

**MINUTES OF THE TRIATHLON ENGLAND COUNCIL MEETING
HELD ON THE 5th SEPTEMBER 2015
09:00 -12:00**

Present: Dave Rigby (DR) President, Aimee Stocker (AS), Lawrence Green (LG), Derek Biggs (DB), Matt Honey (MH), Tom Chant (TC), Richard Fuller (RF).

In attendance: Jack Buckner (JBU), Bill James (BJ), Dan Salcedo (DS), Peter Pain (PP), Natalie Justice-Dearn (NJD), Garth Lewis (GL).

Apologies: Sue Taylor (ST), Francis Riley (FR), Howard Vine (HV), Phil Gray (PG).

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>President's introduction and comments/apologies for absence. The President welcomed everyone to the meeting and introduced NJD and PP. The items for discussion were then ran through and DR stated BJ and JBU would be attending later in the meeting to present their reports from TEMB. Apologies were received from ST, FR, HV and PG.</p>	
1.2	<p>Declarations of interest None.</p>	
2.	<p>Minutes from last meeting The minutes from the last meeting were all agreed as accurate. LG provided a brief update on the Governance handbook and stated the aim is to have completion by the forthcoming AGM.</p>	
3.	<p>Council Matters and Regional Concerns It was mentioned that unregistered events was a concern, with a feeling of a lack of motivation with organisers for smaller events in particular. DR stated this was to be discussed in the following TEMB meeting. PP confirmed this is discussed on a regular basis with Regional Managers and the Events Engagement Manager and they will be assessing on how to engage more on permitted events going forward. RF mentioned a review of last year which had a membership focus with the option of various options to attract participants. It was stated that the Regional Managers are to chase unpermitted events to make sure they are kept in fold going forward.</p> <p>RF stated members need awareness that insurance doesn't cover unpermitted events and anyone not insured should not race.</p> <p>RF stated there were no concerns from the East that were not covered in the Agenda.</p> <p>MH stated two concerns, one being Head Office support for the junior series particularly the creation of new events and that Regional Managers only have limited time to focus on juniors. It was hoped to have more assistance with the closure of roads for events and support from TE regarding collaboration with any local council. The second comment was regarding junior races in the South East and the difficulty with obtaining volunteers to manage races which could result in</p>	

<p>disallowing some races. It was suggested for BTF to collaborate with clubs to take on a race and if the possibility of an option through membership to join TE to race and volunteer with the suggestion of volunteering once a year as part of a membership package.</p> <p>It was stated that large events are detracting the exposure from local smaller events and there needs to be a balance between larger and smaller events with regards to a supply and demand curve.</p> <p>There was a call to action promoting volunteering and NJD suggested the possibility of a whole communications piece/strategy possibly to understand the volunteering role in more depth to provide confidence in their ability to volunteer.</p> <p>LG mentioned the Coach Education online booking process is about to be launched, but his region was awaiting confirmation on the operational side. PP responded with apologies that this has not been communicated due to him taking on the new role of National Delivery Manager. It was stated that the online booking has been created from mid-September and the first stage is to test in-house and then go live. It was mentioned that the courses affected will be the courses that run after Christmas and the revenue will be returned to the regions.</p> <p>The ratio of courses income was queried and the numbers involved and revenue to expect. The response was that it was difficult to manage to show any profit.</p> <p>The funding of regions was stated as needing to be clarified/confirmed and the focus was to be on HQ funding the regions and how this could happen.</p> <p>LG stated it had been previously agreed that a document was to be provided showing an explanation of regional academies being run, input and funding and how it is working. It was stated that academies need definitive ideas on decisions going forward for funding and strategy and a common policy across the regions needs to be implemented</p> <p>Going forward it was stated that working groups are being implemented for any projects. In answer to a question concerning revenue, DR stated the expectation is to receive a grant from TE for spend in the year and to store reserves but stated guidelines and best practice needs to be provided.</p> <p>LG asked for confirmation of receipt of the regional grant. NJD stated she will confirm.</p> <p>Officials and how to make them feel worthwhile:</p> <p>DR stated West Midlands seems one of the most effective systems. LG stated Google drive currently used makes officials feel involved rather than dictated to and allows officials early access and choice as opposed to being given events to do.</p> <p>Confirmation of officials marking guidance was queried and it was stated guidance is provided on the race report.</p>	<p style="text-align: center;">NJD</p>
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	<p>In conclusion DR stated to take the comments from the meeting and talk to officials to progress going forward.</p> <p>With regards to a question concerning parent volunteer guidelines it was stated each region receives a document stating protocols to follow.</p> <p>There was a suggestion of sending various options for officials to partake on a refresher course to Duncan Hough to consider.</p>	
<p>4.</p>	<p>Skills schools update</p> <p>DS was introduced to provide his update on Skills School. The CEO confirmed a formal monetary award had been confirmed from Sport England for Skills School going forward.</p> <p>DS proceeded to go through the Skills School presentation. The CEO stated that a Skills School lead at BTF is to be appointed and by December 2015 a lead by region appointed. There will be a working group set up to steer delivery planning of the Skills School and will comprise of FR, LG, RF, DS and John Mills from TEMB who will work with BTF staff to address implementation.</p> <p>A review of academies and how they were being managed was queried with clear guidelines requested. The CEO stated this is a specific project with various issues but confirmed a need to concentrate on the delivery and implementation at this stage. BJ stated on behalf of John Mills who is the board level contact (apologies for absence) this defines a clear strategy and specific project and process with new structure and working relationship going forward. There was a request for the document to be made available for regions to preview prior to the funding and was agreed.</p> <p>BJ stated a request had been sent to the regions for a response concerning contribution to match funding, pending the south west response. BJ stated all regions have provided a positive response and will match the requested funds. It was confirmed that £40k over two years would be provided from all regions, all agreed yes to move forward.</p> <p>BJ wished to state a note of thanks to the regions for being supportive of funding and questions for involvement and thanks to DS for moving forward on the Skills School due to there being no Talent Manager in post and John Mills for all his work.</p> <p>CEO update:</p> <p>The CEO provided a brief update on the organisation charts and restructure which was confirmed as complete and agreed to be shared with the regions.</p> <p>The CEO discussed the 2013-2017 Whole Sport Plan and stated it is still at implementation stage. It was pointed out that TE objectives are key and now handled by the Director of Delivery and that the next phase of development is future and funding.</p> <p>Working with the regions:</p> <p>NJD provided an update on work currently and discussed:</p> <ul style="list-style-type: none"> • The role of the regional manager and provided a brief description including their impact 	

	<p>on the region and the establishment of a work programme.</p> <ul style="list-style-type: none"> • The tools to assist the regional managers and more streamlined reporting • regional grants and the introduction of a proforma to be sent to the regions • What form of support to be provided to the regions <p>BJ requested a brief summary on Go Tri to be provided to dropbox from NJD.</p> <p>The CEO confirmed interesting analysis on newsletters and key items of interest is available to all and would like feedback on how much communication of quality information is required going forward to share with the regions with the aim of being fully transparent with all information.</p> <p>PP stated the regional manager role is to work with clubs for sport development and would like feedback on the requirements of the roles from the council going forward.</p> <p>Events update: Leeds participation –</p> <p>BJ stated that FR, BJ and NJD are collaborating with working committees at Leeds regarding the participation for the event and the focus is now on the Saturday with a process in place to move forward and is a standing item on the board.</p> <p>The CEO stated events now has a fully integrated events department, the World Triathlon Series is confirmed as being held in Leeds, the Super Series (4 events being London, Liverpool, Blenheim and Windsor)and consultation for next year is in process . It was stated the timeline is scheduled to go live in October on the re-launch of the Super Series with the aim of the events programme being ready much sooner.</p> <p>Branding: The CEO confirmed that in conjunction with the vision document, work is being carried out on the new branding. It was stated that the next phase is to work on the implementation of branding guidelines going forward with involvement with the TEMB board with the aim to launch in November. The CEO stated that formal support for branding from Triathlon Scotland and Welsh Triathlon had been received with the aim of a more integrated approach.</p> <p>There was a concern raised regarding leading with BTF and an anticipation of the future. The CEO stated an analysis of statistics showed the dominant customer message is Britain and this needs to be linked with England for the growth of the sport.</p> <p>It was stated the logo timeline is to launch at the AGMs in November, and the cost will be a pragmatic implementation and will be changed firstly to be visible on the new website and then at Leeds, with a view to implement as and when required not to waste cost.</p>	<p>NJD</p> <p>All</p> <p>All</p>
<p>5.</p>	<p>Management team project groups and steering groups – council involvement BJ outlined that steering groups needed to be formed to turn the vision into a plan and suggested forwarding documentation rather than concentrating on the topic at the meeting. The CEO requested involvement with the Council rather than predominately the board for the impact and response at the meeting. BJ stated this is not normal procedure but the response would involve</p>	

	<p>council, staff and involvement at the right time if appropriate. The CEO suggested work areas to be instigated with the inclusion of a council representative to feed back information for the duration of a project to enable the regions to remain involved. BJ and the CEO have a draft branding document for consultation with the inclusion of BTF board and BJ stated he would be happy to be the owner for this.</p>	BJ/JBu
6.	<p>AOB</p> <p>Date of next meeting <i>The President wished to state at the AGM the election of the new president will take place, Aimee Stocker has volunteered and this will be formalised at this meeting.</i></p> <p>AGM - Saturday 14th November 2015 Time: 14:00 – 15:00 Venue: Chessington World of Adventures Resort Leatherhead Rd Chessington Surrey KT9 2NE</p> <p><i>BJ proposed on the night of the AGM, the suggestion of moving the evening meal to the Saturday evening as opposed to the Friday as was initially proposed – all agreed.</i></p> <p>The meeting was concluded.</p>	