

Colchester and Tendring Athletics Club

MINUTES OF THE COMMITTEE MEETING HELD ON 20 AUGUST 2026

Present: Darren Green, Michelle Green, Rosanna Holden, Alan Palmer, Kate Sandercock, Andy Stringer, Simon Styles, Kay Thompson

Apologies: Alison Bennett, Justin Hubbard, Dan Partridge, Keeley, Dave Waterman

1. Minutes of the last meeting and matters arising

The minutes of the meeting held on 16 July 2026 were approved as an accurate record.

Progress with the following matters arising was noted:

- It was decided not to proceed with additional first aid training at this stage, following discussion with coaches. *Closed*
- RH and MG were continuing discussions regarding the process for notifying coaches of athlete's medical needs, with a spreadsheet shared. *Ongoing*
- The request for an emergency wheelchair on site would be discussed with the new Sodexo lead contact when he commenced in post in September. *Ongoing*
- RH and KJ had been added to the England Athletics portal as Welfare Leads. *Closed*
- AP had spoken to Sodexo staff about the importance of liaising with committee members and not parents in the event of any future incidents at the track. *Closed*
- RH would post the Fundamentals schedule on the outside notice board when access to this was restored following the building work. Members discussed ideas for noticeboard content, including upcoming events and available volunteer roles. *Ongoing*
- The Club flags had been returned. *Closed*
- JH to contact Sodexo regarding potential movement of the ropes on the centre field to provide more space for training. *Ongoing*
- New Inclusion Policy to be circulated by JH and finalised for uploading to the website by KT. *Ongoing*
- JH to share coaching pathway proposal with members. *Ongoing*
- The Club kit coordinator's proposal had been circulated and KT had contacted DP regarding chasing Striptees commission payment. Members identified a range of questions and agreed it would be useful to invite JT to the next meeting to discuss these. *Ongoing*
- Cancelled sessions due to holidays had been communicated. *Closed*
- MG, AS, AB and DW had liaised regarding Fundamentals move-up arrangements and this was in hand. Fourteen new Fundamentals had been invited in for September, with parents being asked to stay at the track during sessions. *Closed*

2. Welfare and safeguarding

There were no issues to raise. SS confirmed that DBS checks were up-to-date.

3. Coaching update

Members noted the resignation of one of the coaches and expressed their gratitude for his contribution to the Club.

Members were supportive of strengthening mentoring arrangements for coaches. It was also recognised that as adult numbers continued to grow, there was scope for a review of the organisation of senior endurance groups.

The Club had taken a financial hit recently as a result of investing in training for coaches who subsequently left the Club within a short timeframe. Another local club required coaches to pay upfront for courses, with reimbursement after a year of coaching. However, some members expressed concern about this approach, noting that courses could be expensive for volunteers to fund themselves. It was agreed that going forward, a written agreement should be established between the Club and any coach wanting to undertake training, outlining that if they did not continue to coach at the Club for at least a year after completing the training, they would be required to repay the Club for the associated costs.

Action: *KT to draft agreement template for consideration at next meeting*

It was also agreed that the Club should not normally cover training costs for Under 18 athletes who were likely to go away to university soon.

Members felt that anyone interested in joining the Club's coaching team should be asked to shadow Fundamentals coaches first to demonstrate their commitment, and to also undertake FUNdamentals coaching initially post-qualification.

4. Financial update

An update from the Treasurer was circulated for information and review, noting the club remained in a positive position. Track hire fees for the period from May to July were under discussion and so this had not yet gone out of the account.

Members discussed the rise in event fees, noting the impact of the increase in adult members. It was agreed that with effect from April 2027, the non-training membership fee should increase from £30 to £70. With the £23 England Athletics fee, the Club was currently running at a loss if it incurred costs for event participation.

Members agreed that team managers should be able to claim mileage for attendance at league events (track and field or cross country).

Members thanked DP for the helpful update and agreed that any queries should be raised with DP on his return from holiday.

5. Summer leagues

Thanks were expressed to everyone who had played a part in the track and field leagues, including team managers, athletes, officials and parents.

All age groups had qualified for the EAL final, but it was noted that the Essex Relays were the day before. AS would be sending out sign-up forms for the final shortly. Two extra athletes per age group were allowed to compete if they hadn't competed earlier in season. SS had negotiated a discounted rate for coach hire, and pizza would be provided at the end of the event.

Members were supportive of a potential partnership with Ipswich Harriers to form a joint team for the EYAL next season, subject to AS reviewing participation figures for the current season. Competition participation had been particularly poor this season across all leagues, and members discussed ways in which competition expectations could be reinforced (including via coaches). This was within the context of high demand for club places, with the Fundamentals, middle distance, MEG and sprints waiting lists currently at capacity. Members noted the value of having coaches attend competitions, for example to provide advice to athletes and support warm-ups.

Action: AS to review EYAL participation to inform plans for next season

6. Any other business

Concerns were expressed about there being no lighting at the track on Wednesday evening due to lack of access during building work, with it getting quite dark towards the end of the second session. SS had contacted Sodexo to request that the lights be put on from 6:45pm onwards going forward.

MG agreed to send out a reminder regarding no training on Bank Holiday Monday.

Action: MG to send out reminder regarding Bank Holiday closure

RH provided an update on potential social event venues, with a quote for catering from C3 church received.

AP provided an update on plans for the NESS season. Members were supportive of hosting a NESS event with Great Bentley.

7. Date of next meeting

Thursday 17 September 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.
- New Inclusion Policy to be circulated by JH and finalised for uploading to the website by KT.
- JH to share coaching pathway proposal with members.
- JT to be invited to the next meeting to discuss the club kit proposal.
- KT to draft agreement template regarding funding of coaching courses, for consideration at next meeting.
- AS to review EYAL participation to inform plans for next season.
- MG to send out reminder regarding Bank Holiday closure.