

Chester Triathlon Club Committee Meeting 7th December 2016

Minutes

Apologies : Andy Hamilton

Present : Mark Jones, Chris O'Hara, Ian Jameson, Sue Ellis, Nigel Waterhouse, Leigh Jenkins, Ciara Murphy, Chris Malpass

ITEM : INTRODUCED BY :

1. **Committee training with the SRA.** (Mark)

This is to take place with Rob Tate, in Chester, on 26th January 6 – 9pm.
Venue to be arranged. **Action - Sue**

2. **Addition of 2 additional signatories to the club accounts.** (Ian)

Leigh & Chris to be second signatories. Others could come in later if required.
Ian will send them an email showing the payment required. Either of them will sign electronically to approve the transaction. Forms for Unity Bank completed .

Christleton pool hire going up in January from £71.25 to £ 75.00 per hour. This cost will easily be assimilated with current attendance.

Ian will work with Chris Hulse to approve the club books for 2016, in line with requirement of the constitution to have accounts independently assessed.

3. **Junior Liason with intro for Hannah/Welfare** (Mark)

Captain to take on responsibility for liason with Juniors. Mark to arrange to attend a junior Saturday session with Hannah. This likely to be late January due to diary commitments.

Action - Mark

There is an urgent need to appoint a recognised junior co-ordinator, or at least one individual who will be a point of contact for passing of information between seniors & juniors, and who will attend the quarterly full committee meetings.

Action -Mark to contact one of the junior coaches to arrange a meeting., or discuss on the phone.

Junior newsletter should be sent to committee members to increase awareness of junior activity. Would help to highlight when/if assistance might be required, and when/if input from a different coach could be beneficial to the juniors' experience.

Action : Whichever coach emails the newsletter, to add committee@chestertri.org.uk to the list.

Hannah to liase with Leigh re.junior website information. New site to provide some general advice for members, should there be concerns about child welfare, and links to agencies which can help. (This in addition to the standard club procedures, not instead of.)

Agreed that ALL coaches should have a DBS check in future. This is in line with BTF practice when new coaches are becoming qualified, and ensures that checks are done for coaches who have juniors attending some of the senior training sessions.

Timescale – Every coach to have submitted the form by end of January
£10 cost of the identity check at the post office, will be covered by the club.

Sue – to get db's forms and pass round.

Sue to copy Hannah the list of active coaches, and who already has a current DBS certificate.

Email to go to all coaches explaining the requirements. Sue will draft, then pass on to

Hannah to adapt & send out.

4. **12 days of Christmas (Sue)**

List of activities already arranged, passed around.

Sue still trying to arrange for a yoga or Pilates session on Thurs 28th Dec. Will notify on facebook by end of the week, and tie up loose ends.

Leigh volunteered to take a bike ride on 2nd Jan, as the list is already weighted with runs. Sue may be able to assist on that day.

Chris M – to enquire about Mickle Trafford hall, availability to hire for an hour or two on 28th Dec.

5. **Spring Training Camp & May weekend (Chris)**

Interest levels high. Approx 30 have people expressed a desire to go.

Preferred hotel In Port Pollensa has given a good quote. Approx. £390 p/p per week. Half board.

Kenny Begley, Neil Thomas, Chris working together..... expect to take 20 -25 people.

Tending towards a fairly informal training plan. Coached by club coaches, with some informal group leader sessions.

They considered using I-Can coaches, but advised by Andy White that this approach has not been ideal in the past.

Consideration to be given to providing incentive to coaches who give their time. Some kind of financial return. Could set a precedent, so need to set clear criteria re amount of time given etc. and clear about expectations .

Action : Chris to liase with Dan to put up a booking link when costs are confirmed. Then continue to work on a schedule of activities.

6. **Development Plan (Mark)**

Mark had already sent round a draft plan, which sets out goals for different aspects of the club. Comments were :

Agreement that we could do more on triathlon specific activities.

Coaching goals mirror those set out by Andy .(below), so good convergence of thinking.

Question & answer sessions valued by members.

Lots of experience amongst current and ex-members, in to which we could tap.

Making rock solid what we have now, making things the best they can be. Then looking ahead at aspirations and longer term plans.

Plan does not need to be set in stone. It can be added to during the course of the year, as and when time becomes available for looking at longer term projects. Some elements will record the specific actions that the club intends to carry out and would expect to achieve as a minimum, some aspects record medium term goals which might not be fully achieved in 12 months, but should be at least partly completed, and some elements might be long term goals, which are simply set in motion this year.

Action : Mark continue to update and 'tick boxes' when actions are complete.

All : Provide Mark with input that is relevant to your area, making clear what is a

short/medium/long term objective.

7. **Coaching Update & 2017 Budget** (Sue for Andy)

Discussion with Andy highlighted the following:

Need to look at coaching globally to assess which levels will need new coaches in foreseeable future. We have to balance the needs of the club, in terms of benefit to the members of having a variety of coaches, with the best skills possible (not necessarily linked to level of qualification) – and match that with the practical availability of the coaches and their personal preferences for coaching a particular element.

Where experienced coaches have been doing a particular discipline on a particular day for a long time, there can be an (unintentional) effect of blocking opportunity for other people to coach at those sessions. Similarly, some coaches end up taking the same sessions (usually swimming), just because no one else is prepared to step in on a wider rota basis, so they don't get the benefit of extending their coaching skills, and the members are not getting the added value of different approaches.

Sally, Kelly & Claire – our level 3 coaches, have more than fulfilled their obligations in terms of time given back to the club, so their direct coaching input should be seen as a bonus, and cannot be taken for granted. They could also play a part in developing other coaches if they wished. Therefore there is opportunity for a new level 3 coach. Peter Timson is to be contacted, as he is level 3, but due to personal circumstances, did not continue coaching. He has expressed a desire to return to do some swim sessions.

There is also an input coming from people who have self-funded their training – It's important that the coach co-ordinator is made aware of this.

Hopefully, improved communication with the junior section, will make it clearer how many coaches are actually needed to give good cover for the juniors, who they are, & if they intend coaching exclusively in the junior section. At present it appears that there is an abundance of people doing that and therefore the club would be unlikely to fund a new coach who did not have the flexibility or desire to fit in to a rota in the adult section.

It is hoped that people will see things objectively and practically. All too often offence is taken where it is not intended.

Andy will now assess what he believes will be a realistic budget to allow for some BTF courses and some CPD training for existing coaches, in the coming year. **Action : Andy to set a date for a meeting in January with all the coaches, with Mark & Chris present, to thrash out these issues.** These aims and the actions following from them, will feed in to the Development plan.

Budget nominally has £5000 available for coaching.

8. **Equipment Asset List** (Mark /Chris)

There is possibly a list that was started a couple of years ago – might be held by Dan. Dan best person to start with, for all recent purchases.

Task should be divide in to areas to begin with, then try to pull it together. **Sue will provide a stock list of what is stored at City Baths**, as part of a clear-out and sort-out planned for early January.

Timeline – aim for completion by May 2017.

Likely to be listed on a spreadsheet – which could be on restricted access on website or on a drop-box, so it can be kept up to date, once the job is done.

Chris O'Hara & Nigel to manage.

9. **Web update (Leigh)**

Website making good progress. Many pages are available to view, now need content from various sections, bio's from coaches etc.

Leigh to outline what is required and send email as/who needed.

10. Rob Monk membership update. (Sue)

No time to cover

11. Social rep

No time to cover

12. **Member Free Session list and development of criteria**

Do we know how many free sessions are given each week?

Mark wishes to develop a list of who is entitled to what.

Action – Mark & Ian to produce.

At present all helpers could have 3 free sessions/week.

13. **Kit**

Long sleeved technical T shirt shown – available at just £ 8.75 in bulk.

Many people want more non-race or casual kit.

e.g. ruck sacks; trackie trousers. Can be done fairly easily by identifying a supplier, getting a quote and ordering a reasonable amount. Juniors already do this. Consistency over time is not so important for casual kit as it is for race kit. i.e. if availability of a piece of casual kit becomes difficult, or a supplier changes their stock in future, it does not matter so much. Would best be done in collaboration with Amy & other kit organisers.

Susie Fourie will arrange to meet with Amy to discuss ideas . Andy to be kept in the loop.

Cost to be paid from kit account.

Next meeting : Wed 4th January at 7:30 pm, for whole committee.