

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, content, 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’.

VERSION CONTROL:

Version	Date	Revised by	Comments
1.0	June 2019	NA	Approval by TV Board



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

<i>Offering</i>	<i>What is it?</i>	<i>Support available to your club from TV</i>	<i>How does your club set up this program? Requirements of club to TV?</i>	<i>How does a new participant sign up?</i>	<i>How does a new participant pay?</i>	<i>How does your club remit funds collected?</i>
14-day trial TA & Club Membership	<p>TA's 2-week introductory trial membership Taken out via TA Active Membership portal.</p> <p>Participants signing up to this are new and sampling a club's training and social activities.</p> <p>T&C's for this package are here: http://bit.ly/2PbGdwF</p>	<p>TV build this membership into your club's Active portal; meaning participants can choose your club when taking out this membership.</p> <p>TV promote via social media, eNews, TRIactive website, etc. if/ when your club is on a membership drive where this program is suitable.</p> <p>TV & TRIactive logo included in promotion/ available for club promotional assets.</p>	<p>Clubs will include this in their Active Membership portal to manage this category.</p> <p>Contact the Club & Programs Manager at TV for more information and assistance to set up.</p>	<p>Via Active Membership portal; choosing their desired club as yours.</p> <ul style="list-style-type: none"> - http://bit.ly/2KmGREz - Scroll to '14-day trial' - http://bit.ly/2ZbwMID - Enter email - Taken into Active Membership to sign up; follow prompts. - Choose club. <p>The new participant is now signed up to an affiliated club and has 14-days to sample the benefits of club activities.</p>	Not applicable.	Not applicable.

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<i>Offering</i>	<i>What is it?</i>	<i>Support available to your club from TV</i>	<i>How does your club set up this program? Requirements of club to TV?</i>	<i>How does a new participant sign up?</i>	<i>How does a new participant pay?</i>	<i>How does your club remit funds collected?</i>
8-week “Tri before you buy” TA & Club Membership	<p>TA’s 8-week introductory trial membership. Taken out via TA Active Membership portal.</p> <p>Participants sign up to this are new and wish to sample a club’s training and social activities over a more extended period.</p> <p>The cost is \$20 to per participant plus any applicable fee being charged by the club.</p> <p>T&C’s for this package are here: http://bit.ly/2GgVb0h</p>	<p>TV build this membership into your club’s Active portal; meaning participants can choose your club when taking out this membership.</p> <p>TV promote via social media, eNews, TRIactive website, etc. if when/your club is on a membership / program drive where this program is suitable.</p> <p>TV & TRIactive logo included in promotion/ available for club promotional assets.</p>	<p>Clubs will include this in their Active Membership portal to manage this category.</p> <p>Contact the Club & Programs Manager at TV for more information and assistance to set up.</p> <p>Clubs should use this membership when offering “Try a Tri”, “TRIactive” or other program-based beginner options to ensure participants are TA ‘members’ (short-term).</p>	<p><u>Taking out membership, no program attached</u> Via Active Membership portal; choosing their desired club.</p> <ul style="list-style-type: none"> - http://bit.ly/2KmGREz - Click ‘8-week trial’ - http://bit.ly/2ZbwMID - Enter email - Taken into Active Membership to sign up; follow prompts. - Choose club. <p>Now signed up to correct club and able to enjoy benefits of club activities.</p> <p><u>Taking out membership, attached to program</u> Refer to tables for “Try a Tri” and “TRIactive”.</p>		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 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?
<p>TRlactive Fully-branded, resourced program delivered by club, or commercial entity (e.g. leisure centre, regional sports assembly, etc.).</p>	<p>TV adult participation program (beginner), providing 6 weeks of training via twice-weekly sessions (content provided) to prepare participants for their 'first' triathlon.</p> <p>Participants signing up to this are new to the sport and wish to prepare for an upcoming event (usually enticer distance).</p> <p>These programs require a current TBYB 8-week membership (\$20.00) or club membership.</p>	<p>For clubs Participants directed to buy either annual membership or TBYB membership in a club's Active portal (recommend TBYB); participants can choose program and receive most suitable.</p> <p>For non-clubs TV host program registrations as an event in TV's Active Endurance portal. TV promote via social media, eNews, TRlactive website, etc.</p> <p>TV & TRlactive logo included in promotion/ available for club promotional assets.</p>	<p>Program hosts may take registrations on any available platform. Note: TV can take registrations on the Active Endurance events portal.</p> <p>Program hosts not operating via TV Active Endurance or Membership portal must provide a list of names and email addresses of participants to TV where they are used to communicate upcoming racing and membership offers.</p>	<p>If hosted on a club's Active Membership portal Via Active Membership portal; select club & relevant program package.</p> <ul style="list-style-type: none"> - http://bit.ly/2KmGREz - Click '8-week trial' - http://bit.ly/2ZbwMID - Enter email - Taken into Active Membership to sign up; follow prompts. - Choose club and choose program. <p>If hosted by TV on the Active Endurance Events portal Follow weblink (specific to that 'event') and register by following prompts.</p> <p>If hosted on another platform Per that platform's prompts.</p>	<p>If hosted by TV/Active portal (Membership or Endurance) Participant pay on completing their registration.</p> <p>If hosted on another platform Per the registration platform set-up by the club.</p>	<p>If hosted by TV/Active Membership portal Two transactions for participant (buy TBYB w/TA & pay club any other program fees).</p> <p>If hosted by TV Active Endurance Events portal Fee collected are directed into a single account (club or TV); with that party to reconcile and remit.</p> <p>If hosted on another platform TV invoice \$20.00 per participant (per TBYB membership).</p>

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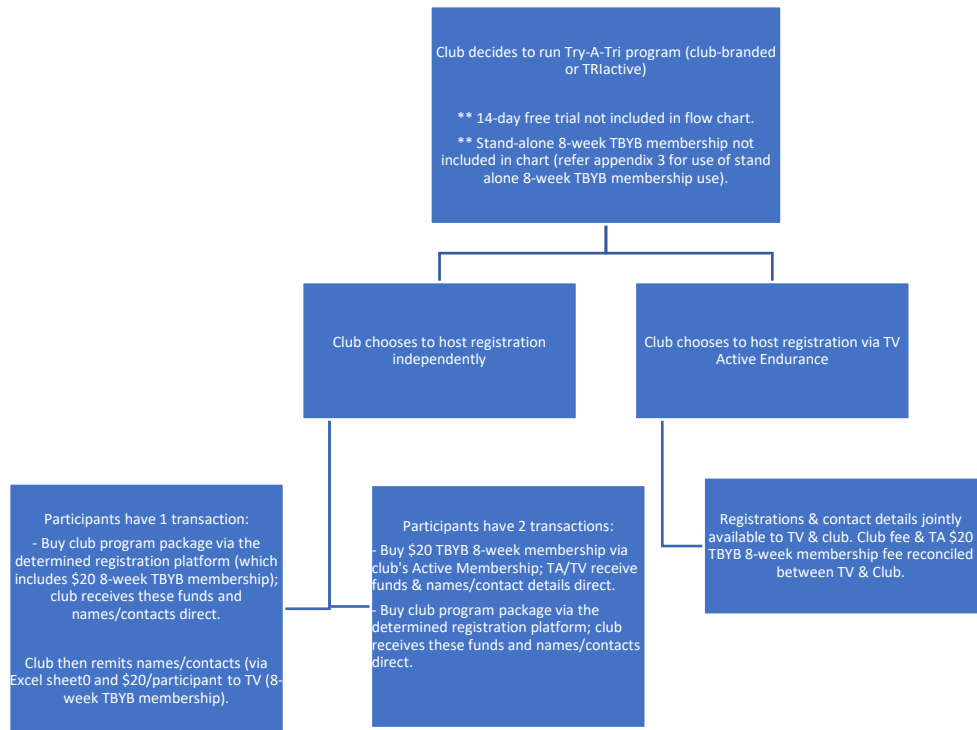
<i>Offering</i>	<i>What is it?</i>	<i>Support available to your club from TV</i>	<i>How does your club set up this program? Requirements of club to TV?</i>	<i>How does a new participant sign up?</i>	<i>How does a new participant pay?</i>	<i>How does your club remit funds collected?</i>
Club-branded, resourced and delivered “Try a Tri” program	<p>A club-branded, promoted, operated and structured introductory program for new participants.</p> <p>Participants signing up to this are new and wish to sample a club’s training and social activities within context of training for a specific “enticer” event.</p> <p>These programs require a current TBYP 8-week membership (\$20.00) or club membership.</p>	<p>For clubs Participants directed to buy either annual membership or TBYP membership in a club’s Active portal (recommend TBYP); participants can choose program and receive most suitable.</p> <p>TV & TRIactive logo included in promotion/ available for club promotional assets.</p>	<p>Program hosts may take registrations on any available platform. Note: TV can take registrations on the Active Endurance events portal.</p> <p>Program hosts not operating via TV Active Endurance portal must provide a list of names and email addresses of participants to TV where they are used to communicate upcoming racing and membership offers.</p>	<p><u>If hosted by club’s Active Membership portal</u> Via Active Membership portal; select club & relevant program package.</p> <ul style="list-style-type: none"> - http://bit.ly/2KmGREz - Click ‘8-week trial’ - http://bit.ly/2ZbwMID - Enter email - Taken into Active Membership to sign up; follow prompts. - Choose club and choose program. <p><u>If hosted by TV on the Active Endurance Events portal</u> Follow weblink (specific to that ‘event’) and register by following prompts.</p> <p><u>If hosted on another platform</u> Per that platform’s prompts.</p>	<p><u>If hosted by Active portal (Membership or Endurance)</u> Participant pays as completing their registration.</p> <p><u>If hosted on another platform</u> Per the registration platform set-up by the club.</p>	<p><u>If hosted by Active Membership portal</u> Two transactions for participant (buy TBYP w/TA & pay club any other program fees).</p> <p><u>If hosted by TV Active Endurance Events portal</u> Fee collected are directed into a single account (club or TV); with that party to reconcile and remit.</p> <p><u>If hosted on another platform</u> TV to invoice the club \$20.00 per participant (as per TBYP membership).</p>

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



Triathlon Victoria role:

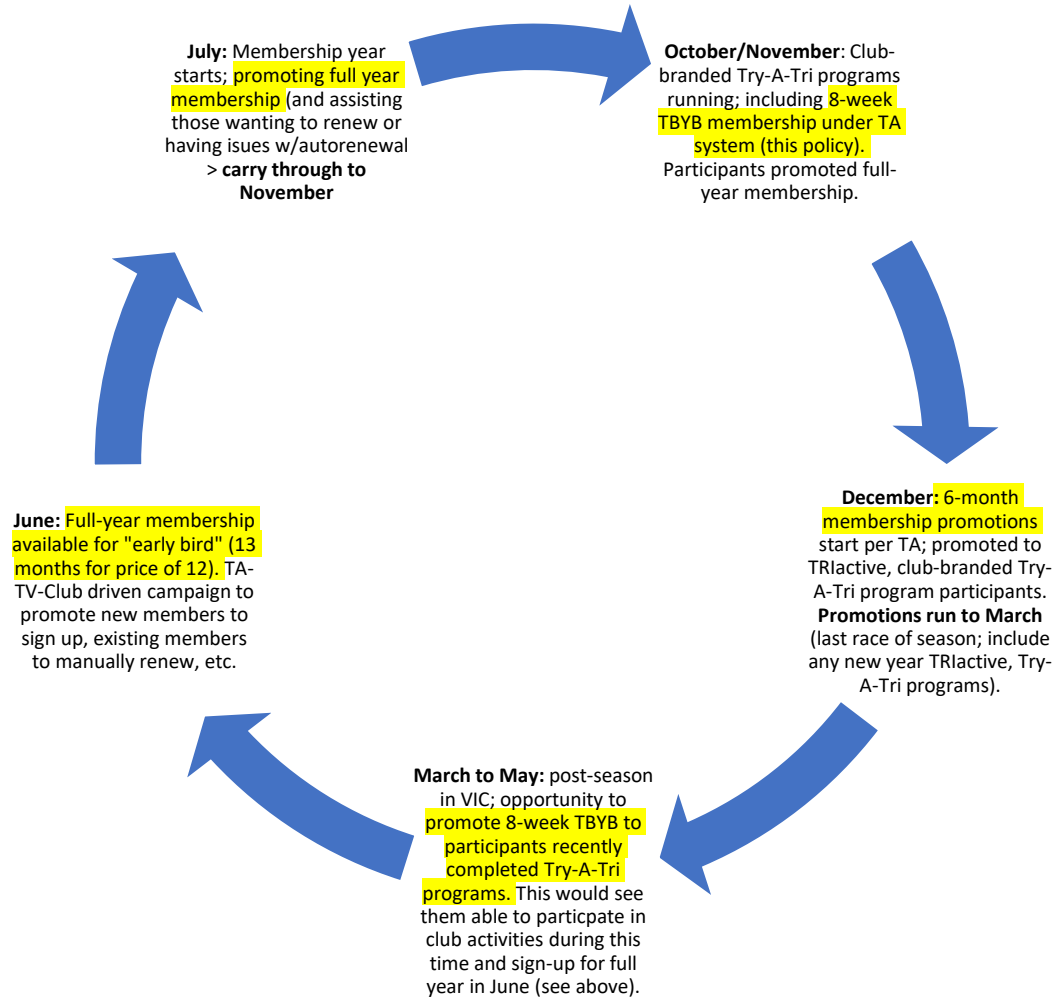
- Promote programs being run by clubs (via socials, TRIactive website, e-news, etc.); regardless of branding, registration system, etc. – provided club chooses one option per this policy/flow chart.

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



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