

Colchester and Tendring Athletics Club

MINUTES OF THE COMMITTEE MEETING HELD ON 19 SEPTEMBER 2024

Present: John Henington, Jane Milburn, Jep Ronoh, Kate Sandercock, Taliesin Stevenson, Simon Styles, Kay Thompson

Apologies: Grainne Hallahan, Chris Harvey

1. Minutes of the last meeting and matters arising

The minutes of the meeting held on 15 August 2024 were approved as an accurate record.

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

- CH to prepare edited down self-declaration form for DBS checks (*action carried over*)
- GH had notified coaches via WhatsApp group of new medical reporting form and arrangements for cascading medical information (*complete*)
- JH had notified coaches via WhatsApp group of agreed headphone usage rules, and reminders were being given at the sign in desk where necessary (*complete*)
- JH had not undertaken equipment needs check; this would be passed back to CH (*action carried over*). The Sum Up machine and tablet would be added to the inventory list by KS.
- KS had drafted and submitted the bid for EA Development Funds, requesting funding to cover 15 places on an Assistant Officials course, officials' polo shirts and some waterproof clipboards. She had discussed the bid with an EA representative, who was very supportive because of its novel nature (focusing on increasing officiating capacity). She did seek clarity on elements of the Club Standards that required updating and this had now been resolved. A decision on the bid would be made at a committee meeting the following week.

Action: SS to review Club Standard documentation

- JP had chased Striptees regarding Club income and was awaiting a response (*action carried over*)
- The entrance gate had now been changed and permission had been received from Sodexo to use the clubhouse for sign-in when needed (*complete*).

From a health and safety perspective, it was agreed that JR would email members regarding the importance of collecting children from the track; being careful when dropping children off and crossing the road; and dressing appropriately when the weather became colder.

Action: JR to email members regarding health and safety matters

2. Welfare and safeguarding

JR reported that the first aid poster had been updated and posted on the Club noticeboard. There had been a welfare incident at training the previous day and JR and CH would follow this up with the coach and athlete concerned.

3. AGM planning

It was confirmed that the AGM would be held on Wednesday 13 November 2024, with a notice to be issued shortly. The late training session would be cancelled or compressed to accommodate the meeting.

Action: SS to send out notice to members regarding forthcoming AGM

JM confirmed that she would not be standing at the next AGM. JR noted that she was contemplating stepping down from the committee to focus on officiating, but would confirm to SS outside the meeting. Members noted that the President role was a two year term so there was no need to revisit this. All other attendees confirmed that they intended to stand again.

4. Awards night

Preparations for the awards night were going well. All tickets had been sold; the decorative banner had arrived; certificates were being produced; and the trophy order had been received. One error in terms of award recipient was noted, with KT to arrange for a new engraving and also get the shield for 'Service to the Club' engraved with this year's recipient. SS noted that he had made enquiries with Sodexo about a cabinet and board in the Clubhouse.

Action: KT to update trophy engraving and get shield engraved

Members discussed potential awards for young volunteers. Those undergoing training to be an Assistant Coach were being offered a coach T-shirt. Where individuals were volunteering as part of Duke of Edinburgh (DoE) awards, it was not felt necessary to offer an additional reward. However members confirmed their previous agreement to fund the purchase of a hoodie for one volunteer who had gone well beyond his DoE award commitments.

Members agreed that it would be sensible to conduct an annual review of Club clothing needs for coaches and officials.

5. Poll update

Expenditure / voting decisions: August – September 2024

- 3 September: purchase of 100 new cones at a cost of c.£30 – supported by 7 committee members (0 against)

- 13 September: purchase of 10 trophies and one annual presentation shield at a cost of £220.98 (including express delivery) – supported by 6 committee members (0 against)

6. Coaches and officials update

Level 1 coaching courses were required for Katie Whall (junior middle distance), Finley Holland (supporting sprints with UU), Jen Palmer (supporting sprints with SD), Gerald Buck (senior middle distance), Kester Waterman (FUNdamentals) and Oliver Bennett (supporting AB). Three vouchers had already been purchased and were live to use, so could be reallocated if necessary. It was noted that Rod Kendall would be working alongside Chris Webb going forward.

The Chairman had been facilitating meetings between discipline coaches (e.g. sprints and middle distance) to ensure a coordinated approach.

In terms of expenses for attending competitions, it was agreed to continue this but only if the individual concerned was performing in a coaching capacity throughout the event.

7. League participation

There were still questions about the future of the EAL, and feedback had been requested before the forthcoming League AGM. TS would be attending the meeting and would invite Alan Palmer too.

In terms of hosting events in 2025, members agreed that there was potential to work jointly with Colchester Harriers and/or Ipswich Harriers again, especially now that the throws cage had been replaced.

In terms of the forthcoming winter season, sprints coaches had discussed the potential to organise a training session at Lee Valley to help athletes prepare for indoor competition. Sprints coaches would be asked to prepare a proposal on this, including verifying the cost to hire the venue for half a day and exploring travel options. It was recognised that an athlete contribution to the cost would be necessary.

8. Cross country hosting update

TS reported that preparations were going well for the Essex Cross Country League event at Hilly Fields. The course had been agreed, toilets booked and agreement reached on first aid provision. TS would be sending out a sign-up sheet for volunteers shortly, to make sure it was in diaries early.

9. Club Captains

Members discussed an idea from GH regarding appointing Club Captains (male and female at both junior and senior level) via a nomination system. Their role would be to

act as an ambassador for the Club; represent the Club and receive awards; lead warm ups; write an end of season report; be a role model; help with internal competitions; and (seniors only) organise cross country teams. External sponsorship could be sought for this.

Members agreed to discuss this further at the next meeting with GH present.

10. FUNDamentals / training group update

An induction session had been held for 18 FUNDamentals on Monday which had gone well. The FUNDamentals waiting list had been cleared but was filling up again. To help manage the list more efficiently and fairly, TS had created a Google form with a cut off once the list reached capacity (30 individuals). This would be sent to KT to add to the website, alongside a clear message that no email approaches would be allowed to make it fair.

Action: TS to send Google form link to KT for website along with supporting message

For older athletes, sprints groups were still full, but there was space in middle distance.

TS was in liaison with the Royal Hospital School regarding multi-event training for 10 students. It would be important to ensure the availability of sufficient track space and a commitment to competing for the Club. TS would be meeting the school representative at the track to discuss this further.

Chris Webb was keen to explore the potential to develop links with local schools, and was taking this forward. There was potential to run a talent assessment day on a Saturday to bring new people into the Club, especially in more niche areas where the Club had gaps.

11. Parents meeting / initiatives to recruit

Members noted that the AGM could be used to promote volunteering opportunities. DoE opportunities could be promoted more, and it may be helpful to develop and advertise set volunteer roles to encourage take-up.

12. Financial update - savings account

Further to discussions at the previous meeting, members agreed that £10,000 should be moved from the Metro Bank savings account into Metro Bank's Community Fixed Term Deposit Account in October 2024, in order to benefit from an improved interest rate of 2.5% (minimum one year term). This would leave around £6,000 in the main account, noting that membership fees would be coming in again in October.

13. Any other business

JH noted that at the recent sprints coach meeting, there had been discussions about bringing in experts and purchasing winter coats for coaches. The latter would be a

significant financial commitment if purchased for all coaching staff and therefore required further consideration outside the meeting.

14. Date of next meeting

Thursday 17 October 2024, 7:30pm, Odd One Out

Summary of actions

- CH to prepare edited down self-declaration form for DBS checks
- CH to collate coaches' equipment needs
- JH to check with JP regarding Striptees income situation
- SS to review Club Standard documentation
- JR to email members regarding health and safety matters
- SS to send out notice to members regarding forthcoming AGM
- KT to update trophy engraving and get shield engraved
- TS to send Google form link to KT for website along with supporting message