

# Participation 'Try a Tri' Affiliation Policy

Policy Name	Participation – 'Try a Tri' Policy
Policy Area	Membership
First Approved	June 2019
Latest Approval	June 2019

## Introduction:

This policy sets out the requirements of a Triathlon Victoria (TV)/Australia (TA) affiliated club relative to entry-level participation/membership. There are a range of 'short-term' programs available to affiliated clubs for new participants. This policy sets out how these programs support the 'Whole of Sport' membership model and what record keeping is required of affiliated clubs.

The policy has been developed to ensure program participants are provided with flexible programs to sample triathlon and that participants of such programs make an equitable financial contribution for this access. Upon affiliation/re-affiliation, clubs are accepted by TV/TA as an affiliated body and agree to comply with TV (and TA) rules, policies, regulations, etc as adopted by the Board of the Association.

## Participation / Try a Tri programs (referred to as 'programs')

Clubs are encouraged and supported to develop and implement offerings that provide prospective members with the opportunity to 'sample' club training and social activities. These activities must be conducted in such a manner that ensures the safety and well-being of the individuals, members and minimises risks to the club committee. These offerings include (but not limited to):

1.	14-day trial membership	(per TA membership package)	\$0.00
2.	Try Before You Buy (TBYB) 8-week membership	(per TA membership package)	\$20.00
3.	TRIactive programs using the TRIactive brand, co	ontent, etc.	\$20.00
4.	Club-branded "Try a Tri" (or similar) programs.		\$20.00

Pricing is set annually by Triathlon Victoria/Australia in conjunction with annual membership review and financial year budgeting. Current pricing as at 1 July 2019 is indicated next to each program.

#### **Policy**

In setting out the record keeping and financial requirements for affiliated clubs relative to these 'Programs' the policy is enacted to:

- 1. Provide consistency of approach, administration and support across programs and clubs.
- 2. Ensure all participants and clubs are supporting the 'Whole of Sport' membership model.

#### **Breaches**

Triathlon Victoria provides a comprehensive insurance package to affiliated clubs in good faith and under the terms of club affiliation. Failure to disclose, meaning the failure by any affiliated club to comply with this policy may be seen as a deliberate omission of a club committee and hence a breach of the duty of disclosure under the Insurance Contracts Act 1984. Thus, in the event of a claim made by a person not duly recorded and/or financial at the time of the incident, the insurance cover provided by Triathlon Victoria/Australia to may be compromised.

This policy includes Table 1 which provides detail of the support available from Triathlon Victoria relevant to the administration, promotion and resourcing of each 'Program'.

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1.0	June 2019	NA	Approval by TV Board



# Appendix One - Key information, record keeping required, and TV support available for each offering

Offering	What is it?	Support available to	How does your club	How does a new participant	How does a new	How does your club
		your club from TV	set up this program?	sign up?	participant pay?	remit funds collected?
			Requirements of club			
			to TV?			
14-day trial TA & Club	TA's 2-week	TV build this	Clubs will include this	Via Active Membership portal;	Not applicable.	Not applicable.
Membership	introductory trial	membership into your	in their Active	choosing their desired club as		
	membership	club's Active portal;	Membership portal to	yours.		
	Taken out via TA Active	meaning participants	manage this category.	- http://bit.ly/2KmGREz		
	Membership portal.	can choose your club		- Scroll to '14-day trial'		
		when taking out this	Contact the Club &	- http://bit.ly/2ZbwMID		
	Participants signing up	membership.	Programs Manager at	- Enter email		
	to this are new and		TV for more	- Taken into Active		
	sampling a club's	TV promote via social	information and	Membership to sign up;		
	training and social	media, eNews,	assistance to set up.	follow prompts.		
	activities.	TRIactive website, etc.		- Choose club.		
		if/ when your club is		The new participant is now		
	T&C's for this package	on a membership		signed up to an affiliated club		
	are here:	drive where this		and has 14-days to sample the		
	http://bit.ly/2PbGdwF	program is suitable.		benefits of club activities.		
		TV & TRIactive logo				
		included in				
		promotion/ available				
		for club promotional				
		assets.				

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Offering	What is it?	Support available to your club from TV	How does your club set up this program? Requirements of club to TV?	How does a new participant sign up?	How does a new participant pay?	How does your club remit funds collected?
8-week "Tri before you buy" TA & Club Membership	TA's 8-week introductory trial membership. Taken out via TA Active Membership portal.  Participants sign up to this are new and wish to sample a club's training and social activities over a more extended period.  The cost is \$20 to per participant plus any applicable fee being charged by the club.  T&C's for this package are here: http://bit.ly/2GgVb0h	TV build this membership into your club's Active portal; meaning participants can choose your club when taking out this membership.  TV promote via social media, eNews, TRIactive website, etc. if when/your club is on a membership / program drive where this program is suitable.  TV & TRIactive logo included in promotion/ available for club promotional assets.	Clubs will include this in their Active Membership portal to manage this category.  Contact the Club & Programs Manager at TV for more information and assistance to set up.  Clubs should use this membership when offering "Try a Tri", "TRlactive" or other program-based beginner options to ensure participants are TA 'members' (short-term).	Taking out membership, no progressive Active Membership portal; checlub.  - http://bit.ly/2KmGREz - Click '8-week trial' - http://bit.ly/2ZbwMID - Enter email - Taken into Active Membership Choose club.  Now signed up to correct club and of club activities.  Taking out membership, attached Refer to tables for "Try a Tri" and	ership to sign up; follow dable to enjoy benefits	N/A – fee collected by Active separates what's owed (TA/TV) and to club and directs funds to each.

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Program	What is it?	Support available to	How does your club	How does a new participant	How does a new	How does your club
		your club from TV	set up this program?	sign up?	participant pay?	remit funds collected?
			Requirements of club			
			to TV?			
TRIactive	TV adult participation	For clubs Participants	Program hosts may	If hosted on a club's Active	If hosted by	If hosted by
Fully-branded,	program (beginner),	directed to buy either	take registrations on	Membership portal	TV/Active portal	TV/Active
resourced program	providing 6 weeks of	annual membership or	any available platform.	Via Active Membership portal;	(Membership or	Membership portal
delivered by club, or	training via twice-	TBYB membership in a	Note: TV can take	select club & relevant program	Endurance)	Two transactions for
commercial entity	weekly sessions	club's Active portal	registrations on the	package.	Participant pay on	participant (buy TBYB
(e.g. leisure centre,	(content provided) to	(recommend TBYB);	Active Endurance	- http://bit.ly/2KmGREz	completing their	w/TA & pay club any
regional sports	prepare participants for	participants can	events portal.	- Click '8-week trial'	registration.	other program fees).
assembly, etc.).	their 'first' triathlon.	choose program and		- http://bit.ly/2ZbwMlD		
		receive most suitable.	Program hosts not	- Enter email	If hosted on another	If hosted by TV Active
	Participants signing up		operating via TV Active	- Taken into Active	<u>platform</u>	Endurance Events
	to this are new to the	For non-clubs	Endurance or	Membership to sign up;	Per the registration	portal
	sport and wish to	TV host program	Membership portal	follow prompts.	platform set-up by the	Fee collected are
	prepare for an	registrations as an	must provide a list of	- Choose club and	club.	directed into a single
	upcoming event	event in TV's Active	names and email	choose program.		account (club or TV);
	(usually enticer	Endurance portal.	addresses of			with that party to
	distance).	TV promote via social	participants to TV	If hosted by TV on the Active		reconcile and remit.
		media, eNews,	where they are used to	Endurance Events portal		
	These programs	TRIactive website, etc.	communicate	Follow weblink (specific to that		If hosted on another
	require a current TBYB		upcoming racing and	'event') and register by		platform
	8-week membership	TV & TRIactive logo	membership offers.	following prompts.		TV invoice \$20.00 per
	(\$20.00) or club	included in				participant (per TBYB
	membership.	promotion/ available		If hosted on another platform		membership).
	, '	for club promotional		Per that platform's prompts.		.,
		assets.				

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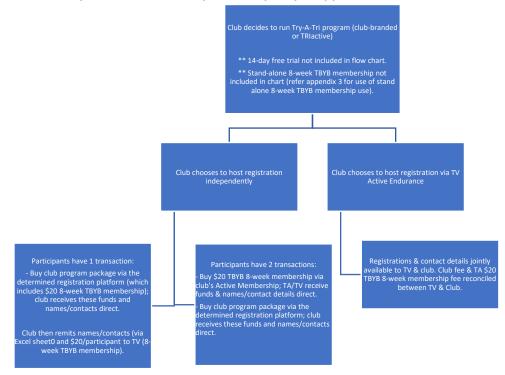


Offering	What is it?	Support available to	How does your club	How does a new participant	How does a new	How does your club
		your club from TV	set up this program?	sign up?	participant pay?	remit funds collected?
			Requirements of club			
			to TV?			
Club-branded,	A club-branded,	For clubs Participants	Program hosts may	If hosted by club's Active	If hosted by Active	If hosted by Active
resourced and	promoted, operated	directed to buy either	take registrations on	Membership portal	portal (Membership	Membership portal
delivered "Try a Tri"	and structured	annual membership or	any available platform.	Via Active Membership portal;	or Endurance)	Two transactions for
program	introductory program	TBYB membership in a	Note: TV can take	select club & relevant program	Participant pays as	participant (buy TBYB
program	,, ,					' ' ' '
	for new participants.	club's Active portal	registrations on the	package.	completing their	w/TA & pay club any
		(recommend TBYB);	Active Endurance	http://bit.ly/2KmGREz	registration.	other program fees).
	Participants signing up	participants can	events portal.	- Click '8-week trial'		
	to this are new and	choose program and		- <u>http://bit.ly/2ZbwMID</u>	If hosted on another	If hosted by TV Active
	wish to sample a club's	receive most suitable.	Program hosts not	- Enter email	<u>platform</u>	Endurance Events
	training and social		operating via TV Active	- Taken into Active	Per the registration	<u>portal</u>
	activities within context	TV & TRIactive logo	Endurance portal must	Membership to sign up;	platform set-up by the	Fee collected are
	of training for a specific	included in	provide a list of names	follow prompts.	club.	directed into a single
	"enticer" event.	promotion/ available	and email addresses of	<ul> <li>Choose club and</li> </ul>		account (club or TV);
		for club promotional	participants to TV	choose program.		with that party to
	These programs	assets.	where they are used to			reconcile and remit.
	require a current TBYB		communicate	If hosted by TV on the Active		
	8-week membership		upcoming racing and	Endurance Events portal		If hosted on another
	(\$20.00) or club		membership offers.	Follow weblink (specific to that		platform
	membership.		·	'event') and register by		TV to invoice the club
	'			following prompts.		\$20.00 per participant
				0 F - F		(as per TBYB
				If hosted on another platform		membership).
				Per that platform's prompts.		

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## Appendix Two - Graphical/flow chart depiction of policy & appendix one



#### **Triathlon Victoria role:**

• Promote programs being run by clubs (via socials, TRIactive website, e-news, etc.); regardless of branding, registration system, etc. – provided club chooses one option per this policy/flow chart.

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## Appendix Three – Annual cycle of membership & ideal membership package to promote at each stage

July: Membership year
starts; promoting full year
membership (and assisting
those wanting to renew or
having isues w/autorenewal
> carry through to
November

October/November: Clubbranded Try-A-Tri programs running; including 8-week TBYB membership under TA system (this policy). Participants promoted fullyear membership.

June: Full-year membership available for "early bird" (13 months for price of 12). TA-TV-Club driven campaign to promote new members to sign up, existing members to manually renew, etc. December: 6-month membership promotions start per TA; promoted to TRlactive, club-branded Try-A-Tri program participants. Promotions run to March (last race of season; include any new year TRlactive, Try-A-Tri programs).

March to May: post-season in VIC; opportunity to promote 8-week TBYB to participants recently completed Try-A-Tri programs. This would see them able to participate in club activities during this time and sign-up for full year in June (see above).

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