



**Mid Sussex Tri Club AGM Minutes
Thursday 16th November 2017 Bent Arms Lindfield 8pm**

1. Attendance

30 members attended

2. Apologies for absence

Sarah Hinton
Jean Fish
Mike Hook
Julienne Colwell-Stuart
Angela Murray
Brad Williams
Kay McMenamin
Kate Eifler
Vicky Vonderlinden
Peter Court

3. Approval of Minutes of 2016 AGM

Approved without change

4. Matters Arising from 2016 minutes

Insurance cover for coached and non coached but 'led' stretch and core session was discussed.

This was no longer an issue as the stretch and core sessions no longer take place. Gordon is running the pilates sessions and has his own insurance. All other club sessions are run by Level 1/2 BTF certified coaches.

We still do not have insurance to offer cycle coaching on open roads. Rides are 'led' not coached.

5. Reports of Officers of the Club

The officer's reports are annexed to agenda. These were discussed and the comments are below in red text.

- Treasurer
- Membership Secretary
- Race Director
- Head Coach
- Welfare Officer
- Junior Secretary
- Webmaster
- Press Officer
- Social Secretary
- Open Water Swimming



- Chair and Vice Chair

6. **Club Constitution**

The following Annex was voted upon and agreed unanimously

Introduction of a Safeguarding Policy

7. **Appointment of Committee Members**

An election was held for the post of Social Secretary and Vicky Vonderlinden was voted into the post.

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

- Chair = Morwenna Hook
- Vice Chair = Jeremy Paine
- Press Secretary = Roger Smith
- Junior Secretaries = Rachel Baker and Kate Eifler
- Treasurer = Rachel Baker
- Secretary = David Ricketts
- Membership secretary = Emma Jaffe
- Welfare = Jean Fish
- Open Water Swim Officer = Julie Williams
- MSTC Race Director = Steve McMenamin
- Web master = Mike Hook
- Member without post = Rob Hoodless
- Head Coach = Neil Giles

8. **Selecting a charity**

Nominations -

- Kangaroos - a wonderful local charity giving fun days out and other support for local children with disabilities and their parent/carers. They enter a team including disabled children each year in the Swimathon in the leisure centre.

<http://www.kangaroos.org.uk/>

- St Peter and St James's hospice - providing end of life care and palliative care in the community and hospice

<https://www.stpeter-stjames.org.uk/>

- Cyclists Fighting Cancer - a national charity with a bike shop in Ditchling - enables children and young people living with cancer across the UK to regain their physical fitness, strength and confidence by giving them new bikes, adapted trikes, tandems, other equipment and support.



<http://www.cyclistsfc.org.uk/>

A vote was taken and Kangaroos was approved as the nominated club charity.

It was noted that if the 5:3:1 swim takes place again in conjunction with Hedgehog tri, donations would still be made to Laurens Silver swimmers. Mark Jordan to confirm in due course.

9. AOB

Morwenna Hook : England Athletics affiliation costs.

- We pay £100 to remain an affiliated club. If individual club members wish to subscribe to England Athletics membership the Club needs to register them and pay a fee - £14 each for the 2017 membership year. Individual athletes cannot register directly - it has to be done via the affiliated club.
- Historically the Club has picked up the bill for all the members EA fees. Last year we registered 24 members and in 2017 we registered 18 members.
- The individual EA membership fee this year takes up 35% of MSTC's annual Club membership fee (or 40% of the Couples membership fee).
- Questionable whether a fair use of funds - only 18 out of 160+ members benefitting. Also not sustainable if all members wish to take up the offer.
- This year we invited members to pay a % of the fee themselves with club paying the rest until the matter could be discussed at the AGM.
- It was commented that we are not an athletics club and no discount is offered towards BTF membership.
- It was queried whether the annual MTSC club membership fee would be reduced to take account of lack of EA benefit.

It was decided after a vote (28 in favour and 2 abstained) that members would in future pay the cost of individual membership fees themselves and the club would not contribute.

Morwenna Hook: Membership fees.

In view of the club surplus it was debated whether the annual membership fee should remain the same or be reduced. A proposal of reduction by £5 was suggested (which would result in approx £750 reduction in income with approx 160 members). Issues raised by attendees included the following:

- We are a grass roots community club - it's against the ethos of the club to have this money sitting in a 'war chest' of reserves
- All money needs to be reinvested in the club for the benefit of members
- We should have a reserve fund in case there is down turn in membership next year or we don't get income from Steve Mac's race.
- A threshold ought to be set for a maximum level of assets (a reserve of £8.5K was needed to keep the club going for another year absent income and we currently have approx £30k)



19 voted to keep fees at their current level and 6 to reduce them. 3 abstained.

Regarding the disposal of funds it was agreed that a strategic vision was needed to deal with club spending. We would request input from club members. The following suggestions were made and they will be considered by the committee:

- Money could be spent on kit/equipment for juniors
- Additional coaches
- Spend money on improving the club race
- Guest speakers and social events - these could be joint with other local clubs to increase our links

Steve Mac - It was proposed to allow ex members to remain in the Facebook group, which is currently a closed group. This was discussed and decided not to allow ex members continued access to the Facebook group. They can ask, on leaving to remain in the group and this will be considered by the Chairman. (vote 15 against continued access, 7 allowing it) This might mean advising members of the change in the nature of the group.

David Ricketts - London Marathon place draw for EA members of the club. Claire Hunt will get the place if one becomes available. The procedure of the draw was again discussed as concern was raised about the place going to persons present at the AGM. It was agreed that members who were EA members and who attended the AGM or sent their apologies were eligible for a place.

Callum Murray: Withdrew from the post of assistant to Roger Smith. A volunteer is needed to collate race reports, run a FB calendar.

Steve MCMenamin: More 'fun' races would be appreciated. The club bike rides were worth trying again. Athletes in a recovery week could lead them.

Jo Fleming: We ought to have seconds for important committee posts so that transition is seamless.

We ought to increase liaison with other nearby clubs. A liaison member would help. This would not be a committee post.

Gunter Eifler: Kit: 37 members responded to the kit survey. The wait time for new kit was a problem. Endura kit was good quality. A new supplier was being considered, Halo sports who have no minimum order number. Help was needed from both male and female athletes to check the quality.

Paul Hedger: There will be no HH triathlon this year. Crowborough and Ardingly will still go ahead. Aquabikes will be at Ardingly only.

Next AGM meeting 15-11-18

Next Committee meeting 4-12-17



ANNEX - REPORTS FROM COMMITTEE MEMBERS

TREASURER'S REPORT 2017

From an overall financial position 2017 has improved the cash reserves of the club. There are still some expenses to pay for the remainder of the financial year including the one off fee to the reservoir and our club affiliation to the British Triathlon. At the time of writing this report the club has £30,000 in the bank and our cash has increased by £9,940 over the year.

The reason that the cash position has improved so substantially is due to a few reasons. Membership subs have reduced over the year but swim subs have increased, this would be expected due to the change in payment dates that was agreed at the last AGM. We effectively had three payments this year instead of two and the top up payment means that the current swim subs run until the end of March next year rather than to the end of the calendar year, so this should reverse slightly next year.

The price of the race was put up this year and costs were reduced.

The investment in coach training has reduced significantly since 2016 so costs reduced by £3,000 this year.

We also reduced the holding in stock of kit compared to the beginning of this year when we had made an investment of approximately £1,000 which has now been sold.

The final reason for the increase in our cash reserve is due to the open water swim cost now effectively making a profit on each swim which contributes to the one off fee we pay to the reservoir. It should be noted that the open water swimming spend is higher than the income for the year as the costs include the £630 paid for the new buoys.

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

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

Junior's report

The junior's finances opened the year with a balance of £2,633.77. There have been two events run during 2017 which was spring Tri Hub and the income from this event totalled £556 and the spend was £486, the more recent sessions at Cumnor House School resulted in a small loss to the club, income was £466 and spend £572. We have four further sessions to run this year which we hope to break even at, there are now a number of regular attendees and we hope that by running regular sessions we will be able to build the numbers up.



Statement of Income and Expenditure for the period ended 31st October 2017 and the year ended 31st December 2016

	2017	2016
Income		
Membership Income	4,139.44	5,432.31
Club races (to raise money for charity)	1,484.94	1,068.00
5-3-1 charity swim	1,554.72	1,474.46
Mid Sussex Triathlon	11,748.81	11,498.30
Swim subscription fees	6,311.85	4,123.40
Open water swim credits	4,213.84	2,541.75
Go tri and Tri hub (junior training income)	1,022.00	1,142.84
Club Kit	2,278.60	3,990.98
Other	-	-
Total	32,754.20	31,272.04
Expenditure		
Training for coaches	(1,080.00)	(4,000.00)
Coaches expenses	(94.80)	(427.30)
Club races	(284.50)	(193.00)
5-3-1 charity swim	(553.75)	(307.00)
Mid Sussex Triathlon	(4,552.43)	(5,113.22)
Open water swim payments	(4,391.20)	(3,281.00)
Pool hire	(6,376.71)	(8,702.03)
Kit	(814.86)	(4,476.38)
Go tri and Tri hub	(1,065.99)	(697.50)
Charitable donations:		
Lauren's silver swimmers (5-3-1 swim)	(1,000.97)	(1,167.46)
Chailey Heritage	-	(875.00)
Team Verrico	(600.22)	-
Sussex Sailability	(600.22)	-
Stride Raffle – Sussex Sailability		(179.09)
Other*	(1,398.70)	(1,808.56)
	(22,814.35)	(31,227.44)
Net increase in cash	9,939.85	44.60

	2017	2016
Reserves at 31st December		
Cash held	30,300	20,360



Go tri reserve	(2,589.78)	(2,633.77)
Reserve funds	(8,500)	(8,500)
Ardingly swim credits held	(1,165)	(1,039)
Triathlon sponsorship	(949)	(949)
Net free reserves	17,096	7,238

Rachel Baker
6th November 2017

Comments: The funds accumulated were discussed- see the AOB section.

MEMBERSHIP SECRETARY

MSTC Membership Report April 2017 – March 2018

Club membership is very strong. We currently have 160 paid up members (147 2016/17).

Comprising:

- 117 individual members
 - 34 “couples membership”
 - 5 youth members (aged 16-17)
 - 4 concession members (full time student or unemployed)
 - 94 male, 66 female members (92- 53 last year) – 41% female members up from 36%
 - 42 new members have joined this year
- Total membership income so far this year of £13,907
 - Comprising:
 - £6,010 membership payments
 - £3,615 pool swim subscriptions (see below)
 - £4,282 open water swim credits bought this season by 108 people (£2,544 2016/17)

Pool Swim Subscriptions

- 62 members paid subscriptions for the period April to September - £1,845 (2016/17 - £1,860)
 - 59 members have paid subscriptions for the period October to March so far - £1,770 (2016/17 - £1,725)
- Affiliations
 - MSTC is affiliated to England Athletics (cost £100 pa) and 18 members requested individual England Athletics registration (24 - 2016/17). The cost of £14 per member was split between payment by the club of £5 and by the members £9.
 - Total cost to MSTC £190.
 - Next year the cost of affiliation will be £15 per member.



Facebook

133 members are in our closed Facebook group.

Emma Jaffe
Membership Secretary

Comments:

- What attracts members to the club? Strong drivers for new members were swimming at Ardingly, Thursday evening training, a welcoming culture. We could consider surveying the 40 new members about this.
- Why do people leave? Usually due to factors not related to the club (job moves etc). We have limited information about this.
- In common with many other clubs the age distribution of the club is of the more mature athlete. It would be interesting to see the age distribution in the club - although we may not hold information about members ages.

RACE DIRECTOR

17th year done and a great success. This was the first this year we had the inclusion of the visually impaired guys along with their guides. I'm sure you'll agree that sharing their achievements was something pretty special too. Jim Kikland was our BTF ref this year his manner and level headedness was a shining example of what a ref should be, he was calm yet firm and treated the competitors with respect. Too many refs forget that they are also there to help and advise the athletes we shall be having his company again next year.

There were 318 entrants (11 more than last year), with 286 taking part on the day (261 last year). 25 Aquabikers and 2 visually impaired teams.

- Winning Male time 1:04:04
- Winning Female 1:13:31

A big thank you to all of you who helped out at the event and in the lead up to it. All your efforts made our triathlon a massive success once again. People give me the accolade for running a great race but I really could not do it without the input and help from many others, hundreds of hours go into making it run as smoothly as it does and into making it the success it is. I liken it to the swan analogy we look like we are moving along effortlessly when in reality under the water we are working really hard.

few special thanks:

- The sponsorship team Jo, Sarah, Emma & Roger who all did a fantastic job. It is probably one of the hardest jobs to do we will **need more help in this area next year**.
- Steve Alden who stores, fixes and drags out the racking and other equipment each year. An extra thanks to Emma Smith by dragging father in-law and this flatbed truck and trailer round to Steve's to get the racking.
- Matt Critchley who gets all the marshals together which is another really tough job J.
- Rach Baker, Barry Davids, Mark Jordan, Jeremy Paine and Pete Harris as the section heads who take the extra stress for running that area away from me.
- The 60 marshals on the day and the 20 who helped set up the night before.



- Vicky Von der Linden for the after party.

An extra thumbs up to Paul Wilman who helped me massively by taking on some of the responsibility and a lot of thinking around the event and the issues.

To the sponsorship guys who not only did a great job but also sorted out who gets what prizes and laid it all out for the presentation.

The list is endless but thank you all.

Our race contains mainly novices with many choosing ours as their first race. We market it as one of the most friendly one around and that we will go out of our way to make sure they have a good race. With this in mind the real thanks comes from the competitors I have been putting the feedback on the website it's great to read. You should all be very pleased as you made the race very special for a large number of people, one sample:

Thanks for a memory-making day, what a great experience. Completed my first ever triathlon in under 2 hours on a rather heavy mountain bike. The marshalls were all so kind, helpful and encouraging, the atmosphere was fantastic - and I know that doesn't happen by chance but because of careful planning and a team that care.

We started working on the 2018 event a couple of weeks after this one so have everything booked for 10th June 2018 with the course familiarisation day on Sunday 6th May

Steve Mac
Race Director

There were no particular questions

HEAD COACH

MSTC Coaching Report
November 2017

Summary of 2017

- We are on course to have seven Level 2 coaches by early 2018
- The Club has benefitted from 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 which is generally well attended. In addition, she plans to organise ad-hoc rides over the winter (ride leads, not coached rides)
- Kevin has handed over the Core Stretch classes to Gordon Skeats to lead as pilates classes, meaning we have an instructor-in-training now delivering the session. Gordon would like to have approx 10 attendees per week
- Steve & Jo trialled swim video in two of our pool sessions. Video analysis provides valuable feedback for athletes & coaches but presents technical and logistical challenges. To be effective, the footage needs to be analysed which takes time and effort, and so this all raises the question of how much individual coaching is reasonable in a club setting. In future, maybe we hire some dedicated pool time for dedicated filming & analysis sessions for members who sign up for the session and contribute to the costs
- We introduced the end-of-season mixed aquathlon relays this year, which seemed popular. I plan to try and organise this again next year – probably at the beginning of the season



- We tried to organise a bike skills session but were unable to find a date that worked for sufficient people. Bike skill sessions will be replanned for the off-season
- Jo and Kate are planning longer run sessions. Jo has an idea to run a long social run ending with a café stop (possibly on a Saturday morning) once every couple of months
- A general point; I would encourage members to talk to me and the coaching team about what you would like from club coaching, and to support the coaches and the club sessions through regular attendance
- Coaching spend 2017: £1,227 (Budget: £3,000)
- Possible expenditure 2018: (£1,200)
 - CPD modules
 - Venue hire (for a specific coached session)

It was noted that 200 hours of coaching was delivered in the past year. There are many new initiatives under way including solo swim programmes, Saturday morning run sessions, turbo sessions and a bike skills course in the off season. More coaches would be welcome. The coaching rota allows coaches to devote as much time as they are comfortable with.

WELFARE OFFICER

I have just finished my first year as the Club Welfare Officer and apart from Emailing and welcoming our junior members, I am pleased to report that no one has been in contact with me. This must mean we have a wonderfully unworried club or people just don't know I exist !!!!!

I would like to say I'm here not just for any major issues that might arise but also for a chat over a cup of tea/cake. Our female members will have different concerns sometimes, especially if you have just joined on your own so I'm always here ready to listen and help.

In the meantime just carry on being wonderful and enjoying your Triathlon journey.

Jean Fish

No queries were raised.

JUNIORS SECRETARIES

JUNIORS REPORT 2017

2016 felt like a disappointing year for the junior section. We had no level two coaches who were able to commit to attending sessions so we were only able to run four sessions over the year. However, we did have a number of coaches booked in to attend level two training courses at the end of 2016 and beginning of 2017.

We now have three qualified level two coaches who have committed a lot of time and effort into running sessions this year. We supplement the three core coaches with the level one coaches that are helping us which allows them to cover sessions without having the ongoing time commitment.

We started with a set of four sessions at Great Walstead in June and July before breaking over August and with plans to run the next sessions in September. A number of challenges arose with Great Walstead being unable to offer us use of the swimming pool and an alternative venue, Cumnor House school, not communicating with us during August. Finally,



we received an email from Cumnor House on 4th September that we could run sessions there and with a lot of last minute emails and session planning ran our first session of four there on 10th September. We have also booked the facilities for two sessions in November and December and plan to continue trying to offer two sessions per month going forward. The numbers for the November and December sessions look like they will be slightly higher than they were for the previous sessions.

In terms of the number of athletes we were training we had just enough to break even over the four weeks of the sessions at Walstead and had approximately 20 athletes each week. We lost a number of athletes over the autumn sessions because they take part in Cyclocross races but we are gradually starting to rebuild the number of athletes we have training back up to a sizeable number.

The swimming facilities at Cumnor House are much better than at Walstead with a 25m pool but we are unable to use the fields and are limited to running and cycling on tennis courts which is a bit limiting for the older athletes. We are planning to do some extra road cycling sessions for the older stronger cyclists to supplement the sessions they attend and make sure that they are challenged and we may start to include some extra run sessions dependant on other commitments and races.

2017 has been a really exciting year and it is exciting to look to 2018 when we can hopefully build even further and start to develop the section even more. One of our athletes who has just turned fourteen can't wait for two years time to join the main club and hopefully this may be the start of a more developed youth section within the older club.

The main limiting factor with regard to the junior section will be the number of athletes who can train in the facilities that we have and the availability of coaches to run and plan the sessions.

Comments:

- Coaching will be each 2 weeks next year.
- Generally 18-25 attend each session
- They are recruited by word of mouth and are not primarily the children of existing club members.
- Sessions planned include more challenging activities particularly for the older athletes. (ie cycling at Deer's Leap Park)
- EG Tri will be the juniors club race next year.
- The aim is to show children that triathlon is fun and to provide a community service by getting children to participate in sport.
- The club does benefit from children later joining the club (Jake was an example)
- Some children lack kit/equipment and deserving children might be helped from club funds if agreed.
- Facilities at Cumnor house were working well.

WEBMASTER

Last year - Web roundup

The highlights from last year :

- New pages and content:
 - ICE (In Case of Emergency) coaches page,
 - Coach profiles,



- Open Water swims,
- Race reports
- Updated features:
 - Open water swim credits to money,
 - Affiliates changes,
 - Membership tweaks
- Made all forms (registration, edit member details etc) on the website more secure with new hosting.

Next Year - Your website needs you!

Would be great to have more new content on the site next year.

We used to get more race reports submitted but most new members probably don't know they can submit them.

Please can members send in their experiences at races. Young, old, long and short events are all interesting!

Also if anyone spots anything incorrect on the website please email / facebook / twitter / pigeon post the info to me!

Thanks,
Mike Hook

Comments

- The club cannot list email addresses of members. FB is a good way of contacting members. The email addresses of the committee are on the club website. If a member wants to contact another member, the club may be able to pass on details.
- Members should be encouraged and asked to submit race reports
- Mid Sussex Times articles should be on the website
- A member is needed to liaise with Roger and get club matters on FB (race reports, race calendar). Callum Murray has relinquished this post
- FB and Twitter are being used to promote the club and club race. Discussed the lack of youth engagement with Facebook and possibility of Snapchat and Instagram.

PRESS OFFICER

Press Officer Report

I have continued to submit articles about the Club's activities and club member's activities to The Mid Sussex Times in order that the Club's activities get some press coverage. The articles generally need to be submitted by Midday on Mondays.

However not all of the articles I submit are published.

If members would like to have information on the competitions that they enter publicised it is helpful if they let me know through the Club's Facebook page.

As I am retired I am sometimes away and it is not so easy to find the time to write articles when I am away. It would be helpful if anyone would like to assist.

I will also try to submit other articles about the Club in local magazines in the run up to our Triathlon in June.



Roger Smith (Press Officer) 2.11.2017

Comments:

Future articles will be offered to Sussex Living, Lindfield Life and the Cuckfield magazine

SOCIAL SECRETARY

Club socials -

11th June Club BBQ

July - Club Drinks

Nov 18th- Club awards dinner.

Santa fun run - 8 Dec.

OPEN WATER SWIM OFFICER

MSTC AGM 2017:

Summary Report, Open Water Swimming Ardingly Reservoir

Special thanks to:

Mike Hook, website; Jeremy Paine, Mark Jordan & Steve Alden liaison with Ardingly Reservoir management; Emma Jaffe & Ricci Lennon, admin; Clare Parkinson & Sarah Hinton, Dutyman.

Events: Swim the lake, 5-3-1 & Tri-festival.

New Developments:

Steve Mcmenamin: purchase of new buoys creating a circuit that is much easier to sight.

Brad Williams: short film demonstrating the importance of Dutyman & safety protocols.

Non-wetsuit swim: race prep opportunity when temperatures too high for wetsuits.

Neil Giles: Aquathlon Relay, well supported by club members.

Specific ows email set-up to deal with enquiries.

2017 stats:

Total swims: 1043.

Affiliate swims 27 (Discontinued for 2018 due to insurance requirements).

Free Taster swims 35 (x 9 conversions to full membership).

Female swimmers proportionate to overall club numbers ie, about a third.

Water quality excellent throughout the season.

	MSTC members	Day members	Guest members	Total
2016	802 (Shorter season)	19	4	825
2015	1,088 (Longer season)	27	15	1,130

Action points achieved from AGM 2016

1. Safety protocols to be updated & available on the website for reference.
2. Fees will be £4.00/session for 2017.
3. Swim the Lake event did not clash with training session.



4. Clear information to be given in membership pack that if you tick swim waiver you will automatically be assigned a Dutyman.
5. Request from Ardingly to have copies of water testing results.

Challenges 2017:

1. August cover for Dutyman.
2. Poor conversion of free taster swims to full membership.
3. Management of new swimmers.
4. Accessing information re: OWS/Dutyman/safety protocols etc

Recommendations (as discussed at Committee meeting 18th September 2017):

1. Taster sessions will be held on the first Saturday morning of the month to allow properly policed and guided sessions for each new group, which will be limited in numbers. Payment will be required to attend a taster session.
2. All OWS information to be in one place on the website.
3. OWS fees to remain the same for 2018.

JW/AGM/2017

Comments:

- Roger and Del were thanked for their help with extra Dutyman duties.
- Negotiations are soon to take place regarding the next season. These are always delicate. Although the club would like a longer season this is unlikely to happen due to water testing requirements and availability of staff at the Centre.
- There is capacity for more swimmers. However, capacity is limited by kayak/pontoon cover to swimmer ratios. More swimmers could be found by advertising at Marlins and other similar clubs should we wish but they would have to be MSTC club members.
- Swimmers need to be competent. So far only one new swimmer has caused concern. He did not return.
- It was emphasised that no profit is made from swimming at Ardingly swims.

CHAIR'S REPORT 2016-2017

I'd like to start off by thanking all of the Committee members and coaching team for the work they do behind the scenes in their areas to keep this club running and expanding. Year on year through their efforts we are able to improve the club and the club's training opportunities. But it isn't just the committee - so many club members also give their time to volunteer at our events, support and encourage their fellow members, and attend training sessions. A huge thank you to you all.

This season Jeremy and I have focussed on:

- OWS safety - the facilities we have access to at Ardingly are a huge draw for the club and boost our numbers and club finances considerably. With the increasing numbers in the water we have to ensure we are organised and safe. Jem has worked closely with Julie this year to update all of our open water swim policies and risk



assessments along with creating a safety video. Julie and Mark have undertaken an OWS safety course.

It is vitally important that club members review these policies and appreciate the importance of their kayak/spotter duties. Without the requisite safety measures in place we simply could not swim at Ardingly.

There are still challenges to overcome in terms of dutyman attendance and how to manage 'taster' sessions for potential new members - this will keep us busy into 2018.

- Safeguarding - the club voted amendments to the constitution last year to include a category of youth members (16 to 17 year olds). We have introduced a safeguarding policy for youth members which complies with BTF standards and a consent form to be signed by parents when their child joins the club - this includes 'opt outs' for things such as the facebook group and googlemail group. All club coaches have had their DBS checks renewed.

Regardless of age, we want all club members to train in a safe and supportive environment. I would highlight to members that they are able to speak to our welfare officer, Jean Fish, about any issues that may arise.

- Affiliates - the club previously had informal affiliate arrangements with local clubs such as the Crawley Wheelers and Burgess Hill Runners. It enabled us to attend certain designated events or training sessions of each others clubs. Following enquiries made this year, our insurance will not cover us for non-members participating regularly in our training sessions. As such, these affiliate arrangements are no longer in force.

The reports of each of the committee members speak for themselves but I just wanted to set out some highlights of the past season:

- The ratio of male to female club members has continued to level out.
- We had 42 new members this year which isn't too shabby for a mid Sussex club!
- The coaching team now has six level 2 coaches with another coach planning to take their exams next year. For a volunteer organisation, this is most impressive and all thanks to the dedication of Neil in establishing a coaching vision for the club.
- Steve Mac also introduced the category of 'visually impaired athlete' at the annual sprint race in Burgess Hill and we are proud to have been able to expand access to our sport in this way.
- We continue to be financially stable for another year and now have some surplus funds to invest back into the club.
- We have once again raised a good sum for charity, Tem Verico, Sussex Sailability and Lauren's Silver Swimmers (£2200)
- The introduction of a sprint race at this year's Club TriFest which attracted a number of new participants. A huge thanks to Steve and Emma Alden for the additional work they put into making that happen.
- The club continues to appeal to new and experienced athletes alike - notably new member Rebecca Milford Tromans completed her first ever triathlon and Helen Graham succeeded in completing an iron man.
- The introduction of the mixed aquathon relay at the reservoir which was a lot of fun!



I will consider with Jeremy and the Committee in the coming months the priorities and challenges for the Club next season. These are likely to include:

- Providing sufficient and safe training facilities for increasing numbers of members. Are our current venues value for money?
- How to invest the club's funds - additional coaches/coaching qualifications, kit, BTF training for Committee members (i.e. safeguarding courses for welfare officer), hire of additional training facilities, increased social events
- Encouraging participation and volunteering in club race events - duathlon, BAR series, triathlon festival
- Increasing social events and the introduction of ladies' socials

The members of this club continue to be enthusiastic, supportive and fine athletes to boot. Keep up the good work.

Comments:

- Trialling alternative types of membership was discussed to allow affiliates a link to the club (reduced fees for reduced use of the club). It was felt that this would be complex and the club was not too expensive to join.
- Insurance does not cover affiliates, so they can no longer attend any club activities.
- Only one affiliate joined after they were no longer allowed to attend club activity (six were registered as affiliates for the purposes of OWS).
- There have been no reports of problems with the ending of the affiliate scheme as it was all informal - unclear whether any MSTC members were in fact attending other clubs as affiliates, generally they join the club concerned (i.e. Crawley Wheelers).



Mid Sussex Triathlon Club Policy Statement on Safeguarding Youth Members

Mid Sussex Triathlon Club (MSTC) has incorporated a Youth member group which allows members aged 16 – 17yrs to join before becoming senior members (18yrs and above). This level of membership enables youths to train in all senior club sessions. A key priority for the club is to ensure those youth members enjoy their training and participation in Triathlon in a safe and fun environment. This statement is relevant to that group.

The club acknowledges and adheres to the guidance for coaches as laid out in the 'British Triathlon Safeguarding and Protecting Children Policy', and we recommend that this is read by all coaches and parents. Coaches, parents and triathletes are expected to understand their responsibilities in ensuring all members are safe and enjoy their training and participation.

<https://www.britishtriathlon.org/about-us/safeguarding>

Practise principles:

- To ensure that all training schedules are based on the needs and interests of the young people, not the parents, coaches or club.
- To challenge any inappropriate or dangerous behaviour exhibited by participants, parents or coaches.
- To avoid overly physical contact with the young people.
- To coach in an open environment and never on a one-to-one basis or unobserved.
- To ensure parents are fully aware of the nature of the training and sport participation involved in the Youth membership.
- To seek consent from parents for relevant aspects including membership, publication of personal information, social media and Open Water Swimming.
- To encourage parents to take an interest in their child's participation in the club and attend if they wish.
- To, wherever possible, obtain additional consent from parents before any first aid or medical treatment is sought. However, this shouldn't unnecessarily delay the administering of any treatment required.

All members including coaches, committee members and also parents should be aware of whom to contact if there is a safeguarding concern. Anyone with information of a disclosure, allegation or concern about the welfare of a child or young person relevant to the club should report this immediately either to:

The Welfare Officer – Jean Fish
A committee member
Childline – 0800 1111
NSPCC helpline – 0808 8005000