



**Wymondham Athletic Club
Minutes of Committee Meeting
Held on Tuesday 22 January 2019
At Andrew's House**

Present: Andrew Lane - Chairman, Cindy Burgess - Secretary, Tony Beales, Tracey Salisbury, Katie Whitmore, Rob Winner, Gavin Hall, Tracy Stevens, Steve Ely, Mark Banfield

1. Apologies for Absence

Apologies for absence were received from David Hazleton.

2. Minutes of the Last Meeting

The Minutes of the meeting held on 4 December 2018 were approved.

3. Matters Arising not covered in the Agenda

The Action Points register was updated as follows:

AP56: Risk Assessment. Katie now had a copy of the Kett's Park Risk Assessment. It was decided to defer this item until David's return from holiday.

AP151: Gazebo. Andrew reported that the Gazelle's Gazebo came from Amazon. No need for further action as the old one was going to be put back into use, starting with Parliament Hill.

AP164: Founder Members Shield to be engraved - in progress.

AP165: Joining "Safer in Sport" - on Agenda.

AP166: Safeguarding policy ongoing.

AP167: Coach's discussion on under 18s membership ongoing, awaiting next Coach's meeting.

AP170. Siting container at Ketts Park ongoing. Awaiting confirmation from South Norfolk. The container measured 10 ft Andrew had taken a photograph and sent to them.



AP171: Katie confirmed she could arrange for removal of the container.

AP173: Suitable storage cupboard: Katie has sourced some cupboards just waiting for South Norfolk to identify space.

AP174: Sign at entrance. Left it with South Norfolk, they may need to move the other signs up. Katie has informed them we are willing to produce the sign.

AP178: 100 points scheme for this year. David had updated. Needs something in Newsletter about new scheme.

The following Action Points were closed:

AP132, AP151, AP153, AP168, AP169, AP172, AP175, AP176, AP177, AP178, AP179.

Action Points: A piece about the revised Points Scheme to go in February's Newsletter - GH

4. Club Race Updates

Andrew reported that he was really pleased with how this year's 10k had gone saying it was the smoothest he has done so far. There were 667 finishers out of 820 places sold which equalled 81% which is about average compared to other races. Profits were up on last year as the price had been put up in anticipation of paying increased rental charges following the move to the new Rugby Club. In the event, our move to Kett's Park meant our weekly rental had actually gone down.

Tony said there had been a complaint from a farmer that the runners were scaring his horses. This was on the stretch past Morter's Garage. Andrew said he would endeavour to contact him ahead of future races so he would be aware when they were taking place.

The 20 mile race was now almost full, 460 had registered and the maximum capacity was 500. This was 100 more than this time last year. Andrew said that he operated the transfer system which had not proved as onerous as he thought it might be. Everything was in hand for the race and the Race Committee would meet on Sunday 27th.

5. Awards Nominee Selection

The Committee discussed nominations for the various awards. The age group for senior ladies was upped to 40 as there were very few under 35 seniors.



6. Awards Night Celebrations 2019

Cindy confirmed that the original 100 had been sold, but Barnham Broom were happy to put 2 extra tables on the dance floor, which would be removed after the Awards presentation. This would mean a total of 120 people. She would offer places to the Awards voting nominees and then start allocating places to those on the waiting list.

7. Financial and Membership Update

Rob had sent round a financial report on the NYD race (Appendix 1) and reported that it had generated a £5k surplus.

Cindy asked if we had kept a running total of monies raised for our Charity of the Year. Whilst we did have a note of money raised at races, it was unclear if we had noted the amount raised at the Time Trial.

8. Safeguarding Update

Mark reported that he had registered us with Safer Norfolk and he had given the £30 invoice to Rob for payment. The draft Safeguarding Policy and Code of Conduct had been sent to them and he hoped to have feedback on that soon.

He noted that we could be required to have a Grievance and Disciplinary procedure and an Allegations against Staff procedure. No-one on the Committee was aware of any existing procedures and Andrew agreed to ask Tony Richardson (previous Chairman) if he was aware of any. Mark had obtained procedures from both Road Runners and CoNAC which he would adapt if we did not have any ourselves. All the safeguarding documentation would need to be on our website once approved.

Action Point

Andrew to ask Tony Richardson if he had knowledge of an existing Grievance & Disciplinary procedure or Allegations against Staff procedure.

9. Club Kit

Thanks were expressed to Steve for getting the hoodies. We had received really good feedback from members and there were currently just 16 left now.

Steve had had a request from a member about updating our Club vest design and having a lighter, cooler material. Also, he had again received requests for crop tops. He had some samples from Epic Orange of different vest qualities. However, it was pointed out that we still had about 100 of the old style vests.



Andrew said that this had been discussed last year and, at that time, the Committee had agreed that there was no urgent need for a new design. However, it was thought we should have a look at the crop vests. Steve said that he would talk to the company to see if they could do a few bespoke tops for those that wanted them in personalised sizes and, to keep the cost to a minimum, base them on our current vest design.

It was decided that Steve would contact the company to see if they could design something based on our current vests. It was also agreed to put a piece in the Newsletter asking who might be interested in purchasing one.

Tony asked if we could have WAC themed Buffs for next winter in black and silver to match the hoodies and Steve agreed to ask for costs on those also. (*Subsequently agreed to also ask for a club colour design also.*)

Action Points

Steve to contact Epic Orange to see if they could design and produce a few bespoke crop vests based on our current vest design.

Steve to contact Epic Orange about design and price for WAC buffs.

10. South Norfolk 10k

Andrew told the Committee that South Norfolk Council wanted to put on their own race in order to promote activity and fitness. They planned to run it on the same course as our New Year's Day 10k and had approached us for our advice and guidance. Andrew emphasised that it was their race and that we, as a club, would not get sucked in to helping. The proposed date was 24 November. Andrew's opinion was that it would not detract from our NYD 10k.

Andrew had received some feedback about the proposal and one point raised was the distance from the start if using the Leisure Centre as Race HQ. Gavin said that it would be important for them to name it correctly, ie not Wymondham 10k.

It had also been suggested that:

- We could use this to promote our Club, but that would involve extra work for us.
- They could make it a 5 mile instead of 10k, but that would involve more work for them as we had all the information ready for a 10k.



11. Any Other Business

11.1 London Marathon Ballot Criteria

Tracy handed out a note on her suggestions for revised criteria to make the entry criteria a bit stricter. She was raising this as some members had expressed their dissatisfaction with the current criteria. Tracy handed out copies of the revised criteria:

- A continuous member for a minimum of a year (ie no gap in renewing subs) with effect from 1 October 2018 and for subsequent years as at 1st October...
- Supported club (at least one of the following) by marshalling at either 10k or 20m or internal races, ie Ed Burton/Time Trial.
- WAC as first claim club / ballot not eligible for second claim members.
- Must not have received a club place within previous three years.
- Represented club as WAC runner at 3 races within previous year.

The Committee agreed to the revised criteria but suggested the following changes:

Point two: “marshalling” be replaced by “volunteering” and add “within the previous year”.

Point four: Change to “Must not have received a club place before”.

Add Point six: “Will need to wear a WAC club vest whilst running the marathon”.

It was agreed to advertise the new criteria in the February Newsletter and remind people at various times during the year. Tracy to write a piece for the Newsletter. *(Subsequently changed to in a “future” Newsletter).*

Tracy said that the number of members listed on the England Athletics website was around 250. However, this included many unpaid members. The Committee felt that we should not affiliate members to EA until they had paid. Tracy said that she would be looking at the list to try and clean it up. The criteria for London Marathon places was 2 places for up to 250, 3 places from 251- 500 and 4 places over 500.

Action Points: Tracy to write a piece for a Newsletter about the new criteria, incorporating the Committee’s suggested alterations.



11.2 Couch to 5k Course

Tracey explained that she had not been suggesting that we set up a couch to 5k course. Instead, she was flagging up that we might have people graduating from a couch to 5k course joining us in January.

In fact, it was noted that the numbers of new members had in fact dropped in January.

11.3 Plastic Cups at Races

Cindy asked what happened to the plastic cups we used after races and Andrew confirmed that they went to landfill. The different gradings of plastic meant that, even if they went into the recycling, they would probably not be recycled. Cindy, therefore suggested that we could use biodegradable cups which had a less harmful effect on the environment when they went to landfill. The Committee agreed that this was the way forward. Andrew would look at the current supply, but make sure that all cups purchased in future would be biodegradable. Katie suggested that the current ones could be donated to a school or other organisation.

There had been a complaint received about no plastic gloves being available on the water stations. Andrew and Katie said they would ensure they were available for our next race.

Action Point: Andrew to look into getting biodegradable cups for our 20m race in March. If not possible for March then definitely for our races in 2020.

11.4 Tony suggested having cards printed with our details on that could be handed out to prospective members at parkruns. The Committee agreed with this suggestion and Tony agreed to organise them. Gavin to send Tony a copy of the WAC logo.

Action Points:

Tony to arrange for WAC cards.

Gavin to send Tony a copy of the WAC logo.

11.5 Tony reported that following problems with parking at the UEA at the last EACCL race, he had received an email from the organiser, Jude, saying that she would probably pull that race in future years. She was asking if all members would be prepared to put on a race. The Committee agreed that we should be prepared to help organise one. Tony said he would put out some feelers with local landowners that he knew.

Action Point: Tony to look into the possibility of a WAC organised XC race for the EACCL next season.



11.6 A Coach had made a request for mats for the hall to use for stretch sessions and also some new cones. The Committee agreed with this request.

Action Point: The Coach to be informed that his request had been agreed.

11.7 A member had suggested we ask South Norfolk to put a path all the way round Kett's Park. The Committee agreed that this was probably not appropriate at this time.

Action Point: The member to be informed that we would not be following up this request at this time.

11.8 The possibility of having a Norfolk Saturday afternoon XC league was discussed. Andrew agreed to raise this with the Athletics Norfolk Road Running Committee.

Action Point: Andrew to raise the possibility of a Norfolk Saturday afternoon XC league.

Next Meeting 12 March 2019

Meeting finished at 9.47pm



APPENDIX 1

New Year's Day 10k

	2019	2018
Income		
Race entry fees	11,856.08	10,410.69
Refreshments	11,856.08	10,410.69
Expenditure		
Medical Cover	1,560.00	1,560.00
Chip timing	1,416.24	1,444.08
Race pack preparation	996.00	996.00
Race momentos	1,430.88	1,525.35
Prize money	690.00	690.00
Hall & Toilets Hire	200.00	280.00
Misc. Expenses	105.00	127.29
	6,398.12	6,622.72
Surplus	5,457.96	3,787.97