

Colchester and Tendring Athletics Club

MINUTES OF THE COMMITTEE MEETING HELD ON 14 MARCH 2024

Present: Grainne Hallahan, John Henington, Jane Milburn, Alan Palmer, Jep Ronoh, Kate Sandercock, Taliesin Stevenson, Simon Styles, Kay Thompson

Apologies: Chris Harvey

1. Minutes of the last meeting and matters arising

The minutes of the meeting held on 8 February 2024 were approved as an accurate record. An update on matters arising not already on the agenda was provided as follows:

- JH to ask Glenn Hobbs to make GH and CH admins on the coaches' WhatsApp group. *Action: JH (completed)*
- JR to share DBS / welfare certificate with SS *Action: JR*
- The first athlete workshop session had been postponed due to sickness and would be rearranged. KS had ideas for future sessions. *Action: JH to confirm rearranged date for session (completed)*
- GH had booked a venue for the England Athletics coaching session on 24 March, noting that there was no set limit on number of participants.

2. Welfare and safeguarding update

Further clarity had been sought from England Athletes on rules around coaches giving lifts to competitions/events to young athletes. It had been confirmed that coaches (or any Club volunteer) should not be alone in a vehicle with Under 18s. This would be reiterated to coaches and officials.

Action: JR to email coaches and officials

3. DBS status update

SS reported that all relevant volunteers had a current DBS. It was noted that Carey Hollick would no longer be coaching and so could be removed from the list.

4. Social events

GH reported that the social sub-group has discussed this further and recommended that the AGM and awards ceremony be separated, with the summer social taking place in late September (suggestions for venues being compiled) and the AGM continuing to be after training on a Wednesday in early November. Members agreed that stronger promotion of the AGM might help to boost attendance, and food could be provided as an incentive.

It was agreed that the cross country awards would be presented on Monday 15 April between training sessions (7:15 - 7:45pm), noting that Alan would be picking up the NESS trophies on 29 March.

Actions: KT to share previous award categories with TS (completed); TS / JH to determine award recipients in liaison with Bob Kimber and share list with KT; KT to order trophies

5. Proposed membership costs for volunteers

It was confirmed that non-training coaches would not be required to pay a gate fee (training coaches to pay).

TS presented two options for discounts for volunteers. It was agreed that a simplified approach should be adopted, with a £40 discount per individual volunteer regardless of number of roles. If there were more than one volunteer within a family group, the discount would be increased accordingly (e.g. £80 discount for two volunteers within a family group). The discount would be applied on the second instalment, to allow time to determine whether volunteering had taken place. For single membership, this would mean waiving the £40 second instalment.

Action: TS to word renewal email accordingly

In terms of those new to officiating, it was agreed that commitment was required as evidenced by working towards a Level 1 qualification.

6. Expenditure agreement for committee

JH had previously circulated a proposal which would be modified to mention income as well as expenditure (i.e. covering any decisions that impact the budget) and then recirculated for approval.

Action: JH to recirculate revised document

Members were reminded that any expense over £25 required committee approval (including via voting poll outside committee meetings). It was agreed that going forward, a log of voting decisions since the previous meeting would be summarised in the committee minutes, with the latest update as follows:

Expenditure voting decisions February – March 2024

- 13 February: Indoor high jump session hall hire – supported by 7 committee members (0 against)
- 21 February: Coach hire to Norwich and Cambridge – supported by 8 committee members (0 against)
- 12 March: Indoor high jump session hall hire – supported by 5 committee members (0 against)

- 13 March: Coaching assistant practical training day fee for JH and Rod Kendall – supported by 8 committee members (0 against)

7. In-house competition

KS noted that there had been over 90 sign-ups, and several officials and parent helpers from Colchester Harriers had offered to help, as well as our own Club volunteers. SS would pick up keys; volunteers should arrive by 12 noon for set up; and TS (and one other) would run the sign-in desk by the side gate. TS was printing sheets and all athletes would be given a number. Glenn would be the starter (KS to purchase whistle and flag). KS (and one other) would coordinate volunteers (with AP noting he could cover a drop-in high jump session towards the end of the afternoon). Chips would be available from 4:30pm in the Clubhouse.

8. Summer competition update

SS confirmed that the track and first aid cover had been booked for the EMAC on Friday 5 July.

Sodexo had confirmed that the cage would be replaced and available for use from the end of May, but as this was not guaranteed, it had been decided to continue to host the two EYAL events at alternative venues:

- 5 May at Braintree (joint hosting with Colchester Harriers). Braintree had offered to cover hurdles and would be selling food from their hut. Colchester Harriers would be able to provide track officials. The cost of track hire would be shared, and first aid had been booked.

Action: SS to confirm arrangements for providing lunches for officials

- 2 June at Bury (joint hosting with Ipswich Harriers). First aid had been booked.

Coach travel had been booked for the events in Norwich and Cambridge (deposits paid and balance to be paid before the day). The £5 cost per person would be collected in cash on the day. Sign-ups would commence two weeks before each event.

Members noted that there had been a good turnout for the indoor high jump preparatory session, and a follow-up session was being held on Saturday. The standard rate had been paid for hall hire. A series of sessions could be booked for next winter to keep up the momentum.

9. Tablet purchase

JH and TS proposed the purchase of a tablet to support the training session sign-in process and attendance tracking, with a suggested maximum spend of £200. Members were supportive and TS agreed to investigate options / prices (included reconditioned iPads) and revert back to the Committee for a final decision.

Action: TS to investigate tablet options

10. Wednesday training session extension

Members were supportive of a proposal from JH to run a double session on Wednesdays (6:30 to 8:30pm) to allow more training options (e.g. hurdles, high jump, multi-event). This would only involve an extra 30 minutes a week as the current booking was to 8pm.

Action: JH to discuss start date with Warren Page

11. Officials

Members discussed the need to expand the pool of officials, noting that several officials were no longer active or wished to cut back their involvement. It was particularly important to train more volunteers to Level 2 (e.g. AP and SS). JH and TS would draft an email to go out over the weekend to promote officiating roles and associated training opportunities.

Action: JH and TS to draft email to promote officiating opportunities

12. Coaches' expenses

Members discussed whether coaches' expenses should be reimbursed for travel to competitions and events, which would encourage coaches to support their athletes. Members were supportive, noting that this could be requested on a case-by-case basis for non-league events. It was emphasised that if coaches were taking their own children to events anyway, this would not apply.

Action: JH to draft a proposal to outline parameters and rates of reimbursement

13. Any other business

JH provided an update on the recent Essex track and field regional meeting. The Essex and Eastern indoor championships had been deemed a success, with a number of areas for future enhancement identified. For this year's track relays, they were aiming for a different time (ideally weekend). Members also noted the potential to push athlete involvement in multi-event championships now that Warren Page was running a new multi-event training group.

It was agreed that first aid coverage needed to be reviewed.

Action: SS to review first aid coverage

JH noted that he was working on Club plan, informed by the outcomes of the recent Club survey.

14. Date of next meeting

Thursday 11 April, 7:30pm, venue tbc