



EDINBURGH TRIATHLETES COMMITTEE MEETING

Sunday 7 January 2018

Minutes

Attendees	Apologies
Paul Chowdhry David Forrester Francesca Osowska Mike Brown Bruce Wilson Phil Parr-Burman Ian Gillon Gary Willis Gavin Calder Carrie Bush	Julia Löcherbach Ciara Webb Leigh-Anne Baker

Action grid

1. All to note actions and highlighted actions in minutes below, *and act accordingly!*

Membership update

2. The membership secretary reported that membership for 2018/19 would open as soon as General Data Protection Regulations (GDPR) issues resolved (see below). It was agreed that the membership card should include emergency contact details. The mesh-bag gift was stuck in administrative issues between Ronde and Orca. FO had contacts at Ronde and offered to help. **Action: MB to open membership and PP-B pursue gift.**

Club finances

3. The club treasurer noted that overall club finances were pretty stable, although there was some variability on race profit / loss from year to year. Much of this was due to timing issues in relation to spend and income flows. The club had held a historic cash balance for a number of years. It was agreed to discuss options for using this for the benefit of members at the next meeting. **Action: DF prepare paper on club finances.**

General Data Protection Regulations (GDPR) update

4. DF gave an update on the requirements on the club that would arise from GDPR, particularly ensuring that members had given consent to use of data (for example, photos, contact information, data from coaching sessions and so on). DF had prepared a draft privacy note that was discussed. The next step would be to revise this and then post on the website. In addition, information on use of data would be added to the EntryCentral membership system and prospective members would be able to agree or disagree to use of their data. **Action: DF to revise**



privacy note and add to website when agreed; MB to incorporate into membership arrangements.

Gullane update

5. GC updated on the Gullane arrangements. GC, CB, BW and IG had formed a sub-group for Gullane. The date would be 21 July and the race would open for entries soon. There would be a discount for early bird entries.

Email vs. Facebook vs. website

6. It was agreed that the mixed communication methods probably worked given members' different preferences for communication. It was agreed that Facebook should be encouraged and information sent via email should (if feasible) be posted on Facebook too. It was agreed that the media which need the most work was the website which, despite best endeavours, now needed updating. In addition, it was agreed that it would be helpful to learn from other clubs on how they used their websites. **Action: BW to source (from within the club initially) support to update the website; PC to use the TriathlonScotland Presidents' Network to learn about how other clubs managed their website.**

7. GW noted that the weekly email on sessions offered was burdensome to produce and would be much better if it could be replaced by a calendar on the website. It was agreed that this should be included in the new design. Until then, the weekly email of sessions should be simplified to key information only, not necessarily listing the coaches or detail of content of sessions. It was also noted that it would be useful to have a members' survey during spring / summer to follow up on the development plan and inform a refresh. **Action: GW simplify weekly email; PC to include questions on communication in follow-up questionnaire to development plan.**

Coaching issues, including minutes of last coaching meeting and how new coaches are recruited

8. At the last coaches meeting the committee had been asked to consider pre-booking swimming attendance given the popularity of some sessions. In addition, a request had been made to take over the administration of the Pedal House spin sessions. It was agreed that both should be part of the website refresh. (It was also noted that EntryCentral should be able to provide a facility for block booking of sessions.)

9. There had also been a request for extra swim lanes for Monday and Wednesday morning. It was confirmed that there is a standing request with Edinburgh Leisure for additional lanes.

10. L-AB had suggested that it would be useful to have an application form for prospective coaches who wanted to undertake coaching courses funded by the club. It had also been suggested that any prospective coaches undergoing training would be assigned a mentor from the current coaching pool. Both these suggestions were agreed. **Action: L-AB to take forward.**



Edinburgh Airport Community Fund

11. It was agreed that timing systems and racking were not investments that the club wanted to make at the moment. However, an application for website development might be worth pursuing. Sandy Leggett's offer of help was gratefully noted.

Club championship

12. PP-B suggested a set of races to form the Edinburgh Triathletes' Club Championship. It was agreed that this would be refined in line with comments and then circulated. It was also noted that wearing of club kit for the Championship would be encouraged. **Action: PP-B.**

Keeping the discounts section of website up to date

13. FO admitted that she needed to audit this section of the website. **Action: FO.**

Disability and Para-Triathletes, and Athletes with Additional Support Needs

14. CW had produced a paper on options for Edinburgh Triathletes to support athletes with disabilities or additional needs. It was agreed that Edinburgh Triathletes should support athletes with additional needs wherever possible. However, it was also noted that the type of support that Edinburgh Triathletes could offer was limited and therefore there were reservations about a label of "disability friendly" in case the club did not have the capacity to deliver against that label. It was also noted that in the club's history asking coaches with relevant experience had accommodated a relatively small number of requests for support for athletes with additional needs.

15. It was agreed that:

- There would be better signposting on the website so that athletes with additional needs knew who to contact (welfare officer in the first instance). The welfare office could then discuss the particular needs with coaches and committee. **Action: JL / BW / CW.**
- The club should not label itself as "disability friendly" because of capacity issues.
- Good practice in other clubs should be investigated. **Action: PC via the Presidents' network.**
- There was not the need for attendance on the training course at this stage.
- In refreshing the website, the needs of users with additional needs should be taken into account. Specifically, the links for the Welfare Statement, Equality Policy, and Code of Conduct should be moved from the bottom of the page to somewhere more visible, and the 'blue on purple' font should be changed so that it's easier for people to find the links. **Action: BW / JL.**

AOB

16. It was noted that this year was the fifth anniversary of the deaths of three club members in tragic circumstances: Andrew McMenigall; Douglas Brown; and Stephen



Churcher. It was agreed that the memorial bench at Gullane should be refurbished and a club ride to it organised to remember Andrew, Douglas and Stephen. **Action: BW.**

Date of next meeting

17. Sunday 18 March at Phil Parr-Burman's.