

## Constitution of "Lafayette College Triathlon Club"

### Article I ---- Name

The name of the club shall be "Lafayette College Triathlon Club", or the initials "LAF-TRI".

### Article II --- Purpose

The idea behind triathlon club is to field a team of committed athletes that train together throughout the year and then race a variety of local triathlons. By having organized training groups and highly developed training programs provided through triathlon-specific coaching tools like Training Peaks (<http://home.trainingpeaks.com/>) and Training Bible (<https://www.trainingbible.com/>), members of the club will conquer long term fitness goals and have opportunities at competing in full, half, Olympic, and sprint distance triathlons through a team atmosphere. Both Training Peaks and Training Bible are the finest coaching tools in the world of triathlon and are both successfully used by pros and other collegiate programs around the United States to both track and administer training programs and fitness strategies. Racing opportunities will take place in both fall and spring semesters. Looking forward as a triathlon club we will become a symbol of inspiration and determination in the Lafayette community through the sport of triathlon; we are only a triathlon club.

- To participate in intercollegiate competition through the NECTC (Northeast Collegiate Triathlon Conference) and thus contribute to the development of triathlon as a whole and its growing community; the end goal being to send qualified athletes to the USAT Collegiate National Championship.
- We will also have a priority of choosing a group of athletes to compete as a triathlon team at other USAT sanctioned triathlon races in the spring.
- To provide a public forum for interested members of the Lafayette community to learn about the nature of triathlon training and endurance racing in general.

### Article III ---- Membership

Membership in this organization will be open to the Lafayette Community. Regular Attendance and commitment is needed to race. Depending on the different levels of commitment multiple training groups will be made. Those training groups will then vote to decide the training program from either Training Bible, or Training Peaks (websites provided) that they are going to implement and at what intensity. Movement between training groups is allowed as long as the person switching has the characteristics and commitment of his/her new training group. USAT yearly membership is **required** to have as a member of the triathlon club. USAT memberships will be paid for by the treasurer through club funds. The benefits USAT membership provides can best be found at their website (<http://www.usatriathlon.org/membership-services/benefits.aspx>). The most important benefit provided by USAT membership is the race insurance for all USAT sanctioned races. Furthermore, USAT sanctioned races are the only races we are racing in and so this membership is mandatory of all members. Also for club insurance during practices members will be covered by USAT Club Insurance (<http://www.usatriathlon.org/audience/clubs/contents/club-insurance.aspx>). The costs associated with this insurance policy would also be paid for by the treasurer with club funds. Additionally, practice by definition in this triathlon club will be defined as pre-organized group meeting where we will either swim, bike, and/or run in predetermined groups. To better keep track of this we will be using Meet-up (<http://www.meetup.com/>). Therefore members will be **required** to sign up for meet-up. The President will be responsible for all services provided through meet-up, a free website dedicated to organizing community events and documenting all participants involved. Also to acquire the services of both Training Bible and Training Peaks for a discounted rate, triathlon club members will be **required** to purchase membership from Endurance Multisport: Lehigh Valley; another local triathlon club (<http://www.endurancemultisport.com/>). The club also offers many other beneficial sponsorship discounts that will be attractive to our triathlete members ([http://www.endurancemultisport.com/images/MemberBenefits\\_2013nocodes.pdf](http://www.endurancemultisport.com/images/MemberBenefits_2013nocodes.pdf)). Sponsorships are simply discounts on certain brands, or products. Endurance Multisport: Lehigh Valley is insured by USAT Club Insurance and also has a waiver form before membership (<https://www.signmeup.com/site/online-event-registration/66350>). This waiver form will be completed by our individual members; we will be running **no** club practices through, or in conjunction with Endurance Multisport: Lehigh Valley. Club members will also be registered with NECTC for collegiate racing purposes. To register

with NECTC we will use the process as highlighted on their website ([http://www.northeastctc.com/#!/join\\_us/c21n1](http://www.northeastctc.com/#!/join_us/c21n1)). Lastly, the triathlon club will use (<http://www.dosportseasy.com/lafayetteclubs/>) to register members in the eye of the school and to keep within their governing rules of administration. This is **required** of all participating members. The one in charge of making sure all members are registered with Do Sports Easy will be the President. Before club members can practice with one another these steps as previously outlined must be **completed** by all parties involved. This most directly includes the treasurer, president, and all members.

## **Article VI ---- Officers**

The officers of this organization shall be President, Vice President, Secretary, Treasurer, and Program Chair

### **President**

- ❖ Manage the affairs of the triathlon club and concern him or herself with the administrative and organization necessities of the group. Specifically responsibilities include:
  - Play the role of **Program Chair**: the primary liaison or spokesperson between the Student Life Office and the Triathlon Club.
    - This includes inquiring questions of operation, or other necessary information regarding the school and the club.
  - Organizing administrative meetings for the Triathlon Club.
  - Organizing and coordinating practices through Meetup.
  - Serving as the first Captain for all races in the NECTC and also as the main form of communication between the club and the NECTC.
  - Serve as the primary liaison between the club and USAT, the governing body of triathlon in the United States.
  - Serve as the primary liaison between the club and Endurance Multisport: Lehigh Valley.
  - Making sure all members are signed up on Do Sports Easy before practicing.
- ❖ Serve as the 3<sup>rd</sup> safety officer of the club.

### **Vice President**

- ❖ Serve as the primary safety officer of the triathlon club.
  - Keep safety rules and procedures in affect at all practices
  - In charge of administering necessary safety videos and lectures to club members.
  - Making sure members have passed necessary swim test before practicing with team, or racing.
- ❖ Serve as the new member recruitment chair of the club
  - Organizing the station/ event at the fall club festival run by the school.
  - Brainstorming ways of how to recruit new members.
- ❖ Serve as the 2<sup>nd</sup> Captain for all races in the NECTC.

### **Secretary**

- ❖ Perform the general administrative duties and aid in the organizational necessities of the club including:
  - Maintaining the Triathlon Club Blog, which will be on WordPress (<http://www.wordpress.com/>)
  - Maintaining Team Website and social media page.
  - Taking minutes for each meeting.
  - Document and save all waiver forms.
- ❖ Serve as a new member recruitment officer.
- ❖ Serve as secondary safety officer for the club.

### **Treasurer**

- ❖ Managing the club's finances, which includes:
  - Managing the club's bank account.
  - Allocating funding towards equipment and keeping an active inventory of all equipment.
  - Paying dues to NECTC (Northeast Collegiate Triathlon Conference) & USAT & Endurance Multisport: Lehigh Valley
  - Setting dues price for both fall and Spring Semesters.

- Equipment Checks
- Collecting dues from members.
- Coordinating and paying for transportation to and from races.
- ❖ Assisting in general administrative duties as an officer

## **Article V ---- Meetings**

### **Administrational Meetings**

- ❖ The triathlon club shall meet on a weekly basis. These administrative meetings will be organized by the **President** of the club. These meetings will be mandatory of all executive members and other members will be encouraged to also attend. Some administrative meeting will be mandatory; this will be decided at the discretion of the **President**. These administrative meetings will serve as way to keep the entire club up to date on all club activities, which includes:
  - Added Safety Procedures
  - Executive Position Elections
  - Upcoming Races
  - Decided Training Programs
  - Equipment Purchases
  - Group Practice Review
  - Race Transportation
  - Etc.

### **Group Practices**

- ❖ All club sanctioned practices will be conducted in groups. For members of the club to race, they must attend organized group practices on a regular basis. Practices will be organized through Meetup and outlined through either Training Peaks, or Training Bible; The **President** will be in charge of these responsibilities. Group practices must have at least one safety officer attending to be run. Without a safety officer a group practice cannot take place.

## **Article VI ---- Procedure**

- ❖ The meetings of this organization shall be conducted according to parliamentary law as defined in *Roberts' Rules of Order*. "Other procedures can be added"
  - The procedure of adding other procedures will be the same as the process for amending the constitution as explained in **Article VII**.

## **Article VII --- Amendments**

- ❖ The process of amending the constitution will be done completely through the executive members of the club. If a concern is brought up during the meeting by any active member of the triathlon club an executive member can call for a vote. For it to then to go to vote, it has to be seconded by another executive member. Executive members then have two options vote, or abstain. For the amendment to pass three of the four executive members has to vote in favor of the change; however, the President has the right to kill the vote if he/she sees fit.

## **Article VIII-- Risk Management**

- **Swimming**
- Prior to attending swim practices, members will be required to pass a basic swim test. An example of a beginner swim test can be found on this web page ([http://www.lifesaving.org/safety\\_management.php?page=489](http://www.lifesaving.org/safety_management.php?page=489)).
- Prior to racing first year members will be required to pass another swim test that will depend on distance of triathlon they intend to compete in. This test is best described by the chart on this website ([http://www.trinewbies.com/tno\\_swim/tno\\_swimarticle\\_05.asp](http://www.trinewbies.com/tno_swim/tno_swimarticle_05.asp)).
- All indoor swim practices will be held in the Lafayette College Aquatic Center. All Aquatic Center safety policies will be adopted by the club.

- For **open** water swim practices the safety procedures adopted by USAT will be implemented (<http://usaswimming.org/DesktopDefault.aspx?TabId=1540>). Also for open water swim practices only local lakes and rivers will be used.
  
- **Biking**
- All members will be required to watch the bike safety video provided by the United States Department of Transportation (<https://www.youtube.com/watch?v=jdrxlpQpt4>). Also members will be required to review the group biking safety information provided by SLOBC at their website (<http://slobc.org/safety/index.html>).
- If group bike practices are compromised by visibility due to lack of light as decided by the Vice President. Members will be responsible for having their own bike lighting systems. These can be purchased at a local Easton bike store like Cycle Fitters (<http://www.cyclefitters.com/>). If members do not have lighting systems under these circumstances then they will not be allowed to practice.
- Helmets must be worn at all times while biking.
- When increment weather such as snow or heavy rain is happening biking practice will not occur outdoors. There is a chance with club funds biking practice would then occur indoors on club funded bike trainers. All typical bike procedures would be followed in this case as well.
- Local bike paths in Palmer Township, Stockertown PA, and NJ trails will be used when applicable to the planned workout.
- A pre-bike checklist will be offered to all members through the club website, so they remember all the necessary equipment prior to practice; however, Individual members will be responsible for their own bike's health and will be responsible for finding a way to fix it if it's not up to their specification. A non-functioning bike will prevent members from racing due to USAT race safety policies, so there is incentive for members to keep bikes running safely (<http://www.usatriathlon.org/about-multisport/multisport-zone/rules-education/articles/cycling-conduct-basic-bike-safety-511l.aspx>).
  
- **Running**
- Club members will be required to review the running safety tips provided on Road Runners Club of America, the leading running club in the United States (<http://www.rrca.org/education-advocacy/rrca-general-running-safety-tips/>), before practicing.
- When light and visibility is a concern, members will be encouraged by safety officers to wear high visibility gear, which is purchased at their own discretion. Running practices will not occur at times when there is no viable sunlight as determined by the Vice President.
- Local running and trail routes around Easton will be utilized by the club. The club will also use the Lafayette College Track when applicable to a workout.
- **All**
- To reduce club liabilities and their associated risks, liability waiver forms in all three disciplines of triathlon (swim, bike, run) will be requested by the club. The club will work with both Student Life Office and other Lafayette College services to come up with an appropriate waiver. These waiver forms will be signed by all club members and documented by the Secretary.
  
- **Transportation**
- The transportation matters of the club to races will be completed by the Treasurer. He/she will follow the rules stated in the Lafayette College Sports Club Manual on page 10 for all transportation needs (<http://recreation.lafayette.edu/files/2009/11/Sport-Club-MANUAL-2013-2014.pdf>).
- For more local races bike transportation will be done through the transportation methods chosen by the club. For non-local races like the USAT Collegiate National Championships bike transportation services such as Tri Bike Transport (<http://www.tribiketransport.com/>) will be utilized; club members will be responsible for their own bikes for all races.

## Section I: Injuries

- ❖ All members will be covered by USAT Club Insurance during practice and USAT Race Insurance during races (The links can be found earlier in the constitution). These will be both provided through membership dues.
  - For practices a safety officer will always carry a first aid kit and a cell phone for contacting 911.
  - If someone is seriously injured the safety officer at the practice will call 911 and begin administering any aid they can.
  - The club will adopt all rules and injury prevention methods as suggested on page 12 in the Lafayette College Sports Club Manual (<http://recreation.lafayette.edu/files/2009/11/Sport-Club-MANUAL-2013-2014.pdf>). The ones in charge of following all these will be the three safety officers.

## Section II: Finances

- ❖ The triathlon club will utilize three, main forms of financing to keep the club functionally running and reducing the risk of collapsing financially. These three include:
  - Club Membership Dues on a semester basis (Fall/Spring)
  - Student Government Funding
  - Fundraising
- ❖ Brand Sponsorships will also serve as a form of finances, but not in monetary form. These sponsorships would be discounts on equipment purchases in return for public acknowledge of brand usage. This acknowledgement will be seen through brand logos on uniforms, links on the club website, and product reviews on the club blog. Before a sponsorship can be agreed upon it must be first reviewed by the Student Life Office and any other Lafayette College Departments suggested thereafter.

## Section III: Hazing

- ❖ To prevent hazing in the club all active members are **required** to attend all events that Lafayette prescribes for sports clubs concerning hazing. Furthermore, the culture of hazing will not be permitted in the triathlon club and members that do not comply will this principle of the club will be subject to dismissal from the club and his/her actions will be passed on to the knowledge of Lafayette for any further punishment. Furthermore, if hazing is found in the club the case and those involved will be **directly reported** to Lafayette College.

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Jeremy Cooley

Print Co-Founder Name

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*Jeremy Cooley*

Signature of Co-Founder

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Daniel Linkenhoker

Print 2<sup>nd</sup> Co-Founder Name

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*Daniel Linkenhoker*

Signature of 2<sup>nd</sup> Co-Founder