

Colchester and Tendring Athletics Club

MINUTES OF THE COMMITTEE MEETING HELD ON 18 JULY 2024

Present: Chris Harvey, John Henington, Jane Milburn, Alan Palmer, Jo Partridge, Jep Ronoh, Kate Sandercock, Taliesin Stevenson, Simon Styles, Kay Thompson

Apologies: Grainne Hallahan

1. Minutes of the last meeting and matters arising

The minutes of the meeting held on 13 June 2024 were approved as an accurate record. An update on matters arising not already on the agenda was provided as follows:

- KS had contacted coaches and officials about codes of conduct and transporting athletes.
- Purchase of the Samsung Galaxy Tab was still to be completed. **Action: TS**
- Other options needed to be explored in terms of the club kit role, with JP noting she may possibly be able to help. **Action: JH**
- SS had reserved the coach for the September EAL final at a cost of £600.
- First aid options for the Essex Cross Country League had been explored. The preferred provider was a more expensive option than other companies (£800) but they had a buggy to carry people from further away and four (rather than two) staff, and this was deemed sensible given the layout of the course and associated access issues. It need to be confirmed with the League whether this cost was acceptable.

2. Welfare and safeguarding update

JR and CH provided an update on developments, including:

- Reminders provided to athletes on the codes of conduct in relation to not using headphones at training sessions and having appropriate kit.
- An issue between members of a training group which had been addressed by speaking to those involved and emailing the whole group regarding expected conduct.
- Dealing with two separate incidents of athletes coming to training with an injury sustained prior to arrival, with first aid administered and one incident reported to England Athletics (with the other incident still to be reported). Members noted the need to complete a standardised first aid form.
- JR was hoping to update the first aid notice on the club noticeboard shortly.
- CH agreed to develop an edited down self-declaration form for DBS checks for helpers and Duke of Edinburgh volunteers, noting that none of these volunteers would ever be left alone with athletes. **Action: CH**

- There was one outstanding DBS, which would be checked with the individual concerned. **Action: JH**

3. Financial update

JM noted that a financial update would be circulated at the end of the quarter in early August. There was just under £8,000 in the Club's current account and £11,600 in the savings account. It was agreed to transfer some of the current account funds into savings, with better saving options to be explored for some of this amount, noting that quick access wasn't required and so better interest rates might be available. **Action: JM to explore savings account options**

There was £200 income so far from presentation evening tickets, and funds has been received from Colchester Harriers for the recent meeting. In terms of the Colchester EMAC event, the Club was covering medical costs and track hire, but it was not certain whether this was being shared with Ipswich Harriers as it was a composite team.

The Sodexo account was up-to-date, with a 25% discount in place due to the cage being out of use. The introduction of the second session on Wednesday had proved cost effective due to separation of junior and senior sessions (with two senior sessions costing £32 each and two junior sessions costing £23 each).

Members discussed the process for decision-making around investing in officials training, and whether there should be some form of demonstration of commitment to this prior to funds being released. While ideally this would be the case, members noted that sometimes the Club needed urgent cover and therefore had to occasionally take risks. It was therefore preferable to deal with this on a case-by-case basis.

4. Awards night update

JP and JM provided an update on planning for the awards night on 27 September at the Cricket Club in Wivenhoe. Over 30 tickets had been sold to date. Food had been booked (pizza) and a parent was making some re-usable wooden decorations. There would be games on the night (e.g. rounders and tug-of-war) and JP was preparing some music.

As the venue only held 100, it was agreed that some tickets should be held back for award recipients (approximately 30), and that those people would be encouraged to book tickets. Work to determine award recipients was underway. League data to date had been inputted and a shortlist compiled that would be reviewed at the end of the season (noting that there were two more competitions still to come). Award proposals would be brought to the next meeting, with a view to trophies being ordered around three weeks in advance of the event. The award algorithms took into account a range of factors including improvement, willingness to compete in a range of different disciplines, attendance at competitions and performance.

Members noted the potential to use the data to provide feedback to athletes on their performance in future. JP noted GH's suggestion to give Fundamentals athletes a postcard from their coach to offer congratulations on their efforts over the season.

5. Poll update

Expenditure / voting decisions: June – July 2024

- 30 June: cost of Natalya Blanco and JH undertaking an officials training course (£60) – supported by 8 committee members (0 against)
- 2 July: crop top purchase to replenish stock (9 tops at a total cost of £208.80) – supported by 9 committee members (0 against).

Members were reminded that six supporting votes were needed for approval, to include the Treasurer or Chairperson.

6. Equipment update

Members agreed it would be timely to collate new equipment needs. GH wished to purchase some shot in the right size for Under 11s (2kg), and CH would ask coaches if there were any other equipment needs. **Action: CH to contact coaches about equipment needs**

The tidying and inventory of equipment in the green hut would be taking place on Saturday 3 August. **Action: SS to let Sodexo know**

7. Coaches and officials' expenses

JM noted that most people had put in a travel expense claim and these had been processed. If more coaches were booked next year to take club members to events, coaches and officials could be offered a place on the coach instead.

8. Competition update

TS reported that the EYAL declaration had been put out earlier in the day and a good turnout was expected. Nik Booth had been very helpful in supporting league management. They had been putting out more reminders, and this had helped to increase engagement, alongside the new membership requirement around engaging in competition.

Members agreed that it would be useful to have a debrief on leagues at the end of the season. There was some uncertainty around the future format of the EYAL, but members agreed that if it continued in its current format, it might be prudent to adopt a more competitive approach next year to attempt to reach the plate final. Members were pleased to note that all age groups apart from senior men had reached the EAL final on 1 September. KS would begin to plan the team on her return from holiday, noting that there would be no non-scorers. Members discussed whether to arrange food for athletes at the end of the competition to celebrate their successful season.

This would be subject to further discussion, as timings were sometimes challenging if the event overran.

9. Coach and official recruitment update

Alison Bennett was doing a course in September, and JH hoped to complete a Level 2 coaching course to cover the second Wednesday session if Warren or Glenn were not at the track.

Simon Mennell, England Athletics Lead for the East Region, had visited the track that week. He was happy to help with practical elements of training at the track if needed, and could offer practical support to facilitate coaches' training.

10. Cross country update

TS was working on the Essex Cross Country League Hilly Fields meeting course maps, which now needed to be tested a few times. As discussed earlier in the meeting, the cost of first aid cover needed to be approved by the League, but otherwise preparations were going well.

The AGM for the NESS League would take place the following Thursday. Some event dates had been fixed (e.g. in half term) and the other dates should be agreed after the meeting. Members were reminded that all senior runners had to be a club runner and registered with England Athletics.

11. Any other business

Members agreed to pursue the funding bid for Assistant Official training. **Action: KS**

It was agreed to purchase a gift for the club member who had been helping TS on the sign-in desk. **Action: TS**

12. Date of next meeting

Thursday 8 August 2024, 7:30pm