

## Meeting Minutes

<b>Purpose of Meeting:</b>	Committee Meeting
<b>Date of Meeting:</b>	12 <sup>th</sup> September 2012
<b>Time:</b>	8.00pm
<b>Location:</b>	Skype

### Attendees:

Name	Representing	Name	Representing
Richard Fuller	East Essex Tri	Malcolm Hooker	Stortford Tri
Ashley Nicholson	Discovery Tri		
Jonathan Davies	Born-2-Tri		
Rob Lines	Tri - Anglia		
Elisabeth Ross	Tri- Sport Epping		
Peter Pain	Triathlon England		
Carol Macdonald	Triathlon England		
Natalie Stone	Discovery Tri		
Mike Porter	East Essex Tri		

### Apologies:

Name	Representing	Name	Representing
Tim Williams	Cambridge Tri	Geoff Jones	Walden Tri
Paul Dutton	Team Trisports	Wendy Staines	Discovery Tri

Item	Notes	Action
1.0	Richard Fuller has spoken with Graham Lee and it is mutually agreed that Graham would step down from the committee.	<b>R. Fuller</b>
2.0	<b>The minutes of the last committee meeting were adopted and the outstanding items as follows were discussed</b>	
2.1	Richard fuller would purchase as many TEER feather flags as possible for the agreed sum of £1150.00.	<b>R. Fuller</b>
2.2	This minute relates to a previous minute regarding committee approved funding for Howard Davies for the work he was undertaking with schools within the region. A payment of £2000 was sent by Malcolm Hooker. The committee agreed that a formal update would be welcome on how the funding has been of assistance.  <i>Richard Fuller to ask Howard Davies to provide an update</i>	<b>R. Fuller</b>  <b>Reminder</b>

Item	Notes	Action
2.3	<p>The Academy details on the TEER Website require updating/modifying accordingly.</p> <p>The relevant personnel to review associated pages and filter through comments to Richard Fuller.</p> <p>General Website improvement comments were welcome from all committee members to also be forwarded to RF.</p>	<p><b>G. Jones/ T.Williams/  R.Fuller</b></p>
2.4	<p>It was confirmed by Carol Macdonald that the Hertfordshire youth games event had taken place and was well received. TEER to date has not received an invoice for Expenses incurred. Carol Macdonald to speak with Karen Parnell to establish if a reclaim for expenses is to be made and if so to invoice TEER accordingly.</p>	<p><b>MacDonald</b></p>
2.5	<p>JD/LM confirmed that the recent joint-venture, London – Eastern Region &amp; South East Region Technical Co-ordinator course was well represented from each region. 3 London 3 East &amp; 2 South-East region.</p> <p>CM went on to confirm as this was the first opportunity that Triathlon England have set LTO &amp; RTO course dates as follows:</p> <p>23.03.13 LTO in Hemel Hempstead</p> <p>27.04.13 RTO at Newhall School, Essex</p> <p>JD confirmed he had not been consulted about the dates. JD also confirmed from a Regional Point of view TEER are quite healthy with regards to the number of technical co-ordinators and there is a potential of over subscribing which may result in race officials being left out and not developing their race experience.</p> <p>JD to contact Ali Sibsby and Duncan Hough and have a conversation with regards to availability who will be running the courses.</p> <p>PP Confirmed there was limited visibility when courses are put on and making known to relocate people. Suggestion of Formal Complaint to Triathlon England.</p>	<p><b>P.Pain C.Macdonald J. Davies</b></p>
2.6	<p>The management of the IRC Team was left to be agreed between TW, GJ and WS. IRC Team has since competed and finished 7th.</p> <p>North East Region were the overall winners Tim Williams to provide brief update at next committee meeting/AGM.</p>	<p><b>T. Williams</b></p>
3.0	<p>Treasurers Report: - Submitted by Malcolm Hooker and is in the Appendices of these minutes.</p>	
3.1	<p>RF paid in cheques when received</p>	
3.2	<p>MH went through the finances and confirmed TEER is in a relatively healthy condition.</p>	<p><b>Note</b></p>
3.3	<p>MH &amp; RF highlighted an under spend in the monies allocated for Quality Events/Officials and Volunteers. The monies to be used before 31.03.2013.</p>	<p><b>Note</b></p>

Item	Notes	Action
3.4	<p><u>The following events were suggested and agreed by committee.</u></p> <ul style="list-style-type: none"> <li>Race official seminar to provide continued development and discussion on shadowing requirements and new rule book changes.</li> </ul> <p>JD – To submit proposals to committee &amp; Budget costs to stage the seminar.</p> <ul style="list-style-type: none"> <li>Event organisers Course</li> </ul> <p>TEER to offer to each TEER club on the mailing list one place on the Event Organisers Course. Should the clubs take up the offer the course should be paid for up front by the club with the full cost of the course(s) reimbursed following evidence of completion i.e., attendance record/completion certificate etc. Course costs Advised £75 per person</p> <p>Event Organisations British Triathlon dates and Locations advised as follows:</p> <p>19-20 Jan 2013 – Hertfordshire University</p> <p>27-28 October 2012 – Crystal Palace</p> <p>24-25 ???? – Stoke</p> <p>CM &amp; PP to send out information to clubs accordingly inviting interested parties</p> <p><u>Miscellaneous</u></p> <p>Scrim for TEER Events : RF to provide a quote</p> <p>Swim Buoys for Events : RL to provide quote</p> <p>Feather Flags for Events – RF committee agreed on £1150 Item 2.1</p> <p><u>Coaching Bursaries</u></p> <p>Offer – Available now. 2 Places for level 1 coaches for new affiliated clubs 100% funding</p> <p><u>AGM Action</u></p> <p>Offer - Part funding for Level 1 &amp; 2 courses for established clubs. 1 Application per club.</p> <p>Refund via MH</p> <p>Total Refunds to be capped @ £3000</p> <p><i>Reminder to Richard Fuller Re:- Outstanding £1000 – RF to speak to Mark Bordfield</i></p>	<p><b>P.Pain</b></p> <p><b>C.Macdonald</b></p> <p><b>J. Davies</b></p> <p><b>R.Lines</b></p> <p><b>R.Fuller</b></p>
4.0	League and championship Fixtures	
4.1	<p><u>Adult Relay Races</u></p> <p>The adult relay races were cancelled for 2012 due to lack of interest.</p> <p>JD to check conditions in the race agreement to see if TEER is in a position to withdraw the race rights from Jodie with a view to offer the race rights to other interested parties.</p>	<p><b>Jonathon Davies</b></p> <p><b>Richard Fuller</b></p>

Item	Notes	Action
4.1	<p><u>Adult Races Continued</u></p> <p>RF to speak with Jodie to get her feedback as to why she thinks the meeting failed: - The committee members suggested that the Location (Kings Lynn) was not favourable along the date of the competition.</p> <p>RF to suggest to organising the relay meet at an alternative location such as Gosfield Lake or is she confident that the next year race 2013 will attract more numbers ideally looking at Circa 80 Teams for a successful event.</p>	<b>Richard Fuller</b>
5.0	<u>IRC 2012</u>	
5.1	Tim Williams to Provide a brief IRC Update – Headline points – How Eastern region performed	<b>T.Williams</b>
5.1	<p><u>Children's Relay In Norwich</u></p> <p>The Junior relays were cancelled due to lack of interest.</p> <p>The committee members suggested that the Rigid format may need to be reviewed to promote more interest.</p> <p>Potential ideas extended to , mixed age groups / mixed gender/ handicap points system similar to relay swimming events in Para Olympics</p> <p>Also consider earlier time in the year before main triathlons are scheduled.</p>	<b>Richard Fuller</b>
6.0	Academy Update	
6.1	Tim Williams & Geoff Jones to provide a brief update at next meeting	<b>T.Williams</b> <b>G.Jones</b>
7.0	Technical Co-ordinator Update	
7.1	<p>All Technical Co-ordinators undertake course passed with only one number LTO outstanding due to work pressures.</p> <p>25 Officials in place</p>	<b>Note</b>
7.2	Recent discipline issues to be discussed Under AOB	

Item	Notes	Action
8.0	RDM Update :- A summary follows below	
8.1	<p><u>British Triathlon:- Peter Pain :- Cambridge – Beds – Norfolk</u></p> <p>A full report is attached to the appendix of these minutes the salient points are as follows :-</p> <ul style="list-style-type: none"> <li>• TATA Steel triathlon of schools event in Cambridge was well attended and successful</li> <li>• A new triathlon club is looking to be set up in the King Lynn Area</li> <li>• More level 1 coaching courses to be arranged in Impington and the University of East Anglia. Possibly with a follow up level 2</li> <li>• Following up interest in a club starting in Dunstable</li> <li>• The open day at Fritton Lake was great location and well worth a visit.</li> </ul>	<b>Note</b>
8.2	<p><u>Carol Macdonald:- Essex - Suffolk</u></p> <p>A full report is attached to the appendix of these minutes the salient points are as follow:-</p> <ul style="list-style-type: none"> <li>• The open water swim day (speedo Cpd) went well.</li> <li>• Essex schools triathlon staged at Hutton School -Tata Steel Triathlon – Downgraded to an aquathon due to poor weather conditions and state of playing fields – Event was still successful. Consideration to using Basildon sporting village for next year's Tata Steel event.</li> <li>• CM meeting with Suffolk County sports partnership to develop more activities / events in the Suffolk region.</li> <li>• Research into what is involved in staging Quadthlons (Kayak 4<sup>th</sup> Discipline) and if there is the interest.</li> </ul>	<b>Note</b>
9.0	Any other Business	
9.1	<p><u>Discipline issues.</u></p> <p>Further to the recent increase in confrontational behaviour of parents with race officials and stewards, the need for a formal approach to address these events was discussed.</p> <p>Geoff Jones provided a written response in his absence on the matter which was openly discussed and agreed as a basis of going forward.</p> <p>Formal Approach is outlined below :-</p>	

Item	Notes	Action
9.1	<p><u>Discipline issues- Continued</u></p> <p>On receipt of a race technical co-ordinator detailing the incident and the athletes details – Race Number – Name – Address. TEER will action the following.</p> <ul style="list-style-type: none"> <li>• Correspond with the Triathletes Club to undertake internal disciplinary sanctions and report back to TEER the actions taken.</li> <li>• TEER to correspond direct with the individual involved. Triathlon clubs to provide addresses where applicable.</li> <li>• TEER to issue a memo to all clubs about on-going disciplinary actions. This provides evidence that TEER is taking action against individuals as well as highlighting the importance of clubs to remind their athletes and their associated parties to refrain from adverse behaviour to avoid disciplinary action by TEER.</li> </ul>	<b>All Note</b>
9.2	<p><u>Children's Triathlon – Ipswich Incident.</u></p> <p>JD reported an incident at Ipswich relating to a parents behaviour of a Triathlete taking Part ( Sam Ponty ;- Discovery Tri ) The Parents behaviour was abusive and confrontational to the extent that the child was disqualified due to the parents behaviour</p> <p>The committee agreed to action the formal disciplinary approach as earlier discussed and minuted above.</p> <p>RF to write to the chairman of Discovery Triathlon (Tim Swallow) and the child's parents direct.</p> <p>RF to Notify all Clubs of the on-going disciplinary action.</p> <p>AN confirmed that discovery Triathlon will inform TEER the action taken against the parent and the athlete following discovery Triathlons next committee meeting</p>	<b>R.Fuller</b>
9.3	<p><u>Workforce Awards</u></p> <p>PP &amp; CM Highlighted that the workforce award nominations need to submitted for people working within Triathlon.</p> <p>Nominees to be forwarded to committee i.e. submitted by each club. If the committee can find time to complete the submission form it would be helpful.</p>	<b>ALL Note</b>
9.4	<p><u>League Results</u></p> <ul style="list-style-type: none"> <li>• RF confirmed that due to some chip timing systems not providing details of the clubs being represented by the athletes, the league placing results would be difficult to assess this year.</li> <li>• RF suggested that in the future the clubs are to provide details of the triathletes competing. Although it would be difficult to provide final year placing's RF is willing to do it this year in the future Athletes / clubs need to provided details.</li> <li>• RF emphasised that the athletes should be encouraged to provide club details to make the process easier.</li> </ul> <p><u>Presentations</u></p> <p>1st, 2nd &amp; 3rd Placing's to be awarded at AGM</p>	<b>ALL Note</b>

<b>Item</b>	<b>Notes</b>	<b>Action</b>
9.5	<u>Junior Event For Children's Presentations</u>  There was a suggestion that there could be a possible junior event for children's winners.  TEER would partly fund the event should anyone wish to take on.	<b>Note</b>
9.5	<u>Date of Next Meeting</u>  Next meeting would be the AGM – The date agreed as Wednesday 24th October 2012.  Venue to be confirmed	<b>Note</b>
	Meeting closed 22.00	