



Colchester Harriers Athletics Club

CHAC Committee Meeting - Wednesday 14 May 2025

Present: Phil Wood (PW), Janine Simpson (JS), Paul Mingay (PM), James Plant (JP), Paul Dellar (PD), Dave Smith (DS), Matt Davey (M), Rachel Lee (RL)

Apologies: Justine Sheekey

Minutes: Matt Davey (MD)

Meeting Commenced: 7pm

1.	Welcome & Apologies 9.1 Apologies received before the meeting from Justine Sheekey (JS).
2.	Minutes of Previous Meeting 2.1 The minutes of meeting held on 26 March 2025 were agreed.
3.	Matters Arising 3.1 SAL manager Linda & Garnham & Rick Thomson will cover this. 3.2 T&F policy The new policy has been written and distributed to the committee. It was discussed and agreed to set the subs at £40 for the first claim members. DS stated it would not be many people. PW suggested that any athletes applying for this membership would be subject to approval by membership sec (as is the case with any member applying to join)– this was agreed. PD asked that the policy was clarified to specifically exclude Road / Endurance athletes and to prohibit athletes joining under the policy from competing for Colchester Harriers in Road, XC and Endurance relay events.– this was also agreed. Finally PW explained the final policy needs to go to the AGM. 3.3 Safeguarding docs These still need to be put on the website – JP. 3.4 Policy Document Tammy B corrected an error in the Policy Document. MD to look in email inbox for policies. 3.5 Track Storage DS explained that this was now sorted with the help of Stuart Harris. It will be a few months until the club have storage at the track and until then the kit will remain at Tammy B's.

Committee members

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Chairman – Phil Wood; **Treasurer** – Paul Mingay; **Secretary** – Matt Davey **Endurance Lead** – Paul Dellar; **Track & Field Lead** – Dave Smith; **Welfare Officers** – Rachel Lee and Janine Simpson; **Membership Secretary** – Phil Wood; **Webmaster** – James Plant; **Social Media** – Justine Sheekey



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	3.6 Bank Mandate PM still to do. 3.7 Parkrun Contributions JP / JS to do publicity. 3.8 Track coaching PD explained that both CIRF and LIRF can coach at track (min age 12). Action points: DS to make updates to T&F policy JP to update safeguarding docs on website – performed after the meeting MD to look in email inbox for policies PM to update bank mandate JP / JS to do publicity for Parkrun contributions
4.	Minutes from sub-Committees 4.1 Endurance – no meeting held so no minutes. 4.2 T&F – Minutes of meeting held 1 April 2025 have been circulated. 3.4 of the minutes to be amended as university membership was not offered to anyone before it was agreed by the committee, and both RT & PP did not recognise the comment attributed to them. Action points: DS to amend T&F minutes
5.	First Aid 5.1 PD explained that the club currently have no where to store a First Aid Kit at the track. 5.2 He currently has a FAK, and has distributed FAKs to other coaches, but more were needed. 5.3 It was agreed to ask Linda to get some more FAKs. 5.4 The accident book was discussed and MD commented that it was an online form on the club's website as opposed to a physical book. 5.5 JP to find form on website and put into the Committee WhatsApp group. Action points: DS to ask Linda to get some FAKs. JP to find accident form on website and put link in committee WhatsApp group – completed post meeting.

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6.	Anything Fitness proposal 6.1 Anytime Fitness have approached PW – they would like a 'Partnership' with the club. 6.2 Members being offered Discounted membership. 6.3 CHAC don't have to do anything in return. 6.4 It was agreed to do it as it is a potential benefit for no cost to the club. Action points: PW to action with Anytime Fitness.
7.	Renewals update 7.1 PW reported that renewals are roughly where the committee expected – currently 315 v expectation of 329. 7.2 Only 4 leavers indicated that the price increase was to blame. There were 32 leavers with other reasons. 7.3 PW also explained that only 3 members have taken up the option of monthly membership. 7.4 The related subject of Webcollect was also discussed and it was agreed to consider alternative solutions as it is rather clunky and not user friendly. PW to list requirements for new system. Action points: PW to list requirements for new system.
8.	Training fees still being paid 8.1 PW explained people were still paying training fees - £526 since 1 April. 8.2 He is telling people to stop paying, but conceded that these could all be arrears from before the system changed. 8.3 Any payer requesting a refund will get one.
9.	Arthur Wiston 5 9.2 Now less than 2 months until the race day. 9.3 We have 150 entrants → Max 300; 40 marshals – this is enough. 9.4 Lots of marketing has been one with CHAC, RC, local press etc. PD talk to JS to see what else can be done. 9.5 PD asked about Ice cream van → DS said it will be ok. 9.6 The same with tent/ gazebo – DS will tell Army 9.7 PD asked if the club have any marshal vests. DS said might need to buy some. PD to get quote. 9.8 PD said risk assessment is nearly complete – DS said Army will want to see it. Action points: PD to talk to JS about marketing / social media DS to talk to Army about ice cream van and tent / gazebo

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	PD to get quote for marshal vests T&F to put into WhatsApp groups to publicise.
10.	Younger Athletes in Endurance Groups 10.1 PD explained that in the past G2 had two younger athletes (LW, OP) almost by accident. 10.2 This was fine because parental consent was obtained. 10.3 However, going forward the club needs a formal policy. 10.4 PD offered to produce a draft policy for review. 10.5 RL queried safeguarding. PD explained this was not an issue due to training coaches have. Action points: PD to draft policy
11.	Club kit 11.1 DS explained that he has found 2 boxes of Samuri kit - vests, t-shirts, hoodies, bags, crop tops. 11.2 He asked what the club should do with them. 11.3 It was agreed to allow them to be given to athletes in financial hardship, although this isn't expected to be many people. 11.4 It was also agreed that T-Shirts + vests could be used as backup or T&F and XC
12.	Website updates 12.1 JP updated that he has not made much progress with the website update. 12.2 It was noted that training fees section is out of date – JP volunteered to update it. 12.3 PW noted that the contact form has a number of redundant categories and needs updating. 12.4 It was agreed to reduce it to the following list - Junior Senior endurance Senior TAF General Chairman Website Action points: JP to remove training fees section from website. JP to update the contact form.

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13. AOB

13.2 DS said he has been talking to Paul S about lightweight jacket which cost £55 each. It was agreed to get one for each official who would like one. It is estimated that this will be 12 people. DS to action.

13.3 DS noted the club had 7/8 officials on Sunday – this is very encouraging.

13.4 The recent incident at CATS with an unauthorised “Influencer” filming at track was discussed. It was agreed that coaches and club officials need to be vigilant, but ultimately it is hard to police the front gate and people could if they really wanted to get access.

13.5 PW explained he has to do the updated medical questionnaire are after renewals are complete.

13.6 It was mentioned that SAL team managers need DBS, but parents on rota do not.

13.7 The parent rota was discussed – generally working well, particularly with parents of younger athletes. Sundays can be a bit mixed.

13.8 The join SAL team with Braintree is working well.

13.9 DS explained that in certain categories the club currently have too many athletes – more than can complete in some fixtures. His solution is to use the home fixtures to have more races so they can all compete.

Action points:

DS to action jackets for officials.

PW to do the updated medical questionnaire are after renewals are complete.

Actions

March 2025 meeting	
1 DS to ask Mikey about SAL TM	Done
2 T&F Committee to write policy to be agreed by the main committee and check EMAC allow HCA	Done
3 JP to post Adult Safeguarding documents on website	Done
4 TB to correct mistakes on policy document	Pending
5 DS to advertise on Facebook for a van	Done
6 DS/TB arrange a group to transport equipment to TB's shed	Done
7 PM to change persons on bank mandate	Pending
8 PM/JS to post on park run contributions	Pending

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9 PD to check on LIRF restrictions	Done
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Meeting closed at 8pm

Next Committee Meeting – 25 June 2025

Committee members

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