

Minutes of Forest of Dean AC Committee Meeting, 22nd July 2015

Present: Pete, Wendy, Jools, Jacqui, Chris, Sharla, Stef, Dave joined later

Apologies: Anna, Richard, Ian

1. Minutes of last meeting and matters arising

Pete explained that the work on the hammer net and throwing circle is progressing well and that he is still hoping to receive some funding from the council.

The new portakabin will be delivered around the 6th/7th of August. Walter looked at the electrics and the work can be done (estimated cost £ 400).

We need a plumber and Chris will ask on Facebook if anyone would be available to have a look if we can get plumbing for water supply to the new hut. **Action: Chris**

We decided to lay grass mats around the huts instead of concrete hard standing. Chris made enquiries about the cost which will come to £ 24.00 per mat (2sqm) or if we order 10 or more mats they will be at £ 21.00 each, therefore the cost for the mats will be around £ 700.00 which has been approved by the committee.

The Great British Relay has been delayed until next year.

The next **course** for Leaders in Running Fitness will take place in Gloucester on the 19th of September and it was agreed that Jools and Stef and any other interested member can go on the course. Pete will see if he can apply for some funding for this training. We should maybe ask Jane Creed if she would want to do the course.

Action: Pete

Grievance Procedures:

Richard has written the Guidance in Making and Handling a Complaint or Grievance and the Guidance in Dealing with Serious Misconduct and Subsequent Hearings.

The committee has decided to adopt both procedures and they should appear on the website. **Action: Chris**

Tuesday Training for Juniors – Pete explained that we would like the children who attend training on a Tuesday to be available to compete for the club for some competitions, be it track and field, sportshall or cross country throughout the year. Non-competitive children are welcome to train on a Saturday, when training is more sociable. When Sharla stated that she didn't think we, as a club, should be too competitive Pete explained that the reasoning behind the differentiation between competitors and non-competitors is, that the behaviour is improving if children, who have no intention of competing at all are not left at Tuesday training.

We do need more parent helpers and the questions was raised if it would be a good idea to have a parent facebook page to be able to contact more parents and keep them informed. This needs to be discussed further.

2. Treasurer's Report

The total expenditure since the last meeting came to £ 7757.17, which is high due to the fact that we have paid £ 6000.00 for the new portakabin and just over £ 1000.00 for the throwing circle build. The other expenditure was made up of cost of minibuses to Wineathon (which will be paid for by members actually going to the event), EA membership payments and the balance of the cost of coach going to Neath for YDL.

The income of £ 1492.94 this month came from membership fees, the sale of club kit, track fees, easy fundraising and the charge for the coach to Neath. We also had some additional income from some late Mallards Pike race entries.

The current bank balance stands at £ 18,332.94.

Pete stated that the full cost of the throwing circle/enclosure will come to between £2000.00 and £3000.00.

Chris queried, that the cost of the coach to Neath should have been approved by the committee.

3. Membership Report

We currently have 360 members, we have 112 members who have not renewed their membership this year or have resigned from the club. Of the 112 members 31 were EA affiliated members. Chris has chased people for renewal, but has not heard from them. The constitution states that members are still members for 6 months after their last membership expires, but according to EA, if the affiliation fee is not paid by the end of June they are no longer affiliated members. We may need to change the constitution to bring this in line with EA.

Joe Akers has requested to be released from the club so he can join and compete for Cheltenham Harriers. Chris is dealing with this request.

4. Coaches' Report

Dave is working with Kate Dennant on the Club Mark policies and procedures.

The first priority is to update the medical records of all athletes, so that coaches are aware of allergies, asthma or any other medical condition and contact details for anyone taking part in training at the club.

Dave had a meeting with some parents after a Saturday training session asking for some more parental help as we will not be able to have many more children for training if the children can't be properly supervised. We may have to have a cut off at a certain age, meaning that children under that age are not to be left at training without parental supervision. Dave is still working to get more parents involved during the Junior sessions.

During the winter months parents will have to take their children to the sports hall to sign them in and must collect the children from the sports hall at the end of the session. This is to avoid children walking by themselves across the poorly lit car park. It should not be the coaches' responsibility to walk the children back to their parents.

Dave will check if we can have to blue gym and the large sports hall for next winter, so that we have more space for the older juniors to train and if the weather is really bad or the track can't be used we can use one of the halls for the adults too. **Action: Dave**

Dave stated that the junior registration on the tablet is working very well, but we have to ensure that the juniors pay their track fee.

5. First Aid Kit and First Aid Training

During a recent nose bleed incident at training it came to light that some of the coaches do not have current First Aid qualifications and also that the First Aid kit in the hut was not up to date. A new First Aid kit has since been bought and Sharla will investigate if there are any grants available for First Aid Courses.

Sharla also brought up that it would be good idea if the club owned a defibrillator for use at the club and at parkrun. She will investigate cost and look into fundraising for it. **Action: Sharla**

6. Entry fee for our races, methods of race timing and processing of results

During the last meeting it came to light that our entry fee for the Mallard's Pike race was too expensive and that a number of members had commented at the cost. We had put the entry fee up to cover the Forestry Commission fees, but these fees should come down once the club is a registered charity and therefore we would not have to charge as high an entry fee as we did. Hopefully next year we can advertise our races earlier and offer a discount for multiple entries too, which will hopefully encourage people to pre-enter the races.

Chip timing is out of the question at the moment as we don't get enough pre-entries to our races. We do have to find a way of processing the results quicker though. It takes a long time to process the results as we do not get enough pre-entries. We need more people to enter the runners as they register and we also need additional help to process the results from the timing sheets.

It may be worth trying to use two computers for Junior and Adult race at the Great Oaks Gallop. Dave will investigate the racemaster software to produce results and also look into barcode numbers to scan results. **Action: Dave**

7. New Website Editor

Stef is going to advertise via round robin email for a new website editor. She checked if this person required a DBS check, but there is no need for that. She will also include a request for race result processor. **Action: Stef**

8. Coach to Swansea

It was suggested that we should offer two coaches to Swansea, on the 20th of September, this year. One, to leave early to get the Juniors to their races and a second coach to leave later so that adults do not have to wait all morning for their race. This was agreed by the committee. The cost would be £ 5.00 per person and the club will subsidise this to meet the cost of both coaches. It was suggested that we could have some cake sales to raise some money towards to cost of the coaches.

9. Any Other Business

Jools brought up that it looks like the King of the Mountains /Road is already decided and that we may have to look at a different way of scoring this next year.

The U13/15 coaching team have asked if they could have a perpetual for the highest point scorers in U13 and U15 boys and girls at the YDL competitions. It was agreed that Pete should go ahead and purchase this. **Action: Pete**