

York Triathlon Club - Committee meeting

Wednesday 5th August 2020 at 19:05 Virtual Meeting (Zoom)

In attendance:

Phil Johnson (PJ); Jim Huxford (JH); Mark Laughton (ML); Racheal Holmes (RH); Jan Kuendiger (JK); Anna Griffiths (AG); Mark Allen (MA)

Agenda Item	Discussion	Action
Minutes of the last meeting (PJ)	Outstanding actions from last meeting: - shutting down the forum in clubhouse (RH) - booking for AGM to cancel or confirm (PJ/LB)	
Chairman's Report (PJ)	COVID officer - Anna has agreed to cover the position Thank you Anna for your support!	
COVID-19 officer (AG)	<p>Plan: draft action plan by Friday to cover for COVID-19, complete a risk registers. incl. health registers, NHS test & trace, communications to go out. Clubhouse to be updated, risk assessments to be updated, briefing guidance to be shared with the coaches</p> <p>Local Lockdown = Do we stop sooner than Government Advice? Yes, we will communication via facebook & email.</p> <p>Personal Risk Assessments = High risk people Create a new form to highlight.</p> <p>Confirmed COVID case = inform participants via mail on Clubhouse to follow government Guidelines ie isolation First Aider = very relying on York Sports how do we work together in case of emergency's.</p> <p>Webpage requires to be updates including the changes for Covid-19, we will include a safety section in the new webpage.</p> <p>Coach's update what are they happy to coach all Coach's require to update & read the new risk assessments Her work will be acknowledge by the reimbursement of the coaching fee.</p>	<p>AG to share guidelines</p> <p>RH to create form on Clubhouse after feedback from CH</p>
Treasurer handover (PJ)	RH, JK & MA will meet on Saturday the 8th August to sign the required documents	
Club Membership Report (RH)	105 paid up members	

GDPR (PJ /AG)	<p>more details need to be worked in terms of Data protection.</p> <p>Such as subject access and policy's.</p> <p>PJ & AG will spend time to find out what more is required. Most will be covered in the current work Anna is completing for the club and then a review will take place in the next club committee meeting.</p>	
Coaching Meeting (PJ)	<p>Feedback was that people are keen to come back to sessions and feel good to do so. Majoraty require clarity and guidance on sessions. A few sessions were discussed and a lead agreed.</p>	
AOB	<ul style="list-style-type: none"> - TT reregistration by ML has been done and we are now able to book races again. - AGM what can we do if we legally have to have it but can't - Matt thank you present value of £40 & a club buff. 	<p>PH to follow up BTF</p> <p>RH to organise</p>
Date of the next meeting	2nd September 2020 19:00 (Zoom)	ML to organise Zoom