

RFRC Committee Meeting

MINUTES

8:00pm Wednesday 6 October 2021

The Plough Inn

Present: Sandra (Chair), Peter, Linda, Simon D, Simon R, Michelle, Sam, Ola, Brian, Chris, Rob

1. Apologies

Dave, Helen

2. Co-option of new committee members

It was agreed to co-opt Brian Brown, Chris Brown and Rob Harris. Sandra welcomed them to the committee.

3. Appointment of new female welfare officer

A vacancy had occurred following Mary's resignation from the Committee. Sandra has identified an ideal candidate to join the committee. In the meantime Ola agreed to fill the role on a temporary basis.

4. Review actions from last meeting

- List of first aiders – ongoing (Sandra)
- Supply of car stickers – ongoing (Linda)
- Humdinger route – see AOB below
- Track issue – new contact found at TAC, ongoing (Sandra)
- Committee Page updates done but new members need adding (Ola)
- Group running rules updated
- Comments required on revised member handbook (All)
- Welfare Officer training ongoing (Dave)
- Samaritans to be contacted ongoing (Sandra)
- Move up week promoted in August, another planned in November
- Run & Talk session held in September
- Kit orders resolved
- Non renewing members now removed from facebook etc.
- Little response to Unbreakable Men sports festival
- Christmas running challenge ongoing (Simon D)

5. Club Standards

Peter advised that as an affiliated club we are obliged to meet England Athletics' standards. These fall into seven categories:

- Constitution
- Committee
- Grievance and Disciplinary Policy
- GDPR

- Inclusion and Diversity Policy
- Club Safeguarding Code of Conduct
- Health and Safety

Peter agreed to review our status against all of these and draft documents as required; however he did ask that committee members actually read and comment on them.

6. Risk Assessment

As part of a Health and Safety Policy risk assessments for all club activities are required. The first step is to document all hazards. Peter had asked for help in identifying these but only Simon D has responded. Peter will build on these and circulate a further list for comment.

7. Wednesday club meeting place poll result

116 out of 290 members responded before the deadline. Votes were as follows:

- Option 1 (rotating locations with Belvedere Road first Weds of month) 31 (26.7%)
- Option 2 (always Belvedere Road) 42 (36.2%)
- Option 3 (Summer option 1, Winter option 2) 43 (37.1%)

Following discussion it was agreed option 3 would be implemented with winter running from 1 October to 31 March. This to be with immediate effect.

8. Booking system review

After some discussion a majority of the committee were in favour of continuing with the booking system as we should have a record of who is running in our groups for health and safety reasons. GDPR dictates that only committee members and level 2 coaches should have access to the RunTogether leaders app. Brian agreed to message group numbers to those leaders without the app before Wednesday runs. Check-ins at Belvedere Road would be carried out by those present with access to the app.

9. Hi-Viz issues

Michelle had received a comment from a member that someone in her group was not wearing Hi-viz last Wednesday. It was agreed that Simon R would source some bibs to keep in a car boot in case any member accidentally forgot their's.

10. AOB

- Ola will promote a new beginners course starting in January.
- Sandra is hoping to find an alternative location for the Humdinger HQ with new Hurtle and Humdinger routes, this will avoid the need for a road closure. There will not be chip timing, proposed charges £22/20 with £8 for an optional T shirt. Same medal for both races with different ribbons and a limit of 250-300 runners. Proposed date 13 March.
- Sandra is starting a small coaching group aimed at 5k races which will last 8 weeks.

- Simon D proposed starting an annual trip to a UK race which involves a number of distances. He will canvass for ideas.
- Peter is moving all membership records on to the EA portal. This will involve non-competitive members also receiving an EA number (URN). At renewal time all members will receive an invoice directly from EA.
- Michelle has not received an invoice for the Christmas party. Sam to chase Cricket Club.

11. Date of next meeting

1 December at Staplegrave Village Hall (Linda to book)

Action	By whom	Deadline
List of First Aiders	Sandra	Next meeting
Source supply of car stickers	Linda	Next meeting
Track booking	Sandra	Ongoing
Update committee page on website	Ola	ASAP
Comments on revised member handbook	All	ASAP
Complete Welfare Officer training	Dave	Next meeting
Contact Samaritans	Sandra	Next meeting
Propose Christmas running challenge	Simon D	Next meeting
Source Hi-Viz bibs	Simon R	ASAP
Promote beginners course in Jan	Ola	End 2021
Canvass ideas for annual club trip	Simon D	Next meeting
List of hazards for risk assessment	Peter	Next meeting
Review club standards	Peter	Ongoing
Message Wed group leaders with numbers	Brian	Next week
Chase Christmas party invoice	Sam	ASAP
Book Staplegrave Village Hall for next meeting	Linda	Next meeting