, ethnic or national origins, being an Irish Traveller).
- Disability.
- Sexual orientation.
- Age.

We are opposed to all forms of unlawful and unfair discrimination. All Club members, office bearers, employees and volunteers who work for us will be treated fairly and will not be discriminated against on any of the above grounds.

Our equal opportunities policy applies to all Club members, officers, employees and volunteers to help all those in our Club to develop their full potential, provide an enjoyable sporting environment for all, and fully utilise the talents and resources of available within our Club.

Equality Commitment

We are committed to:

- promoting equality of opportunity for all persons.
- promoting an enjoyable sporting environment in which all persons are treated with respect.
- preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation.
- fulfilling all our legal obligations under the equality legislation and associated codes of practice.
- taking lawful affirmative or positive action, where appropriate.
- regarding all breaches of equal opportunities policy as misconduct which will be dealt with through the Club's normal procedures.

Monitoring and Review

The effectiveness of our equal opportunities policy will be reviewed regularly, and action taken as necessary. Where monitoring suggests there is an issue in relation to this policy then we will develop an action plan to address the issue in question.

Complaints

Members who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed Club procedures. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

In addition to our internal procedures, members have the right to pursue complaints of discrimination through the courts or to an industrial tribunal. However, members wishing to make a complaint will normally be required to raise their complaint under our internal grievance procedures in the first instance.

Club Complaints Procedure

Informal Procedure

Where possible a Member or a group of members should try and sort out the problem first by raising the complaint with the other persons involved or with the Chairperson or another member of the Executive Committee of the Club. Most complaints can get resolved at this stage without having to go through a formal process.

Formal Procedure

If use of the informal procedure is unsuccessful, then the Member or Members should make the complaint in writing to the Club Committee. The written complaint should be addressed to the Club Secretary.

Where the complaint is in respect of decisions or policies of the Club Committee, then the Member or Members should make the complaint in writing to Triathlon Ireland. The written complaint should be addressed to the Equality Officer, Triathlon Ireland and a copy sent to the Club Secretary. The complaint should be as complete and specific as possible. It should contain a full description of the complaint, the names of person or persons against whom the complaint is being made, the dates, times and locations of incidents where this is relevant, the names of any witnesses, the detail and dates of any attempts at resolution. The person or persons against whom the complaint is made will receive a copy of the complaint and they will have a right of reply.

Where the matter is to be dealt with by the Club Committee, an Investigating Committee consisting of the Chairperson, Secretary, and at least two other members of the Committee will be formed to investigate and rule on the complaint.

The Investigating Committee will meet formally with the Complainant/s and the person or persons against whom the complaint is being made. The Investigating Committee will interview the Complainant/s, the person/s against whom the complaint is being made and any witnesses that are willing to participate. All parties may be accompanied by a friend or representative at meetings. The Investigating Committee will deliver its findings in writing within one month of the submission of the complaint. The Secretary of the Investigating Committee will communicate its findings to the parties involved. The finding may either uphold or reject the complaint in part or in full, and may impose sanctions where appropriate which might include:

- A warning as to future conduct.
- Suspension from active membership.
- Removal as a Member

In deciding what sanction is appropriate in a particular case the Board will consider the severity of the matter and take account of any mitigating circumstances. The Secretary of the Investigating Committee will ensure that all the documentary material and notes associated with the consideration of the complaint are safely retained until such time as the complainant(s) and the person(s) who are the subject of the complaint are no longer members of the Club.

Where the violation of the equality of opportunity policy by way of harassment, victimisation or discrimination amount to a criminal offence, the appropriate authority will be informed.

If an individual or organisation associated with LTC is subject to allegations of unlawful discrimination in a court or tribunal, the Committee will co-operate fully with any investigation carried out by the relevant lawful authorities and, subject to the outcome, may consider taking action as above in relation to the matter concerned.

Appeals

If the Complainant/s or the person/s against whom the complaint is being made is/are dissatisfied with the determination of the Committee, on the basis that the procedure for dealing with the complaint was not correctly followed, they may appeal to Triathlon Ireland. This appeal must be made in writing to the Equality Officer of Triathlon Ireland.

This appeal will be dealt with under the Equality Grievance Procedure, outlined on the Triathlon Ireland website <http://triathlonireland.com/governingdocuments.html>.

Volunteer Policy

Who can volunteer?

All adult Club members are invited to volunteer throughout the year. Activities could include coaching adults and juniors, leading training sessions, organising training events/talks/weekends, being a Committee Member, being a Triathlon Ireland Technical Official, marshalling at Club races or other jobs defined by the Club Executive.

The list is not exhaustive and volunteer activities are based on the expressed needs of the Club. They are designed and carried out in accordance with the organisation's mission to promote the sport of triathlon.

Definition of volunteering

“Volunteering is the commitment of time and energy, for the benefit of society, local communities, individuals outside the immediate family, the environment or other causes. Voluntary activities are undertaken of a person’s own free will, without payment.”

The White Paper Supporting Voluntary Activity (2000)

What is expected of Volunteers?

We have certain expectations of volunteers, including:

- to be professional, friendly, helpful, courteous and respectful at all times.
- to be punctual.
- to meet the time, duty & task commitments outlined in the role
- to provide sufficient notice if unavailable.

Role descriptions

LTC will define the roles and functions of volunteers. Every time a volunteer is involved, a designated LTC Member will agree the tasks that the volunteer will undertake. Volunteers will be adequately prepared for such tasks prior to commencing the voluntary work.

Each volunteer should be familiar with his/her role description and feel comfortable in offering suggestions for change and improvement.

Code of Conduct

LTC expects volunteers to abide by the following practices:

a. Attitude

A professional attitude in which the role comes first is expected and professional courtesy must reign at all times. Dominant, aggressive, oppressive and disrespectful behaviour are not tolerated and will be dealt with immediately. Anyone, witnessing such behaviour should report it to the Chairperson or Secretary immediately for further action.

b. Confidentiality

Volunteers are expected to keep information related to LTC work confidential. Failure to maintain confidentiality may result in the termination of the volunteer’s relationship with LTC.

c. Alcohol & drugs

Volunteers under the influence of alcohol or drugs will not be permitted to volunteer and will immediately be asked to leave by the Chairperson or Secretary, or a member of the Club Committee. Any suspicion of substance abuse should be immediately reported to the Chairperson or Secretary or a member of the Club Committee.

d. Personal Property

Volunteers should avoid bringing any valuables with them when volunteering. All mobile phones should be kept safe and hidden from view and only used in an emergency. LTC does not accept responsibility for any personal property belonging to volunteers.

e. Reimbursement of expenses

LTC does not reimburse out-of-pocket expenses, travel to/from the event or accommodation.

f. Support

All volunteers will receive regular and sufficient support from a designated LTC Member.

g. Volunteer performance standard

Volunteers are asked to give a commitment to ensuring that their involvement maintains and contributes to the standard of services being provided by LTC. Volunteer involvement will be reviewed regularly and may in some instances be discontinued. Grounds for discontinuance include, but are not limited to, being under the influence of drugs or alcohol, theft, breaches of confidentiality, abuse of Members or other volunteers.

h. Health and Safety

- i. The health and safety of all volunteers is essential and so the following guidelines should be followed:
- ii. Wear the LTC Hi-Viz bib and/or Club gear so you are identifiable at all times. Be prepared for all weather conditions.
- iii. Bring your mobile phone with you and ensure it is fully charged.
- iv. In case of an emergency (where an incident requires an immediate Garda response) call 112 or 999.
- v. Do not administer First Aid if you are not trained to do so
- vi. Avoid confrontation with competitors or other members of the public.
- vii. Stay hydrated and eat plenty.
- viii. Make the Event Coordinator aware of any medical or health issues.

Volunteers are insured provided they are members of Triathlon Ireland and attending an organised Club training or race event.

Volunteer Complaints

If a volunteer wishes to make a complaint they should initially discuss their grievance with the Volunteer Officer. If problems cannot be resolved, they can put their complaint in writing to the Club Secretary who will consult with the appropriate Committee Members. They will jointly decide on further appropriate action. If the volunteer is dissatisfied with the reply she/he may then write, within 14 days to the Club Chairperson who will convene a sub-committee to hear an appeal.

Communications Policy

Electronic communication is essential for sharing club news and information with our Members. Our communication will be timely, appropriate and related to Club business. All communications shall also be consistent with the Club Privacy Statement.

We use a range of electronic tools to communicate with our Members (see section on Information & Communications above) and always endeavour to protect Members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.

Our Communications Officer (and his/her nominees from time to time) manages the Club website and social media sites, such as Facebook or Twitter. If you have any queries regarding Club communications then you should contact the Club Communications Officer in the first instance.

What we ask from you

We expect our Members to conduct themselves appropriately when using electronic communication to share information with other Members or posting material on public websites connected to the Club.

Electronic communications:

- should be restricted to Club matters;
- must not offend, intimidate, humiliate or bully another person;
- must not be misleading, false or injure the reputation of another person;
- should respect and maintain the privacy of Members; and
- must not bring the Club into disrepute.

Coaches and others who work with children and young people must direct electronic communication through the child's parents.

Non-compliance

Members may face Club disciplinary action for sending inappropriate electronic communications or posting online content or comments that harass, offend, intimidate or humiliate another Member or other person.

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, discussion group, instant messaging or website) is a criminal offence that may be reported to An Garda Síochána.

In addition, Members who publish false or misleading comments about another person in the public domain (e.g., Facebook or Twitter) may face legal consequences.

Privacy Statement

Introduction

Our Club is serious about protecting your privacy. We are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy statement.

Data Protection Law

We will comply with data protection law, including the General Data Protection Regulation. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

Information we collect and hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

On becoming a Member, LTC will need to collect certain information about you which will include your name, date of birth, gender, email address, address, telephone number, names of the Triathlon Ireland affiliated clubs that you are a member of and details of any coaching or officiating licenses you hold. We will also collect the full name and telephone number of the emergency contact(s) nominated by you, as well as details of injuries or medical conditions as provided by you. You may also choose to provide us with other information.

You have choices about the data we collect. When you are asked to provide personal data, you may decline. However, if you choose not to provide data that is necessary to provide a service, then you may not be able to use that service.

How we will use information about you

We will only use your personal information when the law allows us to.

LTC collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation and participant in an internationally recognised and regulated, competitive sport.

LTC requires consent from Members for the using/processing of personal data for the purposes of publishing results, photos and providing the media with event reports.

Where you have provided consent to specific processing, you have the right to withdraw this consent at any time. To withdraw your consent, please contact our Club Secretary in writing.

Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law. If you choose to withdraw your consent for us to process your data for a particular service or event, then you may not be able to use our service or participate in our events.

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Data Sharing

We may share your data with triathlon partners such as Triathlon Ireland and third-party data managers that we appoint as data processors as part of administering your involvement in the sport. We will not transfer your data to any other third parties without obtaining your consent and, where possible, will anonymise your data before sharing.

Data Security

We have put in place measures to protect the security of your information. Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those officers, contractors and other third parties who have a need to know for the purposes of completing their role in or for the Club. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data Retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Retention periods differ for different aspects of your personal information. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Rights of Access, Correction, Erasure and Restriction

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your time as a Member. We ask you to inform us about any relevant changes that we should know about. This would include such things as any change to Next of Kin.

Your rights in connection with personal information

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact our Club Secretary in writing.

Queries

If you have any questions about this privacy statement or how we handle your personal information, please contact our Club Secretary. You have the right to make a complaint at any time to the Office of the Data Protection Commissioner, the supervisory authority for data protection issues in the Republic of Ireland.

Changes to this Privacy Statement

We reserve the right to update this privacy statement at any time. We may also notify you in other ways from time to time about the processing of your personal information.

Appendix A Club Constitution

Lanesboro Triathlon Club Constitution

1. Name

- i. The name of the Club shall be Lanesboro Triathlon Club.
- j. The Club's colours shall be Yellow and Blue.

2. Objects

- a. The objects of the Club shall be to:
 - i. encourage the practice and development of triathlon in Lanesboro and 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

- a. Membership shall be open to all persons either amateur or professional. The amateur status of non-professional club members shall be protected.
- b. It is mandatory for members of Lanesboro 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 Lanesboro Triathlon Club automatically results in an immediate loss of membership of Lanesboro Triathlon Club.
- c. Participants in training sessions, club competitions and other club activities must be current members of Lanesboro 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.
- d. 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 no later than 28 February.

- e. Approved persons remain members of the club until the earlier of
 - a) such time as they tender a resignation as per Article 10 of this constitution or
 - b) they fail to renew their membership as per Article 4.d. of this constitution or
 - c) they fail to pay any subscription validly approved under this constitution in accordance with Article 9.b. of this constitution.
- f. The Committee of Lanesboro Triathlon Club are empowered to withdraw membership from any member of Lanesboro Triathlon Club.

5. Equality and Children's Rights

Lanesboro Triathlon Club shall carry out all functions in a manner that promotes equality of opportunity between:

- a. Lanesboro Triathlon Club shall carry out all functions in a manner that promotes equality of opportunity between:
 - i. Persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
 - ii. Men and women generally;
 - iii. Persons with a disability and persons without;
 - iv. Persons with dependants and persons without.
- b. Lanesboro Triathlon Club aims to promote the participation of children by:
 - i. Creating a culture of safety and fun;
 - ii. Fully subscribing to the following international standards: "Children have the right to be protected from all forms of violence; they must be kept safe from harm, and they must be given proper care by those looking after them" (Article 19; UN Convention on the Rights of the Child);
 - iii. Asserting the right of Children to be safe. Club officials must ensure that this fundamental principle takes precedence over all other considerations;
 - iv. Fully subscribing at all times and without variation to Triathlon Ireland's Code of Ethics for Children.

6. Management

- a. The management of the Club shall be vested in a committee, comprising members elected to the positions of Chairperson, Secretary, Treasurer and Child and Vulnerable Adult Protection Officer, together with up to five additional members validly elected to the committee, with or without specific functions. These positions are defined below:
 - i. **Chairperson** *The Chairperson is responsible for ensuring the committee operates in the best interest of the club and its members. Their role is to co-ordinate committee activity to achieve this. Alongside chairing committee and general meetings, the chairperson will also help out the other committee members where required.*
 - ii. **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.*
 - iii. **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 cash 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 co-signatory on any bank or credit card account held in the name of the club.

- iv. **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 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.*

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. In addition to the above four positions, up to five additional members may be elected to serve on committee. It is recommended that additional members be elected for the following roles.

- v. **Public Relations Officer** 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.).
- vi. **Training Co-ordinator** *The Training Co-ordinator will be responsible for organising group training, including ability groups, pacing, routing and scheduling.*
- vii. **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.*
- viii. and 2 other members.

- 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. All positions are filled by election at the Annual General Meeting, with each member of Lanesboro 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 Lanesboro Triathlon Club.
- f. Where more than one person 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 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.
- k. 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 March 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
- b. Electing the officers and committee for the ensuing year
- 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. 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.
- e. Each fully signed up member present at the meeting shall have one vote. No proxy votes will be accepted.
- f. All motions proposed and voted on, and the election of committee members 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. 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

- a. Subscription to Lanesboro Triathlon Club is by means of:
 - i. An annual membership fee structure, the amount of which to be proposed annually by the outgoing Treasurer and carried by majority vote at the AGM.

- b. Where an annual membership fee is mandated by the AGM in accordance with this constitution, failure to pay such annual fee at the later of 1 May, or within 60 days of membership application / renewal will result in the loss of membership of Lanesboro Triathlon Club.

10. Resignations

- a. 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

- a. 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

- a. 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

- a. The Club's financial year ends each December 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. A notice required to be given under this Constitution shall be sufficiently given if
 - i. Published on the website of Lanesboro Triathlon Club or
 - ii. Announced in at least one local newspaper.

Appendix B Risk Assessments

The Club is currently updating its Risk Assessments for the following facilities and copies will be made available (as may be appropriate) on the Club Website.

- Roscommon Leisure Centre (Pool Swimming)
- Lanesboro Harbour (Open Water Swimming)
- LTC Clubhouse (Turbo Training / General Training Sessions)
- Sliabh Ban Running Route
- Lanesborough Community College Race Track

Appendix C Safeguarding Policy Documents

Our Club complies with the requirements of Triathlon Ireland and its Safeguarding Documentation which includes the following:

1. Triathlon Ireland Safeguarding Statement.
 2. Safeguarding Definitions.
 3. Club Safeguarding Requirements.
 4. Safe Recruitment for Junior Clubs.
 5. Vetting Policy.
 6. Code of Conduct.
 7. Appropriate Relationships
 8. Triathlon Ireland Anti- Bullying Policy.
 9. Positive Coaching.
 10. Dealing with Disclosures from juniors.
 11. Physical Contact.
 12. Supervision Guidelines.
 13. Filming, Video and Photography Policy.
 14. Social media & Mobile phone Policy.
 15. Travelling and overnight trip Policy.
 16. Observation of a Breach of the Code.
 17. Disciplinary Procedures relating to Safeguarding.
- Vetting Policy
 - Photography and Filming Policy
 - Travel and Overnight Trips Policy.
 - Safe recruitment of Volunteers policy
 - Safeguarding Policy for Junior Events
 - Missing Children Procedure and flow chart.

The above documentation will be made available to access on the Club website.

Appendix D Club Forms

INCIDENT REPORT FORM

| Lanesboro Triathlon Club | |
|--------------------------|--|
| Event Leader: | |
| Form Completed By: | |
| Date Completed: | |

| Injured / Affected Person | |
|---------------------------|--|
| Name: | |
| Telephone: | |
| Address: | |

| ACCIDENT / INCIDENT DETAILS | |
|---|----|
| Date: | |
| Exact Location: | |
| Time & Time Reported | |
| Reported by who: | |
| Nature of Injury <i>How accident happened (describe what activity was taking place, and details known about circumstances etc)</i> | |
| Name and contact details of witnesses | 1. |
| | 2. |
| | 3. |
| | 4. |
| First Aid Required? | |
| Emergency Services Called? | |

| | |
|---|--|
| Family Called? <i>(By whom and when)</i> | |
| Safety Officer Informed? | |
| Child Protection Officer Informed? | |
| Any further action taken? | |
| Other Comments | |

I confirm that all of the above facts are a true record of the accident/incident.

Signed: _____

Date: _____

Print Name: _____

Club Position (if any): _____

Signed as received by the Safety Officer

Signed: _____

Date: _____

Print Name: _____