

Minutes of FODAC committee meeting, Tuesday, 16th of February

Fountain Inn Parkend

Present: Pete, Richard, Wendy, Jacqui, Cherry, Jools, Sharla, Ian, Kate Dennant (Welfare)
Stef

Apologies: Chris, Dave

1. Welfare

Safeguarding Course: Kate explained to the committee that as part of our Duty of care all coaches, certain committee members (Trustees and those with access to Junior data) and any regular parent helpers should attend a safe guarding course. There are two courses available: The first one, which is an extensive course should be attended by coaches, who have direct contact with Junior club members. This course will be organised by Lydney Swimming Club and will be available to our coaches at a cost of £ 30.00 each.

The second option is an online course, which, Kate suggested, is suitable for parent helpers and committee members (Trustees) at a cost of £ 12.00 each.

Every person attending/completing either course will have to provide a copy of the certificate for the welfare file.

Some of the committee members have already completed a safe guarding course through their jobs and Kate stated that she can check if UKA will accept these courses, if she can have a copy of the certificate.

The committee agreed to fund all safeguarding training necessary.

All policies are now up to date except for the Social Media and Electronic Communications policies. These will be updated in due course.

The new club application and renewal form should include permission of photographs to be used on social media sites and should be signed by parents and children.

First Aid: We should have at least one qualified first aider per training session. It would be useful to have a first aider other than the coach, so if there is a first aid incident to be dealt with the coach is not taken away from the training session. Would it be possible that a person who deals with registration could double up as First Aider. We need to know who needs First Aid Training.

All accidents which required first aid should be recorded on an accident form. Major incidents need to be reported to UKA.

Kate identified the need for a Health and Safety Officer.

The committee agreed to pay for any First Aid Training needed.

Coaching administration: We need a self-declaration form for all regular parent helpers and anyone who is a qualified coach will have had a DBS check to actually become a coach in the first place.

2. Minutes of last meeting and matters arising

The Blaisdon 10k race: Pete has been trying to find a course to become a road racing official, but there are currently none available. Needs to be booked or we need to find someone with the qualification who could help us. **Action: Pete**

Richard still needs to speak to someone at the police. **Action: Rich**

Coach/Club development plan see Coaches' report

3. Treasurer's Report

The income since the last committee meeting was £ 811.64, which was made up of membership fees, track fees, kit sale a coaching grant and donations from the 0-5k group. Our expenditure came to £ 863.45. This amount was made up of £ YDL affiliation fee, St John's Ambulance Service (Christmas Tree race), Sportshall hire for Severnbanks, sports hall league and training, Race licence and miscellaneous items. Wendy noted that the invoice we had from Lakers School included charges for toilets, which we are not using in the winter as we have got access to the toilet in the blue gym. She will query this charge.

Our electricity usage has been a lot higher for the period from October to December, but that is to be expected as we now have the new hut with water boiler, dishwasher and heating.

The total invoice from Lakers School will be £ 732.01 and we also have to pay a fee of £ 118.00 for the hire of the Sportshall in February.

The committee agreed that Stef can go ahead and order new vests, as and when required, without requesting this from the committee every time.

Jacqui also suggested that we get some buffs (neck warmers/headbands) printed with the club logo to sell to our members.

Stef will look into design and order these too.

4. Membership Report

Chris was not available tonight, but sent a message to say that we now have 506 members.

He has redesigned the membership forms and has mailed them to Richard for approval, as Richard will be able to check all welfare details on the forms.

5. Coaches Report

Dave was not available tonight but he has drafted a Coaching Development plan. This plan was very welcome by the committee, who would like to thank Dave for this.

The plan includes short term and ongoing Objectives, for example the personal development opportunities for coaches and leaders, review of all policies and procedures and making the old hut usable for the Juniors. The medium term

objectives include the completion of the throwing area and the upkeep of all equipment. In the long term we would like to improve coaching including the introduction of specialist coaches in all aspects of Track and Field and endurance.

6. Donations to other Charities

According to our current constitution, as a Charity we cannot continue to make donations to other charities, such as the Great Oaks Hospice. In our constitution we have decided that our aim is to support and encourage sport and the participation of sport for the community.

We could possibly run an event together with another charity and split the proceeds, but we would have to work together with the other charity to do this.

The best way forward would be to amend the constitution, so that we will still be able to support some charities close to our community. Cherry will speak to David Jenkins to make amendments to our current constitution and we can then vote for the amended constitution at the next AGM. This then needs approval from the Charity Commission. **Action: Cherry**

7. Forest Mile (26.4.16) and Fountain Five (26.5.16)

Forest Mile: Jacqui has obtained the race permit for the event. We need to track officials, so that the results will be added to Power of 10. Pete to organise. **Action: Pete**

We will have bronze, silver and gold medals for the children.

For age category winners there will be choice of wine or chocolates as prize and we will have trophies for 1st/2nd/3rd Men and Ladies.

Cherry is going to investigate how we can encourage more 'beginners' to race and not be intimidated by the times of the heats they would be put into. It may be sensible to have a beginners' race, although some members who think themselves as beginners may be a lot faster than they anticipate. **Action: Cherry**

Fountain 5: Again Jacqui has applied for the race licence and it is all set to go. We agreed that we should ask the Fountain to offer burgers for £ 3.00 each and have vegetarian option available. Stef will discuss more details with Michelle from Fountain. **Action: Stef**

We would like to offer a kids fun run, but need to find a suitable route. Cherry suggested that we could take some children out to have a trial run. **Action: Cherry and Stef**

We raised the question about parking and Pete will speak to International Timber to see if we could arrange for parking there. **Action: Pete**

Another place for parking would be the social club and we will have to check with them.

8. AGM

We decided that the date for the AGM should be Wednesday, 20th of April. Sharla will book a venue for this.

9. 0-5k, 5-10k groups and run leaders

We discussed how we can make these groups more part of the club. Pete has incorporated club races into the groups' training plans so hopefully the members of these groups will join in with other club activities and become more involved.

We need some consistency across the club and the groups should be run as follows: 0-5k free programme to encourage people into running and perhaps come to parkrun and hopefully join the club. The course is free of charge, but participants have been paying voluntary donations.

5-10k group should be members of club, who are using the guidance of a qualified run leader to progress with their running. The participants of this group also currently pay a voluntary donation.

The 10-20k group is not an official group, it evolved from a few members of the 5-10k group getting together with a run leader for social runs in a similar way we have Thursday evening and Sunday runs.

We need to review the charges for coaching sessions at another committee meeting, as we did not come to a conclusion and have consistency across the club. If we are providing coaching we should charge a coaching fee, rather than a track fee (for all groups except the 0-5k programme). In the summer for example the Tuesday training may not take place on the track, but we are providing coaching, therefore the coaching fee is payable.

We will then add these details to the club website to clarify this to all members.

It was also suggested that we should have another outside notice board which will advertise all information about our events and training sessions, so that all members can have access to this information.

A question was raised about the current run leaders for the 5-10k group. It appears that some members are getting together for a run, which looks on facebook page like a run lead by a run leader, but it isn't. We need to make sure that, for insurance purposes, it is clear which runs are social runs and which ones are training runs organised by qualified run leaders.

10. Christmas Party/Barn Dance

Cherry suggested that instead of having a Christmas do at a place like Whitemead it would be great to organise something a bit different, such as a barn dance.

The committee liked the idea, but we would have to find a venue which is large enough and need to organise perhaps outside catering and also arrange for members to help in the set up and clear up, so that it is not left to the usual crew.

Sharla will investigate.

11. Any other business

Jacqui asked if we would have any objections if we would help Dan Sandford to run the Howling Bull race again this year. If we would do it in conjunction with Dan he

can have a race licence and therefore proper insurance for the race. The committee agreed that we would do that.

Jacqui also asked if she could use some of our signs for the Mad Dog Jog on 19th of March. The committee agreed.