



## EDINBURGH TRIATHLETES COMMITTEE MEETING

Sunday 18 March 2018

### Minutes

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

### Action grid

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

### Club finances

2. DF would circulate a paper by email.

### Health and safety policy

3. PC provided an update on the health and safety policy including:
- Need for coaches to have up to date health and safety knowledge: tie in with affiliation (**action: PC update circulate to coaches when health and safety policy finalised; FO include as part of affiliation**);
  - Include information about the health and safety policy in the membership joining email (**action: MB**);
  - Emergency contact details need to be added coaches' Dropbox (**action: MB**).

### Refresh of development plan

4. PC looking to refresh the development plan in time for the AGM, with a member survey over the summer. **Action: PC.**

### Communications

5. In general, communications via various channels was working well. Open Facebook page would be closed as would Twitter. Revised website would give opportunity to drive content and interaction to website.

6. BW had drafted a digital media policy. This would help address some of the issues in relation to members using the e-group and Facebook for commercial



activities. **Action: BW** revise the draft digital media policy in line with comments; discuss with particular members who used channels to advertise their businesses; publicise to members.

### **Should members / coaches advertise services via egroup / Facebook**

7. Covered by digital media policy.

### **AOB**

8. TriathlonScotland had produced a GDPR guidance note.

9. The opening of the traffic free Lochgelly cycle track could provide opportunities for members, particularly to combine with open water swimming sessions.

10. **JL** would coordinate volunteers for Edinburgh 70.3. Ironkids also provided opportunities for volunteering.

11. Edinburgh Leisure had a “tier” system for clubs who used its facilities. Tier one status would provide benefits to Edinburgh Triathletes. **Action: PC discuss with DF how Edinburgh Triathletes could become tier one.**

12. All clubs had been asked for comments on the TriathlonScotland Strategic Plan. **Action: FO to circulate and all provide comments.**

13. Following the withdrawal of coaching support for the Friday track session, it was agreed that we should see if we could reinstate a weekly coached track session, preferably not on a Friday night. This should be free to members (as long as costs were not prohibitive). **Action: GW.**

### **Date of next meeting**

14. Sunday 27 May at Julia's.