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Triathlon England

Minutes of the Council Meeting
Held at 10:00am on Sunday 17th January 2010 in the Seminar Room in the Sir John Beckwith Building at Loughborough University

Present:	Martin Harris (President) (MH); Lawrence Green (LG); Jem Lawson (JL); Dave Rigby (DR); John Petrides (JP); Steve Robertson (SR); Paul Dutton (PD); Dave Rigby (DR); Keith Pepper (KP); Stephen Robertson (SR East Mids); Nada Saba, on behalf of Derek Biggs (NS).
Apologies:	Derek Biggs (DB); Francis Riley (FR)
In attendance:	Jem Lawson (Chair) (JL); Lucille Cowburn (LC) (Minutes)
Referenced:	Mark Barfield (MB); Morgan Williams (MW); Gareth Hall (GH)

Item	Minute	Owner & Due Date[1]
1	**President's Introduction and comments / apologies for absence** The President welcomed all those present to the meeting. **Apologies:** Derek Biggs (DB); Francis Riley (FR)	
2	**Minutes of Previous Council Meetings** The status of the action points from the Council meeting on 26th September was reviewed in detail. *MB agreed to circulate Helen Wyeth's paper explaining TE's source and application of funds*	*Mark Barfield by end of January*

[1] Unless otherwise specified, all actions are due by the date of the next Board Meeting (See Section 8).

	JL agreed to raise the issue of • *members' discounts* • *the UK Triathlon Race Series* *at the afternoon's Management Board meeting.* Martin & Lawrence gave their approval to circulate the November 14th Minutes. *LC To circulate the Minutes of the Council Meeting held on 14th November* *Council Representatives to contact local race organisers to promote event registration with BTF.*	*JL* *Done* *Council Representatives*
3 *3.1*	**Update from the Chair of Triathlon England Management Board including Discussion of Issues** *Governance* The minutes from the previous meeting of the joint Council and TEMB on 14th November had been distributed and agreed. There was general agreement that Triathlon England lacks identity within BTF's overall structure. A number of recommendations for the TEMB, the Council, the Regional Committees and Staff had been agreed. It is encouraging to note that, since then, good progress is being made in all areas. There is a much greater level of congruence and convergence among the parties, an appreciation of difficulties faced and co-operative efforts to address them. Council discussed several ways to further improve TE's identity (TE website changes; badging; St George's cross on race suits; identification of TE members' results). *An invitation will be issued to BTF's President, Sarah Springman, to attend the TEMB meeting in March or May.*	 *Jem Lawson*
3.2	*Membership Project* The annual membership renewal process has been the recent focus at HQ. Going forward, the aim is to review the benefits provided as part of the membership package. The TE website is also to be made more "Regional Friendly."	

3.3	*Financial Management* The 2010-2011 budget process is now well underway. A small surplus is forecast at year end. The proposed changes to the procedures for payment of race referees will be discussed at the afternoon meeting of the TEMB.	
4	**Regional Funding: Application, distribution and deployment. Budgets. Regional Academy Finance** Council debated the possible options for regional funding: • equal share; • pro-rata according to the number of clubs / members in the region; • discretionary, according to nature of Regional Projects. *The recommendation, for the forthcoming financial year, was that each English region should* • *receive an equal share of grant funding;* • *send an auditable set of year end accounts / source and application of funds to MB by the end of September* Mark Barfield agreed to send the current year's regional payments to the Regional Committees. He will arrange training for the Regional Treasurers if required. *MB To send the current year's regional payments to the Regional Committees by end of January* *MB To confirm the process of auditing the year end accounts / source and application of funds and send to the Regional Representatives* For the following year, a proposal is to be worked up which will allow each region a levy (say £1) for each TE member within the regional boundary and something similar related to the number of affiliated clubs numbers a region.	*Mark Barfield* *Mark Barfield*

5	**Regional Issues Deemed to be of Relevance** Regional representatives raised the following issues:	
5.1	Insufficient funding to hire a "commercial" Head Coach in the West Midlands region. A "workaround" has had to be found.	
5.2	Signed Athlete Agreements are not in place for all the Regional Talent Academies (East Midlands, North West, South West).	
5.3	Regional Committee members do not have the necessary access to be able to update the Regional pages on the TE website (East Midlands).	
	Regional representatives to send any updates to the TE Regional web pages to Morgan Williams, Gareth Hall or Mark Barfield.	*All*
	MB to send the dates of the IRCs and the Regional Youth Series Events (via John Muddeman) to the Council members	*Mark Barfield*
6	**The Regional Project** Lawrence Green presented a series of recommendations to address: • The core activities of the Regional Committees; • The Interaction with Triathlon England. These are attached in Appendix 1. Council agreed that this was an adequate description of the role of the Regional Committees.	
	Mark Barfield agreed to explain the following on the TE website / Regional pages • Governance Structure ("How are TE, WT, TS & BTF governed? How do they interact?") • Role of the Development Team ("What services are provided?") • Role of the Regional Programme Manager and the Interaction with the Regional Committee	*Mark Barfield*

	• Organisation Chart ("Who does what?") • Regional Academy ("How should they run? What funding is available? What support is available?") • Regional financial hints and guidance document • Regional contact list (not including email addresses) ("Who are the Regional Chairs & Treasurers?") • Role Descriptions (e.g. of Referee Co-ordinators) *Council representatives to send their Regional Academy contact details to Stephen Robertson (steverob59@talktalk.net)*	*All*
7	**Presentation from the London Region of typical Regional Practices & What They Consider are their Strengths** John Petrides updated on London Triathlon's work to: • Create the Triathlon London League; • Organise the Regional Awards and Awards Party; • Run the AGM; • Gain representation from clubs on the Regional Committee. At Stephen's Robertson's request, JP agreed to distribute the Regional League Scoring system to Council members.	*John Petrides*

8	**Volunteer Awards** Martin Harris invited suggestions for improvements to the annual Volunteers Awards Nominations and Voting Process. Recognising that volunteers may not always be known outside of their club / region, Council proposed: • Including pictures of the "Volunteer of the Week" on the TE website, possibly as a banner; • Recognising all eleven regional winners at the Annual Awards Dinner. *Council representatives to send their proposals for improvements to the Regional & National Awards Voting Process to Mark Barfield.* *MB To present these proposals at the next Council Meeting in May.*	*All* *Mark Barfield*
9 9.1	**Appointment of Midlands Regional Portfolio Director** Lawrence Green was nominated and appointed as the Council Member for the Midlands Regions. In doing so, Council recognised and paid tribute to the service rendered to TE by Keith Perry, Lawrence's predecessor.	
10 10.1 10.2 10.3	**Any Other Business** The Council's Contact List was circulated and updated. *Council representatives to gauge the interest in holding a Regional Academy / Club Forum Meeting & to feedback to Mark Barfield.* *MB To check with Simon Mills when the Regional Academy CPD Funding will be distributed.*	 *All* *Mark Barfield*
11	**Date of Next Meetings** The TE Council will next meet on • Saturday, May 8th • Saturday, September 25th • Saturday, November 6th	

	The date of the AGM has yet to be agreed. This is expected to be in November, after the Regional Committee AGMs in October.	

Appendix 1: The Regional Project

TE Regional Committees

Interaction with TE

The Regional Committees of Triathlon England must have a constitution which complies with the requirements of the TE Regulations (a template is available) and must be selected by the TE membership within the relevant region in accordance with that constitution.

The regional committees are recognised but not controlled by TE and are not formally part of TE (which is itself for legal purposes a division of British Triathlon). The high degree of independence of the TE Regional Committees results in some variability in the activities undertaken in each region.

The Regional Committees have a vital role in appointing and supervising the TE Management Board through the TE Council as so are an essential element in the national governance structure of triathlon.

Each Regional Committee manages its own funds and therefore must have its own bank account. It may seek funding and generate funds on its own initiative, although certain national funding is obtained by TE and passed to the Regional Committees.

Various types of support are available from TE to the Regional Committees – these are delivered by British Triathlon staff through the management agreement between TE and British Triathlon.

Core activities

These are the core activities which TE and its members rely on the regional committees to discharge:

- Junior race series coordination and IRC representation
- Academy organisation
- Representing regional members within the TE structure

Note that in particular a regional committee is not formally obliged to undertake these activities although, for example, if it does not oversee a regional academy structure then there will be no academy in the region and the available funding will be lost unless TE is able to step in fill the gap.

There are a small number of other activities in respect of which reliance is also placed on the regions and which it is expected that every Regional Committee with participate in such as organising nominations for regional and national annual awards, keeping committee details on TE website up to date and providing copy for Tri News.

In addition to the core activities there are a number of other major roles where it is considered that the development of triathlon within a region will be impaired if the activities are not undertaken:

- Referee coordination
- Senior race series coordination and/or regional championships

Note that the race series and regional championship roles do not usually involve actually being responsible for race organisation.

Other activities

As autonomous bodies the Regional Committees may undertake whatever activities within their Region which they consider to be appropriate to further the interests of triathlon and TE members (provided the activities are not inconsistent with the activities of TE/British Triathlon). Examples include:

- Obtaining Sponsorship to support region's activities
- Organising events such as awards evenings etc
- Sanctioning county championships
- Enhanced website (whether through TE site or separate)
- Organising races