



## **East Essex Triathlon Club**

### **Minutes of the Committee Meeting Held on the 2<sup>nd</sup> March 2026**

#### **In Attendance:**

Graeme Silcock, Nia Silcock, Niall Canavan, Ian George, Chris Muers, Charlotte Brooks, Ben Brooks, Nathan Clarke, Sue Fuller, Cally Jupe, Same Jupe, Matthew Dodd, Kat Stops

#### **Apologies Received From:**

Zena Shean, Paul Gribbon, Mike Grout

#### **Agenda Items:**

- Matters arising from the last Committee Meeting / AGM
- Finances (BSV paid April 2026 to March 2027)
- Basildon Aquathlon (Incl. Marshalling)
- Adult League
- First Aid Training
  - Quotes requested, if no response by mid-week, then will look at alternative suppliers.
- Bike & Run Leaders
  - Safety: Ride leaders need to understand the road/safety requirements in addition to reading the clubs risk assessment for “club rides” (which needs updating). Ride leaders should have basic knowledge of repairs (e.g. puncture repair). Ride leaders also need to carry basic first aid supplies (bandage/gauze, space blanket, alcohol wipe, cash).
  - Training requirements: Ride leaders need to complete a ride leaders’ course (now Swim Bike Run Leader Award). This provides additional cover under our BTF insurance.
  - Courses:
    - Swim Bike Run Leader Award & Safeguarding £85 – Next available dates: 30<sup>th</sup> April (30<sup>th</sup> & 5<sup>th</sup> 18:30-20:30, 7<sup>th</sup> 18:30-21:30), 8<sup>th</sup> July (8<sup>th</sup> & 15<sup>th</sup> 18:30-20:30, 29<sup>th</sup> 18:30-21:30) – Doesn’t specify safeguarding of child so may only be able to support adult rides.
    - Swim Bike Run Leader Award £65 – Next available dates: 16<sup>th</sup> June (16<sup>th</sup> & 23<sup>rd</sup> 18:30-20:30.
    - UK Coaching Safeguarding Adults (Multiple dates)
    - Or UK Coaching Safeguarding and Protecting Children (Multiple dates)
- Crown to Crown (note may need new flasks)

- Club Feedback Questionnaire
- Summer Event

**Matters arising from the last Committee Meeting:**

N/A.

**Finances:**

Club account is in good standing; finances currently stand at £18,722. The costs for the Basildon Aquathlon have been paid, in addition to the costs of the track sessions for this year, Gray's triathlon has also been paid.

**Basildon Aquathlon (Incl. Marshalling):**

Ian noted about the medals, and if we do both medals and trophies with more funds in the account, previously we also gave out Crème Eggs also. Charlotte noted that the kids like the medals and that feedback from past events was that if there wasn't a medal they might not do the event. Consensus is to do medals and trophies.

Jenny mentioned closing date is this Sunday. Jenny away the following week but will make sure the list is out to publish on web beforehand. Jenny will add some slots so if there are late entries they can be accommodated.

5 places left (of 120) for kids, about 60 left (of 120) for adults. Folks who have said they can marshal have also been contacted.

Sam noted whether we could look at influencers to support promotion of events in addition to the publications and existing medias.

**Adult League:**

Sue raised question on what we would like the club champs to be, and whether for this year we try a pool swim as opposed to a lake swim which may be a barrier for new members. White Oak has been suggested as an event. The only downside to Whiteoak is that we wouldn't have space/area to have a gazebo. There may be options close by such as a park where we could arrange to meet, there is a park on the run course that we could setup in, and folks can watch the run. Members can enter themselves.

Saffron Walden have been contacted about the Walden Tri, both Sue and Jenny have tried contacting them but have been unable to get hold of anyone, additionally their club website is down for the kids' side, unclear now if things are still going ahead.

Crown to crown has now been confirmed and is open to entries. Sue will add events to club calendar.

### **First Aid Training:**

Graeme contacted K's Aid for First Aid at Work training course, awaiting dates and will send out to coaches to get booked onto the course. Should have responses this week.

### **Bike & Run Leaders:**

Concerns have been raised from coaches on ride leaders, and question raised as to whether we should get ride leaders trained with the BTF Swim Bike Run leader awards to provide additional coverage for the club. Ride leaders need to be aware of the risk assessment. Graeme to update the risk assessment and distribute.

BTF details:

- Training requirements: Ride leaders need to complete a ride leaders' course (now Swim Bike Run Leader Award). This provides additional cover under our BTF insurance.
- Courses:
  - Swim Bike Run Leader Award & Safeguarding £85 – Next available dates: 30<sup>th</sup> April (30<sup>th</sup> & 5<sup>th</sup> 18:30-20:30, 7<sup>th</sup> 18:30-21:30), 8<sup>th</sup> July (8<sup>th</sup> & 15<sup>th</sup> 18:30-20:30, 29<sup>th</sup> 18:30-21:30) – Doesn't specify safeguarding of child so may only be able to support adult rides.
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Sue noted we have good cash flow in account, and could we subsidise it or pay for it. As a club we could either subsidise or pay in full. Matt noted that there were previous discussions on this and thought this was bottomed out. Sue noted that we should revisit this as if we are taking club riders out that we have this added level of protection for the ride leaders, so they are protected. Graeme noted that we are also affiliated to CTT not just BTF. Matt noted that on previous discussions because these were social and not coaching that these didn't need coverage. Niall noted that terminology needs to be considered and the way we word messaging. Sue noted this course is not about coaching, it's about being safe on rides. Niall noted that in Chelmsford cycling club if they specify a date and time in eyes of British Cycling this can constitute a club ride. Niall noted that maybe we could incentivise so if someone contributes into doing it, we can then look to help fund some of the course.

Sue noted that we should also remind people that we have a dedicated website page on how to ride as group. On recent rides we've had some riders not point out hazards on the road because they were not aware of guidance. Need reminders on front light, back lights, hand signals etc.

As a club we can put out a note to say that your ride leaders are... and point to the guidance on the website before they set-off on rides. Graeme to look at GCN videos/links that we can put into communications and feed into member pack.

Matt noted that Ben's done a great job reinvigorating these rides but noted concerns that if we go down this route there is a possibility we could lose the rides as may be putting a barrier in place. Graeme noted that this is less of a barrier and would help support the growth of the club, we have a small group and run risk of not being able to take a group if we have limited ride

leaders available. Matt noted concerns that we have limited number of ride leaders, and don't want to have to commit ride leaders to every weekend, ride leaders also committed to their own events/training.

Jenny asked if there could be a middle ground, last weekend there was two ride leader and not a group C, could you mix a led ride with social. Ian noted we should encourage the group rides otherwise we end up with folks doing their own thing and putting folks off riding and excluding them. Cally noted that if we have problem with number maybe we need to put infrastructure in place and we can support the ride leaders this may give more confidence to members to start joining the ride sessions. Ben suggested could we do two groups; a ride led group and a separate social group. Matt noted its not about the money, it's about making sure we have enough folks to keep these going.

Charlotte asked how much we would be willing to cover and how much does the ride leader award cover in terms of number. If we hit more than 10 riders then looking at splitting groups.

Graeme suggested putting post out to members to get an idea of numbers and those interested in continuing rides. Now approaching race season, lets get the numbers and level of interest and take it further from there. Graeme to send out a pole for members to respond to.

Cally noted that as a new member, that as a new member they would be put off from attending a cycle at present. If we want to drive more membership and get more structure in place. Noting similar communications for Thursday night runs, new member is put off because messaging looks like an elite group and that new members may be put off attending.

Sue noted have we told new members about the WhatsApp groups, Cally noted as new members that these groups were stumbled upon. Cally noted that there is fine line for the club but noted that as new members we need to ensure messaging is inclusive. If we have a relaxed way of doing sessions/rides without structure, it can lead to cliques forming as folks feel put-off as they may not be able to keep up or be part of the group.

Graeme to send out member pack to new members as well, and we can circle back. In principle club will be able to fund it. Matt noted that if we can let members know as well that they don't need to be at a high level to participate in rides. Matt and Niall noted that we can also communicate things like the ride temperatures etc. where is the weather is too bad, we can communicate when rides are cancelled. We can also put it to members that if they are interested, we can support them with training.

### **Crown to Crown:**

Kat asked if we are doing the crown to crown and easter egg hunt. Kat asked if it's going ahead. Sue recommended asking for numbers to confirm number going and number of kids.

Ben noted doing the ride before and whether we got to Rayleigh or Battlesbridge.

Sue noted to ask volunteers to bring flasks.

Graeme noted about getting new flasks, committee agreed to purchase new flasks. Graeme to order new ones and send details to Paul.

Jenny noted replacing the teas/coffees/sugar in the shed as needs replacing. Also make sure we have enough spoons.

### **Summer Event:**

Kat asked about the summer event and do we still want to do summer social. Kat said it was painful to get hold of the cricket club.

Sue asked it's not possible to get cricket club. Kat to contact cricket club.

Sam offered to speak to Basildon rugby club as alternate venue.

### **Club Feedback Questionnaire:**

Charlotte had good feedback from the club questionnaire:

- Different ability groups – used to be 4 groups at track.
- More capabilities on Zwift.
- Make Tuesday nights more of a club night, share info on events verbally.
- Slow rotation of coaches on track so kids can get familiar with coaches for less confident members.
- More opportunities to bring adults and kids together socially.
- Fundraising across events, cake sales etc. to help bring money into the club.
- Ideas for running day events.
- 50m pool sessions.
- Kids club captains.
- More integration of kids and adults in awards evening.
- More swim training.
- At Crown to Crown could the kids have a short run beforehand.
- Combining kids and adults award evening and more integration.

Nathan echoed comments about 50m pool session, this was stopped in the past due to cost but whether we could look at incorporating some additional sessions throughout the year maybe once a month to do a 50m pool swim.

Ian noted that we struggled to get these sessions, then the boom broke and we struggled to get them back.

Cally noted that BSV do a 50m session in early sessions and late evening sessions, Nia also noted they have weekend sessions.

Charlotte echoed about bringing back junior club captions and doing as part of the end of year awards.

Charlotte asked whether we could have a slower rotation of kids coaches. Jenny noted we have a limited number of coaches and rotate over 5–6-week period.

Sue asked if BSV would let EETC do bake sale or stands at an event.

Cally noted at various events locally they have stands/vendors participating. Would be an opportunity it then invests money back into the club.

Jenny noted that we have had folks attend in the past with stands. Richardsons came along once, and there was a company for the kid's tri that came along before Covid.

Cally noted it would make it more of an event. Maybe at the Aquathlon you could have a mix of adult/kid focus stands.

Sue noted we would need somewhere to put them.

Graeme noted if you could get permission from BSV you could do it at the top of the stands (opposite end to registration).

Niall noted that if self-baking may have to be careful with ingredients etc. Cally noted at the local school that have food trucks/vendors coming in providing coffee and cakes etc.

Matt and Niall noted maybe we could look at this for Grays and maybe have a coffee van there.

Sam noted he knows a few folks that could support this that we could explore.

Consensus from committee is we could explore for Grays.

### **Gray's Tri:**

Entries received through January with members, tailed off now but expecting to pick up again. Niall asked about what we do in terms of promoting other clubs.

Jenny noted that we offer discounts to clubs of £5 per person for clubs with more than 10 entries. Post the event we then total up the money and give it back to the respective clubs.

Sue noted that last year we looked at a pop-up banner. Ben and Charlotte said we didn't commit due to funds last year; it was around £300. Charlotte also noted we looked at a backboard one for photos. Niall noted not to put dates on it so we can use for all future events. QR codes are on the design to point folks to website.

Sue noted we could put one at BSV and one at Grays (banner) to help promote the club. Charlotte noted question on the flyers and whether these help drive entries. Cally noted using the boards at BSV and other leisure centres as ways to advertise to other clubs and members of those facilities.

Matt asked if we could use things like google analytics to see what's working and maybe put links on things to see what's working.

Niall asked about insurance policy for the club. Graeme to send details over for Niall. Niall noted to update email/contact details on website as one of the links goes to wrong address.

Niall has medical elements in place, risk assessment is underway with help from Eugenia.

Niall to reach out to folks who have previously helped with marshalling. Richard can do the timing. Medals and trophies a bit early but looking into this now. Aiming to do top of each category and small prize for 2<sup>nd</sup> and 3<sup>rd</sup> in each category.

Ian noted sending out note to all members about entering Grays. With note that if you are thinking of doing it enter note.

Niall asked for list of volunteers for marshalling. Ian said to speak to Mike Grout. Graeme to contact Mike and get details across to Nial. Matt suggested sending out diary / appointment so that they have something in their diary for the event.

Graeme to send list of details to Niall and then get some comms out to members.

Sue noted about putting advertisements in gazette and various pages.

## **AOB:**

### Kids Cycle Sessions

Chris has secured dates and facility at Dunton Test Track. Graeme to send out dates to members so they can put them in the diary.

### Chip Timing

Sue noted chip timing system needs replacement and currently only one able to use it. Richard has passed on training details to Graeme. Graeme has gone out for quotes for different systems and awaiting feedback. If folks are interested in being trained on system, then we can look to do some shadowing at events.

Blackwater Tri are going to shadow Richard at various events this year so they can run the system while Richard is away later in the year.

### Kids Sessions

Sam noted that we have a lot of kids now in the club, with good sessions like the cycle sessions which start a week on Saturday. Sam asked whether we could run some additional sessions or turbo sessions to introduce another session in addition.

Jenny noted that we used to do swimming at Sweyne school, but the costs increased and then had to cut-back.

Sue noted that without the coaches we can't run the sessions and wasn't fair on coaches to have to do lots of sessions. Matt also noted at that point in time we ran out of kids.

Chris noted that swim is the next thing to target, Jenny suggested speaking to Zena about maybe doing an additional session. Sam noted we could get Basildon rugby club at minimal cost as a potential facility. Ben and Graeme both willing to support coaching. Graeme suggested possibility of running some day camps over the summer months, we could do a couple of day camps spread out over the holidays. Cally noted this would be good for the kids socially and creates more of a buzz for the club.

Graeme to put a poll out to kid's sections to see what interest would be for members. Graeme and Ben willing to help coach, Cally is also a Level 2 swim teacher and could support coaching. Graeme to reach out to different venues with Cally and see what's available (Sweyne, James Hornsby etc.), would need to investigate venues and lifeguard requirements.

### Freebie Giveaways

Jenny asked if we are giving away freebies at our event this year. Jeny noted we've covered most items we can give away. Target is to get items under £2, Jenny suggested buffs.

Nia noted we have a lot of items left over in the shed, a lot of drawstrings and tote ones and umbrellas, and whether we could sell them. Sue suggested a table at the events where we could sell them.

Jenny asked if we should have triathlon or tri club on the event, and where we include this as part of our club kit post the events. Chris asked about number belts and whether we could get some more of these as competitors tend to ask for these at events.

Charlotte asked about cotton t-shirts as have a few remaining, Nia looking is looking at restocking these now. Orders have been placed for members wanting items, we can do another order to restock for new member t-shirts.

### Club Kit

Kat raised an issue regarding the kid's club kit following committee decision at the AGM to not restock the kids Tri suits on the loan scheme. Graeme advised there are some sizes available however these are limited and on first come first serve basis. Those already on the loan scheme can continue to exchange if there are items/sizes available. If items/sizes are not available we would ask members to return the Tri suits which no longer fit, and the club will issue another item as soon as one becomes available.

Kat also raised an issue regarding the quality of the Champion System kit; committee had dispersed so therefore issue to be raised at next committee meeting on the 8<sup>th</sup> of June.

Note club kit was changed from Impsport several years ago based on consensus of previous committee, if there is future demand for kids Tri suits (new) the clubs only option would be to go back to Impsport. Other suppliers are available but have significant minimum order quantities and it would not be viable for the club to use them; this is also the reason we moved from Rush to Impsport back in 2010/2011. If there are other concerns from members we could look at Impsport again, but this would need an update to the kit design and would need consensus from the committee.

### **Date of Next Meeting**

8<sup>th</sup> June 2026 at Runnymede Swimming Pool at 19:15.