

Committee Minutes 4th April 2017 at ILTSC

Present: Martin Archer, Neil Chapman, Hilda Coulsey, Richard Joel, Peter Lewis, Dick Waddington, Sue Williamson, Shirley Wood (part time)

Apologies: Jane McCarthy, Helen Waddington

Minutes of Meeting 7th March: Agreed

Matters arising: First Aid box is now replenished and will be kept by Val Kerr. Others covered in meeting below.

**Running the Club**

1. **Harrier and Volunteer of the Month for March 2017**

Harrier of the month nominations: Ben Shepherd for Haworth Hobble, Caroline Howe for Keithley 10k, Haweswater half and Harrogate park run, Jack Wood for Long Mynd and Edale the same weekend and Kate Archer for Pendle.

The winner is Hobbling Ben Shepherd

Volunteer of month nominations: Petra Bijsterveld for organising the Northern road relays and Alison Weston for Gazette Reports.

The winner is Petra Bijsterveld

1. **Events review**

Northern road relays organised in March by Petra with a ladies team participating but difficult to get a mens team together (12 men required, which is a big ask). British Masters at Sutton Park being promoted now.

1. **Upcoming events**

HDSRL now set up for electronic entry and payment, with good level of interest. Badgerstone Relays - **SW** will confirm organisation with Mark Mon-Williams. Dales Way relay probably around end June/ early July. Addingham Gala - **HC** will contact Dan to discuss. League clash on Nov 5th - suggest we stick with Guy Fawkes and chose another 10k **JMcC**

1. **Beginners**

This is now set up for participants to register electronically with interest already. It is also on Facebook and should be in the Gazette these next few weeks. Helpers are being sought on Tuesday nights. Starting on May 2nd with Improvers following on mid June. Suggest we donate half the fee to UWFR, after costs (water bottles). **HC**

**5. Spring/ summer newsletter**

Peter will start to collect articles in a few weeks aiming for end May/ mid June published. The junior facilities can be included. **HC** to provide copies of the last one to Neil for his training sessions.

**6. Membership update**

No issues

**7. Junior Report**

Shirley provided her quarterly report prior to the meeting, the highlights being; 329 paid up junior members with about 40 coming off waiting lists and due to start after Easter pushing numbers to their highest ever level, another very full awards evening and thanks to Shirley for the very successful running of the Wharfedale school cross country events, building it from scratch over 10 years.

**Developing the Club**

1. **Development Plan**

The noticeboard at ILTSC is now populated. The development plan has been updated and is attached. There a few things we might concentrate on this year and we can discuss and nominate these next time. **HC**

2. **Junior Facilities Proposal**

An EGM has been posted for April 18th for members to hear about the plans, vote on the Constitution amendment and to launch the investment loan scheme. A reminder will be issued in a few days with a link to the business plan so that attendees have some background prior to the meeting and I will bring an up-to-date copy of the members list to the meeting. A quorum of 15 is required. **HC**

**AOB**

none

Next Committee Meeting 2nd May 2017 at 8.30pm at ILTSC

**Ilkley Harriers Development plan 2016 Updated April 2017**

As a club we encourage the practice, promotion, participation in and development of amateur athletics. The club caters for fell, cross-country, trail, track and road running together with track and field athletics for juniors. We are a friendly club and endeavour to ensure duty of care to members and to provide activities in a way that is fair to all.

The committee have prepared this plan as a continuity and development from previous plans and following on from both a survey of members in 2015 and a year-end review of activities by the committee where we identified areas to strengthen in 2016. We aim to review again in a year or before particularly if the opportunity to build a new athletics facility for the locality becomes a realistic, significant objective.

1. **People**

The senior club accepts members from age 16 and also encourages follow through from the junior section by enabling 15-18 year olds to train with the seniors by consent. We have around 300 members that we register with England Athletics in all age groups and a 50/50 men/women split across the ages. We have runners with national honours, but predominately we run for fun and competition. There is good appreciation of coaches, run leaders and routes, coached sessions which offer a variety of skills and social interaction. We rely heavily on only a few active coaches and volunteers.

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| **People** | **Objectives and Actions** | **by Whom** | **by When** | **Update** |
| Athletes | Encourage more people to join us:  1.1 Introduce an annual beginners 0-5k programme with club pull-through events.  1.2 Introduce local unattached runners entering our races and offer initial free membership.  1.3 Encourage additional pull through from Juniors by organising joint events where appropriate.  1.4 Consider the care process in place for the under 18s training with seniors, see also 3.3 | Hilda  Hilda  David C  Helen W | beg May  Trail race  Washburn relays  in progress | 1.1 done and again in 2017  1.2 for 2017  1.3 tbc further  1.4 completed |
| Coaches | Support our qualified coaches, let them know that we value them and determine if we can spread the load in a better way:  1.4 Update the coaches qualifications list and provide additional coach and run leader liaison eg by social and policy sessions see 3.1  1.5 On the basis of 1.4 make a better analysis of new coach requirements and volunteers.  1.6 Highlight our appreciation, at least at the annual awards do. | Hilda | in progress | list updated  tbc further 2017 |
| Officials | no plans |  |  |  |
| Volunteers | 1.7 Continue the volunteer of the month award and introduce more occasions to better recognise | Hilda | in progress | tbc further |

**2. Activities**

Members enjoy a variety of weekly training sessions and we encourage participation in local and national running league competitions. We organise races and run a league of fell, xc and road races. Social activities are valued. We rely on and appreciate our volunteers and would like to further encourage organisers to put on events and for people to commit to attend. The club can and does subsidise certain social events from members fees and surplus.

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| **Activities** | **Objectives and Actions** | **by Whom** | **by When** | **Update** |
| Training & Competitions | We have interest in adding to activities:  2.1 A new local fell race  2.2 A new local 10k road race | Dan W  Neil C | Summer  Autumn | tbc further |
| Social | We have interest in adding to activities:  2.3 An annual summer BBQ, probably jointly with the juniors and alongside eg predictor runs.  2.4 Badgerstone relays potentially with the Juniors and add social event  2.5 Establish a Halloween social relay | David C  xx  Amanda N | summer  summer  autumn | tbc further |

**3. Welfare**

We have a full range of policies on our website, easily accessible to all. Our coaches are aware of these and we have no recorded incidents or deviations. However we could have in place procedures that enable more consistency for updating, dissemination to and feedback from athletes coaches, captains and the committee.

Guests can join us for a few sessions, with coach agreement, and then can join as members.

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| **Welfare** | **Objectives and Actions** | **by Whom** | **by When** | **Update** |
| Member and guest welfare | Ensuring consistency that policies and arrangements are most effective in practice:  3.1 Review and update policies, procedures and disseminate.  3.2 Appoint an officer, reporting to the committee, with responsibility to review and update these policies and arrangements, be aware of national best practice, record incidents and take appropriate action with the committee.  3.3 Review policies and arrangements for all, including U 18s. | Helen W/ Jane McC | in progress | completed |
| Medical | 3.3 Compile an up to date first aider list and include incidents in the reporting arrangements.  Initiate training as required. | Hilda  Shirley | April | in progress for 2017 |

**4. Partners**

We partner with England Athletics (EA), Ilkley Lawn Tennis Club (ILTSC) by contract as our meeting base, and local clubs for social and competition meets.

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| **Partners** | **Objectives and Actions** | **by Whom** | **by When** | **Update** |
| EA | 4.1 Improve our relationship with EA and ensure we maximise support from them to achieve our objectives. This will be additionally crucial if we proceed with the proposed new facilities. | Hilda | beg Jan | completed and on-going |
| Local clubs and facilities | 4.2 Liaise with other clubs and the Juniors regarding specific and elite coaches in the area to run specific skill sessions. Facilities might include better use of track facilities eg UAK, Bingley. | Dan W, Jane McC | end Feb | not actively pursued? |

**5. Management**

The finances have been maintained in a prudent manner over the years and we operate with a small surplus. The junior section maintain a separate account, appropriate to their requirements, also with a small surplus. Our communication channels have been reviewed, we have a good website and strong e-links with FaceBook, twitter, monthly newsletter as well as a 3x annual paper newsletter. We are considering developing a new facility of track and field facilities alongside the Ilkley Town Football club at Ben Rhydding.

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| **Management** | **Objectives and Actions** | **by Whom** | **by When** | **Update** |
| Finances | 5.1 Addressing member numbers, which may be affected by increasing EA fees, timing of rises and ensuring we are sustained by new joiners - see 1.1-1.3 | see 1.1-1.3 |  | done and on-going |
| Legal & Admin | 5.2 Renew Clubmark  5.3 Provide a data management and data protection policy and system of operation. | Shirley W and Hilda C  Petra B | April | 5.2 completed  5.3 procedures tightened up - needs written up - 2017 |
| Facilities and Equipment | 5.4 Purchase a tent and secure storage at ILTSC. Discuss with coaches and captains if other equipment is required.  5.5 Investigate the building of a new athletics facility. A new company is envisaged to manage the project and the operations when built. Activities to acquire appropriate grants, investment and donations will be required. A sub-committee will investigate and report the committee monthly for decision making. | Val K +  Sub-committee: Shirley W, Martin Archer, Hlda C and Paul Stephens | Easter  monthly | 5.4 completed  5.5 in progress for 2017 |
| Promotion & Publicity | Many of the actions above and those in place will strengthen this area. In addition:  5.6 Renew and maintain the noticeboard at ILTSC | Helen W  Hilda | Easter | completed and on-going |

Hilda Coulsey for the Committee

2nd February 2016

updated 5th March

latest update 4th April 2017