Triathlon England

West Midlands Region

**Committee Meeting minutes**

Date: 21th May 2018

Time: 19.15

Venue: Dudley Watersports Centre, Netherton

**1. Attendance at meeting, decisions since last meeting etc.**

**Present**: Rosa Teagle, Heather Stokes, Christine Bertram, Duncan Hough, Lawrence Green, Mark Deakin, Sarah Taylor

**In attendance**: Kirsty Outhwaite (Regional Manager), Adam Gunby (Volunteer Programme Manager), Alex Sobolewski (WM Skills School Lead Coach)

**Apologies**: Tony Smalley, Helen Seabourne, Andy Teagle, Karen Riley, Steve Lloyd (WM Academy Head Coach).

The written reports had been circulated prior to the meeting were a summary financial spreadsheet, Regional Manager activity report and a TE awards document from ST.

The decisions had been made by the Committee by email since the last meeting were that the JRS need not be adjusted because of the Lucton Triathlon postponement and that the Committee has decided to give Regional funding to some specific  Go Tri Active sessions on which it had been consulted.

CB had also let the Committee know prior to the meeting that she would not be able to continue in her role on the Committee following the 2018 AGM.

**2. TE/Council Report**

ST reported on TE/Council issues. There had been little on the last Council meeting to report on as it had been a joint session with the TEMB on strategy. The main point arising from that was the BTF strategy was being refined to take account of the priorities for TE and the other Home Nations.

ST confirmed that she was on the awards working group and asked the Committee to read the document that she had circulated ahead of the meeting and give her feedback. There would be a shift in emphasis to recognising contribution to triathlon rather than rewarding the “best” in each category. There would also be a number of minor changes to nomination process etc., including allowing for events taking place after the deadline to be nominated the following year and certificates for all nominees.

**3. Juniors**

RT updated the Committee on issues affecting the Junior Race Series. In particular there had been one participant affected by a quirk of the membership system which meant that he had a race licence (and so had entered the series in good faith) but was not actually a TE member because of a problem with the membership payment. This had been discovered too late and it was not possible for his membership to be backdated. The Committee was asked if it was prepared to allow this individual to participate in the series and be credited with points in any case. The Committee confirmed that it was happy with this outcome.

RT confirmed that restricting the series to TE members seemed to have worked well, with a significant increase in TE members participating. No adverse comments had been made on the decision to keep the Lucton Triathlon in the series despite its postponement. However, another race had been lost from the series and after some discussion it was concluded that that is was best not to reduce the number of events counting for each participant (it being noted that none of the alternative events had sold out at that time).

RT reported that the Development Squad would be having a session in June ahead of the IRC qualifier in July.

**4. Skills School**

AS gave an update on Skills School.

There was one more day planned in the current set (Stratford at the end of June) and this would appear on the website soon. The sessions at Oswestry and Shrewsbury had gone very well.

TE’s review of Skills School was likely to result in a closer alignment with Coach Education and so much diversity had arisen between Regions that there would be a process of finding the best routes from that diversity. There was still doubt over how Skills School was to be funded but it was certainly the intention that it would continue.

AS also mentioned that he had been asked to look after the WM team to participate in the School Games. However, information on this was sketchy and the national approach was unclear. For example, the main qualifying events were already closed to new entries but there had been no publication of the qualification conditions. One particular issue that was relevant to the Committee was on kit due the requirements imposed by the School Games (a total of 4 trisuits would be needed). KS agreed to look into this to find out if the IRC kit would suffice, in which case the Region would purchase the 4 needed, to be retained to be available for use at the IRCs as previously discussed. [After the meeting ST made enquiries of some other Regions and it was clear that they had no more information than AS had been able to give to the Committee.]

**5. Volunteering**

AG outlined his role in respect of volunteering in the HN Associations. This included Regional Committees, activators, officials and coaches amongst others. There were thought to be around 30,000 volunteers of one sort or another, although there was a lack of data on those volunteers

The national volunteer strategy was due to be launched by 7th June. This would include priority areas, such as improving the gender balance (there being proportionately more male volunteers than female at the moment). There will be focus on reward and recognition e.g. using case studies. The Regional Committees would get support for the strategy with suggestions on what can be done in at Regional level. The intention is to have a webinar series for Regional Committees to get together two or three times a year. The first one may be in early June, lasting about an hour.

AG mentioned that KO had already done a couple of activator courses in the Region but the next one (open water) was undersubscribed and may need to be cancelled unless more participants could be found. However, overall the activator courses were going very well and were clearly addressing a need.

On CPD, AG informed the committee that he had funds to offer CPD for clubs and Regional Committees. There are various suppliers that can be used for that so he really needed to know what courses etc. were needed.

**5. WMRC AGM**

RT confirmed that following the Committee’s email discussions she had booked the Tipton Sports & Social (i.e. the same venue as in 2017) from 3.00pm on 21st October. This would allow more setting up time. The AGM would then start at 4.00pm.

There was then a discussion on the 2 hour Swim Smooth session (not pool based) that had been agreed. This was to take place next door to the AGM and should finish about 3.30pm. That would mean starting at 1.00pm to give half an hour for questions. There would then be refreshments at the AGM separate from the food for the awards. There will be £20 booking deposit for the Swim Smooth session, to be refunded on completion of the session (although participants will be encouraged to stay for the AGM the refund will not be conditional on that). The WMRC will repay out of its funds and then reclaim from the BTF/TE.

AG mentioned that that TE AGM would be on 10th November and also have CPD workshops as last year.

**6. Data protection/GDPR**

There was a further discussion on the new data protection requirements under the General Data Protection Regulation following on from some detailed information circulated ahead of the meeting by LG and ST.

ST had circulated a link to the guidance from British Triathlon to HN clubs and informed the meeting that the Council had been told that Regional Committees should use this as their basis for GDPR compliance. LG confirmed that the information that this contained about identifying the personal data already held was consistent with the suggestion that he had circulated to the Committee.

LG commented that the WMRC was not a legal entity so Committee members may each have responsibility for the data that they hold etc., but that it made sense for all of the Committee to comply with a common policy etc. RT, SDT and LG agreed to coordinate the implementation of the GDPR by the Committee on the basis that they would not have any decision making authority but would bring proposals to the Committee for discussion/approval.

**7. Any other business/date of next meeting**

LG reported on an update that he had received from Tony Smalley. WM MotoS had been active outside the Region in addition to WM events. TS was looking into waterproof hi-vis kit but had found that the required quality was looking expensive. DH commented that this kit would need to be looked at nationally and said that he would follow that up. ST said that she would follow up with Helen Seabourne on kit needs for officials.

The dates for the next meeting were discussed and narrowed down to dates in early September, to be resolved through a doodle poll.

After the meeting members of the Committee thanked Christine Bertram for her contribution to the Region and wished her well for the future (this having been the last meeting that she would be able to attend).