

Minutes of the Committee Meeting of the Mid Sussex Triathlon Club

The Bent Arms Lindfield, at 8pm on 27-3-17

1. Committee for Meeting

Morwenna Hook	- Chairman
Jeremy Paine	-Vice chair
David Ricketts	-Club secretary
Rachel Baker	-Treasurer and Juniors' secretary
Emma Jaffe	-Membership secretary -apologies
Kate Eifler	-Juniors' secretary- apologies
Stephen Mcmenamin	-Race director
Neil Giles	-Head Coach
Roger Smith	-Press officer- apologies
Mike Hook	-Webmaster-apologies
Julienne Stuart-Colwill	- social secretary
Jean Fish	- welfare officer
Julie Williams	- Open water swimming
Rob Hoodless	- Member without portfolio

Also

Steve Alden	- Honorary Vice President- apologies
Mark Jordan	- Honorary President
Matt Critchley	-Volunteer co-ordinator
Callum Murray	-publicity

2. Minutes

The minutes of the previous meeting were accepted as a true record of the meeting.

3. Club Coaching

The current rota is working well.

Congratulations were given to those coaches who recently passed their level 1 and 2 qualifications.

4. Juniors

No new matters were reported.

5. Swimming

Members were reminded that a guide to pool etiquette was available on the club website.

Open water swimming

- Julie Williams recently attended the BTF OWS course.
- A meeting was planned to implement the recommendations.
- The club has a duty of care to swimmers
- All those undertaking duties need to be trained to carry out their tasks
- A safety drill ought to take place at the start of each season
- Clarification is needed on coaching supervision necessary for open water swimming
- The next season of swimming will start in May
- Many clubs are now being asked to contribute to the costs of water testing
- There was a brief debate about whether or not to continue swimming at Southwater and paying an annual fee. There is a very limited uptake. To be reviewed.

6. Mid Sussex tri race

- Steve mac has met with the BTF regarding the evolving rules for races
- Bike rules are falling in line with ICU rules
- We ought to ask competitors if their bikes are roadworthy and safe for the race
- Mark Jordan and Morwenna Hook will review the legalities of bike checking
- The medals have been ordered
- Prizes and sponsorship are being organised
- Jo Fleming is assisting Steve with the race
- 130 have entered the race so far (and 8 aquabike)
- There is a problem deciding the finishing line for the aquathon
- The youngest competitors accommodated are aged 17
- Some blind athletes have entered.

7. Club Kit

No report

8. Treasurers' report

No report

9. Membership report

England Athletics Registration

- The subscription for the Club's England Athletics membership falls due on 1st April 2017. We will need to 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 of £14 each for the 2017 membership year (£13 last 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 fees. Last year we registered 24 members at a cost of £312 (plus the £100 club fee - total £412).
- Individual membership brings reduced entry fees for UKA licensed events and inclusion in the draw for the London Marathon place we are allocated. Some track and field events run under UKA Rules require athletes to be registered.
- Club affiliation gives us insurance cover, access to coaching courses and training events and ability to contest club competitions. The benefits are similar to those we get from BTF affiliation, but relevant to UKA licensed track and field competitions rather than triathlon.
- Whilst no definite decision has been made there is an annual consultation process on fees that suggests the individual membership fee may increase by £1 each year between now and 2021.
- The individual membership fee this year takes up 35% of our annual Club membership fee (or 40% of the Couples membership fee) so is a significant amount that warrants consideration by the committee.
- We discussed the above and agreed to continue to pay the £100 club fee and to subsidise the individual membership by £5 for this season. Members who want to sign up through the club will be required to pay the remaining £9. This will need to be discussed at the AGM.

10. Chairmans' Report

- Follow up from meeting with BTF regional representative - what BTF can do for us, opportunities to run some BTF branded "Go Tri" Activities (the triathlon equivalent of park run) alongside the club's Autumn Festival and the Juniors training days, opportunity to enter into the pilot for the BTF Trimark accreditation, DBS and safeguarding advice, opportunity to train up some "triactivators" in leading rides and OWS - more information is needed from BTF about the role of triactivators. Complaint received following the club dinner and relevance to future BAR and awards. This prompted a review of the club awards night. The newsletter will ask for suggestions regarding the venue, duration and the ordering of events. Suggestions can be mailed to Morwenna or Julienne.
- Introduction of a Youth Policy and Safeguarding documentation for the 16-17 year old club joiners
- Note: Balcombe Bull Run to be discussed at next Committee meeting.
- It was agreed to enter the club into the new BTF TriMark club accreditation scheme
- Personal details need to be screened on the club website so they are available to coaches only

Youth policy

Mid Sussex Triathlon Club Policy Statement on Safeguarding Youth Members

The following was adopted as policy (to be ratified at AGM):

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

We discussed how youth members could join the club or do taster sessions. They will all need to join the club, tick the youth box on the forms and show evidence of a parents' or guardians' signature on the appropriate forms. The joining fee will be refunded if they decide not to join the club after a trial period.

All coaches will need to have up to date DBS checks if they have contact with a child/children 4 times a month in accordance with BTF guidance. These checks cost £10-15 and need to be done each 3 years. Arrangements to be made through BTF.

11. Social Matters

12. AOB

Balcombe Bull Run to be discussed at the next meeting
Callum welcomed contributions to the next newsletter,

13. Next meeting

Monday 5th June (week prior to Burgess Hill Tri)