

Regional Team Guide



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Content

Page 3	Welcome Letter
Page 4 – 5	A Short Guide to MTI
Page 6 – 9	The Regions
Page 10 – 11	MTI's Organisational Structure
Page 12	Responsibilities of the MTI Board
Page 13 – 19	Responsibilities of the Regional Teams

Welcome Letter

Dear Regional Representative

We would like to thank you for taking on this important role. The Massage Training Institute takes pride in ensuring that practitioners are well informed and continue to maintain professional standards.

The MTI has two important strands, its schools and student practitioners, and the professional association (PA). Regional representatives work hard to enable practitioners to continue their professional development post graduation, by organising educational meetings, establishing communities and places of practice and support, and providing practitioners with an essential network for collaboration, sharing of skills, and dissemination of knowledge.

The PA is critical to the success of the MTI. Through the PA we learn to work together to produce better practitioners, reform our educational policies, and continue our drive to safeguard standards and profession. As regional representatives, you motivate practitioners to come together, engage with colleagues, and promote the MTI nationwide.

This guide has been compiled to assist regional teams and provide a supportive network to ensure your contribution to the MTI and your region. At the MTI we work hard to encourage regions to share information and develop collaborative workshops for the benefit of the MTI members. We hope you will use this guide to further develop your regional group and help promote the MTI and its work.

The MTI works with a number of partner organisations to inform the public of the need for recognised and registered practitioners trained to the highest professional code of conduct and knowledgeable in the study and application of soft tissue therapy techniques.

Welcome to our MTI family, working together for the benefit of massage therapists and therapy.

With best wishes,

Earle Abrahamson
MTI Chair

Sarah Hamnett
MTI Membership Officer

A Short Guide to MTI

MTI was set up in 1988 as the UK's specialists in Holistic Massage. Since then, we've developed into an organisation that focuses on:

- Supporting both our student and practitioner members
- Supporting tutors in their delivery of the MTI syllabus
- Supporting schools nationwide so that they can offer MTI's courses

Membership

Once you graduate your certificate will be sent to you, as well as details on joining MTI.

If you decide to become a member within six months of your graduation your annual membership will cost £50. After six months it costs £60 and is renewed annually.

MTI Membership Benefits

- **CPD and Networking:** Access to free or heavily subsidised events organised by your regional team.
- **Online Marketing:** A personal website page to promote your practice.
- **Insurance:** 24% discount on insurance with Balens Insurance (covering multi-disciplines, not just massage).
- **Discounts:** We have some exclusive offers for MTI members – [click here to find out more](#).

- **Trust:** Use of the MTI logo on promotional material, garnering trust in potential clients and helping you to increase your business.
- **Support:** We pride ourselves in supporting our members. With regional groups and a friendly admin team you're surrounded by people who are able to give you help and advice.
- **CNHC:** You can apply for membership of the Complementary and Natural Healthcare Council.

Membership Requirements

- 18 hours of CPD (Continued Professional Development) – although this is not required in your first year of membership.
- A three-year 'First Aid at Work' Certificate – first taken while training, and maintained throughout membership
- Insurance – you must have valid insurance to practice massage.
- Attendance at a minimum of one MTI regional or national event a year, although this is not a requirement.

Further MTI Training

MTI schools across the country offer post-graduate training in Indian Head Massage and Remedial and Sports Massage. Many schools also provide [CPD courses](#) in a range of massage related disciplines.

MTI Conference

The [eleventh Annual Conference](#) will be held on Saturday 17th April 2021. It promises to be a very interesting and educational event.

MTI Contacts

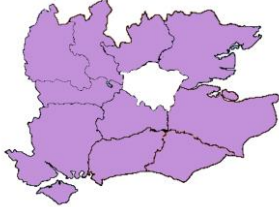

You can find out more information about MTI on:

- **Our website:** www.massagetraining.co.uk
- **Our Facebook Page:** www.facebook.com/pages/Message-Training-Institute/455748711173058

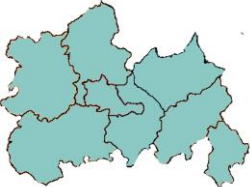

- **Contact MTI Central at:** register@massagetraining.co.uk (Sarah Hamnett) or mti@massagetraining.co.uk (Diana Newson)
- **MTI Marketing at:** marketing@massagetraining.co.uk (Jenny Hampton)



The Regions



The MTI membership (practitioners and students) is grouped in nine regions, with each region represented by a regional team.


Home Counties	London
	
Berkshire, Buckinghamshire, East Sussex, Essex, Hampshire, Hertfordshire, Isle of Wight, Kent, Oxfordshire, Surrey and West Sussex	
Members	Members
Practitioners: 76 and Students: 40 Total % of MTI Membership: 12%	Practitioners: 88 and Students: 37 Total % of MTI Membership: 14%
Schools	Schools
Henley on Thames Tonic School of Massage and Bodywork www.tonicmassage.co.uk	London Bodyology School www.bodyology.org.uk
Brighton Unity School of Yoga and Bodywork www.being-in-unity.com	London In Touch Bodywork www.intouchbodywork.co.uk
Essex On the Spot Training School www.sallymorris.co.uk	London Quantum Metta School of Massage www.quantummetta.co.uk

	London Hands-On Training www.hands-on-training.co.uk
Regional Team	Regional Team
Currently combined with the London Region.	Gary Rollins and Nadia Faucher London@massagetraining.co.uk

Midlands	Scotland
	
Bedfordshire, Herefordshire, Leicestershire, Northamptonshire, Shropshire, Staffordshire, Warwickshire, West Midlands and Worcestershire	All Scottish Counties
Members	Members
Practitioners: 57 and Students: 21 Total % of MTI Membership: 9%	Practitioners: 32 and Students: 26 Total % of MTI Membership: 6%
Schools	Schools
Worcester Worcester College of Massage and Bodywork www.bristolmassage.co.uk	Livingston Rosslyn Alternatives www.rosslynalternatives.co.uk
Birmingham The Meridian School of Massage and Bodywork www.lhmeridian.co.uk	Edinburgh The School of Holistic Therapy www.holistic-school.com
Regional Team	Regional Team
Niki Cope and Anne Bradshaw midlands@massagetraining.co.uk	Natalia Duncan and Alistair Sim Scotland@massagetraining.co.uk

North	West Country
	
<p>Cheshire, Cumbria, Derbyshire, Durham, Humberside, Lancashire, Manchester, Merseyside, Newcastle, Northumberland, Nottinghamshire, Teeside and Yorkshire</p>	<p>Bristol, Gloucestershire and Wiltshire</p>
Members	Members
<p>Practitioners: 78 and Students: 32 Total % of MTI Membership: 12%</p>	<p>Practitioners: 159 and Students: 68 Total % of MTI Membership: 25%</p>
Schools	Schools
<p>Sheffield The Sheffield Centre for Massage Training www.massage-training.co.uk</p>	<p>Bristol Bristol College of Massage and Bodywork www.bristolmassage.co.uk</p>
Regional Team	Regional Team
<p>Kelly Dorset north@massagetraining.co.uk</p>	<p>Alice Mould and Heather Newson westcountry@massagetraining.co.uk</p>

Wales	East Anglia
	
All Welsh Counties	Cambridgeshire, Lincolnshire, Norfolk, Suffolk
Members	Members
Practitioners: 46 and Students: 37 Total % of MTI Membership: 9%	Practitioners: 37 and Students: 13 Total % of MTI Membership: 6%
Schools	Schools
Cardiff Cardiff Metropolitan University tbartlett@cardiffmet.ac.uk www.cardiffmet.ac.uk	Norwich Inner Space massage@innerspacenorwich.co.uk www.innerspacenorwich.co.uk
Regional Team	Regional Team
Fran Higginson wales@massagetraining.co.uk	Kerensa Martin, Laura Richardson, Kit Adam and Rebecca Maxwell eastanglia@massagetraining.co.uk

South West

Cornwall, Devon, Dorset and Somerset
Members
Practitioners: 38 and Students: 8 Total % of MTI Membership: 5%
Regional Team
Sharon Bull and Lisa Goodwin - southwest@massagetraining.co.uk

MTI's Organisational Structure

MTI's operational structure consists of a Board and three Councils.

MTI Board

- Overall policy.
- Arbitration of issues.
- Internal & external affairs (inc. representing MTI at national level with support as appropriate from stakeholder MTI councils.
- Finance (see right).
- Publicity & marketing policy.
- Code of conduct & disciplinary procedures.
- Disciplinary hearings.
- Liaison with relevant bodies.

Financial Administration

- Company secretarial duties.
- All financial affairs inc: invoicing; payments; preparation of financial accounts, forecasting, liaison with accountant,
- Online shop (future).

Exams Council

- Ensuring the stability of MTI by continuing our reputation for high standards.
- Arrange & carry out all external student assessments, both practical & theory.
- Annual review of practical & theory assessments
- Supporting Schools Council - new tutor assessments; tutor training after annual review.
- Quality assurance of training centres.
- Assessment of new examiners.
- Assessment processes of new courses.
- External verification of MTI exam processes.
- Website: exam section.

MTI Board Members

Chair: Earle Abrahamson

Director: Karen Yarnell

Director: Tim Bartlett

Finance Officer: Diana Newson (acting)

Company Secretary: Diana Newson

Exam Council Members

Board member supervisor: Karen Yarnell

Holistic massage practical: Vicky Gaughan, Kit Adam & Ros Cope

Holistic massage theory: Tim Bartlett

Indian head massage practical & theory: Sally Morris

Admin support: Diana Newson (lead on Handbook updates)

Other reps as required as new qualifications come on board.

Schools Council

- New tutor applications and assessments.
 - New tutor mentoring.
 - Maintaining syllabi for all courses (Holistic Massage, Indian Head massage & new qualifications).
 - Developing new qualifications.
 - Tutor training days.
 - Setting up an MTI teacher training programme.
- Setting up an assessor course.
- Publicity - marketing and events, in collaboration with Practitioner Council.
 - Website: training centre section.
 - Ensuring training centres maintain adequate
 - Health & Safety management systems.

Practitioner Council

- Subscription fees.
- Allocation of funds between regions.
- Communication & support between regions.
- Rolling out new services (e.g., online shop).
- Matching or exceeding other Practitioner Associations.
- Considering different categories of membership.
- Annual conference.
- Marketing & events, in liaison with Schools Council.
- Website – practitioner section.

Schools Council Members

Board member supervisor: Tim Bartlett

Teacher training: Darien Pritchard

New tutor liaison: Sarah Cohen

Admin support: TBA

All MTI training centres are automatically members, the contact for each centre is:

Tonic Massage Academy: Celine Samson

Quantum Metta: Dympna O'Brien

Bodyology: Dror Steiner

SHT Edinburgh: Simonetta Logan

Hands-on-Training: Jennie Parke Matheson

On the Spot Training: Sally Morris

BCMB: Jacquie Kelly

BCMB – Worcester: Sarah Cohen

Rosslyn Alternatives: Ros Cope

SCMT: Vicky Gaughan

CMU: Tim Bartlett

Unity: Sevanti

Inner Space: Kit Adam

Meridien School: Julie Linton

Dynamic Massage: Darien Pritchard

DSMB: Lorraine Horton

Practitioner Council Members

Board Member Supervisor: Earle Abrahamson

Administrator: Sarah Hamnett

London and Home Counties: Gary Rollins

North: Kelly Dorset

Scotland: Natalia Duncan

Wales: Fran Higginson

West Country:

South West: Sharon Bull

East Anglia: Kerensa Martin

Midlands: Nicola Cope

Roles and Responsibilities of the MTI Board

Tim Bartlett is responsible for the financial decisions within the MTI. This means that any spending decision must be agreed by him. Tim communicates with Diana Newson (Acting Finance Officer) and informs him of potential spending and what to expect in terms of expense claims. Any spending that impacts our regions, our schools and events must be approved by Tim and the Board. Tim also co-ordinates and is the board member responsible for the schools and MTI training centres.

Karen Yarnell is responsible for the examination process and chairs the examination council. All decision impacting examinations must be approved by Karen.

Earle Abrahamson deals predominantly with the PACs, CNHC and GCMT and represents the MTI at these meetings. Decisions and/or questions pertaining to these organisations and groups can be directed to Earle and/or yourself in the case of the PACs.

It is good practice to keep the board informed on issues that could impact the MTI's development, growth or reputation no matter how big or small you think they may be. We are encouraging a culture of effective and transparent communication so that all are informed and together we are in a positive position to move the MTI forward.

Roles and Responsibilities of the Regional Team

We have regional groups around the country. These groups are run, in a voluntary capacity, by MTI members, for the benefit of other MTI members in their region. Each group has a regional representative who meets with the Practitioner Association Council two to three times a year to discuss MTI's membership and ways to continue to improve the service provided to our members.

The main roles of Regional Teams are to:

- Liaise with MTI practitioners in your area
- Organise and promote events in your area for practitioners
- Attend National Practitioner Council meetings (2 to 3 a year) to discuss the future of MTI and give feedback from practitioners in your area.
- Input into the organisation of the annual MTI Conference
- Visiting MTI schools to discuss MTI with students

Many regional teams delegate roles to team members, examples of these roles are:

- **Regional Representative:** The figurehead of the regional team. They are usually the person who attends the Practitioner Council meetings and have the role of coordinating the rest of the Regional Team. They also tend to be the person who liaises with the regional team via email.
- **Treasurer:** This member has the responsibility to put together the annual budget to submit to the Board. They will also hold funds and authorise expenditure from the regional budget.
- **Events Organiser:** This member has the responsibility of leading the organisation of regional events. They will liaise with the treasurer in regards to the budget for these events.

- **Marketing:** This member has the responsibility of promoting regional events and the group in general using email and social media.

This list of roles is not exhaustive and more may emerge during the development of the Regional Team. It may be that one member takes on more than one role.

Liaising with MTI members

In the membership letter members receive when they join MTI, they are given the contact email for the regional team. The letter encourages members to contact the regional team to introduce themselves. Members may also contact the regional teams if they have a query regarding MTI or massage. If the regional team feels that a question is beyond their knowledge, they can forward it to MTI Central at register@massagetraining.co.uk.

Regional Emails

Each region has a dedicated email address which must be monitored regularly and used when contacting the MTI membership. If you need help in setting up this email address on your computer then please contact Sarah at register@massagetraining.co.uk.

Planning Events

Ideally Regional Teams should meet in July/Early August to plan events for the coming MTI year, which runs from 1st September to 31st August. Inspiration for these events can come from:

- Asking the local membership what type of events they would like to take part in
- Your own experiences of successful and informative workshops
- Events run by other regions
- Successful events that your region has run in the past
- Ideas from local members of the MTI Special Interest groups

Continued Professional Development (CPD)

Events should offer participants with quality CPD that they can put towards the 18 hours required by MTI on an annual basis. MTI Central provides all regional teams with a CPD attendance certificate template that they can modify and distribute to participants. Current MTI guidelines state that each hour of CPD should be recorded on the certificate.

Planning the Events' Budget

Regional teams can use the MTI website to upload event budget requests with estimated expenditure. You must be logged in to access this page:

<https://www.massagetraining.co.uk/account/?area=budget>

Once the budget has been approved by The Board (within five working days) the Regional Team can confirm the arrangements with the venue and speakers. MTI Central will release the agreed funds as and when they are invoiced for (see Funds from MTI Central section).

MTI also uses the information given about events to update the events page on the MTI website - <https://www.massagetraining.co.uk/events/>

What Should Regional Teams Charge for CPD?

Subsidised events are a key part of MTI membership; it's a big part of the value of the membership. Historically it seems to work best to charge at least a small amount to encourage delegates to turn-up at the event. The current guidelines are as follows:

- Free or £3 for short talk/workshop (around 2 hours)
- £5-10 for evening or half day (3-4 hours)
- £10 -£20 for day workshop (7 hours)
- £15-£20 for day workshop with high profile speaker

This is just guidance so feel free to adjust as works best as you will obviously need to consider your expenditure for the event. For non-MTI members the charge must be at least £60 to echo the cost of becoming an MTI member.

Expenditure can include:

- **Speaker Fees:** Many Regional Teams offer a fee and expenses to speakers/workshop leaders; this fee is negotiable and depends on the quality of the CPD and the marketing opportunities the event gives to the speaker.
- **Venue Fees:** It is very likely that the Regional Team will have to pay for an event venue.
- **Refreshments:** Regional Teams may decide to offer hot drinks and snacks to participants.

Funds from MTI Central

Under the current funding scheme each region will receive a £100 slush fund to spend on small expenditures such as refreshments etc. For large expenditures, such as venue costs and speaker fees, an invoice should be sent to Diana Newson at finance@massagetraining.co.uk, or uploaded to <https://www.massagetraining.co.uk/account/?area=budget> and she will make the payment directly.

There is a central fund of £3,200 and each regional team can apply for as much as they envisage, they will need to run a successful event.

This financial scheme was devised so that Regional Teams do not need to hold excess MTI funds in personal accounts. It is also in response to Regional Teams receiving an annual budget yet not actually spending it within the year.

Notes on Regional Team Financial Procedures

Below is information regarding regional finances. We hope that all your questions are covered, but if not please don't hesitate to contact MTI Central.

The Financial Year: Runs from 1st September to 31st August.

Income and Expenditure: Please update the website with budget requests and actual expenditure as income is received and money

spent. Please make sure these entries are up to date before the end of MTI's Financial Year (31st August)

Petty Cash: You should have £100 in petty cash that can be used to pay for smaller cost items such as refreshments. If you do not have these funds, then please contact Diana Newson on finance@massagetraining.co.uk.

Please use event income to keep petty cash topped up to £100.

Petty cash can be kept either in a personal account or as cash, this is a decision for you to make.

Invoicing for Larger Amounts: For larger expenses, such as venue costs or speaker costs, please ask the payee to invoice MTI Central with your region code (see below) as the reference – this is very important so that we can keep track of expenditure in your region.

They can either email the invoice to Diana Newson at finance@massagetraining.co.uk or post the invoice to her at Massage Training Institute, PO Box 368, Hitchin, SG5

PayPal: If you use PayPal to gather payment from event participants then ideally, we would like you to use MTI Central's PayPal account. If you would like the details of this account, please contact Sarah Hamnett at register@massagetraining.co.uk

If you are setting up with the MTI Central's PayPal account, it is very important that you use your regional code (see below) to precede the income item e.g., *EA – MTI Members*

Transferring Income to the MTI Account: If you are transferring income to the MTI Central Account please use your regional code as a reference. MTI's account details are:

- A/C Name: **The Massage Training Initiative**
- A/C Number: **03889920**
- Sort Code: **20-62-68**

Extra Support from MTI Central: You can ask for additional income from MTI Central at any point in the financial year. All requests will go before the Board who will endeavour to respond in five working days.

Regional Codes: Please use the following codes when you are transferring funds to or invoicing MTI Central:

- East Anglia: EA
- Home Counties: HC
- London and Home Counties: Lon
- Midlands: MD
- Scotland: SCT
- South West: SW
- Wales: WAL
- West Country: WC

Notes

- You can include all expenditure relating to regional meetings and events in your budget, this includes your own travel.
- You should not include expenditure relating to national PAC meetings/the Conference as this comes out of a separate budget.

Practitioner Association Council (PAC) Meetings

We hold two PAC meetings a year, one usually in October/November and one in conjunction with the AGM (March/April). These meetings take place around the country.

One representative from each region is encouraged to attend these meetings (this does not have to be the Regional Rep). This is an opportunity for teams to share best practice and seek solutions to any difficulties that may have been encountered. It is also a forum to discuss the future of MTI, with an update from the MTI Board.

Minutes from PAC meetings can be found in the secure section of the MTI website (you will need to log in before the link will work) - <http://www.massagetraining.co.uk/agm-and-board-meeting-minutes.html>

PAC Facebook Group

We have a closed Regional Team Facebook Group that is used for sharing information with teams across the UK. This is a forum to ask questions and share ideas about events. If you are not already a member of this group, please contact Sarah at register@massagetraining.co.uk.

AGM Meetings

MTI holds its AGM every March/April; Regional Teams are encouraged to attend.

Minutes from AGM meetings can be found in the secure section of the MTI website (you will need to log in before the link will work) - <http://www.massagetraining.co.uk/agm-and-board-meeting-minutes.html>

MTI Conference

Every year MTI holds a Conference, organised by MTI Central.

What Regional Teams Receive

MTI highly values the commitment and hours that the regional teams contribute to the MTI membership and to MTI as an organisation. With this in mind MTI offers Regional Team members:

- Free MTI Membership.
- Free entry to the MTI Conference.
- Professional support from MTI Central and the Practitioner Association Council.
- We are in the process of creating a website page dedicated to the Regional Teams on which members can promote their own massage practice.