



# CONSTITUTION

of the

## MALTA TRIATHLON FEDERATION

As approved during Congress of the 9 February 2019

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**ACT 1**  
**scope & vision**

**1.PREAMBLE**

- 1.1 The Name of the organization is The Malta Triathlon Federation (founded as and formerly known as Malta Triathlon Association). It shall be also known and be referred to as ‘MTF’ or Triathlon Malta
- 1.2 The logo of the Malta Triathlon Federation shall be the following:



- 1.3 Modifications of this logo of the Malta Triathlon Federation can be used in certain instances as follows, or any other modification that the Executive Board might deem fit from time to time and for different purposes of business:



**2. MISSION**

- 2.1 The Malta Triathlon Federation shall strive to lead, promote, develop, regulate and safeguard the sport of Triathlon and the related Multisports in Malta for the benefit of its members via the powers vested in it by the International Triathlon Union (ITU), the European Triathlon Union (ETU), the Maltese Olympic Committee (MOC) and the Government of Malta's sports regulator, SportMalta.

**3. PURPOSE**

- 3.1 The Malta Triathlon Federation was founded as the Malta Triathlon Association in September 1986 in Malta.
- 3.2 The organisation is a non-profit making organisation status and does not pursue any objective for its own gains.
- 3.3 This version of the Constitution has full binding power on the, Executive Board, the Council, affiliated clubs, athletes and other members.

#### 4. DEFINITIONS & INTERPRETATION

- 4.1 The sole interpreter of the Constitution of the MTF is the Executive Board of the MTF. Where the MTF Constitution does not specify, the Rules of the International Triathlon Union (ITU) and the European Triathlon Union (ETU) shall apply.
- 4.2 In this Constitution;
- i. words imparting the masculine gender shall include the feminine gender, as the case may be, and vice versa, and references to persons shall include clubs, firms, and agencies.
  - ii. a reference to a function includes a reference to a power, authority and duty;
  - iii. a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority of the performance of the duty;
  - iv. words importing the singular include the plural, and vice versa;
  - v. reference to persons include corporations, organisation, etc;
  - vi. reference to a statute, ordinance code, bye-law or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or ant legislative authority having jurisdiction);
  - vii. expressions referring to 'writing' shall unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail and/or posted on social media networks and internet sites;
- 4.3 If any provision of this Constitution or any phrase contained in it is invalid or unenforceable in any jurisdiction, the phrase or provision is to be read down for the purpose of that jurisdiction, if possible, so as to be valid and enforceable, and otherwise shall be severed to the extent of the invalidity or lack of enforceability, without affecting the remaining provision of the Constitution or affecting the validity or enforceability of that provision in any jurisdiction.
- 4.4 In this Constitution unless the contrary intention appears:
- i. 'Affiliated Club' means a club or association which is a legal entity in terms of the Sports Act (Act XXVI of 2002) whose objects are principally the participation or advancement of sport, in particular Triathlon and the ancillary multisport disciplines, which has applied for affiliation with the Malta Triathlon Federation, which request has been accepted by the said Federation;
  - ii. 'Aquathlon' means the sport comprising the combination of the discipline of swimming and running;

- iii. 'Board' means the Executive Board of the Malta Triathlon Federation;
- iv. 'Board Meeting' means a meeting of the Executive Board of the Malta Triathlon Federation in person, by teleconference, videoconference, and any other means of instant communication;
- v. 'Bye-Law' means any bye-law, regulation, policy or guideline made by the Board;
- vi. 'Congress' means the Congress of the Federation conducted in accordance with Article 14 of these regulations;
- vii. 'Constitution' means this document of Constitution of the Malta Triathlon Federation;
- viii. 'Council' means the Executive Board of the Federation, the representative of each affiliated club, the delegate representing the Malta Youth Triathlon Academy-MYTA, and any other delegate or otherwise as indicated by the Board as it deems fit;
- ix. 'Council Meeting' means a meeting of the Council in person, by teleconference, videoconference, and any other means of instant communication;
- x. 'Delegate' means a person elected or appointed from time to time to act on behalf of and represent the Federation, Board, etc at Meetings as clearly directed by the Federation and/or the Board;
- xi. 'Director' means a member of the Board elected or appointed in accordance with this Constitution;
- xii. 'Duathlon' means the sport comprising the combination of the disciplines of cycling and running'
- xiii. 'ETU' means the European Triathlon Union;
- xiv. 'Federation' means the Malta Triathlon Federation, previously known as the Malta Triathlon Association;
- xv. 'Financial Year' means the year ending on the 30 of November in each year;
- xvi. 'General Meeting' means the Annual or any other Extraordinary General Meeting of the Federation;
- xvii. 'Intellectual Property' means all rights subsisting in copyright, trade names, trademarks, logos, designs, equipment, images (including photographs, videos or films) or service marks (whether registered or registrable) relating to the Federation or any other event or competition, product, publication, calendar of events or activity (including all Multisport Events Maltese National Championships) developed, conducted, promoted or administered by the Federation';

- xviii. 'ITU' means the International Triathlon Union, the world governing body for Triathlon under the jurisdiction of the and international governing body recognised by the International Olympic Committee, among others;
- xix. 'ITU Competition Rules' means the competition rules publishes and updated by the ITU as amended from time to time which prescribes the rules and regulations for the conduct of Triathlon races and other Multisport disciplines;
- xx. 'Life Member' means a person appointed to Life Membership;
- xxi. 'Members' means the Affiliated Clubs, Registered Person and Life Members, and other such categories of members as created in accordance with Article 8 ;
- xxii. 'National Team Member', also known as NTM for short, means an Registered Person who has been selected to represent Malta and the Federation during the previous twelve months;
- xxiii. 'President' means the President of the Federation for the time being elected in accordance with this Constitution;
- xxiv. 'Registered Person' is any individual of any age and gender who which has applied for affiliation with the Malta Triathlon Federation, which request has been accepted by the said Federation;
- xxv. 'State' means a State or Territory of the Republic of Malta;
- xxvi. 'Triathlon' means the sport comprising the combination of the disciplines of swimming, cycling and running and includes the sports of Duathlon, Aquathlon, Cross-Triathlon, Cross-Duathlon, Winter Triathlon and other related multisport events as governed under the ITU Competition Rules;

## 5. OBJECTIVES

### 5.1 The objectives of the MTF are to:

- i. to promote, organise and formulate general conditions for the Malta National Triathlon Championships and related Multisport events, championships and competitions under the MTF's jurisdiction;
- ii. be the national governing body for Triathlon and be recognised as such by the Maltese Olympic Committee, Sport Malta, the International Triathlon Union, the European Triathlon Union and the Mediterranean Triathlon Federation;
- iii. be the only Maltese affiliate of the ITU or its successor or assign, the ETU or its successor or assign and the Mediterranean Triathlon Federation or its successor or assign, and represent and promote the interests of the members to these organisations;

- iv. encourage and promote the sport of triathlon, duathlon and Aquathlon throughout the Maltese Islands;
- v. exercise complete control on the sport of triathlon in the Maltese Islands and/or any event combining two of the disciplines mentioned in this Constitution.
- vi. exercise exclusive jurisdiction over all matters pertaining to the participation of Malta in the sport of triathlon at World, Olympic, Commonwealth, European, Mediterranean and any other International competitions;
- vii. to ensure that the MTF remains a completely autonomous and independent body and resists all political, religious, racial, discriminatory and commercial pressures;
- viii. to commit itself to taking action against any form of discrimination (on grounds of race, religion, politics, gender, sexual orientation and otherwise) and violence in sport;
- ix. ensure that Triathlon in Malta is carried out in a manner, which secures and enhances the safety of the participants, officials, spectators and the public and which allow the sports to be competitive and fair;
- x. adopt ,formulate, issue, interpret, implement and amend from time to time by-laws, rules and such other regulations as are necessary for the control and conduct of Triathlon in Malta;
- xi. develop, manage and govern Triathlon in Malta in accordance with and having regard to the rules and regulations of the organisation;
- xii. formulate or adopt and implement appropriate policies, including policies in relation to harassment, equal opportunities, equity, drugs in sports, health, safety, infectious diseases and such other matters as arise from time to time as issues to be addressed in Triathlon;
- xiii. provide and co-ordinate technical information on training, equipment, design and coaching in the sport of triathlon;
- xiv. encourage research development and dissemination of information in the areas of sports medicine and sports safety related to the sport of triathlon.
- xv. liaise closely with the national and international governing bodies regarding date fixing of events and other matters of common interests;
- xvi. take steps where necessary to protect the rights and status of athletes participating in triathlon events;
- xvii. publish a programme of events each year and institute national championships;
- xviii. implement a ranking system for all MTF members taking part in the Triathlon events organized by the MTF and/or MTF-sanctioned triathlon events.
- xix. Accept Membership as Registered Persons with the Federation, through the affiliated Clubs. This membership is effective from the day of affiliation with the MTF.

- xx. retain all TV and other Media rights over its championships and local events.
- xxi. encourage the formation of triathlon clubs and encourage these to be affiliated with the Federation.
- xxii. encourage the spirit of Fair Play as recommended by the International Olympic Board and European Charters.
- xxiii. implement the principles of good governance within the MTF administration and implement an ethical code of good conduct among the participants in the sport of Triathlon in the Maltese Islands and overseas.
- xxiv. exercise the sole rights for the use of the words ‘Malta Triathlon’ and ‘Triathlon Malta’ and the hashtags #TriMLT, #TriMalta, #TriathlonMalta, #MaltaTriathlon and any other terms that the Malta Triathlon Federation wishes to use from time to time;
- xxv. do all that is necessary to enable these Objectives to be achieved and to enable the Members to receive the benefits which these Objectives are intended to achieve;
- xxvi. cooperate or join with or support any organisation, association, society, individual, etc whose activities or purposes are similar to those of this organisation or which advance the sport of Triathlon in Malta;
- xxvii. coordinate all related business, be it operational, administrative and financial of the Malta Youth Triathlon Academy – MYTA by overseeing that the whole project is moved forward for the benefit of the patrons and the advancement and development of the sport of Triathlon in Malta.
- xxviii. Take all the necessary action it deems appropriate with the relative and competent authorities to ensure that the sport of triathlon will be considered for inclusion in the Games of the Small States of Europe.
- xxix. Actively seek to be registered with the Office of the Commissioner of the Voluntary Organizations of Malta in its role as the regulatory authority in the sector.

## **6. PRELIMINARIES**

- 6.1 The MTF is established for the purposes expressed in these Articles.
- 6.2 The MTF has its legal seat at the MTF Office, National Pool Complex, Triq Maria Tereza Spinelli, Gżira, MALTA, or any other premises the Board may choose from time to time.
- 6.3 The Official and working language of the MTF is the English Language. The Maltese Language may also be used in cases where the business so dictates.
- 6.4 The MTF, being an organisation affiliated to the ITU and ETU, and being the body representing the Affiliated Clubs of Triathlon in Malta, hereby undertakes to abide by the



decisions and provisions of the ITU and ETU, to respect and apply the provision of the Olympic Charter and the provisions of the World Anti-Doping Code.

- 6.5 The MTF undertakes to support and encourage the promotion of ethics in sport, to fight against doping and to demonstrate a responsible concern for environmental issues.

## **7. CONSTITUTIONAL POWER**

- 7.1 The Federation is recognized by the Government of Malta, the Maltese Olympic Committee, Sport Malta, and other local government and sporting entities as the controlling body in Malta for Triathlon.
- 7.2 The Federation is the only Maltese national sporting body affiliated to the ITU in respect of Triathlon under the provisions of the constitution of the ITU.
- 7.3 The Federation has, under its affiliation to the ITU, agreed to be bound by the constitution of the ITU.
- 7.4 The Federation will use its best endeavours to comply with and be bound by the standards and technical requirements set out in the ITU Competition Rules and will apply where possible those standards and technical requirements to all Triathlon races in Malta that are sanctioned by the Organisation.
- 7.5 The Federation is empowered, subject to consideration by its technical manager/commission to grant or withhold race sanctioning in respect of all Triathlon races conducted in Malta. The Company may delegate certain responsibilities in respect of race sanctioning to the Affiliated Clubs.
- 7.6 The Federation will, to the best of its ability, uphold and enforce the policies and procedures as published from time to time by the ITU.
- 7.7 The Federation will, to the best of its ability, uphold and enforce the doping policy of the ITU and will, to the best of its ability ensure that its Members uphold the doping policy of the ITU and the National Anti-Doping Agency of Malta.
- 7.8 The Federation is empowered to require the Members to uphold and comply with all the provisions of this Constitution, to the extent permitted by the laws governing the Members in the jurisdiction in which they reside, are formed or operate, as the case may be.
- 7.9 No addition, alteration or amendment shall be made to this Constitution unless it has been approved during Congress or any other General Meeting or where a vote is taken on the changes. All changes proposal are to be circulated to all attendees by at least 10 calendar days before the date of the Meeting.
- 7.10 Annexes forming part of this Constitution can be amended, deleted or created by the Executive Board, following consultation and discussion with the Council.

- 7.11 The Executive Board may, from time to time as the circumstances dictate, formulate, adopt, make, alter and amend Bye-Laws for the proper advancement, management and administration of the Federation, the advancement of its Mission and Purpose and of the sport of Triathlon, as it thinks necessary and desirable, after due consultation with the Council. The Bye-Laws must, as far as practicable, be in conformity with the rules and regulations of the ITU and must be consistent with this Constitution. These bye-laws shall be binding on all members unless expressly described otherwise.

**ACT 2**  
**membership**

**8. MEMBERSHIP**

8.1 Membership of the Malta Triathlon Federation is divided into three categories.

- i. the Affiliated Clubs, who subject to this Constitution may appoint a Delegate to attend Council Members and shall have one vote in each Council voting proceeding when present. This Delegate on the Federation's Council shall attend and debate at the General Meetings, the Congress and Extraordinary General Meetings called by the Federation and any other voting procedure which might be called by the Federation from time to time, provided that the representative is present for the vote. At any Congress, AGM or/and EGM, each affiliated club shall have 2 votes which are entrusted by default to the club's President and Club Delegate on the MTF Council, or to any other person these two deem fit. However the club is required to inform the Executive Board of the name of the two voting persons at least a week before the Meeting.
  
- ii. Registered Individual Persons, who apply for the annual membership with the Federation according to the procedures and regulations issued from time to time. There is no age limit for application of membership, however those members who are under 16 years of age on 31 December of any particular year shall have their membership rights transferred to one of their parents or legal guardians as per the law of Malta. The Executive Board have the power to register other individual members by discretion and to waiver the membership fee to any other person. The Affiliated Clubs' Delegates are automatically promoted to Registered Persons of the Federation. Registered Persons may be invited to attend any Meeting by the sole discretion of the Executive Board. The Executive Board shall inform if Registered Persons invited for any given meeting shall have voice in that particular meeting. Registered Persons shall have no vote in all meetings.
  
- iii. Honorary Life Members, who subject to this Constitution, shall have no right to vote on whichever occasion which may be called by the Federation from time to time.

8.2 The procedure to enact Honorary Life Members shall be as follows:

- i. Each year the Board will call for nominations from Affiliated Clubs for persons to be considered for life membership of the Federation. The Board may recommend to the Congress that one or more persons duly nominated who has rendered distinguished or special service to Triathlon at the national level, have life membership conferred on them.

- ii. The Executive Board of the Federation may decide if to accept, reject or postpone for another occasion any nomination it receives. The Executive Board may also appoint an ad-hoc Board to suggest if any nomination received shall be accepted, rejected or postponed by Federation. However the final decision shall be that of the Executive board of the Federation There is no limit in the number of Life-Members that the Federation shall induce, neither annually nor in total.
- 8.3 Requests for new club membership shall be approved at the Congress. In order to be declared as accepted, a majority of 75% or more of the valid votes is required. A Council Member shall be proposed by his/her Club and approved at a Meeting of the MTF Executive Board. This Club Delegate will have equal voting rights as the other Delegates in the MTF Council.
- 8.4 Clubs must apply to the MTF for permission to sanction their own events.
- 8.5 The Board shall determine the annual subscription (if any) and fees payable by Affiliated Clubs and Registered Members (or any category of Members) to the Federation, and the time for and manner of payment. For the removal of doubt the annual subscription and fees referred to in this Clause do not include the annual subscription and fees determined by the Affiliated Clubs and payable to them by their members.
- 8.6 Any Member which or who has not paid all money due and payable by that Member to the Federation will (subject to the Executive Board’s discretion, which shall be exercised reasonably) have all rights under this Constitution (including the right to vote at General Meetings) immediately suspended from the expiry of the time prescribed for payment of that money. The Member’s rights will be suspended until the money is fully paid or otherwise in the Board’s discretion. In the meantime, the Member have no automatic right to resign from the Federation, and will be dealt with in the Board’s discretion, which includes the right to expel, suspend, disqualify, fine, discipline or retain that Member as a Member, or impose such other conditions or requirements as the Board considers appropriate.
- 8.7 The Executive Board shall have the right to establish, from time to time, a maximum number of associated clubs that form part of the Federation. If the Executive Board decides to exercise such right, then it shall also stipulate clearly the maximum number of associated clubs to all new applicant clubs. The maximum number of associated clubs established shall not be smaller than the number of associated clubs at that point in time. Provided that, the Executive Board shall prioritise requests for association by clubs that fulfil the immediate priorities of the Federation.

**9. Rights and Obligations of Affiliated Clubs Members**

- 9.1 Affiliated Clubs shall have the following rights:
- i. to take part and to vote in Congress, any Extraordinary General Meetings and any other voting that the Federation might call from time to time, as prescribed in this Constitution.
  - ii. to submit Resolutions for inclusion in the agenda of the Congress.

- iii. to propose candidates for the President, Table Officers, Executive Board and Commissions of Federation.
- iv. to enter their athletes in any official competition of Federation, respecting the Federation's rules.
- v. to take part in and benefit from any Federation's assistance, development and educational programmes organised directly or through any entity with which the Federation is doing business.
- vi. to exercise all other rights arising from this Constitution, the MTF Rules, and other rules decisions of Federation.
- vii. to organize MTF sanctioned competitions.

9.2 Members have the following obligations:

- i. member Affiliated Clubs must maintain full control and governance of Triathlon, Paratriathlon and their related Multisports in their Clubs and among all their members, officials and affiliates.
- ii. ensure that all their officials, members, athletes, coaches, officials and affiliates abide by all regulations, directives and rules enacted or followed by the Malta Triathlon Federation and all decisions by the Executive Board and/or the Council of the Federation;
- iii. remain in good standing (including in good financial standing) with the Federation and any other recognized entity, both locally and internationally.
- iv. to insert in their Constitution/Statute and Rules such provisions as may be required by the Federation Constitution or other ITU rules.
- v. to include the MTF Logo and the words "affiliated to the Malta Triathlon Federation", "member of Malta Triathlon Federation" in their letterhead, official documentation and any other printed material, including electronically-rendered printing;
- vi. all Member Clubs shall be required to submit an annual report within the first month of each year, which shall include the following information:
  - a. The mail address, email address, telephone, and fax, etc. on the appropriate form approved by the Federation;
  - b. A list of the Officers of the Federation on the appropriate form approved by the Federation.
- vii. to ensure that the Club Delegate attends regularly Council meetings and provide due replacement when this is not the case. A Club Delegate who has not attended three (3) Council meeting in a row without being excused and without prior explanation may be automatically suspended by the

Executive Board until the Club will once again re-apply for affiliation and the process of affiliation shall be applied.

#### **10. Suspension and expulsion of members:**

- 10.1 The Executive Board may suspend a Member, be it a Club or an individual, which has either violated the MTF Constitution, rules or not fulfilled the requirements of this Constitution and any other rules and regulations issued from time to time.
- 10.2 The suspension due only to the non-payment of the annual fees may be lifted by the Executive Board when the member National Federation is once again in good financial standing with MTF.
- 10.3 Where a Member, be it a Club or an individual, either has not been accepted as an official Member, or has been suspended or expelled:
- i. they will not be granted delegate status in the Congress, any General Meetings, and any other meeting which might be called by the Federation from time to time.
  - ii. they will not be granted delegate status in Council until the suspension is lifted.
  - iii. all individuals proposed for an elected position by the defaulting Member will immediately forfeit their positions upon suspension/expulsion from the MTF.
  - iv. the defaulting Member's athletes will not be allowed to participate in MTF's sanctioned events, unless otherwise decided by the Executive Board.
  - v. the defaulting Member will lose all rights during the period of suspension, including the organization of MTF sanctioned events.

#### **10. EFFECT OF MEMBERSHIP**

11.1 Members acknowledge and agree that:

- i. the Constitution constitutes a contract between each of them and the Federation and that they are bound by the Constitution and the By-laws;
- ii. they must comply with and observe the Constitution, the By-laws, policies and any determination or resolution which may be made or passed by the Federation or by the Board;
- iii. by submitting to the Constitution and the By-laws they are subject to the jurisdiction of the Federation;

- iv. the Constitution is made in the pursuit of a common object, namely the mutual and collective benefit of the Federation, the Members and Triathlon;
- v. the Constitution and By-laws are necessary and reasonable for promoting the Objectives and particularly the advancement and protection of Triathlon; and
- vi. they are entitled to all benefits, advantages, privileges and services of Federation membership.

## **12. DISCONTINUANCE OF MEMBERSHIP**

- 12.1 Subject to this Constitution any Affiliated Club which has paid all money due and payable to the Federation and has no other liability (contingent or otherwise) to the Federation may resign from the Federation by giving a 50 day notice in writing to the Federation of such intention to withdraw or resign. Upon the expiration of that period of notice, the affiliated club shall cease to be a Member. No refunds, in part or in full, present, past and future, shall be paid to the club who have resigned and all other rights are forfeited with immediate effect.
- 12.2 Subject to this Constitution any Registered Person which has paid all money due and payable to the Federation and has no other liability (contingent or otherwise) to the Federation may resign from the Federation by giving 7 day notice in writing to the Federation of such intention to withdraw or resign. Upon the expiration of that period of notice, the Member shall cease to be a Member. No refunds, in part or in full, present or past or future, shall be paid to the registered persons who have resigned and all other rights are forfeited with immediate effect.
- 12.3 A Life Member may resign by notice in writing with immediate effect.
- 12.4 A Member whose membership has been discontinued or has lapsed above may seek renewal or re-apply for membership in accordance with these Rules. The Executive Board shall have the right to accept, refuse or postpone the re-application for membership.
- 12.5 The position of Delegate of an Affiliated Club lapses immediately on cessation of membership of the Affiliated Club and all its rights revoked with immediate effect.
- 12.6 Where an Affiliated Club ceases to be a Member in accordance with this Constitution, the Registered Persons of that Affiliated Club may cease or remain Members to the extent (if any) and for such time (if any) as is determined in the sole discretion of the Executive Board. The discretion of the Board in this Clause shall be exercised reasonably.
- 12.7 A Member who or which ceases to be a Member, for whatever reason, shall forfeit all right in and claim upon the Federation and its property including Intellectual Property. Any Federation documents, records or other property in the possession, custody or control of that Member shall be returned to the Federation with immediately.
- 12.8 Membership which has lapsed, been withdrawn or terminated under this Constitution may be reinstated at the sole discretion of the Executive Board, which shall be exercised

reasonably, on application in accordance with this Constitution and otherwise on such conditions as it sees fit.

### **13. REQUEST FOR NEW CLUB AFFILIATIONS**

13.1 A Triathlon Club wishing to become an affiliated club with the Malta Triathlon Federation (Triathlon Malta), the National Governing Body of the Olympic sport of Triathlon and any combined multisport disciplines of swimming, cycling & running in the Maltese Islands, needs to meet the following requirements in order to be accepted and affiliated:

- i. A letter or application signed and endorsed by the Club President, Secretary and any other member of the Executive of the club is to be send to the Secretary General, Triathlon Malta, declaring the reason/s for the request for affiliation and including a declaration that the Constitution of the Malta Triathlon Federation will be strictly observed and adhered to at all times and in all circumstances;
- ii. a proof of the date of foundation must be attached with the application letter;
- iii. A list of all the Directors/Executive Committee members, including their contact details, their position and responsibilities and their roles within the club and their Identity Number. Preferably, at least 20% of the Directors/Executives are from any one of the genders;
- iv. A proof that the Club has at least 5 active members who took part in competitive races organised and/or sanctioned by the Federation in the Maltese islands for the past 2 seasons.
- v. A proof that the Requesting Club is a registered entity with SportMalta, or that an application for such registration is underway;
- vi. A proof that the Requesting Club is a registered entity with the Commissioner of Voluntary Organisations, or that an application for such registration is underway;
- vii. The Club's Constitution/Regulations/Statute as approved by the Annual General Meeting or a similar meeting by the Club. This document shall be in line with the requirements of SportMalta and with the Malta Sports Act, CAP. 455 of the Laws of Malta;
- viii. The latest Club's Annual Report which must be signed and dated and which must cover the period of the last two years;
- ix. The Club's Annual Accounts, especially the income and expenditure of the past two years;



- x. A one-time non-refundable payment of €250 by cheque payable to the Malta Triathlon Federation for processing fees related to the affiliation. This payment will not be refunded if the request for affiliation is rejected for whatever reason by the Federation.
- xi. A strategic plan covering not less than 3 years and not more than 5 years in which the club outlines its vision on how to integrate, consolidate, develop and sustain the development of the sport of Triathlon in the Maltese Islands, in line with the vision and aims of the Federation.
- xii. For the avoidance of doubt, requests coming from a single-sport background, that is a swimming-only club, or a cycling-only club or a running-only club shall not be entertained unless an in-depth proposal plan covering not less than 3 years and not more than 5 years is submitted, outlining the club's vision on how to change from a single-sport club to a triathlon/multisport club.

- 13.2 The request for affiliation is to be reviewed in the first instance by the Executive of Federation, who shall decide if the request is rejected, or not.
- 13.3 In case the request is rejected at this stage, the Club shall be informed accordingly by the Executive Board.
- 13.4 If the request is not rejected, but the Executive is of the opinion that further clarifications, or documentation is required, the Club shall be informed of this and asked to clarify/rectify accordingly.
- 13.5 If the request is deemed satisfactory by the Executive, it shall be proposed to the Council for consideration.
- 13.6 The Council shall decide whether to accept or reject the proposed request for affiliation during the Congress or during an Extraordinary General Meeting which will be announced at least 3 weeks before.
- 13.7 The Council shall vote for the request via the manner stipulated in the Federation's Constitution.
- 13.8 The request for affiliation is to obtain 75% or more of the valid votes in order to be declared as accepted.
- 13.9 The Club shall be informed immediately of the outcome of the vote and if the request has been accepted or not.
- 13.10 In the case of a rejected request, the Council shall inform the Club accordingly and reserves the right to withhold any further information in connection with the decision taken. Such decisions shall be final and uncontested.

- 13.11 The accepted club will be conferred with the title of an Associate Member Club of the Federation for the period of two years. During this period, the Associate Member Club has the right to:
- i. Request membership with the Federation of its members under the Club's name;
  - ii. Field its members for any event organised or sanctioned by the Federation under the Club's name;
  - iii. Receive any minutes and information by the Federation as per the Executive Board's discretion;
  - iv. Be invited to the Congress or and Extraordinary General Meeting called by the Federation, as per the Executive Board's discretion. In such cases, the Associate Member Club shall have no vote and no voice in the meeting/s.
- 13.12 If, after the two-year period as an associate member club, the club does not provide proof that it had fielded at least 10 active members, each one taking part in at least 3 competitive events organised and/or sanctioned by the Federation in each of the last two years, then the Club will remain as an associate member club for an undetermined period unless this clause is satisfied, under the same terms and conditions listed in 13.11 above.
- 13.13 If, after the two-year period as an associate member club, the club is in a position to provide proof that it had fielded at least active members, each one taking part in at least 3 competitive events organised and/or sanctioned by the Federation in each of the last two years, then the Club will be conferred with the Title of Full Affiliated Club with the Federation as from the next Congress or Extraordinary General Meeting.
- 13.14 Clubs who are already affiliated with the Federation as on the date of coming into force of this bye-law, that is 1 November 2018, as well as any affiliated club who is approved following this date, shall ensure that they meet the following terms for their affiliation to remain active:
- i. Have at least 5 active and fully-paid members of the Federation at any one time. If this criteria is failed to be reached by any of the Full Affiliated Clubs, than that Club is conferred to an Associate Member Club status with the terms and conditions listed in 13.11 above, until he can satisfy this clause;
  - ii. Provide the Secretary General of the Federation with the Administrative Report and the Annual Accounts of the last (financial) prior to the Federation's Congress;
  - iii. Ensure that a Club Representative is chosen and that this person attends regularly and without fail the Meetings of the Federation's Council, as per the Federation's Constitution;

- iii. Pay the non-refundable annual membership fee of 100 Euro with a cheque payable to the Malta Triathlon Federation at least two weeks before the Federation's Congress;
- iv. Protect, defend and actively seek to sustain the vision and direction of the Executive of the Federation among its club and its members;
- v. Actively seek to promote the events of the Federation and ensure a satisfactory attendance to the events and races organised by the Malta Triathlon Federation and any other affiliated club;
- vi. Provide help to all events and races of the Malta Triathlon Federation by having a minimum of 2 persons from the Club providing help throughout the event.

**ACT 3**  
**executive**

**14. CONGRESS**

- 14.1 The Congress is the General Assembly of the Malta Triathlon Federation and the highest authority of the MTF.
- 14.2 The Congress is organized annually and shall be called by the end of February of each year.
- 14.3 The Congress is chaired by the President of the MTF. In the eventuality that the President is not able to chair or is not present, the President shall nominate a person of trust to chair the Congress, giving that the nominated person is a person of good standing with the Federation.
- 14.4 Control of the Federation shall be vested in the Congress. Subject thereto, the day to day affairs of the Federation shall be administered by the Executive Board, which can delegate and include the MTF Council, and its decisions shall, until renewed or varied by the Congress, be binding on all members and officials.
- 14.5 Participation at Congress. Only Members in good standing may take part in the Congress. The representatives of the Affiliated Member Clubs have the right to attend the Congress.
- 14.6 Affiliated Clubs shall have two delegates attending the Congress. One is normally the Club Delegate on the MTF Council and the other a high ranking official from the Club, usually the President or the Secretary General of the Club.
- 14.7 A delegate attending the Congress may represent only one Member.
- 14.8 Each member will have one vote. Therefore each member club shall have a maximum of two votes in Congress. If a Member Affiliated Club is represented with only one delegate, that that club automatically forfeits its right for the second vote.
- 14.9 There shall be no proxy votes. No postal/fax/email/or other electronic vote will be accepted at Congress.
- 14.10 The MTF President (or the person chairing the Congress in the absence of the President) has no right to vote except to cast a deciding vote at Congress in the case of a tie.
- 14.11 No members of the Executive Board shall represent their own Affiliated Club Member.
- 14.12 Honorary Life Members, and a delegate of each of the Commissions, etc may attend Congress but without voice and without vote.

14.13 The Congress is held for the purpose of:

- i. Receiving the Minutes of the last Congress by the Secretary General. These should be proposed and seconded accordingly. Voting pursues;
- ii. Receiving the Administrative Report by the President and/or the Secretary General on the past season's activities or any other matter of importance as decided by the addressing person. These should be proposed and seconded accordingly. Voting pursues;
- iii. Receiving the Financial Report by the Treasurer for the past financial year. This should be proposed and seconded accordingly. Voting pursues.
- iii. Receiving amendments to the constitution, in terms of this constitution.
- iv. Receiving nominations for election to the Executive Board when applicable in terms of this Constitution.

14.14 A minimum period of 21 days' notice of Congress shall be circulated to all members.

14.15 Nominations for office (if applicable), items to be discussed in the agenda and proposed amendments to the Constitution submitted by members of the Association, must be received by the General Secretary by not later than 14 days prior to the Congress. The Executive Board shall publish any terms and conditions for the acceptance of nominations and nominees as it deems fit and in the best interest of the Federation;

14.16 The Agenda of the Congress, together with the Proposed Amendments and nominations (if applicable), shall be distributed to the members 7 days prior to the meeting.

14.17 Council members and the members of the Executive Board except for the President of the Federation shall be entitled to vote at the Congress, Extraordinary General Meeting or any other call for voting which the Federation might issue from time to time. Executive Board Members are ex-officio members of the Federation. As regards voting the President/Chairman cannot vote except in case of a tie and/or an undecided outcome.

14.18 Non-Council Members are ipso facto precluded from attending the Congress.

14.19 Congress and any General Meeting shall commence on the time stipulated and circulated in the notice and agenda. The Quorum shall be set as the next full number of one-third of the delegates eligible to vote are present. If the quorum is not reached on the time stipulated, the Chairperson shall call for a waiting time of not less than 15 minutes and not longer than 30 minutes over the stipulated time. At the end of this, the meeting shall commence. The Chairperson can opt for the waiting time even if quorum is reached to wait for other delegates to arrive. If quorum is reached at the start of the meeting, said meeting can carry until adjournment event if the quorum is lost during the Congress.

14.20 Proposed resolutions shall be read to the Meeting before a vote is taken. A simple majority of the valid votes cast is necessary for a resolution to be accepted, that is 50%+1 of valid votes cast.

- 14.21 Voting at the Congress shall be by a show of hands and decided by a majority vote. In the case of even one request, a secret vote should be taken on any matter whatsoever. (Majority vote as per clause 14.8)
- 14.22 An Extraordinary General Meeting may be called either by the Executive Board or by the MTF Council after a vote in favour of not less than 2/3 (two-thirds), giving notice specifying the object and no other matter shall be discussed at such a meeting.

## **15. ELECTIONS**

- 15.1 The elections for the Executive Board will take place at Congress every three years
- 15.2 A person may hold only one office in the Malta Triathlon Federation.
- 15.3 The order of elections at the Congress is:
- i. President
  - ii. Secretary General
  - iii. Treasurer
  - iv. Member/s of the Executive Board (maximum of 3 members)
- 15.4 All nominated candidates for election must:
- i. be nominated by any two registered persons of the Federation;
  - ii. be individuals at least 18 years of age, and have the power under law to contract;
  - iii. be of good standing with the Federation;
  - iv. Not have any proven criminal record;
  - v. be of good moral ground;
- 15.5 In the case of a person nominated for the post of President or for the post of Secretary General, the person must have a minimum of two years consecutive membership as a Registered Person with the Federation, or a minimum of three years of active continuous membership with one of the Affiliated Clubs.
- 15.6 All nominated candidates are to submit their personal achievement records and the goals they want to achieve for MTF in the next term of office. The records must be distributed, preferably electronically, to all members at least 10 days before the Congress.
- 15.7 When a person is nominated to the post of President of the MTF Executive Board, he/she must declare in writing that he/she shall relinquish any connection, sponsorship or membership with any local Triathlon Club, or a Sports Club which embraces Triathlon,

within one month from being appointed to the Executive Board. It shall not be mandatory for the other members of the Executive Board.

15.8 The election procedures for the President, Secretary General and Treasurer are:

- i. A majority of the next full number of 50% of the votes casted are required to be elected.
- ii. The candidate with the lowest number of votes is eliminated, if no candidate receives more than 50% of votes. Another voting pursues.
- iii. Consecutive ballots shall be organised until the election is decided.
- iv. If there is a tie, the Chairperson conducting the election will cast the deciding vote.

## 16. PRINCIPAL OFFICERS

16.1 By virtue of their posts, all Executive Board Members are “ex officio members” of the MTF.

16.2 The President is the highest Officer of the Federation. The President shall also act as the Chief Executive Officer of the Federation.

16.3 The President shall have the following roles and duties:

- i. preside over the Executive Board meetings and the MTF Council Meetings, the MTF Congress and any other Extraordinary General Meeting of the Federation.
- ii. call and adjourn meetings;
- iii. prepare with the Secretary General’s assistance the agenda for each meeting and keep control and order in discussion
- iv. submit an administrative report for the Congress or delegate the task to the Secretary General;
- v. see that all articles of this Constitution are observed.
- vi. direct and supervise the activities of the members of the Executive Board, Council and the MTF Affiliated Clubs and members.
- vii. ensures the implementation of all decisions taken by the Board and the Council
- viii. cast his vote in the case of parity in all MTF meetings.

- ix. is ex-officio member of any Board appointed by the Federation.
- x. Is the spokesperson for the MTF and represents it at all appropriate occasions.

16.3 The Secretary General shall have the following roles and responsibilities:

- i. shall look after all forms of correspondence (whether written or in an electronic format) received by the Executive Board.
- ii. assist the President in preparing an administrative report for the Congress.
- iii. draw up an events timetable for each season and an agenda and follow-up action for each Executive Board meeting or a Council Meeting.
- iv. be authorized to issue press releases and post all communications to all members of the MTF either in written form or in an electronic format.
- v. keep the minutes of the Board, Council, Congress, General Meeting, General Meetings and any such gathering as the Federation might call from time to time;
- vi. ensure compliance by all members and delegates, officers, executive Board members, athletes, coaches, officials, staff, committee and commission members, with this Constitution and all the MTF Rules and decisions and to inform the Executive Board of any violation of the spirit and letter of them;
- vii. is entitled to attend all meetings of commissions and committees without the right to vote and should not attend meetings of the juries so as to preserve the independence of the jury.

16.4 The Treasurer shall have the following roles and responsibilities:

- i. to keep proper accounts of all revenue and expenses and draw up a financial report for submission at the Congress.
- ii. be responsible for handling and collection of funds.
- iii. provide the President and/or the Executive Board with an updated statement of finances whenever asked, and explain any relative queries arising from said statements.
- iv. ensure that all financial transactions, whether in cash, cheque, electronic or any other format, are always made



in duplicate and should be endorsed by the President and the Treasurer.

16.5 The Executive Board should actively seek to have a Technical Manager who shall be responsible of the technical aspect of the Federation and attend Executive Board meetings when called to do so by the Board.

16.6 The Technical Manager shall be appointed directly by the Executive Board, after discussion with the Council

16.7 The Technical Manager should be a person of ascertained competent qualification, of at least Level 2 ITU Coaching Certification or Level 2 ITU Technical Delegate qualification.

16.8 The Technical Manager shall :

- i. be called to attend Executive board meetings, Council meeting and any other meetings where the input of the role is deemed necessary. During these meetings, the Technical Manager shall have voice but no vote.
- ii. be solely responsible to select any athlete who will be chosen to represent the Malta Triathlon Federation in any international competition and communicate this selection, together with its criteria and motivation, to the Executive Board.
- iii. be responsible to provide and co-ordinate technical information to the Executive Board, pertaining to training, equipment, design, race-format and coaching on the sport of Triathlon on a National Level.
- iv. be required to work closely with the Executive Board of the Federation and with affiliated Clubs to formulate an annual calendar of events.
- v. be responsible to ensure that an available pool of qualified coaches is set up and work closely with them to ensure that the Malta Youth Triathlon Academy (MYTA)'s operations are ongoing and provide the necessary training and development opportunities to grow the sport of Triathlon in Malta.
- vi. be responsible for all decisions relating to the National Team, after due discussion with the Executive Board.

16.9 An additional member or members will constitute the Executive Board.

16.10 The number of members that will constitute the Executive Board should be from a minimum of one to a maximum of three.

- 16.11 Members of the Executive Board may be co-opted only in case where it consists of a replacement of another member of the Executive Board. For the avoidance of doubt, if only one member has stood up for Election, then the Board cannot co-opt another one or two members, but if that members who was elected following the election, for whatsoever reason, is not part of the Board anymore, then the Executive Board may co-opt another person to fulfil that role.
- 16.12 In order to fulfil its gender balance, The Executive Board shall actively seek to have a mixture of both genders represented on the Executive Board. The Executive Board shall not deal in any business until at least one member of each gender is an active member.
- 16.13 If, after an election, or following a resignation, or any other business, the Executive Board is formed of people from only one gender, then a member from the opposite gender should be cooped immediately to fulfil the vacant role or as a member of the Executive Board.
- 16.14 If the role of Secretary General or the Treasurer, for whatsoever reason, become vacant, then the Executive Board may co-opt another person to fulfil that role until the next election is called.
- 16.15 If the role of the President, for whatsoever reason, become vacant, than the Executive Board is dissolved and an election is called in the period not before 15 calendar days and not after 30 calendar days from the official vacancy of the role of President.

## **17. EXECUTIVE BOARD & COUNCIL**

- 17.1 The Executive Board shall manage the property and business of the Malta Triathlon Federation.
- 17.2 The Executive Board shall be constituted of :
- i. The President
  - ii. The Secretary General
  - iii. The Treasurer
  - iv. Member/s
- 17.3 No more than two representatives for the same Affiliated Club shall form part of the Executive Board.
- 17.4 Each Post on the Executive Board shall be mutually exclusive.
- 17.5 Each Executive Board member has one (1) vote. A simple majority is enough to carry all decisions. The MTF President has the right to cast a deciding vote in the case of a tie. There shall be no proxy votes.

17.6 The roles and responsibilities of the Executive Board are the following:

- i. Delegates the President and Secretary General to handle routine business.
- ii. Carries out decisions made by Congress.
- iii. Decides routine matters.
- iv. Decides matters referred to it by Congress.
- v. Submits resolutions to Congress.
- vi. Informs Congress of its opinion concerning resolutions.
- vii. Supervises and gives guidance to the and Commissions.
- viii. Appoints Commissions and selects their members.
- ix. Supervises strict application of this Constitution.
- x. Charges the Commissions to submit Resolutions in their area of expertise.
- xi. Amends the Operations' Manual in consultation with the Technical, Medical, Multisport, Paratriathlon and Athletes' Commissions and the relevant Commissions as experience demands, to ensure fair and safe events for athletes.
- x. Acts on assignments and directions as given from time to time by the President.
- xi. Acts as the interpreter of the ITU, ETU and MTF Rules. All matters not provided for under ITU Rules shall be decided by the Executive Board.
- xii. Makes the necessary appointments for the improved running of the business of the Federation, the sport of Triathlon and any pertaining events.

17.7 The Executive Board may appoint:

- i. A National Team Manager / Coach;
- ii. A Medical Advisor;
- iii. A Physiotherapist;
- iv. A Disciplinary Board of at least two persons,
- v. A Race Jury whenever necessary of at least three persons preferably with competition experience;
- vi. Any other person or persons to fulfil any particular role or duty as deemed fit by the Executive

- 17.8 Any persons appointed to these positions, shall have no voting rights in the MTF Executive Board or in the MTF Council.
- 17.9 The term of the Executive Board Members shall be for a period of 3 years, commencing from the 1 of January following the Elections and terminating on the 31 of December of three years after. The election of the Executive Board Members shall be held by the end of the term, in time to have the new Executive Board constituted by 1 January of the following year. The Executive Board Members shall hold office for a period of three (3) years, and shall be elected at the Elective General Meeting. All members of the Executive Board may stand for re-election on completion of their term of office.
- 17.10 The Executive Board shall have the power to appoint a board made up of three persons of its trust to investigate any matters concerning the MTF or its activities and to make recommendations. Any member of the MTF with special qualifications relative to the business in hand may be appointed to serve on such board at the discretion of the Executive Board. In exceptional cases, non-members may also be appointed if they may be deemed fit by the Executive Board.
- 17.11 The Executive Board and MTF Council shall meet a minimum of once every two months for Executive Board or MTF Council business. Such meetings or business can also be conducted on-line in an electronic form provided such proceedings are duly recorded and included in the MTF Board/ Council Minutes.
- 17.12 Any position on the Executive Board vacated for whatever reason may be filled until the next Congress by another delegate co-opted by the Executive Board.
- 17.13 When a member is elected to the post of President of the MTF Executive Board, he/she has to relinquish any connection or membership with any local Triathlon Club, or a Sports Club which embraces Triathlon, within one month from being appointed to the Executive Board. It shall not be mandatory for the other members of the Executive Board.
- 17.14 The MTF Council is constituted of the Executive Board and one delegate from each Affiliated Triathlon Club or Sports Club that has a Triathlon Section and is duly affiliated to the Federation. A representative of the Malta Youth Triathlon Academy – MYTA shall be part of the MTF Council with full voting and other rights as for the affiliated member clubs.
- 17.16 The Executive Board has the right to call a Meeting without involving the Council Members or only for certain members of the Council when the business involved so requires.
- 17.17 The President and Members of the MTF Executive Board are obliged to attend meetings and to maintain relationships with the Maltese Olympic Committee (MOC), the Sport Malta and with other national and international sports authorities and entities.

## **18. Commissions**

- 18.1 The Executive Board shall actively seek to establish commissions which shall be entrusted to study, collect information, and advise the Executive Board about its area of competence.

- 18.2 All Commissions will have a minimum of three delegates and a maximum of five delegates, except the Coaches committee.
- 18.3 The delegates in the commissions shall be nominated by the Executive Board. The Board may consult with the Council about these nominations. The decision of the Executive Board is final.
- 18.4 All Commissions delegates will be appointed until the term of the current Executive Board is over.
- 18.5 A simple majority is enough to carry all decisions. In case of a tie in any Committee, the motion is lost. There shall be no proxy votes.
- 18.6 All Commissions shall report to the Executive Board.
- 18.7 All Commissions have the right to appoint a maximum of two delegates per committee to attend Congress, with voice but no vote.
- 18.8 It is the responsibility of the members of each of the Commissions to support MTF's efforts to develop Triathlon, Paratriathlon and their related Multisports.
- 18.9 All Commissions will have a Chair and Secretary elected by and among the Committee members.
- 18.10 The Chairs of the Commissions shall:
- i. Direct and monitor the activities of all Commission members.
  - ii. Prepare reports and Resolutions to the MTF Executive Board for submission to Congress.
  - iii. Call meetings of the Commissions.
- 18.11 The Secretary of the Committee shall:
- i. Assist the Chair.
  - ii. Keep the minutes of the Commissions meetings.
- 18.12 Commissions shall be established for the following :
- i. Coaches Commissions
  - ii. Athletes Commissions
  - iii. Development Commission
  - iv. And any other area of importance that the Executive Board should deem fit.

**ACT 4**  
**operational**

**19. ADMINISTRATION**

18.1 The Executive Board shall be authorized to enter into such financial agreements, on behalf of the Federation as are necessary to ensure the efficient management of the Federation's administrative business, subject to any such agreements being ratified by the Congress.

**20. FINANCE**

20.1 The MTF has the status of a non-profit making organization. However, it has the right to raise funds, sponsorships, to charge registration fees, race participation fees, and to carry out financial transactions, such as holding saving and current accounts and raise loans, relevant to its operations.

20.2 The Financial Year of the Association shall close on the 31 December of each year.

20.3 All financial transactions of the MTF are to carry the signatures of the President and the Treasurer.

20.4 Expenses and payments incurring a sum of greater than €1000.00 shall have to be approved by the Executive Board.

**21. COMPETITION REGULATIONS**

21.1 The MTF competition regulations are based on the relative ITU / ETU Competition rules. Amendments to these competition regulations can be enforced by the Executive Board as circumstances demand. Revised Competition Regulations are to be circulated to all members, especially before a particular event.

**22. MALTA YOUTH TRIATHLON ACADEMY – MYTA**

22.1 The Malta Triathlon Federation shall active seek to oversee, plan, and promote all business of the Malta Youth Triathlon Academy, also known as MYTA, herein referred to as The Academy.

22.2 The Academy is a non-profit organisation which is a venture of the Malta Triathlon Federation, in conjunction with SportMalta and the European Triathlon Union.

22.3 The Academy shall strive to promote triathlon among children and youths.

- 22.4 The Academy is based on the principles of sportsmanship, mutual support and respect for the rules of play.
- 22.5 The Technical Manager shall be the overall coordinator of the Academy.
- 22.6 The Academy shall appoint a Delegate on the Council of the Malta Triathlon Federation with full rights as the other Club Delegates, including voting where the needs arises.
- 22.7 The Academy shall have equal voting rights as the affiliated clubs in the Congress, that is two votes, during elections and any other General Meeting which the Federation might call from time to time.
- 22.8 The Academy shall have the power to apply for funding from SportMalta, the ETU, the ITU and any other agency, local or international as it deem fit. It shall, however, obtain approval from the Executive Board before dealing in such businesses.

### **23.CODES OF CONDUCT**

- 23.1 The Executive Board shall oversee that all members of any rank or grade and any other person who in one way or another is involved in the sport of triathlon (athlete, coach, sponsor, non-member, supporter present at the events, etc) fully abides by the various of code of conducts enacted and annexed with this Constitution.
- 23.2 The Executive Board may appoint an ad-hoc Board to investigate, interview, and advise the Executive Board of any reported infringement of the Code of Conduct.
- 23.3 The Executive Board shall see that any proved infringement is immediately and effectively dealt with and that action is taken accordingly.

### **24. DOPING**

- 24.1 The MTF recognizes and complies with the anti-doping regulations as specified by the World Anti-Doping Agency (WADA). It shall actively seek to abide by any clauses, rules and regulations which the WADA, the ITU and the National Anti-Doping Agency of Malta shall publish from time to time.
- 24.2 The MTF shall endeavour and actively seek to provide education, information and consultation about doping in sport, through the distribution of material published and circulated from time to time by the ITU, ETU, WADA and NADO.

## **25. COMPLIANCE WITH ITU / ETU CONSTITUTIONS**

- 25.1 The Malta Triathlon Federation will comply with all requirements of the International Triathlon Union (ITU) AND European Triathlon Union Constitutions including but not limited to:
- i. Refer to the Court of Arbitration for Sport (Lausanne) any disputes which may arise between the Malta Triathlon Federation and the ITU/ETU;
  - ii. Refer to the Court of Arbitration for Sport (Lausanne) all matters related to anti-Doping Control;
  - iii. Comply to all other matters as outlined in the ITU /ETU Constitutions.

## **26. UNRESOLVED DISPUTES**

- 26.1 In the case of a dispute between the Malta Triathlon Federation and a member club, a registered member, or an athlete, both registered and not registered to the said Federation, which dispute could not be resolved through the proper procedures as prescribed in this Statute, the dispute shall be submitted to an arbitration panel appointed either by Sport Malta or the Maltese Olympic Committee, upon a written request submitted by the Federation. Decisions taken by the said arbitration panel shall be final, binding on all parties concerned, and without the right of appeal. Furthermore, recourse to any court of justice shall be strictly prohibited.

## **27. DISSOLUTION OF THE FEDERATION**

- 27.1 If at any time the Federation shall pass in Congress or an Extraordinary General Meeting comprising of a majority comprising seventy five per cent (75%) of all registered club members present and entitled to vote a resolution of its intention to dissolve, the Executive Board shall take immediate action to settle any debts and dispose of the monies and property remaining as determined by Congress and/or the Extraordinary General Meeting, and thereupon the Federation shall for all purposes be dissolved.
- 27.2 In the event of a dissolution of the Federation, any remaining funds and/or property shall be passed on the Maltese Olympic Committee, by the outgoing Executive Board.



## LIST OF ANNEXES

### CONSTITUTION OF THE MALTA TRIATHLON FEDERATION

- ANNEX A  
Timeline of Amendments of this Constitution
- ANNEX B  
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- ANNEX C  
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Terms & Conditions for the Sanction by the Malta Triathlon Federation of Sports Events in the Maltese Islands

## **ANNEX A**

### **TIMELINE OF AMENDMENTS OF THIS CONSTITUTION**

#### **EIGHTH AMENDMENT**

Amendments pertaining to the seeking of registration with the Commissioner for Voluntary Organisations, inclusion of Bye-Law MTF 1/2018 about the request of affiliation of new clubs, inclusion of a dissolution clause, and inclusion of a capping of affiliated clubs approved by Congress held on 9 February 2019 at the MTF Office, National Pool Complex, Tal-Qroqq.

#### **SEVENTH AMENDMENT**

Total updating of the Constitution as approved during an Extraordinary General Meeting on 17 April 2018 at the Kirkop Sports Complex.

#### **SIXTH AMENDMENT**

Amendments pertaining to the role of the (Technical Manager) National Coach approved on 11 December 2013 during the Annual General Meeting held at the National Pool Complex.

#### **FIFTH AMENDMENT**

Amendments pertaining to the change in name from 'Association' to 'Federation' and to Articles 2.11(b) and 7.7 approved on Thursday 20 December 2012 during the Annual General Meeting held at the Mgarr Local Council.

#### **FOURTH AMENDMENT**

Amendments approved on Thursday 15th December 2011 during the Elective General Meeting held at the Mgarr Local Council Offices. (various)

#### **THIRD AMENDMENT**

Amendment approved on Wednesday 2<sup>nd</sup> December 2009 during the Annual General Meeting held at the B'Kara Local Council. (Amendment : Clause 13 Clubs)

#### **SECOND AMENDMENT**

Amendments approved on Tuesday 9<sup>th</sup> December 2008 during the Annual General Meeting held at the Razzett tal-Hbiberija, M'Scala. (Added: Item 2.10 & Revised Item 15)

#### **FIRST AMENDMENT**

Approved on Tuesday 14<sup>th</sup> December 2004 during the Annual General Meeting held at the Cottonera Sports Complex, Cottonera.

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## ANNEX B

### CODE OF CONDUCT FOR MEMBERS & PARTICIPANTS

#### PREAMBLE

This charter aims to define what is considered good and correct behaviour by all members of the Malta Triathlon Federation. It reflects the values held by the Federation and outlines the expected conduct of members. It can also be used as a benchmark to assess whether certain behaviours are acceptable or not acceptable.

#### 1. INTRODUCTION

- 1.1 These Code of Conduct provide uniform procedures for the resolution of disciplinary issues arising from within the sport disciplines governed by The Malta Triathlon Federation. Anti-doping violations shall be dealt with under the SportMalta Anti-Doping Rules, WADA, NADO and ITU Anti-doping regulations.
- 1.2 These Disciplinary Rules apply to and bind all members of the Malta Triathlon Federation, and generally every person who participates in any event sanctioned by the Malta Triathlon Federation. Each of the above (a 'Person') will be deemed to have accepted these Disciplinary Rules and agreed to be bound and abide by these Disciplinary Rules and all decisions made under them.
- 1.3 A non-exhaustive list of events of misconduct with the corresponding recommended (but not required) sanction is provided in Appendix 2.

#### 2. INTERPRETATIONS

- 2.1 In these Disciplinary Rules, the following terms shall have the following meanings:
  - i. **Executive** means the Malta Triathlon Federation Executive Board (also referred to as the Board);
  - ii. **Technical Rules** and **Competition Rules** mean the Technical and Competition rules of The Malta Triathlon Federation, based upon the International Triathlon Union's Competition Rules as amended from time to time;
  - iii. **Code of Conduct** means the Code of Conduct of The Malta Triathlon Federation, as amended from time to time;
  - iv. **Commission** means a commission of The Malta Triathlon Federation appointed by the Executive Board;
  - v. **Event** means a single race, match or competition (or a series of races, matches or competitions) organised, licensed, convened, authorised or recognised by

The Malta Triathlon Federation or any of its Members, affiliate organisations or Licensees, wherever held;

- vi. **Respondent** means the Person subject to the Disciplinary Complaint;
- vii. **Licence** means a licence issued by The Malta Triathlon Federation (of whatever nature, grade or duration);
- viii. **Licensee** means any person (whether a Triathlete, coach, agent, Race Official or other) who holds a Licence issued by The Malta Triathlon Federation;
- ix. **Member** means any individual athlete, person or individual who applies for membership with the Malta Triathlon Federation;
- x. **Race Official** means an official or other Respondent appointed to officiate at an Event;
- xi. **ITU** stands for the International Triathlon Union;
- xii. **ETU** stands for European Triathlon Federation;
- xiii. **MTF** stands for Malta Triathlon Federation.

### 3. DISCIPLINARY POWERS

#### Misconduct

- 3.1 For the purposes of these Disciplinary Rules, 'Misconduct' means any conduct that is a breach of the Code of Conduct, Code of Practice, or any other unsporting conduct that has the potential to bring the sport of Triathlon and its related multi-sport disciplines, other Persons, Race Officials or The Malta Triathlon Federation into disrepute.
  
- 3.2 While it is not possible to set out a definitive list of types of conduct that may constitute Misconduct, each of the following types of behaviour, without limitation, is an example of Misconduct under these rules (see also the non-exhaustive list in Appendix 2):
  - i. A breach, or multiple breaches of the Malta Triathlon Federation Technical Rules which the Board, in its absolute discretion and for whatever reason, considers sufficiently serious to constitute an act of Misconduct;
  - ii. A breach, or multiple breaches of Competition Rules which the Board, in his absolute discretion and for whatever reason considers sufficiently serious, to constitute an act of Misconduct;
  - iii. Uncooperating behaviour with the MTF Executive, National Coach and any other official appointed by the Executive;
  - iv. Serious or repeated disobedience of the reasonable directions of a Race Official;
  - v. Dangerous conduct, whilst racing or competing;
  - vi. Verbal or physical abuse of any kind;
  - vii. Fixing or contriving in any way or otherwise improperly influencing the result, progress or conduct of any event;
  - viii. Placing, accepting or laying a bet in relation to the result, progress or conduct of any event;
  - ix. Breaching the terms of any suspension imposed the Board;
  
  - x. Carrying out any acts and/or making any statements that are discriminatory by reason of sex, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion, and/or belief or disability.

- xi. In respect of any Person in a position of trust or authority (including any coach, doctor, physiotherapist or otherwise) over another Person:
- xii. abusing that trust or authority in any way;
- xiii. failing to observe confidentiality and/or acting in a way that gives rise to a conflict of interests; and
- xiv. failing to act with respect by, for example, engaging in bullying or conduct that may induce feelings of fear and/or harassment.

### **Reporting Misconduct**

- 3.3 Any Person may report any matter that may constitute Misconduct to the Board. Such reports should be made as soon as reasonably practicable after the issue being reported or has arisen and, a Race Official who has witnessed or received evidence of serious Misconduct should report that conduct immediately. All such reports shall be submitted either in writing or verbally to the Board.
- 3.4 These Disciplinary Rules are not intended to replace the powers given to Race Officials to penalise breaches of the Technical Regulations committed by Persons at Events. For the avoidance of doubt, a Person may be sanctioned under these Disciplinary Rules for Misconduct that relates to conduct at an Event even if a Race Official has already penalised one or more Persons for that conduct in accordance with the Technical Regulations.
- 3.5 The Board shall be entitled to undertake any investigations they consider necessary, and every Person will be obliged to cooperate with those investigations. A failure to cooperate with any investigation may itself constitute Misconduct and will entitle adverse inferences to be drawn from that failure.
- 3.6 Sanctions will be effective immediately, subject to the Board's discretion to start the sanction on another date, backdated to take account of any interim suspension imposed.
- 3.7 The Board will advise the parties of its decision as soon as reasonably practicable and the decision will take effect at that point.
- 3.8 The decision of the Board shall be final.

### **4. PUBLICITY**

- 4.1 When the Board imposes a suspension on a Respondent, The Malta Triathlon Federation will notify the Maltese Olympic Committee, SportMalta, the European Triathlon Union, the Mediterranean Triathlon Federation and the International Triathlon Union, and any other sport organisation the MTF deems fit, of details of that suspension as soon as reasonably practicable after such a suspension is imposed.
- 4.2 The Malta Triathlon Federation will, at the absolute discretion of the Board, publish the decisions of all Disciplinary details of any sanctions imposed, unless there are exceptional circumstances whereby it is considered inappropriate to publish.
- 4.3 Subject to Clause 4.1, until a decision and/or details of any sanctions imposed are published, all parties and participants in the proceedings must treat such proceedings as confidential.

## **5. TERMS OF SUSPENSION**

- 5.1 Where a suspension is imposed on the Respondent, the Board will specify the precise terms and duration of the suspension. However, in cases where the MTF or its Board deem fit, it might inflict a suspension for an indefinite period of time until more information about the case is compiled, or to hear other testimony on the case, or for whatever reason it might deem fit. This indefinite suspension shall be converted to a definite period and duration in the shortest time-frame possible and thus shall be communicated to the Respondent and all the authorities as per Clause 4.1 above.
- 5.2 Where a Respondent subject to a suspension imposed by the Board, breaches the terms of such suspension, this may constitute a separate act of Misconduct.
- 5.3 The Malta Triathlon Federation will, wherever possible, recognise and enforce suspensions imposed by other competent sporting disciplinary bodies. Such sporting disciplinary bodies will include, for example any national Triathlon federation affiliated to the ETU/ITU, the Mediterranean Triathlon Federation, the Maltese Olympic Committee, SportMalta.
- 5.4 If a Disciplinary Complaint against a team, club or other entity affiliated to The Malta Triathlon Federation is upheld, the Board will be permitted to impose any sanction (or any combination of sanctions) that it deems appropriate and fit.

## **6. MISCELLANEOUS**

- 6.1 Any deviation from any of these Disciplinary Rules and/or any irregularity, omission, technicality or other defect in the procedures will not invalidate any finding, procedure or decision unless it is shown to render the proceedings unreliable.
- 6.2 The Disciplinary Rules may be amended by the Board from time to time, with such amendments coming into effect on the date specified by The Malta Triathlon Federation.
- 6.3 It is acknowledged that, by virtue of their participation in events organised, licensed, convened, authorised or recognised by the ITU, ETU, the Mediterranean Triathlon Federation, and any official and recognised sporting body, certain Persons may also be subject to separate disciplinary rules of the organisations concerned. In cases where

there have been offences under these Disciplinary Rules and under the disciplinary rules of the ITU, The Malta Triathlon Federation will nevertheless be fully entitled to proceed under these rules.

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## Appendix 1

### Pro forma Judgment

**Name of Respondent: Club:**

**Event:**

**Venue: Date of incident:**

**Board: (Names of members making up the Board, i.e. Chair, followed by members)**

**In attendance: (List of those who attend the hearing, i.e. Disciplinary Officer, witnesses, etc.)**

**To consider:**

**The Board has considered:**

**Example:**

**1 Report and oral evidence from the race official.**

**2 Oral evidence and written statement from the Respondent (name).**

**3 Written witness statements from (names).**

**DECISION**

**The Disciplinary Board finds the Respondent guilty/not guilty. The reasons for their decision are...**

**The Disciplinary Board took into account the following points... 17**

**Appendix 2**

	<b>Act of Misconduct</b>	<b>Recommended Sanction Based on Scale of Seriousness</b>
1	Serious or multiple breaches of the Technical Regulations not dealt with in these recommended sanctions	Caution, reprimand, warning as to future conduct. Suspension of Membership and/or from participation in Events for a specified period within the range of 3 to 12 months. Monetary fine payable within 28 days. Forfeiture of competition prizes.
2	Serious or multiple breaches of the race officials', parents' or coaches' Code of Conduct	Caution, reprimand, warning as to future conduct. Suspension of Membership and/or from participation in Events for a specified period within the range of 3 to 12 months. Monetary fine payable within 28 days.
3	Serious or multiple breaches of the Technical or Competition rules	Caution, reprimand, warning as to future conduct. Suspension of Membership and/or from participation in Events for a specified period within the range of 3 to 12 months. Monetary fine payable within 28 days.
4	Serious or multiple disobedience of the reasonable directions of a Race Official	Minimum sanction: - €25 fine; and/or - 3 month suspension of Membership and/or from participation in Events. Maximum sanction: - €250 fine; and/or - 1 year suspension of Membership and/or from participation in Events. -
5	Uncooperating behaviour with the MTF Executive, National Coach and any other official appointed by the Executive;	Minimum sanction: - €25 fine; and/or - 3 month suspension of Membership and/or from participation in Events. Maximum sanction: - €250 fine; and/or 1 year suspension of Membership and/or from participation in Events.



6	Dangerous conduct and/or compromising the safety of another Person	<p>Minimum sanction:</p> <ul style="list-style-type: none"> <li>- €25 fine; and/or</li> <li>- 3 month suspension of Membership and/or from participation in Events.</li> </ul> <p>Maximum sanction:</p> <ul style="list-style-type: none"> <li>- €250 fine; and/or</li> <li>- 1 year suspension of Membership and/or from participation in Events.</li> <li>-</li> </ul>
7	Verbal Abuse of Race Official	<p>Minimum sanction:</p> <ul style="list-style-type: none"> <li>- €25 fine; and/or</li> <li>- 3 month suspension of Membership and/or from participation in Events.</li> </ul> <p>Maximum sanction:</p> <ul style="list-style-type: none"> <li>- €250 fine; and/or</li> <li>1 year suspension of Membership and/or from participation in Events.</li> </ul>
8	Physical Abuse of Race Official	<p>Minimum sanction:</p> <ul style="list-style-type: none"> <li>- €250 fine; and/or</li> <li>- 6 month suspension of Membership and/or from participation in Events.</li> </ul> <p>Maximum sanction:</p> <ul style="list-style-type: none"> <li>- Unlimited fine; and/or</li> <li>- Lifetime suspension of membership and/or from participation in Events.</li> <li>-</li> </ul>
9	Serious Use of Offensive or Foul Language	<p>Minimum Sanction:</p> <ul style="list-style-type: none"> <li>- €25 fine; and/or</li> <li>- 1 month suspension of Membership and/or from participation in Events</li> </ul> <p>Maximum sanction:</p> <ul style="list-style-type: none"> <li>- €250 fine and/or</li> <li>- 1 year suspension of Membership and/or from participation in Events.</li> <li>-</li> </ul>
10	Unsporting Conduct	<p>Minimum Sanction:</p> <ul style="list-style-type: none"> <li>- €25 fine; and/or</li> <li>- 1 month suspension of Membership and/or from participation in Events</li> </ul> <p>Maximum sanction:</p> <ul style="list-style-type: none"> <li>- €250 fine and/or</li> <li>- 1 year suspension of Membership and/or from participation in Events.</li> <li>-</li> </ul>

11	Physical Abuse of another competitor/official	<p>Minimum Sanction:</p> <ul style="list-style-type: none"> <li>- €50 fine and/or;</li> <li>- 3 month suspension of Membership and/or from participation in Events.</li> </ul> <p>Maximum Sanction:</p> <ul style="list-style-type: none"> <li>- Unlimited fine and/or;</li> <li>- Lifetime suspension of Membership and/or from participation in Events.</li> <li>-</li> </ul>
12	Breaching the terms of any suspension imposed by the Malta Triathlon Federation	<p>Minimum Sanction:</p> <ul style="list-style-type: none"> <li>- 3 month suspension in addition to original suspension (to be imposed consecutively);</li> </ul> <p>Maximum Sanction:</p> <ul style="list-style-type: none"> <li>- One year suspension in addition to original suspension (to be imposed consecutively).</li> <li>-</li> </ul>
13	Misconduct relating to the abuse of a position of trust or authority	Sanctions will vary and it is not appropriate to establish a scale. Sanctions shall be imposed at the absolute discretion of the Executive Board.

I, \_\_\_\_\_, the undersigned, declare that I have read and understood these Regulations.

\_\_\_\_\_  
 PRESIDENT Member's Signature Malta Triathlon Federation

## ANNEX C

### CODE OF CONDUCT FOR COACHES

#### 1. Introduction

- 1.1 Sports coaches are expected to conform to ethical standards in a number of areas, listed below:
- i. humanity;
  - ii. relationships,
  - iii. commitment;
  - iv. co-operation;
  - v. integrity;
  - vi. advertising;
  - vii. confidentiality;
  - viii. abuse of privilege;
  - ix. safety;
  - x. competence.

#### 2. Humanity

2. Coaches must respect the rights, dignity and worth of every human being and their ultimate right to self-determination. Specifically, coaches must treat everyone equitably and sensitively, within the context of their activity and ability, regardless of gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation.

#### 3. Relationship

- 3.1 The good coach will be concerned primarily with the well-being, safety, protection and future of the individual performer. There must be a balance between the development of performance and the social, emotional, intellectual and physical needs of the individual.
- 3.2 A key element in a coaching relationship is the development of independence. Performers must be encouraged and guided to accept responsibility for their own behaviour and performance in training, in competition, and in their domestic, academic or business life.
- 3.3 Coaches are responsible for setting and monitoring the boundaries between a working relationship and friendship with their performers. This is particularly important when the performer is a young person. The coach must realise that certain situations or friendly words and actions could be misinterpreted, not only by the performer, but also by outsiders (or other members of a squad or group of performers) motivated by jealousy, dislike or mistrust, and could lead to allegations of misconduct or impropriety.

- 3.4 Where physical contact between coach and performer is a necessary part of the coaching process, coaches must ensure that no action on their part could be misconstrued and that any National Governing Body (NGB) guidelines on this matter are followed.
- 3.5 The relationship between coach and performer relies heavily on mutual trust and respect. This means that the performer should be made aware of the coach's Qualifications and experience, and must be given the opportunity to consent to or decline proposals for training, performance or competition.

#### **4. Commitment**

- 4.1 Coaches should clarify in advance with performers (and/or employers) the number of sessions, fees (if any) and method of payment. They should explore with performers (and/or employers) the expectation of the outcome of coaching. Written contracts may be appropriate in some circumstances.
- 4.2 Coaches have a responsibility to declare to their performers and/or employers any other current coaching commitments. They should also find out if any prospective client is receiving instruction from another teacher/coach. If so, the teacher/coach should be contacted to discuss the situation.
- 4.3 Coaches who become aware of a conflict between their obligation to their performers and their obligation to their NGB (or other organisations employing them), must make explicit to all parties concerned the nature of the conflict, and the loyalties and responsibilities involved.
- 4.4 Coaches should expect a similar level of reciprocal commitment from their performers. In particular, the performer (parent/guardian in the case of a minor) should inform the coach of any change in circumstances that might affect the coach/performer relationship.
- 4.5 Coaches should receive appropriate acknowledgement for their contribution to the performer's progress and achievement. Where money is earned from performances, it is reasonable to expect the coach should receive an appropriate share of the rewards. Such apportionment with any attendant conditions should be agreed in advance (in writing) to avoid any misunderstanding.

#### **5. Co-operation**

- 5.1 Coaches should communicate and co-operate with other sports and allied professions in the best interests of their performers. An example of such contact could be the seeking of:
  - i. educational and career counselling for young performers whose involvement in sport impinges upon their studies
  - ii. sport science advice through the International Triathlon Union, and the European Triathlon Union.

- iii. Coaches must communicate and co-operate with registered medical and ancillary practitioners in the diagnosis, treatment and management of their performers' medical and psychological problems.

## 6. Integrity

- 6.1 Coaches must not encourage performers to violate the rules of their sport. They should actively seek to discourage and condemn such action and encourage performers to obey the spirit of the rules.
- 6.2 Coaches must always ensure that they do not, by any means possible, induce, encourage or suggest the dealing in sports doping. Coaches must never advocate or condone the use of prohibited drugs or other banned performance enhancing substances. On the contrary, the Coaches must always divulge all the latest information issued from the WADA, ITU, NADO and the Malta Triathlon Federation for about illegals substance in the sport of triathlon.
- 6.3 Coaches must not compromise their performers by advocating measures that could constitute unfair advantage. They must not adopt practices to accelerate performance improvement that might jeopardise the safety, total well-being and future participation of the performer.
- 6.4 Coaches must ensure that the activities, training and competition programs they advocate and direct are appropriate for the age, maturity, experience and ability of the individual performer.
- 6.5 Coaches must treat opponents with due respect, both in victory and defeat, and should encourage their performers to act in a similar manner. A key role for a coach is to prepare performers to respond to success and failure in a dignified manner.
- 6.6 Coaches must accept responsibility for the conduct of their performers and discourage inappropriate behaviour in training, competition, and away from the sporting arena, especially when dealing with the non-triathlon community, such as interviews, social media, etc.

## 7. Advertising

- 7.1 Advertising by sports coaches in respect of qualifications, training and/or services must be accurate and professionally restrained. Coaches must be able to present evidence of current qualifications upon request. Evidence should also be available to support any claim associated with the promotion of their services.
- 7.2 Coaches must not display any affiliation with an organisation in a manner that falsely implies sponsorship or accreditation by that organisation.

## 8. Confidentiality

- 8.1 Sports coaches inevitably gather a great deal of personal information about performers in the course of a working relationship. Coach and performer must reach agreement about what is to be regarded as confidential information (i.e. not divulged to a third party without the express approval of the performer).
- 8.2 Confidentiality does not preclude the disclosure of information about a performer to persons who can be judged to have a right to know. For example:
- i. Evaluation for competitive selection purposes
  - ii. Recommendations for employment
  - iii. In pursuit of disciplinary action involving performers within the sport
  - iv. In pursuit of disciplinary action by a sports organisation against one of its members
  - v. Legal and medical requirements for disclosure
  - vi. Recommendations to parents/family where the health and safety of performers might be at stake
  - vii. In pursuit of action to protect children from abuse
- 8.3 All data collected shall be treated with strict confidentiality and according to the Data Protection Act of the Laws of Malta.

## 9. Abuse of Privilege

- 9.1 The sports coach is privileged to have regular contact with performers and occasionally to travel and reside with performers in the course of coaching and competitive practice. A coach must not attempt to exert undue influence over the performer in order to obtain personal benefit or reward.
- 9.2 Coaches must consistently display high personal standards and project a favourable image of their sport and of coaching to performers, their parents/families, other coaches, officials, spectators, the media and the public.
- 9.3 Personal appearance is a matter of individual taste but the sports coach has an obligation to project an image of health, cleanliness and functional efficiency.
- 9.4 Sports coaches should never smoke while coaching.
- 9.5 Coaches should not drink alcohol so soon before coaching that it would affect their competence to coach, compromise the safety of the performers or obviously indicate they had been drinking (e.g. smell of alcohol on breath).

## 10. Safety

- 10.1 Within the limits of their control, coaches have a responsibility to ensure as far as possible the safety of the performers with whom they work.

- 10.2 All reasonable steps should be taken to establish a safe working environment.
- 10.3 The work done and the manner in which it is done should be in keeping with the regular and approved practice with their sport as determined by the Malta Triathlon Federation.
- 10.4 The activity undertaken should be suitable for the age, physical and emotional maturity, experience and ability of the performers.
- 10.5 Coaches have a duty to protect children from harm and abuse.
- 10.6 The performers should have been systematically prepared for the activity and made aware of their personal responsibilities in terms of safety.
- 10.7 Coaches should arrange adequate insurance to cover all aspects of their coaching practice.

## **11. Competence**

- 11.1 Coaches shall confine themselves to practice in those elements of sport for which their training and competence is recognised by the appropriate National Association/Federation. Training includes the accumulation of knowledge and skills through formal coach education courses, independent research and the accumulation of relevant verifiable experience.
- 11.2 Competence to coach should normally be verified through evidence of qualifications. Competence cannot be inferred solely from evidence of prior experience.
- 11.3 The Malta Triathlon Federation advises that any triathlon coaching should ideally be done by persons who have obtained an ITU Certified Level One Triathlon Coaching Certification.
- 11.4 Coaches must be able to recognise and accept when to refer performers to other coaches or agencies. It is their responsibility, as far as possible, to verify the competence and integrity of any other person to whom they refer a performer.
- 11.5 Coaches should regularly seek ways of increasing their personal and professional development.
- 11.6 Coaches have a responsibility to themselves and their performers to maintain their own effectiveness, resilience and abilities. They should recognise when their personal resources are so depleted that help is needed. This may necessitate the withdrawal from coaching temporarily or permanently.

## **12. Dealings with the Federation**

- 12.1 Coaches should actively seek to always respect the Federation, its vision and its administration, and not to bring the Federation, the sport of Triathlon or any official or peer in disrepute. Any cases where this is proved not to be the case, the coach might be temporary or permanently stripped of the coaching licence and any other action under the MTF General Code of Conduct.

## **ANNEX D**

### **CODE OF CONDUCT FOR OFFICIALS & VOLUNTEERS**

#### **1. Preamble**

- 1.1 The Malta Triathlon Federation and the Malta Youth Triathlon Academy-MYTA is committed to maintaining the highest possible standards of behaviour and conduct at all Triathlon, Duathlon, Aquathlon and related multi-sport events.
- 1.2 The Malta Triathlon Federation 'Code of Conduct for Officials & Volunteers' summarizes the essence of ethical conduct and practice within Triathlon. All individuals have a responsibility to act with integrity, in accordance with the standards set by Malta Triathlon Federation and the Malta Youth Triathlon Academy-MYTA.
- 1.3 Any discriminatory, offensive or violent behaviour is unacceptable and complaints will be acted upon under the procedures of the General Code of Conduct of the Malta Triathlon Federation.
- 1.4 Wherever used herein, a pronoun in the masculine gender shall be considered as including the feminine gender unless the context clearly indicates otherwise.

#### **2. Officials and Volunteers**

- 2.1 Must treat everyone equally and sensitively regardless of their age, gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation, and Club affiliation.
- 2.2 Accept the special role to play in the establishment of standards by setting a good example of behaviour and conduct at all times.
- 2.3 Refrain from manipulating the rules in order to benefit himself personally, his club and/or any particular athlete, and from attempting to influence the result of a competition by any actions that are not strictly within the rules of the sport.
- 2.4 Encourage participants and instructors/coaches to abide by the rules and spirit of the sport.
- 2.5 Refrain from using foul, sexist or racist language.
- 2.6 Use his official position to take action against spectators who harass abuse or use foul, sexist or racist language towards participants, officials, instructors/coaches.
- 2.7 Ensure all equipment and facilities meet safety standards.



- 2.8 Respect the rights of other clubs.
  - 2.9 Show respect to officials, instructors/coaches, participants and others involved in the sport.
  - 2.10 Downplay the importance of winning; remember sport is enjoyed for its own sake.
  - 2.11 Have regard to the best interest of the sport, including where publicly expressing an opinion on the competition or any particular aspect of it, including others involved in the competition.
  - 2.12 Resist illegal or unsporting influences, including banned substances and techniques.
  - 2.13 Promote ethical principles.
  - 2.14 Accept the decisions of the officials without protest.
  - 2.15 Avoid using words or actions which may mislead an official. All such individuals have a responsibility to act with integrity, in accordance with the standards set by Malta Triathlon Federation. Any discriminatory, offensive and violent behaviour is unacceptable and complaints will be acted upon under the procedures of the General Code of Conduct and any other regulations enacted by the Malta Triathlon Federation.
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## ANNEX E

### CODE OF CONDUCT FOR PARENTS OF YOUNG TRIATHLETES

#### 1. Introduction

- 1.1 The Malta Triathlon Federation and the Malta Youth Triathlon Academy-MYTA is committed to maintaining the highest possible standards of behaviour and conduct at all Triathlon, Duathlon, Aquathlon and related multi-sport events.
- 1.2 The Malta Triathlon Federation 'Code of Conduct for Parents Of Young Triathletes' summarizes the essence of ethical conduct and practice within Triathlon. This applies not only to parents, but also to guardians, carers, families and spectators. All individuals have a responsibility to act with integrity, in accordance with the standards set by Malta Triathlon Federation and the Malta Youth Triathlon Academy-MYTA. Any discriminatory, offensive or violent behaviour is unacceptable and complaints will be acted upon under the procedures of the General Code of Conduct of the Malta Triathlon Federation.

#### 2. Code of Conduct

- 2.1 Respect the rights, dignity and worth of every person, within the context of the sport;
- 2.2 Treat everyone equally and sensitively, without discrimination on the grounds of age, gender, ethnic origin, religion, sexual orientation or disability;
- 2.3 Encourage children to learn the International Triathlon Union Competition Rules and any other competition regulations enacted by the Malta Triathlon Federation and/or the Malta Youth Triathlon Academy-MYTA, and compete within them;
- 2.4 Publicly accept officials' judgements and abide by their instructions, providing they do not contradict the spirit of this code;
- 2.5 Teach children to respect the event officials;
- 2.6 Help children to recognise good performance, not just results to avoid undue disappointment;
- 2.7 Never punish or belittle children for losing, not performing to their anticipated potential or making mistakes;
- 2.8 Support children's involvement and help them to enjoy their sport;
- 2.9 Remember that the primary aim of the Sport is for the children to have fun, improve and feel good;

- 2.10 Set a good example by applauding all good performance, whether by your child/relative or by another.
  - 2.11 Use correct and proper language at all times.
  - 2.12 Remember that young people learn best by example;
  - 2.13 Recognise the value and importance of volunteers, coaches, race officials and event organisers – it is their time and dedication that keep the sport alive;
  - 2.14 Young people are involved in organised sport for their enjoyment, not yours, so do not force a child to take part.
-

**ANNEX F**

***TERMS AND CONDITIONS FOR THE SANCTION BY THE MALTA TRIATHLON FEDERATION OF SPORTS EVENTS IN THE MALTESE ISLANDS***

**Preamble**

- 2.1 In line with its primary aim to promote the Olympic sports of triathlon and other ancillary events within its remit, that is any multisport competitive event that includes two or more of the disciplines of swimming, cycling and running, across the Maltese Islands, the Malta Triathlon Federation is publishing the following guidelines for its own use and in order to sanction similar events organised by affiliated and associate entities, as well as non-members third party.
- 2.2 All competitive multisport events in Malta and Gozo that combines two or more of the disciplines of swimming, cycling and running are required to be sanctioned by the Malta Triathlon Federation.
- 2.3 The Malta Triathlon Federation is the sole governing body for the sanctioning of these and other multi-sport events.
- 2.4 The MTF acknowledges that running, bicycling, swimming, and/or other segments of these events are inherently dangerous and are an extreme test of the physical and mental limits of the participants, and carry potential serious consequences. Thus, the Federation emphasises the importance of implementing the proper health and safety measures in all events it sanctions.

**General**

- 2.1 All structures related to hosting the competitive event as well as pre and post event activities, including temporary structures such as spectator stands, pedestrian crossings, gantries, podium, tents, gazebos etc. are to be subject to a Certificate of Approval/Risk Assessment Report (issued by a suitably qualified engineer recognised by the Occupational Health & Safety Authority in Malta to be provided by the event organiser.
- 2.2 All events shall be covered with a public liability insurance cover.
- 2.3 The event organiser must assist in compliance.
- 2.4 The event organiser shall be responsible to arrange for the availability of the motorised equipment required (motor boat, motorcycles including operators/drivers) and mountain bikes with marshals.

**Applicable Fees**

- 3.1 The Malta Triathlon Federation will charge the following rates for the event to be sanctioned:
  - i. Triathlon under 100 participants: 75 Euro
  - ii. Triathlon over 100 participants: 150 Euro
  - iii. Aquathlon: 50 Euro
  - iv. Duathlon: 50 Euro

**Application for Sanctioning**

4.1 For an Event to be sanctioned by the MTF, the organising entity should:

- i. Apply in writing to the Secretary General of the Federation, stating the nature of the event, the venue, expected number of participants, starting time, and the name and surname of the official in charge of the event at early as possible and not after 2 months before the date of the event;
- ii. Obtain all the necessary permits from the relative government and municipal entities to hold the event, and to have the course route free of vehicular traffic (especially during the cycling segment) in terms of Transport Malta Regulations.
- iii. Ensure that there is an adequate number of police officers / local wardens / enforcement officers, etc to implement the Transport Malta Regulations in connection with the Event, vis-à-vis the closure of roads to vehicular traffic and the diversion of traffic and other traffic management requirement.
- iv. Ensure that the Event is organised to the highest standards possible within reach of the organising entity, and in terms of the Regulations of the International Triathlon Union, European Triathlon Union and the Malta Triathlon Federation;
- v. Ensure that there is an adequate number of marshals, time-keepers and other personnel to assist in the smooth running of the event;
- vi. Implement all the necessary health and safety precautions throughout the event, and:
  - a. have in a strategic place a team of paramedics and a full-equipped ambulance for immediate first-aid and emergency response;
  - b. keep the race transition area free from persons not directly involved in the Event;
  - c. provide adequate emergency assistance during the swimming segment of the Event;
  - d. ensure that there are no breakable containers/equipment within transition area;
  - e. ensures an adequate supply of clean fresh water made available within easy reach of the participants before, during and after the Event, that is:
    - \* (close to) Transition area
    - \* Bike every 40km
    - \* Run every 3km
    - \* Finish
 Sports Drinks may be distributed only after the Finish.
- vii. Provide adequate and clean Toilets at the Start and Finish Areas for at least 1 hour prior and after the event;
- viii. Ensure the proper recording of the event results, and to forward a copy of these results to the Federation;

- ix. Reimburse the Federation of any expenses it may incur in connection with the Event;
- x. Ensure the spirit of Fair Play and Sportsmanship throughout the Event, in line with the relative International Charters the Federation relates to;
- xi. Declare and be responsible to see that it is fully familiar with all the rules and regulations of the Malta Triathlon Federation;
- xii. in order to reduce their and the MTF's exposure to potential lawsuits, be required to have all participants, officials and volunteers sign a waiver of liability that releases the race organizers, volunteers and officials, and the MTF from claims for damages;
- xiii. indemnify, hold harmless, assume liability for, and defend the Malta Triathlon Federation, its member Clubs, officials, agents and volunteers from any and all damages, awards, costs and expenses including, but not limited to, attorneys' fees, court costs, and all other sums which the MTF and its member Clubs, officials, and volunteers may pay or become obliged to pay on account of any and every demand, claim or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the (a) negligence or wilful misconduct of the Organising Entity its agents, officials and/or representatives, (b) violation of any applicable laws or rules and regulations of the Malta Triathlon Federation or the ITU/ETU by the Organising Entity or its agents, officials or representatives, or (c) sanction issued by MTF and/or its member Clubs, on the date of the event or by any action or omission of the Organising Entity, its members, agents, officials, and volunteers, in relation to the sanction;
- xiv. On submitting an application for sanctioning, acknowledges that this sanctioning of the Event by the MTF will be subject to the conditions as listed in this document, viz. The "Terms and Conditions for the Sanction of Sports Events Under the Remit of the Malta Triathlon Federation", that it has read the document, understood its content, and intentionally and voluntarily accept the sanctioning;
- xv. Submit a signed copy by one of its officials upon forwarding the application letter;
- xvi. Inform all participants about National Anti-Doping requirements and assist and not hinder in any way the possible anti-doping testing carried out by the National Anti-Doping Organisation of Malta in connection with the event.

#### FAILURE TO COMPLY

- 5.1 Failure to comply with the Malta Triathlon Federation's sanctioning requirements will necessitate the Malta Triathlon Federation to inform the statutory authorities of failure to comply, which may result in the cancellation of the event. The organiser agrees to comply with the conditions and/or requirements of sanctioning before, during and after the event as specified below.
- 5.2 Any member of the Malta Triathlon Federation who endorses and participate in any competitive event which is not sanctioned by the Federation shall receive an automatic sanction of not less that a month and not more than 6 months suspension from taking part in other events organised and/or sanctioned by the Federation.

## VISIBILITY OF SANCTIONED EVENT

- 6.1 All Sanctioned events will be promoted among the clubs and members of the Federation and through its social media.
- 6.2 All Sanctioned events shall have the right to use the logo of the Malta Triathlon Federation/Triathlon Malta, after obtaining this from the Executive Board.
- 6.3 All Sanctioned events shall have the right to promote their event as a 'Sanctioned by Malta Triathlon Federation/Triathlon Malta' and shall have the right to display the respective logo:



**APPLICATION FOR THE SANCTIONING**

Name of Organising Entity:

\_\_\_\_\_

Postal Address:

\_\_\_\_\_

Nature of the Event:

\_\_\_\_\_

Event Venue: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Event Distances: Swim - \_\_\_\_\_ Bike - \_\_\_\_\_ Run - \_\_\_\_\_

Categories/Age-Groups:

\_\_\_\_\_

Officer in-charge of the Event: \_\_\_\_\_

Designation: \_\_\_\_\_

Contact Telephone Numbers: \_\_\_\_\_

Email address: \_\_\_\_\_

Name & Signature of the Officer in-Charge of the Event: \_\_\_\_\_

Documents to be attached:

- Certificate of Approval/Risk Assessment Report;
- Permits, No Objections, etc (or application for);
- Confirmation of Emergency & First Aid Response attendance;
- Route Map for the whole race/event;