

Colchester and Tendring Athletics Club

MINUTES OF THE COMMITTEE MEETING HELD ON 13 JUNE 2024

Present: Grainne Hallahan, John Henington, Jane Milburn, 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 9 May 2024 were approved as an accurate record. An update on matters arising not already on the agenda was provided as follows:

- KS to check whether officials had been contacted about codes of conduct and transporting athletes. **Action: KS**
- Expenditure agreement had now been signed by all committee members.
- Tablet options had been shared prior to the meeting. Members agreed to purchase of a new Samsung Galaxy Tab, noting that reconditioned tablets did not provide much financial saving when weighed against the potentially shorter lifespan. **Action: TS to purchase**
- JH had added the request for more volunteer officials to his email update.
- JH was yet to hand over club kit role to Jenny F. **Action: JH**
- Members agreed to cover travel expenses for coaches (as long as they were actively coaching all day) and team managers attending specific competitions, on a trial basis for the remainder of the season.
- Nik Booth had completed his DBS.
- CH would be completing the first aid course at the end of June.
- TS had updating of EA regarding coaches and officials in hand.
- The road racing award proposal had been discussed outside the meeting, and it had been agreed to focus the awards on senior athletes, noting that there were many other awards for juniors.

2. Welfare and safeguarding update

JR noted that the Welfare Officers had been exploring basic first aid training for regular volunteers and committee members, noting the £15 cost of the England Athletics training for comparison purposes.

Other action points included updating the safety notice on the noticeboard in the Clubhouse; ensuring that there was a first aid box on the sign-in desk; and keeping first aid equipment up-to-date via a regular cycle of checks. JR would also shortly be sending an email to parents and carers regarding a range of safety matters including

the importance of hydration, wearing the right clothing and not eating shortly before training.

SS noted that he had been repeatedly chasing Sodexo regarding the defibrillator checking process, but had not yet received a response.

3. DBS checks

One coach was outstanding, but he had just completed the safeguarding course and so this would be resolved shortly.

4. Important dates in the diary

It was noted that JM would provide a financial update at the next meeting.

5. Poll update

Expenditure / voting decisions: May – June 2024

- 11 May: cost of CH coaching course in September – supported by 6 committee members (0 against)
- 28 May: method for determining club vote on EA age group changes – most respondents (4 out of 6) were in favour of seeking views of committee members and coaches
- 30 May: vote on where and when to hold annual summer awards night – majority (8) in favour of Wivenhoe cricket club, to be held on evening of Friday 27 September
- 4 June: cost of additional competition numbers, safety pins and waterproof clipboards (c.£115) – supported by 7 committee members (1 against)
- 6 June: vote on age group changes – majority (5 out of 7) were supportive of the age group changes and therefore wanted to vote against the resolutions.
- 16 June: use of existing voucher for coaching assistant course for Gerald Buck – supported by 7 committee members (0 against)

6. Indoor sessions

Noting the growing popularity of high jump and to ensure consistency of training over the winter season, GH (with other coaches including WP and SD) would be running Saturday morning indoor sessions between 9am - 10am at a cost of £2 per athlete. Sessions would alternate between U11/U13 strength and conditioning work and open age indoor high jump and shot put. The intention was to run the sessions from the start of October until at least December, and possibly right through to February if popular. SD may require an additional hour for her athletes. It would be necessary to ensure a Level 2 coach was present at all sessions. The cost of hall hire would be £33.80 per hour, with invoices to be sent to JM. No additional equipment was required at this

stage, although this would be kept under review (noting soft boxes may be helpful longer term).

7. Saturday opening

JH had liaised with sprints coaches regarding the potential for hiring the track on Saturdays for additional training, but there was no strong desire at this stage (with sessions working well on grass over the summer). This would be kept under review to see whether there would be more interest over the winter. It was noted that relay practice would be helpful prior to the September league final.

8. Summer leagues

Members noted that an EMAC event would be held at the track on 5 July, and that the last one had to be rescheduled due to lack of officials (a situation exacerbated by recent rule changes). The Club was paying for track hire (possibly shared with Ipswich Harriers) but had no further obligations. There had been some progress with the throwing cage, but it was still not certain whether it would be ready in time.

JM noted that she had been in contact with Ipswich Harriers regarding shared hosting costs, but that liaison with Colchester Harriers was yet to happen.

Members noted how some event disciplines were proving very popular and thus were over-subscribed, and therefore that a strategy was needed to manage high demand for places. The EYAL was recognised as a good starter league, but it was agreed that it would be sensible to aspire to reaching the plate final (top 6) and so a focus on competitiveness would be beneficial. The EAL provided a good opportunity for athletes of all abilities to participate.

Members also noted the importance of preparing athletes for events they were not familiar with, via promoting opportunities for training prior to events.

TS commended Nik Booth for all the support he had provided in terms of league management during the season.

Members were pleased to note the increase in officials this season (including Karen, Diane, Sam, John and Kate), but recognised the continuing issue of insufficient Level 2 officials. AP and SS still needed to undertake further shadowing to complete this.

Members agreed to the hiring of a coach for the league final in Bury St Edmunds in September, with SS to reserve. Members discussed whether to use coaches more next season to get to events, and considered whether parents / carers could be charged a higher rate to better cover costs.

Action: SS to reserve coach for September final

9. Essex cross country league hosting

TS provided an update, noting that preparations were well underway for co-hosting the event at Hilly Fields with Colchester Harriers on 16 November. TS had spoken to Colchester Institute and had confirmed with St Helena School that their grounds could not be rented out for parking. A risk assessment needed to be completed, and SS would book first aid (with TS to confirm the length of time that cover was required for). The roles would be swapped this year, with Colchester Harriers to provide marshalling and course planning. The Club could provide a refreshment stall again. A monthly progress update would be provided to the committee.

Action: SS to investigate first aid options in liaison with TS

10. Awards night update

GH confirmed that the Wivenhoe cricket club and food had been booked for the event on 27 September (with the caterers needing confirmed numbers a week before and unlimited pizza being available). Around 80 people had responded with an expression of interest in attending, noting that the hall limit was 100. Attendees would pay £5 for a ticket and the Club would contribute a further £5. TicketSource was being explored as a free system for facilitating the sale of tickets.

11. Any other business

- The first athletes talk was being rescheduled, and KS was liaising with SD regarding dates.
- GH was pleased to report that Simon Mennell (EA Eastern region lead) had chosen to support the Club, and would be working with coaches and helping with training sessions. He would be visiting the track on 17 July, and could also provide support online. Warren Page would be leading on this, and it was agreed that it would be good to promote this.
- It was agreed to invite AP to the next committee meeting.
- Members agreed to conduct an audit of the equipment in the green hut on Saturday 3 August, noting the need to book the keys out. Athletes completing Duke of Edinburgh awards could be involved.
- JH and TS noted that they were exploring alternatives to LoveAdmin to manage membership.
- JH noted that he was investigating a white vest option for summer road racing (to incorporate a blue feature reflecting the history of the club vest), as the black vests were challenging to wear in hot weather. The intention was to have this available in time for next season.

- Members followed up on previous discussions about managing athletes' training load and avoiding over-training amongst young athletes. JH had sent EA guidance to relevant parents.
- Members agreed it would be good to promote multi-event competitions to relevant athletes, with GH noting that she had spoken to WP about running an event at the track to support athletes to prepare.
- It was noted that CH was hoping to do his full coaching qualification in September (which could be funded through his employer as he has a sports allocation).

12. Date of next meeting

Thursday 11 July 2024, 7:30pm