

Dartford and Whiteoak Triathlon Club

Meeting Date: 12th December 2018

Attended: Craig Ginn, Paul Foreman, Alison Ballard, Melody Kane, Karin Hofmeijer, Debbie Hazeltine, Ralph Ambrose, Danny Pearce, James Betteridge, Mark Milsom

Apologies: Martin Heap, Monica Lundqvist

Minutes from last meeting-

- **coaches qualifications for alternative sessions – Mel is still chasing**

Agenda Topic – New Committee. Roles and responsibilities

All new roles were read through, discussed and added to where necessary

Chairperson- Craig Ginn

Main Duties

- Act as an Ambassador for the Club and provide effective leadership
- Call meetings when appropriate (Committee and AGM)
- Chair all Full Committee meetings
- Ensure Committee members are aware of their roles and responsibilities
- Not vote at committee meetings but have the casting vote should meetings be tied on any one issue
- Notify club members promptly of any appointment, resignation or removal of Officers of the Committee
- Prepare annual report for AGM
- Liaise with British Triathlon Federation, Triathlon England and Triathlon London and other relevant bodies with whom we are affiliated
- Represent the club at external meetings when required
- Mediate internal disputes
- Respond to queries from club members on all club related issues
- Ensure a minimum of 10 and a maximum of 12 x 1.5 hour Management Committee meetings are held, including the AGM, a year plus ensure issues raised at these meetings are dealt with promptly by the designated Officer/member.
- Ensure all members are communicated with relevant information before and after meetings

Vice Chairperson – James Betteridge

Main Duties

- To support the chairperson in the running of the club Marketing and

- In the absence of the chairperson, chair all committee meetings and Annual General Meetings
- To deputise for the chairperson and when necessary make decisions, in consultation with other committee members
- Be prepared to assist other committee members in the execution of their duties
- **Review Club's Data Protection Policy**

Club Secretary – Alison Ballard

Main Duties

- Deal with club organisation and ensure the club has up to date affiliations with all appropriate organisations (TE, UKA, BC, CTT etc.) in conjunction with the Treasurer
- Deal with all incoming and outgoing correspondence
- Ensure Club members are kept up to date, via suitable methods, with any relevant information from outside bodies that may affect them
- Keep all club records accurate and up to date
- Liaise with Chairman to organise meetings
- Prepare agendas and ensure minutes at all meetings are recorded and circulated.
- To have a knowledge and understanding of roles and responsibilities of other club committee members
- Ensure all members are communicated with relevant information before and after meetings
- Book meeting rooms for the year with Whiteoak – 2nd Wednesday of the month (request urn and crockery)
- **Book pool sessions for Whiteoak swims**

Treasurer – Paul Foreman

Main duties

- Maintain accurate and up to date financial records for the Club
- Establish and maintain Club bank account and banking arrangements
- Produce and monitor annual budget
- Report financial position to the committee
- Collect and deposit fees, subscriptions and funds
- Ensure funds are spent appropriately
- Pay bills incurred by the Club
- Prepare end of year accounts and financial report for AGM
- Ensure all members are communicated with relevant information before and after meetings
- **Book pool sessions for Fairfield swims**

Coaching Co-coordinator – Melody Kane

Main Duties

- Act as the single point of contact for all coaching issues and questions
- Chair the coaching sub-committee
- In conjunction with the coaching sub-committee devise club coaching strategy, propose additional 'one off' coaching events for the club members
- Report to the club committee on decisions, changes in strategy, coached sessions and relevant coaching decisions
- Review current club coached sessions and ensure they meet club members' requirements

IT Admin officer – Danny Pearce

Main Duties

- Manage regular updates to the home page of the website
- Communicate on major events in the Club's calendar (Clash/ handicap races (liaising with the event/race officer) on the website
- Act as the single point of contact for all I.T. related communications
- Organise the clubs I.T infrastructure
- Review current and investigate new platforms and methods for building the clubs online presence
- Report to committee on all proposals to take the clubs technology forward
- **Work with Karin and Mark to create an events calendar for 2019**

Marketing and Publicity Officer (to be appointed)

Main Duties

- Publish a regular club newsletter and send to all members
- Regularly post news announcements, reflecting on the Clubs calendar such as races, social, or training.
- Encourage club members to write reports on their race experience
- Liaise with the committee and be responsible for prizes awarded at the end of season
- Deal with publications/press
- Promote the club in the local and wider areas
- Look at ways of advertising and marketing the club including investigating sponsorship opportunities
- Promote the club within the triathlon community
- Look at ways to develop the club membership and encourage new members into the club

Kit and equipment – Craig Ginn

Main Duties

- Look after stock and keep spreadsheet up to date
- Manage orders of Club kit by members including maintenance of stock levels
- Negotiate club discounts with retailers and suppliers
- Liaise with kit suppliers and Treasurer on pricing of items and purchase decisions when appropriate
- Arrange when required purchase of additional kit required for club e.g. swimming accessories, lake items
- Ensure all members are communicated with relevant information before and after meetings

Membership Officer – Mark Milsom

Main Duties

- Maintain a date base of all club members
- Respond to enquires about membership
- Keep check of monthly and yearly membership subscriptions
- Regularly report to the committee regarding any changes to membership of the club
- Welcome new members
- **Work with Karin and Danny to create an events calendar for 2019**

Race Officer – Paul Foreman

Main Duties

- Compile a race calendar of events for the year and post to the website, updating with new races from the club members as they are announced
- Collate details of events entered by club members into a fixture list on the race colander
- Look at suitable races for the Club Championships, reviewing each season.
- **Ask members to hold the date to ensure sufficient number of marshals available.**

Social Officer – Debbie Hazletine and Monica Lundqvist

Main Duties

- Organise a variety of social events during the year
- Follow up on club events and socials and uploads photos to our website and social media platforms (Facebook and What's App)
- Advertise events on social media and website.

- Meet and greet new members

Lake Manager – Martin Heap

Main Duties

- To liaise with the manager of the Bridge Development and Dartford Borough Council to co-ordinate procedures and practice good relations between them and the club
- Develop and maintain updated risk assessments and safety procedure
- Develop and maintain systems for record keeping and financial arrangements relevant to OWS
- Support water testing

Agenda Topic – Data Protection Policy

It was agreed that James Betteridge would look into this including 'opt in' consent and the management of personal information and where it is stored.

Proposed Action: James to deal.

Agenda Topic – Southwater

Was not as popular last year but the committee is keen to keep it going, however, they will not be funding it up front this year. Communicate with members as early as January 2019 to gauge interest, asking members to pay to enter.

Proposed Action: Contact members in January

Agenda Topic – Pools for 2019

It was decided that Alison would book the pool for Whiteoak and Paul would remain in charge of the Fairfield bookings. The committee agreed that the pool at Whiteoak should be cancelled on the Sunday of the club race (9th June), the Sunday of Southwater (1st September) and the Wednesday of next year's AGM which was agreed would be on Wednesday 20th November. It was noted that it is easier to reinstate bookings than cancel them due to change in Whiteoak policy.

Proposed Action: Alison to make necessary changes to booking at Whiteoak. [Alison to reduce pool to 2 lanes on the Sunday after Grafham due to the large number of members participating].

Agenda Topic – Race Reports

Craig was chasing both Dave Poland and Brian Downton to do race reports that we could put on the club website. If neither responded he would ask if maybe Chris Childs could do one

Proposed Action: Craig to chase.

Agenda Topic – Club Championships

It was agreed that both the Grafham and Sevenoaks races would form the championship races for 2019, together with the club parkruns.

Proposed Action:

Agenda Topic – A second club race

Janet Littlejohn had expressed an interest in organising a further club race during the year, possibly at the lake, to increase club funds.

Proposed Action: Janet to attend January's committee meeting to discuss.

Agenda Topic – GoTri

Paul showed an interest in putting on a GoTri event. He was hoping it could be organised at Whiteoak and maybe on the club's race familiarisation day

Proposed Action: To be discussed at January's committee meeting.

Agenda Topic – Defibrillator for the lake

Do we need our own defibrillator for use at the lake? Ideally, yes but they cost @ £1,000. Is it possible to apply for funding?

Proposed Action: Ralph to look in to.

Agenda Topic – SH2OUT

James asked is it worth getting SH2OUT safety and accreditation for the club to boost our open water activity? It costs £200. £150 for a technical advisor and £50 for the admin side. For this we will get guidance documentation and a site visit followed by their accreditation and then we can use their logo on any marketing material.

Proposed Action: James to look into.

Agenda Topic - Welfare Officer

Does the club need a specifically appointed Welfare Officer?

Proposed Action:

Agenda Topic – Duathlon Race

Could the club organise a ‘mob match’ duathlon at the lake, inviting 3 other clubs to the race in order to raise awareness of the lake’s existence? The club intends to stage a Big Chill Race on 1st April for the first lake open day of the season.

Proposed Action: Ralph to look into.

Agenda Topic: Membership Fees

It was agreed, as discussed at the AGM, that membership fees would have to be increased by 10% from April, with the early bird discount still available for March.

Proposed Action: Paul to email members.

AOB:

The Committee would like Lisa back on board, possibility in a coordinator role. Lisa is an experienced committee member with invaluable input.

The last Wednesday swim session of the month will be coached by either Dave Poland/Craig/Roy who have agreed to do this session free of charge to the club in order that we may carry out the necessary savings on costs. If none of them are able to attend, sets will be given out.

Craig will be carrying on with the brick session every other Saturday, possibly increasing to every week as and when demand increases.

Next Committee Meeting: Wednesday 9th January 2019 – 19.30