

Agenda of the Committee Meeting of the Mid Sussex triathlon Club
The Bent Arms Lindfield, 23-5-16 at 8pm

1. Committee for Meeting

Morwenna Hook	- Chairman
Jeremy Paine	-Vice chair
David Ricketts	-Club secretary
Rachel Baker	-Treasurer and Junior's secretary (apologies)
Pete Harris	-Membership secretary (apologies)
Kate Eifler	-Junior's secretary
Stephen Mcmenamin	-Race director
Neil Giles	-Head Coach
Roger Smith	-Press officer (apologies)
Mike Hook	-Webmaster
Julienne Stuart-Colwill	- social secretary
Julie Williams	- welfare officer
Rob Hoodless	- Member without portfolio (apologies)

Also in attendance:

Steve Alden	
Mark Jordan	
Hazel Tuppen	- Level 2 coach
Matt Critchley	-Volunteer co-ordinator (apologies)

2. Minutes

The minutes of the previous meeting were agreed.

3. Club Coaching

Neil Giles reported that he was struggling to fulfil the role of HC effectively at the moment due to personal circumstances.

The areas that are not being met were:

- 1) Effective and regular coordination of club coaches (no real strategy)
- 2) Development of new coaching initiatives
- 3) Suitably qualified Head Coach (due to his wife's accident Neil was unable to complete his Level 2 course)

It was decided to reassess the situation at the end of the season. Neil still wants to continue in his role and Committee wish to retain his services and expertise.

The committee felt he was unfairly treated by the BTF. Neil was unable to attend the final assessment of his part 2 coaching course but was not offered a refund of the course fees (of £550). Neil has to rebook the assessment and this is difficult to arrange: the dates are not yet known and it is unclear if he will have to repay. Similar difficulties have prevented Mark Jordan from completing his part 2 coaching course. Morwenna will write to the BTF about this. An online assessment (rather than a journey to Loughborough) would help.

4. Juniors

The recent Tri Hub was a great success. 32 children attended. The course is challenging to coach. Rachel and Kate were thanked for their efforts. There is no club level 2 coach and the BTF rules require one to be present. Paul Hedger and Grant stepped in to help and they were thanked for this.

There are plans for another GoTri later this year. Volunteers are needed.

5. Swimming

Ardingly pool swimming on a Tuesday: The new style of coaching has been appreciated by the swimmers and the coaches were thanked for their efforts.

Ardingly reservoir: Swimming has been suspended because of South East Water's requirement for compliance with the Bathing Regulations. Whilst the water is and has always been checked regularly by Chris at the reservoir and is fine, South East Water have asked for more rigorous testing in line with the Regulations – this is now taking place each week at a cost of £130 to Ardingly. It is hoped we will be back in the water this weekend once the results are in. The Committee wanted more information about the scientific and legal evidence base of the testing programme if this is going to continue to need to be carried out weekly. The EU and industry standards need to be assessed. We will arrange a meeting with Chris if necessary.

There continues to be algae at the far end of the lake, so swimming is likely to be along the wall of the dam for the next few weeks. This provides a better line of sight for spotters in any event. The committee were happy to continue to swim in the current circumstances. The alternative places for open water swimming are Southwater, the sea at Black Rock, Weir Wood and Godstone and Pells Pool.

Southwater: It was agreed to continue to purchase 100-500 swims at £258 per year (on Monday nights only). Members were reminded that they cannot swim alone or without a spotter. Steve Mac had attended the committee meetings at Southwater: one of the current users needs to take over the role.

6. Mid Sussex tri race

Report from Matthew Critchley:

"We have had a tremendous level of support from club members today with 36 offering to support the event on either the Saturday, race day or both with only 8 stating that they are unavailable for a number of reasons.

Saturday - registration and set up. Now up to a total of 15 helpers plus Steve Mac and Dean.

On race day itself, we have:

- *Registration being led by Rachel Baker with a further 7 helpers (out of a total of 9 helpers being sought)*
- *Transition: Mark Jordan leading the effort with a team of 8*
- *Pool side: co-ordinator tbc (assuming Hazel T but awaiting confirmation) but have a full complement of 5 additional helpers*
- *Bike marshals: being led by Paul Wilman with most of the 10 spots filled an additional 2 to 3 volunteers would give a full complement*
- *Run marshals: being co-ordinated by Pete Harris (tbc) with 5 assistants at present but seeking a total of 12 to 14, assuming no water station. Otherwise an addition complement for the water station will be required - to be manned by Juniors?*
- *Finish line: to be led by Jeremy Paine with a full team of 5 supporters*
- *Other: Trevor Moore will kindly offer bike related support and a rescue car! It is assumed that there will be sufficient helpers from the above to provide assistance with taking down the transition, general clearing up and taking down signs on both run and bike routes.*

I am confident that we will have a full team by the end of the week!"

The familiarisation day was well attended with 25 participants and only one faller (Kay McMenamin). The dance competition is due to be held on the same day. Marshals will need to have advice for those seeking parking. The school on the roundabout have offered us a number of parking spaces and marshals will be advised to park off site and not at the Leisure centre, to ease congestion. Hi Viz jackets and printed instructions will be needed. We shall notify the police as they may be able to help.

We have £500 sponsorship from the Nuffield which needs to be spent on the athletes (£2 each). Ideas were discussed.

At the time of the meeting we had 250 participants with 100 empty slots. Entries are down for races across Sussex, this season there appears to be a saturation in the market.

7. Club Kit

Orders are slow at the moment making an order difficult to submit. The HiViz jackets are ready to be picked up.

It was suggested that we put all the kit in stock on display on a Thursday (or other suitable date) to encourage orders.

8. Treasurers' report

No report was submitted.

9. Chairman's' Report

- a) The introduction of a Code of Conduct and Club Rules for members and coaches. It was agreed by the Committee to introduce the code: it needs to align with BTF codes and Morwenna will review the position prior to finalising. It needs to be ratified at a general meeting (AGM or EGM) before formal introduction.
- b) The introduction of a written coaches' expenses policy. This is a work in progress. It will be discussed at the next cttee meeting.
- c) Updated written descriptions for Roles for Committee members to take into account all that they do (see below). There are additional operational (non-Committee) roles that need to be added to the website (Del, Matt, Gunter).
- d) The status of youth members - aged 16/17. These members do not fit in the juniors' or adults categories set out in our constitution. They need a separate division of 'youth membership' and their parents will need to counter sign their application to join. This is to be introduced next season and the constitution will require updating to reflect it.
- e) The circuits session - end of 10-week trial. Feedback was positive. Around 10-14 athletes attended each session at £1/2 a session. Morwenna will discuss with Liane the status of the sessions and where they fit in to the club plan.

A draft of the updated Roles, Code of Conduct and Club Rules are attached below.

10. Social Matters

No report

11. AOB

From Pete Harris:

“Apologies yet again from me for missing the committee meeting tomorrow so a quick membership update follows:

- *We currently have **121 members** with all but 4 of these having paid their 2016/17 membership fee.*
- ***55 members** have paid for pool-based swim subs so the remainder are presumably club members that just intend to make use of open water swim sessions.*
- ***110 members** have signed the open water swim waiver and been allocated a unique OWS number.*
- *I have registered **22 members** as athletes with England Athletics.”*

12. Next meeting

25th July 2016

DESCRIPTIONS OF COMMITTEE ROLES:

CLUB CHAIRMAN - Morwenna Hook

- To provide effective leadership to the club
- Act as principal officer within the club, and make decisions whenever the need arises, in consultation with other officers when appropriate
- Represent the club at external meetings when required
- To be involved, where appropriate, in the co-ordination of club activities
- To chair and control meetings of the club committee
- Manage and oversee the work of officers and other club personnel
- Present the club's annual report, in association with the club secretary
- Present the club's annual accounts, in association with the club treasurer
- Determine the content and agenda for club meetings, in association with club secretary
- Ensure that club complies with its statutory duties including the submission of all statutorily required documents and files
- Advise the treasurer on the use and investment of club funds
- Advise all Club Members of any proposed changes to the Constitution

CLUB VICE CHAIRMAN - Jeremy Paine

- To provide effective leadership to the club
- To deputise for the club Chairman as and when necessary, make decisions, in consultation with other officers when appropriate
- Represent the club at external meetings when required
- To be involved, where appropriate, in the co-ordination of club activities
- Manage and oversee the work of officers and other club personnel
- Advise the treasurer on the use and investment of club funds
- To initiate, foster and encourage the development of the club and its members

CLUB SECRETARY - David Ricketts

- To organise committee meetings and AGMs alongside the Chair, preparing agendas, taking minutes, and distributing and communicating these as appropriate
- To maintain records and information in relation to queries, administration and communications including competition events, affiliations, subscriptions, memberships, bookings, training of volunteers and mailings
- To assist with the day to day running of the club including correspondence (both internally and externally) as required
- To liaise with other club committee members to ensure all appropriate administration is in place
- To have a knowledge and understanding of roles and responsibilities of other club committee members

TREASURER - Rachel Baker

- To be responsible for all club finances and ensuring adequate accounts and records exist to comply with all legal duties and current accepted accounting rules and practices;
- To ensure that all funds are used appropriately taking into account the aims of the club
- To issue receipts and keep records of all monetary transactions
- To plan the annual budget in agreement with the club committee, and monitor club finances throughout the year
- To maintain up to date records of all transactions and records of income and expenditure
- To prepare a financial report for each committee meeting
- Prepare an end of year account report for consideration at the club AGM.

MEMBERSHIP SECRETARY - Peter Harris

- To liaise with and encourage people interested in joining the Club.
- To collect and acknowledge receipt of all membership subscriptions and provide a 'Welcome Pack' for new members
- To maintain a database for all members, committee members and other key club personnel
- To monitor access to and maintain the club's Facebook group and email contact Googlegroup
- To ensure records are kept of club affiliations. All membership records must comply with any legal requirements.
- To liaise with the club Treasurer and Secretary as appropriate
- To provide a report for each committee meeting regarding any changes to membership of the Club
- Prepare an end of year report for consideration at the club AGM

RACE DIRECTOR - Steve McMenamin

- Organise the annual Mid Sussex Triathlon sprint distance race that is open to the public
- Responsible for organising a race event that is compliant with BTF and all legal requirements
- Appoint sub-committees and deputy officers as necessary to assist in organising these events (i.e. sponsorship team and publicity)
- Responsible for co-ordinating volunteer marshals
- Responsible for co-ordinating the race on the day

- To provide a report for each committee meeting
- Prepare an end of year report for consideration at the club AGM

HEAD COACH - Neil Giles

- To arrange an annual structure for coaching delivery, phased to an agreed race season
- To co-ordinate the club coaching team and hold coaches meetings at regular intervals
- Provide a structure within which individual coaches can plan & deliver appropriate sessions with agreed coaching points
- Ensure coaches are working to an acceptable level of quality and with a common approach
- Identify potential coaches for BTF training and make recommendations to the committee
- Liaise with Treasurer and committee in respect of any costs associated with new coach training, additional training and coaching equipment
- To provide a report for each committee meeting
- Prepare an end of year report for consideration at the club AGM

WELFARE OFFICER - Julie Williams

- To initiate, foster and encourage the development of the club and its members
- To be a point of contact for club members to raise any issues or concerns in confidence
- To provide a report for each committee meeting
- Prepare an end of year report for consideration at the club AGM

JUNIORS SECRETARIES - Kate Eifler and Rachel Baker

- To be responsible for [Mid Sussex Triathlon juniors](#) , the juniors section of the Mid Sussex triathlon club
- To be responsible for the implementation of good practice and child protection policies within the club
- To provide a report for each committee meeting
- Prepare an end of year report for consideration at the club AGM

WEBMASTER - Mike Hook

- To be responsible for the programming and maintenance of the club website
- To manage all subscriptions, registrations, annual renewals and software payments as agreed with the treasurer and committee
- Ensure that updates on content to the website requested by any officers and agreed by the committee are posted no later than 7 days after they have been received by the Webmaster

PRESS OFFICER - Roger Smith

- To publicise news announcements (with photos where possible) on the club website and in local press by either writing or commissioning the news item from other club members. The news should reflect major events in the Club's calendar such as Club races, events locally/nationally attended by large

numbers of club members, individual member achievements, Juniors section and charity work.

- To assist in publicising the Club's annual Sprint Triathlon Race
- To prepare the Club's monthly newsletter
- To deal with publications/press as required
- To provide a report for each committee meeting
- Prepare an end of year report for consideration at the club AGM

SOCIAL SECRETARY - Julienne Stuart-Colwill

- To initiate and coordinate the club's social events calendar and encourage participation
- To communicate social events to the club members and submit this programme to the Webmaster for inclusion on the website
- To organise a varied and active series of social events including the club's annual sprint race after party, awards dinner and Santa run.
- Notify all Club Members of the social programme
- To provide a report for each committee meeting
- Prepare an end of year report for consideration at the club AGM

MEMBERS' CODE OF CONDUCT

As a member of Mid Sussex Triathlon Club you are expected to abide by the following Members' Code of Conduct:

- Behave in a respectful and tolerant way towards all other Club members and participants, regardless of age, athletic ability, disability, ethnicity, gender, marital status, nationality, race, religion or sexual orientation.
- Show respect and consideration for the safety and welfare of others.
- Support and encourage good sporting practice by abiding by rules and respecting coaches, referees or officials decisions.
- Encourage and support members with training, participation in and the development of triathlon and related multisport events and competition.
- Communicate openly and freely with club coaches and committee members.

CLUB RULES

Mid Sussex Triathlon Club is passionate about promoting and encouraging participation in and the development of our sport. It is important we project a positive image of the club to the general public.

By joining the club you agree to;

- not bring the club into disrepute.
- abide by the club Code of Conduct, Club Constitution, and the British Triathlon rules.
- it is the responsibility of the member to inform the coach if they have a medical condition that may affect their participation in a training session, or the medical treatment they can/should receive in the event of emergency (This information will not be retained by the Club and so should be given to the coach at the beginning of EVERY session).

- it is the responsibility of the member, not the coach, to ensure that they are fit to participate in training sessions.
- Members participate in all training sessions, races and other events at their own risk.
- avoid any actions that may endanger other club members and to make a coach aware of any actions that might be endangering another club member.
- be courteous at all times to pedestrians and other road and path users.
- obey the Highway Code and respect the rules of the public highways and footpaths.
- wear suitable clothing and protection for each of the club training sessions e.g. cycling safety helmets are compulsory when riding a bike in Club kit or on club cycle rides, bright coloured hats when swimming in open water and reflective clothing at night.
- obey all rules of any event you are competing in; and
- behave in a sportsman like way to other competitors, and accept the decisions of race officials and referees.

Violation of these rules could result in disciplinary action in accordance with the Club Constitution.

DISCLAIMER ON SIGNING UP WITH CLUB:

I understand and agree that I participate in training sessions entirely at my own risk. I have considered the nature of such sessions, have read the Mid Sussex Triathlon Club Code of Conduct and Club Rules and understand them. I am satisfied that I am sufficiently responsible and competent to assume full and entire responsibility for my own safety.

COACHES CODE OF CONDUCT:

All Mid Sussex Triathlon Club volunteer coaches are expected to adhere to the guidelines set out in the British Triathlon 'Coaches Code of Ethics and Conduct':

http://www.triathlonengland.org/england/documents/coaching/btf_code_of_ethics___conduct.pdf