

Starting a NEW Triathlon Club

So you've been thinking about starting a triathlon club for a while, but not quite been sure where to start or what's involved. This guide has been put together to guide you through the process and provide you with the tolls and tips necessary for success.

Planning is the key to a club's health and long-term sustainability. When forming a club, the following steps should be considered:

- Research and assess demand for the club
 - How many potential members are there?
 - Where they will come from?
- Promote the idea of forming a club and raise awareness in the community
 - Use other settings where people are likely to be interested in health and fitness – schools, local gyms, other sporting clubs, etc.
 - Is there an influential local who can assist in galvanizing local support?
- Call a public meeting – advertise where and when, is there a special offer for those attending and joining as founding members?
- Set up an interim committee
- Hold the first general meeting of the committee and potential members
- Establish links with organisation's that may be able to help like Triathlon Victoria and the local council
- Consider any legal issues that may need to be addressed
- Advertise for members

For more detailed information visit the [Australian Sports Commission Guidelines](#)

Steps to form a new Triathlon Club

Step 1.

Before forming a club, hold a meeting with potential committee members and interested parties. At the meeting, choose a committee and decide the club name, membership fee structure, club logo / uniforms / training schedule and any other offering the club will have for members.

For more information about running and growing the club, check out the Club Resources page on the [Triathlon Victoria website](#).

Step 2.

The club will need to open a bank account.

Step 3.

The new club's committee will need to decide whether or not to become an [Incorporated Association](#). To become an Incorporated Association the club must:

- Have at least five members
- Not operate for the profit of its members

Benefits of incorporation

- Your organisation becomes a 'legal person' (that is, a legal entity that stays the same even if its members change). It can do the following things in its own name:
 - accept gifts or bequests
 - buy and sell property
 - invest and borrow money
 - open a bank account
 - sue and be sued
 - take out public liability insurance with greater ease
- Members and office bearers are protected against personal liability for the organisation's debts.
- Your organisation may be eligible to apply for a larger range of government and non-government grants.
- [Click here for a full list of benefits of incorporation](#)

Step 4.

The new club's committee will need to decide on a name. The proposed name must not be similar to one listed in the Consumer Affairs Victoria names register. To check this, [search the register](#).

Step 5.

Set a meeting date to [vote on incorporating](#). To incorporate, the association must hold a meeting to vote on whether or not to do so. All members must be given at least 21 days' notice of the meeting.

Step 6.

As an Incorporated Association the club must have a written set of rules, also known as a constitution. The Model Rules (a basic set of rules that will enable a not for Profit club to operate) can be found on the [Triathlon Victoria Club Resources page](#) and the sections requiring completion have been highlighted for your convenience. Adapt these to suit the club and its requirements. For more information about adapting to the incorporated associations laws visit the [Consumer Affairs website](#).

Step 7.

If the club has decided to become an incorporated association the person authorised to apply for incorporation must complete and lodge:

- The [Application for association incorporation \(Word, 244KB\)](#)
- A copy of the proposed rules of the association (unless the association is adopting the model rules)
- Copies of any trusts that affect the association
- The application fee.

Step 8.

Affiliate with Triathlon Victoria. Click here for the [Guidelines](#) before completing the [Club Affiliation Form](#).

Information required by Triathlon Victoria to affiliate:

- Incorporation details (date and number) if applicable
- Club bank account details
- Club ABN
- Postal address for club correspondence
- Parties of be included on the clubs Certificate of Currency
- Number of Accredited Coaches
- Number and names of Accredited Technical Officials
- Club Website, Twitter and Facebook URL's if applicable
- Club Office Bearer contact details (President, Secretary, Treasurer)
- Contact person for
 - Triathlon Victoria's Mail Outs
 - Membership Enquiries
 - Public Enquiries
- Supporting Documents (if available)
 - Club Logo
 - Club Constitution (please provide every three years or when altered)
 - Latest Club Annual Report
 - Insurance documents (if an alternate insurer provider other than Triathlon Australia)

Benefits of Triathlon Victoria/Australia affiliation:

- Eligibility for Club Championship Points
- Listing in club directory on Triathlon Victoria website
- Access to a free club website hosted by Active Network
- Access to the ActiveWorks Membership system to manage individual club memberships
- Access to the ActiveWorks Endurance Event Management system
- Access to running TRYstars – Triathlon Australia’s junior participation program
- Third Party Indemnity; Public Liability; and Officers & Directors Coverage
- Access to Triathlon Victoria resources and support
- Workshops, seminars and clinics for members and clubs
- Discounted coach accreditation courses
- Free training and accreditation of technical officials
- No sanctioning fees for affiliated clubs hosting events with less than 150 competitors. (Please note all club events still need to be sanctioned for insurance purposes.)

Step 9.

The club will be added to the Triathlon Australia [online membership portal](#) so that new members can join the club and Triathlon Australia/Victoria. Triathlon Victoria will contact the club after the affiliation has been submitted should any further information be required. Remember if any contact details or organisational information changes please notify Triathlon Victoria at membership@trivic.org.au or via the affiliation portal.

Coaching Courses

Triathlon Victoria run a number of Development Coaching Courses per year. Please visit our [website](#) for further information about becoming a coach and for upcoming coaching courses.

Technical Officials

Triathlon Victoria runs Technical Official Courses regularly throughout the year. Please visit our [website](#) for further information about becoming a Technical official and for upcoming courses.