

Triathlon England

West Midlands Region

**Committee Meeting minutes**

Date: 7th November 2017

Time: 19.15

Venue: Leisure Centre, Barr Beacon School

**1. Attendance at meeting**

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

In attendance: Kirsty Outhwaite (Regional Manager)

Apologies: Tony Smalley, Helen Seabourne

No written reports had been submitted prior to the meeting due to the proximity to the AGM on 22nd October.

**2. Decisions since last meeting**

The meeting noted that a number of decisions had been made by the Committee by email since the last meeting:

* A voting protocol for the AGM (which had not been needed in the event).
* Approval of WMRC minutes from 4th September 2017.
* Approval of 2017 AGM minutes.

**3. Review of AGM and awards evening**

It was noted the attendance at the AGM had been poor compared to previous years (with many clubs not represented), despite the linking of the event to the Awards presentation (which was very well attended). It was concluded that the AGM attendance had been adversely affected by it being half-term so that in 2018 the AGM should be a week earlier.

It was noted that in the East Midlands the AGM had been linked to CPD courses. The approach was similar to that used for the TE AGM and been successful. It was agreed that this would be a good approach for the 2018 AGM if TE could provide some suitable CPD courses, such as First Aid and Strength & Conditioning. It was suggested that the TE link with the YHA might provide a venue but there was concern whether those venues would be big enough to accommodate the award presentations. ST was requested to input the suggestion of CPD modules to be provided for this purpose into the TE work program for next year.

**4. Junior Series**

RT welcomed Karen Riley, who was attending her first committee meeting as the new Junior Series Coordinator. A discussion followed on what the TE ring-fenced grant of £1,000 to support the WM Junior Series might be spent on. In particular, the possibility of using the money to help set up new events or to improve existing events was discussed, with a number of potential events and locations being mentioned.

It was decided that all WM clubs be informed that financial support would be available for the creation of a new triathlon event on tarmac (pool-based or open water) aimed at Tri Star 1-3 to be added to the WM Series. RT and KR were authorised to deal with this issue and to consider what else the money would be used for if it was not spent supporting a new event.

It was agreed that KR should work on settling the events for the 2018 Junior Series in consultation with RT and AT with no need to come back to the Committee for confirmation of the events to be included.

**5. Junior Development**

AT, the Junior Development Coordinator, confirmed that the first date was already in the diary (25th November at Stourport cycle track) and that he had invited 23 juniors based on the IRC team and top 5 finishes in the Junior Series. There had been 13 acceptances (lower than expected due to a clash of dates). The aim is to have a session a month, perhaps rising to 2 a month nearer the IRCs.

AT confirmed that the Skills School Lead Coach and Academy Head Coach were supportive, with the junior development sessions being able to accommodate promising Skills School participants and those who fall just below Academy level. The aim is to have a Junior Development Squad of about 20, primarily Tri Star 2 and 3.

On the basis of making a small charge to the participants (£5-10 per session), AT estimated that the cost would be approximately £2,000 a year, with the potential for some savings on that if/when venues are shared with Skills School or the Academy. The Committee approved £4,000 of expenditure over the next two years.

**6. Officials workshop**

The Officials’ Workshop (previously discussed by the Committee) was outlined to the Committee. It is planned as a session on the morning of 20th January at Cliff Lakes. There are currently 44 on the list of WM officials but that list is currently being updated and the number of active officials in the Region is more like 30. The Workshop will cover the OMS system, new rules, ITU rules, pathways and opportunities. Motos will also be invited. The venue is being provided at no cost but including food and a piece of kit for each official the cost is expected to be approximately £700, which was approved (with some flexibility in case the actual cost is slightly higher).

Officials courses for 2018 were also discussed. There is an LTO course planned for early 2018 but there are not enough candidates to put on a WM RTO course (although it might be possible to put on a course by combining with the East Midlands).

**7. Bursaries**

The Committee received an update on bursaries. In particular, a couple of clubs that had sought bursaries were understood to have folded.

There were no changes to the bursaries offered by the Committee for Coach Education and KO was asked to ensure that these were promoted to clubs in the Region (subject to the strict limit of 2 previously set by the Committee on “exceptional circumstances” L1 bursaries, which could only be approved by the Committee on the recommendation of the Regional Manager).

**8. Skills School/Academy Reporting**

ST had forwarded an email from Matt Divall ahead of the meeting setting out the level of reporting to the Committee on Skills School and the Academy, to apply from the beginning of 2018. This included the following information:

*A quarterly written update, with a target of the Lead/Head Coach attending a maximum of two Regional Committee meetings a year in person to present an update.*

*The Quarterly Reports should include:*

***Regional Academy:***

* *Who the Regional Academy athletes are*
* *What the plan looks like for the months/year ahead*
* *Locations and dates of Academy training days and camps*
* *Races attended and the performances from Academy athletes*
* *How are athletes progressing?*
* *Any opportunity for other West Midlands coaches to attend and observe for their own CPD – how can they apply to shadow/assist?*
* *How the Regional Committee can help the Regional Academy*

***Skills School:***

* *What the plan looks like for the months/year ahead*
* *Locations and dates of Skills School days and club engagement visits*
* *How are things progressing?*
* *Numbers of Athletes attending? Number of Coaches attending*
* *Progress made at the days and those clubs really invested in the process (athletes & coaches in attendance)*
* *How the Regional Committee can help the Skills School regionally.*

*A review of 2017, followed by commencing the Quarterly reports in 2018. The Reports will be sent to Heather Stokes.*

It was clarified that the target two personal attendances per year would include attendance at the WMRC AGM. It was also confirmed that the Head Coach and Lead Coach would in future be included in any email discussions in which the dates of meetings were discussed. ST mentioned that she would like to see more opportunities for coaches in the Region to become involved, with higher visibility for these opportunities to ensure that more coaches are aware of them.

**9. Council update**

ST quickly summarised the main points of the changes to the TE Regulations as a result of the new Code for Sports Governance, noting that the Council would moving to a more consultative role.

ST reminded the Committee to let her know if they had any issues to be raised with the Council. She noted that the awards system needed further review as the new process in 2017 had not been a success; DH suggested that the emphasis of the awards needed to be reward “services to triathlon” rather than being “best” etc. and with the questions on the nomination form being tailored to the specific category instead of there being standard questions across the categories. The Committee agreed with DH and ST was authorised to put that view forward to the Council as the view of the Committee.

LG mentioned the need discussed at the previous committee meeting for a data protection policy for Regional Committees to be added to the TE projects requested by the Council.

**10. Any other business**

KO mentioned that she was very busy, mostly on Go Tri, with meetings every day. KO outlined the areas where activity was centred. DH mentioned that some clubs (e.g. BRAT) were suffering from volunteer fatigue so that new events in those areas would need to be self-supporting rather than relying on local clubs for volunteers. KO mentioned that she had not yet training on Silver and Gold TriMark but was likely to take place in January. There was a need and demand for CPD courses and YHA venues are being looked at for this. RT confirmed that if the Committee is informed of CDP courses in advance then the Committee may offer bursaries for the courses.

DH talked briefly about the Birmingham Commonwealth Games bid (which is relevant to his role on the TE Management Board) and agreed to keep the Committee informed to enable the Committee to contribute where possible to creating a local legacy from the triathlon element of the Games should they be awarded to Birmingham.

It was noted that “UK Triathlon” and “Castle Series” races were now TE Permitted (these having been previously two of the most significant race series that were not TE Permitted).

**11. Date of next meeting**

It was agreed that the next meeting should be in the period from early February to mid-March and DH agree to set up a Doodle poll to find the best date. It was also agreed that the Skills School Lead Coach and Academy Head Coach should be included in that process. No venue was agreed but the possibility of it being at one of the YHA venues was mentioned.