



**Minutes of the Triathlon England Council meeting held at 9.00am on Saturday 13 September 2014,
Burleigh Court, Loughborough**

Present : Derek Biggs (DB), Lawrence Green (LG), Dave Rigby (DR), Howard Vine (HV), Francis Riley (FR), Richard Fuller (RF) Tom Chant (TC), Matt Honey (MH)

Apologies: Aimee Stocker (AS), Phil Jameson, Sue Taylor

In attendance: Jem Lawson (JL), Mark Barfield (MB), Gareth Hall (GH), Jack Buckner (JBU) from item 5, and Samantha Rankin (SR: Minutes)

Referenced: Ian Howard (IH), Paul Gardner (PG), Duncan Hough (DH), Jack Buckner (JBU), Helen Wyeth (HW), James Taylor (JT), Bill James (BJ), Neill Craigie (NC), Jon Ridgeon (JR), Ulundi Makhanya (UM) and Kay Simnett (KS)

Item	Minutes	Owner and Due Date ¹
1	<p>President's introduction and comments/apologies for absence</p> <p>DR welcomed all present to the meeting</p>	
2	<p>Minutes from the last meeting</p> <p>The minutes were agreed as an accurate record of the last meeting.</p> <p>The Council asked for clarity on the extending Director's time and the date of renewal</p> <p>It was agreed that a list of Directors and their terms would be published.</p> <p>It was agreed to check the Regulations on the number of terms a Director can serve</p>	<p>MB to Action</p> <p>MB to Action</p>
3	<p>AGM proposals and information</p> <p>JL confirmed the date and time of the TE AGM as 15 November, 12.30-13.30, with the BTF AGM at 15.30 and the TE Awards being presented on the Saturday evening.</p> <p>MB confirmed the venue as Holywell Park, Loughborough University. All CPD and courses over the weekend will be run here.</p> <p>JL confirmed that the format of the BTF Awards would change this</p>	

	<p>year and would be by invitation only and would take place on the Friday evening.</p> <p>LG asked for clarity on who would be invited, specifically past Directors, including John Petrides.</p> <p>JL confirmed that he would contribute to the list of invitees including those who have made a contribution to TE.</p> <p>DR questioned whether the TE Workforce Awards was the right name for the Awards based on the low take up of nominations in his region.</p> <p>The Council felt altering the name to the Triathlon England Awards would be more appropriate, and asked if this can be done prior to the closing date.</p> <p>RF asked if a News article can be produced as well</p> <p>Age group costs and future ways of funding short fall</p> <p>LG raised a concern regarding Age Group and the costs charged to them. The BTF have states it makes a loss, but it is not clear to the athletes. The Council have previously discussed sending all those who have registered for the Age Group team an outline of costs.</p> <p>JL confirmed he has spoken to IH to specifically ask for a full Age Group report showing all income and expenditure.</p> <p>LG stated it should not be a one-off, and proposes putting a resolution to the TE AGM to agree a resolution for the BTF AGM that a balance sheet is produced annually.</p> <p>There was a concern that the larger membership are subsidising a smaller part of the membership, and this was not transparent to the wider membership.</p> <p>MB stated he has raised Age Group concerns and the use of the affiliation fee with JBU, HW and KS as the mechanism needs to be tidied up and that the budget process should not be rushed.</p> <p>LG suggested that Age Group should be tabled as an item for discussion at the AGM and be included in the AGM pack communicated to members.</p> <p>Club and Coach Insurance</p> <p>LG summarised changes to the BTF Safety and Welfare Guidelines for coaching including information on club sessions that are not coached, and that all session leaders must be appropriately</p>	<p>Action: JL</p> <p>MB to Action</p> <p>MB to Action</p> <p>Action: LG</p> <p>Action</p>
--	---	---

<p>qualified. However there is concern that this has not been communicated to anyone.</p> <p>LG was also concerned that it appears the insurance cover for a large number of club sessions has been removed and so members will be taking a risk when they agree to lead a session.</p> <p>There was a discussion about the definition of qualifications and courses offered by TE.</p> <p>A further discussion was held regarding coaches insurance and whether our insurance is fit for purpose and that TE is leading coaches to believe they are protected when they are not.</p> <p>LG proposed TE conducts a full review of the insurance and guidelines. To speak to Towergate to review our insurance provision and review the information on the website.</p> <p>Regulation changes update and way forward</p> <p>JL discussed the review of the Regulations with Sport England who highlighted that funds were available to support this work. A letter followed from Phil Smith, Director of Sport, regarding Governance, Finance and HR Support and including preferred suppliers and what is defined as support.</p> <p>JL has also discussed the Regulation review with Deidre McCarthy, a solicitor with a firm retained by another NGB to conduct a similar review, who will put JL in touch with the NGB.</p> <p>Proposed keeping the Steering Group in place to scope a programme for the way forward.</p> <p>The Council agreed that a conversation with Sport England and Deidre McCarthy should take place. It was agreed that a proposal on the likely costs and who will be conducting the review should be completed by the AGM.</p> <p>LG highlighted that to amend the categories of membership it would require a member vote so proposed changing the article to allow us to make changes without a General Meeting.</p> <p>FR expressed concern that people at the AGM would be agreeing to something without having any idea or information on what they were agreeing to.</p> <p>MB outlined the proposed changes, which included giving the Council the ability to approve changes to the membership categories and costs. The TEMB would approve changes to</p>	<p>Action: MB</p> <p>Action: MB</p> <p>Action: JL</p>
---	---

<p>procedures the Council committed to a calendar of activities including Director appraisals. LG believed it this was meant to be incorporated into a wider TE calendar. It was agreed that MB would look at organising this.</p> <p>BTF course royalties</p> <p>RF circulated a spreadsheet and email in July, on the costs liable to the regions for putting on courses. He felt it was apparent that by adding the TE royalties to all courses the prices becomes quite difficult, and that next year a L1 course needs 15 people to break even.</p> <p>RF asked if there is anything that can be done to reduce costs?</p> <p>FR commented that if the TE royalties are a realistic amount it makes senses to be there. Although he was surprised by the comparison between coaching and official course tutors and questioned why the costs were higher for coaching tutors?</p> <p>MB outlined that the coaching courses are fully commercial whilst the officials' courses are more voluntary based. The biggest challenge is recruiting and retaining coaching tutors.</p> <p>RF stated that the Regions are paying a fixed royalty for both L1 and L2 courses and asked if they could be an adjustment?</p> <p>RF confirmed that the Region had signed up to the principle of paying royalties, but that the calibration is wrong and needed adjusting between L1 and L2.</p> <p>TC questioned whether anyone was thinking of price increases?</p> <p>MB confirmed that there was no issue with either a price increase or with courses being priced differently across regions.</p> <p>MB confirmed that the Proposal presented in January can still be done and deliver additional funding to the region, but it is for Council to give consideration to this.</p> <p>FR asked MB to outline the benefits of the proposal to the region?</p> <p>MB explained that the Regions would be involved in planning when and where courses were held, that payments would be made to the office, and that the office would cover all bills. At the end of year they would produce a set of accounts with the balance being split between the regions.</p> <p>DB queried whether this would be an equal split?</p>	<p>Action: MB</p>
--	-------------------

	<p>MB confirmed that this would be a decision for the Regions.</p> <p>Further discussion was held, and it was agreed that a report would be prepared on the royalties based on the forecast figures and that the Council would consider the centralisation of coaching for September 2015.</p> <p>MB agreed to circulate the original proposal including the relevant figures.</p>	<p>Action: MB</p> <p>Action: MB</p>
4	<p>To consider other Regional Matters</p> <p>FR asked the Council to clarify how the Yorkshire & Humber region put the proposal to alter the region name to the AGM?</p> <p>DR confirmed that they region should write in prior to the deadline.</p> <p>FR asked a further question about whether the region could adopt the Yorkshire “pale blue” as the regional colour.</p> <p>JL agreed that they would need to examine the branding guidelines and regional regulations.</p> <p>TC spoke about the IRC’s. Whilst the event has been well received the date and timing of the event was not popular.</p> <p>JL confirmed that the BTF, as organisers, are aware of the issue and will be reviewing.</p> <p>TC went on to speak about Club names, as in the London/SW region there are two clubs (Thames Turbo and Turbo Kids) with similar names and asked if there was a more robust way to check names when registering.</p> <p>A discussion took place with the Council asking it should be TE’s role to police this?</p> <p>MB confirmed that there were circumstances when we would refuse to register a club, for example when an offensive name was given and that clubs cannot register with the exact same name.</p> <p>It was agreed that the Regional Managers would be guided by the region, and JL confirmed there should be sensitivity about clubs forming but that we can only suggest or persuade.</p> <p>TC went on to ask about Government lobbying for increased</p>	<p>Action: MB/JL</p>

	<p>facilities.</p> <p>JL confirmed that JBu will be formally introduced to Brandon Lewis MP.</p> <p>LG spoke about paratriathlon, as his region was not clear on who is responsible for doing what in BTF and TE. They have paratriathletes in the region and do not know who is meant to be supporting them. He asked if the current website tabs can be linked to something that explains what the support systems are.</p> <p>LG requested a one-page document that explains the categories and where to go for support.</p> <p>LG went on to speak about the Academies as there are no resources for the person responsible for running an academy and asked if a web page could be created.</p> <p>MB was not sure a webpage would be answer as the role changed. He confirmed that JT would be able to have conversations with those running the academies and the chair.</p> <p>MB agreed to produce a document that outlined what the regions are responsible for in connection to the academies.</p> <p>DR highlighted a concern from his region about rule changes for children, and requested that before implementation the Regions can have input.</p>	<p>Action: MB</p> <p>Action: MB</p>
5	<p>To consider a report from the Chair of the Board and on matters that Council need to discuss</p> <p>DR introduced JBu and welcomed him to the meeting. The Council members introduced themselves.</p> <p>JL spoke about the Kynsale project and that work was progressing, including interviews taking place for the additional staff. He confirmed that reallocation of funds has taken place to pay for the work, with TE funding 85% and BTF funding 15%, though TE will underwrite BTF contribution.</p> <p>LG queried this and asked if it was a departure from principles or a practical matter.</p> <p>JL confirmed it was the latter.</p> <p>JL spoke about membership and stated that recruitment of members is not a problem but retention is stubborn problem, and we have outsourced chasing lapsed members offering a bonus for</p>	

	<p>a Direct Debit renewal.</p> <p>JL outlined that the event permitting is being reviewed as it is deemed as poor value for the event organisers. The proposal is that Event organisers would still pay £1.20 per entrant, but that we remove the day membership charge. There are risks attached, however it is proposed to be piloted with unregistered events with significant entries with careful evaluation.</p> <p>DB asked if smaller events would be also considered during this review.</p> <p>JL thanked DH for being proactive in developing an event strategy covering Permitting, TE Championships, TE Champions, Quality measures, Children’s events, Unregistered events and Capacity and enhancement.</p> <p>JL mentioned that the Regional Head Coaches contact should not be place and standards of athletes continue to rise. There has also been recent communications with the Channel Isles and Isle of Man.</p> <p>JL spoke about the place of trinews. A hardcopy will be produced in September and there is controversy about whether it should be the last. There are proposal for it to be on a digital platform. There Clearly all members will need to informed. There is a budget consideration in all of this. Nominally a British publication, but predominately funded by TE. JL asked for views from the Council.</p> <p>DB confirmed we should stop it but people should have enough notice to provide an email address.</p> <p>MB confirmed that we would write to them to inform them.</p> <p>LG and FR thought this decision had already been made.</p> <p>JL stated that there was some ambiguity around this decision.</p> <p>JL mentioned that there was a potential member benefit from Nuffield Health and that we are optimistic that a benefit can be organised.</p> <p>JBu has set up a Commercial group including MB, PG, and BJ from TE and NC, JR, HW and UM from BTF.</p> <p>JBu confirmed that the commercial aspect is key for the sport. The group is there to keep on top of this area. We have a great proposition and we need to be more proactive in this area.</p>	<p>Action: MB</p>
--	---	-------------------

	<p>JL mentioned that he and IH attended the initial meeting of the Association of Commonwealth Triathlon (ACT) who formally adopted a constitution. President is Sarah Springman and JL has agreed to take the role of Secretary-General.</p> <p>JL asked the Council to think of potential nominations for the BTF Gold Pin Award and as a British award, people need to have contributed in a very significant way to British Triathlon.</p> <p>JL mentioned triconnect and that it is a British project which promises great benefits to members and event organisers.</p> <p>MB confirmed that traffic to the member's area has increased, and populating race results is where administration is needed. There has not been any promotion whilst we are populating the content.</p> <p>JL confirmed that TE has joined the TIA which will give us access to their data and research.</p>	
6	<p>Any other urgent business. To include regional AGM voting systems</p> <p>TC asked about the club voting at the AGM's. The issue is about how smaller clubs has the same power as a larger club.</p> <p>DR confirmed it was 1 vote per club as they are each members.</p> <p>DR also confirmed that club members that are not members of TE cannot vote.</p> <p>TC highlighted that London allows that if a club is a member, then there members can vote.</p> <p>LG believes it is the only region that does it and the TEMB would not have approved a constitution with this included as it is contrary to the TE regulations.</p> <p>MH asked for clarification regarding the voting process, and whether it can be a show of hands.</p> <p>DR confirmed that it when electing officers for committee you should go to the best efforts to communicate, whilst other business at the AGM can be done on a show of hands.</p> <p>DR agreed to circulate the regional email.</p> <p>MB mentioned the proposal about the membership categories, and to check that the Council are happy for that to go forward and for LG top draft something.</p>	Action: DR

	<p>LG asked if Council are happy with the proposal drafted and that it is a Council proposal to be presented at the AGM.</p> <p>DR thanked all for attending the meeting and confirmed the next meeting will be at the AGM on 15 November.</p>	<p>Action: LG</p>
--	--	-------------------