



EXECUTIVE BOARD MINUTES OF MEETING

**Tuesday 29 January 2008
7.15pm at Optima Racing HQ, London**

Present: James Beckinsale
Siobhan Brownlow
Claire Chapman
John Lunt
Fiona Moorhead-Lane
John Petrides
Alan Spelling

Apologies: Lynda Chase

1. Apologies for absence

Apologies were received from Lynda Chase.

2. Minutes of Previous meeting

The minutes of the previous meeting held on 19 October 2007 were approved for signature by the Chairman.

3. Report from the Triathlon England Council Meeting

JP updated the Committee on the Council meeting. It was noted that there would be more transparency in the Council's processes going forward, e.g. minutes from the Council and the Board meetings would be published on the website.

JP informed the Committee that changes to the drafting rules would be implemented over the next 2 years. The new rules were intended to harmonise the rules in England with the Scottish drafting rules. It was noted that there would be differences with the ITU drafting rules and whether this would cause any difficulties or conflict with ITU events was discussed.

It was agreed that for the London region, no changes would be made in the medium term, pending resolution of concerns regarding the conflict with the ITU rules.

Action: JP to raise the potential for conflict with the ITU rules at the next Triathlon England Council meeting.

JP confirmed that no money would be allocated to the Region in respect of the RDM position for the period when there was no RDM in place. The money which had been allocated previously for the regions, including London, who were without an RDM, had been reallocated by Triathlon England.

4. Co-ordinating officer roles

The Committee discussed the need for co-ordinating officer roles.

Senior series coordinator: It was agreed that SB would communicate availability of the role. If no one offered him or herself for election, the role would be amalgamated during 2008 with the Participating Officer role.

Action: SB to advertise the availability of the role on the website.

Coaching coordinator: Discussed in the context of item 5 below.

Club coordinator: It was agreed that during the transition phase with the new RDM coming on board, it was not clear as to the scope and/or benefits of this post currently. It was agreed that the RDM would confirm if this position would assist him and if so, to confirm the scope of the role.

Action: JP to notify Jon Train and for Jon to advise the Committee at the next meeting of his plans.

Website coordinator: it was noted that getting people with the right technical experience had been a barrier to filling this role in the past. It was agreed that SB would continue to manage the website in the meantime.

Action: Alan to follow up with a prior volunteer.

Volunteer coordinator:

The Committee discussed the role and agreed that the new RDM should assess what is required and review the current role specification and present to the Committee.

Action: Jon Train to review and revert to the Committee.

Talent search coordinator:

It was agreed that this role was not currently required as the Region was assisted by a part time BTF coach.

Equity coordinator:

It was noted that Jon Train had previous experience with developments around Disability, Race and Women within sport and would be asked to develop a plan for the Region in these areas. East London Triathletes were actively involved and were discussing their plans with the BTF. Also the London Triathlon was investigating participation of AWADs within the London Triathlon events.

Action: Jon Train to review opportunities and to investigate.

5. Club and Coach Development Plan

JB stated that he intended to investigate opportunities for getting the regions coaches together and looking at best practice, education and networking beyond the current BTF courses, with the aim of providing coaching support, development opportunities and networking. E.g. "coaching for coaches" days.

It was agreed that this would need regional support. Step one would be getting the coaches listed on the website and contacting each coach.

Action: JB to get an up to date list from the BTF and from the London clubs of the coaches in the London region.

It was agreed that there needed to be an agreed job specification for the RDM and the 2 coaching roles planned for London. The RDM development plan had been developed in 2007. It was agreed that JP would meet with the RDM regularly (once per every 2 weeks). The 2 part time coaches would report weekly to RDM and prepare a full monthly report for the RDM. It was agreed that there needed to be a monthly report from RDM to the Committee.

Action: 1. JP to confirm the reporting lines for the RDM and the coaching managers.

2. *JP to obtain a job description for Jon Train from Mark Barfield and for the development coaches.*

JP updated the Committee on the coach interviews that had taken place. 5 coaches had initially been short-listed. The final 2 selected were Alan Hanley and Jon Horsman. It was noted that both are level 3 coaches and further that Jon Horsman has experience coaching children. It was agreed that it was for the Committee and the RDM to agree how each was to be deployed.

Action: JP to invite Alan Hanley and Jon Horsman to the next Committee meeting.

6. Funding – status and overview

FM-L provided an updated. A breakdown of potential costs was circulated to the meeting and reviewed. It was noted that £2,000 had been received from FDA for sponsorship and £1,200 from the BTF for regional funding.

- Action:*
1. *FM-L to discuss with Mark Barfield how monies have been allocated to London Triathlon and to what extent any funding had been ring-fenced.*
 2. *FM-L to provide monthly balance to the Committee.*

7. Advertising and sponsorship

SB confirmed that FDA had signed the sponsorship agreement. Opportunities for facilitating their sponsorship and the potential for discounts, as incentives, were discussed. Potential areas were presence at any coaching days, at London league events (excluding Thames Turbo, where there was an existing sponsor), events for juniors, and links on the website and eNews letter to communicate the sponsorship.

Action: SB to contact the regional clubs events coordinators for opportunities for FDA to be promoted at events.

It was confirmed that Wetsuithire.co.uk had offered free junior wetsuits in return for a website link. This was being currently being pursued.

8. Triathlon London league

It was confirmed that the event had been announced and an email sent to Triathlon London members.

9. Update on London Regional Championships

JL confirmed that 3 events were being run in 2008:

1. Open water swim in London and South East regions for children: application forms were ready for release. It was agreed that the event needed to be promoted throughout the region.

*Action: JL to provide details of schools that had asked for entries/details.
AS to raise at Junior Committee meeting.*

2. Age Group Regional Championship: It was noted that the selected date clashed with Milton Keynes Olympic distance Tri.
3. Relay and team time trial championships: It was noted that the selected date clashed with Milton Keynes Olympic distance Tri weekend, but this allowed people to race MK and then do a team time trial the next day.

Definition of club and team: It was agreed that a bona fide club needed to have a constitution and officers.

Action: JL to write the eligibility criteria and circulate to the Committee for agreement.

10. Update on regional open water event for children

See above.

11. Club accreditation

It was agreed that Jon Train would pick up on this when he formally took up his role. SLH had achieved club accreditation.

Action: To be tabled at the next meeting.

12. AOB

The meeting dates for the remainder of 2008 were agreed as follows:

- Tuesday 29 April;
- Tuesday 24 June;
- Tuesday 30 September; and
- AGM – TBD.

Action: JP to confirm the Triathlon England Council meeting dates.

Talent Programme

JB updated the meeting on the plans for the talent programme for 2008. It was noted that currently there is no regional academy. Instead the aim is to establish a programme to identify talented athletes via contacting various schools, starting with schools in Richmond. Following an initial presentation, a series of Talent ID days would be held with children entering various events. Pathways into triathlon, swim or running clubs would then be set up.

*Action: JP to set up meeting with RDM, JB and AS to agree an approach.
JL to provide Sandra Blenkinsop's details to JB.*

It was agreed that opportunities with Corus needed to be explored.

JP confirmed that Crystal Palace now had a children's section. It was confirmed that Crystal Palace Tri would be carbon neutral this year.

There being no further business, the meeting closed at 9.30pm.