**Committee Meeting**

**Agenda**

**5th March 2019 at 7:30pm**



1. Apologies

2. Minutes of Meeting 8th January 2019

3. Matters arising

4. Running the Club:

4.1 Nominations for “Outstanding Achievements” of the month for February

4.2 Review of Annual Awards Do, IMFR, Cross countries

4.3 Future events: Bolton Abbey 10k (Moorlands Hospice), Beginners 0-5k, HDSRL, Trail Race organisation, Away Run Dates, Dalesway Relay, potential new 10k and Ilkley Half BBQ

4.4 Membership database and e-newletter, Magazine

4.5 Harrier’s VLM places allocation

4.5 Juniors update

5. Developing the Club

5.1 Development plan 2019 discussion and allocation of tasks (draft appended)

6. AOB

Next meeting proposed: 7th May 7:30 ILTSC

**Ilkley Harriers Development plan 2019 Draft**

**Building on Plan 2016**

In summary, since the previous plan was agreed:

Our policies and procedures have been reviewed, updated and implemented

The Compact Athletics Facility proposed by the Junior section has not gone ahead due to its escalating costs

Our membership database has been converted to a fully electronic process and our banking arrangements are also electronic.

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**Plan for 2019 - 2022**

1. **People**

The senior club accepts members from age 16 and also encourages follow through from the junior section by enabling 15-18 year olds to train with the seniors by consent. We have around 300 members that we register with England Athletics in all age groups and a 50/50 men/women split across the ages. We have runners with national honours, but predominately we run for fun and competition. There is good appreciation of coaches, run leaders and routes, coached sessions which offer a variety of skills and social interaction. We rely heavily on only a few active coaches and volunteers.

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| **People** | **Objectives and Actions** | **Whom** | **When** |
| Athletes | Encourage more people to join us:  1.1 Continue the annual beginners 0-5k programme, finish with a club park run trip plus a Tuesday evening follow on group through the summer to get to running for an hour.  1.2 see promotion and publicity section 5 |  |  |
| Coaches | The coaches and run leaders are much appreciated and relied on by the club.  1.3 Provide coach and run- leader initial and CPD training coincident with evolving training session need aiming to maintain or increase numbers trained and leading sessions.  1.4 Encourage learning and exchange of best practice via EA and other running clubs as well as the local tri and cycling clubs (LBT, ICC)  1.5 Continue to highlight our appreciation, at least at the annual awards do. |  |  |
| Officials | no plans |  |  |
| Volunteers | 1.6 Outstanding Achievements for those who organise race, relays and events to be publicised.  1.7 Provide race organisation training, coincident with need. |  |  |

**2. Activities**

We are aiming to provide performance enhancing coaching sessions plus social occasions for members, in combination where preferable.

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| **Activities** | **Objectives and Actions** | **Whom** | **When** |
| Training & Competitions | 2.1 Maintain and support the existing weekly calendar of training sessions.  2.2 Develop additional variety eg yoga and perhaps in conjunction with other local clubs and/or ILTSC  2.3 Organise our open races: IMFR, Trail Race, Addingham Gala, Incline.  2.4 Support local races eg Ilkley half marathon and Bolton Abbey (Moorlands) 10k  2.5 Continue membership of HDSRL and PECO  2,6 Pay for membership of EA, NA, WYAC and Yorkshire Vets  2.7 Pay for member entry into regional and national XC and Relays (if members attend)  2.8 Organise internal social runs; Brian Sweet Predictor, Christmas Relays and promote external relay opportunities via the Captains  2.9 Find ways to run joint events and activities together with the Junior section  2.10 Investigate adding a new local 10k road race  2.11 Aim to get members to be more active - Dalesway relay etc |  |  |
| Social | 2.11 Continue with the subsidised Christmas Relays and Quiz night  2.12 Maintain the social atmosphere of the Awards do  2.13 Add a summer BBQ alongside the new Half Marathon  2.14 Encourage The Vaults socials |  |  |

**3. Welfare**

We have a full range of policies on our website, easily accessible to all, predominately based on EA best templates. Our aim is to ensure these are up-to-date and practiced. We welcome new members and guests.

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| **Welfare** | **Objectives and Actions** | **Whom** | **When** |
| Member and guest welfare | 3.1 Review and update policies, procedures at least annually or as required.  3.2 Update coaches, run leaders and members with amendments in procedures as appropriate.  3.3 Make provision for the arrangements for reporting incidents to be practiced effectively. Maintain a register of safety and other incidents to take action and review with the committee as appropriate.  3.4 Together with welcoming guests and new members, ensure that the membership database records their relevant personal and medical details and that the Tuesday session emergency register is completed.  3.5 Maintain the Tuesday register so that we know who is attending sessions and that the run leaders/ coaches have ways of knowing who is attending their sessions with access to the members’ database.  3.6 Find ways to ensure a seamless transition from the Junior section to seniors, at 16, and that policies and procedures are coincident as applicable.  3.7 Review the need for Clubmark and work with the Juniors to achieve it in 2019 if decided. |  |  |
| Medical | 3.9 Compile an up to date first aider list and provide training  as required.  3.10 Maintain a first aid kit for use at our organised events . |  |  |

**4. Partners**

We partner with England Athletics (EA), Ilkley Lawn Tennis Club (ILTSC) by contract as our meeting base, and aim to liaise with local clubs for social and competition meets.

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| **Partners** | **Objectives and Actions** | **Whom** | **When** |
| EA, NA, YCAA, WYAC | 4.1 Find ways to improve our relationship with EA and NA to ensure a) we are aware of and can influence changes in structure, arrangements and charges they make and b) actively aim to input our views, reflecting our needs. |  |  |
| Local clubs; running as well as ICC and LBT | 4.2 Continue with the BAN club liaison, Vets, HDRSL and PECO.  4.3 Aim to find opportunities for social, training or best practice activities with others. |  |  |

**5. Management**

The finances have been maintained in a prudent manner over the years aiming to keep fees low for members as well as subsidise some social events and relays. We also have a surplus of approximately the annual expenditure as a buffer in the event of emergency wind-up.

Our communication channels have been reviewed, we have a good website and e-links with FaceBook and twitter as well as a monthly e-newsletter and a 2x annual magazine. We use the membership database to email and send official notices.

The junior section maintain a separate account, appropriate to their requirements. Both are audited annually, as required within our constitution.

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| **Management** | **Objectives and Actions** | **Whom** | **When** |
| Finances | 5.1 Review EA, NA fees annually. Our present position is to provide all members with EA status.  5.2 Maintain the contract with ILTSC for use of their facilities, as it, at present, represents good value.  5.3 Introduce small increased incomes from our races in order to increase subsidised events for members. |  |  |
| Legal & Admin | 5.4 Find ways to liaise with the Junior section and maintain continued joint compliance with all legal arrangements and requirements.  5.5 Review banking and data management, data protection policies and systems of operation at least annually. |  |  |
| Facilities and Equipment | 5.6 Provide equipment to support coaching and race organisation as is reasonable. |  |  |
| Promotion & Publicity | 5.7 Use local races eg Ilkley Half Marathon, and our open races to introduce the Harriers, with flag and tent.  5.8 Continue the weekly Gazette reports. |  |  |

Hilda Coulsey for the Committee

5th March 2019