



**Present**

Hugh Copping (Chairperson), Tim Sampson (Vice Chairperson), Sharon Avery (Secretary), Justin Gating (Assistant Treasurer), Gary Phillips (Bristol), Sam Leggett (Tiverton), Paula Hallett (Tiverton), Val Hommell (Points Secretary), Andy Parker (British Cycling), Neil Forsyth (Decoy), Chris Draper (Torbay), Steve Leggett (Commissaire).

**Apologies**

Lesley Reynolds (Treasurer), Matthew Rowlands (Llynfi), Mark England (Cornwall), Jack Williams (Burnham), Debbie Williams (Burnham), Sue Cornelius (Burnham), Michelle Fryer (Burnham), Carl Harris (Exeter), Rob Flavell (Bideford), Charlie Leggett (Riders Rep), Mark England (Cornwall), Ben Leach (Bath), Annie Dodd (Bath)

**Minutes from Meeting on 10<sup>th</sup> July 2017**

The minutes from the previous meeting were circulated and were approved and signed off by the committee.

**Previous Meeting Action Points**

Item	Discussion	Status	Responsibility
1	New Trophies to be sourced for Junior Rider of the Year and Senior Rider of the Year	Completed	SA
2	British Cycling South West Region – Press Releases: Investigate what is required	Completed	SA
3	Riders Guide	Outstanding	HC
4	Confirm budget for EOS Trophies – what options are available?	Completed	Committee
5	Discuss issue of set criteria for attending cluster sessions – confirm plan at next meeting.	Outstanding	TS/SaL/DH

Item	Discussion	Status	Responsibility
6	Contact Banking Ombudsman	Not Required	HC
7	Setup new bank account with Barclays	Not Required	HC/LR
8	Close Lloyds account down	Not Required	HC/LR/JG
9	British Cycling South West Region – Send latest Press Release	Completed	SA
10	Confirm budget for Junior Rider of the Year and Senior Rider of the Year	Completed	SA
11	Look at potential for using EBoard at SW Champs	Completed	HC/VH
12	Source second laptop to assist on raceday and provide backup	Outstanding	HC
13	Organise finish line crew for South West Championships	Completed	SA
14	Report on venue setup and how the evening presentation will be run at the South West Championships	Completed	JG
15	Confirm classes at South West Championships	Completed	JG
16	Organise presentation itinerary for South West Championships	Completed	SA/LR

Item	Discussion	Status	Responsibility
17	Medal presentation – confirm how they will be given out after racing	Completed	JG
18	South West Series Trophies – investigate with Tracey Lovell	Completed	HC
19	Communicate that there will be no Novice Trophies at the South West Championships	Completed	HC
20	Arrange Presentation photographer – speak to Mick Wells and Julie Hopes	Completed	SA/LR
21	Arrange Pirate Theme for the British Championships	Completed	LR
22	Investigate cost of plates for British Championships	Completed	HC
23	Confirm dispensation process for British Championships	Completed	HC
24	Check on status of Llynfi car park and liaise with Bristol to see if they could host the regional if car park is not ready	Completed	HC
25	South West Winter Series	Not required	HC
26	Book room for next meeting	Completed	TS

## Meeting Minutes

Discussion	Actions
Review of the Season – see Appendix for feedback	-
<p>Review: First Aid</p> <p>It was suggested that we keep the first aid central from one supplier with extra points made that they have some tighter clauses put in the contract to cover the regions requirements. HC explained that this would be fine but there would be a price increase.</p>	Confirm at AGM
<p>Review: Budget</p> <p>This came into discussion on many points and seems there will always be a slight conflict of what gets spent on what. Points that need more time for discussion:</p> <ul style="list-style-type: none"> <li>• Money spent on regional riders development eg RSR's</li> <li>• Brits bags/ goodies</li> <li>• Trophy's</li> </ul>	Confirm budget for 2018 by 2 <sup>nd</sup> meeting of the year
<p>Review: Information</p> <p>Information getting into clubs - it was asked if we were getting the relevant information /documentation into clubs. How it could be improved. Funding - making sure clubs are aware there's funding there. HC had put several posts on FB with this but it was recognised that clubs need to resource these dependant on their clubs needs as different clubs need different things funded.</p> <p>Go ride clubs - HC said he'd like to know which clubs had go ride status.</p>	SA to confirm which SW clubs have Go Ride status.
<p>Review: Racing</p> <p>Racing good feedback. GP suggested the first regional to be prereg only - to speed things up. VH said it wouldn't make any difference as the problem didn't lie there, but more to input issues of a different kind (software, season registration etc) and mainly the merged groups. VH said she was updating the system as she went but HC explained that the BEM software needed to be updated and all info resubmitted. HC said it would be good to get the laptop up to Manchester ASAP and ideally this weekend as the racing is on. SL will collect from VH and drop up to Manchester for the update.</p> <p>Whilst the program and its issues where discussed it was mention about Grand Prix points and riders not understanding. So it was decided that something would be put and documented on how it works in the riders guide.</p>	HC to add Grand Prix points explanation to the Riders Guide in time for next season.

Discussion	Actions
<p>Review: Commissaires</p> <p>HC/StL felt that there was a need for more Commissaires and asked AP if there could be another course. HC explained that often it is down to the Leggett family to cover the Commissaire responsibilities. HC asked if it could be possible to put the onus back to the clubs and make it a requirement of hosting a regional that the club provides a minimum of 5 volunteers across the season (ie. 1 qualified commissaire working at 5 regionals). Whilst this was good in theory the committee felt it was not possible due to the lack of active commissaires in the region. StL mentioned about finish line and could host a course with Phil Townsend early in the next season.</p>	<p>AP to confirm on availability of another Commissaire course.</p> <p>StL to look at holding a Finish Line course early in the new season.</p>
<p>Review: British Championships</p> <p>Everyone felt this was successful for the region with just a few issues mentioned:</p> <ol style="list-style-type: none"> <li>1. Team flags / gazebos in what should be a neutral shared SW area. We had complaints from two of the other regions and from the organisers with regards to two team gazebos and two sets of team flags in the SW area and team flags used in the parade. This will be made clearer next year to all the teams that it's not aloud.</li> <li>2. A clearer policy on SW area and a reminder to the clubs that it's a time to come together and gazebo area is an open area not one gazebo for just one team or club.</li> <li>3. A idea for next year that was suggested that we have some water bottles available for our riders in the pens.</li> <li>4. Other points need to be taken into consideration for the future Brits - goody bags and the cost plus t-shirts! HC to have a break down at Brits costs at the AGM.</li> <li>5. The compiling of the goody bags - this was describe as a little chaotic this year- a good suggestion would be to have bags made up ahead. Also a suggestion to source items for the goody bags to save costs</li> </ol>	<p>HC/LR to provide a breakdown of Brits costs at the AGM.</p>

Discussion	Actions
<p>Review: Coaching</p> <p>RSR the feedback was overall good despite being down on allowed number of riders. The lack of a full team is disappointing but both NF &amp; GP said the SW riders were brilliant and a credit to the region. It was mentioned that RSRs from BC may be different next year. The cluster sessions that were held went well despite only two sessions. The riders were at a level that made it easier and a comment made was that this should continue next year but as invite only. One of the things that was disappointing was the lack of coaches wanting to participate and what could be done to get a better involvement. TS waiting on British Cycling for how everything will be structured next season.</p>	
<p>Review: Club support</p> <p>HC will be looking towards a 3 year development programme for the region to embrace, looking at riders, coaches and administrators.</p>	
<p>2018 Race Classes/Number plates</p> <p>In order to save time for riders wishing to get Number Plates etc in ready for next season it was discussed how we would run some of the classes in 2018.</p> <ol style="list-style-type: none"> <li>1. It was agreed to merge the following classes into one: <ol style="list-style-type: none"> <li>a. Female 17-24</li> <li>b. Female 25+</li> <li>c. Championship Female</li> <li>d. The class will be called 'Female 17+'.</li> </ol> </li> <li>2. It was agreed to keep the Cruiser classes for all age groups 17+ but for racing purposes all will run together as 'Supercruiser'. Riders numbers for 2018 will be reissued with the winner of the 17-29 taking the number 1 plate followed by the rest of the class. Numbers will continue through the age groups down to the Cruiser 50+ class. Riders within the Supercruiser group will not be allowed to ride on a SW1 plate.</li> <li>3. It was agreed that if a rider moves up a year and a there is a duplicated number, the rider moving up will be allocated the last number in the group.</li> </ol>	<p>HC to publish rider Numbers for 2018 season taking into account changes confirmed.</p>

Discussion	Actions
<p>Novice Racing</p> <p>HC asked for views on scrapping Novice Racing as BC were keen for this to happen at club level. The average number of novices per round was given:</p> <ol style="list-style-type: none"> <li>1. 2013 – 49</li> <li>2. 2014 – 31</li> <li>3. 2015 – 38</li> <li>4. 2016 – 27</li> <li>5. 2017 – 39</li> </ol> <p>Views were mixed but TS thought that club racing will struggle until we do get rid of Novice racing at regional level. It was agreed to discuss further at the AGM.</p>	<p>To be discussed at the AGM.</p>
<p>Future of the Committee</p> <p>Everyone present was given a presentation on how HC wants to move the committee forward for 2018 and beyond. He explained that the committee was too large and had become too slow in making decisions (often 20+ attending meetings). It was also difficult under the current structure to find volunteers despite so many people being on the committee. HC proposed removing the club representatives from the committee and having a team of 11/12 to run the region. These would have clear responsibilities so that everyone knew what was expected of them. The committee voted in favour of making the change and will come into force at the AGM. Voting: 10 for with 1 against.</p>	<p>HC to prepare roles and responsibilities in time for the AGM.</p>
<p>Any other business</p> <p>LR proposed allowing travel expenses for committee meetings for those that had to travel from so far. It was discussed and felt that at present we don't have the revenues to justify this. A suggestion was made that each club should consider funding their members journey to the meeting. Voting: all against.</p>	
<p><b>Next Meeting:-</b></p> <p><b>Annual General Meeting to be held on Monday 20<sup>th</sup> November at Elmore Football Club, 1930 start.</b></p>	<p>TS to book room.</p> <p>SA to inform everyone via email/Facebook.</p> <p>HC to publish details to the website.</p>

## Appendix – Club Feedback

Description	Feedback
<p><b>2017 Committee</b></p>	<p><u>Positives</u></p> <ul style="list-style-type: none"> <li>• Bath: Committee meetings are well prepared and structured with agenda normally circulated beforehand;</li> <li>• Bristol: Moving forward – in a better position than in 2016, improved administration and financial recording;</li> <li>• Cornwall: Improved communications with all clubs. Good discussion of topics at meetings. Well Chaired by Hugh. Good atmosphere across the committee meetings;</li> <li>• Tiverton: Good leadership, prepared to set guidelines and implement changes. HC is really getting to know what this region needs to improve it year upon year, most issues like Brits, SW Champs were dealt with professionally as were the not so good issues;</li> </ul> <p><u>To work on</u></p> <ul style="list-style-type: none"> <li>• Bath: While it's hard to balance getting everyone's opinion and reaching a conclusion meeting's can be undisciplined in terms of discussion and keeping to the agenda which means they take longer or achieve less than they could;</li> <li>• Bristol: Budgeting. Liaison with BC regarding club infrastructure development. Focus on regional development not club issues;</li> <li>• Cornwall: Set out all key activities and deadlines; Delegate responsibilities to smaller groups (with parameters where needed, i.e. financial restrictions. Faster decision-making system (maybe online voting system?) or restricted number of responsible persons for each task;</li> <li>• Tiverton: The SW Committee work needs to be more spread out, so each member has a duty. Legislation needs to be in place, so we don't have a meeting every time someone kicks off. A nominated team of committee that oversee the running of the region, not necessarily tied to club's involvement as this can lead to delays in decisions being made and extra time involvement for the volunteers that are making the key decisions within the region;</li> </ul>
<p><b>2017 Race Series</b></p>	<p><u>Positives</u></p> <ul style="list-style-type: none"> <li>• Bath: Having contracted first aid services was a great idea and saved significant costs. Could doing the same for other common services (such as portable toilets) be investigated?</li> <li>• Bristol: Results posted in a timely manner. First Aid centrally provided;</li> <li>• Cornwall: Great race day marshal team led and well-organised by Steve;</li> <li>• Tiverton: Every race was run to the best of each club's ability. Numbers are up! Listened to feedback and responded promptly, i.e. practise times. Track team worked well together;</li> </ul> <p><u>To work on</u></p> <ul style="list-style-type: none"> <li>• Bath: Unfortunately, on some occasions the level of first aid cover provided by the contractor was not up to standard required (e.g. Bath meeting);</li> <li>• Bristol: Early venue selection. Increase in Commissaires. Clubs to invest in developing staff. Compulsory online registration for Race 1 (only) to minimise delay in racing and resolve issues of age groups/race numbers;</li> <li>• Cornwall: More focus on publishing 'The rules' in advance of race series to reduce 'on the day decisions. Need to train more marshals. More training for finish line;</li> <li>• Tiverton: Need more commissaires, a Finish Line team, better tracks. What category you can race in needs sorting;</li> </ul>

Description	Feedback
<p><b>2017 South West Championships</b></p>	<p><u>Positives</u></p> <ul style="list-style-type: none"> <li>• Bath: The race event was well organised, and the host club added some extra features which was much appreciated;</li> <li>• Cornwall: Another great event which combined the series and champs;</li> <li>• Tiverton: Bideford did a great job and the venue was spot on! The club had really pulled together and delivered a smoothly run race day;</li> </ul> <p><u>To work on</u></p> <ul style="list-style-type: none"> <li>• Bristol: Decision regarding rotation of event or continue with application process. 2018 event to be decided by April 2018;</li> <li>• Cornwall: Viewing of presentation was not great due to layout; Rider categories and any anomalies need to be clarified before racing commences. Voting slips were not provided to all attendees – perhaps on entry would be best. If using rectangular room, it should be used with stage on longest wall to provide best views;</li> <li>• Tiverton: It is hard to improve on this as only 1 or 2 clubs ever want to host the race and a presentation on the same weekend. Presentation hall could be more organised. Don't run ahead of stated times given on programmes;</li> </ul>
<p><b>2017 British Championships</b></p>	<p><u>Positives</u></p> <ul style="list-style-type: none"> <li>• Bath: Was great to have a fresh shirt design;</li> <li>• Cornwall: Good race shirts (noting some sizing issues however these seemed to be measuring rather than errors). SW team members well represented. Good t-shirts;</li> <li>• Tiverton: All brilliant – plates &amp; shirts and theme! Goodie bags – there are a lot of companies willing to donate, if asked. Parade well supported and cohesive around a theme. Riders were looking out for each other;</li> </ul> <p><u>To work on</u></p> <ul style="list-style-type: none"> <li>• Bristol: Decision about race shirts by May. Rider administration to be completed by mid-August. Number plate issues takes up far too much time;</li> <li>• Cornwall: Need to start planning another new race shirt design early for 2019. Sharing of responsibilities across clubs to create small teams. T-shirt / hoody / female top options should be provided to all attendees (and non-attendees). Start consultation and planning parade asap;</li> <li>• Tiverton: We could improve on the distribution of goody bags etc – it all needs sorting earlier! Suggestion- ask widely throughout the clubs if there is anyone willing to take on the task of co ordinating the goodie bags, writing to companies to donate items. Don't only need to contain items for the parade. Promote more widely amongst clubs that it is a 'regional' event and we all pull together, promote the region not teams;</li> </ul>

Description	Feedback
<b>Coaching / Interregional</b>	<p><u>Positives</u></p> <ul style="list-style-type: none"> <li>• Bath: The approach and structure was ambitious and well considered and recognised what is required to improve the standard in the region;</li> <li>• Bristol: Attitude of riders – understanding the event is not about result but rider/coach development;</li> <li>• Cornwall: Good effort by all involved Feedback seems to suggest this needs greater preparation;</li> <li>• Tiverton: The interregional contest was good for all involved and a lot of positives will come from that. Good group of riders who were coachable, their attitudes were to want to be coached;</li> </ul> <p><u>To work on</u></p> <ul style="list-style-type: none"> <li>• Bath: It seems that there weren't sufficient volunteers to fully execute the strategy fully;</li> <li>• Bristol: No cluster programme. Only 7 riders to Manchester (due to injury). Lack of coaching input. Must be a coach driven programme administratively supported. Additional emphasis on technical development. Tracking of coaches in the SW – needs investment. Best riders given opportunity to train/develop skills on National level tracks;</li> <li>• Cornwall: Need more coaches across the SW. More junior volunteers could be recruited;</li> <li>• Tiverton: We need more interest from coaches. This needs to be set to a certain standard above club level sessions. Coaches need to work together as a region and understand that the RSRs are a form of CPD for coaches. Interact more closely with Dylan Clayton so regional riders can benefit from his expertise. Clubs should be more supportive;</li> </ul>
<b>Club Support</b>	<p><u>Positives</u></p> <ul style="list-style-type: none"> <li>• Bath: The club guide provided was very useful and should be maintained and circulated each season;</li> <li>• Tiverton: Every club does what they can to provide for their members, but some clubs have more volunteers than others, so they will always have racing, coaching and giving something to the region;</li> </ul> <p><u>To work on</u></p> <ul style="list-style-type: none"> <li>• Bristol: Support infrastructure development – identify/target investment;</li> <li>• Tiverton: A few more clubs need more active people on their committees, if you want a say in any matter you have to be involved;</li> </ul>
<b>Other ....</b>	<p><u>Positives</u></p> <ul style="list-style-type: none"> <li>• Tiverton: generally improving all the time under the guidance of HC;</li> </ul> <p><u>To work on</u></p> <ul style="list-style-type: none"> <li>• Cornwall: SW branded clothing range should be available – race shirts, hoodys, t-shirts, coats;</li> <li>• Tiverton: Club coaches working together and helping with clusters. Each club needs to do more to back the committee, so we aren't spending valuable time answering questions on raceday;</li> </ul>