

Meeting Minutes

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| Purpose of Meeting: | Committee Meeting |
| Date of Meeting: | 11 th Sept 2013 |
| Time: | 8.0 pm |
| Location: | Skype meeting |

Attendees:

| Name | Representing | Name | Representing |
|------------------|----------------|------|--------------|
| Richard Fuller | East Essex Tri | | |
| Ashley Nicholson | Discovery Tri | | |
| Jonathan Davies | Born-2-Tri | | |
| Heather Williams | Cambridge Tri | | |
| Tim Williams | Cambridge Tri | | |
| Rob Lines | Tri-Anglia | | |

Apologies:

| Name | Representing | Name | Representing |
|-----------------|-------------------|------|--------------|
| Wendy Staines | Discovery Tri | | |
| Natalie Stone | Discovery Tri | | |
| Elisabeth Ross | Tri-Sport Epping | | |
| Carol Macdonald | Triathlon England | | |

| Item | Notes | Action |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1.0 | The minutes of the last meeting were accepted as a true representation of what was discussed | Note |
| 2.0 | The minutes of the last committee meeting were adopted and the outstanding items as follows were discussed | |
| 2.2 | <p><u>The Eastern Region Strategy</u></p> <p>The Eastern Region Strategy was discussed and the draft copy of the strategy report developed by Heather Williams is attached as appendix to these minutes.</p> <p>The strategy report was agreed and heather Williams to undertake to generate a glossy type of handout to be made available at the AGM.</p> <p>It was suggested that a sub-committee would be formed to develop the strategy in a positive action on behalf of the region.</p> | Note |

| Item | Notes | Action | | | | | | | | | | | | | | |
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| 2.3 | <p>The end of season award dinner was briefly discussed and was agreed to follow on from the AGM.</p> <p>After a discussion regarding dates it was agreed in an attempt to increase attendance numbers to the AGM, the AGM would be on the same day and local to the last event of the season, the end of seasons awards following the AGM.</p> <p>AN, tasked in finding a venue in Chelmsford with a buffet and possible showering facilities. provisionally for up to 50 people.</p> <p>RF to look into a bowling event for the childrens league podium finishers</p> | <p>A.Nicholson</p> <p>R.Fuller</p> | | | | | | | | | | | | | | |
| 3.0 | Treasurers Report: - | | | | | | | | | | | | | | | |
| 3.1 | <p>The formal changing of the treasurer personnel was still to be progressed</p> <table border="0" data-bbox="181 757 1209 869"> <tr> <td data-bbox="181 757 520 786"><u>Original / Outgoing Signatories</u></td> <td data-bbox="754 757 1046 786"><u>New / Incoming Signatories</u></td> </tr> <tr> <td data-bbox="181 786 360 815">Malcolm Hooker</td> <td data-bbox="754 786 863 815">Rob Lines</td> </tr> <tr> <td data-bbox="181 815 312 844">Mike Porter</td> <td data-bbox="754 815 938 844">Jonathan Davies</td> </tr> <tr> <td data-bbox="181 844 336 873">Richard Fuller</td> <td data-bbox="754 844 911 873">Richard Fuller</td> </tr> <tr> <td></td> <td data-bbox="963 786 1174 815">Committee member</td> </tr> <tr> <td></td> <td data-bbox="963 815 1206 844">Technical Co-ordinator</td> </tr> <tr> <td></td> <td data-bbox="963 844 1098 873">Chairperson</td> </tr> </table> <p>RF to co-ordinate the change of signatories</p> <p>RF to have access to the online banking facility – RF to investigate the option of dual control for online payments.</p> <p>The accounts were reported to be in good order and Richard Fuller was working on receiving control of the accounts in time for the AGM at which point a report will be made available</p> | <u>Original / Outgoing Signatories</u> | <u>New / Incoming Signatories</u> | Malcolm Hooker | Rob Lines | Mike Porter | Jonathan Davies | Richard Fuller | Richard Fuller | | Committee member | | Technical Co-ordinator | | Chairperson | R.Fuller |
| <u>Original / Outgoing Signatories</u> | <u>New / Incoming Signatories</u> | | | | | | | | | | | | | | | |
| Malcolm Hooker | Rob Lines | | | | | | | | | | | | | | | |
| Mike Porter | Jonathan Davies | | | | | | | | | | | | | | | |
| Richard Fuller | Richard Fuller | | | | | | | | | | | | | | | |
| | Committee member | | | | | | | | | | | | | | | |
| | Technical Co-ordinator | | | | | | | | | | | | | | | |
| | Chairperson | | | | | | | | | | | | | | | |
| 4.0 | League and championship Fixtures | | | | | | | | | | | | | | | |
| 4.1 | <p>Further to an e-mail circulated by Richard Fuller to all Race organisers interested in taking on the Adult relay's for 2014 Richard Fuller has received a few returns expressing an interest to stage in 2014 event.</p> <p>Jonathan Davies and Elisabeth Ross to assist with the tendering process for the rights to stage the event from the interested parties.</p> | Richard Fuller | | | | | | | | | | | | | | |
| 5.0 | <u>IRC 2012 - 13</u> | | | | | | | | | | | | | | | |
| 5.1 | <p>IRC Funding contribution for 2012 was £120.00</p> <p>This year's contribution is £400 which is a 1/3 of the event costs. This was not initially communicated. Now the funding has been explained TEER are in agreement to settle the invoice for 2012 and the future costs for 2013.</p> <p>RF to e-mail M. Barfield for the invoice to pay the 2012 fees (£120)</p> <p><i>Fee's to date have not been requested – Note retained on Minutes</i></p> | NOTE | | | | | | | | | | | | | | |
| 6.0 | Academy Update The Chief Coach's Report: - | | | | | | | | | | | | | | | |

| Item | Notes | Action |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| | A Summary of the verbal overview ;- | |
| 6.1 | <p>The committee were interested in possibly providing future individual funding in the form of Bursary awards</p> <p>3 Responses to on line questionnaire regarding – Costs of involvement for children to achieve academy levels, responses not conclusive. Appears travel costs to be most problematic to parents / Guardians.</p> <p>AN to provide a summary of the typical costs likely to be incurred by an athlete to attain academy level entry.</p> | A.Nicholson |
| 6.2 | A proposal for academy coaching for Tristars to be tabled at the Next face to face meeting | T.Williams |
| 6.3 | Discussion regarding clubs being given additional titles ie as Talent Clubs, which is above Club mark & Starmark. Tim Williams to explain further at Physical meeting in May. | T.Williams |
| 7.0 | <p>Technical Co-ordinator Update</p> <p>Technical Co-ordinator's Report:</p> | |
| | A Summary of the verbal overview ;- | |
| 8.0 | RPM Update :- . | |
| | A Summary of the verbal overview ;- | |
| 9.0 | Any other Business | |
| 9.2 | <p><u>Date of Next Meeting</u></p> <p>Next meeting is 20th November (Revised from the 13th November –To be a Skype meeting</p> | A.Nicholson |
| | Meeting closed 22.00 | |

11th September 2013 - Regional Committee meeting Minutes Appendices

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|------------------------------------------------------------|-------------------------------------------|
| Treasurer's Report | No report submitted (Personnel Change) |
| Regional Head Coach's Report | No Report Submitted |
| RPM Report – Essex / Herts/ Suffolk /Beds / Cams / Norfolk | No Report Submitted (World champ duties) |
| Technical co-ordinator Report | No Report Submitted (World champ duties) |
| Draft Eastern Region Outline Strategy 2013 – 2017 | |



Triathlon England Eastern Region Strategy 2013-17

Purpose

The purpose of the Triathlon England Eastern Region (TEER) Strategy is to provide a framework for the development of Triathlon in the Eastern Region to supplement the work delivered centrally by Triathlon England, and guide the Eastern Regional Committee's decision making, areas of activity, and channel where its time and influence is best spent.

Scope

The strategy is aligned with Triathlon England's vision to enable excellence and deliver the opportunities for everyone to achieve their personal triathlon challenges with quality events, clubs, coaches, officials and an effective talent pathway.

It reflects the current and future needs of our members and other triathletes, takes account of our specific geography and demographics, creates an identity for the Region and is one which clubs, coaches, officials and other volunteers can relate to.

It acknowledges and supports Triathlon England's remit to develop the sport in line with Sport England's objectives:

- Help more people have a sporting habit for life;
- Create more opportunities for young people to play sport;
- Nurture and develop talent.

and it embraces the core regional activities mandated to TEER by Triathlon England:

- Organization of a regional talent academy;
- Coordination of a team for the Inter-Regional Championships;
- Representation on the Triathlon England Council.

as well as additional core activities including, but not limited to, regional race series' for adults and children, workforce development and club development.



Triathlon England Eastern Region Strategy 2013-17

Participant Groups

The strategy is aimed at enhancing the opportunities and experiences for Triathlon England & Triathlon Eastern Region members, the wider Triathlon Community and newcomers to our sport. These can be classified under four participant groups

- Children
- Young Talent
- Adults
- Non Competitors (volunteers, officials, coaches, supporters, event organizers etc.)

The "Adult Group" can be broken down into three sub groups – young adults (18-25yr olds), adults who are motivated by participating and those who seek to compete.

Objectives

The framework comprises five distinct but interdependent objectives:

1. Increasing profile of Triathlon and TEER
2. Sustaining Growth and participation
3. Improving our Talent pathway
4. Servicing our existing members and Clubs
5. Ensuring a fit for purpose and sustainable governance structure

Strategy

Our strategy to achieve our objectives is divided into a core activities and discretionary activities. Core activities are considered fundamental to achieving our objectives and these will be our priority. We aspire to deliver an increasing number of discretionary activities.



Triathlon England Eastern Region Strategy 2013-17

Core activities

1. Increasing profile of Triathlon and TEER

- Create a TEER identity which is welcoming, friendly and based on personal interaction
- Recognise success

2. Sustaining Growth and participation

- Provide financial assistance to new novice events and clubs
- Facilitate Level 1 & Level 2 Coaching Courses
- Provide financial assistance to new Paratriathlon initiatives

3. Improving our Talent pathway

- Support our Regional Talent Academy
- Run a youth, junior and tri-star league and Championship races
- Support an IRC team

4. Servicing our existing members and Clubs

- Facilitate a comprehensive and diverse multisport competition programme throughout the Region which includes an adult league
- Co-ordinate officials for Regional events
- Promote Club membership to unaffiliated athletes

5. Ensuring a fit for purpose and sustainable governance structure



Triathlon England Eastern Region Strategy 2013-17

- Ensure that the Regional Committee positions have clear roles and responsibilities aligned with the Strategy
- Ensure open and transparent communication and processes
- Enable the wider membership to contribute to TEER activities outside the committee structure involved in different, is not dependent on a few individuals and considers the need for succession planning

Aspirational activities

1. Increasing profile of Triathlon and TEER

- Create and distribute promotional resources and products
- Promote regional activity by developing our communication network (through the website, social media and regular newsletter updates)

2. Sustaining Growth and participation

- Develop and support adult and junior taster days
- Develop opportunities for University competition (Regional University Championship)
- Facilitate regional training days/ coached sessions
- Provide Club Start up advice, support & financial assistance
- Facilitate workshops & seminars for volunteers - event organizers, club administrators , technical officials



Triathlon England Eastern Region Strategy 2013-17

3. Improving our Talent pathway

- Provide Tristar training days
- Provide coach development opportunities in talent development

4. Servicing our existing members and Clubs

- Facilitate Regional Championships and Team relay competitions
- Facilitate training days and coaching sessions
- Facilitate coach development workshops/ conference

Strategy into Action

The strategy will be underpinned with a four year and annual operational plans and a budget which is regularly monitored and reviewed. These need to be realistic and focus on year on year progression in each of the strands; it is not practical to expect to deliver everything in the framework immediately.

The Regional Committee will be key to whether the strategy can be delivered, an identified member responsible for each strategic objective will help provide focus and clarity of roles and responsibilities. However this Committee must remain strategic and cannot be considered solely responsible for implementation. It's success will be dependent on the ability to galvanize support from throughout the region, utilize the wide range of skills and expertise available and delegate tasks and projects to create manageable workloads

To this end all possible delivery mechanisms will need to be considered, while much of this will be voluntary, we should also embrace professional (paid) services and support to enhance our ability to deliver.