

University of Toronto Triathlon Club Executive
Monthly Meeting

January 9, 2018

Meeting Participants

Becca Crosier	Attended	Paulette Dalton	Regrets
Katie Wittmann	Attended	Nate Walsh	Attended
Eric Okawara	Regrets	Ryan Chan	Attended
Alison Ytsma	Regrets	Marina Bokovay	Attended
Sierra Valeriano	Attended		

Item No.	Description	Notes	Actions
1	Swim Row Go	Six volunteers so far, not including exec. Exec who can volunteer: Ryan, Katie, Marina, Nate. Maybe Sierra. Maybe Becca. Katie, Marina, Nate also potentially interested in relay if other members seeking teammates. Need not racing, excel-saavy volunteer to take on data entry role.	-Everyone promote Swim Row Go at practices. -If Clif bars go on sale, alert exec, someone purchase approx. 70 bars. -Katie email the Tri Magazine contact from last year for magazines, ask the Bookstore for bags, and contact Endurance Tap for bulk order.
2	Club Survey	Draft questions below (updated from last year's).	-Exec review, then coaches review.
3	Elections	Draft positions and responsibilities below. Any interested club members can express interest. Positions with multiple interested members will be decided by online vote. At practices, those running will be encouraged to introduce themselves. Call will go out early February. Vote will take place end of February.	-Exec review positions. -March will have a transition meeting, with both outgoing and incoming exec members.
4	Clothing Order	Sample sizes are in. Stored in exec locker.	-Exec open locker to let members try on clothing. (Katie promote ideal times in bulletin). -Nate will coordinate order.
5	Other Business	Nate has prepared the ankle bands. We will start distributing to members on Sunday. One to each person that has registered, they are responsible for it.	-Katie get spin room access for Richard Ashmore as a sub, and Lauren Tucker as the alternating Wednesday morning spin leader. -Katie ask if 6:00 pm time slot on Wednesdays is open for spin. -Becca asking coaches about sharing workout content with paying alumnus member. -Katie include music survey in next few club bulletins. -Nate provide Katie with bulletin note about CSS improvement (under what we've been up to). -Briefly ask James and Josh their thoughts on ankle band distribution.

Draft 2018 Survey

Section 1: Administration

How long have you been part of the club?

- Less than 1 year
- 1 – 2 years
- 3+ years

How did you find out about the club?

- From a friend
- Google search
- Saw poster in the Athletic Centre
- Social media
- Club Day
- U of T recreation flyer / program listing
- Other: _____

Section 2: Socials

How do you feel about the socials?

- I enjoy them and try to attend when possible
- I would come but the scheduling doesn't work for me
- Not interested
- Other: _____

Do you have preferred timing / scheduling of socials?

Do you have suggestions for types of socials? (Locations, activities, etc)

Section 3: Run practices

Do you have any feedback about run practices?

Section 4: Indoor spin practices (skip if you don't attend)

How do you find the difficulty of the spin workouts?

- Too easy
- Just right
- Too hard
- Other: _____

Do you like the structure of the spin workouts?

- Yes
- No, I'd prefer: _____

Spin leaders and playlist creators regularly take requests for music. Anything you'd like to request now?

Do you appreciate / want feedback from spin leaders during the workout?

- Good as is
- More please
- Less please
- Neutral
- Other: _____

How do you find the spin bikes?

- Great, no action required
- Okay, passable
- Terrible, unusable
- Must fix these things about the bikes (seats, cages, gears, etc) : _____
- Other: _____

Section 5: Outdoor Summer Bike Workouts

In the summer (May to August), please select all times you would attend outdoor bike practices (select all that apply):

- Monday 6:30 AM
- Tuesday 6:30 PM
- Wednesday 6:30 AM
- Wednesday 6:30 PM
- None of those work for me
- Other: _____

When our bike workouts are outside, do you have preferred / suggested locations for training?

If you participated in outdoor bike workouts last year, were there any locations you felt unsafe?

- No, no concerns
- Yes, these locations: _____
- Other: _____
- I did not participate last year

How do you find the outdoor bike workouts? Select all that apply:

- Welcoming
- Intimidating
- Too easy
- Too hard
- Just right
- Wasn't here last year
- Other: _____

Section 6: Swim Practices (skip if you don't attend)

How do you gauge your progress in the pool?

- I don't
-

-
- Time trials
 - CSS
 - Swim meets/races
 - Other: _____

Why do you primarily attend swim practices? Select the most fitting answer:

- For improvement in triathlon swims
- For improvement in general swim fitness
- Other: _____

When do you prefer to do kick sets?

- Before main set
- After main set
- Neutral
- Other: _____

When do you prefer to do drills?

- Before main set
- After main set
- Neutral
- Other: _____

How do you feel about the inclusion of CSS (threshold pace, ~1500 m race pace) workouts with short rest as part of our main sets?

- I like them
- I like doing them some of the time
- I don't like them
- I am neutral
- I don't know what CSS is
- Option to expand on answer: _____

How often do you feel we should do standardized swim assessments (e.g. 400m or 1500m time trials)?

- More often
- Less often
- Continue the same (approx. every two months)
- Option to expand on answer: _____

Section 7: Miscellaneous

Are you planning on ordering club clothing in the next order? (Within the next month or two):

- Yes
- No
- I already have enough
- Option to expand answer: _____

Later in February we'll be hosting elections for the 2018 executive committee positions. Are you interested in running for a position? And if yes, are you here in the summer? (Select all that apply)

- Yes, very interested
- Maybe, considering it
- No, not for me

- Here in summer
- Likely not here in summer

Do you have any other suggestions for any aspects of the club?

Thank you very much for completing the survey! We greatly value your feedback and we'll strive to incorporate it!

University of Toronto Triathlon Club Executive Committee Positions and Responsibilities

President*

Qualification: Experience on Tri Club exec or minimum two year active member of Tri Club

- Liaise with Athletic Centre contact (confirming schedule, cancellations, room bookings, forms, registration, etc)
- Schedule, book, and chair monthly meetings
- Manage issues and challenges as they arise
- Represent the Club at events / as needed

Treasurer*

Qualification: Basic accounting skills

- Prepare annual budget and forecasting
- Provide budget updates at monthly meetings
- Monitor registration
- Provide budget allocations for events

Secretary

- Write and send weekly bulletin
- Take minutes at monthly meetings

Webmaster

Qualification: Basic Wordpress skills

- Manage Forum (member accounts)
- Maintain and update website
- Lead drafting and reviewing of annual survey

Mentorship & Recruitment Coordinator

- Answer emails addressed to Info account
- Plan participation in Club Day and other opportunities for recruitment
- Coordinate mentorship program

Workout Coordinator*

Qualification: Relevant coaching certification or extensive experience in triathlon training and racing

- Plan spin schedule (dates and workout content)
- Liaise with coaches and workout leaders (plan seasonal building and recovery timing; coordinate run locations with run coach)
- Assess and handle equipment-related requests
- Coordinate clothing order

Social Coordinator

- Plan monthly socials and learning sessions
- Lead organizer for Holiday Gala
- Social media lead

Race Coordinator*

- Lead organizer for Swim Row Go
- Liaise with other universities for Multi-Sport Series and promote their races

- Identify two summer races as “club” races and associated promotion
- Prepare and update the shared online list of races

Shared responsibilities:

- Welcome and engage with new members at practices
- Assist Race Coordinator with Swim Row Go tasks
- Assist Social Coordinator with Holiday Gala tasks

* Is for positions that **MUST** be present during the summer session (taking some vacation weeks is fine, but absent the full four months would be problematic). For the other roles, it is possible to fulfill the key duties remotely and with some assistance from present colleagues during the summer months if away.

Executive committee members may also be workout leaders, but workout leaders are not required to be executive members.