

**Minutes of the Committee Meeting of the Mid Sussex Triathlon Club**  
The Bent Arms Lindfield, 5 March 2018 at 8pm

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             |
| Kate Eifler       | -Juniors' secretary               |
| Stephen Mcmenamin | -Race director                    |
| Neil Giles        | -Head Coach                       |
| Jean Fish         | - welfare officer                 |
| Julie Williams    | - Open water swimming             |
| Rob Hoodless      | - Member without portfolio        |
| Vicky Vonderlin   | - Social Secretary                |

Also

|                |                           |
|----------------|---------------------------|
| Steve Alden    | - Honorary Vice President |
| Matt Critchley | -Volunteer co-ordinator   |
| Ricci Lennon   |                           |
| Jo Fleming     |                           |

Apologies

|             |                      |
|-------------|----------------------|
| Roger Smith | -Press officer       |
| Mike Hook   | -Webmaster           |
| Mark Jordan | - Honorary President |

## 2. Minutes

The minutes of the previous meeting were reviewed and approved.

## 3. Club Coaching

**Swimming:** There was the usual January increase in members attending pool swimming. Again as usual this reduced in February. This led to an imbalance in the coaching ratios at times. At times one lane was uncoached.

A total of 70 members have signed up for swimming. Usually 20 attend on a Tuesday evening.

It would be difficult to find extra swimming opportunities locally. This would also require more coaching input.

Marlins swim times have changed which has a knock on affect as to how quickly the pool is cleared

**Pilates:** Gordon is unable to continue with coaching Pilates. Kevin may take over this duty but the numbers attending have not been high. A decision needs to be made about continuing Pilates coaching.

**Spin and stretch.** The alternatives of a different night for this class or a class on alternate weeks were discussed.

Act: Morwenna will investigate this with Julienne.

The costs are £19.50 a week for room rental.

The committee thanked Neil and the coaching team for all they do.

## 4. Juniors

This is a popular section of the club currently running two training sessions a month. 20 children attend each session with 2 coaches. There are 3 additional volunteers. Children are being turned away due to lack of coaching staff.

Some parents could be trained to coach children. More club members are welcome to attend and help. The club would need to pay for their expenses.

Act: Morwenna, Jeremy, Rachel and Kate plan to meet to discuss Juniors

Rachel and Rob attended a BTF skills school for junior's coaches. This was free for coaches. Much of the content was also applicable to adult coaching.

## 5. Swimming

**Open Water Swim Policy:** Jeremy Paine presented this policy (attached at end of document). An OWS subcommittee has been created and will meet during the year to administer this policy. Included in the paper

- Clearer guidelines on safety protocols
- How Tasters will be administered
- Tighter operation of Dutyman
- Minimum numbers on a Tuesday
- Ardingly Reservoir have requested a 3% increase in fees. This means the Lane fee would go up from £775 to £798 and an individual swim from £3.50 to £3.60. Members pay £4 per swim.

The paper was agreed in its entirety and the following decisions were voted on and unanimously agreed:

- An extra £100 to supplement session income on a Tuesday evening if numbers indicated are below 10. It was suggested that no more than 2 should be paid for. Once the £100 runs out the session will have to be cancelled if below 10. (section 8 line8)
- The 3% rise in fees was discussed and approved. To keep the swim credit at £4 per swim. The club will absorb the lower return to the club.

## 6. Mid Sussex tri race

Steve McMenamin plans to make this year's race his last as race director and will stand down after that. He volunteered to help the next race director next year. He was thanked for his excellent efforts during the past 10 years.

Act: A new race director is needed and this will need to be advertised throughout the club.

There are 49 entries for the race so far. Fliers may help and these were distributed.

## 7. Club Kit

Gunter is working with the new supplier on a redesigning of the kit.

Act: A selection of ideas will be considered and voted on by the committee and the top three designs circulated to the club for a vote.

The new supplier will allow us to order kit online. Some stock will be needed to help members decide their size. Up to £2000 may be needed to buy stock. This can be available for trying on at club events.

## 8. Treasurers' report

A summary of the opening and closing reserves for 2017 and the movement over the year was presented. There was an increase of £8878 in cash over the past year. Free funds now total £13 427.

|                              | Opening Balance | Closing Balance | 2017       |
|------------------------------|-----------------|-----------------|------------|
|                              | 01/01/2017      | 31/12/2017      | Movement   |
| Current                      | 5,179.68        | 2,065.43        | - 3,114.25 |
| Reserve                      | 12,546.96       | 24,551.48       | 12,004.52  |
| Juniors                      | 2,633.77        | 2,621.70        | - 12.07    |
|                              | 20,360.41       | 29,238.61       | 8,878.20   |
| Go tri reserve               | - 2,669.78      | - 2,621.70      |            |
| Reserve funds                | - 8,500.00      | - 8,500.00      |            |
| Swim credits held (Ardingly) | - 1,040.00      | - 1,119.00      |            |
| Triathlon sponsorship        | - 949.00        | - 949.00        |            |
| Total free funds             | 7,201.63        | 16,048.91       |            |
| Free funds (excl Juniors)    | 4,567.86        | 13,427.21       |            |

## 9. Chairmans' Report

### **Spending cash reserves:**

Kate Eifler presented the results of the voting regarding spending plans. The top 4 were 39 votes for new bike racking, 32 for MST branded gazebos, 30 votes for MSTC hoodies and a swim cap ( the latter combining two separate votes). These options now need to be costed and the results sent to Kate Eifler.

Jo Fleming will investigate/cost gazebos (up to 5), Steve Alden and Steve Mac the new racking (in the region of £5-6k), and Kate the hoodies and swim cap. The next few alternatives may also be considered: a subsidy towards trips to the Olympic velodrome and pool, guest speakers (Julie) and trips abroad (Kate).

### **Reimbursing coaches for missed swim sessions**

Proposals below: Voted on and agreed unanimously. Only cttee members who were not coaches voted.

1. Compensate coaches for missed swim sessions - coaches may pay swim subs but cannot attend the sessions if they are coaching them. We propose allowing coaches to claim £1 per swim session missed through coaching duties. There are approximately 50 Thursday swims and 30 Tuesday College swims per season, making 80 potential swims. Swim subs are £60 for the year, and a portion of the membership fee will also relate to swimming - arriving at a rounded sum of £1 per swim.

Such arrangements, if approved, to be backdated to 1 Jan 2018 and claims to be made quarterly or annually.

2. We require coaches to have BTF membership for insurance purposes. We propose allowing coaches to claim back the cost of their membership from the club.

The above represent genuine out of pocket expenses incurred by coaches as a result of their volunteering role.

### **Discounting swim subs part way through the season**

We receive requests for discounted swim subs when people join the club or decide to start swimming part way through the season/swim sub period. We have considered options and propose the following. Either:

- 1) Do nothing - tell people they must pay the full amount or wait until the next 6 month block starts - this is what we have done to date.
- 2) Offering all members (new, existing who have not previously swum, concession members) a 50% discount from three months into the swim sub period. This mirrors what we do with annual membership.

In terms of numbers:

During the swim subs period April - Sept 2017, 14 people joined the club during July/Aug/Sept so would have qualified for 50%  
During the Oct 2016-Mar 2017 swim sub period, 7 people joined the club in Jan/Feb/March and would have qualified for 50%

So 21 swim subs out of a total of 121 swim subs paid during the last complete 12 month period (Oct 2016-Sept 2017) would have qualified for the 50% rate, a reduction in income of £315 (21x £15).

This was voted on. Three options were given (do nothing=6 votes, allow a discount= 5 votes and allow discretion for periods of a month or less= 5 votes). The do nothing option was adopted.

### **General Data Protection Regulations**

In May 2018, the Data Protection Act will be replaced by the General Data Protection Regulations.

To comply with the regulations, as a club we need to ensure that we are explaining to members why we are collecting their personal data, how we intend to use it, make clear that they can seek withdrawal of their data at any time.

Act: Morwenna is reviewing the club's data protection processes and will draft a privacy statement and policy to comply with the new regulations.

### **Trimark**

An application is under way. Committee members at the meeting signed a copy of their club 'roles and responsibilities' as we require these for the application.

The 'roles and responsibilities' of the welfare officer need updating to bring them in line with BTF recommendations. I propose the following description (new sections are underlined):

- 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, including safeguarding concerns
- Facilitate the process of DBS checks when required
- Receive, record and forward to the Lead Officer of your Home Nation any concerns that are expressed to you.
- Ensure that the club has a safeguarding policy and that this is followed and accessible to all.
- Be familiar with national safeguarding and child protection policies
- To provide a report for each committee meeting
- Prepare an end of year report for consideration at the club AGM

### **New Chairman sought**

Morwenna Hook is standing down as chairman at the next AGM and a new chairman will be needed

Act: Anyone interested please contact Morwenna or Jeremy

### **10. Social Matters**

Meeting after club BH triathlon: After race beers will be drunk at the sportsman pub in Goddard's Green.

A club BBQ is planned for September and perhaps at the tri fest in August.

Vicky plans a run and burger event based in Lindfield at a date yet to be set.

11. AOB

12. Next meeting

Monday 30<sup>th</sup> April

## **Mid Sussex Triathlon Club - Policy and Practise for Open Water Swimming**

### **1. Introduction**

In furthering the aims of the Club, open water swimming (OWS) will be encouraged and facilities put in place to enable members to participate. This is one of the most popular and participative activities put on by the Club and requires a significant amount of organisation and administration. Open water swimming is not without risk and all efforts will be made to ensure participation is enjoyable and safe.

The only venue made available through the Club is Ardingly Reservoir. This is a managed Activity Centre offering various water based activities. All arrangements will be made in conjunction with the Activity Centre Manager, who offers this facility to the Club on a commercial basis. The reservoir itself is owned by South East Water who are an important stakeholder in the arrangements. Every effort will made to maintain good relationships with all concerned.

For Ardingly Reservoir an Officer of the Club, who is a member of the committee, will be assigned to oversee all the arrangements. The Officer (coordinator), with assistance from an OWS Sub Committee, will be responsible for all policy, processes and liaisons necessary to allow enjoyable and safe OWS.

These duties include overseeing:

- Preparation and update of this Document
- Chair the Sub Committee
- To organise and co-ordinate the Club's open water swimming sessions at Ardingly Reservoir, including a rota for safety personnel (Dutyman)
- To liaise with the manager of Ardingly Activity Centre to co-ordinate procedures and practise and foster good relations between the Club and Centre
- Develop and maintain updated Risk Assessments, Emergency Action Plan and ensure the safety procedures are fit for purpose and well practised
- Develop and maintain systems for record keeping and the financial arrangements relevant to OWS
- Develop and maintain systems to facilitate Trial and Guest Taster sessions
- To provide a report for each committee meeting
- Prepare an end of year report for consideration at the club AGM

## **2. Policy and Practise**

This policy and practise document will be drawn up and presented to the committee for agreement and adoption. This will drive how OWS is run and will be reviewed each year by the Sub Committee. In addition all of the information relevant to Open Water Swimming will be detailed and held together on the Club website, with suitable links and guidance as required.

## **3. Risk Assessment and Emergency Action Plan**

These documents will be drawn up by the OWSSC and agreed by the Chair and Head Coach. These, along with other relevant documentation will be held on the Club website, and will be reviewed annually. The Risk Assessment will drive the safety arrangements put in place.

## **4. Open water Swimming Sub Committee**

Due to the risks involved, the complex arrangements which need to be put in place and decisions made, a group will be formed, led by the lead club Officer. The group will consist of key members involved in the arrangements, particularly the Dutyman system, and meet on a regular basis.

## **5. Swim Safety**

Current arrangements with the Activity Centre manager allow swimming during the summer months May to September on a Tuesday evening 6pm – 7.30pm and May to October on a Saturday morning 8.30am – 10am. Before the season starts the Centre Manager will arrange for water testing and inform the club when the water has been declared safe. These tests will be conducted throughout the relevant months and if the water standards drop to unacceptable levels the club will be notified and sessions will cease.

A safety team will be in place for every swim session, consisting of a Spotter and Kayak personnel. The responsibilities of this team are laid out in documentation on the website and those participating are required to brief themselves before their duty, including viewing the video.

The Spotter, among other things, will be responsible for the swimmers briefing, signing swimmers in and out of the water, and liaison with centre staff. A swim course will be clearly marked out by buoys and pointed out to swimmers. The kayakers are, among other things, responsible for keeping other water users away from the swim area, particularly boats, watching out for swimmers in difficulty and are crucial in a rescue situation. Guidance (for competitions) suggests there should be a ratio of one safety craft per 20 swimmers; swimmers should be reachable within one minute and be no more than 50m from the safety craft. We will aim to match these requirements during training sessions. As such the patrol pattern must take place within the swim area and kayakers separate out to gain maximum coverage. During the month of May, and towards the end of the season where habitually one kayaker is deployed as swim numbers are low, in order to comply with the one minute/50m requirement, the swim course will be shortened. A detailed Role Description for this Safety Team will be kept on the Club website.

Members participation in the Safety rota is driven by the Dutyman system. Every member who signs up for OWS is required to carry out a safety duty. A rota is drawn up using a web based duty system which with the help of key members of the sub committee, informs members of their duty. With current numbers this is likely to be no more than 1 or 2 duties per season. Any exceptions to this duty can only be agreed by the sub committee, who oversee these arrangements. If members who sign up for and participate in OWS deliberately avoid their duty, consideration will be given by the sub committee to removing their right to swim in the reservoir.

Nobody will swim in the reservoir without reading and signing the indemnity waiver, and without the requisite safety arrangements being in place.

A practise drill simulating a rescue from the reservoir will be run annually towards the beginning of the season. This will involve Activity Centre staff and their launch which is crucial to a successful rescue.

## **6. Taster sessions**

The club pays the Activity Centre for every individual swim. As such any non-members who wish to swim will be required to pay. These swims are on a limited basis to comply with Club insurance. Non-members will be limited to one swim either as a Trial taster or Guest taster. They will be required to sign indemnity waivers.

### **Trial Taster**

Where an individual wishes to have a trial swim before joining the club, Taster sessions will be facilitated on the first Saturday in the months of June, July, August and September. Swimmers will need to go online to pay and accept the waiver conditions. They will make contact through the website with the relevant co-ordinator, who will control numbers and confirm arrangements. The cost will be agreed at the beginning of the season (currently £6 for 2018). An experienced open water swimmer will be assigned to meet, greet, brief and swim with the Taster group. The member assigned will not need to pay for their swim, the cost of which will be met by the club from funds recovered through the Taster fee.

### **Guest Taster**

Where a member wishes to bring a guest to trial swim at a time other than the pre-arranged monthly taster sessions, again the swimmer will need to go online through the website to pay and accept the waiver conditions. The cost will be agreed at the beginning of the season (currently £6 for 2018). The member and guest will need to confirm to the Spotter that these conditions have been met and attend the safety briefing. The member will be responsible for ensuring the guest is a competent swimmer and swim with them to ensure they remain safe.

## **7. Training**

Any specific OWS training or events will be arranged and overseen by the Club Head Coach, with its own Risk Assessment.

## **8. Ardingly Activity Centre**

Regular liaison will take place between the Officer and the Centre Manager to ensure good communication and relations, and to deal with any issues which arise. They will also meet in between seasons to discuss any improvements to

arrangements and the financial agreements for the following year. Records will be kept of all swim numbers to ensure accurate remuneration to the Centre. A requirement from 2018 is that the centre is paid for a minimum of 10 swimmers on a Tuesday evening session. As such the coordinator will run a system to forecast swim numbers on a Tuesday, and make a decision at least 24hours beforehand as to whether it will go ahead or be cancelled. A fund will be allocated to the coordinator of £100 which can be used to supplement the session where it falls short but should only be used where the deficit is 1 or 2 swimmers. It is not there to supplement a session where there are very few swimmers. If swimmers commit to a Tuesday session and fail to attend, which takes the session below the minimum, they will be charged.