

Minutes for FODAC Committee Meeting, Tuesday 18th October 2014

Present: Chris H., Chris M., Jacqui, Wendy, Pete, Frank, Kathy, Kate, Jools, Stef

Apologies: Jim, Sharla, Graham, Ian, Bev

1. Clubmark, EA and registration procedures and DBS Signatories

Chris H opened the meeting with the statement that registration of Junior Athletes at each session is important and that we will have to find a way to make it work or we will have to cease Junior training.

Kate is concerned that the register does not always tally with the number of children on site or in the sports hall and therefore children are being put at risk.

The question is can we find a practical solution? For the last three weeks the junior coaching team have been working a simple system, which is done at the start of each training session. There is a sheet with the all children's names, the children tick their name and pay their track fee, this sheet then gets posted in the membership box. It works well on a Saturday, when the children come into the sports hall where a registration table is set up. On a Tuesday there is no specific place for the children to sign in. The hut is very crowded with adults signing in and therefore not all children sign in. Pete would like a registration area where everyone can register, but we will need volunteers to take care of Junior registration at each session. We could open the window of the hut and have parent – volunteer at the window taken track fee and signing all juniors in. Anyone who has not registered is not allowed onto the track. When children have walked over to sports hall the coaches should double check the register to make sure that no child 'slipped through the net'.

Chris Hawkins will write to all parents requesting volunteers to be added to a rota for the register. **Action Chris H.**

The following procedure should be followed:

- a. Parent – volunteer signs each child in and collects track fee
- b. Coaches will double check register once session is in progress to make sure all children present are signed in.
- c. The names of all coaches for that session will get added to the bottom of the sheet
- d. At the end of the session the registration sheet will be placed into the membership box.

Action: Pete, coaching team and parent volunteer.

England Athletics

Kate and Kathy have spoken to EA to clarify and discuss Clubmark. Here is the report Kathy had prepared for the committee meeting (Quote):

We pointed out that FODAC is a small very friendly, close knit club and that we have probably grown too quickly.

Our Club finds it difficult to operate under the full EA policies and procedures, finding all the bureaucracy difficult to work to.

Our coaches, volunteers, members and followers are anxious to make an effort to follow the EA guide lines but..... it's not working!

I asked EA if we would be able to continue to be affiliated to EA if we were not adhering to their policies etc.

The answer was yes but... they would not actively seek out to "check up" on us. They appreciate that we are all volunteers, trying to run a club whilst continuing with the day jobs and family life.

However, if there was to be an issue that needed to be sorted by EA such as an insurance claim, things could be quite difficult if we could not show that we were making every effort to follow the guidelines of EA such as H & S, Safeguarding. ratio of qualified coaches to kids etc.

Obviously we would not achieve Clubmark if we were to continue as we are. This would mean that the Club would no longer have the status of a Clubmark club and that we could no longer tap into the funding element in which FODAC has done very well through in the past.

After discussing certain problems we were finding, it was strongly recommended that we fill all the suggested Posts especially a Junior Coordinator as this could spread the workload etc. It is also important for all coaches and officials to read and understand the Roles and responsibilities and Job description of their positions and that they fill their duties and let others do their jobs, supporting others should they be asked to assist.

On the subject of DBS it is essential that any person signing a DBS form is listed on the Trident Site for that Club. It is also recommended that a coach is not a DBS signatory or that they be a Chair or Vice Chair. This is mainly for their own safety. Small clubs do have coaches as Chairs and Vice Chairs and EA accept this but suggest it is not advisable.

2. Membership Report

We now have 354 members

3. Treasurer's Report

The income since last meeting on 21st of October is £ 1460.32, which came from Membership fees, Halloween Fun run, Track fees, Sale of kit, the second payment of the grant from Active Gloucestershire for Severnbanks Group, Junior Cake Sale and the bus to Malvern Cross Country.

The expenditure was £ 1087.29, which was made up of sand for long jump pit, race numbers, coach to cross country, petrol for generator, the new tent and target throw.

Wendy pointed out that she is still waiting for another payment of £ 50.00 from the cross country coach and we discussed that although transport to the cross country event was a good idea, we should have booked a minibus rather than a bus and driver to reduce the cost as we made a loss this time.

We do have to pay a fee for the hall at Severnbanks, but we are charging £ 1.00 per child per session all year round so this should cover the cost for the hall in winter.

4. Coaches' report

Pete had nothing to report. The coaching is going well, but we do need more coaches.

5. Christmas Tree Race and County Championship Cross Country

The Christmas Tree Race on the 14th of December is all organised. So far we have received 19 pre-entries. Jacqui is waiting to hear from St John's to confirm that they are able to cover. We need at least 8 marshalls and some people to help with registration, car parking and tidying. It was suggested that we could speak to the Triathlon Club to see if they would marshall in return for us marshalling one their races. Chris H will send email out to ask for volunteers to help on the day. **Action: Chris H.**

Jacqui is going to speak to Jim to buy prizes. **Action: Jacqui, Jim**

The cross country championships will take place on the 3rd of January 2015. The course clearing has been started last Saturday with a number of volunteers. We are going to work on the course again next week, Saturday, 29th of November after parkrun. The maps for the course will have to be re-done as some distances and directions have been changed. We will need plenty of volunteers on the day for registration, cake sales and marshalling around the course for all races from under 11s to men. Some runners may be able to marshall the junior races, but we need non-runners to help too. We have also arranged for a hot food van to be on site and the blue gym will be used for registration and bag storage. Showers for competitors will be available at the Leisure centre at a cost of £ 1.00. We need to send appeal for volunteers out. **Action: Jacqui, Chris H.**

6. The Narth Race – Mob Match against Chepstow Harriers, Monmouth

The race does not look very interesting as it is a 4 lap race. Jools will have a closer look at it, but it seems unlikely that he would put this into the championship. **Action: Jools**

7. Club Championship

King and queen of the Trail and King and Queen of the Road will not be feasible as it will make the championship too complicated. The Championship, as it was organised this year was good and worked well and we will stick with the same format.

It would also be too complicated to include Track and Field in the championship, but Pete would like to offer some awards for Track and Field Athletes. We need to advertise the Avon League competitions a bit more to encourage more members to take part. It may be a good idea to have a Track and a Field Athlete of the year. This could be done through coaches' nominations or, as it was suggested we could ask Chris Penny to award this as he has taken part in most Avon League and County Championship events. Jools will have a chat with Chris. **Action: Jools**

8. Woolaston Carnival

Woolaston Carnival approached Chepstow Harriers to say if they wanted to organise a race for them, however Chepstow suggested us as we are based in the Forest of Dean. We received email requesting us to organise a road race around Woolaston on the weekend of the 27th/28th of June. We will not be able to organise this as they would like to run a road race and we have no one available to organise a road race. There are too many health and safety restrictions for a road race and any road closures would be expensive. It was also pointed out

that the date clashes with the Cotswold relay and the Mud runner weekend, so most of us would be unavailable anyway. Stef will send email. **Action: Stef**

9. DBS Signatories

According to EA it should be chair, secretary and one other. It is not good practice to have a coach signing DBS checks as there may be a conflict of interest, although Pete is Vice Chair. Pete has signed them in the past and as far as we know this has never been questioned, but should not happen again.

Some committee members still need to complete their forms and Kathy has send them to Jools, Sharla, Ian and Bev for completion.

10. Kit Person

Due to other commitments Gayle Hopkins is now not able to liaise with 3 T Designs with regards to kit. Chris M. has offered to put together an order form and we could get members to then order their own kit, apart from club vests from 3 T design. Stef will email details of we she has got to Chris. **Action: Stef, Chris M.**

11. Foam Roller Session

Jim and Louise Insall have offered to hold a training session on foam rollers after adult training on the 25th of November. We need to book the blue gym for this session from 7.15 – 7.45. **Action: Stef**

The next meeting will be on Tuesday, 16th of December 2014 8.00pm in Fountain Inn