



DH Runners Committee Meeting Minutes - November 23, 2019

Sue's Farms, Houghton - Saturday 23 November 2019

Venue Meeting Room

Date 23.11.2019

Chaired By Kev Mulvey

Time 2pm

Location Sue's Farms, Houghton

Minutes by Chery Bryson

Attendees Kev Mulvey, Chairman (KM) Simon Dolman, Vice Chairman (SD) Paul McKnespiey, Finance Officer (PM) Lindsay Graham, Welfare Officer (LG) Cheryl Bryson, Secretary (CB) Mark Drummond, Coaching Co-ordinator (MD) Julie Dodd, Female Representative (JD) Gary Chandler, Male Representative (GC)

Apologies Brian Hazlewood, Membership Secretary (BH) Gordon Beattie, Club Championship Co-ordinator (GB) Kathryn Holiday, Kit Manager (KH) Matthew Holliday, Cross Country Co-ordinator (MH)

The minutes of the previous meeting were accepted as a true record.

Key Points Discussed

Introductions KM - Welcome everyone to the first committee meeting of year and the new committee members.

1. Club Captains & Awards for the Christmas Party Nominations have come from all committee members for the 2020 club captains and this year there has been unanimous winners. There were 5 male suggestions and 5 female suggestions made. The winners were agreed by the committee and will be announced at the DH Christmas Party Night on Saturday 7th December. In keeping with previous party nights, there will be a number of awards made by the club. The main awards will be: - DH Member's Member - voted for by members - DH Runner of the Year - committee suggestions to be put to run leaders on WhatsApp - DH Beginner of the Year - committee suggestions to be put to run leaders on WhatsApp All awards will be made at the DH Christmas Party Night on Saturday 7th December. Actions: - LG - working with the party night project group to organize all awards and prizes for the evening. The project group are due to meet on Monday 25th November at 7pm to make final preparations. Last year's winners will return the shields on the evening of the party for the new owners to engrave. LG to advise the committee if any additional support is required. - KM - to set up final vote for committee.

2. Hi Viz LG drafted guidance for Run Leaders on Hi Viz previously, but this has not been issued. Since then the club has taken legal advice to ensure guidance covers all safety points, not just Hi Viz (e.g. appropriate clothing, footwear, and risk assessments during adverse weather). Guidance will be reviewed by LG and MD and discussed with all Run Leaders at the next Run Leaders Meeting before issuing to members. The committee also discussed what constitutes Hi Viz and ways of dealing with non-conformance during mandatory months. The AGM suggested issuing an item of Hi Viz clothing to all members. KM will obtain costings with KH and bring to the next meeting. The committee will also consider how to issue items at different points in the year (e.g. after YCR graduation). Kit refresh: approach a designer to propose updated kit designs. Actions: - LG/MD - review guidance to run leaders and distribute at next Run Leaders meeting. - KM - cost a Hi Viz item based on current kit look to issue in April 2020 with membership renewals (include member name). Also obtain costs on long sleeve orange and green/yellow t-shirts for kit shop.

3. First Aid LG to obtain costings for First Aid courses for Run Leaders and bring to committee for approval. Action: - LG - obtain First Aid course costings and bring to committee.

4. Signing-in Sheet Based on club insurance, the committee clarified what members agree to when signing in at run nights. Legal advice has been taken and new wording proposed. This will be updated on signing-in sheets and shown to the England Athletics representative on 9 January 2020 before implementation. Action: - LG - check liability insurance and finalize the disclaimer before 9 January and present to England Athletics.

5. AOB Membership Fees - keep same as last year with £5 early renewal discount between 1 March and 30 April 2020. Junior memberships free; affiliated juniors pay EA fee only. Magic Mile - re-introduce in 2020 with 3 dates: Sat 11 Jan, Sat 18 Apr, Sat 12 (preferred) or 19 Sep. Publish dates in newsletters and on website. Track Night - first Wednesday of every month 6:30pm - 7:30pm; initially introduction sessions. Not

run-leader led; propose 4 members for coaching training to help lead. Publish dates once agreed. Self-Storage - SD to obtain quote for a self-storage unit to consolidate club equipment and enable asset list and appropriate insurance. Future Committee Meetings - every 8 weeks. CB to schedule dates. Male & Female Reps - consider updating role titles (check EA requirements). Committee Meeting Action Plan - action plan drafted; CB to issue prior to meetings for updates and to form part of the agenda. Run Leader Selection - explore a new selection process (e.g. nomination by current leaders). Committee to have final say on who is trained. Actions: - MD/LG - explore coaching training, identify candidates and any local funding; present to committee for approval. - MD/LG - discuss new selection process and criteria at next Run Leaders Meeting; committee to have final say before approaches. - KM - speak to Sheepmount contact re: first Wednesday track sessions and Magic Mile dates. - SD - get self-storage quote and present to committee. - CB - produce dates of committee meetings on an 8-week cycle; update and distribute action plan. - Committee - use Sue's Farm meeting room for future committee meetings once dates are agreed.

The meeting was adjourned at 1500.