

## Colchester and Tendring Athletics Club

### MINUTES OF THE COMMITTEE MEETING HELD ON 19 MARCH 2026

*Present:* Michelle Green, Dan Partridge, Simon Styles, Kay Thompson

*In attendance:* Darren Green, Justin Hubbard, Rod Kendall, Angel Wright

*Apologies:* Keeley-Jo, Kate Sandercock, Taliesin Stevenson

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

The minutes of the meeting held on 19 February 2026 were approved as an accurate record, subject to a correction to minute 2 regarding recent communications.

Progress with the following matters arising was noted:

- WP had provided KT with a list of current coaches and the website had been updated. *Complete*
- TS had sent out the request for expressions of interest in committee membership. *Complete*
- KT had generated a flyer to promote summer track and field events and this had been published and circulated via email. *Complete*
- Expressions of interest had been requested for the proposed strength and conditioning sessions; there had been a question regarding suitability for middle distance athletes. *In progress - SS to discuss with coach concerned*
- The SAL coordinator role was under discussion with RK and KS. KT noted she could also help as she attended most SAL meetings. *In progress*
- DP had purchased ice packs and plasters for first aid kits and these had been distributed. *Complete*
- DP had looked into purchasing a training voucher for AW and just needed information on the course required; alternatively, AW could pay for the training and be refunded. *In progress – AW to confirm training course required*

#### 2. Welfare and safeguarding

No further information had been received from England Athletics regarding the case discussed at previous meetings. It was confirmed that the former coach was no longer a club member.

Following the decision of KS to step down from the Lead Welfare Officer role, members noted that there had not yet been any expressions of interest in this role, but KS would remain in post alongside KJ until a replacement had been found. It was agreed that KT would liaise with KS regarding further promotion of the role, for example via a flyer to be distributed at training.

**Action:** *KT to liaise with KS regarding further advertisement of the vacancy*

Arrangements for dealing with first aid incidents at the track were discussed. Coaches had access to a medical pack, but it was agreed that it would be useful to revisit the list of trained first aiders. In addition to the membership list at the sign-in point, there was also scope to consider giving each coach a list of athletes in their group, emergency contacts and relevant medical information. MG noted that she could collate this information via LoveAdmin, and this would also be helpful for membership purposes in terms of group tracking.

**Actions:** *First aider list to be reviewed and updated;  
JH to investigate ideas for sharing athlete information with coaches*

SS and KT provided an update on a case of severe cramp at a recent sprints training session. The athlete concerned was unable to stand for an extended period of time, but permission could not be secured from the Sodexo staff member on duty to drive a car onto the track to transport the athlete home. While this was potentially a training issue for Sodexo staff (noting that the track had a high weight-bearing load for occasional emergency transportation), it was agreed that it would be prudent for the Club to invest in an emergency wheelchair, if Sodexo could be persuaded to allow it to be stored at the track (potentially for all clubs to use).

**Action:** *SS to liaise with Sodexo about storage of an emergency wheelchair*

Members also discussed management of WhatsApp training groups from a safeguarding perspective, noting that it would be helpful to develop some guidance on this for coaches.

**Action:** *guidance on WhatsApp groups for training purposes to be developed*

It was confirmed that DBS checks were all up-to-date.

### **3. Coaching update**

It was agreed that GH would be contacted to determine whether she wished to return to coaching.

**Action:** *KT to contact GH regarding a potential return to coaching*

Members noted an expression of interest in a coach transferring to the Club. They had enquired about coach development, and it was agreed that it would be useful to articulate the Club's progression pathways for coaches in writing. SS would liaise with the individual concerned regarding their aspirations and potential to support the Club in further developing training and progression pathways.

**Action:** *SS to liaise with coach wishing to transfer regarding aspirations and potential support with progression pathways*

Members agreed to stipulate going forward that where the Club invested in training opportunities, that coaches be expected to remain a volunteer at the Club for a minimum period of 12 months following completion of the training. In cases of early

departure, coaches should normally be expected to reimburse the Club for the associated costs unless there were extenuating circumstances.

#### **4. Treasurer's update**

SS confirmed that the license renewal documentation had been submitted to Sodexo, and that a fee had been introduced for this. Track hire fees were increasing by £1 per hour, and there were several other increases in costs.

DP confirmed that the increased membership fee for 2026/27 had factored in a 5% increase in track fees and the rise in England Athletics fees. It had not taken into consideration the costs of hiring St Benedicts for winter indoor training, which had not proved to be good value for money due to low Saturday attendance. April membership renewals would improve the current account balance. If the Club was careful about costs, the financial situation for the year would be reasonable, but an increase in membership fees the following year would probably be necessary to reflect higher operational costs.

Members were reminded that expenses above the minimum amount required committee approval, and that this had been well-observed by the committee to date.

#### **5. Track and field leagues**

An update on league management would be requested from TS, noting that Nik Booth, Andy Stringer and KS had offered to help.

***Action:*** TS to confirm league managers for summer fixtures

EAL venues for all except the first event were still to be confirmed.

Two coaches for travel to events had been arranged, with costs and number of seats to be confirmed. Members considered whether expressions of interest could be requested in order to determine whether a 55 or 42 seat coach would be suitable.

Members agreed to retain the minimum competition expectation of one EAL and one EYAL event across the season, which would be monitored by MG.

Members discussed the importance of filling all events to maximise points for team success. Some coaches had expressed reluctance for their athletes to fill gaps in events they did not specialise in, but there were opportunities to gain several points in sparsely populated events like throws, even without strong individual performances.

***Action:*** JH to speak to coaches about encouraging their athletes to fill competition gaps to maximise team points

It was agreed to speak to KS regarding a potential briefing event for parents on summer competition on Monday 30 March. An explanation of the age group changes could form a useful part of this (flagging the age group calculator on the EA website in the event of any queries).

**Action:** KS to be contacted regarding a potential parents' briefing session on 30 March

SS reported that there was no further progress in terms of the limit on track hours imposed by Sodexo, which was preventing the Club co-hosting any competitions.

## **6. Training facilities**

It was noted that the jump mats would be coming out soon for summer training, but that the throws cage was still broken. Timescales for obtaining the replacement part were unclear, and thus SS had asked Sodexo about a discount in hire costs (outcome awaited).

SS confirmed that there would be no training on Monday 6 April due to the bank holiday.

Further to the discussion at the previous meeting about Sodexo not allowing photography of security-sensitive areas, it had been confirmed that permission could be sought for photographing specific competitions or training sessions (e.g. recording individual athlete performances for school examinations).

## **7. Membership renewals and waiting lists**

MG would be sending out membership renewals on 1 April, with the covering email to explain the reason for the increase in membership fees and note the competition expectation.

It had been challenging to reduce the waiting list for some disciplines due to lack of coaching capacity, especially with the lack of javelin and multi-event group (MEG) coaches. JH noted that he may have a contact in terms of a potential MEG coach. The sprint group waiting list was currently full.

## **8. Junior to senior athlete pathways**

KT highlighted a potential topic for future discussion regarding retaining teenage athletes and supporting their progression to senior training groups. This was prompted by a recent England Athletics article about a club which had nurtured older teenage athletes to retain talent, for example via a transitional training group and seeking feedback on their experiences.

Like many clubs, CATs had an issue with retention of older teenage athletes, with very few competitors at U17 level in track and field competitions. The only dedicated senior training group was for endurance athletes, and any young athletes joining this group would be running with athletes from a wide age range (many considerably older than them). Bridging this gap and investigating opportunities to strengthen recruitment and retention of young adult athletes may therefore be beneficial. Potential mechanisms were considered, including prioritising those on waiting lists from under-represented age groups and reaching out to local organisations (including the Sixth Form College and the University) to promote the Club.

## 9. Track and field officials

Members noted the importance of training more officials to Level 2, to reduce the pressure on SS to attend events and to avoid points penalties for insufficient officials. MG flagged a parent who was already trained to Level 1 who was interested in progressing to the next level.

## 10. Committee roles

It was noted that in terms of current vacant roles, the priority was to recruit a new Chair following WP's recent resignation, as the constitution required the Club to fill this role. RK noted he could fill this role on an interim basis until a more experienced candidate was identified, expressing a preference for a deputy role. It was agreed to set a deadline for expressions of interest in the vacant role of Thursday 26 March, to enable the Club to move forward.

## 11. Any other business

Members discussed whether there was potential to set up a Club WhatsApp group (broadcast only) to communicate key messages.

***Action:** SS to speak to TS regarding potential Club WhatsApp group for key communications*

## 12. Date of next meeting

Thursday 16 April 2026, 19:30, Odd Man Out

### Summary of actions

- SS to speak with SK regarding progress with strength and conditioning sessions
- SAL coordinator for the summer season to be confirmed
- AW to confirm assistant coach training course required to DP
- KT to liaise with KS regarding further advertisement of the Welfare Officer vacancy
- First aider list to be reviewed and updated
- JH to investigate ideas for sharing athlete information with coaches
- SS to liaise with Sodexo about storage of an emergency wheelchair
- Guidance on WhatsApp groups for training purposes to be developed
- KT to contact GH regarding a potential return to coaching

- SS to liaise with the coach wishing to transfer regarding aspirations and potential support with progression pathways
- TS to confirm league managers for summer fixtures
- JH to speak to coaches about encouraging their athletes to fill competition gaps to maximise team points
- KT to contact KS regarding a potential parents' briefing session on 30 March
- SS to speak to TS regarding potential Club WhatsApp group for key communications