BRJ Committee Meeting

Tuesday 3rd May 2022

Present: Samantha Ahern, Claire Ashton, Anna Best, Clive Best, Nicki McMahon, Paul Mitton,

Annette Newton, Gerry Pye, Lisa Shacklock, Ian Shipley, Emma Stevens, David Ward,

Apologies: Jo Watts, Michelle Caspersz, Sophie Etheridge

1.Welcome/ Apologies	Claire welcomed the new committee following the AGM, and in particular the officers joining this year.	
2.Minutes	Minutes of the committee Meeting 11 th January 2022 were approved.	
3. Overview 2021/22 and ongoing plans/ actions	Claire described the work of the committee over the past year and highlighted ongoing work and actions to take forward. These were discussed in more detail in item 5.	
4. EA Club Standards	Prior to this year's affiliation to England Athletics clubs were required to complete a self-assessment against 7 standards. EA recognised that clubs may not meet all of the standards but there is an expectation of working towards these. The standards are on the EA website, https://www.englandathletics.org/clubs-and-facilities/club-standards/	
	 Constitution/ legal structure- standard met Committee- requires 2 welfare officers, Emma recommends recruiting a welfare officer to link with the juniors. Grievance and Disciplinary Policy- standard met General Data Protection Regulation- standard met Inclusion and Diversity Policy- draft policy circulated and 	CA/ ES
	 approved by the committee. Self-assessment to be updated to reflect this. Further work on implementation plan. 6. Safeguarding- requires 2 welfare officers 7. Health and Safety Policy- Emma to draft 	AN ES
5. Planning 2022/23	Chair Claire became club chair last year, and maintains an overview of club activities. She led the work to implement Clubpal and worked with David and others to develop multisport, including pool and lake swimming, a development plan for cycling and the links with St Ives Cycle Club. We were unable to recruit a communications officer last year and Claire organises the weekly email to members.	
	Finance lan is finance officer, maintains the club accounts and ensures the club complies with financial regulations.	
	Secretary Annette is club secretary, organises committee meetings and deals with correspondence and links with England Athletics.	

Website

Clive manages the website and email list. He updates information including the weekly race results from Mike Gullis. These are shown as a weekly post and archived on the website. Claire suggested that we check whether information on the website needs to be updated. She has reviewed the membership information, Nicki maintains the Clubpal calendar, Annette posts the committee minutes and has updated the running championships, Emma reviews the welfare policies.

Membership

Nicki is the membership secretary and is managing renewals/ new members through Clubpal, and updating the EA club membership list for members who are registering with EA. Committee members confirmed that the EA registration packs have been received.

Nicki also manages the BRJ Clubpal and updates the calenda

Multisport

 David is the multisport co-ordinator, working with other coaches. Claire outlined the proposals outlined to the AGM, to invest in cycling and triathlon training for members, to include bike handling activities, transition training, brick training and led rides. We will also train our own coaches with the support of a coach from Catenary Coaching. This was welcomed and supported by members at the AGM.

• Swimming

This season's lake swimming started on 29th April. Sophie has joined the team offering open water swimming coaching on the first Friday of the month (5 sessions during the lake swimming season). The first session is for people new to open water swimming and Sophie will provide a programme for the sessions. The Committee welcomed this additional coaching provision and agreed payment for these coached sessions.

On average there are 12 swimmers for the pool sessions, this is a slight decrease, and pool swimming will be promoted again, with the option of non-members attending. David discussed an increased payment for swim instruction with Katie.

Cycling

The option of joining St Ives Cycle Club has been added to the BRJ additional membership options.

Catenary Training will provide cycling sessions and support to train BRJ coaches.

Sam is a cycling ride leader and outlined her qualifications and interests, in particular supporting women into cycling. She has made links with the chair of SICC. Sam would like to provide more cycling events for the club, bring more people into cycling, and include social activities.

Coaching Coordinator

Paul is the coaching coordinator and leads the senior track sessions having previously managed the junior sessions. He will meet with David and update the coach development plan. He will continue to support and recruit more coaches and run leaders.

Juniors

Jo represents Juniors on the Committee, and links with David, Rachel the junior coaches, and the parents.

Kit

Anna is the kit officer. The range of BRJ racing kit and leisure wear is shown on the website. Anna maintains the racing kit stock, organising, ordering and storing the kit. Leisure wear is ordered at intervals throughout the year. Payment is currently via bank transfer into the BRJ kit account, but this will transfer to Clubpal.

AB/CA

Welfare

Emma is welfare officer and provides advice to the club on all aspects of welfare, linking with England Athletics and British Triathlon to ensure the club is compliant with their requirements. Emma checks that coaches and volunteers are appropriately registered, including DBS. The club should recruit a second welfare officer to work with Emma and focus on the juniors.

Fundraising

Gerry is fundraising officer, Cancer Research is the nominated charity this year. Gerry has supported this charity for several years and described some of the fundraising initiatives. He and Lisa will work together to co-ordinate fundraising and social events.

GΡ

Social Secretary

Lisa is social secretary and will get information on previous social events. Claire explained that there were less social events with covid restrictions, and we would welcome more ideas and regular social events to bring members together. Nicki organised the Christmas party last year and this is booked again for December 2022. Previously the club has organised a summer BBQ at Hinchingbrooke park, 'pub runs', meeting in the pub after a club run, quiz night. Sam said some social events targeted runners and we should do more to include non-runners, the cyclists and swimmers.

Lisa will work with others to plan social events and develop an annual calendar.

LS

#RunandTalk

The club is registered with the England Athletics #RunandTalk programme. There are 3 'mental health champions' Annette, Alex Smart and Chloe Rudd. There was an initial run in the autumn and a walk option was added to the Monday club run. We are planning a monthly #RunandTalk run. It was suggested this could include a social option.

ΑN

	Communications Sam and Sophie are joint communications officers. Sam summarised some of the communications work she has done for other clubs and asked what the committee wants to promote, and what are the priorities. Is the focus on content or method? The club has a members only facebook, Twitter, a public facebook for previous club events (eg Ouse Valley Way Marathon). Previously race results and articles were submitted to Hunts Post, and local radio was used to promote events. Sam and Sophie will propose how to develop and manage communications The committee agreed that Claire's weekly email is a good way to communicate with members and is read by the majority.	SA/SE
	Deputy Chair Michelle is deputy chair	
	Other Other members have roles that link with the committee but do not routinely attend meetings, Alan Hannibal, captain, Mike Gullis race results, Claire Few Frostbite.	
6. Committee Structure and Working	There was discussion of how the committee organises the work, with a suggestion of forming sub-groups for specific tasks and functions. These would report to the committee. Claire asked the committee to consider how this might be organised, with proposals for the next meeting.	all
7. BRJ Events	BRJ Races The Ouse Valley Way Marathon was a successful event and there were plans to hold it in 2020, but it was cancelled due to covid restrictions. The organisation of the race has been developed over several years but we need a race director and race team if it is to held again in 2023.	
	Gerry is interested in this and will meet with Annette and David to look at the requirements for the event.	GP/AN
	Guestimate The Guestimate was an annual event for seniors and juniors over a planned course. Athletes estimate their time to complete the course. It is inclusive for runners, walkers, wheelchair users. It is a social event with fundraising. The cup is presented is presented in memory of Martin Doig to the person whose estimated time is closest to their finish time. The event is usually held before the school summer holidays and the date needs to be fixed asap.	GP/LS
	Pentathlon Tony Farrow is organising the club pentathlon, events are on the Clubpal calendar.	
8.AOB	Running Festival	

	The Running Festival held last year at Hinchingbrooke Park was a	
	successful event. The children/family games in the afternoon were popular and relatively easy to organise. Several juniors joined the club	
	from this event. It was suggested we consider organising a similar event	
	this year.	
9.	7.00 Tuesday 14 th June 2022	
Date of Next		
Meeting		