

Colchester and Tendring Athletics Club

MINUTES OF THE COMMITTEE MEETING HELD ON 11 JANUARY 2024

Present: Grainne Hallahan, Chris Harvey John Henington, Jane Milburn, Jep Ronoh, 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 14 December 2023 were approved as an accurate record. An update on matters arising not already on the agenda was provided as follows:

- KT would upload the December committee minutes to the Club website.
- JH had investigated vest options and had shared details via email. It was agreed to purchase 20 plain youth vests (no logo) at a cost of £44, as stocks were beginning to run low. Members were also supportive of purchasing some adult vests with club logo, and JH would investigate options further.
- The Welfare Officers had been provided with LoveAdmin details and JR would be shown how to send emails via the system the following week.
- Warren Page had clarified his ongoing role in liaising with coaches.
- KS confirmed she was happy to take on the role of Officials Coordinator, noting the need for more officials to train to Level 2.
- JH had sent the track timetable change reminder.
- JH had initiated discussions with Ipswich Harriers regarding pole vault training and would share further details in due course.
- In relation to competition targets, TS proposed that these should initially be set relatively low at one EYAL and one EAL across the season for juniors, as a starting point from which to build. Seniors should be actively encouraged to compete, but without targets due to the Club still being in a growth phase in terms of the senior section. Members were supportive of this approach.

2. Welfare and safeguarding update

CH noted that he was in the process of completing his welfare training.

There had been a health-related incident on the track that week caused by an athlete becoming dehydrated. Reminders had previously been sent to athletes regarding the importance of staying hydrated and allowing sufficient time to digest food before training, but it was agreed to reiterate the importance of bringing water to training via coaches.

Action: SS to ask WP to liaise with coaches regarding reminding athletes to bring water to training sessions.

Following the incident, SS had asked Sodexo for clarity around the procedure for bringing emergency vehicles on site, and was awaiting a response.

3. DBS status check

SS confirmed that all coaches on the system had a current DBS. Any new volunteers could complete this process via self-certification.

4. Coaching update

Amy Milburn had completed her training and so could now be added to the list of Assistant Coaches and to the coaches' WhatsApp group. Indi Gardiner was in the process of completing the training course, and Charlotte Mills was due to qualify soon (videos to be completed). CH noted that he was interested in working towards a Level 2 coaching qualification. It was agreed that inactive coaches would be removed from the list.

It was reiterated that coaches should check-in at training, to confirm their arrival and enable coach:athlete ratios to be effectively monitored.

Action: GH to remind coaches about checking in via the FUNdamentals WhatsApp group, and CH to remind all coaches via the main WhatsApp group.

5. License renewal

SS reported that the process was in hand. The risk assessment had been reviewed and confirmed to still be suitable.

6. In-house competition

Members agreed a provisional date of 17 March 2024 (13:00 – 17:00) for the spring competition, subject to track availability. A £2 entry fee would be charged to cover track hire costs. There was scope to invite Colchester Harriers' junior athletes to be involved, to broaden out the opportunity to compete.

Action: SS to check track availability with Sodexo, and JH to ask Colchester Harriers if they would like to participate in the event.

7. Changes to membership fees for 2024-25

The standard annual membership fee was currently £65 plus weekly gate fees. JM had calculated approximate costs for the year and felt that the gate fee could be removed with a slight rise in the annual membership fee to around £95. Changes to family membership discounts were also suggested. The full proposal had been sent to the

Chairman for initial review. It was noted that any changes to discounting arrangements would need to be possible to administer via LoveAdmin.

8. Financial update

Work was still underway to change signatories for the Metrobank accounts due to further queries being raised by the bank, but it was hoped that this would be resolved soon.

Members revisited earlier discussions around club status and the personal unlimited liability of committee members, and the need to amend this. **Action: CH to arrange for a legal paragraph to be drafted to add to the Club constitution.**

In terms of expenditure, it was agreed that support was needed from at least 6 out of 9 committee members for any purchases. Ideally the Treasurer should not reimburse themselves, but if absolutely necessary, the transaction should be visible to at least one other committee member.

9. Essex and Eastern Indoor Championships (2-3 March 2024)

It was agreed that further promotion of the event was required to ensure a good turnout. Members noted that a 60m club record had recently been broken at a Lee Valley indoor event.

10. Sportshall training proposal

Further to discussions at the last meeting, a training session for coaches with Simon Mennell, the England Athletics Eastern region Club Coaching Lead, had been arranged for 24 March at a cost of £50 (no limit on numbers).

As previously discussed, the sportshall training would take place over ten Tuesday evenings during winter 2024/25.

11. Club social events

There was potential to hold an awards ceremony for the cross country and indoor season after the in-house competition on 17 March.

Noting that the previous awards ceremony could have been better promoted to athletes and parents, some parents had expressed an interest in helping to organise future Club social events. A summer barbeque was considered as an option. **Action: GH to discuss social event planning further with interested parents.**

12. Summer track and field season

EAL dates had not yet been confirmed. It was noted that EYAL dates needed checking on the Club website. **Action: KT to update EYAL dates and venues on the website.**

For the two EYAL events being co-hosted by the Club on 5 May and 2 June, the track had been booked and first aid cover arranged. Ipswich Harriers had confirmed coverage in terms of officials, and a response was awaited from Colchester Harriers on this.

TS noted that due to work commitments, he would be unable to act as EYAL Team Manager this season, and so an alternative volunteer would need to be identified.

Confirmation was awaited regarding holding an EMAC event at the track. This would be managed by Carey Hollick.

13. Any other business

To improve storage, another filing cabinet with a lock was ideally needed (e.g. for catering equipment). This could be sourced second hand if necessary.

JH reported that he was still in liaison with Dave Waterman about his recent AGM motion on improving track safety. Changes to middle distance training times had partially helped with track management, and discussions had also taken place with sprints coaches. There was scope to better demarcate some of the sprint training areas (e.g. with cones) and ensure that FUNdamentals group training locations were more predictable to avoid issues.

14. Date of next meeting

Thursday 8 February 2024, 7:30pm