



KENYA TRIATHLON FEDERATION
CLUB SANCTIONING POLICY

January – December 2022

Kenya Triathlon
Tudor Water Sports Tom
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The goal of Kenya Triathlon is to develop a country wide strong club base to act as the delivery system for triathlon programs, events, training and communication in Kenya. This policy identifies the benefits and requirements of becoming a sanctioned Triathlon Club in Kenya.

Club Benefits

To encourage the formation of clubs, Kenya Triathlon will provide the following benefits:

- Reduced race sanctioning fees
- Link from Kenya Triathlon website to your club site or a page to list club information.
- Opportunity to apply for a club development grants once funding is available.
- Assistance with organizing workshops and events
- Club's Calendar of events listed in the Federation's website

Club Requirements

To be a sanctioned club with Kenya Triathlon, the Club must meet the following criteria:

- Submit a club application form, Members Information Chart (Appendix A) and applicable membership fees by March 15th 2021.
- Be organized with an elected executive composed of at least a President, Vice-President, Secretary and Treasurer.
- Have a club name.
- Have a bank account in the club name.
- Host an Annual General Meeting.
- Have a documented constitution or by-laws.
- Organize at least one event (triathlon, duathlon or other multi-sport event) or program (can be a clinic, or training camp) that must be open to all members of Kenya Triathlon each year. New clubs will be given a one-year grace period on this requirement.
- Meet on a regular basis to review club activities.
- Ensure that all club members sign a registration / waiver form which includes the Information listed on Kenya Triathlon's individual's membership form.
- Submit updated Member Information Chart and fees throughout the year for new club members
- Submit a club report to be presented at Kenya Triathlon's Annual General Meeting. A Club representative is strongly encouraged to attend the AGM to present the report in person.

Club Development Grants

The association will consider financial assistance to clubs to strengthen or further develop their programs. If your club has a project that requires assistance, please submit a request to the office with the project details and budget for consideration. Clinics or camps (athletes, coaches, or officials) or attracting new club members are examples of programs that can apply for assistance. If you have another idea, send us the info and the program development committee will review the request. Grants are subject to available funds.

Grant application forms can be found on the Kenya Triathlon website or at the KTF office.

APPENDIX A

KENYA TRIATHLON CLUB APPLICATION

CLUB NAME: _____

CLUB MAILING ADDRESS: _____

CLUB EXECUTIVE:

President _____

Phone: [bus] _____

[res] _____

Email: _____

Vice President _____

Phone: [bus] _____

[res] _____

Email: _____

Treasurer _____

Phone: [bus] _____

[res] _____

Email: _____

Secretary _____

Phone: [bus] _____

[res] _____

Email: _____

Please include the following documents with this application:

- Most recent version of Constitution and Bylaws - (If not already on file.)
- Most recent Annual General Meeting minutes
- Most recent Club membership form/waiver

NOTE: This information is considered confidential to Kenya Triathlon and will not be released to a third party without the expressed written consent of the club.

Additional Club Information

*This information is useful for the office to be able to answer questions from interested triathlon individuals who have questions about joining a club.

List the Goals and Objectives of Your Club / Target members:

List any events or races that your club has hosted in the previous year or planned for the upcoming season:

How often is your club meeting and for what purpose?

Please include how often you are training (i.e. 2 times a week/3 times a week, and informal sessions can be included). Do you have an identified head coach?

Please indicate your current club fees (breakdown by category if you have options)

Club programs (please check)

*List any other programs not listed.

Training	_____
Racing	_____
Clinics / camps	_____
* _____	_____
* _____	_____
* _____	_____

Identify Club Coaches:

Name: _____ Level _____ Position _____

Name: _____ Level _____ Position _____

Name: _____ Level _____ Position _____

List Officials within your club:

Name: _____ Level _____

Name: _____ Level _____

Name: _____ Level _____

List Club members currently serving on Kenya Triathlon:

Name: _____

Name: _____

Name: _____

*You are encouraged to submit the information in electronic format.

Please submit an updated Member Information Chart and remit membership fees for all new club members that register after your initial Club submission. For example: If your club has 10 new members in January, you must submit an updated Member Information

KENYA TRIATHLON
CLUB MEMBERSHIP FEES

CLUB FEES

Club Fee: KES 2,000

Please make cheques payable to: **Kenya Triathlon Federation**

Account Number: 1275063357,

Kenya Commercial Bank, Treasury Square

FEES and CLUB INFORMATION
DUE: MARCH 15, 2022

Membership and benefits start on April 1st or once the club information and fees are received and accepted by Kenya Triathlon. Membership ends the following March 31st.

To ensure all members receive their benefits, club fees must be paid on time. Please remember to attach the Member Information Chart to your fee payment Chart and membership fees. This will ensure your new members receive their membership benefits. These updates will be added to your previous club application information.

Reminder: Please ensure that your club membership waiver / form is duly signed by each member (or guardian) and includes the following three statements:

- "In consideration of my acceptance as a member of Kenya Triathlon, I hereby agree to follow all rules and regulations set down by Kenya Triathlon.
- "I realize that, with this membership, I may be subject to unannounced drug testing as provided for by Kenya Triathlon's agreement with the Anti-Doping Agency of Kenya (ADAK)."
- "I understand that Kenya Triathlon retains personal information about me in their files. I accept the use of my personal information for the purposes described in accordance with Kenya Triathlon's Privacy Policy.

* This information can alternatively be submitted in an electronic format*

Member Information Chart

NO	Member Name	M/F	County	Email Address	Tel Number	Date of Birth
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						