



**Minutes of the Management Board meeting held at 13:30 on Saturday 15<sup>th</sup> September at Loughborough University**

**Present:** Jem Lawson (JL), Graeme Maw (GM), Jane Wild (JW), Dave Rigby (DR), James Barton (JB), Richard Taylor (RT), Duncan Hough (DH), Laurence Green (LG)

**Apologies:** John Petrides

**In attendance:** Mark Barfield (MB), Zara Hyde Peters (ZHP), Sue Plowright (SP: Minutes)

**Referenced:** Helen Wyeth (HW), Morgan Williams (MW), Jon Muddeman (JM), Sarah Springman (SMS), Gavin Passmore (GP), Simon Mills (SM), Sam Rankin (SR), James Taylor (JT), Derek Biggs (DB), James Taylor (JT)

Item	Minutes	Owner and Due Date <sup>1</sup>
1	<p><b>Chairs welcome and introductory comments</b></p> <p>JL welcomed all to the meeting and thanked them for their attendance.</p> <p>JL went on to say that the sport of triathlon was in a very strong position post Olympics and we are all working hard to make it grow even more with very positive indications from Sport England (SE) about the next funding cycle.</p> <p><b>Declare interest</b></p> <p>GM declared he had an interest and announced he has been appointed new performance director for Triathlon New Zealand and will be starting this appointment in December.</p> <p>JL congratulated GM on his appointment and thanked him for all his time and his excellent contribution to Triathlon England, specifically the England Team portfolio. He drew attention to the development and consolidation of the Regional Talent Academies and remarked that this was in no small way down to GM and the members of TEMB wished him all the best.</p>	

<sup>1</sup> Unless otherwise specified, all actions are due by the date of the next Board Meeting (Section 12).

	<p><b>Apologies</b></p> <p>John Petridges</p>	
2	<p><b>Financial Report</b></p> <p><b>Management Report</b></p> <p>JB said he will continue to send out the financial reports monthly as had been the case in the last few months.</p> <p><b>Year end position</b></p> <p>JB mentioned that the membership area was slightly behind budget but with the continued improvements in profile and the increase in membership figures in August the deficit was down and almost back on track. It was also observed that we still don't fully understand the impact of rolling membership on trends in this area.</p>	
3	<p><b>Business Report</b></p> <p><b>Strategy, published version</b></p> <p>MB informed the board that the republished strategy had received input as agreed in the previous meeting and now needed approving by the TEMB. It was suggested and accepted that this would be regularly reviewed with the first section to be reviewed being the membership strategy.</p> <p>JL said that the version dated 25<sup>th</sup> July still stood and now can be signed off.</p> <p>JL asked if everyone was content to sign off the document.</p> <p>All agreed.</p> <p>JW said she wanted to discuss membership at an early review since supplementary information was now available.</p> <p>She also asked if the document was a working document would it have to be updated and published following every review.</p> <p>MB suggested that because the document was a working document that it could be changed and updated and always up for review.</p> <p>LG mentioned it would be online and an open document for all to see.</p> <p>GM said it needs to be a PDF format and needs to be clearly marked 'LIVE' document.</p>	Action MB

	<p><b>Triathlon England trading name</b></p> <p>LG said this came about following a conversation regarding branding with MB and HW regarding Triathlon England and British Triathlon. This indicated that we needed much clearer branding to differentiate between the two.</p> <p>LG mentioned that certain words you cannot use e.g. England, Federation, British and how you need permission as it is an offence if you don't.</p> <p>ZHP advised that we need to get Mike Townsley's advice and we definitely need more clarity regarding this.</p> <p><b>Health and Safety Procedures</b></p> <p>LG mentioned outlined how a Health and Safety policy might work for TE. MB said he had looked into this and also who was responsible for Health and Safety within the organisation and that it needs to be made a priority.</p> <p>ZHP mentioned that Health and Safety in sport is different to that of employees in the workplace and that it is the responsibility of home nations.</p> <p>LG said it was unclear regarding responsibility and it needs to be clarified for all involved in the organisation and sport to know and we need to give the leadership for certain areas to someone on the board.</p> <p>JL said that all issues regarding Health and Safety relate to anyone to whom and for whom business is accountable.</p> <p>ZHP remarked that we need to clarify the responsibility first at board level and then take forward.</p> <p>JB mentioned that it should be on every agenda</p> <p>RT commented that we need to discuss and clarify all previously mentioned to get clear guidelines.</p> <p>JL concluded that this would need a full consultation at another meeting.</p>	<p>Action ZHP</p> <p>Action JL,MB,ZHP</p>
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	<p><b>Risk Register (action from last TEMP)</b></p> <p>MW and HW are putting together a risk register and there is a date set to work through it.</p> <p>ZHP said the original risk register should be superseded with an England development page and with an England tab which reviews the risks and litigation.</p> <p>MB is to set a date for MW and HW regarding putting together the document.</p> <p>JL said that the board will briefly meet at the AGM and discuss this risk document.</p>	Action MB
4	<p><b>Young Persons Triathlon Offer</b></p> <p><b>Initiating a full review of young person's offer in England, including competition, clubs, membership, schools links, HE/FE etc</b></p> <p>MB informed the board that the school championships that had been run for 2011 and 2012 ago had been viewed as having limited success. Combined with the fact that the TATA kids of steel programme was coming to an end this was the ideal time to review the entire package for young people needed to be reviewed. MB asked the board, regions and others for their views and support.</p> <p>LG mentioned that the regions should be involved and their views asked for.</p> <p>GM said this perhaps should have been done six months ago when we were doing Kids of Steel but we need to include schools and kids out of sport and have someone from research to look at children and not adult triathlon.</p> <p>MB asked for two members on the board to help him regarding the YP offer and that the time frame for progressing the review to be before the next full TEMP meeting.</p> <p>JL said he wanted to be part of the review as did DH</p> <p>JW agreed that this was excellent as there is nothing at the moment for junior members and maybe a beginner's or novice category would be good, MB to discuss with Membership Co ordinator.</p>	

5	<p><b>TE/BTF Major Events 2013</b></p> <p><b>2013 programme</b></p> <p>DH said that British Triathlon had reviewed the events and dropped the sprint and middle distance events and that TE had taken these over.</p> <p>There were seven events within the Triathlon England Championship portfolio and that there was a good spread throughout England.</p> <p><b>Review of Team Relays</b></p> <p>DH mentioned athlete's eligibility and that if an athlete represents a club over a weekend that they can only represent that club and not race for two clubs</p> <p>MB commented that the event organisers were not checking licences and they need to enforce what is in the rules at the moment.</p> <p>DH said it is one club, one race that day in the relays. Another issues was that clubs were being put off by racing teams as they don't feel they can be competitive. Therefore a new category should be introduced in this championship</p> <p>DH agreed to work on the clarification of the team and club status to ensure we can police this effectively from 2013.</p>	Action DH
7	<p><b>Council and Regional affairs</b></p> <p><b>Council &amp;TEMB liaison</b></p> <p>LG asked was funding information and template available on the regional tab, MB said he will get this done.</p> <p>DR said that the form to fill in regarding the award nominations was far too long and can it be made smaller.</p> <p>MB said yes but and will get someone to write it.</p> <p>DR said the cost of coaching was putting people off and that you have to be a member which was also a barrier. MB explained this was connected to regional budgets but was under review with the aim to reduce the price.</p> <p>LG discussed issues raised a the TE Council meeting:</p> <ul style="list-style-type: none"> <li>• parents and discipline.</li> </ul>	Action MB

	<ul style="list-style-type: none"> <li>• referees and wearing hi viz clothing.</li> <li>• also officials have old kits.</li> <li>• support for regional co coordinators.</li> <li>• IT based problems</li> </ul> <p>MB said there needs to be a meeting to discuss the matter with MB, DH.</p>	Action MB
8	<p><b>From BTF</b></p> <p><b>Verbal report: (BTF board 01/09/12)</b></p> <p>A verbal report was given by JL on the activities of the BTF board.</p>	
9	<p><b>Performance</b></p> <p>GM provided a verbal report on his activities in his portfolio and detailed his work with Simon Mills and the appointment of James Taylor.</p> <p>GM spoke about the position of Talent England Manager and that James Taylor has been recruited and it will be a six months position to start with but it was a strong request that this goes onto a rolling contract. This would be conditional on James achieving some KPIs in the initial six month secondment period.</p> <p>LG mentioned the commonwealth was not only England but also included Guernsey, Jersey and the Isle of Man and it would be great if all the teams can access NGB support.</p> <p>JB asked who funds any additional support for these territories. JB said he would find out.</p> <p>GM suggested that the England Team Manager should be taken up by the English Talent Manger.</p> <p>LG suggested that the decision needs to be made in the new year as we will have a new director covering this portfolio.</p> <p>MB said that the SE funding process was progressing well.</p> <p>GM said that it is good news regarding talent academies and the coaches positions which will be up scaled and upgrading with this investment.</p> <p>LG said regional tab needs a description of how academies operate.</p> <p>GM said he will liaise with Simon Mills.</p> <p>LG asked about the job descriptions and do they need amending before</p>	<p>Action JB</p> <p>Action GM</p>

	<p>the reappointments.</p> <p>JL said yes and he will raise with DB.</p>	Action JL
<b>10</b>	<p><b>Membership</b></p> <p>JW informed all that the sub group had said the new website and the new page through a tab regarding triathlon should be a main and permanent feature and that SR is exploring this further.</p> <p>LG mentioned about a novice section on the website and is this still in the plan.</p> <p>MB said it is still in the plan for future development.</p> <p>JW said she is waiting for the Birmingham University survey and would be implementing an annual reporting system to obtain further information.</p> <p>Regarding the future of the handbooks, the recent survey showed that out of 1,000 responses 62% came back that they liked or preferred it in paper form. She said she would explore the likes and dislikes later and the decision regarding the handbook and production for 2014 would be made in November.</p> <p>JW said that tri mates was not a big success and there were only 16 uses of the code, there had been 42 responses to the email sent to lapsed members and they are continuing to explore options regarding lapsed members.</p> <p>JW mentioned that they are looking at promoting activities and that they are looking at annually reporting the impact of promotional activities.</p> <p>JB asked if there had been an increase re Olympics</p> <p>JW said that there had been an increase from last August and the website visits had increased too and also regional clubs visiting has increased too.</p> <p><b>Actions for July TEMB</b></p> <p>Needed to be reviewed as MB and JL had outstanding items</p> <p><b>Operations</b></p> <p>Taken as read</p>	<p>Action MB</p> <p>Action JW</p> <p>Action MB/JL</p>

	<b>Development</b>	
	Taken as read	
	<b>Other competent business (of which notice has been given)</b>	
	None	
<b>11</b>	JL closed the meeting thanking everybody for their time and commitment.	
<b>12</b>		
<b>13</b>		
<b>14</b>		