

Colchester and Tendring Athletics Club

MINUTES OF THE COMMITTEE MEETING HELD ON 16 APRIL 2026

Present: Alison Bennett, Michelle Green, Rosanna Holden, Justin Hubbard, Rod Kendall, Taliesin Stevenson, Simon Styles, Kay Thompson, Dave Waterman, Angel Wright

Apologies: Dan Partridge, Keeley-Jo, Kate Sandercock

1. **Welcome**

New committee members were welcomed to the meeting, including JH in his new role as Chairperson.

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

The minutes of the meeting held on 19 March 2026 were approved as an accurate record.

Progress with the following matters arising was noted:

- Regarding throws, the cage being unavailable was causing significant issues in terms of inability to train and the risk of losing coaching volunteers. JH had been in liaison with Sodexo regarding this, and a purchase order had been raised to buy some more rope, hopefully enabling it to be fixed within the next few weeks. JH had discussed with Sodexo the cage checks required to maintain the facility effectively. *Ongoing*
- The parents' briefing for summer competitions had not gone ahead due to lack of availability, but information had been posted on the Club Facebook page. *Complete*
- Regarding league managers for summer season, TS noted that he would be resigning from the committee and from league management after the forthcoming EAL meeting. Andy Stringer and Nik Booth would continue to be involved in league management, and Ana Fernandez Lyttle had also volunteered to help. TS had created a system to manage this via forms and spreadsheets and was creating an explanatory video to support the handover. TS was thanked for his valuable contribution to the Club and the committee over the last few years. The managers for each event would be confirmed prior to his departure. *Ongoing*
- KT would be able act as coordinator and liaise with colleagues at Ipswich Harriers regarding SAL events. *Complete*
- KT had contacted GH to confirm a return to middle distance coaching. *Complete*
- JH had spoken to coaches about encouraging their athletes to fill competition gaps to maximise team points. Some coaches had been pushing engagement in competition, and this would continue to be encouraged. *Complete*
- SS would speak with SK regarding progress with organising strength and conditioning sessions. *Ongoing*

- Regarding a potential Club WhatsApp group for key communications, members agreed that it would be useful to have a broadcast only community WhatsApp chat as the main communication channel. Members knew of other sports clubs who used these effectively to share information both with club members as a whole and via channels for particular groups.

Agreed action: RH to work with DW to investigate setting up a Club WhatsApp group

- First aider list to be reviewed and updated. *Ongoing*
- SS to liaise with Sodexo about storage of an emergency wheelchair. *Ongoing*

3. **Welfare and safeguarding**

There were no new issues to report. New members were provided with an overview of recent challenges and how they had been resolved, noting that England Athletics were no longer looking into the matter. Members agreed that WP's resignation was a huge loss for the Club.

RH agreed to take on the role of Lead Welfare Officer and would liaise with KS regarding the training required and handover arrangements. KJ was yet to complete the training and so this needed to be prioritised.

Agreed action: RH and KJ to complete welfare training and liaise with KS regarding handover

Members agreed that it would be timely to conduct a review of the Club's codes of conduct and then establish an ongoing cycle of review. Child friendly versions could be produced to aid understanding amongst younger athletes.

Agreed action: JH and SS to conduct an initial review of codes of conduct prior to full discussion at the next meeting

4. **DBS checks**

SS reported that the checks were up-to-date.

5. **President role**

Noting the current vacancy for the role of President, members were unanimous in agreeing to invite AP to return to the role.

Agreed action: JH to discuss with AP a potential return to the role of President

6. **Summer leagues**

The first East Anglian League (EAL) meeting in Norwich was coming up shortly. TS was managing pre-event sign-ups and post-event results, and KT would team manage on the day.

The Club continued to be constrained in terms of event hosting by the hour allocation limitations at the track. The Army had however offered 5 hours to hold an EMAC event.

7. Track allocation

Members thanked RK for his helpful discussion document regarding track allocation. It was agreed that there was scope to tighten track discipline and gain further clarity regarding track usage. Linked to this, MG would welcome clarity regarding which athletes were in each training group, so she could gain an accurate idea of gaps that could be plugged by new athletes on the waiting lists.

Members were supportive of RK contacting coaches to ask for information to inform the discussions, including age groups covered and specialisms.

Agreed action: RH to ask for information from coaches as the next step in the track allocation discussion

In terms of track discipline, this could be emphasised during induction. RK noted that if AP was happy to return to the role of President, he could be invited to deliver the induction sessions and could cover this as part of the introductory briefing.

8. Coaching update

It was agreed that it would be useful to update the England Athletics website regarding Club coaches, to ensure an accurate definitive list.

Agreed action: SS to update coach information on the EA website

MG had contacted athletes' parents/carers to determine interest in rejoining the MEG group under returning coach Dave Gadsdon. It was agreed that as an induction, it would be useful for DG to join other coaches on Monday, with a view to starting MEG the following week.

In terms of throws coaching, it was noted that Peter Godron preferred to focus on javelin rather than other throws disciplines, and so there were potential gaps in coaching staff due to the impact of the cage issue discussed earlier in the meeting.

Members were happy to support DW in completing Level 2 coach training (jumps).

To protect Club funds in terms of investment in training, members discussed whether it would be sensible to ask the coach concerned to pay a proportion of the cost upfront and then claim this back a year later if they were still coaching for the Club. Previous committee discussions had resulted in a decision to ask coaches to repay training costs if they left the Club within a short timeframe of completing the training, but this had proved difficult to enforce.

Members discussed how to manage athlete non-attendance at training. MG now had better attendance data, so there was scope to withdraw membership from those who had not attended for a prolonged period without good reason, to free up space for those on the waiting list. RH highlighted the Run Together free app as a potential mechanism for managing attendance at training sessions.

9. Couch to 5k programme

RH reported that she would be happy to run another C25K programme. This had previously been successful in recruiting new senior members to the Club. The proposal was to charge a fee to cover club membership (off track competition only), a Club vest, medal and celebratory drink on completion. Members were supportive and suggested that a proposal be presented to the Treasurer regarding the financial arrangements for this.

***Agreed action:** RH to present a proposal for the C25K programme to DP (cc. SS) for consideration*

10. Any other business

New members were updated on the quarterly financial reports provided by the Treasurer, noting that costs had increased across the board which had resulted in the recent increase to membership fees. RH questioned whether the England Athletics affiliation fee should be charged separately, noting that it was important not to undersell the Club. Other clubs also offered monthly direct debit payment schemes. The challenges of administering a more complex membership fee model were however acknowledged, noting that the membership secretary role was already very demanding in terms of time.

Members discussed senior waiting list communications and whether there was any scope to improve this. It was noted that MG responded promptly to membership requests and provided potential new members with a range of information in advance of taster sessions.

11. Date of next meeting

Thursday 28 May 2026, 19:30, Odd Man Out

Summary of actions

- JH to continue to liaise with Sodexo regarding the repair of the throws cage
- TS to confirm league managers for each summer competition to SS prior to departure
- SS to speak with SK regarding progress with organising strength and conditioning sessions
- RH to work with DW to investigate setting up a Club WhatsApp group
- SS to initiate review of first aider list
- SS to liaise with Sodexo about storage of an emergency wheelchair
- RH and KJ to complete welfare training and liaise with KS regarding welfare role handover
- JH and SS to conduct an initial review of codes of conduct prior to full discussion at the next meeting
- JH to discuss with AP a potential return to the role of President

- RH to ask for information from coaches as the next step in the track allocation discussion
- SS to update coach information on the England Athletics website
- RH to present a proposal for the C25K programme to DP (cc. SS) for consideration