



Minutes of DTC Committee meeting – 7th April 2014

Attendees

Chris Nicoll, Paul Wilson, Hayden Smedley, Simon Rolfs, Gavin Fletcher, Mark Bullock, Paul Stewart

1. Apologies

James Cooksey, Clive Holland, Lindsay Appleby

Agenda

1. Apologies
2. Minutes of last meeting.
3. Committee Updates
4. Health and Safety Review
5. Junior Training Day
6. Kit Update
7. Chesterfield Triathlon Club OW request
8. Website
 - 8.1 Update
 - 8.2 Maintenance Agreement
 - 8.3 Next Steps
9. Subsidised Triathlon membership
10. Date for Summer Series, TT and Open Water
11. AOB
12. Date and venue of next meeting

2. Minutes of last meeting

Accepted

3. Committee Updates

3.1 Membership Cards

Sample card presented with a photo card option, maybe an issue with how we keep this up to date, Chris will continue to look at options

3.2 PMA agreement

The current website needs to include the PMA logo, a link to the PMA website and details of their events.

Action 5.1 – Add PMA details to existing website and a link to PMA website - Simon & Chris



3.3 Cross-Country

Chris has looked into us joining the other league but has found it difficult to obtain any details. Gav has a contact at work who may have the details.

Action 5.2 - Obtain contact details of the other cross-country league and send to Chris – Gav

3.4 Financial Update

Current balance of the club bank account was ~£19k. Last year's accounts are currently being produced by the club accountant. The club accounts are to be made available by the end April and then on a 6 monthly basis thereafter.

Action 5.3 Order a new paying book for Chris - Paul W

3.5 Coaching

Chris and Simon are still required to meet to discuss coaching in more detail, once this has taken place the committee will be informed

3.6 Social

Littleover lodge has been chosen for the clubs award evening. It can hold between 80-100 depending on which rooms we want. The intention is to have a 3 course meal for the adults and if possible have an earlier session for the juniors.

Action 5.4 - Obtain final details for club awards night from Lindsay or get Lindsay to issue a note to the committee – Gav

Action 5.5 - Discuss the possibility of including the juniors with Hilary within the awards night – Chris

3.7 Secretary

England Athletics club fees paid along with around 7 club members have taken up the club offer of a discounted EA rate

4 Health and Safety

Chris has some concerns regarding our Health and Safety arrangements for all our club events since this was not cover the best at the junior training day. It was stated at the meeting that all our sessions do have risk assessments but Chris had not had sight of these.

Action 5.6 - Issue all risk assessments for run training, TT and SS to Chris to sign off - Simon, Hayden and Paul S



5 Junior Training Day

Junior training day went well but some concerns over the HS&E arrangements and who was responsible for the children. One point it did highlight was that it would be good to run something similar for adults but this may have to wait until next year due to other club commitments.

6 Kit Order update

Deposits have been paid but we still do not have any delivery dates yet.

Action 5.7 – Obtain an update on kit from Elisa - Chris

Action 5.8 - Update on Leisure wear required - Simon

7 Chesterfield Triathlon Club OW request

The committee were happy to let Chesterfield Tri Club swim with us at Barton under the normal arrangements

8 Website

a. Update

During the meeting an email was received from Andy Thornton stated that Scott is unlikely to be able to complete the new website anytime soon or even in the future. He was going investigate if his friend could do it but nothing is agreed.

b. Maintenance Agreement

OBE

c. Next Steps

Stop all work on the current website and consider other alternatives

Action 5.9 - Inform Andy to instruct Scott to stop all work on current website - Chris

9 Subsidised Triathlon membership

This was discussed by the committee but since it was not managed directly by the club it was rejected at this time



10 **Date for Summer Series, TT and Open Water**

Summer Series – The new dates for this year's SS are on the club website, there will be 14 races this year with one of them being a training/practice session. The first race will be 8th May on the A course. The practice session will have coaches available before the event to help novices with set-up and any details about the course

The scoring for the SS will be extended to the first 20 places rather than limit it to the first 8 to increase the competitive side of things. There is going to be some longer events held on a Saturday morning at Barton.

Action 5.10 - Issue an email to members with SS new format and dates - Paul S

TT – There is a suggestion that the club meets at the Village Hall in Repton prior the TT as there is parking and toilets available. The format of the TT will also change to only 1 practice and then be the 5 best times out of the 10 races.

Hayden has decided that he does not want to take up the clubs offer a tablet for the TT as he will use his own.

The current TT course is not official registered so riders cannot use their time for any other TT events. It is possible to register the course but keep it as a private course so it will still be restricted to club members only.

Action 5.11 - Review the possibility of having the club TT course made official so members times can be used in other events - Chris

Action 5.12 - Discuss costs and obtain more details on using Repton Village Hall for the meeting point for the TT with Chris Keegan – Hayden

Action 5.13 Dates need adding to website for the TT and then issue an email to members - Hayden

11 **AOB**

Child Protection

Mark Bullock raised the issue of child protection and the issues that clubs can face even without meaning too. The club currently has a trained welfare officer but they are not actively undertaken that role. Mark has highlighted various sources of information on where clubs can find out more about what to do to help prevent any issues on the NSPCC website. Simon also pointed



out there is lots of information on the BTF website which coaches are made aware of.

Action 5.14 Speak to Paul Webster about being the club welfare officer – Gav

Action 5.15 Review the BTF regulations for child welfare and issue findings to the committee - Mark B

Publicity of club results

It was raised that it would be good to get more publicity for the club but the committee were unaware how this is undertaken.

Action 5.16 – Investigate about getting more publicity for the club in the Derby Evening Telegraph – Mark

TFN V's DTC

TFN have approached the club to take part in a head to head event which was agreed as a good idea. More details required.

Action 5.17 – Obtain more details on TFN V's DTC event - Chris

Hilary has had a meeting with James Pipe who is a physio and he currently gives MVH a 10% discount on all treatments, this could be something we could also arrange.

Action 5.18 - Discuss possibility of using James Pipe as club physio with Hilary - Chris

12 Date and venue of next meeting.

12th April at the Brunswick



Action Table

Action No	Action	Owner	Date to be closed	Status
2.12	Notify Tom and David Bishop of the complimentary membership	Chris	03.02.14	On-going
3.2	Review the alternative options for a pop-up tent/shelter for future use	Paul	01.05.14	On-going
3.3	The chairmen to review risk assessments etc. for OW and advise if there are any areas of concern	Chris	01.05.14	On-going
3.5	Arrange for the target races to be added to the website – Chris & Simon	Chris & Simon	01.04.14	On-going
3.7	Review the options available for a club investment	Paul & James	01.04.14	On-going
3.8	Purchase a club tablet and protective case	Hayden	01.04.14	OBE
4.1	Update the PMA agreement and issue to all parties concerned	Chris	01.04.14	Complete
4.2	Obtain a detail list of the contents of the club lock-up from the equipment co-ordinator	Gav	01.04.14	Ongoing
4.3	Issue details of the club accounts to the chair and ensure there is an update available for future committee meetings	Paul	01.04.14	Closed
4.4	Investigate further if there would be any benefit to joining The North Derbyshire Cross-Courty league	Chris	01.07.14	Ongoing
4.5	Obtain an update from Elisa on the ordering of club kit for the next meeting	Gav	01.04.14	Closed
4.6	Expedite the inclusion of DTC on the DCSP website and discuss with Hayden about attending future meetings	Chris	01.04.14	Ongoing
4.7	Email all members regarding EA and the fact that the club will be subsidising membership for 2014/2015	Gav	01.04.14	Closed
4.8	Contact Steve Tatem for advice on the Club Mark and Star Award	Gav	01.04.14	Closed
4.9	Let Rob Cogings know of the committees intentions regarding helping with his Age Group funding	Chris	01.04.14	Closed



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4.10	Contact the club members to see if anyone would be interested in undertaking the role of Webmaster	Gav	01.04.14	Closed
4.11	Review the possibility of a having a club social on Sunday 6th April for participants taking part in either the Derby 10k or the Ashbourne Duathlon	Lindsey	01.04.14	OBE
5.1	Add PMA details to existing website and a link to PMA website	Simon & Chris	07.05.14	New
5.2	Obtain contact details of the other cross-country league and send to Chris	Gav	07.05.14	New
5.3	Order a new paying book for Chris	Paul W	07.05.14	New
5.4	Obtain final details for club awards night from Lindsay or get Lindsay to issue a note to the committee	Gav	07.05.14	New
5.5	Discuss the possibility of including the Juniors with Hilary within the awards night	Chris	07.05.14	New
5.6	Issue all risk assessments for run training, TT and SS to Chris to sign off	Simon, Hayden, Paul S	07.05.14	New
5.7	Obtain an update on kit from Elisa	Chris	07.05.14	New
5.8	Update on Leisure wear required	Simon	07.05.14	New
5.9	Inform Andy to instruct Scott to stop all work on current website	Chris	07.05.14	New
5.10	Issue an email to members with SS new format and dates	Paul S	07.05.14	New
5.11	Review the possibility of having the club TT course made official so members times can be used in other events	Chris	07.05.14	New
5.12	Discuss costs and obtain more details on using Repton Village Hall for the meeting point for the TT with Chris Keegan	Hayden	07.05.14	New
5.13	Dates need adding to website for the TT and then issue an email to members	Hayden	07.05.14	New
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5.17	Obtain more details on TFN V's DTC event	Chris	07.05.14	New
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