

**MINUTES OF THE TRIATHLON ENGLAND COUNCIL MEETING  
HELD ON THE 16<sup>th</sup> MAY AT ISEH OFFICES, LONDON  
09:00 -12:00**

**Present:** Dave Rigby (DR), Francis Riley (FR), Aimee Stocker (AS), Lawrence Green (LG), Howard Vine (HV), Matt Honey (MH), Tom Chant (TC), Richard Fuller (RF).

**In attendance:** Jack Buckner (JBU), Bill James (BJ).

**Apologies:** Sue Taylor (ST), Phil Gray (PG), Derek Biggs (DB).

**Minutes:** Melanie Commons (MC)

**Please note: All members to update Action List as appropriate at each subsequent meeting.**

Item	Minute	Owner and due date
1	<p><b>Opening Remarks</b> DR welcomed everyone to the meeting and ran through items for discussion and stated BJ and JBU will be attending later in the meeting to present their reports from TEMB.</p>	
1.2	<p><b>Declarations of interest;</b> HV stated a conflict of interest to be noted due to his directorship of Blade Contract Services Limited, a printing and embroidery clothing company.</p>	
2.	<p><b>Minutes from last meeting</b> There was a concern stated regarding confidentiality on the minutes and that members should have a right to see what is discussed and the Council be accountable to members and not remove all items of a negative nature from the minutes. It was agreed the Council have a week to review a proof of the minutes before publication onto the website.</p> <p>It was stated that procedurally the introduction of an Action List is a positive move and was suggested to keep going forward as an ongoing Action List included in the minutes until confirmed as resolved at the next Council meeting.</p> <p>It was commented regarding an item on the previous minutes of organisers not being registered for events. It was stated a review is planned to revisit and find a way of encouraging organisers to register for events and how this is to be managed. It was acknowledged Tri Connect is proving beneficial to show the results for events.</p> <p>It was stated that there is a regular occurrence of organisers not registering for events but still charging for a day licence. Action: HV to review with Duncan Hough.</p> <p><b>Penalties for Races not registering with TE</b> It was confirmed FR will raise the point at the following TEMB meeting.</p> <p>It was stated regarding the previous minutes that regional input is to be considered for the web review.</p> <p>Regarding regional consultation for the TE Awards it was agreed to have a consultation process but a need to agree on a mechanism and this will be discussed at the following TEMB meeting.</p>	<p align="center">HV</p> <p align="center">FR</p>

	<p>LG proceeded to discuss the Governance handbook, and stated a draft had been circulated to JBu and BJ for their comments and once their comments had been received it would be circulated more widely within a few weeks.</p> <p>LG then discussed the various supporting documents, those being:</p> <ul style="list-style-type: none"> <li>• The Terms of Reference for the Events Rules and Tech Committee, it was stated this had been discussed with Duncan Hough and wording will be provided for the document.</li> <li>• The Annual TE Timetable document, LG produced a document from the information he had and this had been circulated to DR, BJ and JBu and he is waiting to receive comments back on the process. LG stated the budget process is the missing information from the document as BJ and JBu need to adopt a new process going forward. LG mentioned he had compiled what had been previously discussed by the Council but not implemented.</li> <li>• Regional Academies and how they function and are funded, this will be a process to be reviewed going forward.</li> <li>• Collaboration Agreement update was mentioned and confirmed as needing a slight update.</li> <li>• The description of how the Council operates. This was stated as a most important document to be viewed relatively soon and deals with the flow of BTF and board information being received.</li> <li>• A document regarding clarity of the authority of board directors. It was stated the regulations provide power to the management board but not to individual directors. LG stated an understanding is required of what individual directors can do on their own.</li> </ul>	
<p><b>3.</b></p>	<p><b>Regional Concerns</b></p> <p>It was stated by RF that there were no concerns to be noted for the East.</p> <p>TC mentioned if races and events had potentially reached a saturation point and a possibility that the new Director of Delivery can review the entries into the sport. DR confirmed it is a matter for an event organiser to review and not the Council. This was to ask whether this had been noticed within the BTF/TE and acknowledged in the planning of membership numbers and revenues. It was claimed it had been noted and conservative estimates put in place.</p> <p>LG raised a point concerning the cost of courses, for example ride leader courses and Swim Smooth novice freestyle. It was stated courses are very useful but expensive to provide and not sustainable. RF stated a concern as to why we are embedding with one company and that Swim Smooth seems the prescribed way going forward. In response FR stated it is a way of analysing how swimmers operate and instead of 1 particular way of teaching, it is multi level and an individual approach. MH commented that it is worthwhile from coach feedback received of having a single point of reference to keep communication and uniformity consistent for coaching.</p> <p>LG raised a concern with regards to the Age Group kit regarding cost and late delivery and whether a more long term solution for reliability and cost of delivering the kit is needed.</p>	

HV declared an interest and provided an explanation of the timescales for delivery and cost in regards to quality of the kit.

FR raised a concern from the Yorkshire committee about the cost and quality of a level 2 coaching course compared to that of a level 2 technical officials course, DR responded that the disparity was due to the officials course using volunteer tutors as opposed to the coaching course tutors whom are paid as tutors. DR suggested that any complaints about sub-standard courses be dealt with by RPM's or Giles O'Brien and is not a council matter. It was suggested a review of the process for the coming year with regards to payment and planning for next year's budget be discussed by TEMB.

DR proposed to discuss the Race series in the next two items and Officials item at the next council meeting in September due to timescale.

RF provided a presentation on the East Region Race Series and JBu and BJ were then invited to join the meeting.

RF proceeded to state the presentation was requested for a desire to share information with the council across the regions and went through the presentation, discussing the following:

- Purpose of Region– being to promote Triathlon
- Promote membership of TE
- Race Series events – adult championship events and children's one off championship and league
- Administration of the league and database
- Four categories, those being; male, female, under 14 and 14 and over
- Points scoring matrix
- Club league including adult and junior series
- Triathlete engagement
- Raising the profile

MH suggested sponsorship of kids events and promotion of kids events. JBu acknowledged that models of membership for kids to be considered and a total review of the permitting scheme to be considered.

FR mentioned Yorkshire committee planning and to have race presentation to be adopted by AGM so that it was finalised by the end of the year and the committee themselves organised events and this worked well. Also the suggestion of a web facility for kids being free so in effect the region provides an umbrella for the organisation and structure and it was confirmed 2 presentations are in dropbox to highlight this.

MH queried how the regions deal with the presentation of awards. Each member provided their process for their particular region with regards to the presentation of awards.

BJ proposed if there was an opportunity to focus more on a coordinated. integrated and consistent approach with juniors as opposed to adults as priority across the regions.

	Action: JBU to offer a staff member from events to be present at the next meeting in September. A draft project plan for the web review process document will be circulated to TEMB and the council by BJ for feedback to be received.	<b>JBU</b> <b>BJ</b>
<b>4.</b>	<p><b>TE volunteer awards</b></p> <p>HV then provided his update and stated he had brought the matter to the attention of the board at the last TEMB meeting. A note of thanks was to be stated to Gareth Barker and Ali Sibcy for all their work regarding the concept and changes to the awards system.</p> <p>A document was provided to the members and the following was discussed:</p> <ul style="list-style-type: none"> <li>• To reduce the number of awards to 9</li> <li>• Simplify the methodology and process for the nomination process</li> <li>• Timescales with the inclusion of the board review</li> </ul> <p>There was a suggestion of 1 board member to take a category each or 3 board members have 3 categories each with BJ being the Arbiter.</p> <p>There was a concern highlighted regarding 3 options on the nomination form and a solution of a maximum number of points being an alternative option instead. It was stated a document showing the process was to be supplied to the regional committees.</p> <p>HV is to recommend at the TEMB meeting the review and then discuss with the regions before implementing in July.</p> <p>BJ confirmed in response to a question with regards to the BTF /TE awards evening, Helen Wyeth has taken control of the planning process and consideration is taking place to ascertain if it will be for 1 or 2 days and how to streamline the process for the TE awards.</p>	<b>HV</b>
<b>5.</b>	<p><b>Report from TEMB</b></p> <p>DR then introduced BJ to provide his report.</p> <p>BJ proceeded to state that key topics have been provided in the CEO report and JBU will be updating on the reorganisation, strategy process with timelines, the website and rebranding , and major events.</p> <p>BJ then discussed the emerging strategy and timescale of September to finalise the strategy and a need to be more specific and the dashboard section will be essential to that. At the joint board meeting in July there will be a focus on this and TEMB now have time to offer input to BJ prior to the July meeting.</p> <p>LG queried with regards to the strategy document specifically sharing with the regions. JBU and BJ agreed that it is an open document and can be shared currently.</p> <p>In response to a question from FR for a more uniformed response procedure. JBU emphasised that having a uniformed strategy for the sport and the operational delivery of that, respect is given to individual organisations and JBU has initiated TE organisation meetings and so clear operational targets are set with accountability for a more uniformed delivery.</p>	

Minutes of the TE Council meeting held on 16/05/15, minuted by M Commons, sent for review to DR on 29/5/15 and the council members on 01/06/15 approved by DR on 9/6/15 for distribution

BJ stated with regards to integration, that with Inspirational events he is keen to capture the input when the events team are planning for acknowledgement with regards to participation and membership and winning performance and the pathway is integrated appropriately.

The understanding of the relationship with regards to TIA was queried by RF. JBu stated the partnership with the TIA is very positive and we will be working very closely together. JBu confirmed there had been a discussion with regards to collaborating concerning insight and possible joint funding and also a review of the permitting with the TIA.

BJ briefly discussed Go Tri and stated it is classed as a success and the data compiled has proven this. He went on to state with regards to the strategy work this will cover the branding review and would like feedback from the council on the process that unifies the organisation as Britain but allows the Home Nations to have identity. However, he queried at a Britain and England level what degree of differentiation should be aimed for in the identity through brand. LG mentioned the governance point of view with regards to identity and BJ stated he would be pleased to discuss going forward at another time.

JBu was then introduced to provide his report on:

- Reorganisation

It was stated there is a TE operational group in place and this will prove to be very beneficial.

- Personnel

JBu then covered the topics of recruitment and colleagues departing and stated Morgan Williams has been promoted to Membership and Insight Manager. It was then reported that recruitment has taken place externally for a Customer Experience Director and interviews for the Director of Delivery and National Development Manager have taken place and a full SMT should then be in place.

There was a question with regards to finalisation of the organisational chart and it was stated once confirmation of acceptance of the last 2 posts had been received it would be confirmed. LG requested an update to be circulated when finalised to members.

BJ wished to state that the new National Development Manager would make a difference to the RM team due to lack of leadership previously that has caused operational issues.

FR wished to state with regards to poor practice from an operational side, he had a concern to make sure this was not repeated and had a suggestion of a formal process be adopted going forward. JBu commented that the staff survey has been very useful for reviewing the process and a discussion regarding a Staff Association has been suggested and he is open to solutions. Action: BJ to support the process and work with JBu and KS to design a process for staff welfare issues.

**BJ**

	<ul style="list-style-type: none"> <li>World Triathlon Series Event 2016</li> </ul> <p>JBu informed the members he was awaiting confirmation of Leeds as candidate city for WTS 2016. He stated that our proposal makes this a showcase of Triathlon, with the WTS event to be seen as a vehicle for the sport. An announcement is expected on the 18<sup>th</sup> May.</p> <p>It was stated a 50/50 proposal for partnership with Lagadere had been negotiated which will provide more control over the event. It was stated one of the advantages would be exclusive periods to market events to the Home Nations members and link to Go Tri events with the aim to be much more integrated.</p> <p>Once an announcement of which City is announced, it was confirmed there will be a whole structure at the event for planning to be more linked for TE to be involved with regards to participation.</p> <p>It was stated Membership is still an area for concern due to a combination of factors including personnel issues and JBu is leading on a membership recovery group with the aim to improve the membership position.</p>	
6.	<p><b>AOB</b></p> <p><b>The meeting was brought to a close and the date of the next meeting was stated as Saturday 5<sup>th</sup> September venue TBC.</b></p>	