



Setting Up a Triathlon Club in Wales



INTRODUCTION

Welsh Triathlon would like to welcome you on your journey to setting up a new club. By setting up a new club you are providing more people with the opportunity to participate in triathlon.

This guide is intended for anyone thinking of starting a new triathlon club. The guide will take you through the processes which you will need to consider in setting up your new club. Throughout the guide, we will signpost and link you to resources which are available, and may be useful as you look to set up your triathlon club.

WHY SET UP A CLUB?

Before you look to set up your club there are some things you may need to consider:

- What the purpose of your club will be?
- Check whether there are existing clubs in your area.
- Assess whether there is a demand for a new club in your area.
- Who do you want to encourage to join your club?
- Will your club have a junior section?

HOW TO AFFILIATE

- Contact the Welsh Triathlon to register your interest in affiliating your club.
- Go to <https://www.britishtriathlon.org/clubs/registration> to register your club
- Here you will be asked to fill out a form with all the details and payment information



SUPPORT WHILE YOU SET UP YOUR NEW CLUB

Support from Welsh Triathlon

Welsh Triathlon's participation officer will be able to provide you with information, support and advice, as you set up your club. Welsh Triathlon also hold club forum's twice a year (Autumn and Spring) which act as a platform for club members to share ideas and find out about the work Welsh Triathlon is doing. Information around club forum dates will be sent to your club lead as well as published on the Welsh Triathlon website.

Sport Wales

Sport Wales offer community grants which help in increasing participation and improving the quality of clubs across Wales. You can find out more on the Sport Wales website by searching 'Community Chest'. You can find out more information via Club Solutions <http://www.sport.wales/community-sport/workforce/club-solutions.aspx>

Local Authority

You can contact your local authority sport development department who will provide you with a liaison officer who can support your club.

Other Clubs

There may be recently developed clubs who may be able to provide you with some advice on the process of setting up a new club.



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THE BASICS

In setting up your club you may want to consider recruiting a few people to form a small committee. This will help you in running your club by dividing tasks as well as bring different ideas and skills. Please note that your main club contact will need to be a home nations member. As you continue to plan for your new club you should also decide on a club name and create a club constitution. You may want to set up a bank account for your club which will help you to manage the club's money.

JUNIOR CLUBS

If you would like to set up a junior club, or include a junior section within your club, you would follow the same steps as setting up an adult club. You will, however, need to consider Safeguarding and Protecting Children policy and procedures. You can find more information here: <https://www.welshtriathlon.org/resources/safeguarding>. It is important that all individuals involved have completed a self-declaration form and have **more than one adult present** during activities.

WELFARE OFFICER

You will also need to appoint a Club Welfare Officer who will be responsible for promoting good practice, safeguard and protect children and adults at risk. Your delegated officer will also need to go through a CRB check with British Triathlon if your club decides to have a junior section (u18s). Your appointed welfare officer should also attend a Sports Coach UK, Safeguarding and Protecting Children as well as triathlon specific club welfare officer training. You can find details of courses available to welfare officer on the British Triathlon website. Please note that your club welfare officer will need to be a home nations member.

AFFILIATION

To affiliate to Welsh Triathlon, you must complete the affiliation form and pay the annual subscription fee. The main contact must also be a member of Welsh Triathlon. By affiliating you get the following benefits. This will help Welsh Triathlon in promoting your club, and provide your club with better support.



BENEFITS OF CLUB AFFILIATION

- By affiliating your club, members will benefit from a reduced fee for individual membership with Welsh Triathlon.
- Your club will also be published on the British Triathlon and Home Nation website
- Club Insurance
- Access to club accreditation and WSA (Welsh Sport Association) services
- Advice and support from Welsh Triathlon participation officer

CLUB INSURANCE

- Through affiliation your club will also benefit from Club Insurance this includes:
 - Public Liability: £15 million limit of indemnity, in the event of an accidental injury to another person.
 - Employers Liability: £10 million limit of indemnity, in the event of an injury to one of your employees.
 - Directors and Officers: £2 million limit of indemnity, in the event of a breach of duty, for example in relation to the mismanagement of club's finances or corporate manslaughter.
 - NB. Please note there is a £250 policy excess- be careful in everything you do, in order to avoid having to pay it!
- Insurance includes claims arising from club activities while at home or abroad, social functions/meetings, sporting activities of swimming, cycling, running, transition and core strength training, triathlon, duathlon and related multisport events, such as aquathlon and cross triathlon.
- Clubs are insured against liability caused by their negligence in organising races. This is on the condition that the race is registered with a Home Nation Association, if the events are open to non- members. This cover will also protect organisers, race officials and volunteers involved in the delivery of events organised by you club.



CLUB TRAINING

Within your club you will want to arrange training sessions for your members. Depending on the experience of your members, you will need to decide whether to cater activities to recreational participants, novices, juniors, experienced athletes, or all four. As your club continues to grow, you will probably want to develop a coherent pathway to encourage progression from recreational or novice to competitive and long-distance racing. In running your club, don't forget that members may also enjoy the social side of any club and the opportunity to make new friends. You may want to consider social activities which members can enjoy.

COACHING AND VOLUNTEERS

Coaches will assist in developing and deliver training sessions within your club. Welsh Triathlon's coach education programme aims to support individuals who would like to pursue coaching. You can find more details of available course dates here: <https://www.britishtriathlon.org/coaching>.

You can find coaching guidelines specific to triathlon here:

<https://www.britishtriathlon.org/get-involved/coaching/coaching-guidelines-and-insurance>



FUNDING FOR YOUR CLUB

Funding is an integral part of your club's future, particularly in the initial stages of development.

Sport Wales Funding

Sport Wales, the national organisation responsible for developing and promoting sport and physical activity in Wales, has opportunities for clubs and individuals to gain funding for sport related activities. **Community Chest Funding**, offers grants of up to £1500, in any 12month period for activities which contribute to increasing participation in sport and physical activity as well as improving the standard of sport and physical activity in Wales. To find out more visit the following website <http://sport.wales/communitychest>.

Sport Wales also have **Development Grants** available which are aimed at expansion. This can include the development of new facilities or the purchase of equipment which will take your project to the next level. To find out more please visit <http://sport.wales/funding--support/our-grants/development-grant.aspx>.

WCVA Funding Advice

The WCVA support and represent third sector organisations in Wales. Their work primarily involves positive contributions to communities in Wales. They will help you to source funding, through **Open4Community** which is a search engine designed to find individuals and organisations with funding opportunities which are suitable for their project. To find out more please visit <https://www.wcva.org.uk/funding>.

Potential Funding Avenues to Support triathlon club development in Wales

Name	Amount	Who Can Apply	Website
Grant Finder	N/A	Sports Clubs/ Organisations	https://www.idoxgrantfinder.co.uk/
Community Chest	Up to £1500	Sports Clubs/Organisations	http://sport.wales/communitychest
Development Grants	£1501- £25000	Sports Clubs/ Organisations	http://sport.wales/funding--support/our-grants/development-grant.aspx .
Sported Grants	-	Clubs who provide sporting opportunities for disadvantaged young people	http://sported.org.uk/our-network/wales/
Sport Relief Grant	-	Clubs who bring young people together in disadvantaged areas	https://www.comicrelief.com/funding

CLUB ADMINISTRATION

For your new club to run successfully you will need to ensure that your club runs smoothly. You may want to consider some of the following:

- Will you be charging membership fees or charge for training sessions?
- How will you promote your club? Will you have a website or make use of social media sites such as Facebook and Twitter to communicate with current and potential members?
- What Health and Safety considerations do you need to make? Will you need to take out additional insurance?
- Do you have coaches and how will you support volunteers?

Once your club is up and running you may want to consider doing some of the following:

- Does your club need kit?
- Arrange training weekends for club members
- Hold open nights which will encourage new members to join your club
- How can your club be more inclusive?
- Send a club representative to Welsh Triathlon's club forums
- Consider running your own triathlon event or GO TRI event to help provide extra funds and promote your club to local participants.
- Stay in communication with your members via a website or Facebook page by uploading pictures and information.
- Consider a monthly newsletter highlighting what has been going on within the club
- Host an annual dinner or awards ceremony to celebrate the successes of the club and its members.



CLUB ACCREDITATION

Welsh Triathlon has worked with Disability Sport Wales to develop a triathlon-based Club accreditation program. The purpose of the accreditation is support and develop triathlon clubs in Wales. The accreditation program will also ensure that clubs are

running in a safe, quality environment. With this, the accreditation program will also ensure that there is alignment in the way clubs affiliated to the home nations operate. We have made it compulsory for all affiliated clubs to have achieved a minimum of bronze accreditation. As your club is in its early development why not get started on the programme, contact admin@welshtriathlon.org to find out more, and discuss a plan for your clubs progress.

BUILDING A SUSTAINABLE CLUB

It is important that you ensure your activities are dynamic and keep members engaged throughout. A health club is one which regularly recruits new members. In addition to this a club will remain dynamic by rotating or changing committee members. It is important to continue to review and consider member needs and wants when running your club, and make use of the support Welsh Triathlon can give you in running your club. It is not easy to run a club; however, it can be rewarding to be involved in an establishment which provides triathlon activities. Take time to enjoy your club and celebrate success.

INCLUSIVITY IN YOUR CLUB

Ensuring that your club is inclusive and welcoming for everyone is one of the most important steps in your clubs' development. We encourage you to put measures in place that will allow anyone to take part in triathlon regardless of their ability. If you would like more information on how to make your club more inclusive, please contact your local Disability Sport Wales officer who will support you through the process.

PLANNING FOR THE FUTURE

As your club continues to grow and expand, you may find it useful to come up with a **club development plan**. This will help in improving the activities which you currently offer and will help prepare for any activities which you will start in the future. For more information, please see the **club development plan guide**.



CONTACT US

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