

Colchester and Tendring Athletics Club

MINUTES OF THE COMMITTEE MEETING HELD ON 17 OCTOBER 2024

Present: Chris Harvey, John Henington, Jane Milburn, Alan Palmer, Jo Partridge, Jep Ronoh, Taliesin Stevenson, Simon Styles, Kay Thompson

Apologies: Grainne Hallahan, Kate Sandercock

1. Minutes of the last meeting and matters arising

The minutes of the meeting held on 19 September 2024 were approved as an accurate record.

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

- CH had drafted an edited down self-declaration form for DBS checks, and this had been sent to JR and JH for review and implementation *[completed]*
- CH to collate and price coaches' identified equipment needs *[ongoing]*
- JP had chased the Striptees income situation but this had been delayed due to the person responsible being on maternity leave *[ongoing]*
- SS had reviewed Club Standard documentation, with six elements completed and one outstanding *[ongoing]*
- JR had yet to email members regarding health and safety matters *[ongoing]*
- SS had sent notice to members regarding forthcoming AGM *[completed]*
- KT had updated trophy engraving and arranged for shield to be engraved *[completed]*
- TS had sent the Google membership form link to KT and this had been uploaded to the website *[completed]*

2. Welfare and safeguarding

The incident discussed at the last meeting has been raised with the athlete and parent concerned, and the coach had been made aware.

3. DBS checks

It was confirmed that none were outstanding, but that a number would require renewal in the New Year.

4. AGM

It was confirmed that the AGM would take place on Wednesday 13 November 2024 from 19:30, with tea, coffee and biscuits provided in the Clubhouse. No motions had

been submitted to date. The seniors would go off track for their training session, and JH agreed to speak to Warren Page and Chris Webb about their sessions.

Action: JH to liaise with coaches regarding training sessions on 13 November; JH to prepare Chairman's report and JM to prepare Treasurer's report

5. Committee roles and responsibilities

JP was invited to join the committee, recognising her valuable contribution to the Club in terms of managing club kit sales and coordinating social events. She was also happy to help with league management. It was agreed that she would stand for committee membership at the forthcoming AGM.

JH noted that ideally everybody on the committee should have a distinct role, to help balance workload and responsibilities. It was noted that there was a need for someone to take on a press officer role, producing regular newsletters and social media posts. TS was also keen to find a successor for the Membership Secretary role.

KS wished to step down from the EAL Team Manager role but was happy to mentor a successor. It was noted that this could be a split role (e.g. boys and girls team managers). Nik Booth was still happy to help with EAL league management.

Action: JH to send out email to promote club volunteering roles

6. England Athletics update

JH reported that there was nothing of significance to discuss in terms of England Athletics AGM voting. The increases to membership and affiliation fees were noted, and it was agreed that there was no need to increase club membership fees in response.

7. Awards night feedback

Members agreed that the awards night had been a success, with JP and colleagues thanked for all their efforts to organise it. Athletes had especially enjoyed receiving their awards from Charlie Dobson. A survey had been sent out to gather feedback from attendees. While this was largely positive, there were some recognised areas for improvement including the need for a larger venue; catering arrangements (with the weather having been too cold to queue for the pizza van); and being dark for outdoor games.

JP reported that she had scoped out alternative venues for future events. It was agreed that the indoor / cross country awards would be held in the Clubhouse, potentially on 14/15 March 2025. The summer social would again be held at an alternative venue.

8. Poll update

There had been no expenditure voting decisions since the last meeting.

9. League update

Members noted that the EYAL AGM was coming up on 17 November 2024, with JH to attend and possibly also TS and JP. Four dates had been identified for league meetings.

It was agreed that the Club should again explore the possibility of co-hosting league meetings with Colchester Harriers and/or Ipswich Harriers.

Action: SS to liaise with Colchester Harriers and Ipswich Harriers regarding their plans in terms of co-hosting summer league meetings

10. Lee Valley training session

Following on from discussions at the last meeting, no plan had yet been submitted by the sprints coaches, but the Committee was supportive in principle subject to costs.

Action: JH to request proposal for Lee Valley training session from sprints coaches

11. Coaching vouchers / recruitment

Members agreed to vouchers being allocated to Kester Waterman and Oliver Bennett for a forthcoming Coaching Assistant course in Chelmsford, and to Don Howard to increase capacity in terms of senior athletes. The Club would be receiving some coaching vouchers as a result of registering Under 11 athletes with England Athletics.

Members agreed to Chris Webb being reimbursed for his course, noting that his enthusiasm, commitment and experience would be an asset to the Club.

It was agreed that where the Club did invest in training volunteers, there was an expectation of showing coaching commitment (for example leading some sessions or covering other sessions in the event of absence).

It was noted that Rebecca Clarke was due for renewal, and that the Club would be happy to reimburse any associated costs even though she was away at university.

Action: SS to contact Rebecca Clarke regarding coaching qualification renewal

It was noted that Stefan Godron would be leaving shortly as he was moving out of the area for work, and so there was a need for another throws coach.

12. Essex cross country hosting update

TS reported that planning was going well, with 20 volunteers recruited to help on the day so far (14 from the Club and the remainder from Colchester Harriers). A risk assessment would be provided, and Colchester Harriers were preparing route maps and providing colour coded flags for each course.

Action: TS to check high vis vest availability for volunteers

Action: CH to check whether Lisa Harvey would be happy to manage refreshments for officials and stewards

13. Saturday opening

A range of dates for Saturday opening had been suggested and checked with Sodexo for availability, but it was noted that these often clashed with the planned Sportshall sessions so would need to be reviewed. The intention would be to offer sprints, hurdles and throwing sessions at a cost of £2 per athlete, plus also use the track for assessment days for potential new athletes (noting that there were 17-18 sprinters on a waiting list for this).

Members agreed to support two Saturday sessions as a trial to determine interest.

14. Status of FUNdamentals groups / waiting lists

TS reported that there were currently 31 on the FUNdamentals waiting list, following a recent intake of 14 into Warren's group.

There was no waiting list for middle distance, and so Martin Sergeant had reached out to local school PE departments to drum up interest, with nine people due to come down to the track the following week.

15. Volunteers' Christmas meal

It was agreed that the Christmas meal should be booked for either 6 or 13 December 2024, with SS to explore availability at the Britannia & Gurkha Restaurant.

Action: SS to book Christmas meal

16. Any other business

It was noted Sodexo had requested that bags should not be left near the office in the clubhouse as they presented a health and safety hazard.

Action: AP to discuss bag storage with relevant coaches

SS had asked Sodexo whether the Club could have a trophy cabinet and history board in the clubhouse. The Club would need to cover the cost of the cabinet.

It was still uncertain how many places the Club would be allocated for the London marathon. Information would be collated on those who applied unsuccessfully for a place, to feed into the Club ballot.

In terms of club kit, stock levels of crop tops and the cost of winter jackets for coaches would be explored. JP hoped to sell off vest stock before the summer season started, and there were also new members who might need vests.

Members agreed to the cost of a new bag for the gazebo, estimated to be between £50-100, noting this was essential for transportation.

Action: JH to purchase new gazebo bag

JM was thanked for her valuable contribution to the Club in the role of Treasurer, noting that she would be standing down from the role at the forthcoming AGM. JM noted that she was happy to support the transition to the new Treasurer.

17. Date of next meeting

Thursday 19 December 2024, 19:30, Odd One Out

Summary of actions

- CH to collate and price coaches' identified equipment needs
- JP to continue to chase the Striptees income situation
- SS to complete review of final element of Club Standard documentation
- JR to email members regarding health and safety matters
- JH to liaise with coaches regarding training sessions on 13 November (re- AGM)
- JH and JM to prepare Chairman and Treasurer's reports for AGM
- JH to send out email to promote club volunteering roles
- SS to liaise with Colchester Harriers and Ipswich Harriers regarding plans in terms of co-hosting summer league meetings
- JH to request proposal for Lee Valley training session from sprints coaches
- SS to contact Rebecca Clarke regarding coaching qualification renewal
- TS to check high vis vest availability for Essex Cross Country League volunteers
- CH to check whether Lisa Harvey would be happy to manage refreshments for officials and stewards at the Essex Cross Country League meeting
- SS to book Christmas meal
- AP to discuss bag storage with relevant coaches
- JH to purchase new gazebo bag