

## Tri Club Committee Meeting Minutes 24<sup>th</sup> February

### Hoole Community Centre, Library

Apologies: Claire Sutcliffe; Dave Press, Chris Malpas, Andy Hamilton,

Present : Dom Miller; Mark Jones; Ian Jameson; Sue Ellis; Ciara Murphy; Jo Harding; Kirsty Seddon; Leigh Jenkins; Andy Howarth; Sally Napthen; Amy Edwards; Jan Rogers, Dan Craigen; Sean Simmons; Nania Mason; Anna Pope

### Actions from last meeting :

- **Key holders:** Square 1 – Jan Rogers; (store room key not working) Aaron Riley,  
Get 2 new sets cut, so Andy Hamilton can have a set, and a spare set can be kept by Sally Napthen. – **action Jan**  
City Baths – ?
- **DBS checks :** it is not possible to do identity checks via a solicitor, as the forms are Post Office specific, so this must be done at a Post Office. While researching the role, job description & training for Welfare Officers, Sue found that recording & maintaining coaches' DBR records is usually done by the Welfare officer. Therefore Anna has agreed to take on this job, given Jan already has a significant work load. So would junior coaches please liaise with Anna now.
- **Traffic Management course :** Gary Munsey & Kenny Begley are now booked on the course on April 16<sup>th</sup>. However Kenny now finds he is not back from Portugal in time, so a replacement person is needed. **Will be advertised in the newsletter, & Andy Howarth has volunteered if no one else comes forward.**
- Some progress has been made with updating the **title of the club** on various websites and club documents e.g. Fabian4; Sport ident; newsletter  
**Issue of confusing Facebook pages raised – action Dom**
- Ian has done the **board at City Baths**, so it now has information about the club for public and membership awareness. Something from juniors to be added.
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- A **letter of welcome** when people join the club : Approved & in use from today's date.
- **Nutritional coaching** with David Vaughn : Jan emailed him a couple of times and he is a bit limited on time until May. We agreed to send out a questionnaire making some suggestions on how to best use his nutritional skills. This will be sent out mid March ready to implement the preferred option around May.
- **Kit** – Communication sent out to members : Work in progress. See kit report.
- **Social** - End of year party survey : In this week's newsletter

## ITEMS FOR AGENDA

1. Method of giving out London Marathon places (Jan R)  
Suggested that people submit a letter to support their application for a club place – showing commitment to club etc. Committee then select deserving candidates as a reward for time given. Approved. **Need to make it public in plenty of time. – Action Kirsty ?.. ( running matter)**
2. 3 free coached sessions/week for club members (not already committee etc), who give over 30 hours of their time in a year to helping with club business; usually related to races. It would be down to one of the event organisers to nominate a member as a recipient of these benefits which should last for 12 months when given. This would also serve as a method for us to reward the members who continually help over and above the standard volunteering requirements at events and show our appreciation to them.  
**(Dan C)**  
At the moment Iain Wood, is the only person who comes to mind that fits this description. **This was approved.- Action - Dan**  
This highlights the discrepancy of a few coaches getting free sessions, who are actually not doing much coaching.  
Discussion about the ability(inability?) of the current payment system to show how many non-paying people attend coached sessions, and whether they are committee or coaches.
3. Club Development plan **(Dom)**  
Not many people responded to Dom's request.  
Dan concerned that similar has been done before, and the reports were not read or actually used.  
Dom wants people to consider what their aims are, and to consider how to go about it. Jan suggests that the exec provide aims & objectives first, and then the other sections can build around that. i.e cascade down.

\* See Appendix to the Minutes. Sue had some thoughts on this topic after the meeting, which will be written out and sent on in a few days time.

## Race update

Update for Divas – Sally

- 115 entries as at 18th Feb - 28 entries down on same time 2015
- Same date as Race for Life.... possible reason for some??
- Majority are new entries - approx. 75%
- Everything booked -

- TShirts ordered
- **Trying to source items for goody bag – discuss assistance here**
- Tri Girl dropped out
- 30+ ladies at the beginners seminar - flurry of entries afterwards
- Bike workshop on 29th Feb. - spaces available
- Bike skills on 20th March - Full
- Training days 5th June / 3rd July

**Any useful contacts that the committee have, to be sent to Sally.** A general call to members via the newsletter was felt to not be productive. Often leads to more time being taken up following leads that are not suitable.

- Both races are slow to fill at the moment.  
Dan – number of people who return to do the races only about 25%. i.e 75% have to be new entrants. Dan needs 800 entrants to break even over his 2 races. Not expecting to make money. Getting more competitive, more commercial companies in the market who are spending a lot on advertising & more choice of events available than in the past.
- 121 entries in Dee Mile so far.

### **Swim update : Chris Malpas**

It's key during this time where we think hard about what we want from our swimming going forwards and that we support each other well and help promote new and fresh ideas. I'd like to thank Andy for stepping forward to commit to take the majority of the squad sessions going forwards and Dan for doing Wednesday mornings. It's a big commitment and it's key that we provide support on the poolside for these sessions where we can. It's a hard task coaching a group of swimmers with varied abilities as we have even within the same session, so I'm asking that we help by having more than just Andy and Dan coaching. It means we can split the lanes up between the coaches and ultimately, the members then get a better session.

I appreciate that we haven't done much in terms of coach development with swimming, so part of my commitment to this is to run regular coach development (for want of a better phrase) sessions in the hope that it helps coaches who'd like to learn more, share knowledge and experience with others. I'm aiming to run the 1st one by the end of March, so please watch this space.

Thanks for all those so far that have helped coach the swim sessions. I've had some great feedback, so thank you. I've also had some feedback around consistency and seeing some structure with the sessions.

It's been suggested that we follow the following structure through the week on the following days which has my full support. We will trial it and review as we go along to see how it goes. It should then make writing sessions easier and people also turn up with an idea knowing what they are coming to. It still gives you artistic licence to write creative sessions that the members will love!

Structure as follows:

Monday: Form + Endurance (specifics around technique leading onto endurance based sessions)

Friday: Strength work (so think around pull buoy work, perhaps using bands)

Sunday: (mixed session, so actual mixed swim work! Good idea to think about recovery work once in race season)

Dan – need to consider rotating the focus, so that people who only go on a Monday/Friday don't only ever do either endurance or strength. Now have an opportunity to put together a really good program. May need to return to using the coaching calendar tool. **Action – all swim coaches. One of whom should now co-ordinate. Chris? It was not clear what would happen next here.**

Need to avoid relying entirely on Andy Hamilton & Dan to do all the sessions, as inevitably they cannot always cover them. Better to make use of all our coaches.

Aim is to have at least 2 coaches on pool, to break up lanes.

Dom - any coach who turns up to a session to help, should be brought in by the person who is lead coach for that session. i.e. a coach should not be turned away if he/she has turned up to help.

### **Run update: Kirsty Seddon**

Kirsty been in touch with Tattenhall Runners who are under pressure to use a Traffic Management co. for road closure at their Borders League. Suggest going back to Borders League committee, to fund it via a small additional affiliation fee from every participating club.

Tri club host their race on the same course.

### **Bike update : Dave Press**

Nothing much to update on bike section, except on weekend rides we are rarely mustering 4 navigators (maybe not once on a weekend that hasn't been cancelled cos of weather) and we haven't had sufficient participants to justify 4 groups.

To briefly discuss my proposal: direct those who would ride at group 3 pace and distance to join Dom's rides; aim to get volunteers to navigate group 1 and group 2 rides from Christleton.

Looking to spring : Last year the evening rides set off from Christleton, and I think that was successful compared to previous years from Sandy Lane. Thursday evenings were well attended but we need to establish some new leaders for these rides. **Action - Dave**

I'm happy to do the monthly weekend rides as I did last year.

Ian – should club supply navigators with a gas canister to fix puncture quickly ? Not agreed, there are some safety issues.

**Sean S is prepared to take a group of any riders who are keen, to do the 10m Saughton time trial once a month. Action – look at dates, make public at rides & via newsletter as we get closer to start of the TT season. – Sean & Dave**

## **Treasurer update : Ian Jameson**

- Our bank balance remains a healthy one with a balance of £15,322.81. We have no outstanding bills and I believe no attendance money needs to be paid into our account. It does not include the monies we are holding for adult kit purchase, club events and trips this has been ring fenced so the £15K is our working capital. Comparing like with like we started the year with £6,400.
- Bree has asked if she can order some kit for the Juniors. I have suggested she gets some quotes and in the meantime I would ask the committee if they are happy in us allowing to invest up to an initial £2,000 in stock. This is on the basis that she would be able to sell most of it and maybe hold around £500 - £1000 worth as stock items. I think we can easily justify this. I have also given her a copy of the club kit stock take to see if any smaller items we hold may be useful to sell as junior kit.
- I have been given the email address of the LBT treasurer. As I write I have had no reply. This is to discuss how their payment of coaches works.
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- Sean queried whether the individual races have their own cost centre. Ian confirmed that is the case, so costs vs income can be seen. It is acceptable to take up to 20% over 400 entry limit on Christleton 5k race, due to number of predicted DNS.

## **Social update : Jo Harding**

Quizz was a success. Made a small profit.

Paint night is nearly sold out.

Will be orienteering in April

Looking in to doing some map reading skills.

Memorial run for Alan Cronin on a weekend close to his birthday. 14<sup>th</sup> May ?

## **Kit update : Amy Edwards**

Andy, Tracy, Susie, Hannah and I (the kit team) met last week to decide how we're going to work together -

Andy will carry on being responsible for maintaining the website, ordering new stock as required, and liaising with suppliers. He will be placing two orders for race kit and summer cycling kit before the end of Feb ready for delivery in April.

I will be the initial contact person for club members or others with questions about buying kit. Andy or I will be responsible for communicating with the committee and the membership.

Tracy, Hannah, Susie and I will take it in turns to post the kit out. We will check the website on a Friday morning and post all outstanding orders from the previous week. All the kit is safely at the Community Centre, and I will be arranging for the kit team to have access to the shed. I have made some progress getting a Post Office Drop and Go card, so hope to be able to ask Ian to put some money for postage on it soon.

We will be sending an update to the club membership via the newsletter and the website as soon as we can.

Jan – it was a committee decision to have the income from kit, recycled back in to a kit account, so they can afford to purchase the next season's kit early enough. Members have a tendency to want to buy kit at the last possible moment before a race. i.e. holding kit is necessary to be able to fulfil orders instantly.

We now need to re-fresh awareness & communication to get sales going. Visibility is very important. Dan questioned how much money is lost due to 'shrinkage'. i.e. how much it costs the club to actually sell the kit. – (e.g. postage, loss due to damage, unsold/ kit) . Committee would like some figures for this.

Action - **Amy & Andy**

### **Junior update : Nania Mason**

Xmas party March 12<sup>th</sup> .

Numbers good, big new in-take. A waiting list. Afloat financially.

Helen W keen to coach the older juniors, just before they leave to join seniors.

Entries open for the races 22<sup>nd</sup> May & 11<sup>th</sup> Sept.

### **AOB**

Chester Watersports Centre (Sue)

Dan to go to a meeting to hear what is being proposed. Dom - useful to have knowledge of what is being planned, even if it decided that it is not a project in which we want to get involved. **Action – let John Browne know that we would like to meet to discuss. Sue**

Newspaper articles

Leigh pointed out that she did not volunteer to do the newspapers, as well as the newsletter. She will look in to doing something on a monthly basis. (perhaps this is a task for an additional person ?)

It is useful to have a contact at the papers.

**Next meeting is on Wed 30<sup>th</sup> March**

## Appendix

Regarding the development plan :

While I am taking minutes, it is very difficult to take part in the discussions at the meetings; so this is something I wanted to add – and of course I've had the benefit of being able to give it a bit of thought first.

Observing over the last 4 months how things work on the Tri Club committee, I see a lot of tooting & froing between committee members and the exec, which doesn't always seem necessary. Also there is the potential for the exec to be stuck between a rock & a hard place. : If we don't consult, then the exec can be accused of being dictatorial, and not delegating properly, and on the other hand if they/we consult too much, we are ineffective, indecisive and not providing good leadership. (Bear in mind I'm not saying this **does** happen, just that it **could!**)

So going back to the comments on the Development plan : I can see why people would not want to spend a lot of time putting together a proposal for their area independently; if it is then likely to be rejected on financial/social/ or other grounds, by the exec.

However, I do not agree that the exec should produce the aims & objectives, and then cascade them down for others to fulfil.

- a) I for one, am entirely lacking in the knowledge & experience of running races or organising coaching, to be able to realistically set goals for those areas. Why have key people, with key knowledge, not involved at this critical point?
- b) Surely it is more motivating & likely to be more successful if section leaders (if that is their official title?) are setting out what they see as a good proposal?

So I am suggesting that we have working groups, where the section leader & anyone else they want, plus one relevant person from the exec, works on a plan for a specific area. This means the exec rep. can feed in practical issues or 'umbrella goals', while the proposal is being formulated, so avoiding clashes of interest. The section leaders don't have to keep conferring – they have autonomy and just have to keep the rest of the committee up to date. Only if there is a major issue, would the exec rep, then request putting the plan before the rest of the exec.

So for example we could have :

Races : Dan, Sally, Sean, Ciara, Andy Howarth & *Ian*

Coaching : Jan, Kelly; Chris a another; *Dom*

Communication & PR : Leigh; Dan, *Mark, myself*

Training Camps : ? a new appointment? Jo H if she wants to do this in addition to social?  
*Dom & Mark*

You get the picture ... just examples. These groups could then continue to work together to actually implement things too, and therefore have some accountability for seeing things

through. The exec meet between the main committee meetings anyway, so we would be able to catch up on each other's working group plans & actions.

Curious to know your thoughts !

Sue E