



**Present:** Dave Rigby (DR) Chair, Sue Taylor (ST), Richard Fuller (RF), Lawrence Green (LG), Matt Honey (MH), Tom Chant (TC) Francis Riley (FR) Howard Vine (HV) Dave Bellingham (DB)

**Apologies:** Phil Jameson (PJ), Derek Biggs (DB), Aimee Stocker (AS)

**In attendance:** Mark Barfield (MB), Anna Moss (AM) minutes, Gareth Hall (GH), Jem Lawson (JL),

**Referenced:** Kay Simnett (KS), Helen Wyeth (HW)

Item	Minutes	Action
1.	<p><b><u>Opening remarks</u></b></p> <p>DR welcomed everyone to the meeting including MB, JL and GH.</p>	
2.	<p><b><u>Apologies</u></b></p> <p>Due to illness and other issues PJ, DB and AS were not able to join the meeting.</p>	
3.	<p><b><u>Minutes from Telephone Meeting 19<sup>th</sup> December</u></b></p> <p>The minutes of the last Triathlon England meeting held in September 2013 has some changes and would be available in dropbox following on from the meeting.</p>	
4.	<p><b><u>Regional technical officials and ways identified to assist Nationally</u></b></p> <p>MB clarified that this was about ensuring regional technical officials had access to the data they needed and had the ability to contact the people they need to contact. LG highlighted that current data is out of date and needs updating.</p> <p>MB spoke stated that the cleansing data was two years ago and this needed to be rectified. GH to action.</p> <p>FR stated that with regards to the technical officials there is no reason they couldn't update their own details, i.e. a tagging system in place we would be able to at least the information would be correct. Is it</p>	

5.	<p>possible to tag any criteria? MB confirmed there wasn't but is being worked upon.</p> <p><b><u>Regional Matters</u></b></p> <p>LG stated there are regional barriers to participation that should be discussed nationally. LG continued to explain that access to pool times for existing members was proving a challenge in the West Midlands.</p> <p>JL responded by saying that the Chief Executive of Sport England had been made aware of the situation.</p> <p>LG highlighted that masters swim sessions are particularly uncooperative, but apparently the way in which they are funded by the ASA means they have to hold onto their full pool times or they will lose funding.</p> <p>LG detailed another barrier to entry with younger age groups gaining access to off road routes for cycling. A suggestion was wider access through universities which is something that is possibly an area to review.</p> <p>LG stated that there was a need for more ride leader courses for clubs. MB responded by saying it was part of the plan for an increase roll out.</p> <p>LG queried the issue with raising the insurance renewal with Level 1 coaches. MB responded by explaining that level 1 coaches have always been assistant coaches, but they are trained in a way that they could work independently to a certain extent. MB clarified that this was the reason behind it being flagged up by the insurance company.</p> <p>ST questioned the timing of the IRC's which had been moved to Friday 22<sup>nd</sup> August and whether there had been any issues in any other regions? ST explained the potential issues for parents if these were hosted in the middle of school holidays or immediately adjacent to Bank Holiday weekend.</p> <p>MB explained that dates were hard but British Triathlon had struggled to find a date and didn't have a lot of options due to other events. MB suggested that feedback from the Council should be relayed to British Triathlon.</p> <p>JL suggested he have a conversation with John Ridgeon at British Triathlon about the issues, and will feedback at the next meeting in May.</p> <p>RF highlighted the issues with the regions capacity of children's events, explaining that the events were filling up fast with waiting lists over 100. RF queried if other regions had similar problems?</p>	
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<p>6.</p>	<p>It was suggested that other regions found similar events in their area to be popular.</p> <p>MB suggested going out and finding what the barriers are to increased capacity for young people's events. MB highlighted the idea behind GO Tri and that an event similar to that for children could be a way to solve the solution.</p> <p>FR mentioned that electronic banking had been an issue previously and emphasised it was important to revisit this. JR continued to explain there had been confusion over the proposals in relation to the North East and Yorkshire &amp; Humberside and would like someone from Triathlon England to assist in their March meeting.</p> <p>It was discussed that there has been confusion for some clubs with which region they come under, however it was concluded that the clubs could decide whichever region they wanted to be with.</p> <p>It was decided that there will be an issues log following on from Council meetings in order to track any issues and their outcomes.</p> <p>LG queried if they had received all the papers that went to the Board. JL confirmed due to staff illness that there may have been some issues.</p> <p>TC queried if Triathlon England does any lobbying with sporting facility management companies? MB explained that they tend to collaborate with the larger companies due to them having more venues and flexibility with regards to the use of facilities.</p> <p><b><u>Coach Education Structure</u></b></p> <p>MB opened by providing an overview of Coach Education, its current status and how it had developed over the years. MB explained that he wanted the council to consider a recentralisation of Coach Education with a profit share principle.</p> <p>RF suggested that we increase the admin charge of Coach Education.</p> <p>It was discussed amongst the council that various regions do better than others with their Coach Education, therefore splitting it into even portions may be a difficult task.</p> <p>FR explained that it might be useful to have a debate on the budget and perhaps that could be re-evaluated to cater to admin costs.</p> <p>MB highlighted that a decision wasn't the aim for today; it was just start the planning process.</p> <p>MH commented on the problems with courses getting filled up and not providing alternatives, he also explained that the current coaching</p>	
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<p>7.</p>	<p>system with gaining certificates needs to be looked at.</p> <p>MB responded explaining that the awarding body and examination board is all external; therefore we have to comply with their guidelines.</p> <p>The discussion continued on to encompass all elements of the current courses hosted in the various regions. One issue debated was what should be done if a regional course is making a loss? MB responded by explaining it was about building the sport and not about making a profit.</p> <p><b><u>TE Management Update</u></b></p> <p>JL apologised that the papers didn't go out on.</p> <p>JL spoke of the current status of the Triathlon England monthly report and the creation of new format. JL continued on to speak of the monthly financial narrative from KS, with a brief discussion about what papers the Council should receive.</p> <p>JL explained that interviews for the TEMB position of Membership Director would take place on 8<sup>th</sup> February 2014.</p> <p>JL detailed the Sport England Progress Review, highlighting that TE needs to deliver this to Sport England who have a key focus upon participants and growth.</p> <p>JL continued to explain the 2 Circles project and how this will develop on from the work of Ovens Co, enabling stronger membership and events relationships.</p> <p>JL updated the council about the positivity of Go Tri and that how it's key to many things we want to do, and how we deal with the potential growth of the project.</p> <p>JL addressed the issues with IT and how it is needed in order to move forward therefore we would need more resources.</p> <p>JL finalised saying that we'd been hitting all Sport England targets and that the future for Triathlon England was positive with the strategy in moving forward, and a budget in place to reflect what we are doing.</p> <p>There was a conversation in relation to what papers would be supplied to the Council. The conclusion was that in order to communicate properly the Council would see what the Board sees; therefore papers will be visible to each group in the respective Drop boxes. AM to allow Board and Council access to these folders.</p> <p>Discussion continued onto the development of the Monthly Report and the amount of times a year we schedule meetings and telephone</p>	
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	<p>meetings.</p> <p>DR highlighted that we need to communicate the outcomes to the regional committees, however papers shouldn't be shared.</p> <p>LG explained that it was previously discussed organising a Council report which could be sent to the regional committees and that perhaps one member of the council could prepare report for this. All agreed this was a good idea.</p> <p>8. <b><u>Review of regional constitutions</u></b></p> <p>TC gave an overview of the regional constitutions and that we'll be using the same template, however it does need an update with adding on the roles of the executive committee.</p> <p>DR suggested that the template would need an update following on from regulations.</p> <p>MH queried if the constitutions had to be approved formally by the board? LG and HV clarified that they do.</p> <p>DR highlighted that we had two weeks to go through the budget and come back if there was any amendments to be made. LG raised his concerns over the amount of detail and its process, LG suggested a simplified format and commentary would be great due to lack of detail.</p> <p>9. <b><u>Budgets</u></b></p> <p>LG discussed the British Triathlon Funding with the Home Nations and how there had been a shift in how funding is organised and that there wasn't enough communication about it. MB clarified it had been discussed in December.</p> <p>LG spoke of the continuing funding issues with the Home Nations, MB clarified these problems are being dealt with. LG highlighted the new introduction for the year of funding the age groupers, and that it costs more than they contribute. LG queried if age groupers should be paying for themselves and that we benefit from asking our members.</p> <p>MB explained that the Scottish issue hasn't progressed, but reminded the council that it is all a step in the right direction.</p> <p>LG explained that we perhaps need a consultation with our members on the way the HNs contribute to BTF funding.</p> <p>HV suggested charging higher for age groupers and currently there is a review with HW and whether it should be increased and how much we fund supporting people.</p>	
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<p>10.</p>	<p>LG suggested there is a set of accounts to the age groupers at the end of each year to show the financial statement.</p> <p>LG highlighted the process about the budget with relation to the Board.</p> <p>DB left the meeting.</p> <p>JL explained that the 26<sup>th</sup> February was the final date of budget approval from Triathlon England, and the 28<sup>th</sup> February was the final date for the British Triathlon budget approval.</p> <p>LG queried when the Annual Business Plan will come out? MB answered by saying it would be next week.</p> <p><b><u>TEMB directors recruitment and selection process</u></b></p> <p>DR suggested we set up a working group to set up TEMB role descriptions and look at a role description for Council members.</p> <p>LG highlighted that it would be wise to have a paper introduction</p> <p>TC explained there needs to be more direction with a flow of information.</p> <p>FR explained there should somewhere to access an electronic Council Annual Review to make it easy for anyone to digest. LG agreed saying it should be accessible to everyone. All agreed.</p> <p>JL highlighted that the British Triathlon President was moving back to the UK.</p> <p>DR concluded by making the Council aware that for the Membership Director interview two Council representatives would be required. It was decided that LG and RF would support JL on the panel.</p> <p>Discussion was had about the resolutions and splitting the regions, LG emphasised the demand for representations with explanation of the current regional findings highlighting the South East and South Central.</p> <p>FR encouraged that we needed the support and how do we do this? The conclusion was that it is about being organised and getting the message of our resolution as best we can to our members.</p> <p>LG discussed the resolution of the Council and Board terms and how it would impact. It would be suggested to log the figures of when people started their roles on the Board.</p> <p>MB, GH and AM left the meeting.</p> <p>The council unanimously approved the resolutions.</p>	
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11.

**AOB**

No other business.

**Action points of the meeting**

Action AM – Allow access to dropbox for Board and Council

Action AM - To send Monthly Report including KPIs to Council

Action GH – Updating the data for regional technical officials

Action MB – To send out the Annual Report