



## Triathlon England

### Minutes of the Council Meeting Held on Saturday 27<sup>th</sup> September 2008 at Loughborough University

Present: Lawrence Green (President) (LG), Darrell Shaw (DS), Dave Rigby (DR), Rachael Mellor (RM), Keith Perry (KP), Derek Biggs (DB), Roger Canham (RC), John Petrides (JP), David Melen (DM), Martin Harris (MH), Amanda Cantle (AC), Rosa Teagle (RT), David Bellingham (DB), Nadia Saba (NS), Rachael Mellor (RM)

Apologies:

In attendance: Zara Hyde Peters (ZHP), Jem Lawson (JL), Lucille Cowburn (LC)

Others Referenced: Helen Wyeth (HWy); Mark Barfield (MB)

Item	Minute	Owner & Due Date <sup>1</sup>
1	<p><b>Introduction / Opening Remarks</b></p> <p>The President welcomed members to the meeting.</p>	
2	<p><b>Minutes of the Previous Meetings</b></p> <p>The minutes of the previous meeting had previously been approved as a true record of the proceedings and were already available on the TE website.</p> <p><b>Matters arising</b></p> <p>A Council meeting was held on August 6<sup>th</sup> to approve the appointment of Allan Spelling as the new Events, Rules and Technical Director of Triathlon England.</p> <p><i>LG to send the minutes of this meeting to Gareth Davies for posting on the TE website.</i></p>	LG

<sup>1</sup> Unless otherwise specified, all actions are due by the date of the Council meeting on 16th November.

<p><b>3</b></p>	<p><b>Membership Project</b></p> <p>The Directors received a presentation from Dave Melen on Triathlon England’s Membership Review.</p> <p>He outlined the project brief and methodology and went on to detail the main findings &amp; recommendations from the review. Communication with members was highlighted as a major area of concern, both with regard to the level and consistency of communication and perceived quality.</p> <p><i>HWy / ZHP to look in detail at the recommendations and to prepare a Membership Action Plan with Delivery dates agreed by the TE Board.</i></p> <p><i>HWy to send the results of the TE Membership review to Council Members for discussion at the Regional AGMs</i></p> <p><i>Council Members to provide any feedback from the Regional AGMs to Dave Melen &amp; Helen Wyeth.</i></p>	<p><i>HWy / ZHP</i></p> <p><i>Done</i></p> <p><i>All</i></p>
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<p><b>4</b></p>	<p><b>Update from the Chair of Triathlon England</b></p> <p>JL updated the Council on the status of the</p> <ul style="list-style-type: none"> <li>• Sports Strategic Priorities, Interventions and Outcome Targets which have been submitted in draft form to Sport England;</li> <li>• BTF/Triathlon England Management Agreement (which has now been reviewed and approved by the President and the TE Board);</li> <li>• Health &amp; Fitness Project;</li> <li>• 2009 Club Affiliation Fees &amp; Day Licence Fees;</li> <li>• The Triathlon Gold Pin Awards; <b>Honorary Life membership for Aleck Hunter and Dick Poole had been agreed;</b></li> <li>• Management Accounts</li> <li>• VAT / Organisational Structure Review</li> </ul> <p>discussed, on 27th September and 12th July 2008, by the Triathlon England Board (the minutes of which are available on the Triathlon England website).</p>	
<p><b>5</b></p>	<p><b>Purpose &amp; Values</b></p> <p>ZHP gave a presentation on the Purpose &amp; Values of the British Triathlon Federation.</p> <p>The work to develop the long term strategic plan for Triathlon, of which this is a part, was begun by the BTF Board and carried forward at a meeting in early August at Holme Pierrepont. Representatives of BTF (Sarah Springman and Zara Hyde-Peters), Triathlon England (Jem Lawson and Heather Wells), triathlonscotland (Peter Ness) and Welsh Triathlon (Steve Butler) had attended. The Directors of Triathlon England had, earlier that morning, agreed the purpose of Triathlon England, thus:</p> <p>“To enable excellence and deliver the opportunities for everyone to achieve their personal triathlon challenges.”</p>	

	<p>The Council agreed the need to bring together representatives from the Regions to</p> <ul style="list-style-type: none"> <li>• agree the roles and responsibilities of the Regions</li> <li>• share best practice</li> </ul> <p>in order to improve the delivery of Triathlon in England.</p> <p><i>ZHP &amp; MB to present the strategic plan at Regional Committee meetings in the next 6 weeks</i></p> <p><i>MB &amp; LG to formulate a plan for the Regions</i></p> <p><i>Regional Council to document their current roles and responsibilities</i></p>	<p><i>ZHP &amp; MB</i></p> <p><i>MB &amp; LG</i></p> <p><i>All</i></p>
<p><b>6</b></p>	<p><b>Triathlon England Board Appointments</b></p> <p>The President outlined the timetable for TE Board appointments;</p> <p><b>September 2008:</b> Council determines procedures to be adopted for the appointment of the Board.</p> <p><b>October 2008:</b> Regional AGMs, appointing Council members. Following this, the relevant Council members seek to agree the new Regional Directors. Request for applications for position of TE Chair to be posted on BTF/TE websites.</p> <p><b>November 2008:</b> TE AGM, immediately followed by Council meeting to appoint new President and confirm/appoint of new Regional Directors.</p> <p><b>November/December 2008:</b> President and Regional Directors determine appointment of Chair. President. Request for applications for Portfolio Directorships to be posted on BTF/TE website.</p> <p><b>December 2008:</b> Council meeting to confirm appointment of Chair and discuss membership of committee(s). This meeting will probably be by telephone conference call.</p> <p><b>January/February 2009:</b> Appointment Committee(s) determine Portfolio Directors</p> <p><b>February 2009:</b> Council meeting to confirm appointment of Portfolio Directors.</p>	

7	<p>The Council took the following decisions:</p> <ol style="list-style-type: none"> <li><b>Regional Portfolio Directors:</b> Three Council members to select the Regional Portfolio Directors from the candidates nominated at the Regional AGMs;</li> <li><b>Committee Appointing the Chair:</b> Members of the Appointment Committee to disclose the nature of any connection with the candidates;</li> <li><b>Regional Portfolio Directors:</b> In the event of standing for Chair, Regional Portfolio Directors to resign their role.</li> </ol> <p>and adopted the Triathlon England Council Protocols.</p> <p><i>LG to document Triathlon England Board appointment procedures.</i></p> <p><i>LG to arrange to post the Triathlon England Council Protocols on the website.</i></p>	<p>LG</p> <p>LG</p>
8	<p><b>Regional Issues</b></p> <p>Regional representatives raised the following issues:</p> <p><u>From North East:</u> Help needed in securing police &amp; local authority support for triathlon / duathlons on public roads.</p> <p><u>From Yorkshire &amp; Humberside:</u> Procedures for handling misconduct of Parents / Accompanying adults at races (<i>item referred to rule 14.8 of the rule book</i>).</p> <p><u>South West:</u> Availability of Race referees; Difficulty in promoting regional competitions / races; Need for objective benchmarking of the TE Regions.</p> <p><i>MH to collate feedback from Council Members on the British IRC Championships</i></p> <p><i>JL to solicit responses from the relevant BTF personnel (i.e. the Director of Development and the Membership and Events Administrator etc.).</i></p>	<p>MH</p> <p>JL</p>
9	<p><b>Date of Next Meeting</b></p> <p>The next meeting of the Council will be held on 16<sup>th</sup> November 2008. Close of meeting: 17.15.</p>	