

## Colchester and Tendring Athletics Club

### MINUTES OF THE COMMITTEE MEETING HELD ON 18 APRIL 2024

*Present:* Grainne Hallahan, Chris Harvey, John Henington, Jane Milburn, Kate Sandercock, Simon Styles, Jep Ronoh

*Apologies:* Taliesin Stevenson, Kay Thompson

#### 1. Minutes of the last meeting and matters arising

The minutes of the meeting held on 14 March 2024 were approved as an accurate record. An update on matters arising not already on the agenda was provided as follows:

##### Items from 8 February

- JR had shared DBS / welfare certificate with SS. *Completed - EA shows DBS is up to date.*

##### Items from 14 March

- JR had drafted but not yet sent email to coaches and officials regarding rules around giving lifts to Under 18s.
  - JR to send pdf to Chris (*Completed*) and Kate (*Not completed*)
  - Chris to add to coaches WhatsApp (*Completed*)
  - Kate to email officials (*Not completed*)
- TS / JH had determined award recipients in liaison with Bob Kimber and shared list with KT. *Completed*
- KT had ordered trophies. *Completed*
- TS had revised wording on renewal email and sent out renewal emails. *Completed*
- JH had circulated revised expenditure agreement document but this was not yet signed. JH printed copy and this was signed by 7 present committee members.
  - *Action: JH to get TS and KT signatures and return to SS.*
- SS had not yet confirmed arrangements for providing lunches for officials at Braintree on 5 May. *Action: SS to confirm.*
- Kate agreed to support 2 June event at Bury - Ipswich to share work. *Action: SS to contact Colleen to confirm roles/split.*
- TS to investigate tablet options (*Not completed*). *Action: JH to chase Talie.*
- JH to discuss start date with Warren Page (*Not completed*). *Action: JH to agree date with Warren*
- JH and TS had drafted and sent email to promote officiating opportunities. (*Completed*)
  - Diane Zinzan, Karen Chumbley, Samuel Irungu and Jep Ronoh have come forward.
  - Vouchers issued to Diane (Track/Timekeeping) and Samuel (Timekeeping); target to issue Field to Karen and Jep. *Action: JH to follow up*
  - Carey Hollick also back as licensed Official.

- Still need to get Alan Palmer and Simon Styles to Level 2 to balance the workload with Warren Page. **Action: JH to follow up**
- Jenny Fry also raised as a possible. JH had sent email with details to GH (*Completed*).
- JH had drafted a proposal to outline parameters and rates of reimbursement for travel expenses and had shared with JM prior to the meeting In summary JH had seen two mileage rates used (£0.25 and £0.35/mile) but proposed £0.25. Depending on updates it could range up to £600/yr. but this was viewed as good use of funds if it gets more coaches and official to support events. It was agreed to only be for club events, not schools.
  - **Action: JH to update and share a final proposal and to take into account some events not covered, such as XC.**

## 2. Welfare and Safeguarding update

- One incident reported to EA and also had follow up discussion by email with parent
- DBS/Self Certification:
  - Agreed that DofE helpers only do the front sheet.
  - Other helpers to the full self certification
  - Team managers to do DBS. Confirmed Talie was already DBS covered.
    - **Action: JH to ask Nik Booth to do DBS.**
  - **Action: Welfare to lead roll out of self certification for DofE and other helpers.**
- Incident and first aid coverage discussion.
  - JH open to providing more first aid provision to coaches (who are all first aid trained). Needs to not rely heavily on signing in person/people as they are often busy. Need to ensure that first aid is always at desk though.
    - **Action: Welfare to make proposal**

## 3. Membership update

- Renewals progressing – JM noted this has provided a surge in club income but that EA payments are lagging behind to correct expected.
- Various updates to coaches- Rod Kendall, Indi Gardiner, Charlotte Mills, Rosanna Holden, John Henington to Coaching Assistants. Remove M. Simons, R. Clarke, Q. Cole.
- **Action: TS to update Coaches in EA as required**
- **Action: KT to update website (inc. adding Amy Milburn)**

## 4. Treasurer's update

- JM handed out summary 1 Nov to 18 April. All agreed it was good summary- would be good to build some more data to understand upcoming outgoings and also compare to previous quarters and past years.
- **Action: JM to provide quarterly updates. JH/TS to help with any Excel if required.**

### Expenditure voting decisions: March - April 2024

● 17 March	HG	Coaching Assistant course for Katie Whall	£205	9-0
● 27 March	KT	17 XC Trophies	£153	8-0
● 3 April	JH	Diane Zinzan 2 Vouchers	£60	9-0
● 18 April	TS	Host Essex XC with Harriers	£TBD	7-0

## 5. Saturday opening

- Proposal for Saturday opening – primarily aimed at Sprints, but other groups could train if supported by coaches. Not intended to be for middle distance as they really should be targeting weekend long runs. Proposal generally supported but need to be scoped out in terms of times, gate keys, first aid etc. Likely £2 gate fee to cover costs initially.
- Action: SS to investigate availability with Sodexo.

## 6. Update on summer hosting

- All booked - first aid.
- Just officials. 5 May challenging for Officials.

## 7. Summer competition update

- First EYAL had been significantly better supported than last year - this year Norwich vs last year Peterborough:

		2023	2024	Delta
U13B	Athletes	0	5	
	Events	0	12	
	Points scored	0	49	
U15B	Athletes	3	7	233%
	Events	6	15	250%
	Points scored	22	66	300%
U17B	Athletes	4	5	125%
	Events	7	9	129%
	Points scored	34	37	109%
U13G	Athletes	4	9	225%
	Events	12	16	133%
	Points scored	50	77	154%
U15G	Athletes	4	4	100%
	Events	11	10	91%
	Points scored	36	33	92%
U17G	Athletes	4	6	150%
	Events	12	11	92%
	Points scored	46	51	111%
Totals	Athletes	19	36	189%
	Events	48	73	152%
	Points scored	188	313	166%
	Officials points	15	20	133%
	Total Points	203	333	164%

- Discussion around use/cost of the bus and what we can/want to do about it.
- Buses are good for team spirit, but some will always prefer to drive/make sense to drive.
- 26 seats fill for EYAL at Norwich - more than last year but still lots of space.
- Too late to really downsize or do anything different for EAL.
- Community buses would be a lot cheaper but involve the identification of drivers.
- Agreement to let next EAL happen as planned and take stock.

## SAL

- Colleen has requested a list of all suitable athletes to be provided so they can be entered in advance.
- Action: Talie to provide U17+ athletes to Colleen/Rob.

## 8. Essex XC League

- Discussed and in support of working with Colchester Harriers to host a meeting. Club keen to take on front end organisation this year, e.g. school, first aid, toilets, Institute, RA, Ranger

## 9. Social update

- XC Awards went well.
- Social committee update
  - Initial proposal is hiring a room at Wivenhoe House (£360 for Wivenhoe for 4 hours). JM also raised Stanway as a possible location. JH has been there for football awards in the past and was able to have BBQ on the fields outside afterwards.
  - Action: GH to investigate BBQ
  - Target early September.

## 10. Green hut etiquette

- Issues raised by ground staff about items encroaching non-Club part of the hut.
- Need a check on what's in there and create an inventory. Throw some of the old kit out - might need better storage to make most use of the space. Get DofE volunteers to do it? Will need someone to lead once we've decided when.
- Action: SS to ask about when we can go in (i.e. Saturday)

## 11. Chairman's email topics

- EYAL update
- U11 Manager
- Headphones
- Track etiquette, training groups
- Reminder on correct shoes for track events.
- Action: JH to send out email

## 12. Steeplechase practice

- Need to arrange a date for steeplechase night - need 10 days' notice to fill water. Check when first SAL. Update: 18/5 Norwich; 15/6 Eton; 14/7 West London; 17/8 Dartford.
- Action: JH to propose a date and find someone to coordinate.

## 13. Road racing awards

- JH proposed that we look at this considering our Senior's group is growing and road racing is the majority of Seniors' focus. Also, there are some Juniors who also turn out in things like Maldon/Harwich 5k, Friday 5 and other various road races in the year. More challenging to cover as many more events and harder to keep track of results.
- Action: CH to come up with a proposal.

## 14. Date of next meeting

Thursday 9 May 2024, 7:30pm