



Setting up and developing a Triathlon Club in Wales



Guidelines from Welsh Triathlon

This guide is intended for anyone thinking of starting a new triathlon club. It takes you through some of the questions and processes that you'll need to consider. In each section, we have signposted and linked you to the various resources that are available to help you.



1 Check whether there are existing clubs in your area.

There is little point in duplicating something that already exists. So, no matter how good your ideas are for a new club, please do check around to see whether anything similar exists in your town or neighbourhood.

[Welsh Triathlon Club Listing](#)

2 Make sure there is reasonable demand for your club.

Whilst a club can start, and even continue, small, there will be a minimum number of people needed to make a club viable. You probably know two or three other people who share your interest in forming a new club. Now is the time to build a list of potential members. At this stage you're not asking people to pay subscriptions or make a commitment; you're just building a potential membership list of people who might want to join a new club.

To find out what interest there is you could consider:

- Advertise locally in the newspaper
- At local sports clubs
- Put a poster in your local leisure centre
- Organise an open meeting for anyone interested

3 Who can help you?

There are a number of organisations that should be able to help you as each is committed to helping develop sports throughout the community. You should make contact with each of them, and find out what practical help they can offer:

- Welsh Triathlon employ a Development Manager, who can provide support and triathlon specific advice for the development of your club
- Sport Wales offer community grants to increase participation and improve standards

4 Put the basics in place

Whilst some small clubs can get along with just one person running the show, it's usually a good idea to recruit a few people to form a small committee. This helps spread the work by dividing tasks, and brings in different ideas and skills into your club. After that you should decide on a club name and create a club constitution, and you may want to set up a club bank account to manage the club's money.





All affiliated clubs have to appoint a Club Welfare Officer responsible for good practice, and to safeguard and protect children and adults at risk.

This officer must undergo a CRB check with British Triathlon and if your Club decides to have a junior section (under 18's), they should attend Sports Coach UK Safeguarding and Protecting Children and Triathlon Specific Club Welfare Officer Training - Time to Listen. Details of all the courses can be found on the British Triathlon website.

5 Affiliation to Welsh Triathlon

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

- The club can count on support from their Home Nation's staff and Welsh Triathlon's Development Manager.
- Club members will pay a reduced fee for individual membership with Welsh Triathlon.
- Publication on the British Triathlon and Home Nation website.
- Benefits of having the Club Insurance: Public Liability cover of £10 million, Directors and Officers cover for committee members and other club officials.
- This 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 conditional on the races being registered with a Home Nation Association, if the events are open to non-members. This cover also protects organisers, race officials and volunteers involved in the delivery of these events organised by the club.
- Club insurance often allows members to make use of certain facilities, e.g. open water.



6 Organising Training

One of the things to focus on is getting the training sessions organised. Depending on your members, you'll need to decide whether to pitch your activities at novices, juniors, experienced athletes, or all three.

As your club grows, you will probably want to develop a more coherent pathway to encourage progression from recreational or novice to more competitive or consider longer distance racing.

Don't forget that many members also enjoy the social side of any club and the opportunity to make new friends, so your plans might want to include some social activities as well.



7 Coaching

Welsh Triathlon runs an extensive coach education programme and details of the programme are available on the website. Coaches can assist in developing and delivering training sessions for the club.

Coaching guideline are available here at [Coaching Health and Safety Guidelines for Triathlon](#)

8 Club Administration

Whilst most members don't want to spend too much time on club administration, there is some administration necessary if the club is to keep running smoothly. Some of the questions you might want to consider are:

- Who do we want to encourage joining? Is it an open club or is it by invitation only?
- Will we have membership fees or charge for training sessions?
- How will we promote the club and sessions? Do we want a website, or set up a Facebook page?
- Are we going to involve juniors?
- What are the Health and Safety considerations that affect our sport, and do we need insurance?
- How do we support our volunteers?
- Who will be providing coaching?



9 Junior Clubs/Section

Setting up a junior club or section is done in the same way as an adults club. However, you do need to take into consideration the British Triathlon **Safeguarding and Protecting Children policy and procedures**. These can be downloaded from www.britishtriathlon.org. It is essential that all personnel involved have completed a self-declaration form and that there is always **more than one adult present** at any activities.

10 What next?

If your club just keeps the same members and doesn't review its activities, it runs the risk of becoming static and you may find members leaving. A healthy club is one that has a regular influx of new members and a periodic change in officers on the committee. You don't have to be ambitious, provided you keep reviewing whether your club is doing what current and potential members want.

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

- Get some club kit produced
- Organise training weekends for club members
- Hold open nights to encourage new members along.
- Send a club representative to Club Forums organised by Welsh Triathlon
- You could also consider running your own triathlon to help provide funds for the club and promote the club to local triathletes.

11 Have fun and celebrate success!

It can be hard work as well as rewarding to be involved in the establishment and running of a local club so don't forget to take time out to enjoy it and celebrate your successes.

- Create your own club competition
- Keep photos of your club activities and publish details on your club website or in a club newsletter
- Organise some social events that bring members together
- Host an annual dinner or awards ceremony to provide a focal point for recognising the achievements of members and your club.



12 Welsh Triathlon Contact Details

If you are thinking of setting up a triathlon club, please contact us at

Welsh Triathlon
Sports Wales
National Centre
Sophia Gardens
Cardiff
CF11 9SW

Email at admin@welshtriathlon.org

Tel 0300 300 3128

