

Manchester Triathlon Club Annual General Meeting

1st December 2008
7:00pm
Longford Park

Minutes taken by Andy Fardon

1. Apologies

Kyrstie Sutcliffe, Viv Slack, George Lipscomb and Tony Jolly

2. Chairman's report **Kat Copsey**

Kat reviewed a year of continuing success for the club. In 2008 we achieved Star Mark status and were awarded £500 of funding from British Triathlon as a result. The money has been put towards the running costs of the junior section that formed in cooperation with British Triathlon and has been taking place every other Saturday for the past six months. Thanks go to Martin Webb who has been organising this and Paul Taylor, Sarah Smith and Helen Hyder who have been coaching the sessions.

Thanks to the significant efforts of our head coach Rob Harvey, we were also recognised by BT as being among the very first clubs in the country to achieve the Disabled Inclusive status. Rob was also responsible for coordinating probably one of the most comprehensive club training programmes in the country. Thanks to Rob and all of his coaching team for their hard work and commitment.

We also achieved the ultimate accolade by winning the British Triathlon Club of the Year awards. Once again thanks to Rob and all of the people who over the years have supported and guided the club to where it is today.

Thanks to Andy Fardon for helping to organise the club's Boundary Breeze Triathlon. The race went very well and received nine out of eleven excellent ratings from the race referee. Congratulations to Andy who was also voted British Triathlon's North West volunteer of the year.

2008 saw the long awaited introduction of the new club kit which was designed by member Shane Stevenson. Thanks to club kit officer Gary Wolstencroft for sourcing the kit from Impsport following initial problems with the first batch. One particular advantage of the new supplier is that there is no minimum order quantity and members can go online and order what ever kit they want when they want it.

Congratulations to all the people who raced for the club in particular those who organised the teams and took part in the Pennine Bridleway and National team relays, which are just two events that really promote and encourage team spirit within the club.

Finally a massive thank you to all of the volunteers, competitors and coaches who are too numerous to mention, but without you we wouldn't have a club at all.

3. Proposed addition to the clubs constitution.

Proposed by Andy Fardon and seconded by Kat Copsey the following addition to the clubs constitution was passed with 32 votes in favour and 0 votes against.

“All members of the executive committee and other officers of the club who have access to the membership database and/or any of the club’s financial accounts must consent to a Criminal Records Bureau Enhanced Disclosure. They will be expected to co-operate with the organising body by providing the relevant identification and completed form when required. All costs incurred in this process will be met by the club.”

4. Election of executive and non executive committee members.

Executive committee

Chairman	Andy Fardon
Vice-chairman	Rob Harper
Secretary	Kieran O’Donovan
Treasurer	Ian Jones
Membership Secretary	Brian Mullan
Welfare Officer	Cathy Atkinson
Junior Co-ordinator	Martin Webb
Volunteer Co-ordinator	Andy Chalmers

Proposed by Kat Copsey and seconded by Paul Savage
Votes in favour 32
Votes against 0

Non executive committee

Training voucher co-ordinator	Mike Spencer
Club Kit Co-ordinator	Gary Wolstencroft
Social Secretary	Paul Barrett
New member contact co-ordinator	Rachel Douglas-Clark
Health & Safety	Dean Frost
Press/PR	Adam Zavalis
Webmaster	Rob Harper
Newsletter	Alan Ward
Boundary Breeze Director	Andy Fardon
BB Director’s assistant (1)	Kat Copsey
BB Director’s assistant (2)	Paul Skipper
Junior Representative	Owen Mitchell
Duathlon Co-ordinator	Paul Skipper
Commercial Liaisons	Andy Chalmers
Membership Payment Administration	Kat Copsey
Session Collector’s Co-ordinator	Bethan James
Training weekend organiser	Sarah Kleuter
Running Co-ordinator	Sonia Harris
Cycling Co-ordinator	Deborah Tout

Swimming Co-ordinator	Catie Smith
Trail/Fell Races co-ordinator	Sarah Kleuter/Jonathan Dabbs
National Team Relays co-ordinator	Rich Hyder
Club accounts auditor	Claire Deane
Boundary Breeze accounts auditor	Claire Deane
Maintaining Club Records & Honours Board	Paul Savage
Running the Club Awards Series	?

Proposed by Kat Copsey and seconded by Andy Chalmers

Votes in favour 32

Votes against 0

5. Treasurer's report

Ian Jones

The club has two bank accounts. One with HSBC which is used for the day to day running of the club and one with London Scottish which is used as a savings account. It came as an enormous shock when only a few hours before the AGM started we discovered that London Scottish Bank had gone into administration. London Scottish currently holds the bulk of club funds so understandably there was a lot of concern as to whether or not we would lose this money and the knock on effect on 2009.

After an afternoon of Ian and Kat speaking to the Financial Services Compensation Scheme and solicitors it seems highly likely that we will indeed get our money back. We have already requested for the paperwork that will allow us to begin the claims process to be sent to us, but have been informed that this may take up to two weeks to arrive and several more weeks to recover the cash.

Fortunately we have kept sufficient funds in the HSBC account to cover the venue and coaching costs for approximately two months, so there is no need for anyone to worry about session cancellations. We are also lucky in many ways that 2009 membership subscriptions will open soon which will again provide us with a financial buffer whilst we await the repayment of our savings.

Although the advice we have received and media coverage on this matter suggests that there is no reason why we shouldn't get our money back, we have to plan for the remote possibility that the club will not receive this money back – if we do not plan for this extremely remote possibility, the club could run out of cash during 2009. As such, we have taken the decision to amend our financial plans for next year as follows:

- Our intention was to discuss the future of bronze membership. However in light of recent developments and the general downturn in the economy it was considered appropriate to leave bronze membership in place and call upon more members to support the voucher collection process.
- We had budgeted to pay the £2 charge for all members who show their membership card at Longford Park training sessions. Longford Park have agreed to invoice us on a monthly basis commencing 1st January 2009. This will now be deferred until the recovery of our savings - as soon as we receive the London Scottish cash back we will immediately initiate this and other planned member benefits for 2009.

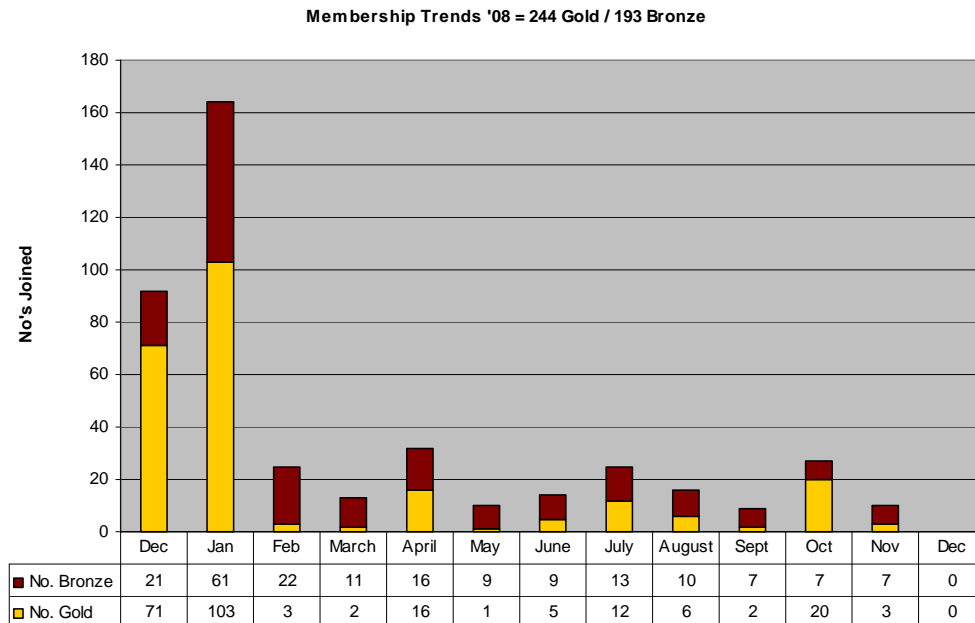
- The cost of 2009 memberships was to remain unchanged until news of London Scottish going bust came through; an emergency amendment was proposed by Andy Fardon and seconded by Ian Jones as follows: "Membership pricings will be reviewed urgently in the light of today's events. If a modest increase is necessary to safeguard the club's finances for 2009 then such an increase will be enacted, but as and when the London Scottish monies are retrieved in the near future then MTC will enact a policy which sees this membership increase returned directly to members." **Votes in favour 32. Votes against 0.**
- The cost of bronze membership training vouchers will remain unchanged at £4 per session.

Full accounts will be published separately.

6. Membership secretary's report

Brian Mullan

We currently have 437 members, of which 244 are gold members and 193 bronze members. Nearly 60% of our members subscribe in December and January so in this time we employ the services of an external mailing company to dispatch cards. This ensures efficient deployment of cards and reduces a huge administrative burden.



Membership will again run from 1st January to 31st December.

There will be a grace period for the use of 2008 membership cards at training sessions up until Sunday 11th January. After this time you will not be allowed to train without a 2009 membership card.

2009 membership cards will be colour coded for the benefit of the collectors.

Standing orders present a financial risk to the club as they potentially allow members the opportunity of cancelling their membership without warning. It was agreed that the number of standing orders would be limited to 25 and issued on a first come first served basis. This figure corresponds with the current number of members on standing order.

It was also unanimously agreed that owing to the success of the online payment system and to maintain continuity, there would no longer be an option to pay for membership by cheque.

7. Head Coaches report Rob Harvey

Achievements

British Triathlon Club of the Year 2008

Disabled Triathlete Inclusive Club Status

British Triathlon Junior Session in association with MTC

Improved administration:

- Coaching boxes at all venues
- New cage at Aquatics
- Promotions Pack to be used for updated notice boards
- New session database
- Updated coach database
- Improved coach certification, application & website profiles

Continuation of last years expanded training programme

Additional training sessions – Wed AM swim, Mon PM run

Expansion of the coaching team:

- 10 new assistant coaches
- 4 new lead coaches

Continuation of the Sunday rides programme

Successful Novice Training Day

England Athletics Affiliation including a successful cross country season:

- 50 club members totalling 112 race starts
- 28 male members totalling 68 race starts
- 19 female members totalling 35 race starts

Plans for next year

Retain club of the year?

Junior Section

Improved administration

- Emergency contact details on back of membership cards
- Medical information on back of membership cards
- Session attendance information
- Swim / Bike / Run coordinators

Coaching Equipment

- Coaching uniforms
- Stopwatches, ankle bands, pull buoys and floats at Aquatics

Coaching Resources

- Improved planning / training documentation for (new) coaches

New member evenings

Expansion of the coaching team (15 active lead coaches, 15 active assistant coaches)

Continued Professional Development Opportunities for coaches

Coaching Summary

We currently have a list of 38 coaches, lifeguards and MTB leaders who have worked for the club.

11 Leader coaches (Level 2 or above) are currently active, 2 have been active and now stopped coaching, 2 more began the application process but never started coaching.

11 Assistant coaches (Level 1) are currently active, 2 have been active and now stopped coaching, and 3 are either finishing their qualification or looking to begin coaching.

1 MTB leader is currently active, 2 are available to work and 1 never completed the application process.

2 Lifeguards are currently active, 2 have been active but are now not being used.

Genders Split

- 6 active female coaches (2 lead, 4 assistant)
- 3 others who have been active and stopped coaching (1 lead, 2 assistant)
- 1 active female lifeguard

Coach Recruitment & Training

This year we focused on recruiting lead coaches and training assistant coaches.

New lead coaches included Paul Taylor (BTF Level 2), Lee Holland (ASA Level 3) and Joanne Buckley (ASA Level 3). Unfortunately Joanne has had to stop coaching due to work commitments but Lee and Paul are coaching regularly. Helen Hyder and Sarah Smith, both ASA Level 1 coaches have come forward to assist with the juniors sessions.

8 MTC members attended a BTF Level 1 course we organised with the North West Regional Committee for Triathlon in October 08. 5 of the attendees have begun assisting with the club already with 3 looking to come on board shortly.

Both Tony Jolly and Paul Taylor attended the BTF Level 3 coaching course and are in the process of completing their paperwork.

Jonathan Dabbs finished his UKA Level 2 course and has continued to lead run sessions throughout the winter.

4 coaches have completed the BTF Disability Module (Rob Harvey, Paul Taylor, Tony Jolly and Tim Johns) as part of the clubs application to achieve Disabled Triathlete Inclusive.

Session Summary

650 coached sessions requiring 650 lead coaches and 300-400 assistant coaches

100 additional pool side Strength & Conditioning sessions requiring 100 lead coaches

30 lead rides requiring 120 ride leaders

This doesn't include lead MTB rides or track sessions at the Velodrome

Venue Summary

We currently use 4 main venues. The usage of each is shown below:

Longford Park: 110

Manchester Aquatics Centre: 150

Moss Side: 345

Stretford Leisure Centre: 80

For lead runs and bike rides a variety of locations and used in and around Manchester as well as further a field.

Session Swaps & Cancellations

There are 250 entries in the session database for session swaps and cancellations between 11/07 and 11/08.

There are 50 sessions cancellations listed broken down as follows:

- 13 sessions cancelled over Christmas and NY plus pool drainage at Stretford
- 7 sessions cancelled over Easter
- 4 sessions cancelled due to venue closures for competitions
- 6 Other bank holidays (Early spring Bank Holiday, spring and summer)

The others are entries for admin purposes or for cancellation of weekend run or MTB sessions

The remaining 200 entries are for coach or lifeguard swaps split roughly evenly between scheduled swaps recorded for admin purposes and swaps for illness, holidays, etc.

8. Any Other Business

Q. Jonathan Dabbs asked whether we have sufficient insurance to cover the reintroduction of the club training duathlons.

A. The club took out additional insurance earlier in the year over and above that which we have with British Triathlon. The policy covers public/professional liability, employers' liability and directors & officers liability. So from an organisational point of view we are covered, but must remind members who participate that we do not offer any personal accident/injury cover.

Q. Andy Chalmers asked how many members upgraded from bronze to gold membership in 2008.

A. Approximately 13 year to date.

Q. Dan Nolan asked whether we are in a position to accommodate non members at training sessions.

A. It is not something that we are in a position to move forward with at the moment although it is a topic that is regularly discussed by the committee. Basically there are three issues that we need to consider.

- We don't currently have a workable system to facilitate non members turning up at training sessions.
- We already have a number of sessions that are running at near capacity and it would be unfair to fully paid up members if they were turned away because several non members had chosen to come along too.
- We are not insured for non members

Meeting closed at 8:30pm