



East Essex Triathlon Club

Minutes of the Committee Meeting Held on the 8th of June 2026

In Attendance:

Graeme Silcock, Nia Silcock, Niall Canavan, Ian George, Charlotte Brooks, Ben Brooks, Nathan Clarke, Sue Fuller, Cally Jupe, Same Jupe.

Apologies Received From:

Zena Shean, Paul Gribbon, Chris Muers, Kat Stops, Matthew Dodd.

Agenda Items:

- Finances (*Update provided from Paul prior to meeting*)
- Grays Triathlon
- Club Kit
- Safeguarding
- Club Awards
- AOB
 - Future Events
 - Club Equipment & Storage
 - Club Booking System

Matters arising from the last Committee Meeting:

N/A.

Finances:

Club account is in good standing; finances currently stand at £19,100. The only big expenses on the horizon relate to Grays Triathlon (Medals, Trophies, Playing Fields (If needed), and First Aid. All the Kids Triathlon expenses are now up to date.

Grays Triathlon:

Niall has prepared the marshal list ready to send out to all those who have registered to help. We currently have 51 athletes entered. Plan is to do medals for everyone, with trophies for top three men/women or chocolate bars. Medal orders to be placed through Running IMP.

Water bottles and bananas will be needed for the event, Graeme purchased water bottles for the MOB Match, and we have 1 full crate (40 bottles) in the shed, plus some loose bottles (~20). This should be enough, but we will check at the next track session. The only additional thing to buy will be bananas.

Following the white oak triathlon, EETC have extended the offer of discounted entries for 10+ entrants or more. Planned closure date for entries is the 5th of July.

At the last meeting we discussed a potential issue with the cycle route going through Stifford Clays due to engineering works for the Lower Thames Crossing. Sam Jupe visited the site to speak to the workers, and they passed the concern of the current road closures to their management team. Both Sam and Niall have followed up the requests, and we have been advised that the engineering works are on schedule and should be completed 2 weeks prior to the race. In case of any delays, the Risk Assessment has been updated for the provision of the traffic lights.

Niall also received a request for a participant to use an elliptical cycle for the event. Graeme put a request into BTF to check any potential impact to our race permit and BTF insurances. Graeme and Niall have now received confirmation from BTF that our race permit will be up issued to account for the non-standard bicycle, and there will be no impact to the race permit or insurances. The only caveat is as an elliptical is a non-standard bicycle, the competitor will not be eligible for any awards/points, but this will not be an issue. The use of the elliptical has been factored into Niall's Risk Assessment, and we will accommodate extra space in the transition area for this competitor.

Sure, noted that after the Grays Triathlon that Blackwater Triathlon will be borrowing the timing system. We typically charge £400 to borrow, with £200 allocated to Richard. As they are borrowing the system to learn Richards agreed a rate of £300.

Club Kit

Nia provided an update on the EETC club kit; after checking the prices and invoices from Mardens, the club have been under charging kit for a considerable amount of time. Mardens have also increased the cost for certain elements of kit. For the kid's kit, which is VAT free, Mardens have been charging the embroidery/printing separately, and the charging VAT on top. With help from Sam Jupe, we have identified a new supplier "Anagi" based near Dunton. Anagi offers a faster turnaround and are cheaper for the same items we previously sourced from Mardens, Anagi is also happy to one-offs without minimum order quantities. This is the supplier we now using for the EETC on tour kit, and plan is to have these tops added to our standard offerings. Nia has received some requests for women's strappy tops; we will be getting these quoted and will look to add to the kit list. The committee discussed moving from royal blue to navy blue technical tops, this will align our kit to the same colour schema as the Champion System Kit. Sue recommended cutting back on the standard t-shirts, the committee agreed we will just use the technical running tops moving forward.

Nia noted that Champion System can supply kids' tri suits, these are £83 each (base price with options on top), we discussed the cost is high so will gauge interest from members. There is no additional cost to add this to the Champion System store if there is interest. We discussed that there are some other suppliers/options, however these would incur setup costs and minimum order quantities.

Safeguarding

During registration of the EETC Basildon Kids Triathlon, and prior to the race starting, a safeguarding concern was raised to one of our coaches on the registration desk, this was then

raised to Graeme as the assigned Welfare Officer for the event. The issue pertained to two run course marshals, and one of our EETC Tristars.

In line with BTF safeguarding procedures, a full account was recorded, and actions were immediately put in place to mitigate any risks of contact between the individuals of concern.

All safeguarding concerns must be reported into the BTF safeguarding team, Graeme completed this on the 3rd of June and then met with the BTF safeguarding team on the 8th of June. While this concern has now been resolved, there are several actions required.

Safeguarding Actions Required:

- Re-issue code of conduct and safeguarding procedures to members, including visibility of club welfare officers and potential safeguarding routes, these will be added in the June Newsletter.
- Safeguarding reporting form to be updated for welfare officers for reporting of safeguarding, incidents, or accidents.
- Coaches to be briefed on safeguarding issues and need to capture any concerns during sessions moving forward and the escalation path to welfare officers.
- At all future EETC events, all children must remain under the supervision of their parent/guardian. Future marshal lists to ensure that any children volunteering/helping remain under the supervision of their parents/guardians.
- In relation to the safeguarding concern raised at the Basildon Kids Tri, the persons concerned are to be kept separate at future events to minimise any potential contact and/or incidents.
- Graeme to provide Niall with details for marshal list for Grays Tri.
- Graeme to provide details to future race directors as required for Basildon Aquathlon and Basildon Kids Tri once determined for 2027.

Any concerns raised by members (adults or kids) in the future, no matter how big or small, must be recorded appropriately.

Club Awards

Graeme raised the club awards night, following the members survey earlier in the year there was feedback from members on bring the adults and kids awards back together so that all members can be presented with their awards in the presence of both sections, and to also give more visibility between the adults and kids sections. The committee agreed to proceed with bringing the two sections together, Graeme to send out survey to members to identify dates and then look into venue. Charlotte and Sam put forward venue ideas, Graeme to follow up with the venues and get quotes for preferred date from members. Plan is to host the awards in November; this would be in addition to the adult social (e.g. meal) and kid's event/activity.

AOB:

Future Events

- **MOB Match:** The club received positive feedback from the clubs which attended this year's MOB Match. Graeme has reached out to the various points of contact following the event to see if there would be interest in doing more of these within a given year, or perhaps to run the MOB Match as a series of events in 2027 (e.g. best of 3 wins the

trophy). Graeme to setup a call with the other club chairs / points of contact to discuss possibilities for 2027.

- **Additional Club Sessions:** Several members in both the adult and kids' sections have asked about the possibility of running more club sessions, in particular the kids' section to help develop the kids further. Graeme and Cally have been looking into possible venues for swim sessions, and in addition to Sam speaking to Basildon Rugby Club about the possibility to host some indoor/outdoor sessions. The committee agreed to proceed with reaching out to more members, Graeme to send out a survey as part of the June newsletter. Plan would be to offer some trail session, perhaps in September after the school holidays, where members could pay in advance for a block and we can see if its viable.

Club Equipment

- **Club Sheds/Storage:** Graeme has been liaising with BSV to see if we can replace the club sheds. There has been interest in replacing some of the club equipment like the inflatable arch, but without secure storage we risk any new equipment getting damaged. BSV have agreed in principle to replacing them, Graeme has submitted images of what we could replace them with to BSV for approval. Will provide updates at the next committee meeting. In the interim, Sam and Graeme have offered to patch the shed if feasible.
- **Timing System:** Updates provided as interim notes ahead of the last committee meeting, these are in the member zone area of our website. Currently the costs are too high to look into a new system, however there are other options we can consider. As a committee we discussed having a separation session to discuss our events for next year, timing can be included in these discussions as we need to develop a longer-term plan for what we want to do as a club. As a reference point, to use a timing company would costs ~£2000 for timing a triathlon event with split times, this would add additional £10 per entry for a race of 200 competitors. Graeme to liaise with Richard to look at some interim options and whether we could connect our existing equipment with Webscorer used for the MOB Match, this may provide a halfway house if feasible.
- **Club Booking System:** We ran out of time to discuss this in the meeting but in the background, Nathan has been looking into viable options for taking bookings/registers at club sessions. Currently obtaining quotes to see if its feasible, this would reduce the burden of manually taking registers. In recent weeks we have had members not pay the track fees on time, there is a concern that we may lose funds if this keeps happening. We can add this to the next committee meeting.

Date of Next Meeting

Monday 14th September 2026 at Runnymede Swimming Pool at 19:15.