

## Colchester and Tendring Athletics Club

### MINUTES OF THE COMMITTEE MEETING HELD ON 15 AUGUST 2024

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

*Apologies:* Chris Harvey

#### 1. Minutes of the last meeting and matters arising

The minutes of the meeting held on 18 July 2024 were agreed as an accurate record. An update on matters arising not already on the agenda was provided as follows:

- The Samsung Galaxy Tab had been purchased
- Jo Partridge had agreed to take on the Club kit role
- The edited down self-declaration form for DBS checks was still to be completed. **Action: CH**
- The one outstanding DBS had now been completed.
- Work to identify coaches' equipment needs was ongoing, and gaps would also be identified following the recent tidying and inventory of equipment in the green hut. The need for smaller hurdles and 2kg and 1.5kg shot put was noted (a club member could help source the latter).
- Purchase of a gift for the club member who had been helping TS on the sign-in desk was yet to be completed. **Action: TS**

#### 2. Welfare and safeguarding update

JR provided an update, noting that there had been no new incidents or issues to report. A medical reporting form was being drafted to give to parents/carers when first aid had been administered (to be stored in the first aid kits). In terms of cascading medical information to coaches, new athletes (including those on taster sessions) were being reminded to notify the Club of any medical conditions. These two developments would be highlighted to coaches via their WhatsApp group. **Action: GH to notify coaches of medical reporting form and arrangements for cascading medical information**

Members discussed the continued issue of headphone usage at the track. It was agreed that on safety grounds there should be a clear blanket rule for athletes regarding no headphones being used anywhere on the training ground. For non-athletes (e.g. parents/carers), headphones should only be used away from the track (e.g. in the stands or clubhouse). This would be notified to coaches via WhatsApp group. **Action: JH to notify coaches of agreed headphone usage rules**

### 3. England Athletics Development Fund

It was agreed to put in a funding bid for an Assistant Officials course and equipment.

**Action: KS to draft bid; JH to collate equipment needs to be included as part of the bid.**

### 4. Quarterly financial update

JM shared a report on the financial situation at the end of the third quarter (as at 31 July). £3,000 had been moved from the current account to the savings account as agreed at the last meeting. Alternative savings accounts had been explored, and while it was possible to get better interest rates elsewhere, it was agreed that it was complicated to move providers and so it would be preferable to use the Metro Bank savings account with the best interest rate.

Members noted that there was nothing under income from Striptees, despite sales of kit. **Action: JH to ask JP to chase up when she returned from holiday**

### 5. EAL Final

KS reported that she had been working on the team sheet for the final in September, which was complicated because of not being allowed non-scorers. Every effort was being made to put the club in a competitive position but also provide an opportunity to compete for everyone who had regularly engaged in league meetings throughout the summer.

### 6. Awards night update

GH reported that preparations were going well. A playbook of whole night had been prepared, and Charlie Dobson would be making the awards following his recent Olympic success. An ice-cream van was coming at the end of the night, from which the Club would receive 20% of profits. A budget of £100 was agreed for buying decorations (with the decorations to be reusable wherever possible).

Over 70 tickets has been sold, and TS and SS had compiled the junior awards list for all except Under 17 athletes (pending completion of the final SAL meeting on 17 August). Award recipients would be encouraged to attend the awards night.

### 7. Poll update

*Expenditure / voting decisions: July – August 2024*

- 26 July: increased cost of Samsung Galaxy Tab due to sale period ending prior to purchase (total cost now £320.88 with all required accessories) – supported by 8 committee members (0 against)

## 8. Essex Cross Country League hosting

SS reported that he was still chasing medical provision. The cost of the preferred provider was considered too expensive by the League and so the Club was putting together a list of four quotes for the League to consider. One provider had requested the previous year's injury count over the series for context.

All other preparations were going well. The route maps still needed to be tested, and it was noted that lots of useful signage had been found during the tidying of the green hut.

## 9. Cross country competition target – middle distance

JH reported that as the competition target for the summer leagues had helped to increase engagement, a similar approach would be adopted for middle distance runners for the cross country season. This would be discussed with middle distance coaches during a forthcoming meeting.

Data from the track and field season would be reviewed shortly to identify those who had not met the competition target.

## 10. Club photo

It was agreed that a Club photo would be taken on the stand on Monday 9 September at changeover time (c.19:20), with all athletes to be asked to attend training in their club vests.

## 11. Keys and signing in support

Members discussed ways in which more people could be involved in helping with key collection and signing in support, to reduce reliance on JH and TS. A Google Docs rota was identified as a possible way forward. However, some members noted that it was challenging for them to help with this task because of work and/or family commitments, and so it might be necessary to seek further support outside the committee.

Members considered whether to move the entrance back to the front gate, so that athletes could be signed in under cover or indoors over winter, which might make the role more appealing. **Action: SS to ask Sodexo about changing entrance gate and potentially using the clubhouse for sign-in**

## 12. Indoor sportshall update

GH provided an update on developments, which were going well. The sportshall at St. Benedict's had been booked, FUNdamentals coaches were meeting to discuss, and a schedule was being produced taking into consideration clashes with cross country events.

### **13. Sprints relay success**

Members were pleased to note that the Club would be competing in the national relay championships in Birmingham on 25 August, with the Under 15 boys' team having qualified as 9th fastest in the country.

A discussion was held regarding whether the Club should provide a financial contribution to travel costs for those representing the Club at a national level, or whether a financial hardship fund should be made available to help where cost might be a barrier to attendance. There were mixed views on the idea of a financial contribution for all competing at this level, and it was agreed that this needed further thought. The approach of other athletics clubs could be explored to inform any future discussions.

### **14. Any other business**

JH and TS reported that they were exploring whether they could take on the role of processing NESS junior results, to enable it to continue in its current format as a competitive race.

In terms of coaching, there had been interest from two people in taking on a coaching role within the Club, which was welcomed. One person was coming down to the track on Monday to discuss possibilities; another was an ex- Level 4 coach who would be starting a trial with FUNdamentals shortly.

Members were reminded that there would be no training on the August Bank Holiday.

### **15. Date of next meeting**

Thursday 12 September 2024, 7:30pm

#### **Summary of actions**

- CH to prepare edited down self-declaration form for DBS checks
- TS to purchase a gift for the club member who had been helping on the sign-in desk
- GH to notify coaches via WhatsApp group of new medical reporting form and arrangements for cascading medical information
- JH to notify coaches via WhatsApp group of agreed headphone usage rules
- KS to draft bid for EA Development Funds; JH to collate equipment needs to be included as part of bid
- JH to ask JP to chase up Striptees income when she returned from holiday
- SS to ask Sodexo about changing entrance gate and potentially using the clubhouse for sign-in