

## Colchester and Tendring Athletics Club

### MINUTES OF THE COMMITTEE MEETING HELD ON 18 JUNE 2026

*Present:* Alison Bennett, Darren Green, Michelle Green, Rosanna Holden, Justin Hubbard, Rod Kendall, Alan Palmer, Dan Partridge, Andy Stringer, Simon Styles, Kay Thompson, Dave Waterman, Angel Wright

*Apologies:* Kate Sandercock

#### 1. **Welcome**

Members were welcomed to the meeting.

#### 2. **Minutes of the last meeting and matters arising**

The minutes of the meeting held on 28 May 2026 were approved as an accurate record.

Progress with the following matters arising was noted:

- The new multi-channel WhatsApp group had been launched, with DW being an exemplar of how to use it well. It had also worked well for the keys group. Any issues would be ironed out as they arose, and Fundamentals group names were to be confirmed. Some coaching volunteers would be setting up their group channels as broadcast only, including all those coaching assistants who were under 18.  
*Complete*
- SS had reviewed the first aider list, and members discussed whether it would be beneficial to provide more in-depth first aid training for a group of volunteers. It was agreed that RH would seek expressions of interest via the coaches group chat to get a sense of numbers, so that quotes could be obtained from training providers. It was also agreed that further discussion outside the meeting was required between the Welfare Officers and Membership Secretary regarding the process for notifying coaches of athlete's medical needs. *Ongoing (RH and MG)*
- The emergency wheelchair request had not yet been endorsed by Sodexo and discussions were continuing. *Ongoing*
- RH had completed her welfare training and so the transfer of the lead on the England Athletics portal could now be completed. *Ongoing (SS)*
- Further codes of conduct had been reviewed and updated by JH and KT, with a small number of policy reviews yet to be completed. *Ongoing*
- SS had reviewed coach information on the England Athletics portal, noting that former coaches were not removed unless they were subsequently affiliated elsewhere. It was unclear why some coaching assistants were not listed (e.g. KW), and this required further investigation. *Ongoing (SS)*
- JH had not yet had a response from Sodexo regarding hosting of an EMAC event at the track on a Wednesday evening in July, despite weekly chasing. *Ongoing (JH)*

- The Club flags had not yet been located but AS agreed to check in his garage for them. The original supplier had yet to be confirmed, should there be a need to replace them. *Ongoing (AS)*
- Regarding use of the centre field by SD's sprint group, JH would ask Sodexo if it was possible to move the rope near the pole vault area to create more training space, noting that no clubs using the track had athletes who could throw more than 70m. *Ongoing (JH)*
- The track image from the track allocation document was approved and would be shared with all coaches. This would provide a helpful basis for managing changes from September with new intakes. Members discussed if and how the track allocation document could be regularly updated and the interplay with membership records. *Ongoing*
- SS reported that the voucher code for the free coaching assistant course was valid for 12 months, with the recipient of this to be confirmed. Free courses for parents of Under 10s were also available via England Athletics and could be promoted to new intakes. JH was developing a coaching pathway and would bring this to the next meeting for discussion. DW intended to complete his Level 2 coaching qualification, with training dates possibly coming out in July. *Ongoing (JH)*
- SS had determined that the Officers Club was available on 16 October for the planned annual social event. Other options were also being explored, including the rugby club. A £1500 budget was agreed, as per the previous year. One of the Club's coaches could provide a kids' discos if required. RH had some contacts in the events industry and would explore other options prior to the next meeting. *Ongoing (RH)*
- MG had liaised with coaches regarding potential new intakes. SD's sprint group was expanding following a trial of new athletes, and DW also had some new athletes. *Complete*. It was agreed that the waiting list form would benefit from being refined, and there was also potential to promote specific gaps on the website. Members discussed the approach to injured athletes who were out for the season, with MG noting that she operated a hold list and kept places open for them with no membership fee charge while absent.
- Responsibility for the Club Instagram account had been transferred to AB and a new account had been launched. *Complete*
- The changes to Fundamentals warm-up arrangements had been implemented and the children were enjoying this new approach. Some negative parent feedback regarding coach visibility had been overheard, and it was therefore agreed that two volunteers (always including Ryan, Alison or Dave) would run the warm-up going forward. *Complete*
- KJ, RH and KT would continue to liaise regarding the potential welfare enquiry form on the website. *Ongoing*

### **3. Welfare and safeguarding**

Updates to the Club Welfare Policy were under discussion.

Members discussed arrangements for dropping off and collecting Fundamentals junior athletes from training, noting that they should be dropped off and picked up from their coach at the track unless parents gave express permission for them to leave the site on their own. This would be added to KJ's statement that had been circulated prior to the meeting for review, with a view to this being distributed to members via all Club communication channels. Any parents/carers not observing this requirement should be reported to the Welfare Officers.

Members discussed an incident at the track involving two members of the public accessing the site without authorisation. The Secretary noted that while there was some onus on the Club to be aware of and monitor for potential trespass, Club volunteers could not be expected to police the site. A potential solution was to close but not lock the gate during training sessions. It was agreed that Sodexo staff should liaise with committee members and not parents in the event of any future incidents.

***Action:** AP to liaise with Sodexo staff regarding the importance of liaising with committee members and not parents in the event of any future incidents.*

#### **4. Holiday cover**

AB and DW reported that there was no Fundamentals/jumps cover for 17 August due to holidays, and it was therefore agreed that the sessions would be cancelled that evening (with coaches to announce this on their own WhatsApp group channels). The Fundamentals schedule would be posted on the outside notice board.

***Action:** RH to post the Fundamentals schedule on the outside notice board*

#### **5. Summer track and field season**

The next EYAL was coming up on 5 July (with a coach booked). Although the Ekiden relays were on the same day, there was not expected to be a significant impact on EYAL numbers as most junior Ekiden participants were not in the U14 to U18 age range. Attendance at EYAL events did tend to be very low (not helped by the travel distances involved) and members considered whether participation in this league was worthwhile going forward.

SS was exploring the potential to swap the coach booking for the EAL final in September to the Cambridge EAL fixture on 12 July, to help boost attendance and secure age group places in the final.

Attendance of CATs athletes at SAL meetings had unfortunately been very low to date, but a few more male athletes were signed up for the next fixture post-exams.

#### **6. Club kit**

Members noted a sharp downturn in Club kit sales via Striptees, reducing Club income from commission, and explored the reasons for this. The Club kit coordinator would be invited to present a proposal to the next meeting regarding arrangements for managing the club shop going forward.

***Action:** JH to speak to Club kit coordinator regarding generating a proposal for the next meeting*

## 7. **Any other business**

AP flagged the proposed increase in NESS fees for the next cross country season, with discussions around a £5 season pass for juniors and an increase of the senior fee to £6.50. This would be considered at the NESS AGM on 15 July.

DW noted a build-up of lost property, suggesting a monthly stall to try and reunite lost property with owners. This would be started on the following Monday.

KT reported that a potential new volunteer who lived locally had visited the track to explore ways in which she could help. This was very much welcomed by members and KT would get back in touch to explore potential volunteer roles that she may be interested in.

## 8. **Date of next meeting**

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

### **Summary of actions**

- RH to seek expressions of interest in first aid training via the coaches group chat, to inform request for quotes from training providers.
- RH and MG to liaise regarding the process for notifying coaches of athlete's medical needs.
- SS to keep members updated on discussions with Sodexo about storage of an emergency wheelchair on site.
- SS to action change of Welfare Lead to RH on England Athletics portal.
- JH, SS, RH and KT to complete review of remaining Club policies, including Welfare Policy.
- SS to explore reasons for missing coaching assistant information on the England Athletics portal.
- JH to continue to chase Sodexo regarding hosting of an EMAC event at the track.
- AS to check whether he has the missing Club flags.
- JH to contact Sodexo regarding potential movement of the ropes on the centre field to provide more space for training.
- JH to circulate the track allocation map to coaches.
- JH to bring coaching pathway proposal to the next meeting for discussion.
- RH to explore alternative venue options for the annual social event.
- KJ, RH and KT to continue to liaise regarding a potential welfare enquiry form on the website.

- AP to liaise with Sodexo staff regarding the importance of liaising with committee members and not parents in the event of any future incidents at the track.
- JH to speak to Club kit coordinator regarding generating a proposal for the next meeting.
- RH to post the Fundamentals schedule on the outside notice board.