

Colchester and Tendring Athletics Club

MINUTES OF THE COMMITTEE MEETING HELD ON 20 FEBRUARY 2025

Present: Grainne Hallahan, Rod Kendall, Dan Partridge, Jo Partridge, Kate Sandercock, Taliesin Stevenson, Simon Styles, Kay Thompson

Apologies: None

1. Minutes of the last meeting and matters arising

The minutes of the meeting held on 16 January 2025 were approved as an accurate record.

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

- RK had asked coaches about equipment needs but had not yet had any responses, although GH had some suggestions. *Ongoing*
- All elements of the Club Standard documentation were now up-to-date. *Complete*
- JP had chased Striptees about adding the agreed extra items to the club shop, but this remained outstanding. Discounted winter coats had been offered more widely and two more had been requested. Quotes for summer jackets had been obtained, ranging from £30-£42 including VAT (with logo and printed initials). Prices for reflective running vests had also been obtained, noting that it would be necessary to order in bulk with a minimum of 25 vests at a cost of £271. Interest would be gauged via the senior group chat prior to agreeing next steps. *Complete*
- Members considered the entries for the summer road racing vest design competition and agreed that the best design was by Emma Black (white vest design). JP would announce the winner on Facebook and obtain costs for producing the vests. It was noted that the design would need to be approved by England Athletics. *Ongoing*
- GH would include a reminder about use of headphones at the track in the next newsletter. *Ongoing*
- GH had spoken to a coach about the importance of not training inside the roped-off throws area. *Complete*
- KT had added CW's coaching / training videos to the Club website as a resource for athletes, and this had been promoted in the latest newsletter. *Complete*
- GH had yet to pull together a short summary of each coaching group for induction purposes. *Ongoing*
- GH had approached two companies regarding sponsorship opportunities and was awaiting a response. It was noted that one company was unlikely to be interested as they were already heavily involved in sponsoring another organisation. *Ongoing*

2. Welfare and safeguarding

There were no issues to report. Athletes' medical needs had been circulated to coaches, and KS would update this monthly.

KS would find out when her 'time to listen' training required renewal. Laura Thompson was keen to undertake the role of Welfare Officer in support of KS, and GH would follow this up.

Agreed action: GH to liaise with Laura Thompson regarding Welfare Officer role and associated training needs

3. DBS checks

SS reported that all DBS checks were up-to-date.

4. Financial update

DP was thanked for the quarterly financial report which had been circulated prior to the meeting. Members noted that while the money in the bank was correct, there had been £138 not accounted for which was likely to be due to missing receipts (noting that Go Cardless and Love Admin amounts looked like they had been rounded to make the accounts balance). The challenge of keeping on top of payments for things like coach fares and Saturday training fees was noted in this regard.

Members agreed that a better system was needed for collecting and chasing training fees for Saturday sessions at St Benedict's. There was now only one more session until October. Outstanding fees would be chased, but it was agreed that from the autumn, training would be included in the membership fee to avoid additional administrative burden.

5. Introduction to athletics course

Members were supportive of a proposal to run a 10 week introduction to athletics course for those on the FUNdamentals waiting list. There would be an upfront charge of £5 per session to cover track hire fees, with the one hour session to be held on Saturdays, followed by an hour long session for current junior members. The second session would include relay practice once per month.

Members agreed that completion of the introductory course would not result in guaranteed entry to the club straight afterwards, but there was scope to offer a discount off the first year's membership if they subsequently joined the club. There were currently over 30 individuals on the waiting list, and the top 12 would be invited to attend the introductory course in the first instance.

Agreed action: TS to share waiting list; GH to get in touch with the first 12 on the list to determine interest in the introductory course

A number of coaches had expressed an interest in taking part in Saturday sessions (depending on dates), including Chris Webb, Peter Godron, Emeka Udechuku, Bob Kimber, Warren Page, Alison Bennett, Sally Dobson, Rod Kendall, Andrew Gooby, Dave Waterman and Grainne Hallahan. RK would put together a rota, avoiding track and field competition dates and making sure a Level 2 coach was always present.

Agreed action: RK to prepare rota for Saturday sessions
(including introduction to athletics course)

6. Coaching update

Members agreed that they were supportive of funding Level 2 training for Chris Harvey, and that there was scope to offer support on session planning via Simon Mennell. It was noted that Bob Kimber was a member of the British Milers Club, which offered a range of useful development opportunities (e.g. webinars, CPD) that may be useful to other coaches.

Peter Godron wished to reduce Wednesday throw sessions due to lack of attendees. However, it was noted that this may be seasonal and that interest may pick up leading into the summer season. There were also a lot of Fundamentals who were interested in throws, and it may be possible to invite some of the older ones to Wednesday sessions a little earlier.

RK reported that Justin Hubbard had expressed an interest in making a video or running a session on preparing for the summer competition season, with a sports psychology focus (competition expectations, managing stress, etc). This was agreed to be a good idea, which could potentially form part of the forthcoming summer competition introductory session.

Members agreed that it would be useful to include a coaches bio section on the website, drawing on the coach Q&A features in GH's newsletters.

Agreed action: KT to add coach bio information to the website

7. League updates

Members were reminded that the Club would be hosting the East Anglian League (EAL) meeting on 25 May 2025 with Ipswich Harriers. The first EYAL event on 18 May would also be held at the Colchester track, with the Club assisting from an administrative perspective but not co-hosting. There was a SAL event the day before, which may prove challenging in terms of reducing the availability of officials.

An evening EMAC event was also being held at the track over the summer. There had been a query about whether the lighting was sufficient for throws after sunset, but this had subsequently been verified as meeting minimum requirements.

Members agreed that the expectation was again that athletes should take part in at least two competitions over the summer season. For those not achieving this, the bigger picture would be considered before deciding next steps.

A number of individuals had agreed to take on league team management responsibilities, but the exact allocation to each league had yet to be agreed.

Looking forward, members were reminded that a new Essex Cross Country League Manager would be needed to take over from Bob Kimber after the end of the winter season.

8. Membership

It was noted that Michelle Green would be taking over from TS as Membership Secretary from April 2025. TS would still be able to help with Club matters, for example helping to organise hosting of cross country events.

9. Mini-competition and winter season awards

A date of 16 March 2025 had been agreed to co-host the mini-competition with Colchester Harriers, in preparation for the summer track and field season. Colchester Harriers had been asked to provide a named contact to help organise this, but had not responded. Members agreed that it may be necessary to proceed as a CATs-only event, especially as the lead-in time was now tight. GH was checking with Nik Booth whether he would be able to help organise the competition. The clubhouse would not be available on the day due to a prior hockey booking.

Members agreed to delay the awards ceremony until April, with a date of Friday 25 April suggested (dependent upon venue availability). Chris Webb had offered to produce data to determine awards for indoor competition.

***Agreed action:** SS to check clubhouse availability on 25 April for awards night*

10. Key rota

TS had written a process for collecting the keys and opening up the track on training nights, now that more volunteers had been identified to help with this. Some concerns had been raised via Sodexo about not adhering to permitted set up times and solo arrival. This would be clarified, as members felt it was established practice to set up from 17:45 and not 18:00. The rota was bedding in and the Club was dealing with issues as they arose, with the expectation of an empathetic and supportive approach from Sodexo and others towards those volunteers new to the role.

11. President role

The President had expressed concern to JP about his role not being clearly articulated and him not being sufficiently involved in club matters. Members agreed that the President was welcome to attend committee meetings on an ad hoc basis, as well as training nights (with an open invitation to help with the key rota). There was also a dedicated WhatsApp group involving the President which was being under-utilised.

Communication issues were discussed, emphasising the importance of maintaining professionalism when discussing matters with other club members / volunteers.

Agreed action: GH to liaise with the President regarding his role and opportunities for future engagement

12. Sodexo update

Members noted that the light in the green hut was not working, with members agreeing that GH could purchase a battery powered lamp (cost c.£25) in the interim, while Sodexo worked to repair the light. It was noted that access to the fuse box was behind the filing cabinet and that the fault (underground) had been identified.

A range of other updates from Sodexo were provided by SS, including plans to add more benches around the track; a reminder to put hurdles back after training sessions; and ongoing discussions regarding a trophy cabinet and container storage.

13. Poll update

Expenditure / voting decisions: January – February 2025

- 28 January: refreshments for coaches meeting – supported by 6 committee members (0 against)
- 30 January: agreement to road racing vest design competition prize of either a race vest or a Striptees voucher to the same value – supported by 6 committee members (0 against)

14. Any other business

None

15. Date of next meeting

Thursday 20 March 2025, 19:30, Odd One Out

Summary of actions

- RK to collate coaches' identified equipment needs and send to DP for pricing, with guidance on stockists from Emeka.
- JP to announce the winner of the road racing vest design competition on Facebook and obtain costs for producing the vests.
- GH to send out reminder about not using headphones at the track in the next newsletter.
- GH to pull together a short summary of each coaching group for induction purposes.

- GH to continue to explore sponsorship opportunities.
- GH to liaise with Laura Thompson regarding Welfare Officer role and associated training needs.
- TS to share waiting list with GH; GH to get in touch with the first 12 on the list to determine interest in the introduction to athletics course.
- RK to prepare rota for Saturday track and field sessions (including introduction to athletics course).
- KT to add coach bio information to the website.
- SS to check clubhouse availability on Friday 25 April for awards night.
- GH to liaise with the President regarding his role and opportunities for future engagement.