

Celtic Tri Annual General Meeting Minutes – Saturday 29 February 2020

Committee Members Present

Mark Evans, Jen Aylward, Tracey Williams, Carl Cresswell, Richard Clifford, Paul Arnold, Hayley Harris, Jon Carrick.

Club Members Present

Sian Richards, Rob Hall, Deb McCusker, Sam Perrott, Eirion Evans, Mike Jones, Jonathan James, Lisa Tustin, Darren Harris, Joanna Evans, Sheridan Court, Daniel Evans, Janice Hearne, Mary Lewis, Andy Elliott, Matthew Jones, Angharad Rowe, Kev Stephens, Helen Stephens, Hayley Beddows, Mark Edwards, Rachel Evans, Lyndsey McKean, Andrea Griffiths, Alison Cooke.

Apologies

Michael Jones (deputy chair), Lisa Kethro (membership secretary), Phil Kethro, Mike Kethro.

Proceedings

The Annual General Meeting commenced at 12.20pm by Mark Evans. Mark opened the meeting by welcoming everyone and thanking them for their attendance. He asked whether everyone had read a copy of the minutes from the previous AGM – people confirmed that they had. The minutes were then approved – proposed by Hayley Harris and seconded by Tracey Williams.

Mark then proposed that the agenda would be run through by a brief report from each of the club officers supported by an onscreen view of their individual reports. Copies of these are attached for reference.

Juniors' Officer's report

Richard went through the report on the junior section. [Appendix I]

He thanked Mark Edwards for his continued support and valuable contribution to the juniors.

Richard emphasised how well the Stephen Lewis Aquathlon had gone, this being the 4th time the event had been run, and that the 2020 event would be the 5th edition. A full report on the event would be made available on the club website shortly.

The up-coming Swansea Triathlon for the juniors would be one of the first of its kind and would be held at the National Pool.

Comms and Marketing Officer's report

Tracey briefly covered the points shown onscreen. [Appendix II]

She stated that she believed the role needed an injection of new blood and originality. She wanted a replacement as she was worried that the monthly newsletter was being a bit stale, despite the read rate being over and above the industry average. Tracey noted that the read rate had deteriorated as the year went on, as indicated on the graph shown. A request was made around the room for a volunteer for the 'interesting person' of the month for the next newsletter– Sheridan Court volunteered.

Welfare Officer's report

Mark Evans stated that unfortunately, due to family issues, Jodie Deniss had stepped down from the role during the year. The position was therefore vacant and needed to be filled.

However, he was pleased to report that there had been no issues during the past year. [Appendix III]

Events Officer's report

Hayley opened by thanking Mark Edwards for his help with organising the events during her first year in the role as events officer. She went on to review the report shown on screen [Appendix IV], saying how well attended and enjoyed all the three events had been.

It was noted by Hayley and Mark Edwards that there would be more places made available for the Stephen Lewis Aquathlon which is being held on 24 May 2020.

The Swansea Junior Triathlon being held on 9 August 2020 would replicate an open water swim for the children and was in the Tri Star Series.

The matter was raised about the need for volunteers to ensure these events can actually go ahead, not just from the parents of the children participating but from the other club members as well.

Mark Edwards went on to explain that, just as we all did our first event and were supported by marshals and helpers, there were a high number of people taking part in club events that were doing their first triathlon (Neath Valley Triathlon had 50% of the entries for first time athletes) and needed a similar experience. No volunteers means no event.

Daniel Evans suggested that an award be presented at the club's presentation night for 'Volunteer of the Year'.

Jon Carrick stated that the request for volunteers should be made well in advance of the event, not just weeks/days. It was agreed to put the request for volunteers in the next newsletter.

It was noted that, as part of club membership, people are required to volunteer at least one club event.

The club's own triathlon is to be held on 13 September 2020 and places were already selling well (44 out of the 200 at the date of the AGM.)

Hayley went on to say that a Swansea Aquathlon Series was being investigated for June/July of 2020. She thanked the sponsors of the events but said that more are needed – the costs for the Junior Aquathlon were expected to be high – the hire of the National Pool being the biggest item. Medals for the participants carry the sponsors' names.

Coaches Report

[Appendix V]

Mark Evans stated the following:

The club had no Coach Co-ordinator, but one was needed. An application had been made.

Emma Page had been excellent help at the Pontardawe sessions.

Sunday session at the Morriston pool was the quietest of the club swimming sessions and was the place to go if you wanted a little more one-to-one coaching because of this.

The cycle track at Velindre was no longer available.

The cost of the use of the Glynneath lakes had risen from £350 to £450 per annum – Mark confirmed that he believed the other clubs using the lakes had had a similar increase. It was deemed necessary to discuss with the lake owners the state of the access road. Perhaps speed humps would be better for slowing cars down than just leaving potholes untreated.

Dan Evans raised the question about using the Swansea dock, Mark Evans commented that he had already been in touch with the Council but that ABP did not want people using the dock (there being an issue with explosives in there) and that other people had had difficulty in securing use of the facility. Mark said he would continue to push with the Council.

Web / IT Officer's Report

Carl went through the items on the slide. [Appendix VI]

The products and opportunities listed had been reviewed. He stated that keeping the members' personal information was paramount. A new member system would be in place by the time the AGM comes around again in 2021.

Chip timing systems were being investigated. Systems cost between £3,000 and £18,000 depending on the type of system – the waterproof ones were the most expensive, whilst the strip on the race bib version was decidedly cheaper. The possibility of hiring the system out was put forward, should the club invest in the more expensive type.

Membership Secretary's report

Lisa Kethro had sent in her apologies.

Mark showed a small report on screen and elaborated that the membership numbers were up on the previous year (already 293 adults – 275 at close of October 2019). A strong junior section (81 members at close of October 2019) meant the club was one of the leading clubs for juniors in the country.

Kit Officer's Report

Paul Arnold opened with the new stock of club kit which had been shown prior to the start of the meeting. He described how the two colours were available in a large variety of different kit items. The new kit is available from Picton Sports via a shop where the club member orders their own items, rather than the club needing to bulk order as had been the case in the past. Personalisation in the form of initials is available when ordering for an additional fee. The expected turn around on orders is two to three weeks at present – the impact of the Coronavirus in the future when more stock was needed from China is unknown. The old kit is being sold off at reduced prices. A trial night is to be organised for club members to come along and try on kit for size before ordering.

Mark Evans added that he had club XC vests there for purchase, and that Hayley was giving away free club race T-shirts together with other sundry club items. [Appendix VII]

Social Officer's Report

N/A as Debs Longman had stood down, the position was vacant and needed to be filled.

Treasurer's Report

Jon Carrick briefly reviewed his report that was shown on screen. [Appendix VIII]

Events overall had made a profit of £2,500.

Donations and sponsorships had been received and the juniors' section had been supported from these funds with travel, etc for events.

Membership gifts had been sent out in the form of swim caps in the previous year and race belts for the 2020 membership.

Income from club training sessions was up on the previous figures.

Jon went on to say how well the hand-held payment devices were working which meant there was much less cash to be counted. The goal was to ensure every coached session had a device available to eliminate all cash payments received.

Mark Evans had secured two grants from the Community Chest in the sum of £1,500 each, a separate juniors bank account had been set up in order to secure the two grants. This would also facilitate transparency between the two sections within the club.

The current balance of the club funds included these grant monies, together with the 2020 membership income and future membership costs, outlay for upcoming events, etc. would obviously be coming out of the balance. Support for the club members taking part in the Welsh Triathlon Super Series was mentioned as a possibility.

Jon, as XC Captain, then went on to applaud the club members for taking part in this season's XC competition, and showed that both the men's and the women's teams were on target for promotion from division two to division one – quite an achievement for a triathlon club up against the pure running clubs. Members needed to attend the final race to try and achieve the promotion – Mark added that there would be free pizza at the end of the race as incentive. When asked about how the points were allocated, Jon said that it is a complicated scheme and those interested should look at the West Glam XC website for further information.

Chairman's Report

Mark put his report on screen. [Appendix IX]

He started with the Welsh Super Series and emphasised that he wanted to see the club take the series this year. He said that he was hoping to support members with entry/travel/etc. so that the goal could be reached.

He said that the first race was sold out – the TATA Steelman. Mary Lewis pointed out from the floor that there might still be places available for anyone who wanted to complete the whole series. It was mentioned that Welsh Triathlon had released the race as part of the series after the event had sold out. Communication with Welsh Triathlon indicated that some places were still available.

Mark then said that he wanted to promote a junior strength and conditioning section using the grant monies that had been received. Equipment would be purchased by the club and sessions held. Help was needed for Richard to continue to push the junior section to keep the club on top.

Election of Officers

Positions vacant:

Chairman. It was proposed by Tracey Williams and seconded by Jen Aylward that Mark Evans serve a second term as Chairman.

Coach Co-ordinator. It was proposed by Jon Carrick and seconded by Andrea Griffiths that the position be given to Matthew Jones for the next term of office. [Appendix XI]

Welfare Officer. It was proposed by Hayley Harris and seconded by Carl Cresswell that Andrea Griffiths be the Welfare Officer for the next term of office. [Appendix X]

Social and Fundraising Officer. It was proposed by Deb McCusker and seconded by Jon Carrick that Samantha Perrott be appointed as Social and Fundraising Officer for the next term of office.

Comms and Marketing Officer. It was proposed by Tracey Williams and seconded by Mark Evans that Daniel Evans be appointed as the Comms and Marketing Officer for the next term of office. Tracey agreed to shadow Dan for a few months to assist him in his new role.

Any Other Business

Jon Carrick opened with the fact that the club had secured 25 free places for members to attend Roth 2021 by Lee Hopkins. He had 16/17 people already interested in taking places. He confirmed that there were terms and conditions attached to securing a place. The conditions were – a deposit must be paid, you must be a fully paid up member of C/T this year and in 2021, you must represent the club at Roth in club colours, you must race a minimum of three 'local' races in club colours this season, and you must secure accommodation as soon as your place is confirmed.

Dan Evans enquired about swim kit – Paul Arnold said that he would investigate it.

Tracey mentioned that there was a possibility that 'Oddballs' would supply club bobble-hats, but a bulk order needed to be placed. It was agreed that this should go in the next newsletter.

The question of club Wattbike sessions was raised – would these be available again? Mark stated that although initial uptake on the previous sessions had been good, the interest had not lasted and that the club had had to subsidise the sessions. As such they had been scrapped. Dan Evans volunteered to coach but not organise an early morning session on a weekend if the numbers were there. People would have to book and fund the session themselves and commit to a block of weeks.

Samantha Perrott then thanked the current committee for the work they had done during the past year for the club.

Hayley Harris re-iterated that people should help themselves to the free t-shirts, etc.

The meeting closed at 1.25pm.

Appendix I

Junior Officer's Report

List of junior sponsors this year were

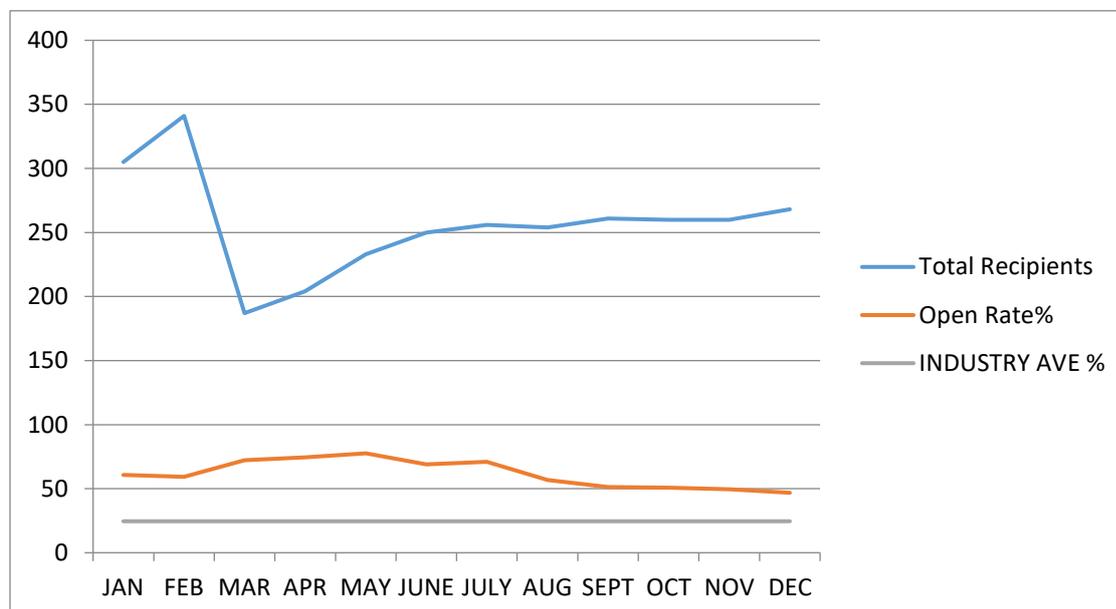
DitchWitch UK
Admiral
RL Plant Hire
Peter Carter Lee
Peter Lynn and Partners

2019 Highlights

- Over 70 Junior members
- More dedicated junior sessions than any other club in Wales
- Another record number of podium placings in Tristar and non-Tristar races
- Josh Cleave became Welsh champion in the T1 (9/10yrs) boy's category
- Josh Cleave shortlisted for junior sportsperson of the year in Neath Port Talbot PASS Awards
- Head coach Mark Edwards shortlisted for coach of the year in WalesOnline Sports Star Awards, NPT PASS Awards and Swansea Sport Awards
- Completed our first full season with boy's and girl's teams in the Gwent Cross Country League
- Six of our juniors selected to represent West Wales in the Welsh Inter Regional Cross-Country Championships in Brecon last November
- Successfully hosted the Stephen Lewis Aquathlon and the Swansea Triathlon - both of which we will stage again this year, and both have now been awarded Tristar status.

Appendix II

Celtic Tri Newsletter 2019



There was a target set again this year to send out the Celtic Tri newsletter on the 1st day of each month which was 100% achieved. We hope that members now expect to see it landing in their mailboxes on the 1st of every month and are therefore not disappointed. The chart above shows the total recipients, our open rate and also the industry average open rate.

We have a fairly high open rate, with our highest being 77.59% in May, and our lowest being 49.62% in November. Newsflashes are not included in the above chart as the open rate for these is largely influenced by the target audience, so is often as low as 30%. (e.g. a specific session being cancelled)

Whilst still higher than the industry average (24.57%), interest seems to fade in the latter part of the year, so we are keen to inject some new energy into the newsletter by appointing someone new to produce it. We have been using the same format for many years now, and some new ideas and content, may result in renewed interest. We would also like to see more members getting involved in providing the content; very few people provide information for articles and this can also be a factor in the declining number of readers as the year goes on.

We continue to have issues with the newsletter going into members' "junk" or "spam" folders and also member email addresses being input into our system incorrectly. Whilst we are able to see when a newsletter has bounced back to sender, it is not always obvious by the email address who the intended recipient was. We would therefore encourage all members to log into their accounts to double-check the details that we have stored for them, as some accounts haven't been updated since they were created.

Appendix III

The role of the Welfare Officer is to ensure that children, young people and vulnerable adults are safeguarded during their contact with the club, and to ensure that the club fulfils its duties to implement and maintain child protection policies and good practice.

During the 2019 season there were no safeguarding concerns brought to the attention of the Welfare Officer Jodie Deniss that required reporting to statutory bodies.

Appendix IV

Events officer Report

Stephen Lewis

26th May 2019

149 entries 134 took part on the day

Great feedback lots of smiles all around despite the weather

Stephen Lewis	In	Out	sponsors		
Entries after admin fee	1718.4		Peter Lynn		200
			RL plant		
Registration fee		35	hire	Bags	189
Water bottles		232.28	Ditch witch	Trophies	180
t-shirts		494.7			569
bibs numbers		264			
chip timing		546			
medals		170			
Trophies		180			
Tea coffee raffle	137				
Bags		189			
Sponsors	569				
Totals	2424.4	2110.98			
	313.42	Profit			

Swansea Junior Triathlon

28th July 2019

101 children entered 92 children took part

40% entrants it was their first ever Tri, Excellent feedback, great marshalling efforts

Swansea	In	Out	Sponsors		
Entries	1210.56		Ditch Witch	Trophies	193
Registration fee		35	Admiral	t-shirts	500
Permit		64			693
Medals		40.8			
T-shirts		437.25			
Bottles		233.28			
Trophies		193			
Chip Timing		660			
Tea coffee raffle	247				
Sponsors	693				
Totals	2150.56	1663.33			
	487.23	profit			

Neath Valley Triathlon

22nd September 2019

221 entered 180 took part

First triathlon for 83 entrants

Again, excellent feedback especially from first timers, good report from chief official

Neath Valley Triathlon	In	Out	Sponsors		
Entries	6971.52		DitchWitch		84
Permit		659.3			
Registration fee		35			
Day entry and membership	145				
chip timing and bike racking		1030.65			
Medals		264.92			
Race numbers + sticker sets		439			
bottles		237			
motorcycle officials		90			
tea coffee	74				
t-shirts		1323.3			
trophies		84			
Sponsors	84				
Totals	7274.52	4163.17			
	3111.35	Profit			

2020 EVENTS

Stephen Lewis 24th May 2020

Sold out -

Swansea Junior Triathlon

9th August 2020 National pool

Part of Tri Star Series this year

85 entered so far

Neath Valley Triathlon

Sunday 13th September 2020. Booked with leisure centre

44 entries open

VOLUNTEERS NEEDED

Appendix V

Coaches Report

Coach Development

2019/2020

Level 1

Matthew Jones, Carl Cresswell & Mary Lewis (Mark Truman).

Level 2

Andy Elliott, Dave Jones, Richard Clifford

Level 2 Diploma

Mark Evans

2020/2021

Lyndsey McKeown (Level 1)

Spare space available

We have 4 organised club sessions at:

Neath pool

Pontardawe pool

Morrison pool (Sunday)

Cwrt Herbert track

Other sessions include:

Morrison pool – TnT mornings (Tuesday and Thursday)

Venues – Glynneath Lakes

Thanks to Emma Paige for Junior Swim sessions at Ponty.

Appendix VI

Web Support Team Report

During 2019 the work of the web support team could be split into two main parts – routine activities and specific projects. The routine activities include:

- Updating Content –content on the website is adjusted on a regular basis to account for changes.
- Assisting members –significant amounts of time are spent responding to members with issues regarding access or queries about material on the website.
- Monitoring – we actively monitor the various systems we use and respond to alerts/alarms, perform system updates and complete regular backups
- Event support – supporting the promotion of events, creation of event content including race packs and registration management/reporting.
- Social media – reviewing social media and responding to requests from members or prospective members.

The specific projects we undertook in 2019 were:

- Membership System Review – we reviewed several different membership systems as potential candidates to replace the current system we use.
- Test/trial Clubspark – Whilst reviewing membership systems we became aware of a system offered by British Triathlon. This was evaluated as a replacement but wasn't suitable to proceed with.
- Performance and monitoring improvements – we implemented a new monitoring system which gave us better insights and early warnings of problems with our system which helped us address them before they were noticed by members.
- HTTPs security – for a long while we had been unable to implement proper website security due to several issues around incompatibility. Other systems were reviewed and then the necessary configuration changes completed to activate HTTPs security and help keep our data safe/

Key elements of our 2020 plan are:

- Finalise the selection and implementation of a new member management system
- Review and recommend chip timing technology that may be acquired by the club to support our events and save costs
- Migration of our website/email to a better performing and cheaper host.



Web Support Team Report

- Routine activities
 - Updating content
 - Assisting members
 - Monitoring – security/updates/backups
 - Event support
 - Social Media
- 2019 Projects
 - Membership system review
 - Test/trial Clubspark
 - Performance and monitoring improvements
 - HTTPs security
- 2020 Plan
 - Finalise selection and implement member system
 - Review and recommend chip timing solutions to support events
 - Migrate website/email etc. to a better performing/cheaper host

Metric	Measure
Unique monthly visitors	~17,500
Monthly requests	~350,000
2019 Availability	99.98%
Monthly bandwidth	3GB
Monthly blocked attacks	~500
Security/Stability updates	~25 per month



Appendix VII

Kit Officer's Report

Race kit/leisure Kit

Another big year for ordering Race Kit 60+ items were ordered and a few bits of leisure kit. We are continuing with Champion Systems as they have given us over the last 10 years a good service and their prices for this year are staying the same. This year we are launching a new teamwear range with VX3. Two Colour choices and the availability to order online with our very own Club Shop. We will arrange to have a Teamwear size trial so members can try on before they purchase online. Size Guide Available:

Boys Sizes: S Boys, M Boys, L Boys, XL Boys

Men's Sizes: XS, S, M, L, XL, XXL, 3XL, 4XL

Women's Sizes: 6, 8, 10, 12, 14, 16, 18, 20,

Appendix VIII

Treasurer's Report

Celtic Tri - 2019 Significant Financial Activity				
Item	Expenses	Income	Delta	Notes
Administration	-£214.06		-£214.06	Stamps, toner, membership cards, etc.
British Tri	-£300.00		-£300.00	Annual licence
Christmas 2019	-£2,430.05	£2,376.00	-£54.05	
Club Kit	-£5,074.88	£3,252.24	-£1,822.64	Includes vests and polo shirts
Club Tri's	-£7,893.85	10,282.04	2,388.19	
Coach Education	-£1,430.00		-£1,430.00	
Device Fees	-£15.68		-£15.68	
Donation / Sponsorship		£1,414.20	£1,414.20	
GB Support	-£200.00		-£200.00	
Junior Christmas 2019	-£753.00	£669.00	-£84.00	
Junior Support	-£910.80		-£910.80	Travel, wetsuits, etc.
Membership Gifts	-£3,255.60		-£3,255.60	
Membership Transfer		£1,624.00	£1,624.00	PayPal
Misc	-£391.58		-£391.58	Memberships, associations, etc.
Morrison Pool	-£2,038.58		-£2,038.58	
Neath / Track / Ponty	-£8,140.00		-£8,140.00	
Neath Lakes	-£350.00		-£350.00	
Payment Devices	-£175.44		-£175.44	
Training Fees		£14,774.94	£14,774.94	
Welsh Athletics	-£330.00	£190.00	-£140.00	

Training		
Item	Expenses	Income
Morrison Pool	-£2,038.58	
Neath / Track / Ponty	-£8,140.00	
Training Fees		£14,774.94
Total	-£10,178.58	£14,774.94

Delta	£4,596.36
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2019 Headlines:

- Opening balance (Jan 1st) - £7502.43
- Closing balance (Dec 31st) - £7145.83
- Delta - -£356.60
- Payment device - £1,287.50

Current balance - £18,047.70 (includes grants, 2020 membership, BT online entries)

Appendix IX

Chairman's Report

2019 was another great year for Celtic Tri both Seniors and Juniors.
Development and investment of club coaches and support new coaches coming through the ranks
Development and investment into our Junior Section
Support our talented athletes both juniors and age groupers who race for the club
Financially sound and looking to invest in chip Timing solutions
Thank the committee for the continued work they put into this club

Men's and Ladies XC comeback, thanks to XC Captains Jon and Jacquie this year.
Next month's Gnoll XC is a crucial race for the club, good chance of topping the table for the men
and promotion to Division 1 for both Women's and Men's teams. #UppaCeltic

	Women's Division 2	Match	PTS
1	Porthcawl Runners	2712	43
2	Celtic Tri	2295	39
3	Brackla Harriers	1777	32
4	TROTS	1743	31
5	Ogmore Phoenix Runners	1495	29
6	Clwb Rhedeg Pontardawe	1094	25
7	Paul Popham Running Club	743	18
8	Pembrokeshire Harriers	584	10
9	Tata Steel	81	3
10	LR Runners	61	2
11	Darth Coastal Runners	0	0

	Men's Division 2	Match	PTS
1	Celtic Tri	3464	30
2	Swansea Harriers TNT	3313	27
3	3M's Gorseinon R.R.	3105	21
4	Neath Black Tuesday	3023	21
5	Cornelly Striders	2891	17
6	Ogmore Phoenix Runners	2626	12
7	Brackla Harries	2238	8
8	Paul Popham RC	2216	8

2020 Plans

Podium as top club at the Welsh Super Series (Welsh Triathlon) and individual athlete success
Support and develop our juniors and look at our Long-Term Athlete Development programme for 2020/2021 season

Junior and Senior coach development for Physical Literacy and S&C

Cycling Time Trials is now Affiliated

Online membership and booking system

Supporting Team GB athletes – Josh Wallace and Lisa Kethro at the World Championships in Canada

Ironman Wales 10th Anniversary

15th Anniversary of Celtic Tri – Beach Picnic, Party. Give us your ideas!

Opportunity at the end of the AGM to give us your ideas on how to shape the club and Q&A's

Thanks to the 2019/2020 committee

Jon Carrick, Jen Aylward, Lisa Kethro, Richard Clifford, Carl Cresswell, Hayley Harris, Paul Arnold, Mike Jones

Jodie Denniss – Welfare Officer

Debs Longman – Social & Fundraising Officer

Tracey Williams – Comms and Marketing

Mark Evans – Chairperson

And look forward to welcoming the next committee ...

Appendix X

Application from Matthew Jones for role of Coach Co-ordinator

Coaching Co-ordinator Expression of Interest - Matthew JONES

The Committee, Celtic Tri

Please consider this email as an expression of interest for my nomination as Celtic Tri Coaching Co-ordinator.

I have been participating in triathlon and endurance events since 2008, completing nine Ironman events and several marathons and ultra-marathons. I have been a member of Celtic Tri since 2013. In 2019 I successfully completed my BTF Level 1 coaching course with an intention of undertaking my Level 2 qualification as soon as possible. Since obtaining my Level 1 qualification I have assisted in the delivery of coached sessions within the club and become acquainted with fellow club coaches. I am a supervisor within South Wales Police, dealing with complex safeguarding and serious risk and harm issues on a daily basis. This has provided me with transferable skills to bring to the role, as well as a Level 4 qualification in Leadership and Management.

I feel that after seven years membership of Celtic Tri, it is now time for me to repay the club with my time and commitment to enable existing and new members to get the best from this vital community resource.

I look forward to seeing you all at the AGM and wish to express my gratitude of being considered for this role.

Matthew

Appendix XI

Application from Andrea Griffiths for role of Welfare Officer

4 Llys Nedd
Bryncoch
Neath
SA10 7PH
06/02/20
Re Statement of application
Celtic Tri Welfare officer

Dear Celtic Tri Committee,

I would like to be considered for the role of Welfare officer for Celtic Tri.

I have been teaching for 32 years and a member of the club for 12 years. My role at Dwr-Y-Felin Comprehensive School has moved from being solely a full-time classroom teacher to being responsible for a number of initiatives over the last eighteen years designed to raise the self-esteem, behaviour, attendance and academic achievement of some of the most behaviourally and academically challenged Key Stage 3 and 4 pupils.

One of my strengths is being able to develop a level of empathy with young and vulnerable pupils and I have the ability to listen to their side in a non-judgemental manner and then communicate with them effectively at the appropriate level required to ensure understanding.

Within Dwr-y-Felin I have created an environment in which the children know the boundaries that apply to their behaviour and where mutual respect is the key.

I work closely with the school's Additional Learning Needs Co-ordinator, Assistant Head Teacher in charge of Pastoral Care, the Education Welfare Officers (EWO), Heads of Year, academic staff and a range of outside agencies.

Throughout my time in Dwr-Y-Felin I have constantly looked to develop my skills and gain new qualifications. I have been proactive in finding such courses and qualifications and have increased my professional competencies as a result. I have attended the annual Safeguarding course, Extremism awareness course, Equality in young people and Autism inclusion course. I am involved in many extracurricular activities and trips and I am a regular member of staff of the school ski, PGL and Paris educational trips.

As I previously stated, I have been a member of Celtic tri for 12 years and feel that I have the qualities and experience to be the first point of contact to assist the committee and coaches to fulfil its responsibilities to safeguard children and young people. I have sound knowledge of the triathlon governing body's Child Welfare policy and will be able to support the club in the implementation of good practice and child protection policies within the club.

Thank you for considering me for this role.
Andrea Griffiths