

Minutes of the Committee Meeting of the Mid Sussex Triathlon Club

The Bent Arms Lindfield, at 8pm, 30 April 2018

1. Committee for Meeting

Morwenna Hook	- Chairman
Jeremy Paine	-Vice chair
David Ricketts	-Club secretary
Rachel Baker	-Treasurer and Juniors' secretary (apologies)
Emma Jaffe	-Membership secretary
Kate Eifler	-Juniors' secretary(apologies)
Stephen Mcmenamin	-Race director
Neil Giles	-Head Coach
Roger Smith	-Press officer (apologies)
Mike Hook	-Webmaster(apologies)
Vicky Vonderlinden	- social secretary (apologies)
Jean Fish	- welfare officer
Julie Williams	- Open water swimming
Rob Hoodless	- Member without portfolio (apologies)

Also

Steve Alden	- Honorary Vice President
Mark Jordan	- Honorary President (apologies)
Matt Critchley	-Volunteer co-ordinator

2. Minutes

The minutes of the previous meeting were agreed without amendment.

3. Club Coaching

- The last Tuesday Ardingly swim is on 1 May. These swims concentrated on endurance.
- Anthony Shaw has joined the coaching team. He is a level 2 coach and race referee. He will be directing occasional Thursday swims.
- The recent appeal for more coaches obtained 4 responses. These volunteers will be starting coaching courses at the end of the year.
- Female participation on Thursday runs was again raised by the coaching team.
Action: We resolved to survey female members to see what can be done to improve participation.
- A request was put forward for Coaches to be exempt from Dutyman. This was not agreed. Individual applications for exemption could be put forward to the OWS Sub Committee for consideration.
- The coaches' expenses policy has been updated. This now incorporates BTF membership and swim sessions and is on the website.
- It has been difficult to organise a first aid course for coaches through the BTF.
Action: We will try and organise our own course with surrounding clubs. Club funds can be used for this.
- Julienne has moved away from the area This reduces the pool leading Sunday rides. Currently we have 4 leaders for Sunday rides but 8 are needed.

The coaches were thanked for all of their hard work and commitment to the club.

4. Juniors

- At a recent meeting the aims and plans of the juniors' section were discussed.
- **Action:** A summary document will be circulated
- More volunteers are needed. Parents are being sought to help. They need to have a standard DBS check if they help at least once per month. If this rises to at least once per week or four or more times in a 30 day period, an enhanced check is required. (BTF guidance).
- It would be helpful if a rota of duties was available well in advance so that volunteers could plan ahead.

5. Swimming

Open water swimming

- The website is being updated
- DutyMan reminders have been sent out. If a member misses their DutyMan they may be asked to make up other sessions.
- Taster sessions are now more tightly controlled with only one per person, after which they are encouraged to join the club. Tasters will be organised on the first Sat from June to Sept. The website should be used to apply.
- Club members can bring a friend for one off introductory sessions. Again this is booked and paid for through the website.
- Swimming will start on Sat 5th May if water quality is good.

- Tuesday evening sessions need 10 swimmers to be viable (see minutes of previous meeting).
- Marlins have again approached the club regarding participation in OWS. Morwenna will negotiate on behalf of the club. Clarification needs to be sought in what Marlins want and how this fits in with how MST runs OWS. Any enquiries to members please refer them to the Chair.

6. Mid Sussex tri race

- GDPR issues around the race email list were discussed. This will need future work when the requirements have been clarified.
- There are currently 111 entries for the race. This included 2 partially sighted teams and 4 aquabikes.
- This is fewer entries than in previous years, in common with many other local races this year.
- 45 marshals have volunteered so far. Additional help may be provided by children from Hurst College and club members families.
- Lawrence will help guide one partially sighted athlete: more guides may be needed.
Action: SM to put out request
- There are currently roadworks on the course and additional marshalling may be required at one point.
- Building activity is taking place at the centre and Steve Mac will keep an eye to make sure areas needed for the race are kept clear.
- Racking for 50 bikes has been purchased and racking for another 300 will be rented on the day for £300.
- Gazebo's are being organised by Jo Fleming.
- The cost for the day BTF license is likely to be £4.50

7. Club Kit

- Gunter is finalising the new designs
- It was queried why we are looking to change the club kit design as this was settled after a previous lengthy consultation. It was explained that the aim of this exercise was to find a better supplier. It was recognised that a new supplier may not be able to match our current design exactly, however the Committee asked that this be clarified.
- A vote then needs to be taken on any change to the current design

8. Treasurers' report

- Rachel will be stepping down at the next AGM. A vote of thanks was given for all her hard work over the years.
- A new treasurer is needed- preferably a club member with some financial experience.

9. Chairman's' Report

- Thursday spin/stretch session have been put on hold for summer. The demand and arrangement will be reviewed in the autumn.
- GDPR - draft privacy statement and policy attached for committee approval. This was approved.

- Consultations on spending club funds, all of which have been agreed and can proceed asap:
 - Gazebos: Jo Fleming is organising
 - Racking: enough for 50 bikes has been purchased. It will be tested at club races this year and the remainder for the Burgess Hill race will be rented for this season.
 - Swim Caps: Open water swim caps are being ordered (agreed to go for 150 ows caps)
 - Hoodies: Kate is organising 150 hoodies
 - Guest speakers: There are two formats (talk to an audience of any size or workshops for restricted numbers). Each cost £150. Both will be trialled over the next year.
 - Action:** Enquiries will be made into a Bike Mechanics workshop (JP and SM)

10. Social Matters

11. AOB

- Guests for club races: This was approved (subject to the necessary arrangements with the reservoir).
- Ragnar Relay: Steve Alden enquired about club support for the race (minibus for 10 for three days- around £300). The committee supported the principle however a policy/process needs to be drawn up to allow others to apply for support, with a fund and criteria.
- Claire Cresswell is leaving the club due to a change in employment and passed on her best to the club. We discussed having an exit procedure for athletes leaving the club to see if any useful information to improve the club can be gained.

12. Next meeting

Monday 2nd July

MID SUSSEX TRIATHLON CLUB PRIVACY POLICY

About us

Mid Sussex Triathlon Club is a Community Amateur Sports Club (the "Club", "we", "us").

We are committed to protecting your privacy and being responsible custodians of the information, you provide to us and the information we collect.

This policy describes how the Club collects and processes personal information, how we use and protect this information, and the rights individuals may have in relation to this information. Personal information is information, or a combination of pieces of information that could reasonably allow an individual to be identified.

This Privacy Policy includes:

What data we collect

Why we collect Triathlon Data and our legal basis

How we use your information

Sharing your information

Storage and data security

Your rights

Contacting us

What data we collect

In becoming a member of the Club, the Club collects certain personal information about you which you voluntarily provide to us via our website and online forms.

This will include your name, date of birth, gender, email address, address, telephone number, BTF membership number and medical conditions ("Triathlon Data"). We also collect the full name and telephone number of an emergency contact nominated by you.

Why we collect Triathlon Data and our legal basis

We will collect and process your Triathlon Data for the purposes of registering you as a member of the Club and administering your involvement in the sport.

We will process it on the basis of legitimate interests. The legitimate interests are the interests of registering you as a member and to administer the sport. When you are registered with us we will create an online user profile which sets out your personal data.

How we use your information

We may use your Triathlon Data for a number of purposes relating to the registering and administering your involvement in triathlon, including:

- Training and competition entry
 - Share data with club coaches or officials to administer training sessions
 - Share data with club officials to enter club events

- Membership and club management
 - Processing membership forms and payments
 - Share data with committee members to provide information about club activities, membership renewals or invitation to social events

- Publishing of race and competition results
- Website management

- Communications
 - sending information about training sessions
 - sending club newsletter
 - sending information about selling club kit, social events or fundraising

Sharing your information

We will not transfer your data outside of the United Kingdom.

We do not share information that reasonably identifies you with unaffiliated entities for their independent use except as expressly described in this Privacy Policy or with your prior permission.

We may share your Triathlon Data with third parties under the following circumstances:

- athletics partners such as UK Athletics, other Home Country Athletics or Triathlon Organisations, British Triathlon Federation with your consent
- our third-party service providers that perform services on our behalf, such as web-hosting companies, analytics providers, event hosting services, and information technology providers; and
- law enforcement agencies, government authorities or third parties as may be permitted or required by law. In these circumstances, we take reasonable efforts to notify you before we disclose information that may reasonably identify you, unless prior notice is not possible or reasonable.

Storage and data security

We will retain your Triathlon Data for such time as you are an athlete registered with us. Once you are no longer registered as an athlete with us, we will retain your information for a period of time that enables us to maintain club records and deal with any enquiries arising from previous triathlon seasons. We will delete your data when it is no longer required for these purposes.

We implement technical and organisational measures to ensure a level of security appropriate to the risk to the personal information we process. These measures are aimed at ensuring the on-going integrity and confidentiality of personal information. We evaluate these measures on a regular basis to ensure the security of the processing.

Your rights

Under law, you have rights regarding information we collect and that is related to you. We encourage you to contact us to update or correct the Triathlon Data if it changes or if you believe that any Triathlon Data we hold about you is inaccurate. You can also ask us to see

what information we hold about you, to erase your information and you may tell us if you object to our use of your information.

If you would like to discuss or exercise such rights, please contact us as set out below.

Contact us

If you have any inquiries or comments in relation to how Mid Sussex Triathlon Club collects and/or processes your personal data, you should contact the Club's data protection officer in the first instance (Emma Jaffe) at members@midsussextriclub.com.

If you are dissatisfied with how your inquiry is dealt with by Mid Sussex Triathlon Club, you have the right to report your concerns to the Information Commissioners Office (www.ico.org.uk).

Changes to this Privacy Policy

We may update this Privacy Policy from time to time. The effective date of the current Privacy Policy is noted at the top of this page. We encourage you to periodically review this page.