

## Board Meeting - Minutes

<b>Date:</b>	27 July 2020
<b>Time:</b>	6.30pm
<b>Venue:</b>	Virtual meeting

Attendees	Initials
Dougie Cameron - Chair	DC
Louise Wright - interim CEO	JM
Duncan Macrae - Finance	DM
Lynne Lauder - Events	LL
Rebecca Trengove - Welfare	RT

Attendees	Initials
Gavin Calder - President	GC
Penny Rother - Age Group	PR
Rob Mitchell - Commercial	RM
Pamela Sneddon - Operations Manager	PS
Fiona Lothian - Head of Performance	FL

Apologies	Initials
Sandy Hodge - SS Partnership Manager	SH

Apologies	Initials

Agenda Item	Topic	Action
Item 1	<b>Welcome and Apologies</b> DC welcomed all to the meeting and the above apologies were noted.	
Item 2	<b>Minutes from Last Meeting, Action Review and Matters Arising</b> The minutes and actions from the last board meeting were previously distributed. The board approved the minutes and actions. Child protection policies - these are about a month behind, so will be brought to the next board meeting.	RT / PS
Item 3	<b>Conflicts of Interest</b> There were no additional conflicts of interest noted.	
Item 4	<b>Risk Register</b> 1. Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature. 2. Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature. 3. Line 19 - COVID lines need to be updated	LW / PS

Item 5	<p><b>Performance Review Presentation (see attachment 1)</b></p> <p>Covid has made it a very different year. There has also been the news about Marc Austin having to retire due to medical reasons.</p> <p><b>Targets for 2019-2023</b> have changed significantly.</p> <p>New targets:</p> <ul style="list-style-type: none"> <li>• Separate performance plan by September 2021 and working with BTF and WT to ensure it aligns with the BTF plan.</li> <li>• Clarity on whether the performance review focused around Stirling and if the wider squads need to be included in the plan.</li> <li>• Focus on VI (visually impaired) athletes.</li> <li>• Work with junior clubs to bridge gap between clubs and academy.</li> <li>• Develop 3 identified junior coaches.</li> </ul> <p>Staffing required to deliver:</p> <ul style="list-style-type: none"> <li>• University of Stirling Lead Centre Coach - line managed by the University but working with Head of Performance - <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></li> <li>• Performance Pathway Coach - made up of a centre coach, home nations lead, para lead, academy lead - line managed by Head of Performance. These posts could be advertised as one post or different posts.</li> <li>• Glasgow Hub Coach - will report directly to Head of Performance.</li> <li>• Apprentice Coach - first stage of interview is complete. Second stage will be face to face and will happen August / September when able to run a practical component.</li> <li>• CWG Lead Coach (voluntary) - to lead on CWG and build team ethos and culture. No specific daily coaching element entailed.</li> </ul> <p>Roles and responsibilities of each post should be communicated clearly to the athletes.</p> <p>FL to send to board the CWG Team Manager role description. This post will be recruited by CWG but FL will be involved as part of the assessment panel.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p><b>Birmingham 2022</b></p> <ul style="list-style-type: none"> <li>- Ensured 3 places for Triathlon (excluding Para-triathlon).</li> <li>- 12 discretionary places can be applied for at the final nomination and TS would need to do this to field a team relay.</li> <li>- Para-triathlon has a different qualification and is by invitation only based on ITU Commonwealth rankings.</li> <li>- Changes from 2018 selection policy</li> </ul>	FL
--------	---	----

	<ul style="list-style-type: none"> <li>○ Remove % behind the winner in selection policy as is determined by how race evolves and is not in the athlete's own hands (e.g. a sprint finish v an athlete with a comfortable winning margin jogging down the finish chute)</li> <li>○ Remove within X number of Commonwealth Games athletes - this makes it more difficult to qualify from races based in CGS countries and encourages athletes to look for races where CGS athletes tend not to compete.</li> <li>○ Put selection in athletes' hands and remove the need for discretionary selections where possible</li> </ul> <ul style="list-style-type: none"> <li>- Selection standards / process to be agreed with CGS and then recirculated for comment (15 Aug 2020)</li> <li>- Final nominations are to be submitted by 15 May 2021, then TS would be notified about 2 weeks after that whether we have been successful.</li> </ul> <p><b>Academy Points</b></p> <p>Looked at athletes on programme from 2006 to 2019 to see if the standard has been going up or down. FL presented statistics on the athletes on Academy Squad.</p>	
Item 6	<p><b>Recruitment (see attachments 2-5)</b></p> <p>Vacant posts:</p> <ul style="list-style-type: none"> <li>- Coach Developer - <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></li> <li>- Volunteer Officer - part time position</li> <li>- Performance Coaches - FL has spoken about these in her update</li> </ul> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> DMc shared a comparison of the budgets from 2019-2023.</p> <p>The board agreed to move ahead with the Coach Developer recruitment.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> DM to share expenditure detail with the board.</p> <p>sportscotland would like to see recovery plans in return for the second 6 months' funding. The staff already have these in progress. There will be no other stipulations on the funding.</p>	DM
Item 7	<p><b>Finance Report and Budget</b></p> <p>The budget was covered in item 6.</p>	
Item 8	<p><b>Membership Presentation (see attachment 6)</b></p> <p>PS gave an overview of membership strategy.</p> <p>BTF calls have now moved to monthly. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p>	

	<p>TS will phone members that haven't renewed for feedback as to why they have not renewed, to give a personal touch, and to perhaps create a warm list for contact later in the year.</p> <p>The board were asked if they were available to commit to phoning members.</p> <p>One product membership makes sense to align communications and commercial buying power. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>Three companies have pitched to BTF for a CRM. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>The membership strategy should also focus on the triathletes that are not members.</p> <p>Success will be if we can get back to the levels of members pre-covid.</p>	
Item 9	<p><b>Commercial Update</b></p> <p>Commercial committee meeting tomorrow. RM will circulate the meeting notes to the board.</p> <p>Announcement last week for Pelotan as the new sun care partner.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p>	RM
Item 10	<p><b>Clubs Update</b></p> <p>There has been good communication with the clubs. The clubs are looking for information as we move through the restriction phasing. TS have been running well received club workshops.</p> <p>Looking to address the shortage of clubs in some areas of the country.</p>	
Item 11	<p><b>Age Group Update</b></p> <p>Amended criteria has been circulated. There are no qualification events this year and if Age Groupers qualified for this year, then the place is rolled forward. There's also the option to submit race results, but there are lots of criteria associated with this. Age Groupers cannot enter an event until the pools have opened for 6 weeks as they would not be deemed fit enough to compete, however, as local authorities have open pools are different speeds, it's not clear as to how this will work.</p>	
Item 12	<p><b>Welfare Update</b></p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>Revision of the Child Protection policies has been held back due to capacity issues but should be complete at the end of August.</p>	

Item 13	<p><b>Events Update</b></p> <p>First events in England were at the weekend and TOs will be feeding back on lessons learnt and positive outcomes.</p> <p>All TOs have been issued a survey and TS is making progress on improving communications with them.</p> <p>The Events Strategy is being worked on. Finalising risk assessments and emergency action plans. It's not likely that we will be able to move forward with events (preceding the First Minister's announcement on 30 July). It's likely there will be no significant changes before the schools go back.</p>	
Item 14	<p><b>BTF D+I Committee</b></p> <p>BTF have set up a committee and working group. LW to approach sportscotland to find out whether they have resources we can use.</p>	LW
Item 15	<p><b>AGM (see attachment 7)</b></p> <p>The scenarios document was previously distributed to the board.</p> <ol style="list-style-type: none"> <li>1. In person with social distancing</li> <li>2. In person with social distancing but limiting numbers</li> <li>3. Virtual</li> </ol> <p>The board agreed that the virtual AGM is the best option and a plan is to be formulated over the next few months. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p>	
Item 16	<p><b>BTF Report</b></p> <p>The key topics of conversation has been the 'return to play', the three HNs working together and recently the return to elite sport and the Olympics.</p> <p>The board were happy to work closer with the HNs.</p>	
Item 17	<p><b>AOB</b></p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> Board roles and responsibilities need reviewed. A gap analysis of staff / board expertise will be conducted by LL / LW. This will include a review of board roles / responsibilities.</p> <p>LW has asked for increased frequency of board meetings due to the virtual nature, which would be shorted in duration with theoretically less to discuss.</p> <p>Next board meeting will be at the end of August.</p> <p>Board members should send PS their committee notes/minutes.</p>	LL

The board extend their thoughts condolences after the sad loss of James Harrison.

James Harrison: a celebration of his life and contribution to triathlon.

25th Jul 2020 | Written by Morven Bruce



James showing his transition speed in the British Triathlon Grand Prix, Strathclyde Country Park. Photo credit: Imaclmages

The Scottish triathlon community was shocked and saddened to hear of the tragic loss of James Harrison following a bike accident last month.

On Thursday 25<sup>th</sup> June James (36) was knocked off his bike on his way to work at the Royal Infirmary of Edinburgh. James was an intensive care nurse who had been working as the lead cardiology research nurse for the past few years. During the coronavirus pandemic he had been back working in intensive care. He leaves his wife Rowan, a doctor who also works on the front line, and their two young children.

James was a prominent member of the triathlon community in Scotland both at races and through his local club, Newhaven Harbour Triathlon Club, where he was a founding member and Level 2 coach. He also had close links to Pentland Triathletes, where he also coached. James was a talented Age Group athlete, having represented Great Britain at World and European Championships 10 times from 2006-2010. More recently, James was on top of the podium at Irvine Aquathlon in 2019.

James's death has also been felt across the athletics community, with him being a member of Corstorphine AAC and a qualified Scottish Athletics Official.

Alan Bremner, President of Newhaven Harbour Triathlon Club, shared with us his fond memories of James:



*All at Newhaven Harbour Triathlon Club and Corstorphine AAC, along with many other friends in Scottish sport, were devastated to learn of James's tragic death four weeks ago. We lost our much loved and hugely respected Triathlete and Duathlete, Coach and wonderful friend.*

*Athletes of James's level don't generally share their secrets but he was the exception, always helpful and always willing to share his racing gems...with his teammates anyway! Exit the water, wetsuit zip down, hat and goggles off and dragged into your sleeve in one movement. Even placement and angle of your shoes in T2 was a fine art; "always race in transition, it's the 4th discipline!". One particular memory I have of James was when a little bit of "tough love" was called for after a race. I was saying I could have raced better if I hadn't been suffering from hypothermia and James's unforgettable solution was to "just ride harder"!*

*In 2016 James came 3rd in the gruelling 43k Lairig Ghru hill race in a lung busting, superhuman time of 3 hours, and was extremely proud of winning the Stranraer Half Marathon in 2019. He also enjoyed great successes with Corstorphine AAC. In December he was part of the winning Senior Mens Team in the Scottish Athletics East District XC and last year was even trying his hand at steeplechase!*

*He flourished as both an athlete and a coach, racing and helping others enjoy the hills. "Cross country is the foundation of all running" he would tell me, and whilst running in the hills, his "tweed for speed" mantra will always inspire.*

*James has left a huge gap in our lives, but we were lucky, and our lives richer for, having met such a wonderful human being.*



Always at the front and race face on. 2010 ITU World Duathlon Championships, Edinburgh.  
Photo credit: Imaclimages

	<p>Friend and Triathlon Scotland board member, Penny Rother, echoed Alan's sentiments, saying:</p> <p><i>"James will be sadly missed and his loss will be felt across the whole triathlon community. I knew James personally and I've lost a friend and open water swim buddy, but my loss is insignificant compared to that of his family. Our thoughts and deepest condolences are with them as they deal with this awful tragedy."</i></p> <p>James's funeral took place on 10<sup>th</sup> July with many of his club friends across both sports showing their respects from a distance due to the restrictions imposed by the Covid-19 crisis, including lining the route and a jogging guard of honour.</p> <p><b>JAMES HARRISON 1983-2020</b></p>	
--	--	--

Date of next meeting: 24 August 2020