



## **CLC STRIDERS RUNNING CLUB COMMITTEE MEETING**

**Tuesday 5 September 2023 at 2000**  
**The Tivoli, Cheltenham**

### **AGENDA**

1. Minutes of the Last Meeting
2. Actions from the previous meeting (see table below)
3. Club governance:
  - a. Safeguarding concerns
  - b. DBS status checks
  - c. Accidents or incidents reported
  - d. Club standards
4. Treasurer's update - Tom
5. Membership update – Gavin
6. Training – Amelia
7. Captains update – Will / Rachel
  - a. Glos League XC entry
  - b. Update on co-hosting Birmingham League XC
  - c. Road relays club entries
  - d. National XC championships
8. Club vision - Matt
9. Social events update – Ryan (by exception)
10. Events update – Rachel (by exception)
11. Kit update – Rob (by exception)
12. Any other business
13. Date and location of next meeting



## CLC STRIDERS RUNNING CLUB COMMITTEE MEETING

**Tuesday 5 September 2023 at 2000**  
**The Tivoli, Cheltenham**

### MINUTES

#### **In attendance**

Amelia Mullins  
Gavin Jerman  
Joel Freeland (by phone)  
Matt Ashman (Chair)  
Nick Ledwold  
Rachel Vines  
Rob Barnett  
Ryan O'Donnell  
Sophie Longmore  
Tom Burgess  
Will Pearce

#### **Apologies**

None

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#### **1. Minutes of the last meeting**

The minutes of the last meeting were agreed and accepted as an accurate record. There were no further comments.

#### **2. Actions from the previous meeting**

See table at the end of the minutes for all completed and outstanding actions.

#### **3. Club governance**

##### **a. Safeguarding concerns**

None were identified/raised.

Matt and Amelia have both attended safeguarding training with England Athletics, it was noted that the club does not have any members under 18 so safeguarding is focused on adults.

##### **b. DBS status checks**

Matt Ashman has re-verified his DBS status which was approved by Gavin Jerman and certificate has been issued.

##### **c. Accidents or incidents reported**

David James suffered a fall on the path around the racecourse, luckily only minor injuries to his elbow and knee.

It was agreed that a reminder would be sent to run leaders to ensure that they are vigilant during club runs, support other run leaders and ensure all runners are monitored or have a designated run leader.

**Action:** ascertain if first aid kits are required for Monday or Wednesday runs

d. **Club standards**

***Club constitution***

Some minor updates have been proposed to the constitution which were shared with the committee in a marked up version. The intention is to work on the refinements to the constitution over the next few months and present to members at the AGM next year, at which point it can be ratified.

***Policies and procedures***

In line with the EA Club Standards there is a need for the club to introduce additional policies and procedures. Some of these have already been ratified by the Committee, however some are new and required ratification:

- Anti-bullying – new policy for review
- Grievance and disciplinary – new policy for review
- Health and safety – already ratified
- Inclusion – already ratified
- Privacy – already ratified
- Social media – new policy for review
- Welfare – already ratified

The policies were reviewed by the committee, final drafts will be produced and shared offline for review ahead of the next meeting of the committee.

Welfare policy – discussion took place re the provision of coaches for Wednesday training sessions and the potential for groups to be split to ensure they are of a manageable size, or possibly asking LiRFs to support coaches during sessions, in particular on the Honeybounne line.

**Action:** Coaches to consider some options for running Wednesday sessions / provision of coaches and report back at the next meeting.

e. **Committee membership**

The Chair proposed inviting Jamie Hartnoll to join the committee as an ordinary member. Jamie is a club coach and is the only coach not to sit on the committee - Matt and Joel sit in other roles and Amelia will continue to be the Coach representative sitting as an honorary member.

It was agreed by the committee to invite Jamie to attend as an Observer as and when required.

4. **Treasurer's update - Tom**

**Bank Balances**

	<b>Balance @ 3 Sep</b>	<b>Balance @ 01 May</b>	<b>Movement</b>
Main account			
Social account			

**Notable transactions since last meeting**

Date	Description	Payment	Receipt
02 Aug	AGM venue reimbursement		
02 Aug	Birmingham League XC Fee		

Tom is looking to obtain a debit card for payment of things directly, this makes it easier to trace and monitor expenditure.

Rob noted that membership fees are very reasonable and we might need to consider increasing them moving forward.

a. **Budget 2023/24**

Tom has produced a draft budget, moving forward a budget will be produced for the year which will be finalised at the AGM for the forthcoming year.

**Action:** undertake a deep dive into expenditure at the next meeting.

It was agreed that the club should have a reserves policy, Tom proposed that this should be approximately a year of cost..

**Action:** Tom to calculate a year of costs to support the development of a reserves policy.

## 5. **Membership update – Gavin**

Membership statistics:

- 100 first claim members (was 92 @ September 2022).
- 5 second claim members (was 4 @ September 2022).

Changes since 1 April 2023 (23/24 membership renewals opened)

- 17 new members
- 22 resignations

Membership is up on the previous few years which is a good sign for the club.

It was agreed that the committee need to support the Membership Secretary in ensuring that membership fees are paid in a timely manner next year, Gavin did a lot of chasing and some memberships were paid late.

Discussion took place regarding options to increase membership to secure the future of the club and ensure it remains financially viable. It was noted that an increase in membership comes with additional logistics and cost which will need to be carefully considered by the committee.

Rachel noted that it would be useful to encourage more members to run for the club and create a wider squad mentality.

Gavin proposed offering an internal road or track competition to create an element of competitiveness within the club. Joel suggested looking at an age graded competition (or outright leader) with different efforts i.e. mile, hills, 5k, 10k and etc.

**Action:** Captains to liaise with Joel to look at options for this.

## 6. **Training – Amelia**

Monday club runs continue to be well attended, with several new runners joining us recently. We are still following the summer routes at present and will change to the winter routes when the days get shorter.

We have been following the planned July/August mesocycle for interval training on Wednesdays, on the sports centre field. We've had a successful summer of training with good turnouts. Having one group has been very sociable and has also enabled the coaches to share the load and allow for races, holidays and a new baby!

From Wednesday 6th September we will start another 10-week track booking at the Prince of Wales stadium at 2000, with the regular 1830 slot being held on the field (we have had permission to stay there until the end of September) and then on the Honeybourne Line. The coaches are in the process of planning the next mesocycle and will share coaching of the two groups.

Tom asked if there was a possibility of the Coaches putting out a vision of what the training offered at the Wednesday sessions is aimed at, i.e. does the training help build up to an event such as XC or track. Joel noted that it is really difficult to produce a vision when we have such a mix of members with differing abilities, the track sessions in this block are being alternated each week.

Ryan suggested looking at offering shorter based sessions in one of the Wednesday sessions and longer in another. Joel noted that he has alternated the sessions each week in light of this.

Rob noted that most runners will see improvements from attending speed training, it's difficult to tailor sessions to cater for all abilities and to distances people are aiming for.

Gavin proposed looking at blocks of training to support events such as Cheltenham half, XC and etc. and tailor training to support this.

**Action:** coaches to look at options for tailoring training to support events.

## 7. Captains update – Will / Rachel

The captains are keen to promote attendance at track events next year and will consider how to do this.

The road race series have been well attended by the mens team.

### a. **Glos League XC entry**

It was agreed not to subsidise the Glos XC league this year.

It was further agreed to promote the Glos XC league more extensively and encourage new members to participate.

**Action:** Captains to consider how to promote the Glos XC league to members.

### b. **Update on co-hosting Birmingham League XC**

We are co-hosting this with Cheltenham Harriers and Glos AC on 11 November. Rachel will send an email to members and put a post on Facebook to request assistance with marshalling and etc.

### c. **Road relays club entries**

There are 2 ladies and 2 mens teams being entered, the club will cover the cost and it's within budget.

### d. **National XC championships**

This takes place on Saturday 24 February in Shropshire, the club wouldn't subsidise entries but we might wish to promote as it's a very well attended event and seen as a flagship event in the calendar.

**Action:** look to promote this within the club.

8. **Club vision – Matt**

Work has commenced on a club Vision, this will detail the clubs Objectives, Vision, Mission and Purpose.

The committee reviewed the draft slides and agreed to progress offline in preparation for the AGM next year.

9. **Social events update – Ryan**

AGM and social run have taken place since the last meeting. Plan is to have a no cost event early October and then a Christmas social.

Ryan will consider options for an alternative Christmas social event such as skittles or Flight Club.

Gavin noted that the social runs up Leckhampton Hill are really well received and proposed we do more often.

10. **Events update – Rachel / Will**

Covered in captains update

11. **Kit update – Rob**

Rob has all the kit from Laura, Will and Rachel. Joel has the mens club vests and will pass to Rob in due course.

It was noted that whilst new kit would be nice the club can't at this stage afford to subsidise any new kit and this ought to be something we consider in future.

Rob and Tom are reviewing the kit stock to ascertain a value for the accounts. Buffs and minor kit will be taken to training and offered for £1 to members.

**Action:** Rob to provide an update on club kit stock at the next meeting.

**Action:** Rob to consider offering kit at training sessions so members know what is available.

Consideration to be given to ongoing viability of using Gloucester Sports against Up & Running.

12. **Any other business**

a. **Staverton 10 - Matt**

Thoughts are still being given to possible routes including an option to look at another starting base.

b. **LiRFs - Matt**

It was noted that it would be good to have LiRFs leading more on Monday's rather than coaches.

c. **SOTM - Matt**

We previously discussed widening the reach of SOTM. The Captains always give really careful consideration to the chosen Strider, taking into account races, attendance at training and etc.

It would however be nice to see runners that maybe race having not done so before being considered

Tom noted that coaches would have a good input to the process.

Nick proposed having a form on the website that members can use to nominate other members for this and promote in the newsletter.

**Action:** produce a form and add to the next newsletter.

d. **Mens tent, potential replacement - Will**

Joel has found the tent, replacement not required.

e. **Website refresh - Matt**

There is a need to keep the website up to date so we maintain our Google search level and make it welcoming to prospective members.

Race reports will be added onto the website once they recommence and consideration will be given to putting the newsletter on the website.

**Action:** Nick to consider improvements to the website.

f. **Monthly newsletter - Matt**

The newsletter continues to be well received and open rates are increasing. We intend to continue to produce monthly and welcome thoughts of any additional sections that could be included.

Sophie suggested having a guest column where members could write a report on a race experience, training and etc.

**Action:** add some text to the next newsletter encouraging members to contribute

g. **Comms with members - Matt**

There is a mens WhatsApp group in place, Will emails new male members to ask them if they wish to be added to the groups and maintains.

Rachel prefers to use email for corresponding with the ladies team and will continue to do this. There is a CLC ladies racing chat WhatsApp for those who regularly race, this does not include all ladies but those keen to race are added.

**Action:** Gavin to update the new member email accordingly.

h. **Training sessions - Nick**

Nick enquired if we have a process to let members know who else is running a particular race i.e. Manchester Marathon training / Cheltenham half.

The potential to create a pole or a shared spreadsheet that all members can access was discussed and options will be considered.

**Action:** identify a method of enabling members to share which races they are attending.

13. **Date and location of next meeting**

Tuesday 7 November 2023

