

Meeting Minutes

Purpose of Meeting:	Committee Meeting
Date of Meeting:	17 th January 2018
Time:	7.30 pm
Location:	Board Room, Novotel Hotel Stansted

Attendees:

Name	Representing	Name	Representing
Jonathan Davies – Chair	Born 2 Tri	Justin Howard	East Essex Tri
Elisabeth Ross - Treasurer	Tri-Sport Epping	David Bennett	
Ashley Nicholson (Skype)	Discovery Tri	Clive Hatch	Blackwater Tri
Kevin Carley	Blackwater Tri	Rob Lines (minutes)	Regional Manager
Mark Philo	Tri-Anglia		

Apologies:

Name	Representing	Name	Representing
Kate Liddiard - Secretary	Hoddesdon Tri	Alasdair Sutherland	TRISudbury
Rav Dighe	Aloha Tri	Tim Williams	Regional Academy Coach
CJ Henson	Born2Tri	Peter Bryan	Born2Tri
Ali Henson	Born2Tri	Roger Clarke	

Item	Notes	Action
1.0	Welcome, Introductions and Apologies	
2.0	Matters Arising from previous minutes and acceptance of minutes	

<p>2.1</p>	<p>2.1 - Treasurers Report</p> <ul style="list-style-type: none"> Action: RL - How should regions finances be reported to BTF + Sport England <p>UPDATE: - Filing them to the East pages on the BTF website is fine for now. https://www.britishtriathlon.org/east/our-region/documents-and-minutes</p> <ul style="list-style-type: none"> Action: JD – Jonathan took AGM minutes <p>4.1 RM Report</p> <ul style="list-style-type: none"> 2x L2 coaches from Blackwater Tri completed their L2 courses in April. Both believed from Carol that they would get 50% of their fees. Committee agreed that they could have their monies from unspent 2016-17 funds, with one being deemed Blackwaters 2016 coach and the other Blackwaters 2017. ACTION: RL to progress with assistance from ER. <p>UPDATE: COMPLETE</p> <ul style="list-style-type: none"> LTO + RTO courses open. ACTION: All promote LTO courses to our clubs. <p>UPDATE: - Courses filing nicely. LTO is on 10th Feb and RTO in March. Continue to promote.</p> <ul style="list-style-type: none"> News Items. For December, a Focus on Dave Bennett and an update on the Junior Awards evening. ACTION: RL to lead with assistance from AN + DB <p>UPDATE: - These two news items completed and used in December and January.</p> <p>6.0 Quality Officials</p> <p>6.1 Our region has a track record of providing additional kit to our TOs to ensure their creature comforts. The region has 38 TOs. Of the 26 active ones 18 have expressed an interest in additional kit. Jonathan has a quote for 15 fleece jackets an convertible trousers, both from Craghoppers to match and complement that kit supplied from HQ to TO's nationally. Quote was £1,476 for 15. Are the committee prepared to fund? AGREED. ACTION: JD to progress.</p> <p>UPDATE: - Kit ordered and being circulated to the regions TO at the TO briefing session 20 Jan.</p> <p>6.3 Scrim, feather flags and buoys. Earlier in 2017 new scim and feather flags were made up with the new TE and East logo(s). Two flags and two lengths of scrim went to three locations. RL had a set which is now with Nice Tri events. Richard Fuller (RF) had a set (suspect these were the ones at the AGM) and Kevin Carley had a set. ACTION: RL to keep a tabs on where these are so that organisers can borrow if they ask. ACTION: KC to check his garage.</p> <p>UPDATE: - the 3 sets of Scrim + flags are located with Nice Tri Events, Kevin Carley and Clive Hatch.</p> <p>6 buoys exist with the old TE Eastern logos on them. 3 are with Tri-Anglia in Norwich. 3 are in Essex – suspect RF has them.</p> <p>UPDATE: - Three of the buoys are with Dave Lines of Tri-Anglia. Other 3 believed to be with Richard Fuller / EETC.</p> <p>6.4 JD proposed to Support TO Conference. Cost £900. AGREED. ACTION: JD to progress.</p> <p>UPDATE: - 20 attendees confirmed for the upcoming session on Sat 20th Jan.</p> <p>6.6 Proposal from JD to support the regions Technical Officials going to NTO, Clive Hatch and Sam Fielding, by paying the single room supplements and evening meal costs (no alcohol). AGREED. ACTION: JD to progress.</p> <p>UPDATE: JD chasing – BTF events team aren't accepting the increase in costs and wanting region to pay all of both room costs not just the single person supplements.</p> <p>7.1 League ACTION: JD? childrensleague@triathlonenglandeast.org to be setup for use by Ashley</p> <p>UPDATE: JD still working out how to log into freeola.</p> <p>9.0 AOB</p> <p>9.3 DB – Member Benefits. What are the benefits of Membership over Day membership? Could he as TO provide that information to participants to encourage membership uptake? ACTION: RL to feed to membership / JD to feed to council?</p> <p>UPDATE: RL fed to BTF membership team. They acknowledged that crib sheets for TO's, Coaches and Clubs on membership benefits would be useful.</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Ongoing</p> <p>Ongoing</p> <p>JD</p> <p>JD</p> <p>JD</p> <p>Complete</p>
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Item	Notes	Action
	<p>9.4 AN – TE Members Only. ACTION AN double check the wording on the appropriate Race Series pages</p> <p>UPDATE: Ashley has noted and reported some changes to the Children’s league page which have been made. Further changes possible.</p> <p>9.5 AN – Children’s race Series T-shirts. Well received this year (2017). 275 tees at circa £2.5k. Can we do it again? YES. Could we get a sponsor? YES. ACTION: AN to progress. Suggestions were CO OP? Suggestion of a different colour for 2018 – perhaps blue?</p> <p>UPDATE: Ashley has made an application to Stansted Airport for a £1k grant towards Tees.</p> <p>9.6 KC – Gear ratio for Children. Discussed at Sept Skype meeting by TW. ACTION TW to confirm what the ratios are, and his approach to encouraging the parents to adopt the gearing rather than having East region races be unique in applying rules and scrutineers that are not in place in other regions childrens races.</p> <p>UPDATE: Awaiting details from Tim.</p> <p>9.7 JD – Regional Newsletter. We used to have a regional email newsletter produced by the region alongside a glossy quarterly magazine that went out nationally with a single column about the regions. We now have a national monthly emailed newsletter with regional news items that are included at the bottom of it. JD would like to take this to council for review. AGREED. CJ suggestion – could a link be put at the top of the national newsletter to go to “regional news”. AN comment – the Club Newsletter goes to the registered club contact, which doesn’t get sent onwards.</p> <p>UPDATE: JD to take to next council meeting, which is end of Feb with further meetings in May and Sept. RL has fed to newsletter team within BTF via PP, little appetite from comms team to change format of national newsletter following a suggestion from one of ten regions.</p> <p>9.8 JD – Minutes from AGM + constitution changes need to go to the website. ACTION: JD, KL + RL</p> <p>UPDATE: COMPLETED by JD.</p>	<p>Complete</p> <p>AN</p> <p>TW</p> <p>JD</p> <p>Complete</p>
3.0	Regional Managers Report	
3.1	<p>Report is to be found in Appendix 2</p> <p>Notes</p> <ul style="list-style-type: none"> Dave Bennett would be interested in helping out at GO TRIs as a volunteer rather than as a TO. How does one find out when these take place? Answer: They are listed on the BTF events pages but not in the TO Management System as these events do not require a TO. ACTION: RL to share volunteer requests onto the regions FB page. 	<p>Note</p> <p>RL</p>

3.0	Treasurers Report	
3.1	<p>We have received from HQ May £4000 and December £3690 also a fee for coach courses of £736.</p> <p>We have paid to HQ for IRC entries £450 and a Skill School contribution £2000</p> <p>During the year we have given coach course bursaries of £1955 with a further £1890 committed for February</p> <p>We have recently paid £2249 for officials kit and £2470 contribution to Academy kit. Tim has had his expenses to date.</p> <p>We have agreed £400 towards accommodation costs for officials and £446 for the officials conference</p> <p>There will be a couple of committee meeting venues to be paid before the end of the financial year</p> <p>There is £7,000 in the HSBC current account and circa £15,000 in the Barclays account following transfer of 17 Jan.</p> <p>I still have not been granted a mandate so am starting afresh and will bring application form for 2 signatures. I do not know if this will work as one has to be the secretary.</p> <p>Finally I will be skiing from Feb 7th to March 5th. Please ensure I have any invoices or expenses so I can pay them before I go. Remember you can claim travel expenses for attending Committee meetings.</p> <p>How does the region apply for grants? ACTION: RL to ask Peter Pain.</p>	<p>Note</p> <p>RL</p>
4.0	Academy Update	
4.1	In Appendix 3	Note
5.0	Technical Co-ordinator Update	
5.1	<p>Report in Appendix 4</p> <p>Notes</p> <ul style="list-style-type: none"> • East Essex Junior race date has changed – Open dates on junior league. • TWEETS + POSTS of EAST Tech Official Conference this Saturday, 20 Jan. 20 attendees confirmed. ACTION: JD + Attendees • TO allocations to races will take place after the conference. 	<p>Note</p> <p>JD</p>
6.0	Coaching Bursaries	
6.1	<p>Continue the £3k pot for 2018-19.</p> <p>AGREED: Continue Club Coaching Bursaries at £3k for FY18-19, with potential to go over following committee approval.</p>	Note
7.0	Essex Super Series	
7.1	All agreed that this initiative of a mini series of club training races from Tri Sport Epping linking up with other clubs was a good initiative. Not seen as a clash to the regions Leagues.	Note
8.0	AOB	
8.1	<p>RL – “unofficial East Region Junior League” - https://www.facebook.com/eastregionchildrensleague/ https://eastregionchildrensleague.co.uk/</p> <p>FB page does link to https://www.britishtriathlon.org/east/take-part/race-series/junior-events rather than their website.</p> <p>Simon Howlett, L1 connected to Ipswich Tri Club.</p> <p>ACTION: AN/RL to make contact and see if the volunteers behind could assist with the official league pages and promotions</p>	AN/RL
8.2	<p>DB – Should I be a rep of a club? Answer – Not necessary.</p> <p>DB – Can officials buy more kit? JD – yes.</p> <p>DB – Open water Venues. Action: RL to help DB with SH₂OUT etc</p>	RL

8.3	<p>KC – Can BTF give more to GB Age Groupers? Could qualifiers have access to training opportunities with the stars in the way that some regional academy’s do when they attend camps in Loughborough?</p> <p>That would be one for the BTF Age Group team and not the regional committee.</p> <p>Regional Committee can promote the achievements of the Age Groupers in FB, Twitter and newsletter items, but we need to know about it and would need to know of all of them. Rob ran one news item listing those of the region, but do to so needed to request a list of all the qualifiers of one of the events and check their BTF number against a list of BTF numbers within our region – this wasn’t automated</p>	Note
8.4	<p>JD – Skill School, would we as a committee support their annual camp. Last year we paid £1,000 for the attendees hoodies. Would we do the same again in 2018? Would we subsidised the children of the coaches? Yes to Hoodies support – we wish to approve the design, No to the subsidy to the coaches who have attending children – that isn’t equitable. ACTION: JD to communicate back to Emma Springham.</p>	JD
8.5	<p>ACTION: JD update committee on council meetings, dates of which are end of Feb, May and Sept, with National AGM in November.</p>	JD
8.6	<p>Acknowledgement of thanks: Rob Lines covering for Secretary Kate Liddiard whilst she faces family issues.</p>	Note
	<p>Meeting Closed 9:40 pm</p>	

Future Meetings:

	<p>Wednesday 21 Mar 2018 7:30pm. MP apologies. Wednesday 23 May 2018 7:30pm. Wednesday 18 Jul 2018 7:30pm. Wednesday 19 Sep 2018 7:30pm. AGM + Adult & Workforce Awards, Wednesday 17 Oct 2018 7:30pm Junior Awards, Saturday 17th or 24th November 2018 – ACTION AN Wednesday 21 Nov 2018 7:30pm</p> <p>Council Meetings where JD represents the regional committee:</p> <ul style="list-style-type: none"> • 10th Feb • May • Sep • AGM - Nov 	AN
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Appendix 1 TEER Contact Details

Position	Name	Club / Org	Mobile	Phone	Email
Chair + Council Rep	Jonathan Davies	Born2Tri	07971 952 016	01376 550 328	jonathan@triathlonenglandeast.org
Vice Chair	not designated				
Treasurer	Elisabeth Ross	Tri Sport Epping		01702 233555	info@elisabethross.co.uk
Secretary	Kate Liddiard	Hoddesdon			kliddiard@winkworth.co.uk
Technical Co-Ordinator	Jonathan Davies	Born2Tri	07971 952 016	01376 550 328	Jonathan@triathlonenglandeast.org
Regional Coaching Coordinator	not designated				
Regional Head Coach (Academy)	Tim Williams	Academy	07747 065684		EastAcademy@BritishTriathlon.org
Junior Series Coordinator/website	Ashley Nicholson	Discovery	07713 985775		ashley.nicholson@wsp.com
Adult Series Coordinator/website	tbc				adultleague@triathlonenglandeast.org
Without portfolio	Kevin Carley	Blackwater	07858 134184	01245 321408	k.carley@btinternet.com
	Cheryl Henson	Born2Tri	07834 685394		cj@totalsportstherapy.co.uk
	Alastair Henson	Born2Tri	07463 863666		anhennig@hotmail.com
	Justin Howard	East Essex	07795 400882		justin.howard@spireautomotive.com
	Mark Philo	Tri-Anglia	07899 761048		markphilo@hotmail.com
	Alasdair Sutherland	TRISudbury	07919 908807		alsuth007@me.com
	Clive Hatch	Blackwater	07733 113737		clive.hatch@btinternet.com
	David Bennett		07885 467555		david.bennett@kellstromdefense.com
	Rav Dighe	Aloha Tri			rav@alohatri.com
	Roger Clarke	MOTO Coordinator			
Regional Manager	Rob Lines	British Triathlon	07834 542087		roblines@britishtriathlon.org

Appendix 2 - RM Update

East Regional Manager report for TEER Committee 17th January 2017

Membership - Current valid TE membership stands at 2,984 (92 more than at the 22-11-17). With 32% Female, 68% male (31%-69%) and 75% (73%) members of a club.

Clubs – 61 affiliated for 2018. Previous affiliation expire 31-12-2017. We ha 73 clubs in 2017 and 75 in 2016.

Events - 140 Events 2017-18 FY with 29 (21%) being GO TRI (134 and 26 in Nov 17).

From 126 (122) events that have submitted post race information – 19,448 (18,882) Total Competitors, 7,695 (40%) being members, 11,753 (60%) being day members (split in Nov was 41-59).

Coaches – 335 (330) valid coaches registered in the East, of those 169 (150) are L1, 144 (145) L2 and 16 (16) L3.

Coach Ed – 2x L1 both complete and 1x L2 has final day on 24th Feb.

Three Skills Schools have taken place. Emma has been promoting on FB a Skills School Camp 8-11 April.

Youth Activator course is set for 13 Feb in St Albans.

Community Activator at Hadleigh Park 17th March.

S&C Coaching CPD on 24 March – 13 of 16 places have filled.

S&C being booked for Radwinter near Saffron Walden.

Club development workshops to be booked – venues and dates to be researched and confirmed.

L2 Diploma has been launched. 260 L2's nationally have expressed an interest. Course now being developed.

Coach Ed Bursaries – Of the regions £3,000 allocated to help clubs with L1 / L2 courses in FY17-18 £2,860 has been allocated (leaving £140).

L1 payments of £175 has been paid out to Tri Sudbury (x2), Beccles Tri and Hoddesdon. HTC since last meeting.

L2x2 payments to Blackwater from the FY16-17 bursary pot.

As a recap we have agree to pay for 100% of an L1 or 100% of an L2 to a new club (though for TRISudbury we have agreed to 50% of an L2 and 50% of 2 L1s) or for an existing club 50% of either an L1 or an L2.

L1 fees are £350 (50% is £175), L2 fees are £540 (50% is £270).

Same allocation of funds for bursaries again for FY18-19?

Technical Official Courses – LTO and RTO courses are open for Feb and March 2018.

9 sign ups yet for LTO. 4 signed up for the RTO course.

News Items – Required to produce 3 regional news items per month for inclusion in the national newsletter that is emailed out. These news items need to be submitted by COB on 2nd Tuesday of a month to go out on the 3rd Tuesday of the month. ([link](#))

For December these items were:

- 2018 Race Series Announcement
- Norfolk Sports Awards to Triathlon – Tri-Anglia and Kimberley Morrison.
- 2017 Children Awards Presentation

For January

- Focus On – David Bennett.
- Calling Colchester's Triathletes.
- 2018 Goals?

Ideas for February + March

- Focus On – our other regional award winners who went on to win National Awards ?
- Emma's Skills Schools Camp in April.
- Activator courses promotion?
- Update on the TO scene following TO conference on 20th Feb?
- Focus On – our other regional award winners who went on to win National Awards ?
 - Sasha Vail
 - Walden Junior Triathlon
- Focus On – Cambridge Triathlon Clubs work with Schools?
- League + Relays Promotion

Developments and other work –

- District Sports Development Officers (SDOs) – Hertsmere.
- Herts Schools PE Conference.
- RLSS partnership
- GO TRI Snetterton
- GO TRI Thetford Forest
- Club Affiliations.
- YHA Partnership
- Club catch ups with TriHarman and AM Active.
- Club Accreditations – DBS. Constitutions, signed roles and responsibilities, signed agreement to the adoption of BTF policies on
- Mapping exercise – building my knowledge of the 50 districts in our region, the SDOs, Leisure Centres, Parks, Coaches, School Games, CSPs, Campaigns, School Sports Partnership.
- Others
 - Essex Super Series
 - Unofficial East Region League
 - Completed probation period.

Appendix 3 Regional Coach Report

My report is business as usual regarding Academy training sessions. We had sessions at Comberton (new venue), New Hall, Netherhall and Impington during October, November and December. All were very well attended.

We have two sessions in January (14th and 28th).

I have now finalised a venue for our February Half Term camp. With Emma changing the date and venue of the Skills School camp we did not have the numbers to go back to Culford and it proved beyond me to find a venue within our region. Instead we'll be going to Loughborough and training in the University Pool. Hopefully we'll also get to do some things alongside the triathlon squads that are permanently based there and use some of the other facilities. I've made arrangements to stay at The Link hotel by the campus. It's a regular venue for British Triathlon so we have been able to get a good room rate and a sports teams eating arrangement. Cost to academics is £450 even with me putting in £1700 of academy budget to cover the shared overheads. That's about £200 more than they paid last year. I've now circulated details to see how many takers we have.

We placed a big kit order with Impsport in December. This is the first time that we've used Impsports online ordering service. Michael has managed all of the details but I think he feels that it has made his life easier so far. We supply some items out of the Academy budget and the academics can buy their own additional stuff. The total kit bill is around £2500 (25 athletes at £100 each). It should be delivered before the training camp.

The BTF has just published the Youth and Junior competition map and details of the Superseries. They arrived in my inbox yesterday and are now on the BTF website.

Appendix 4

Regional Technical Coordinator's Report- January 2018 Committee

The season quite unbelievably starts in 10 days with the Ashridge Duathlon and since the last event was in November, the gap between seasons is now getting shorter and shorter. Looking at the newly revamped Official's Management System we already have 52 races registered this year with most also requesting a technical official. Fortunately we have volunteers for pretty much of all them at this stage so I'm confident that we will be able to keep our 8 year track record of having a TO assigned for every race that wanted one and that's in despite of the previous version of the OMS.

The region's next two NTO candidates will be attending the course in Loughborough in February and so by the time of the next committee we should have two new ITU level 1 TOs in the region. This will compensate for the two who decided not to continue officiating in the past 18 months and I'm hoping that we will be able to help them develop in the role.

The addition technical officials kit proved to be more popular than expected from the 15 who expressed an interest by the time of the last committee meeting to 23 and so the order value is higher than approved by committee. However I would like to ask committee to approve the higher value as it is important that our TOs are properly equipped given the time and energy they volunteer to make our sport fair and safe. The order can be amended if approval is not given but this will mean that some TOs will not receive kit. To clarify only those who have officiated at three or more races in 2017 are receiving the additional items.

The TOs conference is this weekend and I have been busy planning and creating the content. It was well received last year and it was a great way to say thank you to the region's officials and for everyone to network. Subjects being covered included: the 2018 rules, the new anti-doping regime, a refresher of the code of conduct, a review of 2017 and a TOs quiz with a suitably alcoholic and fizzy prize which I am supplying. TOs are coming from all over the region and we have 22 attendees confirmed.