

Summary of Jan Meeting (full) 2026

Created on April 01, 2026 by [Summary AI](#)

Action Items

J.G Publish expression-of-interest forum

Put the Expressions of Interest forum live and circulate it so volunteers and potential coaches can register interest; coordinate with Ena on wording and share results with the committee.

A.W Check safeguarding compliance

Audit safeguarding status for all coaches and session leads, update the safeguarding policy on the website to current guidance, and report back with any gaps to address.

I.A Inspect pontoon & get quotes

Double-check pontoon condition (stitches/bolts), obtain design/repair quotes (expected ~£1,500+), and arrange required works and temporary safety mitigations.

I.A Follow up coach DBS/qualifications & accounting

Confirm coach DBS/safeguarding records (double-check lists) and continue engaging accountants to reconcile QuickBooks and bank connection so finances and bills are processed correctly.

J.G Contact bike leads

Reach out to local bike leads (Laura Fairhurst, James Billam etc.), consolidate bike interest and opportunities (joint rides, hill climb ideas) and report proposed plans back to the committee.

Overview Present A.I J.G A.W C.R A.W N.P

All minutes approved from last meeting

- **Main focus:** club operations – events, volunteers, coaching qualifications, safeguarding, kit and local race planning.
- **Entries:** currently ~200 signed for a key event; **additional 10 places** added to quad (now 60).
- **Costs & budget:** pontoon repairs estimated **£1,500+**, track coaching course **£55**, hourly quotes noted **£18** and **£29**.
- **Volunteers:** need ~20 marshals for triathlon water/transition; volunteer signup and follow-up process needs improvement.
- **Safeguarding & compliance:** membership renewals require safeguarding checks **every 12 months**; coaches must be safeguarding trained.
- **Next steps:** set up expression-of-interest forum, capture volunteer commitments, confirm safeguarding status, plan triathlon coaching pathway

KPIs

- **200 entries** - Approximate total event entries currently (noted as just shy of 200).
- **60 places** - Quad event capacity after adding 10 places (60 total).
- **1500 £** - Estimated minimum cost to repair/replace pontoon/ramp components.

- **20 volunteers** - Target number of volunteers/marshals needed for triathlon water & transition coverage.
- **55 £** - Example course fee (track/activator-style course) mentioned: £55 for three nights.
- **12 months** - Recommended safeguarding certification renewal interval for members/coaches.
- **18 £/hr** - Lower hourly quote seen for certain facilities or staff.
- **29 £/hr** - Higher hourly quote seen for another facility or provider.

Website, Drive & Access

- Asked to send a photo when ready for the website or to **J.G**
- Plan to use **Google Drive** for file sharing.
- Need to ensure everyone has Drive access and correct access levels.
- Anyone with access can create folders and add files.
- Energy practice materials to be uploaded or located in Drive.
- Concern that no-password/public access could allow anyone to log in as **captain**.
- Some members currently have generous **admin** privileges; sharing scope needs definition.
- Email addresses operate via a forwarder using the **chestertry.org** domain.
- D.C is identified as owning the captain email; login method is unclear.
- Captain email currently forwards messages to relevant people rather than providing an inbox.
- Potential hiccup if the captain forwarder or access method fails; authorization/permission controls may be required.
- Participant offered to ask questions to clarify access, ownership, and login details.

File sharing & folders

- Requirement: official group leaders must hold a leadership qualification to lead club runs.
- Qualification delivery: many leadership courses are available **online**; videos and filmed submissions required for practical elements.
- Course example: an introductory course costs **£55**, runs **3 nights** (7–9 p.m.), and includes safeguarding but excludes first aid.
- Activator pathway: BTF 'Activator' suggested as a first step before higher coaching qualifications.
- Coaching levels: BTF levels referenced as **Level 1**, **Level 2**, **Level 3** for track/coaching duties.
- Examples of qualification holders: E.M **Level 3**; D.T is **Level 3** (or **Level 2** in one comment); E.S progressed to **Level 2** via other qualifications.
- Practical requirement: some qualifications require filmed practical evidence or in-person assessment.
- First aid: online first aid courses were completed by some members; St John Ambulance offers practical sessions often free with donation.
- First aid takeaway: compressions-only CPR is better than doing nothing; confidence to act is emphasized over detailed medical differentiation.
- Club governance: an Expressions of Interest form was developed to recruit members into coaching and leadership roles.

- Volunteer capacity: E.S and others have offered to step forward to increase coaching capacity.
 - Club runs: club runs were to be labeled and possibly promoted to attract potential leaders.
 - Venue costs: village centre quoted **£18/hour**; another venue quoted **£29/hour**; Wilson Lake location noted as easy to park.
 - Facilities: current meeting room possibly larger than needed for some activities; alternate venues under consideration.
 - Events update: Diva triathlon roadworks on eastern side expected to finish by **mid-May**.
 - Races: Borders League event was cancelled; club attended alternative country race and performed well.
 - Championships: LD remain; women's team were reigning champions and prepared to defend title.
 - Race entry fees: non-EA entrants pay an extra fee noted as **£2** (speaker also referenced **£4** typical), allowing open-race entries.
 - Triathlon entries: some triathlons and T100 events are struggling for entries; small fields concern potential entrants.
 - Team selection: requests made to cast teams and ensure representation at upcoming races; medals and photos planned.
 - Local council: meeting scheduled next week with council; V.R submitted to join discussions.
 - Miscellaneous: one-day annual event caused local complaints by some older residents but acknowledged as charity fundraising.
 - Action items: promote Expressions of Interest form, confirm qualification pathway (Activator Level 1+), check venue costs/availability, and recruit leaders for Tuesday night and track sessions.
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- Unique selling point for Deva: **real triathletes assist in water and transition**, currently not advertised.
 - Recommendation: if A.W declines participation, **request a discount** to avoid unfilled places and potential loss.
 - Desire to involve juniors in the Montechai series; historically **only one** junior attends at a time.
 - Club observed strong junior participation at Cheshire Champs with membership concentrated in **West Cheshire** clubs.
 - I.L offered to run the Diva as a club event in Chester; event is a **world qualifier** and would require organisation.
 - Volunteer requirement for water and transition at Diva estimated at **~20** volunteers.
 - Velodrome session included adults and juniors together, proceeded safely, and concluded with juniors winning a scratch race.
 - Coach preference reported for mixed adult/junior track sessions to provide experience-based learning.
 - Bike leads interest: **L.F** (coach, local) and **J.B** (paratriathlete and experienced cyclist) are willing to progress bike activities.
 - E.P proposed a Hill Climb Championship with possible sponsorship from **Winerall Cycling Services**.
 - Proposal to increase joint activity with Chester Road Club, including occasional joint rides, subject to insurance and non-undercutting concerns.
 - Suggestion to explore cross-membership or discounted second-claim arrangements similar to the canoe club model for joint-ride insurance clarity.
 - Zwift season reported lower interest this year; club remains part of the Northwest Tri Series and achieved **1st/2nd/3rd** in a recent team-tactics race versus Bolton.

- Plan to schedule additional track sessions and another Velladrom session; informal group rides often finished at Wheatwoods.
- Local promotion opportunities identified (TTS and summer Thursday sessions) to support cycling growth.
- Observation: cycling numbers grew during lockdown and have since declined; club seeks ways to rebuild local cycling participation.
- Safeguarding policy on the website requires updating to reflect recent changes in safeguarding guidance.
- Action assigned to check that all coaches and relevant adults are safeguarding trained and up-to-date.
- Membership renewal process to include an online consent tick box for safeguarding, athlete code of conduct, and photo use **every 12 months**.
- Recommendation to add an athlete code of conduct template, using UK Athletics or BTF templates as references.
- Photo consent: adults to opt out via membership settings; children's photos require stricter consent and handling.
- Velodrome photos were shared only on a private WhatsApp group and deleted after sharing as a model for photo handling.
- Junior drop-off policy clarified: parental responsibility for children recommended between **8–12** years; wording to be updated on Nifty and membership forms.
- Request for at least **two** junior welfare leads to provide a known contact for children and ensure coverage when volunteers are absent.
- DBS checks and safeguarding templates are available via BTF; club to verify compliance for junior sessions.
- Concern that coaches should not be solely responsible for policing parent behaviour (e.g., toilet duties, photo posting); responsibility to remain with parents and adult members.
- Castle series discount exists and must be shared via the newsletter.
- Marsh-track sessions proposed as opportunities to include junior tri activities, subject to safeguarding clearance and bike leads' preferences.

Events & race planning

- Monday night swim session is highly popular and more stressful for some members.
- Session structure uses set-ups with faster three lanes coached and other lanes following different sets.
- Coaching ratios presently allow possibly **2 lanes coached** and **3 lanes uncoached** under current rules.
- Question raised about BTN coach insurance and coverage limits for group sizes.
- J.J is stepping back from coaching until late spring and needs to renew his **DPS**/insurance.
- Events dates have changed, causing scheduling conflicts (e.g., 5K and championships).
- Historical example: Chester Marathon date change in **2018** did not affect numbers.
- Newsletter circulation is active; quad event capacity increased by **10 places** to **60**.
- Diva Divas entries were reported as just under **200**.
- Attempt to convene event directors previously failed; plan to retry after Christmas.
- Volunteer recruitment process is inconsistent; sign-up data from membership forms is not being captured.

- Loss of volunteer engagement reported after members ticked volunteering but received no follow-up.
- Active measures/volunteering coordination is fragmented and needs streamlining.
- Marshals and water/transition volunteer shortages occurred during last year's event deployment.
- Pontoon structural issues identified: many bolts loose or seized and plates needing replacement.
- Pontoon repair requires removal and workshop work; estimated cost at least **£1,500**.
- Additional safety improvements requested: new underside supports, lighter ramp design, improved brackets.
- Contractor offered to provide paid training and on-site assistance for pontoon work and bracket fitting.
- Accounting/finance issues: QuickBooks–Unity bank link failed from **7 January** and remains unresolved.
- Attempts to recruit accountants pre-Christmas received no responses; work is pending.
- Cash-flow guarantee completed but some accounting adjustments remain to avoid tax on income gains..
- Canoe Club membership payments and link-ins were discussed; some payments appear resolved.
- Secretary reported no further substantive updates at this meeting.

Safeguarding & juniors

- Big trophies were considered too large; preference for pocket-size awards.
- Glass trophies were praised aesthetically but noted as fragile (one broke after falling).
- Different trophy formats discussed (glass, A4 thick presentations, go-karting concept).
- Last triathlon awards run occurred in **2023**.
- Proposal to introduce triathlon-specific club awards to encourage participation.
- Suggested award categories: sprint, standard, middle, long distance, or simplified to male and female triathlete of the year.
- Scoring proposal: use results from **2–3 events** (or even **2** events) to decide winners; percentages calculation deemed feasible.
- Advice to limit number of awards to preserve significance; avoid too many age-group divisions.
- E.Pre-requested Instagram login rights to do live coverage at events; Stanis to be consulted and two sensible people recommended to manage takeovers.
- Facebook moderation: moderators should flag business posts; new-business posts prompt admin review; club size referenced as **2,000 members**.
- I.W proposed cycling trip lacked club membership; recommendation not to promote it on the official page.
- Enduro Sports appeared active despite prior rumours of trouble.

Volunteers, finance & pontoon

- E.S posted updates on the committee group.
- Tattenhall Runners were mowed down

- by car
- **Run leads** may not have seen the news.
- Discussion on whether the club should issue comms to members regarding a compassionate message .
- Comms were prepared alongside the Ex.
- Agreement to avoid glorifying the incident and to communicate professionally.
- Safety concerns raised for people running in country lanes.
- Recommendation for **high-visibility** clothing and **head torches** for arrivals.
- Cause of the incident remained unknown; multiple possibilities were noted.
- Plan to ensure safety measures when people arrive.
- Group will review learnings and adopt appropriate measures.
- K.P will send comms on the group's behalf; others may add content.
- Meeting concluded; next meeting date to be confirmed.