Colchester and Tendring Athletics Club

MINUTES OF THE COMMITTEE MEETING HELD ON 17 SEPTEMBER 2026

Present: Alison Bennett, Darren Green, Michelle Green, Justin Hubbard, Alan Palmer, Simon Styles, Kay Thompson

Apologies: Rosanna Holden, Keeley, Kate Sandercock, Andy Stringer, Dave Waterman

1. Minutes of the last meeting and matters arising

The minutes of the meeting held on 20 August 2026 were approved as an accurate record.

Progress with the following matters arising was noted:

- RH and MG were still working on the process for notifying coaches of athlete's medical needs. *Ongoing*
- SS was still waiting on a response to the request for an emergency wheelchair from Sodexo. *Ongoing*
- RH to post the Fundamentals schedule on the outside notice board when access restored. *Ongoing*
- JH to contact Sodexo regarding potential movement of the ropes on the centre field to provide more space for training. *Ongoing*
- The new Inclusion Policy and the coaching pathway proposal would both be circulated by JH within the next few days. *Ongoing*
- JT would be supplied with a list of questions about the club kit proposal in advance of his attendance at the next meeting. *Ongoing*
- AS had reviewed EYAL participation to inform plans for next season. *Completed*
- MG had sent out the reminder regarding Bank Holiday closure. *Completed*

2. Welfare and safeguarding

Two coaches were in the process of renewing their DBS. JH agreed to check with England Athletics regarding the DBS status of two coaches who were either in the process of transferring to the Club or had a main affiliation at another Club.

Action: *JH to check DBS status of coaches currently affiliated to another club*

SS reported that the seven Club Standards were now all complete. KJ had yet to finish the welfare training course and so would not be listed as a Welfare Officer until this had been completed.

Members discussed a case where a FUNdamentals athlete was left alone in the clubhouse while their sibling trained during second session, which was not permitted.

Action: *MG to contact the parent requesting that they do not leave their child unattended at the track*

3. League update

Members discussed plans for the EAL final on Sunday. Enough officials had volunteered and the coach would be leaving the track at 8:30am.

Regarding the potential for a composite team with Ipswich Harriers for the next EYAL season, the deadline for a decision on this was the league AGM on 22 October. Members remained supportive, noting that this was also being discussed by the Ipswich Harriers' committee.

AP provided an update on the NESS 40th anniversary cross country fixture. A response was still awaited from the Garrison regarding potential use of Abbey Fields, with Hilly Fields (co-hosting with Great Bentley) now looking more likely.

4. Funding of volunteer courses

KT had drafted a policy and agreement template for funding of coaching or officiating courses, requiring participants to pay back the associated costs if they left the Club within a year of completing the course. Members approved both documents for implementation going forward.

Plans for further training of existing volunteers was noted, to increase the proportion qualified to Level 2 and bring in new coaches. There was a particular need for new sprints and throws coaches.

5. October renewals

MG provided a summary of junior members who had low levels of both training attendance and competition engagement. There were a significant number of athletes who had not met the Club's competition expectations and were therefore at potential risk of their membership not being renewed. Members considered how stringently this requirement should be enforced, noting that many new member waiting lists were either closed or nearing capacity. It was acknowledged that some cases were due to injury. Others had been due to athletes focusing on exams, but the athletes concerned had not taken up opportunities to compete after the exam period.

It was agreed to share the list with coaches to seek their views on athletes who should not be invited to renew their membership. MG would then contact any members concerned, providing an opportunity to explain their situation.

Action: *MG to share training attendance and competition engagement information with coaches for their views*

6. Love Admin update

MG provided an update on Love Admin's move to the Thrive 4 platform. Migration would be free and there were no additional costs involved. Following a demonstration of the new platform, several benefits were highlighted including the ability:

- to track training attendance
- for those covering registration to log into the system via their phones if they couldn't access via the Club iPad due to wi-fi issues
- to use QR codes for sign in
- for coaches to do their own group sign-ins (with AB happy to trial this)
- to arrange events via the system
- for potential new senior members to book taster sessions via the website.

Members agreed to implement the new platform post-membership renewal, with MG to arrange the migration for a convenient time in December 2026 or January 2027.

Members were supportive of implementing auto-renewals, with MG to notify members a couple of weeks before the scheduled payment date. MG would check whether the uneven split of fees across two payment dates in April and October would make this challenging.

7. Any other business

Members agreed that the lead-in time was now too tight for holding the annual awards night on 23 October, and therefore RH would be asked to explore an alternative date in late November. The mechanism for determining award recipients was discussed. This had previously been data driven, based on competition engagement and performance. A more coach-led process was discussed as an alternative, for example with coaches selecting an athlete from their group to receive an award based on their engagement and effort throughout the year. This would help to ensure that awards were spread across all discipline areas.

Action: *KT to circulate previous award categories for members to review and revise*

SS provided an update on Sodexo staffing. Sodexo were currently reviewing facilities hire costs, with potential for these to increase.

8. Date of next meeting

Thursday 15 October 2026, 19:30, Odd Man Out

Summary of actions

- RH and MG to finalise process for notifying coaches of athlete's medical needs
- SS to discuss the request for an emergency wheelchair with the new Sodexo lead

- RH to post the Fundamentals schedule on the outside notice board when access restored
- JH to contact Sodexo regarding potential movement of the ropes on the centre field to provide more space for training
- JH to circulate the new Inclusion Policy and the coaching pathway proposal to members for review
- JH to supply JT with a list of questions about the club kit proposal in advance of his attendance at the next meeting
- JH to check the DBS status of two coaches currently affiliated to another club with England Athletics
- MG to contact a parent requesting that they do not leave their child unattended at the track
- MG to share training attendance and competition engagement information with coaches for their views on membership renewal
- KT to circulate previous award categories for members to review