

Colchester and Tendring Athletics Club

MINUTES OF THE COMMITTEE MEETING HELD ON 16 JANUARY 2025

Present: Grainne Hallahan, Rod Kendall, Jo Partridge, Taliesin Stevenson, Simon Styles, Kay Thompson, Chris Webb

Apologies: Kate Sandercock

1. Minutes of the last meeting and matters arising

The minutes of the meeting held on 12 December 2024 were approved as an accurate record.

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

- RK had agreed to take on the role of Coaches Coordinator and would be collating coaches' identified equipment needs and sending to DP for pricing, with guidance from Emeka on stockists – *ongoing*
- The final element of Club Standard documentation required confirmation of Welfare Officer roles following recent changes to committee membership. KS would be leading on this in conjunction with Laura Thompson – *ongoing*
- A gazebo trolley had been purchased – *complete*
- The Facebook poll to determine preferred new club kit options had been run, and members agreed to add the top four items to the club shop: a quarter zip training top, fleece, sweatshirt and reflective jacket – *complete*
- Eleven coaches had purchased a winter coat and had paid their share of cost – *complete*

It was agreed that this would also be offered to cross country team managers, and that summer jacket options for coaches and team managers would be explored.

Action: JP

- SS had booked coaches for the EYAL on 13 April (Cambridge) and 27 July (Bedford) – *complete*
- Andy and Helen Stringer had agreed to help out with EYAL league management, with support from TS – *complete*
- Possible dates for the spring club competition were explored, with the weekend of 22-23 March a possibility (potentially with awards in the evening).

2. Welfare and safeguarding

Members discussed an ongoing athlete behavioural issue during training and agreed a way to address this, which would be implemented by CW and GH in liaison with the athlete's parents.

It was noted that use of headphones at the track was an ongoing issue, with GH to send out a reminder about this. GH would also speak to a coach about the importance of not training inside the roped-off throws area. *Action: GH*

3. DBS checks

Only one coaching volunteer had an outstanding DBS, but they were currently away at university and thus were not actively involved in coaching.

4. Committee roles and responsibilities

RK in his new role as Coaches Coordinator would be collating information on coaches' existing qualifications and potential development / progression opportunities, as well as acting as a voice for coaches. It was emphasised that the role did not involve dealing with issues or disputes, which would instead be picked up by the committee. RK would attend the committee meetings at least once a quarter to provide updates.

5. Club merchandise

JP noted that £274.78 was left to pay by the Club for the coaches' winter coats.

Members discussed the need for a non-black vest for summer road races, with potential for a competition to produce a design for this. JH had previously suggested using an old club logo. *Action: JP to explore options*

6. Pre-season training camp

CW and GH had developed an exciting proposal for a pre-season training camp, to be led by an experienced coach (Nick Dakin) and with guest coaches invited to a Q&A session over lunch. The camp would be open to the best 75 athletes (aged U13+), and would ideally be held at Lee Valley (depending on cost and availability, with information on this awaited). Alternative local venues could be explored, such as Chelmsford or Colchester, but this would be less appealing. Members were very supportive of the proposal and agreed that if it wasn't possible to book for this year, the committee should plan in advance to hold it at Lee Valley the following year.

If a local event was held as an alternative this year, it was agreed that it would be best to hold this nearer to the start of the summer season. An alternative would be to hold an event in the October half term as preparation for the indoor season.

It was agreed that this would be discussed further once a reply had been received from Lee Valley regarding costs and availability.

7. Cross country update

It was noted that a new team manager would be needed for the Essex Cross Country League next season, as Bob Kimber was stepping down from the role.

It had been agreed not to offer to host a replacement NESS fixture at Hilly Fields in February due to capacity issues.

8. Poll update

Expenditure / voting decisions: December 2024 – January 2025

- 7 January: purchase of a trolley for the gazebo – supported by 5 committee members (0 against)
- 10 January: purchase of officiating training vouchers – supported by 5 committee members (0 against)

9. League updates

Members were reminded that the Club would be hosting the East Anglian League (EAL) meeting on 25 May 2025 with Ipswich Harriers, and that the track and medical support had been booked.

For the Eastern Young Athletes League (EYAL), TS and SS had offered to support the League Secretary but were awaiting a response. Ipswich Harriers had pulled out of hosting the first event on 18 May due to a SAL fixture the same weekend, but Norwich had expressed an interest in hosting this in their place. The Colchester track was available if a back-up plan was needed, but the Club would need a co-host.

There had been an enquiry from Carey Hollick about hosting an EMAC at the track in July. Members agreed that this would need to be planned and led by CH, with clear parameters in place around planning and associated deadlines.

10. Club newsletter

CW outlined plans to enhance communication with local schools via a termly newsletter celebrating athletes' achievements, which would require development of a contact database for local PE teachers.

Members discussed the potential for a press officer role within the Club. It was noted that KT already sent regular news reports to the local paper, which were also available on the Club website.

CW noted that he had several coaching / training videos on his own website that could usefully be added to the Club website as a resource for athletes. **Action: CW to send details to KT for adding to the website**

It was agreed that it would be helpful to pull together a short summary of each coaching group for induction purposes. **Action: GH to request from coaches**

11. Sponsorship

GH had identified two local companies to approach regarding sponsorship opportunities, for example including their company logo on a new Club banner or in

newsletters. There was also potential to explore offering discounts for Club members for their services, in order to help them build their customer base. **Action: GH to take forward**

12. Fundamentals update

TS outlined plans to rebalance groups before bringing in new recruits. The waiting list was currently at capacity and therefore closed.

Members discussed the potential to start the move-up process earlier this year and hold a step-up week in preparation for this. It was also suggested that the retention rate from Fundamentals to older group sessions could usefully be explored.

13. Any other business

None

14. Date of next meeting

Thursday 20 February 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
- SS to complete review of final element of Club Standard documentation (safeguarding)
- JP to offer discounted winter coats to cross country team managers; to explore summer jacket options for coaches and team managers; and to consider design options for a non-black vest for summer road races
- GH to send out reminder about not using headphones at the track, and to speak to a coach about the importance of not training inside the roped-off throws area
- CW to send weblink to KT for adding coaching resources to the Club website
- GH to request a short summary of each coaching group from coaches to use for induction purposes
- GH to approach two local companies regarding sponsorship opportunities