

## **Minutes of Committee Meeting, Tuesday, 16<sup>th</sup> of June 2015**

Present: Pete, Richard, Wendy, Chris, Dave, Jools, Stef and David Jenkins

Apologies: Jacqui, Anna, Sharla, Ian, Graham

### **1. Minutes of last Meeting and Matters arising**

Pete has confirmed that the hammer net is definitely going ahead now. The circle is being dug out and we have been offered a storage container through Ian Morgan. Pete anticipates the cost of the whole facility to come in around £ 1,000.00 which will include getting electricity to it.

New Portakabin: Chris is in touch with supplier and will need a deposit cheque of around £ 2,500. We will not need a crane to put it on site as the lorry will have enough access and we are looking at early August for installation, which fits in well with the school and college. Chris is still trying to find the correct green colour for the outside to match with our other huts. Walter is speaking to Ken Creed to install the electricity supply to the portakabin. **Action: Chris**

Great British Relay: We have not yet had confirmation if this is still going ahead. Chris checked and there are still many legs of the relay to be filled. We will post information on Facebook, once we know more. **Action: Chris**

Pete has got the key safe for the blue filing cabinet and needs to fit it. This means that all personal information can be kept safe at all times. **Action: Pete**

Dave is still finding courses for Run Britain Run Leader in running fitness courses. It was decided that Andrew will book interested members onto the courses, Dave will inform him of this decision. **Action: Dave**

Could we all find out if there are any other members interested in doing the course. Jools and Stef both expressed an interest and Jools has found a course in early September in Cheltenham, which would be suitable.

Anyone who is coaching requires a current, valid DBS check, which you can get by logging onto the EA website yourself.

Dave has spoken to Tori of T3 design and got some information to kit out the coaches. Dave will let us know what he would like to get for the coaches. **Action: Dave**

The track and field club championship will be explained in the newsletter and Pete will also put a message out before the next Avon League competition. **Action: Stef, Pete**

The committee structure is as follows:

Chair

Vice Chair

Treasurer

Secretary

Membership Secretary

Head Coach

Race-Coordinator

Social Secretary

+ 4 other committee members

These are the voting members on the committee.

In addition there will be a junior representative and a welfare officer who will not be able to vote.

A query arose from the last minutes with regards to the contact the welfare officer should have with parents. To clarify: If the welfare officer gets approached by parents regarding any coaching issues, she should report this to Dave, as Head Coach in the first instance.

Richard suggested that we need to have a grievance procedure/complaints guide in place, which he is going to produce to be approved at the next meeting. **Action: Richard**

## 2. Charity Status

The committee have reviewed the draft report by David Jenkins, which will be submitted to the Charity Commission. There were a few minor amendments which Chris will summarise and send to David for amendment. **Action: Chris**

The Trustees, i.e. the people in charge of the charity should be made up of members of the committee. We agreed that the trustee committee would be made up of the following committee members (positions):

Chair, Treasurer, Secretary, Vice Chair, and Head Coach.

The other committee members will be the general committee.

The constitution will have to be amended to have 5 trustee committee members and 7 general committee members.

The trustees should be making all decisions, but all policies must be ran past the general committee, before the trustees will make any decisions.

David Jenkins will draft the new, amended constitution which he will email out to the committee.

We will then call an EGM for Tuesday, 30<sup>th</sup> of June at 7.30pm straight after training at the track, to vote for the approval of the new constitution.

After that there will be a trustee meeting on the 4<sup>th</sup> of July at 10.00am to complete all necessary forms and sign the report to the Charity commission off for submission. Hopefully this will be approved and FODAC will become a registered charity.

### **3. Treasurer's Report**

The income since the last meeting came to £ 2,865.00, which was made up of membership fees, track fees, sale of kit, race income from the Mallards Pike race and a grant from Active Gloucestershire.

The expenditure was £ 1,498.50 which consisted of EA affiliation payments, race expenditure, presents for retiring committee member, training hammers, the third team of the Cotswold Relay and an unpaid cheque.

We also bought a new storage shed for parkrun, which was paid for out of the parkrun funds we are holding for parkrun, which means that we are still holding £ 658.00 for parkrun.

We discussed the balance sheet for the Mallards pike race which showed that we made a profit of £ 504.70.

Richard mentioned that a number of our members were surprised at the cost of the race, finding £ 12.00 to enter on the night too expensive. We had increased the entry fee because of the extra charges from the Forestry Commission, but discussed that £ 10.00 entry on the day should probably be the maximum with pre entry around £ 8.00. There are plenty of races around where you get a technical T-shirt for a fee not much higher than ours and people may be disappointed to receive a glass, when they have paid more than £ 10.00 to enter.

We queried why we cannot attract more runners and Jools explained that the Mallards Pike Race clashed with the Gwent Leisure Centre Cross Country league and another event the day before and that, compared to these events it was too expensive. Cheap races would attract more participants.

We need to discuss this again at the next meeting, when Jacqui is available. Add to next agenda. **Action: Stef**

### **4. Membership Report**

Chris reported that we currently have 443 members on the database of which 332 have renewed their membership and 111 have not yet paid their fees for this year.

Richard asked if we should freeze the Junior Membership for the time being, as we don't have enough coaches. The question is if the numbers are manageable or if we should have a waiting list until we can recruit more coaches.

This led straight on to the

## **5. Coaches' Report**

Dave explained that we need two more coaches and get some of the older Junior members to help with training sessions on Saturday morning.

The Clubmark requirements are for a ratio of 12:1 for Junior coaching sessions, but some of our groups seem to be bigger than that. If we had more parents helpers we would be able to run the groups better.

Pete is against a waiting list for Juniors, as for certain age groups we still need more competitors.

What Dave and Pete would like to see is, that Tuesday training sessions and Thursday sessions are for competitors only and children who come to those session must be available to compete. The Saturday training sessions should be designed as leisure activities and therefore also available for non-competing athletes.

Stef queried the behaviour of children in some of the training sessions. Dave explained that the behaviour has improved since he had a talk with each age group about their behaviour and respect for coaches. He did warn all Junior athletes that if their behaviour was bad they would have to sit out for some time during a session or in extreme cases, they would have to miss some training sessions.

There will be a parents meeting on the 4<sup>th</sup> of July to discuss these issues with parents and to recruit more parent helpers.

## **6. Coaching Structure and Appointment of Coaches and Team Managers**

The Coaching Team is made up as follows:

Dave – Head Coach

Andrew - Coaching Coordinator

Pete, Nick, Graham, Glenn, Darren and Sally – Coaches

Kate – Welfare Officer

Chris Moore questioned, why the coaches had appointed an U13 team manager without approval of the committee. He stated that there would be a conflict of interest as the team manager is the parent of a competing member. Pete explained that the coach had asked a parent to help with the team and that perhaps the title Team Manager was an incorrect term. He confirmed that it is not the parent, but the coaches who pick the team, but if any of the coaches required a Team manager then this decision would be made by the committee. No committee approval is needed for a parent helper.

## 7. New Website editor

As Chris has taken over as membership secretary he is not able to carry on as Website editor and has decided that he would like to stand down from this post. Stef will put a request for a new website editor in the newsletter. **Action: Stef**

## 8. Welfare report

It was decided that the FODAC facebook page should not allow junior members to be included in the group. Coaches should never contact Juniors via as facebook, as per the EA guidelines. Dave will explain this to parents during the parents' meeting.

**Action: Dave**

## 9. Junior Kit Request

Pete requested that the club should purchase some more small vortexes for the U11 coaching sessions and large vortexes for the group at Severnbanks. The cost for 10 x small vortexes and 10 x large vortexes comes to £ 312.00. The committee agreed to purchase these and will order them. **Action: Pete**

Chris asked that all future requests for kit should come from Dave in his position of Head Coach.

## 10. Future Races and Chip timing

The cross country county championship will take place on the 9<sup>th</sup> of January 2016. We would like to re-think the course to ideally have a 3k loop which can then be ran as many times as required for the different categories. We could perhaps run the field first to spread out and then go into the wooded section. Jools and Chris are both going to recce some routes. **Action: Jools, Chris**

Jacqui had a quote from Wild Boar Events for chip timing. They charge £ 200.00 per event plus £ 1.00 per runner. The question is if it would be worth it for Yorkley Gallop?

Chris explained that the person doing the results for races is never included in the actual event as they are busy inputting runners first and then processing the results and that he does not want to do the results again at the moment.

Dave has spoken to Roger Hardiman about the possibility of using a phone instead of a watch to produce the results.

Another option may be to have numbers with bar codes printed and then we read the barcodes with barcode zapper similar to parkrun.

If we cannot find a person who is willing to do the data entry to produce race results, then we will have to find a different way of producing the results.

There may be a way of finding a registration system, which 'talks' to the result page, but with too many people entering on the day we would still need an administrator to do the data entry. Maybe an early bird discount encourages more pre-entries.

It was decided that we would have to discuss this when Jacqui is at the next meeting.

## **11. Any other business**

Wendy requested that she receives receipts for any purchases that have been made.

Dave would like to have a sign on the new parkrun storage hut to commemorate the winning of the Pride of the Forest award, which paid for the hut. Dave will order the sign. **Action: Dave**

Chris mentioned that we will need to change the date of the September committee meeting as it clashes with the Forest Mile on the 15<sup>th</sup> of September. We checked with The Fountain and the only date available will be the 8<sup>th</sup> of September, so this booking is confirmed.

The meeting ended at 10.30pm

The next meeting will take place on the 21<sup>st</sup> of July at The Fountain Inn, Parkend