

Minutes of the Annual general Meeting of the Mid Sussex Triathlon Club for 2014

The meeting was held at the Bent Arms, Lindfield on from 8pm to 11 pm on 13-11-14.

1. Attendance

A total of 50 members attended.

2. Apologies

Ashley Keegan (in Australia)

Sandra Westcott

Jean Fish

Angela Murray

Tom Jordan

3. Approval of Minutes of 2012 AGM

These were approved as a true record of the meeting

4. Ardingly Reservoir Open Water Swimming 2014

Julie Williams gave the following report:

A big thank you to MSTC open water swimmers. We have had a very successful season this year with 77 MSTC members & 9 EG members training. There were 52 sessions of 90 minutes swim time available, at a cost £3.00 per session. This fee goes to Ardingly in addition to the annual rent for our swim lane which is paid directly by the club.

First swim session: April 19th

Last swim session: November 8th

Attendance levels having been very good with 32 swimmers being the highest & two being the lowest (8th Nov). In the peak months of July & August rates were consistently above 20 members.

In the main, club members have covered the safety requirements of the kayak & pontoon duties to fulfil our agreements with Ardingly & insurance wise.

Special thanks to David Ricketts, Andy Jenkins, Martin Shoemsmith & Derek Hastings for undertaking many of the kayaking sessions.

Main issues:

Increase in numbers means that pre-swim signing in/safety briefings can be time consuming

Issues around kayak safety distances, (distance from swimmers)

Kayak/volunteer rota was not equitable

Facilities at Ardingly, showers etc

Colour of swim cap is difficult to see in the water & is the same colour as some of the buoys

EG members

Action points for discussion to improve open water swimming 2015:

1. Online waiver forms with electronic signatures will generate a number code.

2. Wristbands with corresponding number will be issued & collected by club member on pontoon duty & list of numbers recorded for Ardingly records.
3. All club members who attend in 2015 will be allocated a minimum of one kayak duty & one pontoon duty which they will be responsible for covering or exchanging, (there will be no concessions for kayak duty).
4. Simple protocols for kayak & pontoon duties will be on the website.
5. New colour swim caps will be phased in over 2015 so that for 2016 we will have uniform colour.
6. Meeting with EG to be set up to explore ways of minimising disruption to MSTC swimmers

The following comments were made:

A vote of thanks was given to Mrs Williams for her efforts.

Trying to start the swim earlier is difficult. The activity centre crew would not be available (invalidating the insurance) and it would be difficult to get the gates opened.

Lanes near the pontoon would be useful.

5. BAR

Dr S Alden (ret'd) explained the Best All Rounder (BAR) competition for 2015:

Duathlon 3rd May (to avoid clashes with other events eg Brighton Marathon 12/4, Haywards heath Tri 19/4, London Marathon 26/4 and EG Tri 10/5)

There will be a standard 10k, 40k 5k (for Long BAR) and sprint 5k, 20k, 2.5k (for Short BAR)

Swim Races 1st August (at Ardingly Reservoir)
Long BAR 5k swim, Short BAR 2K swim

Triathlon Festival 30th August (Ardingly) Sunday of August Bank Holiday
Weekend as usual
Long BAR Middle Distance, Short BAR Olympic Distance

Barns Green 1/2 Marathon (27th September TBC) Long BAR

Brighton 10K (15th November TBC) Short BAR

50m Cycling TT Long BAR (can only be finalised when TT Handbook available in January - but likely to be July)

10m Cycling TT Short BAR (again date finalised once available - likely to be September again)

In Summary, there are 5 events in each of the long and short BAR, 3 of each are club events with low entry fees which are all organised to raise money for our nominated club charity. The running and cycling events are all local ie no further than 30 minutes drive, and also are all cheap to enter

Dr Alden (ret'd) was thanked for his efforts.

6. Treasurers' Report

A summary of the club's costs and finances was circulated. This is reproduced at the bottom of this section. The issues around the clubs finances were:

- As the club continues to grow the expenses and administration required also increase. Pay on the day activities require increased admin activity.
- Many different types of training are offered by the club. Each session ought to have a level 2 coach in charge (or not be directed without a coach). It costs £900 to train a L2 coach.
- We have 3 L2 coaches: 2 more are in preparation.
- Newly trained coaches' give a year's coaching free: thereafter they are allowed up to a maximum of £20 a session expenses.
- Currently we have 130 members. Usually up to 20 or so run on a Thursday, 30 or so (maximum) swim and 5 turbo on a Wednesday.
- Not all members strongly support the club by volunteering to help out with sessions and events. Those that do support the club are under some strain: this has caused some resignations.
- The juniors section is financially independent

There was a discussion regarding the different ways to fund the club. The following proposals were voted on and accepted.

- Coaches to be allowed up to a maximum of £20 per session expenses (£80 per week, up to £2000 a year).
VOTE = unanimously approved, (no abstentions or against)
- Membership fees to be increased to £40 per year.
VOTE =1 against, no abstentions, all other votes in favour.
- Members should pay £20 per 6 month block for a pass to turbo, spin , fitness and yoga
VOTE = 10 abstentions, none against, all others in favour
- Fees for a 6 month swim pass to be held at £30
VOTE= All in favour, no abstentions or against

ACTIVITY	COST OF HALL	COACH COST	NO.OF SESSIONS	ANNUAL COST	WITHOUT COACH COSTS (EXC SWIM)
Dolphin Swim	52.3	20.0	52.0	3,762.2	
	5	0	0	0	
Ardingly Pool	85.7	20.0	24.0	2,537.5	

Total Swim	3	0	0	2	6299.72
					6,299.72
Turbo	30.0	-	24.0	720.00	
	0		0		
Yoga	22.0	20.0	20.0	840.00	
	0	0	0		
Core/spin	19.0	20.0	52.0	2,030.0	
	4	0	0	8	
Run	-	20.0	52.0	1,040.0	
		0	0	0	
Total Other					2150.08
					4,630.08
Other costs of membership:					
Awards for dinner					
		150.			
		00			
Reservoir annual fee					
		350.			
		00			
Southwater					
		242.			
		00			
UK Athletics/BTF/CTC affiliations					
		255.			
		00			
UK Athletics athlete affiliations					
		320.			
		00			
Coaching courses					
		2,50			
		0.00			
Website costs					
		240.			
		00			
Allowance for 1 course (eg first aid, cpd, safeguarding)					
		500.			
		00			
					4557
					4,557.00
TOTAL COSTS					13,006.8
					15,48

			6.80	0
Revenue (current model)				
Sprint Race profit			7,200	
			.00	
Membership				
	30.0	41.0	1,230.0	
	0	0	0	
Reduced rate memberships (couple, students unemployed)			150.00	
Total membership			1,380	
			.00	
Swim subs (6 months)	60.0	33.0	1,980.0	
	0	0	0	
Swim subs (12 months)	90.0	36.0	3,240.0	
	0	0	0	
Total swim subs (will be higher as more will pay the 12 month rate but only shows current)			5,220	
			.00	
TOTAL INCOME			13,800.00	13,800.00
NET LOSS (If we pay coaches)/PROFIT			-	
			1,686.80	793.20

Revenue			11,59	55.00	210.8
			6.88		5
Profit			7,214	55.00	131.1
			.76		8

Membership	30.0	41.0	1,230	
	0	0	.00	
Reduced rate memberships (couple, students unemployed)			150.0	
			0	
Total membership			1,380.0	
			0	
Swim subs (6 months)	60.0	33.0	1,980	
	0	0	.00	
Swim subs (12 months)	90.0	36.0	3,240	
	0	0	.00	
Total swim subs (will be higher as more will pay the 12 month rate but only shows current)			5,220.0	
			0	
				6,60
				0.00

MODEL OF INCOME AT INCREASED RATES

Membership	40.0	41.0	1,640	
	0	0	.00	
Reduced rate memberships (couple, students unemployed)			200.0	
			0	
Total membership			1,840.0	
			0	
Swim subs (6 months)	60.0	33.0	1,980	
	0	0	.00	
Swim subs (12 months)	90.0	36.0	3,240	
	0	0	.00	
Total swim subs (will be higher as more will pay the 12 month rate but only shows current)			5,220.0	
			0	
Other classes (6 months)	20.0	5.00	100.0	
	0		0	
Other classes (12 months)	40.0	5.00	200.0	
	0		0	
			300.00	7,36

7. Juniors' Section

Rose Ryan gave the following summary

Things we have achieved:

There is now an established Junior section with 3 training opportunities. Spring and Autumn TriHub that offer weekly or bi weekly training, GoTri! which is our weekend Junior training camp. We offer training across a range of disciplines including: swim coaching, bike coaching including off road handling, trail biking, use of the velodrome, run coaching including off road and cross country, yoga, body conditioning, transition training, nutrition advice, injury prevention, race preparation and a junior race.

We started our training at Hurstpierpoint College but due to perceived customer service have moved to Great Walstead School, which is currently proving to be a good training facility. We have access to the pool (18 metres), the sports hall, playing field and the woods. Much varied terrain in which to train.

This year we have organised kit and hoodies which has been popular.

The Junior aspect of the website has begun to be developed. All registration takes place through the website and payment is through PayPal. This year has seen the set up of a discrete Juniors bank account.

The main thing we have achieved is to give a wide range of young people an insight into triathlon whilst having a huge amount of fun. The social aspect of creating a community for triathlon is at the heart of what we do, so we have many parents who help and volunteer. The Juniors has become a hugely rewarding venture for all who are involved.

Some numbers:

Each course has catered for 45 young people between the ages of 8 and 16. Each course has been full and currently we have a waiting list.

The young people are split into 3 groups according to age. We have two BTF qualified coaches with each group and at least one volunteer each week.

Currently we have two level 2 coaches with Hazel Tuppen as our head coach.

We have five level 1 coaches with three others who are about to do level 1 and then 3 committed volunteers, plus another eight volunteers that help occasionally.

All our coaches and volunteers are asked to get a current DBS . In February most of the coaches and volunteers completed a BTF led safeguarding course organised by the Club.

The Junior section has a healthy bank balance, see Jean Fish's account summary

There are six of us on the Juniorsub committee:

Rose Ryan – Secretary

Hazel Tuppen – Head Coach

Jean Fish – Finance

Julie Williams - Welfare

Trev Moore – Website Development

Mark Jordan – Health and Safety/Insurance

I am hoping that Callum Murray may join us, as a juniors section was originally his idea!!!!

Looking forward:

As of January we will be operating a junior membership. Each young person will be required to pay £5 each to become a member of Mid Sussex Triathlon Club. They will be required to be a member if they want to take part in any of our training or events. Our events will remain the same price £50 for one child, £80 for two and £100 for three. We do offer a number of supported places for those struggling financially.

We are hoping to gain sponsorship from Nuffield and need to coordinate a meeting to discuss the details. Money from Nuffield would go to support all the young people access to affordable kit. So trisuits, cycling tops, cycling shorts, hoodies, buffs and coaching tops, we need our own sail flags and banners all of which could be Nuffield branded.

Spring TriHub 2014 will be weekly from the 12th of April finishing on the 17th of May with all participants entering the East Grinstead Kidstri.

GoTri! 2014 will be the weekend of the 4/5th of July at Great Walstead School. This year we hope to offer an open Novice race to encourage interaction with other club juniors and provide another income stream. We will be working with Paul Hedger from Hedghogtri, he also the BTF area coordinator for the juniors and we value our ongoing relationship with him and his team.

One of our aims for the year is to support and develop our primary resource, our coaches. The Juniors will offer a flat rate for expenses of £10 a session. It is the responsibility and choice of the coach to claim this by presenting and invoice to the finance officer at the end of each course. We will also be supporting the training of more level 1 coaching and hopefully a third level 2 in the future. We want to encourage development within the team and are aware of individual skills that can be shared. The social aspect of working together is important to us and there are plans to organise a number of social activities to support us working together positively.

The Juniors has been established through a very organic process. It has been a case of finding what works by trial and error. Now we are a little wiser we need to take time as a committee to create a 3 year development plan. The Juniors are very popular and we are aware that we have a number of gifted youngster that might need more focussed training. As our Juniors grow we will need to think about the possibility of a Youth section if we are not to lose them. Simply we need to look at how we manage the growing numbers and how we can sustain the Juniors without losing its distinctive character or the coaching team.

I would like to say a huge thank you to everyone who has helped and given of their time. We always need more volunteers and you will always be made very welcome. I can be contacted on juniors@midsussextri.com

These are exciting times as the junior section of the club grows and becomes further established.

The following provisional financial data was presented:

STARTING BALANCE £ 3616.03

Transferred from main account March2014

TriHub Spring 2014

Payments Total £905.50 Receipts Total £350.60

£500 Hire of Hurst £350.60 Kit

£385.50 Hoodies

£20 Refund Taylor

GoTri Summer 2014

Payments Total £1983.44 Receipts Total £562.00

£90 Spa £487.00 Kit & GoTri

£580 Food £75 GoTri

£100 Life Guard

£60 Photography

£56.50 Fruit

£18.00 Water

£578.94 Running Imp

£500 Walstead

TriHub Autumn 2014

Payments Total £776.10 Receipts Total £1798.60

£600 Walstead £606.78 Transfer from MSTC

£26.10 Dolphin Yellow Group £440 Transfer from MSTC

£150 Life Guard £50 Daniel Baker

£279.34 Transfer from MSTC

£20 Jake Newman
£20 Day
£50 Woodams
£178.18 Transfer from MSTC
£144.30 Transfer from MSTC
£10 Day

Miscellaneous

Payments Total £711.00

£47 Nuffield Donation
£520 Mark Level 2 Coach
£144 Web set up

Money to date November 12th 2014

£1951.19

8. MSTC Race report

Steve Mcmenamin gave the following report:

The finances of the race were reviewed. The club derives £8000 from the race each year. This year 350 places were available. 293 took part. There were 5 DNF and 1 DQ.

The race has been nominated as 'race of the year'. The event quality mark is still being sought.

Jamie Goodhead will be assistant race director next year.

The 2014 race had problems from a clash from another local bike ride.

A police report was submitted regarding an incident with a motorist on the run route.

Many people were thanked for their help: Marshals, helpers, Dr S Alden (ret'd) who stored equipment, Lucy for producing the roster, Rob Hoodless for organising marshals, section heads and Barry for the newspaper write up.

Following Pippa Crouch's and Steve Burchall's resignation, Emma Smith is now organising sponsorship and she will need help. Members are encouraged to take on the responsibility to call 3 potential sponsors, the details of which will be given by Steve Mac.

We want to maintain the high levels of sponsorship.

New club members will be allowed to enter the race. Other members will be discouraged from entering the race unless they have completed at least 5hr work for the club, and are not needed on the day. It is preferable that established members do not enter the race so that there are sufficient marshals on the day.

Steve and Kay Mcmenamin were gratefully thanked for their many hours work on the race.

The following financial data was presented:

Race Income 2014

249 Non BTF entries @ £36	£8,964.00
101 BTF entries @ £33	£3,333.00
Income Total	£12,297.00

Race Outgoings

Triangle Hire	£394.05	
Timer	£631.80	
Medical cover	£180.00	
BTF	£1,080.00	
PayPal	£488.00	(£418.00 + £70.00 3.4% + £0.20 each transaction)
Photos	£632.10	(4450 individual views and 185 unique downloads)
Cow bells	£954.85	(Go tri picked up part of this cost £130.00 approx.)
Import duty	£125.97	
Medals	£346.14	
Trophies	£122.07	
Total	£4,954.98	
GoTri for bells	£130.00	
Cost Total	£4,824.98	

Race Income Total **£7,472.02**

Race Income 2015 Estimated

249 Non BTF entries @ £38	£9,462.00
101 BTF entries @ £35	£3,535.00
Income Total	£12,997.00

Estimated Total Income **£8,000.00**

8. Membership Secretaries' report

There has been an expansion of paid up members to 130. Of these 30% are female.

In the past year there were 84 new member enquiries. 34 joined.

10 members were lost.

126 members use facebook

The Ardingly open water swimming was a big draw.

Pete Harris needs help with induction of new members. A volunteer is sought please to help him to monitor attendance at the various sessions. The coaches may be able to help in some ways by keeping a register.

A self-register system is to be introduced for pool swimming.

Pete Harris was thanked for all his work on the club administration.

9. Social Secretaries' report

The Dolphin will serve drinks in the foyer after Thursday swimming

The Santa Run will be on 12-12-14

The Awards dinner/Christmas dinner/Club dinner will be on 21-2-15.

Venue : as for last year at Borde Hill.

10. Chairman's report

Review of last year's priorities

(1) Making the club as accessible as possible

The juniors' section has been established.

We have a welcome pack and try to make new members welcome- although we don't actively try to recruit new members.

Pete Harris, Julie Williams and Morwena Hook help with membership and welfare duties and do an enormous amount of work. Their efforts are superb.

(2) Setting up a structured coaching system:

This has been a learning process over the last year.

David Jones has drawn up templates for coaching.

He now plans to move on in the new year. The level 2 coaches are likely to form a group to oversee the programme.

We need a base of a qualified coach. We have too few. Volunteers are actively sought. The club will pay for coaching courses, whether BTF, England Athletics, ASA or British Cycling based.

Volunteer coaching isn't working given the demands and commitments.

Interestingly, the BTF have tightened up the rules regarding the coaching system so that only level 2 coaches can take sessions. Level 1

coaches are very much assistants. Of course, non-qualified athletes can help out but it has to be made clear that they are not 'coaching the session'. Others can help by supervising but not coaching sessions

We plan to re-introduce Sunday cycle rides- perhaps 2 groups

(3) Formalising recognition of the club:

Done

(4) Developing relationships with local clubs:

We have good relationships with local clubs

There is a problem with the centralist approach of Triathlon England

Money is spent on elite development with little engagement at local level.

For the individual membership has few advantages

Other issues:

(1) Club organisation:

The club is run entirely by its members.

It is not like joining a gym where services are provided by staff to users for a fee.

The membership fees are low because we rely on members to provide services. This isn't happening.

If members do not engage with the running of the club we have problems running the Burgess Hill Triathlon and if that revenue is lost the club will find it difficult if not impossible to function.

We were at least 20 marshals short this year and it caused huge problems. At the same time, we need a fair system for spreading the work, of which there is an increasing amount. This has been debated at every committee meeting for over a year.

Proposals:

Jobs for running the club to be put in a list of tasks. All members will be expected to complete, at the very minimum, 5 hours of volunteering. Volunteers will be sought for all of the required tasks and thereafter, remaining members will be allocated a task at one of the club events. The member is responsible for the allocated task, including arranging an exchange with another member. The tasks do not include jetty spotting or paddling the safety kayak at the reservoir which will be a separate listing for those who use that facility.

Those who do not complete their task may not have their membership renewed.

Tasks:

Swimming admin

PayPal admin

Dealing with Dolphin admin

Reservoir swimming admin

Newsletter (Morweena Hook currently does this)

Affiliation renewals

Marshalling BH Tri

GoTri help
Sponsorship for the BHTri race (Emmas Smith and Jaffee already help)
Social events planning
Helping with induction
Long distance swim ('Swim 531'): Next year 5-3-2
Collaborating with P Hedger on the HH Tri - another source of income. 12 helpers will be needed and will additionally get a free entry.

11.Elections

The current members of the committee were re-elected
Dale Moore was elected as a new committee member.

12. Any Other Business

- David Ricketts proposed Mark Jordan as life member
This motion was approved unanimously by the members.

The official club charity for 2015 will be Sussex Sailability. The money from the club's duathlon and the August Bank Holiday events will be donated to that charity.

The 5-3-2 swim will continue to raise money for Lauren's Silver Swimmers.