



**Minutes of the Management Council meeting held at 10:00 on
Saturday 16 July 2011 at Loughborough University**

Present: Martin Harris (MH), Steve Robertson (SR), John Petrides (JP), Derek Biggs (DB), Lawrence Green (LG), Francis Riley (FR), Howard Vine (HV), Mark Barfield (MB), Simon Mills (SM), Graeme Maw (GM), Paul Counce (PC)

Apologies: Jem Lawson (JL), David Rigby (DR), Richard Fuller (RF)

In attendance: Lucy O’Gorman (LOG; Minutes), Luke Selibas

Referenced: Duncan Hough (DH), Ali Sibcy (AS)

Item	Minutes	Owner and Due Date ¹
1	<p>President’s introduction and comment/apologies for absence</p> <p>MH welcomed everyone and read the apologies for Jem Lawson, David Rigby, Richard Fuller.</p>	
2	<p>Minutes from the last meeting and comments regarding Skype calls</p> <p>The minutes were agreed as read.</p> <p>After a short discussion it was agreed that Skype should be used for small/short notice meetings and if any problems arise then the conference call facility should be booked as a backup.</p>	
3	<p>Regional Funding</p> <p>LOG to send the regional grant letter to HV</p> <p>MH introduced the plan for regions to complete a financial self audit to be in place next year.</p>	LOG

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

	<p>It was highlighted that the idea is to encourage clubs to do more forward planning and develop new projects and also encourage the clubs to approach regions with projects.</p> <p>There was a short discussion debating that the regions should know the budget in advance so they can plan ahead for next year.</p> <p>As the budget is on a 4 year cycle it was suggested that they will have a rough idea of what budget is expected from Sport England, but the rest of the funding the regions receive are from their own surplus and from other areas, such as coach education.</p> <p>It was suggested that there should be extra money available for the regions to encourage the development of other projects. However, an issue was raised that if the money is a first come, first served bases then other regions could potentially lose out. Another issue was raised that if the committee change then the budget would already be set for specific projects.</p> <p>It was reminded that the regions have a surplus and therefore that gives flexibility with money. However, an issue was raised that regions do not know their surplus amount and therefore do not feel they have that knowledge to use the money for projects. Note: MH – this should be possible for regions to do if they are able to access cost/income information regarding coach education courses etc.</p> <p>Action: LG and JP to take to the board meeting September.</p> <p>It was suggested that the regional programme managers help encourage clubs to approach the regional committee with new project ideas. It was also suggested that the regions should make a forecast of what they expect to spend by using the information from last financial cycle.</p> <p>Action: LOG to work with MB to produce a generic spreadsheet to find out what funding the regions received, how much they used and what they are carrying on to next year so a forecast can be made using the same format.</p>	<p>LG and JP</p> <p>LOG /MB</p>
<p>4</p>	<p>TE management update</p> <p>MB provided an update of the development staff activities.</p> <p>MB is currently working with Gareth Hall (GH) and Morgan Williams (MW) on a planning and prioritising exercise. This is to ensure the regional programme managers know what projects they should prioritise in certain months.</p>	

	<p>MB briefly explained the live sites which will show the ITU Triathlon world series from Hyde Park. These are situated in Birmingham, Portsmouth, Plymouth, Manchester and Derby on the 6 and 7 August. MB explained that these live sites are test sites for London 2012 with the aim to build for 2012. The live sites also aim to increase awareness of triathlon and encourage new members and participants.</p> <p>There will be specific novice events to follow up from the live sites, entries will open from at the live sites and be used as an introduction event to triathlon.</p> <p>All agreed that the live sites sound liked a great idea.</p>	
<p>5</p>	<p>Regional Academies</p> <p>MB introduced SM.</p> <p>SM introduced the regional academy pathway. SM used power point to introduce the outcome and measurables of the regional academy.</p> <p>SM handed out a description of the head coaches' role to make the committee aware of their responsibilities and explained that the head coach works with the region. SM encouraged each region to get in contact with the head coach to develop their relationships.</p> <p>SM further introduced the aim of the head coach; to lead the support for triathletes within the region to develop further up the triathlon performance pathway.</p> <p>Action: SM to put in place the regional head coach description and agreement.</p> <p>A road map showing a four year plan was handed out which described where the regional academies are predicted to be over the next four years. SM explained that he is observing each region and liaising with the head coach to ensure this plan is underway. After a brief discussion concerns were raised over the complexity of the plan.</p> <p>Action: SM to simplify the map into areas of responsibly and send an electronic version to the regions</p> <p>SM further explained the process of selecting talented athletes 14-18 years old through a swimming and running database - times are graded bronze, silver and gold, and those who are gold standard are invited to attend aquathlon events to get a taste of triathlon.</p> <p>SM invited all to a talent conference.</p> <p>Action: SM to contact the regions and formally send invitations and details.</p> <p>After a discussion MH summarised that it is evident that the talent</p>	<p>SM</p> <p>SM</p> <p>SM</p>

	<p>pathways have developed very quickly with a clear structure and it is important to increase the level of communication of all those responsible in the region so everyone understands the pathway.</p> <p>SM explained that he is working with Sarah Melville to identify talented school children and also working with regional programme managers to identify talented children in clubs and other areas, so there are plenty of opportunities for talented young people to get involved.</p> <p>Coach Development Programme (CPD) was discussed and suggested that they should be delivered to each region and that more coaches need to be involved with the CPD course not just the head coach.</p> <p>Concern was raised that level 2 coaches wouldn't be able to cope with talented athletes and where to send them for further development. SM reassured the committee that workshops are in place and money is being invested into coach development to ensure coaches have the knowledge to coach talented athletes.</p> <p>Action: SM to ensure regional coach coordinator to be copied into the CPD days.</p> <p>GM summarised that</p> <ul style="list-style-type: none"> • SM is to set up a forum with regional coaches and to have regular conference call over the year to increase communication • Regional head coach agreement needs to be in place • Talent conference invites need to be sent • Suggestion of broadening of CPD to include more coaches <p>MH thanked Simon Mills and Graeme Maw.</p>	SM
6	<p>Regional Teams</p> <p>Update to the council of committee course given by Harty Roberts and comments resulting.</p> <p>MH asked each regional committee member if they have had their regional team meeting.</p> <ul style="list-style-type: none"> • FR – not in place • PC – 6th September • LG – not in place • DB – Had meeting <p>DB circulated a hand out. The south west meeting conclude that there is a need to increase two way communications because there is a lack of cohesion between parts of BTF/TE and between BTF/TE and regional</p>	

	<p>committee/region and also a Lack of (means of) communication with regional athletes and other participants.</p> <p>DB briefly discussed that the south west region are looking to improve communication through two-way reporting between BTF/TE and athletes in the region.</p> <p>In addition, south west region will increase participation base through:</p> <ul style="list-style-type: none"> ▪ Communicate to clubs/coaches/officials ▪ Facebook and Twitter ▪ Set up submissions email inbox ▪ Add links to info ▪ Content submission template or drop box? 	
7	<p>AOB</p> <p>MH updated the committee about Jem Lawson. MH stated that with a sufficient period of rest this should not affect his role. JL resigned his position in ETU so he can concentrate on Triathlon England and hopes to make a return at the Triathlon England age group championships on 31st July.</p> <p>There is a contingency plan in place and Richard Taylor has taken over the duty of chairing TEMB meetings until Jem's return.</p> <p>There was a short discussion about whether there should be a deputy chair so when JL is unavailable, there is a replacement. HV explained that BTF have temporary directors by appointment of president and this should be considered by Triathlon England.</p> <p>Action: LG take to the AGM.</p> <p>LG stated that he would like an event organisers' course in the region. MB agreed that there needs to be an increase in event organisers course throughout the year and confirmed that he is attending a meeting on 4 August about rewriting the event organisers' guidelines which will then be published online. However, this process has only just started and may take some time.</p> <p>FR expressed concern that he has not seen progress in the officiating role as expected when Duncan Hough (DH) joined the Triathlon England board committee.</p> <p>MB confirmed that DH has been working hard with Ali Sibcy in rewriting the level 1 officiating course and concentrating on behind the scene areas.</p>	LG
	<p>MH thanked everyone. Meeting closed at 13:07</p>	

