



LANESBORO TRIATHLON CLUB

POLICIES 2020

Policies include:

1. Confidentiality
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Confidentiality

The Club Executive 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.
- 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, Club Officers and volunteers who work with 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, Club Officers 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 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 periodically, and action taken as necessary. Where monitoring suggests there is an issue in relation to this policy then we will address the issue in question as soon as reasonably practical.

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 rights to pursue complaints of discrimination outside of the Club in certain circumstances. 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 Secretary of the Club. Most complaints can get resolved at this stage without having to go through a formal process.

Formal Procedure (Separate to the Club Disciplinary Policy & Procedure)

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

Where the complaint is in respect of decisions or policies of the Club Executive Committee, then the Member or Members may wish to make the complaint in writing to Triathlon Ireland. In such cases, 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 Executive 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 finding may either uphold or reject the complaint in part or in full, and may impose sanctions where appropriate which might include:

- Warning as to future conduct; and/or
- Reprimand; or
- Suspension; or
- Expulsion as a Member.

In deciding what sanction is appropriate in a particular case, the Investigating Committee will consider the severity of the matter and take account of any mitigating circumstances. The Secretary 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 this 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 the Club is subject to allegations of unlawful discrimination in a court or tribunal, the Executive 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 Investigation 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 Triathlon Ireland Equality Grievance Procedure, a copy of which is available on its website.



Disciplinary Policy

Overview

Our Club will ensure that any disciplinary matters are dealt with fairly, that steps are taken to establish the facts and that there is an entitlement to a fair and reasonable hearing within a reasonable time by an independent and impartial body.

Our Club may invoke disciplinary action in the case of any Member, or the parent/ guardian/accompanying adult of any Member, whose conduct has, or is likely to bring the sport, and/or Club, into disrepute. The Club reserves the right, where deemed necessary in view of the gravity of any allegation made, to appoint a Disciplinary Committee to conduct all necessary investigations and make appropriate sanctions as per this Policy.

Scope

This Disciplinary Policy will apply to the following:

- Every Club event and competition;
- Any violation of the statutes, rules, regulations, codes, plans, policies, directives, decisions or guidelines of the Club and/or Triathlon Ireland;

Disciplinary Procedure

Our Club reserves the right to enter a formal disciplinary procedure at any stage. The following points will be observed when conducting any disciplinary hearing:

- A Disciplinary Committee (**DC**) will be convened and meet within ten (10) days of appointment.
- Any party who is subject to disciplinary action will be asked to attend the hearing, in order to present their case.
- In cases of certain gravity, the Club Executive Committee may decide upon the provisional suspension from the Club and/or any Club event or competition until the case is heard by the DC. While suspended, the Member concerned shall not participate in any Club activity, including training.
- Any party subject to the disciplinary action will be informed in writing prior to any hearing of the nature of the complaint/alleged offence:
 - The notification of the hearing will be provided a minimum of ten (10) days in advance, the notification will give details of the date, time, hearing venue and appointed DC members.
 - A reasonable investigation will be carried out in order to establish the facts of the case. This will be led by the DC with assistance from the Club Executive Committee.
 - The party will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of the hearing.



- The party may choose not to attend and the case will proceed, or if a suitable time and venue cannot be arranged, the member may face suspension until the case is heard. If the party declines to attend no negative inference will be drawn.
 - The party will be advised of their right to be accompanied by a fellow Member, acting as a witness to the proceedings. (For members under 18, a parent or guardian must accompany them as a witness to the proceedings).
 - At the hearing, the DC Chair will inform the Member of the basis of the issue / complaint and give them an opportunity to state his or her case before any decision is made.
 - The hearing will always be adjourned before any decisions are reached.
 - The party will be notified of the outcome of disciplinary action in writing (email is acceptable if all parties agree) within ten (10) days of the hearing being made.
 - The party will be made aware of their right of appeal and the appeals procedure.
- The DC will be appointed and approved by the Club Executive Committee and will consist of three (3) appropriately qualified and / or experienced Members – one such member shall be the DC Chair. The Club Executive Committee may, at its sole discretion, request Triathlon Ireland to make available a Triathlon Ireland Official to take up one of the three DC positions.
 - The DC may invite subject matter experts to the hearing, whereby they may have a voice but no vote.
 - The DC members will have no connection to any of the involved parties.
 - When the DC decides to have hearings, these will not be public and only members of the DC and the parties concerned (together with their duly appointed representatives) shall be entitled to attend. The deliberations of the DC shall be held in private.
 - All minutes of any meeting of the DC will be signed by the DC Chair.
 - Each member of the DC shall have one vote. Decisions of the DC on any case shall be determined by a majority vote.
 - The DC shall have due regard to natural justice at all times and the standard of proof in all questions for determination by the DC shall be proof on the balance of probabilities.

Sanctions

The disciplinary penalties open to the DC to impose on all Members and Persons include but are not limited to:

1. **Warning:** a warning may be given by the DC for a minor act of misconduct where no other warnings have been given to the Member or Person in question. A warning may set out the nature of the misconduct, the change of behaviour required and (if possible) the likely outcome of further misconduct.
2. **Reprimand:** a reprimand may be given in a case which is more serious than a minor act of misconduct or where previous warnings have been issued to the Member or Person in question.



The reprimand may set out the nature of the misconduct, the change of behaviour required and (if possible) the likely outcome of further misconduct.

3. **Suspension:** the Member or Person in question may be suspended from membership of the Club in a case of serious misconduct or suspected serious misconduct or where in the opinion of the DC (at their sole discretion), the suspension of the Member or Person in question is required in order to secure the safety of any persons involved in the Club or the integrity or good reputation of the Club.
4. **Expulsion:** the Member or Person in question may be expelled from the Club where the DC has determined them to be guilty of serious misconduct or where in the opinion of the DC, the expulsion of the Member or Person in question is required in order to secure the safety of any persons involved in the Club or the integrity or good reputation of the Club.

The DC can impose any such measures as it deems necessary on the Member or Person in question to ensure that the matter concerned is not repeated, the safety of those involved in the Club is protected and that the integrity and good reputation of the Club is maintained. The DC may impose more than one sanction in relation to a disciplinary matter. The DC shall retain a record of all sanctions and decisions made by the DC and report to the Club Executive Committee.

When determining any sanctions, the DC shall, without limitation, have regard to:

- the seriousness, size and nature of the disciplinary matter;
- the extent to which the disciplinary matter was deliberate or reckless;
- the general compliance history of the Member or Person in question, and any specific history of the disciplinary matter in question (or similar); and
- the responsiveness and conduct of the Member or Person in question in relation to the disciplinary matter in question.

Appeals

The party charged with a violation has the right to appeal disciplinary sanctions to a Club Appeals Panel. Appeals against disciplinary action may be made in writing or by email within seven (7) days of notification of the original judgement.

This appeal will be heard, within ten (10) days of receipt of appeal, by an Appeals Panel of three (3) Club Members (all three will be independent of the original disciplinary hearing), with a Chair to be appointed among them.

Notification of outcome will be provided to all relevant parties, in writing (or email if all parties agree), within ten (10) days of the hearing.

In the event that the Member or Person in question is not satisfied with the outcome of the appeal, they can contact Triathlon Ireland, in writing, within ten (10) days of an appeal result being received, to discuss the matter.

Offences

Disciplinary offences requiring the establishment of a DC may include, but are not limited to:



- Threatening, abusive or insulting words or conduct;
- Fraud;
- Participating when not eligible;
- Breach of Triathlon Ireland rules, Safeguarding policies or Code of Conduct; or
- Failure to comply with Club rules and policies in place from time to time.

This Policy is not an appropriate mechanism for dealing with certain complaints such as allegations of physical or sexual abuse or other potential child abuse issues for which other procedures exist using the appropriate statutory authorities. In respect of such allegations, parties are referred to the Triathlon Ireland Safeguarding Policies, as amended from time to time.

Confidentiality

Subject to the terms of this Policy, the proceedings of the DC shall be confidential. The parties and the DC undertake to keep confidential all documents and other materials produced for the purpose of the disciplinary matter by any party and / or participant in the disciplinary matter except to the extent that disclosure may be required by a legal duty, to pursue or protect a legal right, to enforce or challenge an award in bona fide legal proceedings or that such documents may already be in the public domain (otherwise than in breach of this undertaking).



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 an Executive Committee member, being a Triathlon Ireland Technical Official, marshalling at Club races or other jobs defined by the Club Executive Committee.

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

Definition of volunteering

According to The White Paper Supporting Voluntary Activity (2000):

"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."

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; and
- to provide sufficient notice if unavailable.

Role descriptions

The Club will define the roles and functions of Volunteers. Every time a Volunteer is involved, a designated Club 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

Our Club 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 exist 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 Club work confidential. Failure to maintain confidentiality may result in the termination of the Volunteer's relationship with the Club.

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 Executive Committee. Any suspicion of substance abuse should be immediately reported to the Chairperson or Secretary or a member of the Club Executive 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. Our Club does not accept responsibility for any personal property belonging to Volunteers.

e. Reimbursement of expenses

Our Club 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 Club 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 the Club. 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

The health and safety of all Volunteers is essential and so the following guidelines should be followed:

- i. Wear the LTC Hi-Viz bib and/or Club Gear so you are identifiable at all times. Be prepared for all weather conditions.
- ii. Bring your mobile phone with you and ensure it is fully charged.
- iii. In case of an emergency (where an incident requires an immediate Garda response) call 112 or 999.
- iv. Do not administer First Aid if you are not trained to do so.
- v. Avoid confrontation with competitors or other members of the public.
- vi. Stay hydrated and eat plenty.



vii. 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 Event Coordinator or the Club Chairperson or Secretary. If problems cannot be resolved, they can put their complaint in writing to the Club Secretary who will consult with the appropriate Executive 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

Our Club has adopted a Photography & Filming Policy in order to implement best practice in relation to the use of images of athletes on our websites, social media platforms and other publications.

These guidelines follow Triathlon Ireland's Photography & Filming Policy. A specific policy also exists for Juniors and Vulnerable Adults, which has been implemented by our Club.

Our Club is committed to providing a safe environment for all Members as well as photographers at events.

Members should be aware that as part of the membership waiver (completed when joining Triathlon Ireland and Lanesboro Triathlon Club), they give their permission to both Triathlon Ireland and our Club for photographs to be used for the promotion of the sport.

Our Club photographers may take photographs of Members, which can be featured on our websites, social media platforms and other publications e.g. newsletters. All photographs will be used appropriately and will be related to Club events, triathlon events and/or news.

Triathlon Ireland has approved trained photographers to work at Triathlon Ireland events. These photographers are familiar with the Triathlon Ireland Safeguarding guidelines around photography and undertake Garda Vetting in addition to signing a code of conduct as part of their contract.

All Triathlon Ireland event photographers are required to sign in at the event and wear a Triathlon Ireland media vest and / or appropriate identification.

If you are concerned about any photographs published via the Club website or social media platforms, please contact the Club Public Relations Officer who will be happy to discuss this matter with you.

Guidelines for Best Practice

- Our Club will provide clear and efficient reporting channels for Members should they have concerns regarding the abuse of images or the use of inappropriate images. In summary, the channels are: Club Public Relations Officer, Club Secretary, Child Protection Officer (if young people are involved), Club Chairperson, the Triathlon Ireland National Children's Officer in Triathlon Ireland.
- Photographers must comply with the Triathlon Ireland Safeguarding Code including the Code of Conduct for Volunteers.
- Any photograph taken should be of an appropriate nature. Any person taking inappropriate photographs will have their accreditation/registration status removed by the event organiser and the matter reported to the appropriate Designated Person/Statutory agencies.
- Group photographs involving children are preferable to individual photographs.



Recording Procedures

- Incidents and Accidents should be recorded using the appropriate form (Incident Report Form).
- Forms should be completed as soon as possible in order to minimise recall issues.
- Forms should then be stored by the Club Secretary and passed onto Triathlon Ireland or/and statutory agency where relevant.



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.