**Dartford and Whiteoak Triathlon Club**

**Meeting Date: Wednesday 11th April 2018**

**Attended:** Martin, Craig, Lisa, Mel, Paul, Mark, Debs, Danny, Heather, Andy

**Apologies:**

**Minutes from last meeting-**

* Kayakers – who are first aiders? Julie, Colin, Martin H Training starts tomorrow (2 sessions) and Martin is going on this – Ronan would like to help out, using his own kayak - committee agreed this is possible as long as he is not the only kayaker on the lake.
* Coaches checking all those that swim are members Paul/Mark have been working on a list
* Register of swimmers at each session (health and safety dictates if there has to be an evacuation the emergency services should have a list of swimmers) keep a list on phone and puts on what’s app coach group after the session. Mel to feed this back to them.
* Sponsorship decision – what do they get £250 fee this is not to tie in with membership – Craig will sort the banner
* Southwater – has £10 deposit been collected – Mel to chase up and payment in full by June 30th. 9 teams have been put in
* Stolen Kit – has contact been made with the company? Craig contacted company – it’s being kept as evidence and the company think they may never have it returned. He has asked to kit re sizing and also altering ladies trisuit, also if they can keep everything in one and do a complete price for caps, rucksacks etc.
* Coaches – monthly session plans on website Mel to chase up
* **To discuss 11/4/18** – afternoon swim slot Friday during Lake season as well as dropping a Wed session in favour of the lake - Fri will swap to the Tuesday and every few weeks on a Wed only half 3 lanes for those that do not want to lake swim.

**Agenda Topic – Monthly Treasures report (Paul)**

**Discussion:**

* Accounts good
* Budget – a guestimate for the club house and container. A new set of costs – we may be down £2000 therefore the need to drum up more income ( this could be from more open water sessions at the lake and members)
* Memberships are now coming through 52 members. 23 have not renewed

**Proposed Action:**

* Mark/Paul to follow up with those who have not renewed membership

**Agenda Topic – Lake update**

* Summer hours -Lake Mon, Wed, Fri 6-8pm

 School hols Wed 2-4pm

 Sat 2-4pm

 Wed – will close some pool sessions/reduce lanes

* Water testing – still waiting
* Tow floats – order 5
* storage/club house -
* Lake opening – plan date at next month’s meeting
* Club event date with Jane (and potentially open to other Tri clubs) – (21st July swim/run, August 25th swim/run or possible mini tri if the first event doesn’t work) £10. Register online and sign a waiver (then by signing up become an open water member)
* Need an online flyer to email to other clubs
* Need separate list of rules
* Will have license next week/ testing not back, temp may be an issue. Man of Kent (Martin N is happy to do) 26th May

**Proposed Action:**

* Martin to order 5 tow floats after checking with Dave Poland the best ones to get
* Lisa to give details of club event to Jane
* Andy to draw up an online flyer to email out the two events to local Tri clubs once dates agreed by Jane)
* Paul to do risk assessment for the events
* Martin to check with Martin Nichols that he is happy to run the Man of Kent, and that May 26th is suitable

**Agenda Topic – Social update**

* Sevenoaks loop off 15/4/18
* After Tonbridge tri – coffee/cakes at Andy’s – everyone bring a plate
* Sevenoaks tri – social in café
* Man of Kent – May
* Club Race familiarisation ride 13th May

**Proposed Action:**

* Tonbridge loop off had only 1 person who attended. Agreed Debs to sort events on date she can do.
* Debs to remind all Sevenoaks competitors the social will be at Andy Walpole’s home
* Danny (?) Club familiarisation ride needs to go on Website and Facebook.

**Agenda Topic – Annual race**

**Discussion**

Sprint 100 standard 31

**Proposed Action:**

* All committee and club members encouraged to leaflet all races attended. Even local Park Runs.

**Agenda Topic – Underwater video swim analysis**

**Discussion**

Martin fuller is happy to do this. There is no charge for his service, just for the SD card. Let members know and those that want to be videoed swim together

**Proposed Action:**

* Craig to check the details of how it would be organised, if a whole lane is needed or use the diving pool. He will also speak to coaches.

**Agenda Topic- defibrillator**

**Discussion**

Committee agreed we need one for the lake – can we get funding from British Heart foundation

**Proposed Action:**

* Heather to contact Dave re costs to be discussed at next meeting and if he could secure any funding/bursary from the BH Foundation

**Agenda Topic –coaches**

Discussion

* We need to have emergency contact details and new coaching agreement
* Need 4 sessions noticed – amend
* A tick box on website with it running for during their time with us
* When coaches are initially taken on they physically sign a contract and tick code of conduct online
* Kat has still had membership going out via DD – club to pay back
* **Sam Proctor coaching-** Sam is designing short term training programmes. He has approached the club asking if he can advertise. The club policy is that anyone wanting to advertise must either be a club coach or sponsor– Lisa to let him know and give him the opportunity of becoming a club sponsor. There was some concern this could affect the training put on by club coaches and that his packages may not fit in with the coaches yearly plans. The committee agreed if he wants to come on board the club will try for a year and see if we lose members to this.

**Proposed Action:**

* Mel to amend the coach’s contract. Once signed it remains valid while under the employment of the club. It should state they need to give the committee 4 sessions notice if leaving.
* Paul to arrange return of fund to Kat due to overpayment from her live DD
* Paul to check with Dave P if he continued to pay membership after taking up coaching role
* Lisa to talk to Sam Proctor explaining club policy

**AOB:**

* **Paul -**Swanley running club have a new club house. Paul to ask them if they would be willing to do a joint share.
* **Andy** – the club needs to recognise members achievements, especially those who have gone further. Andy to do a regular, ‘interview’ style blog on the website/newsletter.

**Next committee Wednesday 9th May**