

Colchester and Tendring Athletics Club

MINUTES OF THE COMMITTEE MEETING HELD ON 16 JULY 2026

Present: Darren Green, Michelle Green, Justin Hubbard, Andy Stringer, Kay Thompson

Apologies: Alison Bennett, Rosanna Holden, Alan Palmer, Dan Partridge, Kate Sandercock, Simon Styles, Keeley, Dave Waterman

1. Minutes of the last meeting and matters arising

The minutes of the meeting held on 18 June 2026 were approved as an accurate record.

Progress with the following matters arising was noted, with all other items to be carried over to the next meeting when relevant members were present:

- JH had reviewed remaining Club policies, with a new Inclusion Policy to be circulated shortly for review. *Ongoing*
- The EMAC event was now being held in Braintree; no response had been received from Sodexo. *Closed*
- The missing Club flags had been located and would be collected from the former Club member as soon as possible. *Ongoing*
- JH would be contacting Sodexo in due course regarding potential movement of the ropes on the centre field to provide more space for training. *Ongoing*
- The track allocation map had been circulated. *Complete*
- JH would circulate the coaching pathway proposal to members shortly for consideration. This included a proposal that the pathway commence with 12 months' coaching of Fundamentals athletes as a solid multi-disciplinary grounding. Members agreed on the importance of securing more coaches, particularly Level 2 middle distance and throws coaches. Members discussed the potential for advertising for volunteers beyond parents/carers, for example via Active Essex. The need to protect Club funds in the event of a newly trained coach leaving the Club was emphasised, for example via requiring an upfront financial contribution that was refunded after 12 months. *Ongoing*
- JH had spoken to the Club kit coordinator regarding generating a proposal for the meeting. This had only just been received and so would be circulated for review by members prior to the next meeting. The coordinator had confirmed that orders were still being processed via Striptees and so they should be chased for any commission payment due, with KT to contact DP regarding this. Members noted that several athletes were not wearing the official club vest at the recent EAL event. *Ongoing*

2. Welfare and safeguarding

The Welfare Officers had not flagged any issues to report. It was noted that a reminder of the parent and carer's code of conduct had been issued to one parent following the recent SAL event.

3. Holiday cover

It was agreed that the Fundamentals session on Monday 20 July would be cancelled due to insufficient coaching cover. A number of throws sessions were also being cancelled due to PG being unavailable.

Action: MG to send notification regarding cancelled Fundamentals and throws sessions to members via all communication channels

4. Summer track and field season

Arrangements for the next EYAL, EAL and SAL fixtures were in hand. There would no longer be a coach for the EAL final in September due to this being provided for the recent Cambridge EAL fixture instead to boost attendance. Members noted that the competition commitment reminder had helped to encourage attendance at competitions, but there remained work to be done to better fill team sheets.

5. Fundamentals move-up and new intake induction

Members discussed arrangements for moving up athletes from the Fundamentals groups into junior training groups in September, allowing admittance of new members from the Fundamentals waiting list. It was agreed that the move-up session would be held during the first week of September (Monday 7 September), with the new intake to be invited in for an induction the following week (Monday 14 September).

MG noted that some of those existing members on the move-up list were still only 10 years' old (soon to be 11), whereas some on the Fundamentals waiting list were already 12. She questioned whether it would be prudent to delay moving up these younger athletes, for example for six months, to allow them more time in multi-disciplinary introductory training. It was agreed to seek the opinions of AB and DW on this, and on whether athletes moving up should be encouraged to train across more than one discipline rather than specialising too early.

Action: MG to liaise with AB and DW regarding Fundamentals move-up arrangements

It was agreed that AS would speak to coaches on Monday regarding available space in their training groups for athletes who were moving up, to aid MG's planning.

Action: AS to liaise with coaches regarding space in training groups for athletes moving up from Fundamentals

6. Waiting lists

It was agreed that to ensure a fair approach, siblings should be required to join the waiting list in the same way as other potential new athletes. Children could be added to the waiting list from the age of 8.5 years but could not join until they were 9 years old. Members discussed the advantages and disadvantages of closing waiting lists to avoid them becoming too long, noting that setting a limit made it easier for the Membership Secretary to manage this time-consuming area of work.

Members agreed that there was sometimes a need for Fundamentals style training for 12-14 year old new recruits, to build up basic athletic ability prior to joining specialist training groups. JH noted that he would be willing to run a Wednesday session with AB, with athletes alternating each week between running and jumping.

7. Any other business

JH noted that some Ipswich Harriers sprinters were interested in using the track while their own track was being replaced. Members agreed a £3 per person per session charge for this, which could be invoiced at the end of this temporary period.

Members discussed RH's proposal regarding group-based registration. It was felt that the central register should be maintained, but that coaches could maintain a tick box list of those in their group (with the list identifying any athletes with medical conditions or SEND support needs). This would be discussed further at the next meeting.

8. Date of next meeting

Thursday 20 August 2026, 19:30, Odd Man Out

Summary of actions

Carried over from last meeting

- RH to seek expressions of interest in first aid training via the coaches group chat, to inform request for quotes from training providers.
- RH and MG to liaise regarding the process for notifying coaches of athlete's medical needs.
- SS to keep members updated on discussions with Sodexo about storage of an emergency wheelchair on site.
- SS to action change of Welfare Lead to RH on England Athletics portal.
- SS to explore reasons for missing coaching assistant information on the England Athletics portal.
- JH to contact Sodexo regarding potential movement of the ropes on the centre field to provide more space for training.
- RH to explore alternative venue options for the annual social event.
- KJ, RH and KT to continue to liaise regarding a potential welfare enquiry form on the website.
- AP to liaise with Sodexo staff regarding the importance of liaising with committee members and not parents in the event of any future incidents at the track.
- RH to post the Fundamentals schedule on the outside notice board.

New / continuing actions

- New Inclusion Policy to be circulated by JH and finalised for uploading to the website by KT.

- JH to continue to liaise with GH regarding collecting the Club flags.
- JH to share coaching pathway proposal with members.
- JH to circulate Club kit coordinator's proposal to members for consideration prior to next meeting; KT to contact DP regarding chasing Striptees commission payment.
- MG to send notification regarding cancelled Fundamentals and throws sessions to members via all communication channels.
- MG to liaise with AB and DW regarding Fundamentals move-up arrangements.
- AS to liaise with coaches regarding space in training groups for athletes moving up from Fundamentals.