

## Mid Sussex Tri Club AGM Minutes

Wednesday 27th<sup>th</sup> November 2019 Bent Arms Lindfield 8pm

### 1. Attendance

32 members attended

### 2. Apologies for absence

Apologies: Sarah Hinton  
Gunther Eifler  
Mark Jordan  
Jean Fish  
Doug McTaggart  
Kevin James  
Barry Davids  
Mike Jaffe  
Adam Bryant

### 3. Approval of Minutes of 2018 AGM

Approved without amendment.

### 4. Matters Arising from 2018 minutes

Student membership will again be discussed at the next committee meeting.

A volunteer is needed to update the club website  
A volunteer is needed to help the Press Officer  
OWS: you can now buy individual credits

### 5. Reports of Officers of the Club

The officer's reports were read. All the officers were thanked and the following points raised.

- Treasurer  
No comments
- Membership Secretary  
Clarification of current membership: 166 members, 60 swim subs, 160 signed up to OWS, 5 concessions, 3 youth members, 43 new members, 21 England Athletics members.
- Race Director  
The end of the run route needs to be considered, the medal was great and the media campaign worked well.

- Head coach  
Coaches find coaching rewarding and recommend it to members. It is a skill to be learned, both training and commitment are flexible. **The coaching course can be as short as one day and once qualified there is a supportive Whatsapp group.**
- Welfare  
No comment
- Juniors'  
For the past 10 years there has been a juniors' section with a lively and popular training programme. Currently there is a lack of club members involved with the programme. This has caused legal and procedural problems so the juniors section is currently being paused until this is rectified. Callum would welcome participation from club members prepared to help. It was suggested Paul Hedger would be a useful ally in this matter. A junior's race could be run at Ardingly.
- Webmaster  
The club website needs updating and volunteers are sought for this task.
- Press secretary  
Jim Graham volunteered to help. Members were encouraged to submit race reports to the website.
- Social Secretary  
No comment
- OWS  
Start and finish dates to the season are now in the hands of the Ardingly Centre administration. New members get their own swim cap.

Each year there are around 3 no shows for Dutyman . Systems of dealing with this were discussed. (positive reinforcement, deduction of credits, standby swimmer) email Julie and Ricci with good ideas.

Ricci Lennon and Emma Jane Smith are taking over from Julie Williams next year. There are plans for more training around open water sessions including bricks with cycling.

## **6. Angela Murray: Statement for AGM, 27-11-19**

### **Chairman's report**

This has been my first year chairing the club, or rather, trying to keep the show on the road, and it's been a real pleasure to work with such a group of committed and professional people. I'd like to thank Jem for his endless wise counsel, and the whole Committee for their reliably, thoughtful and considered contributions to all our discussions, and for the excellence with which they run their sections. A huge thanks also to the amazing coaching team and club volunteers who put in such a

tremendous effort to run all our training sessions and events and who always make new members feel so welcome. The club simply wouldn't operate without you.

### **Summary of 2019**

The club has continued to offer superb coached training to all members. Despite a reduced number of coaches, Neil and team deliver a comprehensive range of training opportunities which are appreciated by all who attend.

We've run our own events very successfully, and added to them. The Club Sprint Triathlon, as mentioned by Jo, was a seamless transition from Steve's excellent work and we managed to reverse the drop in receipts we'd seen in 2018. This event goes from strength to strength and is appreciated by everyone involved. It demonstrates the ethos of the club, a community event led by experienced volunteers. Our own club Duathlon and TriFest events were again successful and well attended. We have two experienced club members who are taking over the arrangements for these events Paul and Martin, along with the BAR, so we should see renewed energy into these competitions....Then more recently the new Kidds Hill Challenge was definitely a challenge, but good fun too and enjoyed by all who took part (especially those who were standing at the top of the hill watching). Thanks to Neil for the concept and Jo (again) for the arrangements. We also took ownership of the 5-3-1 Swim, thanks to Debbie Ware. This is a popular and well attended event which raises money for a worthwhile charity.

Normal training run by our incredible coaching team continued. A great new addition is the Monday night spin class. Thanks to Barry for getting that going and the broader team for running the sessions. It has proved to be a big success. Thanks to those who've lead Sunday rides or group runs. This includes Jean, Ricci and Emma Jane Smith. Thanks also to Steve Mac for offering the opportunity to club members to do some supported sea water swimming this year.

We have continued to consult and to spend some of the surplus club funds. Thanks to sterling work from John Mactear, members who opted to receive a free hoodie should by now have received them and he's about to do another order for newer members. We bought club gazebos. We allocated funds to support group race entries, although we did not receive any applications for these funds this year. Early in year the fact that club members are not visible in races because they are not wearing club kit came up. Partly to address that the offer was made to take a Halo kit voucher instead of a free hoodie. Members are urged to spend these asap because they are due to expire in December.

The reports of each of the committee members speak for themselves but I just wanted to set out some highlights of the past season: ....

Yet again Open Water Swimming has been the backbone of the summer activities. Ardingly Reservoir is a wonderful venue, and our partnership with the Activity Centre is something to treasure. Not only is it a swimming facility unrivalled locally, but it is a beautiful spot for running, relaxing and socialising. Julie will be standing down at the end of next season so our thanks go to her for building it up, and her team, and we look forward to the new leads taking OWS from strength to strength.

Finances remain strong and we are keen to apply these to the benefit of the club and members. More on that later.

We have once more raised a good sum for charity. This year's beneficiaries were Chailey Heritage, Cyclists for Cancer and Lauren Silvers.

Sadly, we have lost our leads for the Junior Section so we will be looking for any members who individually or collectively would like to reform this section next year.

We are looking forward to our Annual Dinner on Saturday, February 1<sup>st</sup>. I am grateful to Liane and Hannah who are taking on the Social Secretary role between them, so expect to order your tickets soon. Emma Jane Smith is also planning a very early season gathering to set some goals for the season and enable club members to plan training with compatible training partners.

## Future

Our membership remains strong and accordingly our Finances. Themes for the coming year will be:

- Restarting Juniors if we can find willing organisers
- Looking for opportunities to enhance our Training opportunities (Strength and Conditioning training)
- Looking at ways of using technology to assist the considerable work put in by leads and volunteers, to cut down on manual form filling and checking
- Continuing vigilance on safety and safeguarding.
- Looking for volunteers for our coaching Team, whether Level 1 or 2.
- Welcoming the new members to the Committee who have valiantly agreed to take on where others have departed. Specifically, a really huge thank you to Emma who has run Membership brilliantly. And to David who deserves the biggest medal of all time, having dedicated the last 20 years to running the club as Secretary or Chair. I'm not convinced that he will really be able to sit through a meeting without taking minutes. We welcome Jason and Esther to these roles.

- Spending plan

	1st	2nd	3rd	4th	5th	6th	Overall Totals
1							
2	0	1	4	4	1	1	11
3	2	2	2	1	2	1	10
4	2		3	2	1	1	9
5	1	2	1	3	1	1	9
6	1	4	0	0	0	2	7
7	1	2	1	3	0	0	7
8	0	4	0	0	2	1	7
9	3	0	0	1	2	0	6
Other - Reduction in Student membership fee from 75% to 50% of the adult rate. This will result in a Student fee of £20 pa rather than the current £30 pa. At the AGM 2018 there were 5 student members which means a total cost to the club of £50 pa. The reason for the reduction is that the club is out of kilter with student membership fees, which are generally 50% of the cost of an adult. The £30 pa fee is putting off students from joining the club.	2	1	1	2	0	0	6
11	2	0	2	0	1	1	6

Steve Macmenormin outlined the four most popular suggestions for spending club funds and said that volunteers have been sought to take each suggestion forward.

- Appointment of Committee Members:

The following were elected:

- Membership Sec: Jason Brown
- Club Sec: Esther Clutton
- Social Sec: Liane Davids, Hannah Droschler
- Juniors' section will be vacant

- Members without Portfolio: Martin Shoesmith and Paul Richardson (Duathlon, TriFest and BAR race organisers)

The following agreed to stay in post for another year and this was approved:

- Chair: Angela Murray
- Vice Chair: Jeremy Paine
- Treasurer: Clair Hunt
- Head Coach: Neil Giles
- Race Secretary: Jo Fleming
- Open Water Swim Officer: Julie Williams
- Welfare: Jean Fish
- Web master: Mike Hook
- Press Secretary: Roger Smith
- Member without portfolio: Ricci Lennon
- Volunteer Coordinator: Steve Macmnmnmin

#### 7. **Selecting a charity**

A £100 donation was approved for Clare Danson's appeal

The following four charities were considered.

The voting was as follows: Sussex Search and Rescue = 14, Out of the Blue = 8, Monday Group = 6 and Afasic = 1. Funds (expected to be around £1300) will be distributed in proportion to the votes.

Additional funds generated from the 5-3-1 will be donated to Lauren Silver Swimmers

#### 8. **AOB**

Paul Richardson and Martin Shoesmith: Next year's Trifest and Duathlon.

This year 3 events were run on the day of the TriFest for 62 participants. Volunteers had a long day. Some parts of the race did not run well. Chris at the Activity Centre expressed concern about congestion in the car park.

Next year the Duathlon will remain the same as this year, the TriFest event will be rationalised to two distances, Sprint and Olympic, with team entries available. The half ironman distance will not be offered due to the minimal marshals used to run the event and the problems this caused supporting tired athletes competing.

The events are planned for 10 May and 30 August 2020. 8 am start.

Martin will organise a BAR completion on the same basis as Steve Alden: there will be long and short, male and female categories as well as and best overall.

It will likely include elements of Parkrun, 5-3-1 swim, Duathlon, TriFest and Hillclimb

### London Marathon place ballot

Kay McMenamin was the lucky winner of the ballot.

### IM Affiliation

The club now has Ironman affiliation. This allows early entry to events that often sell out on the day.

### Kit

Gunther Eilfler has just resigned from Kit, so the club is now looking for somebody to take this on. Steve MurkMenamin volunteered.

Next AGM meeting Thursday 19<sup>th</sup> November, 2020

Next Committee meeting, Monday 13<sup>th</sup> January

## **Reports**

### **1. Treasurer**

The cash reserves of the club have again improved over the course of the financial period to 22<sup>nd</sup> November 2019.

The club race generated a surplus of £5,705 (2018: £3,241) and receipts are already coming in for the 2020 race which are included here.

Open water swimming has a deficit of £310 (2018: £682). The deficit is as a result of the club covering the lane rental cost £811 (2018: £798).

Tri Hub had a deficit of £421 (2018: surplus £185). I have allocated the sweatshirts related to juniors here and the cost of a first aid course for a junior's coach and coaching expenses. In 2018 the coaching costs were in with the other coaches.

The 5-3-1 swim raised £799 for Lauren Silver's swimmers. Whilst the club races raised £648 for both Chailey Heritage and Cyclists for Cancer. There was also a donation of £50 to the swimathon team.

Coaching expenses are lower, in part due to less coaches and also due to not all expenses being claimed yet for 2019. Juniors coaching expenses were also recorded here previously but this year, they have been assigned against the Tri Hub.

In 2019 Spin was reintroduced after a year of no spin and has been well received.

Club kit is now all online via Halo.

On a full year basis, the pool hire costs will be very similar to the prior year. If anything, we may be slightly favourable due to Ardingly College cancelling sessions and reimbursements being made for each session cancelled. We pay up front and in full for Ardingly, whereas the Dolphin is paid for monthly.

Currently swim subscriptions are lower, but members are still renewing, and income is coming in every week.

Included in the membership costs for 2019 are the costs of the sweatshirts (£2,193) and Halo (£520) which were part of the 2019 membership renewal. In each year there are open water swim hat costs, trophy engraving and various small expenses. 2018 also included the bike maintenance course.

Web site costs have reduced to £369 (2018: £977) as 2018 included the cost of rebuilding the site.

As part of using up the surplus of cash the club purchased the gazebos to be used at races (£1,814).

The club holds a reserve of £8,500 which cannot be spent to insure the club against a bad year, and we are holding an additional £22,639 (after taking out the junior's funds).

I have not made any recommendations for the subscriptions for next year, but I would not recommend that they increase. I think the club could still spend some more of the surplus on activities to benefit the club members and this has been the subject of various emails.

Clair Hunt

**Statement of Income and Expenditure for the period ended 22nd November & the year ended 31st December 2018**

	As at 22/11/19	2018
<b>Income</b>		
Membership Income	7,376.36	6,700.00
Club races to raise money for charity	1,702.14	1,823.96
5-3-1 charity swim	987.04	-
Mid Sussex Triathlon	12,383.04	9,585.56
Swim subscription fees	2,004.36	2,757.75
Open water swim credits	4,469.62	4,670.82
Tri hub (junior training income)	920.00	2,204.00
Club kit	-	245.00
<b>Total</b>	<b>29,842.56</b>	<b>27,987.09</b>
<b>Expenditure</b>		
Membership	3,465.27	1,110.78
Coaching expenses	443.29	983.62
Club races	405.77	413.00
5-3-1 charity swim	188.49	-
Mid Sussex Triathlon	6,677.57	6,344.52
Open water swim payments	4,779.47	5,352.88
Pool hire	5,356.85	5,917.45
Spin costs	1,407.00	-
Website costs	368.79	976.58
Kit	-	622.00
Tri hub	1,341.28	2,018.99
Gazebos	1,814.37	-
Charitable donations:		
Lauren's silver swimmers (5-3-1)	798.55	-
Donation Swimathon	50.00	-
Chailey Heritage	648.19	-
Cyclists for Cancer	648.19	-
Kangaroos	-	1,410.96
<b>Total</b>	<b>28,393.08</b>	<b>25,150.78</b>
<b>Net increase in the period</b>	<b><u>1,449.48</u></b>	<b><u>2,836.31</u></b>
<b>Reserves:</b>		
Current funds	22,638.97	22,179.17
Go tri reserve	2,385.43	2,806.71
Reserve funds	8,500.00	8,500.00
Ardingly swim credits held	1,203.00	1,231.00
<b>Total reserves</b>	<b><u>34,727.40</u></b>	<b><u>34,716.88</u></b>

## **2. Membership Secretary**

### **Mid Sussex Triathlon Club – Membership Report 2019/20**

Please see attached sheet for year on year statistics.

Membership of the club has been fairly consistent over the last few years. We currently have 164 members and the likelihood is that we will exceed previous membership numbers by the year end 31/3/20.

Male female ratios are also pretty consistent - currently approx. 62% male - 38% female.

Pool swim subscriptions reflect previous years – 65 people paid to join pool training during April-September, and so far 55 have paid for the October to March period.

This year's numbers include 43 people who have not been members of the club before this year and enquiries from newcomers wanting to see what we do and potentially join us continue to arrive regularly. Our open water swimming sessions at Ardingly reservoir are an attractive draw for new members during the summer.

I have been Membership Secretary for 3 years now and am stepping down this year to let someone new take over the role. Many thanks to everyone who has helped me out during this period. I will be here to support the new membership secretary in taking over the role.

Emma Jaffe

14/11/19

## Mid Sussex Triathlon Club - Membership Statistics

		<u>At 4/11/19:</u>	<u>At year end:</u>		
		<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
<b>Members (total)</b>		164	156	164	147
<b>Life</b>		2	2	2	2
<b>Individual</b>		111	112	119	104
<b>Couples</b>		43	33	34	34
<b>Concession (18+ students/unemployed)</b>		5	5	4	4
<b>Youth (16-17 yrs)</b>		3	4	5	3
<b>New to MSTC this year</b>		43	22	42	n/a
<b>Male</b>		102	94	96	92
<b>Female</b>		62	62	68	55
<b>Paid up pool swimmers:</b>	<b>April-Sept</b>	65	63	62	62
	<b>Oct-March*</b>	55	62	75	59

\* some subs still to be collected for this period in 2019.

<b>England Athletics members</b>	21	23	18	24
<b>Facebook group members</b>	128	129	133	110

### Income:

<u>Membership:</u>	<u>Fee 2019: *</u>	<u>£</u>			
<b>Individual</b>	<b>40</b>	4,320	4,230	4,760	3,960
<b>Couples</b>	<b>35</b>	1,470	1,155	1,190	1,190
<b>Concession (18+ students/unemployed)</b>	<b>30</b>	150	150	120	90

<b>Youth (16-17 yrs)</b>	<b>30</b>	75	105	150	90
<b>Total:</b>		<b>6,015</b>	<b>5,640</b>	<b>6,090</b>	<b>5,330</b>

\* NB. Members joining after 30/9 pay 50% of fee.

#### Swim subscriptions:

##### **April-September:**

<b>Full rate</b>	<b>30</b>	1,920	1,890	1,845	1,860
<b>2019:Concession/youth rate</b>	<b>15</b>	15			

##### **October-March:**

<b>Full rate</b>	<b>30</b>	1,590	1,860	2,250	1,725
<b>2019:Concession/youth rate</b>	<b>15</b>	30			

<b>Total:</b>		<b>3,555</b>	<b>3,750</b>	<b>4,095</b>	<b>3,585</b>
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### **3. Race Director**

- This years' race was the 19<sup>th</sup> race
- There were 309 entries after refunds and 242 on the day (last year 288 and 205)
- There was a bike crash when one of the later starters came off going around a horse. We dealt with this smoothly in line with our Emergency Action Plan, with the bike Section Heads Adam & Paul deserving particular recognition. At a subsequent meeting with the horse riders, Paul established that they did not think the horse had actually cause the incident and the rider could not remember the details. Inevitably an emergency focuses attention on our procedures and we have plans to adapt them for the next race.
- The race timer gave us completely the wrong results and we gave away the prizes to the completely wrong competitors! This has prompted us to move to chip timing for 2020
- Feedback was good as ever
- The racking, radios, photographers, etc all worked well, as did the new website
- Next year's 20th Anniversary race is on 14 June 2020
  - Would be good to have ideas to mark the anniversary
  - Charlie's bear suit was fantastic – fancy dress by section?

### **4. Head Coach**

#### **Summary of 2019**

We are delivering coached sessions with a team of 6 coaches and 1 tri-activator

Coached sessions are: Tuesday & Thursday swim, Monday spin and Thursday run

The club took the decision to go down the 'home-grown' coaching route (rather than buying in an external coach). However, and as reported before, a coaching roster of this size is a challenge to cover all coached sessions whilst balancing personal training objectives and other commitments

Retaining coach commitment and involvement is a major issue that the club faces

The club is crying out for members to step up and help out with coached sessions. This can be done by taking a Tri-Activator course or a full coaching course. The club will pay for your training, so please consider giving something back to the club!

- Spin sessions: A good solid coached session with good attendance of circa 18 members a week. Well done to Barry for organising, and the delivery by Barry, Callum, Steve and Jo
- Run sessions: Turnout has been low this year. On several occasions only 1 member has turned up. This was a theme reported last year, so please use these sessions please, or we'll review the coaching commitment to them
  - Pool sessions: Attendance is strong, and have been delivered to plan

## **5. Welfare Officer**

Yet another year goes by without many phone calls to me asking for help, which is good as hopefully people are happily getting on with their training and adding to their collection of medals.

I spoke to a lot of participants during our club event at the Triangle and the feedback was always positive not just because of the event but the friendliness of our club members, which I guess is why hopefully my listening ear is not needed that much as we have a very happy bunch of triathletes.

But if for any reason you feel the need to unload after an accident-overtraining-feeling unconnected with other members I am your first point of contact obviously everything discussed is in confidence. I can usually be found training on a Tuesday night swim at Ardingly or I can always be reached through Email or face book.

Jean Fish

## **6. Junior's Secretary**

## **7. Webmaster**

The main change from last year website wise was the new club race website. That worked well and hopefully helped with the increase in sign ups. It will be back accepting entries again shortly after a few tweaks.

No major changes are planned for the main club site, just keeping things ticking over.

## **8. Press Officer**

Press Officer report

Oct 2019

I have managed to send in reports fairly regularly to the Mid Sussex Times which they generally publish.

The main purpose is to publicise the activities of the Club and also of members of the Club. These include articles on our Triathlon, photos of members at the open water swimming at Ardingly Reservoir, participation in various events eg Triathlons, Ironman Competitions, Marathons, Swimming events etc.

Occasionally articles have been put onto the Mid Sussex Times website by the Middy.

I also occasionally send in articles to The Argus in Brighton but they seem reluctant to publish articles as we are not really in their central circulation area. They did however publish an article on the exploits of Dr Jim Graham at Kona a couple of years ago. Of course at the time Jim was still practising in Brighton. I will still send in articles to The Argus for significant events.

When published I usually scan the article on to the Facebook page as not many buy the Middy. I also usually try to remember to copy my articles to Mike Hook for them to be included in the race reports page of our website. However I may have been a bit forgetful about this recently.

Roger Smith

## **9. Social Secretary**

This post is vacant. The Dinner has been booked for 1st Feb and Liane and Hannah will be organising it further.

## **10. Open Water Swimming**

### **Special Thanks to...**

The Open Water Swimming Sub Committee: Jeremy Paine, Ricci Lennon, Sandra Wescott , Casey Floyd Green & Jean Fish.

Mike Hook for putting all updated OWS information on the website.

Debbie Ware for running the 5-3-1 event.

Paul Richardson, Martin Shoesmith & Matt Critchley for running Tri-fest.

Emma-Jayne Smith for organizing the end of season run.

Chris Kinsman & the team at AAC.

All members for their continuing support, ideas & feedback.

**Generally, 2019 has been a successful, albeit shortened open water season with all the challenges & recommendations listed below from the 2018 AGM being met.**

### **Challenges & Recommendations from AGM 2018:**

#### **Challenges:**

1. To monitor numbers at beginning & end of the season & review safety cover.
2. Develop an extreme weather policy.

3. To provide a system at the end of the season that allows members to purchase x one swim at a time.

4. Update all safety protocols before the beginning of the OWS 2019.

### **Recommendations:**

1.OWS fees to remain the same for 2018.

As always a larger proportion of swimmers sign up than make it into the water but it is a wonderful resource so I would encourage members to take the plunge.

The water quality remained excellent throughout the season with regular reports supplied by AAC. We kicked off the season again with the popular 'Guess the water temperature' competition. I think this is now a tradition! Two new thermometers have been purchased.

Neon green silicone swim caps were gifted to all newOWS members & I have sufficient stock to do the same for the 2020 season.

Safety remains our top priority and we aspire to follow the good practice guidelines as recommended by the British Triathlon Federation. We put our system to the test again by having our annual safety drill on Saturday June 22nd.

Many thanks to our safety team on duty that day who were well prepared. There were some issues around safe exiting from the water that will be written into our updated safety protocol ready for 2020.

Dutyman improves each season. Members either swap or recruit a substitute for their duty & in the main this was fulfilled. Other Members stepped in at the last minute when a few people didn't turn up.

Unfortunately our planned non-wetsuit swim was cancelled. An attempt to organize an alternative sea swim was hampered by strong winds & a trip to Diver's Cove in Godstone resulted in only 5 members being able to make it.

End of season Club breakfast: A lovely run around the Reservoir was organized & well attended. A complimentary breakfast was provided.

## **Statistics:**

2017 stats:

Total swims: 1043.

Affiliate swims: 27 (Discontinued for 2018 due to insurance requirements).

Free Taster swims: 35 (x 9 conversions to full membership).

2018 stats:

Total number of swims: 1151

Peak months June/July: 570

Guest/taster swims: 32

Conversions to full membership: 3

2019 stats:

Total swims: 1031

Peak months: June/July 511

Guest/ taster swims: 25

Conversions to full membership: 12

Communication:

If you need to contact the ows co-ordinator please use the following email

[openwaterswim@midsussextriclub.com](mailto:openwaterswim@midsussextriclub.com)

All emails are responded to within 24-48 hours.

During 2019, posts to FB & email were made every week during the season to update/inform all members & thank the Dutyman team. This will continue during 2020.

Challenges:

- Dutyman: members are responsible for fulfilling their safety duty or finding a competent replacement. It is NOT the responsibility of the OWSSC who are already giving huge amounts of their free time.

- Not paying for swim sessions up front resulting in more volunteer hours being used to chase members.

Winter work:

1. Over the next few months the OWSSC will update the safety protocols with particular attention to Dutyman.
2. To research a different sign in method (similar to Diver's Cove) which checks payment has been made before swimming. No payment, no swim!
3. Agree 2020 start/end of season dates with the AAC.

Recommendations:

1. Swim session fees remain at £4.00 for **2020**
2. No extra safety cover is provided at the start of the season due to low numbers (& temperature). We will review end of season requirements mid-term.

Lastly, having been ows coordinator for several years I intend to step down at the end of next season. A couple of people have expressed interest in taking it on & I will show them the ropes next year.