

Colchester and Tendring Athletics Club

MINUTES OF THE COMMITTEE MEETING HELD ON 17 JULY 2025

Present: Warren Page, Jo Partridge, Kate Sandercock, Taliesin Stevenson, Simon Styles, Kay Thompson

Apologies: Grainne Hallahan, Alan Palmer, David Waterman

1. Minutes of the last meeting and matters arising

The minutes of the meeting held on 15 May 2025 were approved as an accurate record.

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

- DP had identified a sponsorship opportunity with his employer, but had not received any responses to his request for information on plans for the banner. Members agreed that it would be better to use the funding to purchase a new branded cover for the gazebo (currently in storage), with WP to investigate options. *Ongoing*
- KT had added bio information to the website for those coaches who had provided text, and would send out a reminder to remaining coaches, with TS to share relevant email addresses to facilitate this. *Ongoing*
- WP would pick up communication about the emergency evacuation procedures outlined in the risk assessment, with SS to re-share the information on this. *Ongoing*
- TS had explored potential ring group options for the emergency phone. Google Voice and Microsoft Teams were the two main options that were not prohibitively expensive, but they did require subscriptions, and call forwarding was not readily available outside business accounts. Acquiring a cheap phone with SIM may therefore be a better option, or alternatively the emphasis could be placed on parental responsibility for athletes once they left the track. It was agreed to investigate how other clubs handle this. *Action: SS to contact Ipswich Harriers for advice*
- With regard to KJ completion of adult welfare training and DBS process, it was noted that everything was green on the England Athletics site so presumably this was up-to-date, but this would be checked. *Ongoing*
- TS had updated the keys manual regarding arrangements for locking the shed. *Complete*

2. Welfare and safeguarding

Members discussed an unsafe training practices issue that had been addressed through the welfare route, with an incident report raised through England Athletics. Appropriate training was being identified for the coach concerned to ensure safe

training practices going forward, informed by current best practice in strength and conditioning. The parent of the athletes concerned had been updated on the Club's response to the issue.

3. DBS checks

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

4. Essex Cross Country League hosting

It was noted that the Club would be co-hosting an Essex Cross Country League meeting at Hilly Fields on 9 January 2026, with Martin Sergeant to lead for the Club with the support of TS. It was agreed that it would be helpful to draw in other club members to help Martin. Members discussed potential replacements for Bob Kimber as League Manager, with Andy Gooby identified as a potential candidate.

5. Summer track and field league update

Members noted that there was one EYAL meeting and one SAL meeting remaining, plus the EAL final (with several age groups likely to qualify). There was also an EMAC meeting at the Colchester track on Friday 1 August, which SS had been supporting from an organisational perspective. Competition turnout remained an ongoing issue, and the importance of coaches promoting engagement with competition was emphasised.

6. Awards night update

JP provided an update on plans for the awards night on Friday 10 October at the Officers Club. Hire and buffet costs had been paid, and it was agreed to fund the cost of a selfie pod (c.£395) so that athletes could take some fun photos on the night. A cake stall was also planned.

An overall budget of £2250 was agreed, with the potential to recoup a proportion of the costs through ticket sales, with a ticket price of £7.50 agreed (regardless of membership status).

7. Hurdle training

A proposal had been received from two coaches, Rod Kendall and Chris Webb, to run a hurdles training session in August, including coverage of 300/400m hurdles. Members agreed that a Wednesday night second session would be preferable, as this session was generally less busy and so there would be more space on the track. Offering the option to practice sprint hurdles over shorter distances would also be beneficial, especially for younger athletes. A date of Wednesday 27 August was suggested, prior to the final SAL meeting (where 400m hurdles was part of the schedule) and the EAL final. It was agreed that responsibility for organising and promoting the session should rest with the two coaches, with regular publicity and reminders leading up to the session to encourage a good turnout.

8. Membership update

TS provided an update on membership waiting lists. A new Google form for the main waiting list had been set up, mirroring the FUNdamentals waiting list, to streamline the process. Following the recent membership renewal round, TS had resigned around 30 people, and so the Club was now in a position to grow.

Seven new middle distance athletes (U13 to U15) had been invited to the track, and invites had also been sent out to fill gaps in Justin Hubbard's sprint group. WP noted that himself, Justin, Alison Bennett and Dave Waterman all worked together as a jumps/sprints hub, and could collectively take around 48 athletes. Sally's group could also take a few more experienced sprinters. It was agreed that TS would liaise with WP outside the meeting to discuss the best approach for bringing in new members.

Action: *TS and WP to discuss plans for bringing in new members outside the meeting*

TS reported that the membership team had agreed a £50 student membership fee for returning members training during vacation periods only.

9. Club kit update

JP reported that GH had approached her to ask whether she wished to relinquish the role of club kit management, with a potential replacement identified. Further clarity would be sought on the rationale for suggesting this unprompted change.

10. National relay championships

Members were pleased to note that the Under 17 men's relay team had again qualified for the national event in Birmingham, following their previous success at Under 15 level. Members agreed to offer to cover the cost of petrol for those athletes attending the event, including any reserve team members, at the standard rate of 25p per mile.

11. Poll update

Expenditure / voting decisions: May to July 2025

- 3 June: purchase of a £130 shot put case – supported by 6 committee members (0 against)
- 28 June: strength and conditioning course for GH – supported by 4 committee members (0 against)
- 8 July: Level 2 coaching course (jumps) and Level 1 field official course for DW – supported by 8 committee members (0 against)

12. Any other business

None

13. Date of next meeting

Thursday 21 August 2025, 19:30, Odd One Out

Summary of actions

- WP to explore options for using sponsorship money for a new branded cover for the gazebo
- KT to remind coaches about providing bio information for the website, with TS to share contact details to facilitate this
- SS to re-share information about emergency evacuation procedures, with WP to notify coaches
- SS to contact Ipswich Harriers for advice on how to manage emergency contacts
- KJ to confirm whether she has completed adult welfare training and DBS process
- TS and WP to discuss plans for bringing in new members