

## Colchester and Tendring Athletics Club

### MINUTES OF THE COMMITTEE MEETING HELD ON 12 DECEMBER 2024

*Present:* Grainne Hallahan, Jo Partridge, Kate Sandercock, Taliesin Stevenson, Simon Styles, Kay Thompson

*Apologies:* John Henington, Dan Partridge

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

The minutes of the meeting held on 17 October 2024 were approved as an accurate record.

Progress with matters arising not already on the agenda was noted as follows:

- GH to collate coaches' identified equipment needs and send to DP for pricing, with guidance from Emeka - *ongoing*
- Striptees income had been chased and received (£253.74) - *complete*
- SS to complete review of final element of Club Standard documentation - *ongoing*
- health and safety email had been sent - *complete*
- actions associated with AGM planning - *complete*
- email to promote club volunteering roles had been sent - *complete*
- GH to follow up on proposal for Lee Valley training session from sprints coaches - *ongoing*
- actions associated with Essex League cross country meeting – *complete*
- Christmas meal booked for the following day - *complete*
- Bag storage issues - *complete*
- GH to liaise with JH regarding purchase of new gazebo bag - *ongoing*

#### 2. Welfare and safeguarding

GH and KS had taken on the Welfare Officer roles and therefore needed to update or complete their training. Members discussed the need, ideally, for a male Welfare Officer.

#### 3. DBS checks

It was confirmed that none were outstanding.

#### 4. Committee roles and responsibilities

It was agreed that TS would bring to the committee quarterly attendance summaries, including with gender splits, with the first one to be presented in February. The

Treasurer's report would be considered every three months starting from February (covering the period from October to February). A report from the Coaches Coordinator (overseeing matters such as training voucher provision, training cover, welfare). would be presented quarterly. Welfare and safeguarding would continue to be considered at every meeting.

It was reported that senior captains had now been identified: Jason Townsend (male captain) and Donna Howard (female captain).

## **5. Club merchandise**

JP had been investigating potential new stock lines for the Club shop, with suggestions including sweatshirts, quarter zip training tops with thumb holes, reflective jackets and gilets. There was a £10 plus VAT listing charge, so it was agreed to select the four most popular items identified by a Facebook poll of Club members.

*Action: JP to run Facebook poll to determine preferred new Club kit options*

It was agreed that for coaches, the Club would subsidise the cost of a branded winter coat, with interested coaches to pay £25 and the Club the remainder (c.£27). Action:

*Action: JP to contact coaches to gauge interest in purchasing a winter coat, and discuss potential bulk discount with Striptees*

## **6. Poll update**

None since the last meeting.

## **7. League updates**

It was noted that the Club would be hosting the East Anglian League (EAL) meeting on 25 May 2025 with Ipswich Harriers, and that the track and medical support had been booked.

For the Eastern Young Athletes League (EYAL), Colchester Harriers were co-hosting with Braintree and Ipswich Harriers were working with West Suffolk, and so there was no potential to co-host an EYAL event next year.

Members agreed to booking a 45 seater coach for the following two EYAL events in the first instance: 13 April (Cambridge) and 27 July (Bedford).

*Action: SS to book 45 seater coach for EYAL on 13 April (Cambridge) and 27 July (Bedford)*

KS was stepping down from the EAL Team Manager role and so alternatives were being explored, with potential for TS and Nick Booth to cover the Juniors (U13-U17) and other volunteers to be recruited to cover the U11s and Seniors. GH would ask a potential candidate for the EYAL, and JP noted that she was also happy to help with

one of the leagues. A group chat would be set up and a meeting held in January to determine a way forward.

*Action: GH to contact a potential EYAL League Manager*

## **8. Coaching vouchers**

Members agreed to funding coaching assistant vouchers (£205 per person) for Donna Howard (senior middle distance), Andy Gooby (juniors and senior middle distance) and Josh Beaumont (senior middle distance). Members also agreed to Katie Whall being funded at a convenient later date. Approval had already been granted to pay for RPL for Chris Webb, who was now qualified again at Level 2.

## **9. Cross country hosting**

In terms of the forthcoming NESS fixture at Hilly Fields, Colchester City Council had banned use of the bridge due to damage previously caused by spikes, and so the route had been reconfigured.

In terms of other NESS fixtures, Writtle on 12 January 2025 had been cancelled and the Gosfield fixture needed to be rescheduled after it was cancelled earlier in the month due to adverse weather conditions. The Club was considering whether it could offer to host the missing fixture, and TS would liaise with Colchester Institute regarding availability.

## **10. Saturday opening**

Training at St Benedict's had been very successful, with between 14-16 athletes each week, and GH was continuing to promote it as open to all athletes. It was agreed that the session time would be extended by half an hour to allow more time for training, with the fee to stay at £2 (paid upfront).

One of the sprints coaches wanted to run a separate Saturday session at the track, and a proposal on this was awaited. The cost would be £23 or £32 per hour depending on whether it was confined to juniors or whether seniors would also be training.

## **11. Fundamentals groups**

It was noted that gaps in Alison Bennett's group would be filled in the New Year.

## **12. Winter season awards night**

Coaches would be asked for nominees, with the awards to incorporate cross country, indoor athletics and sportshall. This would also be an agenda point for the middle distance coaches group meeting in January.

### 13. Any other business

KS reported that six athletes had signed up so far for the Assistant Officials course on 15 February 2025. The training would require use of the projector screen and for a part of the clubhouse to be screened off.

It was agreed that the potential for a spring internal club competition would be discussed at the next meeting.

*Action: SS to add spring club competition to the January meeting agenda*

It was reported that JH would be standing down as Chairperson due to his imminent move to Japan, and he was formally thanked for his successful efforts to drive the club forward. Nominations for a replacement were due to close the following day, with the new Chairperson to be in post from 1 January 2025.

### 14. Date of next meeting

Thursday 16 January 2025, 19:30, Odd One Out

#### Summary of actions

- GH to collate coaches' identified equipment needs and send to DP for pricing, with guidance from Emeka
- SS to complete review of final element of Club Standard documentation
- GH to follow up on proposal for Lee Valley training session from sprints coaches
- GH to liaise with JH regarding purchase of new gazebo bag
- JP to run Facebook poll to determine preferred new Club kit options
- JP to contact coaches to gauge interest in purchasing a winter coat, and discuss potential bulk discount with Striptees
- SS to book 45 seater coach for EYAL on 13 April (Cambridge) and 27 July (Bedford)
- GH to contact a potential EYAL League Manager
- SS to add spring club competition to the January meeting agenda