

Triathlon England

West Midlands Region

**Committee Meeting minutes**

Date: 13th November 2018

Time: 19.15

Venue: Langley Swimming Centre, Oldbury

**1. Attendance at meeting**

**Present**: Rosa Teagle, Duncan Hough, Lawrence Green, Mark Deakin, Sarah Taylor, Andy Teagle, Karen Riley, Helen Seabourne.

**Apologies**: Tony Smalley, Kirsty Outhwaite (Regional Manager), Alex Sobolewski (Skills School Lead Coach)

Written reports/emails had been circulated prior to the meeting from Sarah Taylor in respect of TE and from Kirsty Outhwaite as Regional Manager.

**2. Minutes and decisions since the meeting**

The minutes for the meeting of 18th September, which had been circulated to the Committee, were approved. The decisions reached by the Committee since that meeting were reviewed for the purposes of being minuted. The only decisions that had been made in addition to the award outcomes were that the WM should not make a Go Tri award in 2018 because of a flawed process and that one coaching nominee should be excluded form the awards process because the supporting information indicated that the coach had been coaching outside of their remit.

**3. RM Report**

KO’s report was reviewed and there was a discussion about concerns over the progress of getting the Region’s clubs through the TriMark Bronze process. ST asked if RM reports could be more specific on the time period that they covered and RT agreed to ask KO to make this more clear in future.

**4. GDPR**

ST gave further details of the discussion on GDPR at the last Council meeting. She reported that the other Regions had stated that they now only kept recurring bank details and had deleted all other information. There was then a discussion during which it was confirmed that WM Region had a lot of information and that clear guidance was needed from TE on what could be deleted/destroyed because of the danger that TE might ask for details relating to the spending of Sport England funds. LG queried whether the other Regions could really have deleted all information given that some of them ran development squads and those were independent of TE processes.

ST confirmed that she had followed up on this and was in touch with the member of the BTF IT team who had responsibility for producing a privacy policy for all Regions to use and a data health check for the Regions in addition to that. ST stated that it had been agreed that all Regions would follow the same approach on this. It was agreed that it was possible to use the privacy notice that had already been prepared for the club contact list pending further input from the BTF. LG expressed concern that not progressing the Committee’s compliance pending that input left some committee members in an uncomfortable position and ST confirmed that she would keep chasing this so that the common approach across all Regions could be arrived at as soon as possible. It was agreed that LG would send through to ST details of the work that had been done on compliance based on the club documentation previously supplied by the BTF.

**5. Bursaries**

RT reported that Hereford Triathlon Club had applied for two L1 Coaching bursaries and submitted a development plan to back that up. It was noted that this application did not comply with the existing policy of the Committee, which restricted L1 bursaries to new clubs and cases of dire need. There as then a discussion over whether the policy should change, during which the underlying problem of the poor retention rate amongst L1 coaches was noted, as was the logic for the WM to release some of its reserves to increase the support for the Regions’ clubs. It was decided that the criteria for L1 bursaries should be extended so that WM clubs would be able to apply for up to 2 L1 bursaries a year and that these would be subject to the discretion of the bursary subcommittee (currently made up to TS, AT and DH) and need to be supported by a development plan.

The amounts for L2 and L3 bursaries were reviewed alongside the current costs of those courses. It was decided to increase the L2 bursary for courses from 2019 onwards to £270 (up from £175). For L3 courses from 2019 onwards it was decided to give the subcommittee discretion over the amount of these bursaries from £300 as the minimum for successful applications up to £500 as the maximum, limited to one bursary per club per year. It was also decided that the subcommittee could agree to allow clubs to receive more than one L2 bursary a year, again subject to subcommittee discretion, if the applications included suitable supporting information.

The Committee also discussed the possibility of giving bursaries for the new L2 Diploma. Concerns were raised over the Diploma as it was being marketed as being suitable for coaches wishing to set up a coaching business. However, it was noted that it would also be suitable for unpaid coaches wishing to progress their skills without undertaking the very expensive L3 course. It was decided that a bursary of £150 would be offered on a similar basis to the existing L3 bursaries so that it would be based on subcommittee discretion and would need to be supported by suitable additional information. RT noted the need for a new bursary form based on the Committee’s existing forms.

It was decided that the emails sending out the AGM minutes to clubs should be delayed until the new bursary forms could be added to that email.

The Committee’s policy on coach CPD was also reviewed. It was decided that bursaries of 50% of the cost for coach CPD could be awarded by the subcommittee (with discretion to up that to 100% for the Open Water Activator course). This could be increased to 100% for any course if the Committee agreed. KO would be able to apply for these bursaries to apply to courses that she put on in the Region and an initial fund of £5,000 would be set aside for this purpose.

**6. Junior Race Series/IRCs etc.**

KR reported that in 2019 there may be a separate aquathlon series in addition to the normal race series and that this would require the scores to be totalled locally (although otherwise it would still fit within the TE processes under the new JRS format). In the following discussion MD made the point that it would be necessary for the WMRC to publicise the junior events more in 2019.

The issue raised on behalf of Malvern Triathlon Club in respect of the difficulty involved in creating a junior section and introducing Junior events were discussed and it was decided that this needed to be raised with KO in terms of clarifying what support she could give as Regional Manager and if necessary she should clarify that with Peter Pain (KO’s manager) to ensure that there was not a gap in the support available to clubs on this aspect.

AT reported that the qualifier for the 2019 IRCs would probably be Leeds or there might be two qualifiers. [After the meeting AT informed the Committee that as a result of further information from TE it was likely that Nottingham would chosen as the sole qualifier].

**6. Vacant positions on the WMRC**

LG reported that following the AGM the WMRC had a number of vacancies. LG had previously confirmed that he would not continue on the Committee past the 2019 AGM and AT confirmed that he would not agree to continue in the role of Treasurer past the AGM (LG and AT having both agreed to serve at the 2018 AGM when there were no candidates for the Secretary and Treasurer roles). There was then a discussion on the need to recruit new members onto the Committee and it was decided that work on that ought to start straight away rather than waiting until nearer the 2019 AGM. In particular, this would enable potential candidates to see the working of the Committee in the meantime and perhaps even to be co-opted onto the Committee in the meantime.

As part of the discussion it was agreed that the WMRC should create a Welfare portfolio on the basis of the role description previously circulated by ST. It was noted that this role was aimed at promoting communication with and training for club welfare officers and it was not intended that Regional Committee members with a Welfare portfolio should play any role in resolving or managing welfare cases or incidents in their Region.

It was agreed that KO would be asked to take forward the groundwork for getting new members onto the Committee.

LG mentioned that some other Regions paid for mileage to RC meetings and that might help remove an obstacle to recruitment. LG noted that he was stepping down no later than the 2019 AGM and so could be regarded as impartial and that he was prepared to recommend this to the 2019 WMRC AGM. It was agreed that this was a decision that ought to be taken by the Region at its AGM rather than being decided by the Committee itself.

ST agreed to enquire whether the other Regions had problems with recruitment so that she could ask for BTF staff or TEMB support on this if it proved to be a national problem.

**7. 2019 Awards**

ST confirmed that the awards process would be reviewed before the 2019 Awards process began. There was a discussion on what could be done to improve the number of nominations from the WM and it was decided that the WMRC would pay for a £50 contribution for the WM award winners for TE membership or CPD and also fund 5x £25 prizes for nominators in the WM (to be selected at random) and ST confirmed that this could be organised as part of the national awards process.

**6. Officials**

HS reported that there would be an Officials CPD day on 5/1/19. DH had arranged a free venue and said that he would investigate whether the venue could do the catering. It was agreed that a piece of free kit could be provided to the attendees and HS agreed to put some suggestions to the officials and to ask what they wanted. It was agreed that this would be funded out the TE grant monies (or possibly out of another pot) and that AT would confirm the amount available.

**7. AOB**

There being no other business to discuss the meeting closed.