



**MINUTES OF THE TRIATHLON ENGLAND COUNCIL MEETING  
HELD ON THE 24<sup>th</sup> SEPTEMBER 2016 AT THE BRITISH TRIATHLON  
OFFICES, LOUGHBOROUGH  
09:00 - 12:00**

**Present:** Aimee Stocker (President) (AS), Mike Green (MG), Dave Bellingham (DB), Howard Vine (HV), Dave Rigby (DR), Richard Fuller (RF), Lawrence Green (LG), Francis Riley (FR), Debbie Clarke (DC)

**Apologies:** None.

**In attendance:** Jack Buckner (CEO) (JB), Bill James (BJ), Natalie Justice-Dearn (NJD), Paul Moss (PM)

**Minutes:** Michael Buccheri (MB)

Item	Minute	Owner and due date
1.	<b>Opening remarks and apologies</b>  Matt Honey - apologies	
2.	<b>Declarations of interest</b>  None.	
3.	<b>Items for discussion from last meeting</b>	
3.1.	<b>Matters arising from Board Report</b>  None.	

<p>3.2.</p>	<p><b>Council matters and Regional business</b></p> <p><b>Awards Dinner</b></p> <p>There was general concern from the Council that the Awards nominations had less of a take up than previous years; a discussion was had around this. The Council discussed the nomination process for the TE awards; it was agreed that the awards nomination forms were difficult to complete as well as there being flaws in the submission process. It was agreed that DC would discuss these issues with the Events team.</p> <p><b>Non-Permitted Events</b></p> <p>The Council discussed issues around non-permitted events; they agreed that TE has a duty of care to their members and could give more advice to competitors to explain why they should not participate in non-permitted events.</p> <p>How TE publicise permitted events was discussed; it was agreed that the permitted event logo is important and should be visible on all permitted event information such as website pages.</p> <p><b>Technical Officials</b></p> <p>Moto Officials were discussed; it was agreed that Moto Officials should go on LTO and RTO courses and this needed to be discussed with Duncan Hough.</p> <p><b>Skills School</b></p> <p>The Council discussed the Skills School section within the regional website pages; it was stated that the pages were being created centrally and needed to be discussed with Regional Managers. RF to take these issues to the TEMB.</p> <p><b>Event Management System</b></p> <p>The upgraded management system was discussed; it was agreed that the change to the new system was made with poor governance.</p> <p><b>Tri-Activator</b></p> <p>The Tri-Activator pilot was discussed; it was agreed that the Council needed to know the next steps for this and the plans needed to be looked at carefully.</p> <p><b>Regional Committee Open Day</b></p> <p>The possibility of a Regional Committee open day was discussed; it was agreed that it would be beneficial to Regional Committee members. The Council agreed that they would want to take this forward with the CEO.</p>	<p>DC</p> <p>RF</p>
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	<p><b>Website</b></p> <p>The regional pages' location was discussed; the Council agreed that this needed to be in a clearer location as it was located on the BTF website.</p> <p>The Council discussed TE's identity; it was agreed that there needed to be clarity around what was defined as BTF and what was TE as it was confusing.</p> <p>Being able to access the TE website through the BTF website was discussed; it was agreed that accessibility issues needed to be taken to the Communications team and CEO as the Council wanted to be more involved to ease these issues.</p> <p><b>Council changes</b></p> <p>Changes in Council positions were discussed;</p> <ul style="list-style-type: none"> <li>• LG standing down</li> <li>• HV standing down</li> <li>• AS standing down</li> </ul> <p>New Council-appointed Directors were discussed; it was agreed a decision on who would be appointed to the TEMB would need to happen at the 2016 AGM.</p> <p>A new President would need to be elected for the Council for 2017.</p>	
3.3.	<p><b>Regional Committees Operational Review</b></p> <p>NJD presented an update on the Regional Committees operational review; the purpose and objectives were explained and the Council were updated on the current work and future vision for TE. The purpose and objectives of the review group were explained; the Council agreed that some of the objectives were vague and could be clearer but were necessary. The Council discussed the structure of the review group, with the possibility of adding the Skills School Coach, who could attend at least three meetings a year. The next steps for the review group were discussed; NJD stated that the information could be shared with Regional Committees. The CEO explained that the timeline for the review would be January/February 2017.</p>	

3.4.	<p><b>Coaching Education Delivery Review</b></p> <p>NJD and PM presented an update on the Coaching Education Delivery Review. Changes in the coming years to coach education were explained; NJD stated that TE hope to gain funding but explained that TE would be under more scrutiny from Sport England. NJD clarified that the review would be a consultative process.</p> <p>A summary of previous review meetings with Coaches was provided. The Council discussed the coaching education proposal options with centralisation being discussed at length.</p>	
3.5.	<p><b>New Health and Safety Policy</b></p> <p>NJD would look into and distribute the new policy to the Council.</p>	NJD
3.6.	<p><b>Annual Awards</b></p> <p>The TE awards nomination process was discussed; the Council agreed that the awards were important but needed to be more accessible to TE members. The Council also agreed that the awards categories should be reviewed with more of a focus on Volunteers. RF to collate Council feedback for the TEMB to feedback to the Events team, with a potential working group being set-up around this.</p> <p>PM discussed the National Coach of the Year for all of sport, stating that the winner of the TE Coach of the Year could be put forward for this.</p>	RF
3.7.	<p><b>Complaints</b></p> <p>The Chairman explained that there had been several complaints and issues that had taken place recently. He stated that opportunities to improve on processes had arisen from this. The Chairman would follow up on this with LG, and potentially Ruth Daniels, with a potential working group being formed.</p>	BJ/LG
3.8.	<p><b>TEMB Report</b></p> <p>The Chairman discussed the significance of 2016; with the Olympics, Paralympics and Whole Sport Plan all occurring. The Chairman explained that the link from Rio media coverage to participation has been the highest in the history of TE.</p> <p><b>The Chairman explained the Whole Sport Plan with the CEO detailing Sport England scoping meetings.</b></p> <p>2016 events were discussed and the CEO discussed the successes of the year.</p>	

3.9.	<b>AOB</b>  <u>Regional Delivery Option Plan</u>  A discussion was had around the rules being considered when developing the plan. NJD stated that the rules will tie in more in 2017.	
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