



Mid Sussex Tri Club AGM Minutes  
Thursday 24<sup>th</sup> November 2016 Bent Arms Lindfield 8pm

1. **Attendance**

33 members were in attendance.

2. **Apologies for absence**

Paul Hedger  
Del Hastings  
Kay and Steve McMenamin  
Catherine Kempton  
Trevor Moore  
Claire and Tim Cresswell  
Sandra Wescott  
Pippa Crouch  
Adam James  
Brad Williams  
Angela Murray  
Mike Hook

3. **Approval of Minutes of 2015 AGM**

These were approved without change.

4. **Matters Arising from 2015 minutes**

There were no matters arising.

4. **Reports of Officers of the Club**

These were circulated prior to the meeting and summarised and discussed at the meeting. The discussion is at the end of the text in red. If there is no red text no points were recorded.

**Chair's report (M Hook)**

It has been a pleasure to be involved with the Club as Chair over the past year. When I joined the club a number of years ago I was struck by how friendly and accommodating it was to both novice and experienced athletes alike. I am proud to say that this remains the case and I hope continues for many years to come.



This year I have worked closely with Jeremy as Vice Chair to get to know the workings of the club and the work carried out by the dedicated Committee members. It's fair to say that an awful lot of time and energy is given behind the scenes by the Committee members to keep the club running smoothly. I want to express my gratitude to them for all that they do and for making my job easier as chair! Indeed huge thanks goes to all of those who have volunteered and given their time in some way this season to help the club.

We have continued to have another steady year with many sporting successes. Some highlights of the past season include:

- The ratio of male to female club members has continued to level out.
- Neil has established a dedicated coaching team and there is in place a rota for swim and run training with planned sessions which is fantastic and has been well received.
- We have gone from having a single level 2 qualified coach to 6 members due to complete their level 2 training early next year. This will continue to improve the coaching the club can offer its members.
- We have overcome a number of challenges at the reservoir at Ardingly including blue algae and additional requirements on swimming put in place by Southern Water. Nonetheless it has been another successful swim season and this facility continues to be a big draw for members.
- The Club Sprint race was well attended notwithstanding growing competition in the local market and a great deal of rain on the day! This is in large part due to Steve Mac's dedication and tireless enthusiasm, and the boundless enthusiasm of club marshalls and volunteers which is highlighted by the participants every year.
- We are achieving increased press coverage as a club in the Mid Sussex Times and other local media outlets thanks to the work of Roger.
- We continue to be financially stable for another year
- We have once again raised a good sum for charity, the Chailey Heritage Foundation and Lauren's Silver Swimmers
- The first club member to compete in Iron Man Kona! It was fantastic to hear about James Graham's experience.
- Many members competing in Triathlons and sports events locally and around the country, whether Full, Half, Olympic, Sprint, marathons, or swim races, pushing themselves and making us proud.
- The Club continues to facilitate valuable social opportunities, support and friendship between members.
- Continuation of the Juniors section with a well run and well attended training programme this summer.



My and Jeremy's focus this year has been on ensuring that as a Club we have the requisite procedures and documentation in place to accommodate the increased membership numbers over recent years, to ensure consistency in approach to issues that arise, and to ensure we are compliant with BTF requirements.

This has led to us updating the constitution, drafting a Code of Conduct and Rules of membership, formalising the Coaches Expenses Policy and updating the Roles of the Committee members. Neil and the Coaching team have also worked hard to formalise necessary Emergency Action Plans and Risk Assessments for our training sessions. I hope that this documentation will put us in a strong position for a number of years as the club continues to grow.

I will consider with Jeremy and the Committee in the coming months the priorities of the Club for next season. There are as ever challenges that we will likely face and that have been in place for a number of years. These include:

- Providing sufficient training facilities for increasing numbers of members
- Encouraging participation and volunteering in club race events - duathlon, BAR series, triathlon festival
- Developing relationships with other local sports clubs
- Reviewing the club's income streams

I have been struck by the enthusiasm of so many members at sessions and in events or races. I am so pleased to be associated with a club that prides itself on encouraging any form of participation in our sport. Long may this continue.

**Discussion: Sponsorship from the Nuffield may not continue. The next Burgess Hill sprint tri will as usual be held on Emma Alden's birthday on 11-6-17.**

### **Membership Secretary Report for 2016/17(P Harris)**

#### Stats:

MSTC has **145** paid up members (**3** up on last year) comprised of:

- **82** full members paying swim subs for at least part of the year
- **63** members who choose not to pay swim subs but want to swim at the reservoir or just want to be affiliated to a Tri Club.
- As always, we lost some former members but gained marginally more than we lost.



- Annual subs and pool-based swim subs collected in 2016 to date amount to just over **£9,000**.

We currently have **92** male and **53** female members. The ratio of ladies to men continues to rise year on year and is now up to **36%**.

We have around **123** Facebook members in our “closed group”. Non-members continually apply to join the group but are declined.

MSTC is affiliated to England Athletics at club level (**£100** p.a.) and **24** club members requested EA athlete registrations (**£13** per member paid by the club, increasing to **£14** next year). EA have granted us **2** guaranteed entries to the 2017 Brighton Marathon but these places can only be applied for by an EA registered athlete.

Having carried out the Membership Secretary role for 3 years it's time for someone new and exciting to shake things up a bit so I'm stepping down at the end of this year and Emma Jaffe has kindly offered to pick up the baton.

I've enjoyed being Membership Secretary and liaising with all our new members and I'll be ensuring that Emma has all the help and support she needs in the early days. I'd specifically like to thank Roger Smith for helping me with the swim register on Thursday nights.

One of the last things I'll be doing (apart from chasing up payment of second half year swim subs from those who haven't yet paid) is trying to align our various member databases. I've already deleted some old members from the website and Facebook group and will be working with Morwenna to ensure the Mail Chimp database used to send out the Newsletter is also in step with the membership records.

**Members of the club eligible for the Brighton Marathon draw were Steve Birchall, Steve Alden, Emma Alden, Callum Murray.**

### **Head Coach (N Giles)**

### **Summary of 2016**

- We currently have a coaching team (for adults) of 10
- We are on course to have six Level 2 coaches as of February 2017
- This will give the Club a wider, more qualified coaching base from which to draw



- We continue to deliver core coached swim sessions on Tuesday and Thursday and a coached run session on Thursday with a roster of coaches delivering all Club sessions
- Jules continues to deliver the spin session on Thursday
- Kevin has volunteered to lead the Core Stretch classes in place of Dale
- We do not have formal coached cycle sessions and in reality, road-based coaching is not an option for the Club
- Coaching spend 2016: £4,000

### **Plans for 2017**

- The focus for 2017:
  - coaching team retention (return on investment)
  - adding Level 1 coaches (L1 coaches are now qualified and insured to deliver sessions alone)
  - naturally progressing more Level 1 coaches to Level 2 (target 2)
  - CPD modules for existing coaching team e.g. OW module
- Preparation of Annualised Coaching Plan for the year
- To link up with the Junior part of the Club and input into appropriate junior coaching events
- Anticipated coaching budget for 2017: £3,000



MSTC Club Coaching Team  
16 November 2016

Head Coach

Neil Giles – UKA Coaching Assistant (Level 1) – **Level 2 - Feb 2017**

Coaching Team

Kate Eifler – BTF Level 1 – **Level 2 – June 2017**

Julienne Stuart-Colwill – BTF Level 2

Trevor Moore – BTF Level 1 – **involvement 2017 TBC**

Barry Davids – BTF Level 1 – **Level 2 - Feb 2017**

Jake Newman – BTF Level 1

Rachel Baker – BTF Level 1 – **Level 2 – Feb 2017**

Rob Hoodless – BTF Level 1 – **Level 2 – Feb 2017**

Kat Barrett – BTF Level 1 – **Level 2 - Feb 2017**

Steve McMenamin – **BTF Level 1 – 2017**

To join in 2017: Jo Fleming – BTF Level 1 – Jan/Feb 2017

Juniors Coaching Team

*Rachel Baker (Lead & point of contact)*

*Kate Eifler (Lead & point of contact)*

Callum Murray – BTF Level 1 (focussing on juniors)

Mark Jordan – BTF Level 1

Julie Williams – BTF Level 1 (focussing on juniors)

Jean Fish – BTF Level 1 (focussing on juniors)

Rose Ryan – BTF Level 1 (focussing on juniors)



Tuesday swim (College) roster

NG, JN, BD, RB, RH, SMac

Thursday run roster

NG, BD, KE, TM

Thursday swim roster

JN – Lead coach

Supported by:

NG

Kat Barrett

Barry Davids

Rob Hoodless

Rachel Baker

Steve McMenamin

Thursday spin class

JS-C

Thursday core & stretch

Kevin James (unqualified)

**Insurance cover for coached sessions: Level One coaches who qualified after Sept 2015 are covered. Level one coaches who qualified before this need to undertake additional training to 'upgrade'. This point was again raised by Kevin James later in the meeting. Clarification is needed on the status of sessions that are led but not coached. This is to be followed up by the Chair and Vice.**

**MSTC AGM: Summary Report, Open Water Swimming Ardingly Reservoir (J Williams)**

Special thanks to:

Mike Hook, website. Jeremy Paine, Mark Jordan & Steve Alden liaison with Ardingly Reservoir management. Emma Jaffe & Pete Harris, admin. Clare Parkinson, Dutyman.

Paul Willman & Jason Cole, Pontoon Co-ordination.

2016 stats:

We have had another successful year of open water training despite a few early season problems with water quality & lane area plus the odd no show for Dutyman.

Total swims **2016**: 825 (802 MSTC members, 19 day members, 4 guest members).

Compared to **2015**: 1,088 (1,130 MSTC members, 27 day members, 15 guest members).



Discrepancy may be due to shorter season & not being allowed to swim until water testing protocols in place.

For 2017:

1. Safety protocols to be updated & available on the website for reference.
2. Swim credits to be converted to cash credits so can be rolled over each season.
3. To cover next season's costs which include water testing, canoe hire, radio hire, staff cover etc. Swim session will be **£4.00/session for 2017.**
4. Discussion with Paul Hedger re: Swim the Lake event.
5. Clear information to be given in membership pack that if you tick swim waiver you will automatically be assigned a Dutyman.
6. Request from Ardingly to have copies of water testing results.

There may be some coached open water swimming next year with more structured sessions.

### **Race Director's report (S McMenamin)**

Sponsorship is being sought for the next race  
There are 15 entries so far

we have £400 left from the Nuffield sponsorship money.

I would like to spend this on the marshals only. I don't have the figures to hand as I am away but I think it equates to about £6 on each marshal so if anybody has any good ideas please let me know.

I also need ideas for the sprint race give aways I usually spend around £3 on this ranging from cow bells, mugs, water bottles. .... but need something new.

Any designers out there who would like to design a medal for the club and a new promotional poster for the race?

Later in the meeting Jo Fleming suggested more aggressive marketing to local Burgess Hill companies. They could be encouraged to enter a team. Please speak to Jo if you have any contacts in local companies.

### **Treasurer's Report 2016 (R Baker)**





From an overall financial position 2016 has been a stable year. It is likely that the cash position at the end of the financial year will be similar to the end of 2015. At the time of writing this report the club has £21,000 in the bank. The reason that the cash position has remained static over the year is due to the club's investment in coaching and in holding a stock of kit. In previous years we have put aside money to invest in club coaches but have not had enough people to volunteer to attend courses so haven't spent the money. This year we have had a number of volunteers come forward and a number of them have enrolled for the more expensive level two coaching course. Over the year we have invested £4,000 of the club's money in coaching courses. This has helped the club to maintain club coaches for both swim sessions, the run and spin sessions each week.

There has also been an investment in our club kit stock so that we can try to hold popular items in stock and also to allow us to order more regularly and meet minimum order levels.

The breakeven position of this financial year follows several years of cash surplus. Whilst, I don't view this year as financially unsuccessful it does change the trend that we have had of a rapidly increasing cash reserve. It has already been agreed that the cost of the club race will go up for next year to £37 BTF and £40 non BTF so this should ensure that we can still maintain our current level of training provision even with cost rises next year. The club race still compares favourably compared to other local events being cheaper than East Grinstead (£38/£43), Ardingly (£43 BTF) and Steyning (£44 and £49) and of course we have the benefit of the best marshalls and the best prizes as well.

This leads me to propose that we keep all membership and swim sub fees at the same rate for next year as they are this year.

### **Expenditure for 2017**

- Neil has put together a coaching budget of £3,000 for next year.
- The committee has committed to investing another £1,000 into the stock of kit held
- There should be provision for some safety equipment such as foil blankets and first aid kits to be bought for the club coaches to access when they run sessions away from managed venues
- The club should commit to paying for first aid training. The club should look to run its own course and this should be offered to club coaches and any other athletes who can be accommodated to make it cost effective and ensure the club is meeting its health and safety requirements.

The Committee would welcome any feedback from members on areas that they would like the club to develop and invest in for the future.



A vote was taken regarding the level of fees for next year. A unanimous vote was to keep the fees at their current level.

### **Juniors report (R Baker and K Eifler)**

The junior's finances opened the year with a balance of £2,669.78. There was one event run during 2016 which was spring Tri Hub and the income from this event totalled £1,142.84 and the spend was £697.50 which included some investment in equipment (cones and speed ladders). This resulted in an increase of funds of £445 which was used along with some of the reserve to fund one of the club's level 2 coaching courses.

The reason that there has only been one junior event this year is due to Hazel being unable to help out this year. In order to ensure that there is insurance cover for the junior sessions it is essential that there is a level 2 qualified coach in attendance. For the spring tri hub sessions we had help from Paul Hedger and Grant Mansfield. We were very grateful for their assistance which was called upon at the last minute as this stopped us having to cancel the sessions we had organised. All of the feedback that we received from the parents and athletes was positive and all of the participants were enthusiastic and enjoyed themselves. We also had a large number of senior athletes come along and help with the session which was really appreciated and made the demonstrations and athlete management much easier for the coaches.

The BTF were also very impressed with the number of coaches for the number of athletes. We had at least two qualified coaches for each group of athletes and the average group size was 12.

We are hopeful that at least one of the five coaches currently in the middle of their level 2 coaching qualifications will be able to ensure that we can offer more sessions for our juniors next year and hopefully develop the section further.

**The need for a level 2 qualified leader for Go Tri was discussed. A volunteer is needed!**

### **Social secretary**

- Awards dinner date to be decided.
- David Ricketts to try to arrange a spring breakfast meeting to celebrate 20 years of the club. Cycling and a full English.
- Santa Run 16-12-16. Dolphin leisure centre.
- Ladies bike ride and lunch 11-12-16.

**Quiz night 31 March. The money raised goes to coaching and swimming subs.**



## **Newspaper Publicity – Roger Smith 2016**

I thought I would take on trying to get articles in the Mid Sussex Times about the activities of Club Members in the various events they enter.

I find that provided information or results are put on the facebook page I can draft an article on Sunday evenings or Monday mornings I can submit to the Sports Editor by Midday on Mondays to be published on the following Thursday.

It is most helpful if members post on facebook to let me know which events they are entering and also their results if they are able to and have the energy to do this after their event.

I have been pleased that the Mid Sussex Times have published most of the article I have sent in giving the club some decent publicity and indicating what an active club we have.

I intend to continue this next year and might try to get a few articles in The Argus as well. I have sent a few articles to them but without success so far.

Roger Smith 20.11.2016

Roger was thanked by those present for his outstanding efforts. It was noted that “It’s amazing what they’ll print.”

## **6. Revision of Club Constitution**

The constitution is to be circulated and the following changes voted on:

- Section 3: Include reference to club monies being held in club account
- Section 5.5: Club will offer youth membership to any persons aged 16 and over who have parental consent. Removal of Family Membership.
- Section 5.9: Update to the disciplinary proceedings arrangements.
- Section 6.5: Introduction of an Open Water Swim Officer
- Annex: updated 'Roles and Responsibilities of Committee members'
- Annex: introduction of a Code of Conduct and Club Rules
- Annex: introduction of a Coaches Expenses Policy
- Annex: introduction of a Coaches Code Of Conduct

These changes were voted on and accepted unanimously. There was discussion on the level of parental consent needed for junior members ( a parent’s signature).

## **7. Appointment of Committee Members**

Elections were held for the posts of Membership Secretary, Open Water Swim Officer and Welfare Officer.



All of the remaining members of the committee agree to stand for another year and were voted in:

- Chair = Morwenna Hook
- Vice Chair = Jeremy Paine
- Press Secretary = Roger Smith
- Junior Secretary = Rachel Baker and Kate Eifler
- Treasurer = Rachel Baker
- Secretary = David Ricketts
- Social Secretary = Julienne Stuart-Colwill
- MSTC Race Director = Steve McMenamin
- Web master = Mike Hook
- Member without post = Rob Hoodless

Emma Jaffee was elected as membership secretary, Julie Williams as open water swim representative and Jean Fish as welfare officer. The committee members were also voted in. All these votes were unanimous.

#### 7. Selecting a charity

Two charities were proposed: Team Verrico and Sussex Sailability. It was voted to support these two charities equally. Around £875 was raised last year.

#### 9. Any other business

##### 2016 BAR Report (S Alden)

A total of 64 different club members took part in at least one BAR event this year.

MEN          26 Short BAR    25 Long BAR    38 different

WOMEN      22 Short BAR    7 Long BAR    26 different

These figures do not include guests, which made a big difference to the swim and Triathlon numbers in particular.

Types of Event by numbers

SWIM          39 entrants (12 guests)  
BIKE          13 entrants  
RUN          24 entrants  
DUATHLON    25 entrants (2 guests)



TRIATHLON 38 entrants (7 guests)

These numbers only tell a part of the story though. The three races we organize ourselves have also been marshalled by club members and many others turn out to support those who are racing. At least 60% of club members are involved in some way.

It is interesting to see that Time Trialling is the least supported racing, but probably the most significant component of most multi-sport events. These events will however remain in the BAR because they are both cheap to enter and fully organized by 3<sup>rd</sup> parties.

The other very pleasing outcome is that we raised in excess of £2000 after expenses towards the club charities this year, through our charity fundraising races, which are the Swim, Duathlon and Triathlon Festival.

What about 2017?

New ideas.

1. A measured 5k and 10k course on Duathlon day for those who would rather just run.
2. A sprint race on the same day as the Tri Fest for those who would prefer a shorter test
3. Let me know if you have other ideas
4. August Tri Fest date is Sunday 27th August

The amazing value of organised time trials was made clear (£9 usually buys entry, with all arrangements taken care of, and cake afterwards!). The BAR was excellent value too with £100 buying entry to 5 long and short BAR races.

The difficulties of a handicap system were discussed.

There needs to be clarity about insurance cover for the clubs own spring time trials.

The Balcome Bull run will be on 21-3-17.

The 5-3-1 swim will be on the first or second Saturday in August.

### **Message from Paul Hedger**

"Dear Club Members

My thanks for reading this out at the meeting, but I cannot make it along this year.

I would like to express my thanks to club members for their help during 2016 in the local events I organised. It is great to have the support of the club to help out and your assistance is much appreciated. The Haywards Heath event will be going ahead again in 2017 with the addition of a Standard distance and, although the Ardingly event will just be confined to a pool swim, there will be a Standard event and additionally an Aquabike event.



The Children's events that have proved very popular in 2016 and I will be staging five events again in the Kidstri Series for 2017. Again my thanks to club members who came along and helped out at these events, it is great to have volunteers that understand and support triathlon for young people.

I would like again to offer the club members in 2017 a discount of 20% using the code below with my thanks. Also there are four places for the Standard event at Ardingly for just £10, if you can help count lengths before you start, again the code is below.

If any club members can volunteer to help at an event in 2017 I can offer a free place in a Sprint distance event.

Also if any club member, who perhaps might be injured or taking a rest from training and racing, would like to join the small Hedgehogtri Team we would love to have you along, please call or email me.

With thanks I look forward to seeing you at an event in 2017.

Paul "

Code for 20% Discount on events:

1BDA7596E3840CF

Code FOR 4 PLACES @ Ardingly Standard (helping to count lengths)

1113355AADDEE22

- Appointment of honorary president and vice president  
This was described as a role for those with great knowledge of the sport and club who can advise the committee and carry out a mediating role, particularly for disciplinary appeals.  
The vote was unanimous for Mark Jordan and Steve Alden.
- London Marathon draw – David Ricketts  
Julienne Stuart-Colwill won the place.  
Brighton Marathon draw: Emma Alden and Callum Murray.

Next AGM 16-11-17