



Minutes of the Council meeting held at 10:00am on Saturday 15th September 2012 at Loughborough University

Present : Derek Biggs (DB), Lawrence Green (LG), Jonathan Davies (JD), Alan Spelling (AS), Paul Caunce (PC), Dave Rigby (DR), Howard Vine (HV), Francis Riley (FR), Steve Robertson (SR)

Apologies: Nadia Saba (NS)

In attendance: Jem Lawson (JL), Mark Barfield (MB) Sue Plowright (SP: Minutes)

Referenced: Ali Sibcy (AS), Duncan Hough (DH), Rachel Varney (RV), Howard Vine (HV), Chris Kitchen (CK), Mike Townley (MT), James Taylor (JT), Graeme Maw (GM), Leigh Day (LD)

Item	Minutes	Owner and Due Date¹
1	<p>Presidents introduction and comments/apologies for absence</p> <p>DB welcomed all present at the meeting.</p> <p>All introduced themselves.</p>	
2	<p>Minutes from last meeting</p> <p>Minutes were agreed as an accurate record of the last meeting.</p>	
3	<p>Update on issues raised at last meeting regarding regional technical officials and any ways to identified to assist Nationally</p> <p>AS asked what data is available for the regions taking into consideration the data protection act.</p> <p>MB said that most regions run a communications list.</p> <p>FR said he felt it was an issue that there is no co ordinated database .</p> <p>MB said that is was cleansed last September and some clear overall guidelines need to be in place so it is the same for all regions.</p> <p>MB said resources are needed and to have discussions with DH regarding a plan to help develop and grow. DH, AS and MB are to produce a proposal and then discuss funding required to make it happen.</p>	Action DH, AS and MB

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

	<p>AS said it was his understanding that the list goes to regions regarding events and then emailed and asked if this is still happening.</p> <p>JL summarised that MB, AS and RV ask for more resource and put together a proposal regarding keeping information available to regional co-ordinators updated and that this would be well received by the board.</p> <p>DB asked for the timescales to do this and MB said it would be for the meeting in January.</p> <p>LG asked for the proposal in November to discuss this in January or at the very least the principles in November.</p>	Action MB AS RV
4	<p>To consider report from Mark Barfield on possible regional reorganisation and discuss the proposal and agree the way forward</p> <p>MB informed all that he had had a number of meetings with HV and CR regarding the proposal and that the South East will split into two and the North East and Yorkshire & Humberside will merge together and then South Humberside and Gloucestershire will have a choice of where to sit. He said there had been no major objections and there will be talks at the AGMs to council. The names of the Regions in the TE Regulations will need to be changed and there will be one member of staff per region.</p> <p>FR asked how Gloucestershire and South Humberside would choose and MB said they would ask the clubs. He also asked for timescales and MB said that the start of the process will be from the AGM .</p> <p>AS asked DB regarding the super- regional representatives on the board and DB said they will know after the AGM and that the council needs an extra meeting or combined meeting at the AGM when appointments are discussed. FR said a mini meeting needs maybe to be arranged and suggested MB do an open forum meeting to discuss and maybe then the council meeting.</p> <p>MB informed the council regarding the staff changes and funding and said there was to be two national positions and the regional managers are to reapply for the positions and two staff at the moment are on temporary contracts and new job positions and geographical areas have to be applied for. The staff will be told in the North on the 27th September and in the South it will be the 9th October. For regional academy coaches there will be a tendering process in place that will be run. They will have a service contract produced and a 12 month rolling contract.</p>	
5	<p>To consider Regional matter including:- coaching courses and safety guidelines and other Regional matters</p>	

	<p>SR asked about safety regulations and how clubs are able to offer safety, as sole occupant at a time in a swimming pool and would they be able to do the Royal Lifesaver Association Qualification. Triathlon guidelines state that a coach cannot provide lifeguard England cover, which SR felt was more restrictive the position for swimming clubs.</p> <p>MB said technically it is a British coach education system not TE and guidelines need reviewing by the British Triathlon board.</p> <p>FB asked that within TE if it is possible to have a course that gives you a basic lifeguard qualification just in case it is ever needed.</p> <p>MB said funding is available for coaching and if a club approaches TE we would and should be able to invest and pay to help if this was an issue in a club and we would certainly be able to point coaches in the right direction.</p> <p>BTF would be asked to review this issue in the light of available information and guidance on the subject.</p> <p>AS mentioned that London especially and others felt “uncomfortable” and “unsafe” if forced to wear the new officials kit. We owe a duty of care. All he spoke to want to revert to the old “fit for purpose kit”. It was agreed that TEMB Director of R & T would be asked to allow this to happen and those who felt uncomfortable in the new kit to have the old kit returned and used.</p> <p>DB said he would ask the council and clarify if there is a problem.</p> <p>MB said that his understanding was that the volunteers kit is not compulsory and it is purely for identification and if a particular event required high vis that would be acceptable.</p>	Action MB
6	<p>TE Management update including</p> <ol style="list-style-type: none"> 1 Allowing co-options to TEMB 2 Addition of a marketing and communication portfolio 3 Changes to correct English Teams portfolio 4 If necessary DEO as a member of TEMB <p>JL remarked that the Olympic experience was good and DB on behalf of the council wanted to send compliments to everyone involved.</p> <p>JL informed all that a new talent manager had been appointed and this was JT. Regarding the SE funding for the next 4 year cycle, a presentation is on the 8th October and the outcome is expected in November</p> <p>Finance and membership as from July a new reporting method TE split into a more obvious way of how money is spent and profit and loss is detailed. This would serve to provide more information on membership churn and growth and understand how this is happening</p>	

over the year and years.

Regarding finance there is an issue re TE and BF regarding the reserve and a mandatory letter from the auditors. The BTF has transferred £251,000 to the TE reserve.

PR Hatch Communication to raise the profile of TE as a leader of sport and make triathlon accessible.

The championships next year have expanded. TE has taken over the relays at Home Pierpoint in Nottingham. IRC proposal was discussed.

Allowing Co-options to TEMB

Changes to the regulations 40-41 re co-option.

Addition of a marketing and communication portfolio

Increase the board by adding marketing and communications portfolio and this is to be proposed at the AGM.

Changes to current English Teams portfolio

Director of English Team changed to Director for England talent.

Changes to term of directors

Change to the term of director will be instead of 2 years increased to 4 years with a 2 years review in line with Sport England and UK sport to limit the number of terms, to be discussed further in line with regulations and legal Mike Townley.

DEO

Discussions are continuing on the question of whether the Director of English Operations is to be on the board and a change is not be discussed here.

DB asked what benefit a 4 year rather than a 2 year will have.

JL commented that consensus and good governance is 4 years.

PC said that there had been poor communication to the council on this matter.

DB asked all how to proceed and that the council should decide and they felt they had not had enough decision making time to discuss it and felt it was very last minute. Also TEMB were more involved in a day to day level and information to operational staff was easier to discuss.

Both FR and HV asked what the purpose of the council was and what

	<p>they were they for and it was felt that another meeting should be arranged for discussion.</p> <p>DB asked how the council should go forward.</p> <p>LG said there needed to be a better form of communication to the council and more controlled.</p> <p>DB commented that the board should go to the council and then the council decide then on a decision.</p> <p>There was a discussion on whether the changes would be proposed by the Board of the Council. It was felt that the Council was not in a position to propose any changes as it had not been sufficiently involved in the discussions.</p> <p>DB asked if the Council was ok regarding the decisions and all said that the first 3 items (co-option, marketing and communications portfolio and the talent Portfolio) were ok with but the 4th item regarding the 4 year term needed to go through the council and the council were not happy and that the council should take that over and resolve it themselves and is it practical within the timescale provided.</p> <p>JL to advise the board that the council needs more time to discuss the 4 years.</p>	
7	<p>AOB</p> <p>JL mentioned about parental conduct and parents had children disqualified for their bad behaviour and that a sanction needs to be in place including clarity that regional committees are to be allowed to disqualify competitors and exclude them from IRCs.</p> <p>JL wanted the kids to be banned from regional championships and <u>IRCs</u> and there were strong retorts that the child or young person should not be penalised for the behaviour of a parent or guardian. the offender should be sanctioned and if necessary banned from events.</p> <p>DB said that the parental consent form needs to be discussed further at another meeting and that the parents are at fault and parents need to be re educated and it needs taking further.</p> <p>LG asked if this had been discussed before and JL and MB had a task to update the disciplinary rules.</p> <p>Action MB timescale 2 months for a suitable disciplinary system to be put together for approval.</p>	Action MB

	Meeting Closed and DB thanked everyone for their attendance.	
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