

## **Management Committee Meeting**

Minutes of meeting held at Blackwell Grange Hotel, Darlington at 7.30pm on Wednesday 1 May 2019

Present: Paul DALTON (PD)  
Marc ELLIS (ME)  
Ian HART (IH)  
Emma JOYEUX (EJ)  
Philippa Rayner (PR)  
Mike WATSON (MW)

1. Minutes from previous meeting Wednesday 13 March 2019 approved.

### 2. Financial

IH presented a cashflow for the current financial year along with a provisional budget open to change.

Opening cash position at 1 April 2019 £10,410.50 with estimated forecast for end of April £14,834.01.

Estimated main costs from May 2019 onwards – Abbey Road £1,998; Track £560; Coaching £1,440; Clubmark £1,225; Equipment £300. Forecast cash position at February 2020 £9,311.

Overall going forward cash position looking healthy.

IH commented we had kit stock valued at over £1k at February 2019 which is taken into the accounts when kit is purchased, but the value of stock is omitted.

PD raised question of kit & clothing and if we make any profit on it. IH advised we don't.

IH reported bank mandates now signed to take off old cheque signatories and add new. Long winded process due to Bank's red tape with form filling which has meant has taken some time to sort out but all necessary forms now with the Bank for processing. Internet Banking to be set up once cheque signatories approved. Bills to be paid by Internet Banking to be seen and approved by ME or PD before IH can pay.

### 3. QRC Officer Structure

PD raised how there are a lot of new officers in place after the last AGM and the officer structure needed clarifying. PD feels it would be appropriate for Officers to be attached to a member of the Management Committee and to support this has produced a proposed Officer Structure which details how this would happen. This would leave the Management Committee Officer free to concentrate on their own specific area of responsibility working with their team in the delivery of that, rather than the Management Committee being involved in every element of the day to day running of the club and not undertaking tasks that do not sit with their role. This should help with the smooth running of the club.

ME commented on the proposed Officer Structure that it is good to have a structure in place and people know who to report to.

Officer Structure to be put on the website possibly supported by job description of officers.

Informal get together of officers to take place at The Travellers at 7.30pm on Wednesday 22 May 2019.

#### 4. Club General

##### 4.1. **Clubmark**

EJ and PR advised no further forward with accreditation, on hold at present. New assessor to be assigned from Sport England. New changes coming but unknown at present.

As part of Health & Safety, First Aid courses should be made available to certain members e.g. Coaches, to gain qualifications in the essentials of First Aid. This will at some point become mandatory with England Athletics for those wishing to become a LiRF or CiRF and those renewing their coaching licence to hold a First Aid qualification.

St John Ambulance offer an Essential First Aid Course in Middlesbrough that lasts for 3 hours and costs £30 incl. of VAT. On successfully completing the course, an Attendance Certificate is received which is valid for 3 years.

##### 4.2. **2019/20 Member Update**

MW produced table drawn up by the Membership Secretaries detailing current situation with membership.

As at 30 April 2019 there were 270 active members with 96 not renewed for 2019/20. ME commented he thought 96 was high but it was pointed out with 270 active members that was good at this point of the year. Membership tends to be up and down during the year and is hoped there will be a good intake from the Spring Beginners Group. The Beginners Groups are a good source of new members. Quite a few Harriers are transferring over to the club which can only be positive for the club. Very optimistic active member numbers will be over 300 by the end of the year.

##### 4.3. **Data Protection Officer**

Philippa Rayner has put herself forward for the position.

##### 4.4. **Club Trip**

ME reported positive feedback on proposed trip to Bournemouth. To be sent promotional event material on different races over the weekend at Bournemouth and will know a lot more once received.

PD commented there maybe should be two trips organised e.g. Spring and Autumn. Maybe one in the UK and one overseas.

ME to meet Michelle Dale weekend of 4/5 May 2019 over club trip.

##### 4.5. *[Redacted]*

## 5. I.T.

### 5.1 [Redacted]

### 5.2 **England Athletics Marketing Hub**

MW presented the Management Committee with material on the new online Marketing Hub launched by England Athletics.

This enables the club to create a range of promotional material free of charge and have access to official England Athletics imagery, assets and logos. It will help the club engage and retain existing members and recruit new ones. Will also raise the profile of the club and engage more with the local community.

It was agreed this will be looked at in more detail but for the time being the England Athletics logo can be put on the front page of the website.

### 5.3 **Online Kit Ordering**

MW presented the Management Committee with material on the new online shop launched by England Athletics.

There are two types of online shop available. Team Shop which is ideal for athletics clubs who want to order/personalise current stock range and not order bespoke kit. Club Shop is for athletics clubs who want to offer a bespoke range of kit.

To get away from the club handling cash for kit orders it would be a much better idea to have online kit ordering. Best parts of the England Athletics online kit ordering site could be taken and used to set up our very own online kit ordering site. Samples of kit in different sizes could be stored in the club house for members to try on before ordering online. This should streamline the ordering process and eliminate handling of cash.

It was agreed to speak to Rob Gillham on his thoughts at the earliest opportunity, possible at the informal get together of Officers on 22<sup>nd</sup> May 2019.

## 6. Coaching

### 6.1 **Coaching Assistant**

PD requested permission from the Management Committee to recruit a Coaching Assistant to help with day to day tasks like monitoring the Lead Coach inbox to enable him to concentrate fully on session planning etc. Tom Chapman has expressed an interest in this role. This was agreed in full.

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### 6.2 **New LiRFs & CiRFs**

PD informed the Management Committee that, due to changing personal circumstances, this would be his final year as Lead Coach and with contingency arrangements in mind, he would like to upgrade four existing LiRFs to CiRFs. In order to be fair to all Coaches, it was agreed an application process be developed, so that the Club provided these opportunities to those committed to the Club; who would be interested in working with individuals, where appropriate; and who would be prepared to continually review, develop and improve the coaching offer of the Club. PD also expressed an interest in recruiting two further LiRFs from this year's Coaching Budget.

### **6.3 Equipment**

PD requested the go ahead to invest in equipment e.g. boxes, ladders, mini hurdles to further enhance the coaching we offer and enable us to encourage more strength/plyometric work. This was fully approved.

### **6.4 Other Coaching Matters**

Coaches coming up to the time to renew their licence, done every three years, will now need to take the UK Athletics online safeguarding module as well as updating their DBS check to be issued with their new licence. The cost of taking the safeguarding course is £10 for which the club will reimburse.

### **Date of next meeting**

7:30pm Wednesday 5 June 2019.