



# ILKLEY HARRIERS

## Ilkley Harriers Committee Meeting: Minutes

Date: May 4th 2010

**Present** : Paul Wood, Eddie Winslow, Henry Heavisides, Christine Matthews, Jane Bryant, Colin Lugton, Paul Stephens

**Apologies**: Dave Wilby, Catherine Gibbons, Di Kitchen, Emma Barclay, Malcolm Pickering, Emma O'Looney, Neil Chapman

Item		Action
1	<b>Minutes of Meeting 30th March 2010.</b> Agreed. (note some names spelt incorrectly in list of HoM nominations – correct on HoM page on web-site; and 2 <sup>nd</sup> March meeting was 2010 and not 2009).	
2	<p><b>Matters Arising</b></p> <ol style="list-style-type: none"> <li>1. Measuring wheel now purchased. Further canes not required.</li> <li>2. Volunteering course referred to was cancelled.</li> <li>3. Jacqui W. To gauge opinion re. “Swap Shop”.</li> <li>4. Alison Eagle to be asked to provide feedback from WAG (rather than AB).</li> </ol>	JW PW
3	<p><b>Running the Club</b></p> <p><b>1. Harrier of the Month</b> Nominations as follows:            Paul O’Looney – for results at Blackpool and London            Sally Malir – London result            Jonathan Sinclair – sub 3hr at London            Alison Eagle – 3 Peaks            Neil Chapman – Organisation of Ilkley HDSRL            Amanda Parnaby – Dedication and LDWA events            Helen Horton – 1<sup>st</sup> LV45 Blackpool            Catering Team – Ilkley HDSRL</p> <p>And the HoMs were Jonathan Sinclair and Neil Chapman</p> <p><b>2. Officer and Captains reports.</b> These are attached. There were no matters arising. The Treasurer reported that the UKA subs had been paid, and that funds were allocated for equipment in 2009 but not spent. One possibility was a shed to store equipment at present in Margot’s barn – to go in the ILTSC field. Nothing to report from Secretary.</p> <p><b>3. BMAF Relays.</b> Agreed to cover travel costs of ladies team.</p>	JB

4	<p><b>Developing the Club</b></p> <ol style="list-style-type: none"> <li>1. <b>Bus/Coach Policy.</b> Agreed policy as set out in attached note.</li> <li>2. <b>Volunteer Policy.</b> Paul W had drafted a policy – attached. This was agreed. Paul W to write summary for web-site/newsletter. It was suggested that the newsletter could be used to publicise the work of volunteers.</li> </ol>	PW
5	<p><b>AOB</b></p> <ol style="list-style-type: none"> <li>1. <b>Blackpool Marathon.</b> Colin L raised concerns about the Blackpool marathon regarding both safety and the fact that it was not a running club organised/supported race and was not officially recognised and hence times do not count for national rankings. Agreed that club members should be made aware of this.</li> <li>2. Summer kit details to be included with next newsletter.</li> <li>3. Food at end of month. Reminder to people that this is available at ILTSC.</li> <li>4. <b>Newsletter, PR and Communications:</b> Richard Reeve attended for this item. Richard had volunteered to take on the newsletter, and this was gratefully accepted. There was a general discussion about the role of the newsletter and future direction. It was unanimously agreed that Sue B had done an excellent job, and that a printed newsletter was appreciated by members. It was seen as complementary to the web-site, could help motivate members, felt that reviews were popular, and that detailed reports about races, individuals and other items were of value. There was consideration whether we should move to say a quarterly magazine format or a bi-monthly newsletter. Richard also suggested issuing regular press releases for major achievements by club members. There was discussion of the use of Twitter, Facebook etc to help promote the club. Richard agreed to attend the next Committee meeting with some proposals for consideration. The need for a special edition for the club’s 25<sup>th</sup> anniversary in 2011 was also mentioned.</li> </ol>	JB PW
TDP	June 1st 2010, ILTC, 8.30pm (apologies, Jane B, Paul S)	

## **Reports**

### **Chairman's report**

The Club's most recent success is the Harrogate League race organised by Neil Chapman and a large number of helpers. The whole event ran very smoothly and was up to the very high standard we set ourselves. The superb catering arrangements may never be matched (until the next Harriers race!) Well done everyone. With so many people helping, it was gratifying to see that we still did well on the competitive front: 3rd team, 1st vets team, 1st ladies vets team, 1st super vets team & 2nd ladies team - well done to the Captains for rallying the teams.

I'm sad to report that Sue is finishing her stint as newsletter editor. She has been editing the newsletter for 2 years and it has been an essential part of the Club scene. I would like to formally thank her for all her hard work on this.

In the current newsletter I've observed that we are doing very well on most fronts against the Development Plan. Ilkley Harriers is a great Club to be in.

### **Junior report**

Summer coaching sessions are now in full swing. Monday and Tuesday T&F athletics have been relocated to Ghyll Royd School. Wednesday speed/endurance sessions at the Tennis Club will finish soon to encourage juniors to compete in local evening fell races. Thursday T&F sessions remain at Ilkley Grammar School. Saturday family fell run as usual. Now that we are outside just over 30 newcomers have been brought into the Thursday programme from waiting lists. The jumps pit is in use at Ghyll Royd but it is still not finish - we are waiting for flags to be put along the sides and a cover made for the pit. The run up also needs compressing to be good enough for triple jump. The main Track and Field League competitions that we are promoting will start at the end of May (Ingrams League in York) so we hope to get a lot of juniors out competing.

Emily Wood was awarded the Junior Ilkley Harriers 'Volunteer of the Month' Award for April ( a full write up about this award has been written for the newsletter).

### **Mens Road**

We had good results in the vets categories at the 1st Harrogate League race with 1st vets team & 1st super vets (mixed) teams. We were 3rd in the overall team competition & 6th in the elite event, which reflects our lack of younger fast runners, of our 1st 5 finishers, 4 were over the age of 45.

At the London marathon Jonathan Sinclair ran under 3 hours.

The new Bradford 5k Parkruns have started at Lister Park. These are held every Saturday at 9 o'clock.

## **Volunteer Policy**

Draft for Committee discussion

Paul Wood, 3 May 2010

- **Clubmark** requires the appointment of a Volunteer Coordinator: we have Paul Wood for the senior section and Shirley

Wood for the junior section.

- **Recruitment**

The senior membership application form brings the potential for volunteering to a new member's attention but does not press the case or oblige new members to provide details of how they can help, it says:

“Volunteers. The administration of the Club’s activities is carried out on a voluntary basis by the Membership. The Club encourages volunteering in all its forms. If you wish to volunteer or have skills that you feel could assist the Club and are willing to volunteer these then please provide details with this form or let a Club official know.”

Action: we may need to review the communication of volunteer details from this form.

- Members are alerted to the need for volunteer help as and when it is required and this approach provides sufficient recruits.
- Appeals for help are made via Tuesday night announcements, web site News page, Google group email, web forums, and the newsletter.
- Event organisers are encouraged to recruit new blood as well as experienced helpers.
- Event organisers are provided with members' contact details.
- Past members may be potential helpers and it is one of the responsibilities of the Volunteer Coordinator to maintain contacts and suggest possible helpers to event organisers.
- It is not currently Club practice to recruit other volunteer help from outside the Club (e.g. students needing to add voluntary work to their CV's, by recognised local schemes) but this is something we *may* develop where appropriate.
- Volunteers who work regularly with children are CRB vetted.

- **Reward and recognition**

- Event organisers thank helpers individually in person, and collectively in public (newsletter/web/etc.)
- There is a monthly opportunity for all Club members to recognise volunteer contribution (alongside athletic achievement), in the nominations for two Harrier of the Month awards. If a contribution has not been recognised by members, a Committee member may make a nomination at the Committee meeting before the awards are voted on.
- The Ilkley Harriers annual awards include male and female 'Contribution to Club' awards. As with the HoM award, the nominees are published as well as the winners.
- The junior section has a 'Volunteer of the Month' award.
- Where training is needed the Club may fund courses.

- **Retention**

As the Club has invested in the development of volunteers it is important that they are retained. We should:

- make sure volunteers are recognised and rewarded. As above;
- identify with the volunteer if any training is needed;
- make sure that volunteers feel wanted and their role within the Club is valued;
- plan for succession in volunteer roles as some move on or take more of a back seat.

- **Other aspects**

It is useful to compare notes with, and learn from, similar sporting bodies and local volunteering organisations. Ilkley Harriers is joining KIVCA (Keighley & Ilkley Voluntary and Community Action), and we are in touch with volunteers from other local sporting clubs through our membership of the Wharfedale Activity Group.

## **Bus/Coach Policy**

Draft revision for Committee discussion

Paul Wood, 3 May 2010

There are recent precedents for the Club financing two types of coach travel to races, and the Committee should look favourably on similar future cases.

1. Team travel to prestige relay events, e.g. Northern Road Relays 2010. The Committee agreed to finance the total cost of the hire of the coach and driver (as well as the race entry fees).
2. Social travel to races, e.g. Blackpool Marathon 2010. A member asked for a Club subsidy to encourage members and their families to use the option of coach travel. The Committee recognised:
  - the initiative had popular support;
  - it had an energetic organiser;
  - it would be a 'friends and family' social activity that would help Club spirit.

We set the following guidelines: the Club would subsidise the cost of coach hire to a race, limited to £5 per Harrier or family member on the coach; as long as there are at least 10 competing Harriers on the coach, and limited to a maximum of £100 or half the hire cost, whichever is the lesser.

In both types of case, the hire of a coach and driver is relatively expensive, and we might also encourage members to investigate the hire of a self-drive 'community minibus' type vehicle if numbers suit.

Members of other Clubs may be offered a place on a coach to defray costs: they must not take a place that might be taken by an Ilkley Harrier; but if a place is available then they should be charged a non-subsidised seat rate, i.e. coach hire cost/number seats on coach.