



CLC STRIDERS COMMITTEE MEETING

**Wednesday 16 September 2020 at 2030
Via Zoom**

AGENDA

1. Minutes of the Last Meeting
2. Actions from the previous meeting (see table below)
3. Club Constitution updates – Jon/Matt
4. Social events update - Tom
5. Events update – Rachel
6. Training and lockdown events – Amelia / Captains (Paper 1)
7. Covid-19 action plan and risk assessment - Matt
8. Treasurers update - Eoin
9. Membership update – Gavin
10. Any other business
11. Date and location of next meeting



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MINUTES

In attendance

Amelia Mullins
Eoin McQuone
Gavin Jerman
Joel Freeland
Jon Howes (Chair)
Karlien Heyrman
Matt Ashman
Will Pearce
Rachel Vines
Sophie Longmore

Apologies

Tom Kabala

Following the outbreak of the Covid-19 pandemic in the United Kingdom, the committee took the decision not to undertake the meeting on a face-to-face basis. The meeting therefore took place virtually via Zoom.

1. Minutes of the last meeting

The minutes were agreed and accepted as an accurate record of the previous meeting.

2. Actions from the previous meeting

See table at the end of the minutes for all completed and outstanding actions.

3. Club constitution updates – Jon/Matt

The draft Club Constitution was shared with the Committee and Matt Ashman ran through the salient points. The Constitution has been subject to some revisions to ensure it is up to date and aligned with the England Athletics suggested template.

The Committee provided comment and suggested word changes, a final version will be circulated for review prior to sharing with the Club President and then ratifying at the AGM in November.

Actions

- a. Draft a Member Welfare policy – MA
- b. Add an agenda item to the AGM to re-elect all Committee members - MA
- c. Consider if the AGM should be moved from November to an alternate date – all

4. **Social events update - Tom**

Nothing to report

5. **Events update - Rachel**

Nothing to report

6. **Training and lockdown events – Amelia / Joel / Captains**

Amelia presented paper 1 (Annex A).

Attendees on Monday and Wednesday evenings are gradually increasing.

Monday social runs are now commencing outside CLC Sports Centre which is working well.

Members signing up for Wednesday night interval training is proving beneficial in managing attendees and assigning to groups. As we move into Winter there is a need to identify alternative locations to undertake the interval training sessions. It was agreed that 2 groups at either end of the Honeybourne line would work well with the need to identify 2 other locations.

Action: Provide suggested locations for Wednesday speed training to Amelia. **ALL**

Discussion took place regarding Friday night speed training at the Prince of Wales Stadium. It was agreed to undertake a survey of members to ascertain how many would be likely to attend.

Action: Rachel to draft some questions to enable Matt to produce a Form for sending to members. **RV/MA**

7. **Covid-19 Action Plan and Risk Assessment - Matt**

An updated Risk Assessment and Action Plan has been made available to members on the website. No comments were received from the Committee.

8. **Treasurers update - Eoin**

Very few transactions since the last meeting. The account balance is £6,600.73, down by £300 since the last meeting. This is due to 2 LiRF courses for Paul Northrup and Matt Ashman and the £60 for contribution to Brendan's birthday present.

Some membership fees and payments for kit received.

9. **Membership report - Gavin**

Gavin presented paper 2 (Annex B).

There are currently 95 members, 80 people have paid their membership fees with the remainder yet to do so.

It was agreed that the 14 members yet to pay their membership will be contacted once more and then a decision made on whether their membership is ceased following the AGM.

Action: Contact those members yet to pay their membership fee one last time, decision then to be made at AGM regarding potential removal from the club. **Gavin**

10. **AOB**

a. **Staverton 10**

Eoin presented the preliminary risk assessment for the event (Annex C). If the intention to run this in January a license request will need to be submitted shortly.

It was agreed by the Committee that due to the Covid-19 pandemic the race would be postponed from January 2021. The Committee will discuss the event at the AGM in November with a view to making a decision on the potential to run the event in April.

Action: Add an agenda item to the AGM re Staverton 10 race. **Matt**

b. **Awards**

Videos of award presentations have now been submitted to Joel who is kindly bringing together a video for YouTube and etc.

11. **Date and location of next meeting**

Wednesday 18 Nov 2020 – AGM.

ACTIONS

Outstanding

Date raised	Action	Assigned to	Updates
2020-01-15	Committee members to recommend routes for taster races and volunteer to run a race.	All	Paused
2020-01-15	Ascertain options for introducing a single style of t-shirt in standard club colours.	Jon / Matt	In progress
2020-01-15	Work on updating the club constitution and provide back to the next meeting for review.	Matt	In progress
2020-01-15	Once updated provide the Constitution to all members and make available on the new club website.	Matt	In progress
2020-01-15	Consider GDPR requirements to ensure the club is adhering to the legislation. Update to be provided to the next committee meeting.	Matt	In progress
2020-07-22	Provide an update on the clubs approach to training to members.	Amelia	
2020-07-22	Review the outstanding membership renewals for discussion at the committee meeting in September.	Gavin	
2020-07-22	Review those on the Facebook members page and determine who should potentially be removed	Gavin	
2020-07-22	Discuss options for targeted marketing with Mat B	Matt	
2020-07-22	Share some of the new club business cards with the committee.	Amelia	
2020-09-16	Draft a Member Welfare policy	Matt	
2020-09-16	Add an agenda item to the AGM to re-elect all Committee members	Matt	
2020-09-16	Consider if the AGM should be moved from November to an alternate date	All	
2020-09-16	Provide suggested locations for Wednesday speed training to Amelia.	All	
2020-09-16	Draft some questions for a survey of members re Friday track training	Rachel/Matt	
2020-09-16	Contact those members yet to pay their membership fee one last time, decision then to be made at AGM regarding potential removal from the club.	Gavin	
2020-09-16	Add an agenda item to the AGM re Staverton 10 race.	Matt	

Completed

Date raised	Action	Assigned to	Updates
2020-07-22	Chat with Bren to see if we are able to use the facilities in CLC Sports Centre.	Will	Complete
2020-07-22	Share the club constitution with the committee along with the link to the EA template.	Matt	Complete
2020-07-22	Committee members to review and comment on the draft updated Constitution	All	Complete

2020-07-22	Determine who is likely to be at training on a Monday or Wednesday so their award could be presented to them and recorded.	Sophie	Complete
2020-07-22	Discussion to take place re the Staverton 10 mile race in January and a decision to be made re whether it will go ahead or not.	Matt	Complete



ANNEX A

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TRAINING UPDATE

The club's Covid-19 Action Plan and Risk Assessment has been updated and we meet the criteria for being 'Covid-secure' in line with EA guidance. As things currently stand, we can continue to run in groups of more than 6, providing we take the appropriate precautions. We'll continue to keep Members informed.

Mondays

We have been running the summer racecourse route, meeting together then splitting into groups of up to 6 for the run. Numbers have been gradually increasing. We're now meeting at the Honeybourne entrance near CLC sports centre, as we are allowed to use the car park but not meet in the building or grounds. This will be a good start point for when we need to resume the winter routes (Amelia to send out details beforehand). We have also started taking names of Monday attendees for Track & Trace purposes.

Wednesdays

We have continued to train in small groups. Last week saw a new high of 33 people sign up, split across 4 groups. We will need to find some additional locations as it gets darker, because there will be too many to train together on the Honeybourne and the track is not available on Weds.

I suggest 2 groups of around 6-10 could still train on the Honeybourne, one towards the track end and one towards the station end (as per normal winter training). We would then need a couple more places e.g.:

- GCHQ loop,
- Hatherley by-pass (B&Q to the Reddings roundabout),
- Cox's Meadow,
- Pittville Park (path by the lake)

Could anyone help check these (or other) options out after dark, for lighting, pavements, road crossings, nearby parking etc? We will need to decide on this very soon, as in previous years we've switched locations around the end of Sept.

Fridays

Eoin found out that the track is available on Fridays 6-7pm at a cost of £51.50 per session, minimum booking of 10 weeks. We need to decide what to do about Friday track sessions.

LIRFs

Gareth H, Matt A and Paul N were due to go on the LiRF course in Gloucester on 27 Sept; this was cancelled and no replacement date has yet been set. They are now considering doing the course in Chippenham in December, or doing an online course (Matt to update).

Business cards

I have started to give these out to committee members, and will do more as I see people and remember!

Amelia Mullins
Club Coach



ANNEX B

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MEMBERSHIP UPDATE

Membership statistics @ 15 Sep 2020

96 athletes on the books of which:

- 80 paid EA & club membership fees
- 1 completed renewal form but not yet paid:
Ben Akif
- 15 not renewed membership:
Dawn Addinall
Max Baylis
Alison Egan
Will Ferguson
Louis Fievet
Laura Fletcher
Zoe Gough
Andrew Jackson
Sam Page
Andrew Paterson
Iain Porter
Matthew Shone
Richard Symonds
Amy Underdown
Finlay Willicott (submitted request to move to another club)

Changes since 1st April 2020

- 1 resigned - David Street
- 1 unresigned - Billy Bradshaw
- 2 gratis, non-competitive, members - Brendan Ward, Chris Hale
- 5 new members - Richard Tilson, Hannah Chiswell, Fabio Sorbello, Chris Hart, Lena Deysner
- 2 second claim members - Issy Ravenhill, Matt Shone
- 1 deceased - Neil Broadbent
- 2 potential new members - Siobahn Farmer, Stefano Cossu



ANNEX C

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STAVERTON 10 RISK ASSESSMENT

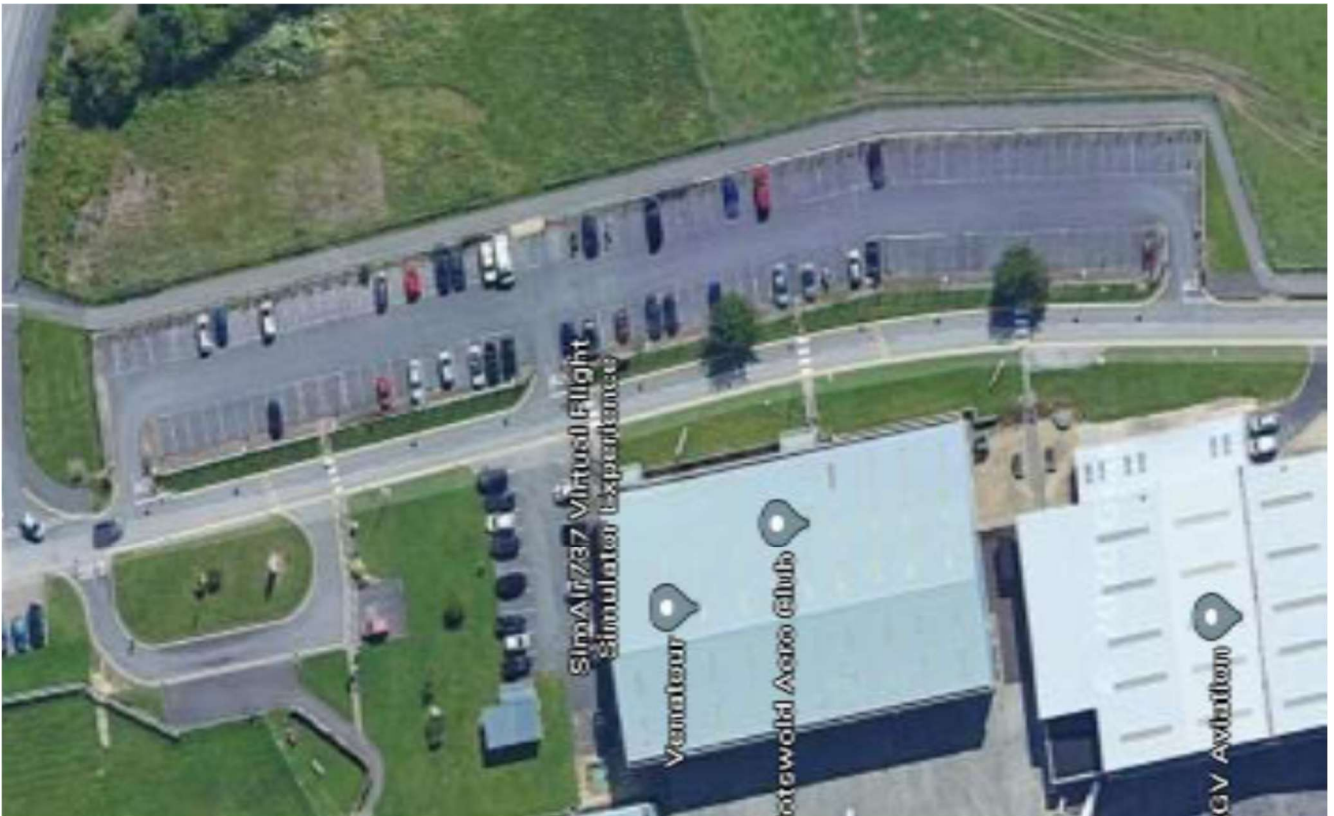
START-LINE ARRANGEMENTS

Guidelines

- Need to minimise contact time between runners before and after the race
- We need to ensure social distancing whilst runners are waiting to run
- We need to ensure that runners are able to socially distance whilst running

Proposal

- My proposal is to set runners off in waves of 10 people. The waves would be determined by predicted finish
- times with the fastest wave set off first.
- The start area will be marked with start positions in 2 lines of 5 people with 2 metres between each position
- Race positions will be determined using chip time (not gun time)
- Runners waiting to start will be held in their waves in pens located in the turning area adjacent to the start line and the airport carpark.
- The pens must be big enough to allow social distancing to be observed and each pen will be monitored by a marshal to remind runners to keep their distance (however in the T&Cs I think we need to state it is the runner's responsibility to ensure social distancing)
- In total we can accommodate 200 runners in 20 pens (see diagram below).



PRE-RACE

Option 1 (On-site parking)

- Everyone will need to arrive by 08:40.
- The entrance to the site will be closed at 8.40 until the race has started.
- Runners will be asked to assemble in their wave pens at 8.45 (perhaps we use coloured balloons to make this clear)
- We need to consider whether we should allow runners to warm-up. If we do we need to make it clear that they are responsible for social distancing.
- Runners must be assembled in their pens by 8.55
- The first wave would set off at 9.00 and then each wave at 30 second intervals. Thus it would take 10 mins for all waves to clear the start area. So runners could be standing around for up to 25 mins (is this reasonable in January?)

Option 2 (Off-site parking)

- Various potential locations for off-site parking have been identified (but not confirmed with their owners). These are 1-2km from the start line, which would allow space for runners to warm up.
- Using this option, we could give runners 10 minute windows to arrive in (10 mins for 3 waves). Then we would just need 3 holding pens which can be accommodated in the turning area.
- The first 3 waves would be asked to assemble at 8.55. The first wave would set off at 9.00 and then the next 2 waves at 30 second intervals. Each subsequent set of 3 waves wave would setoff at 10 minute intervals. Runners would only standing around for a maximum of 6 minutes but the whole process will take an 70 minutes to complete (is this fair on the marshals?)
- Alternatively we could use off-site parking but still ask all runners to gather in pens before the race starts (if we think it is acceptable for some to be waiting around for 25 mins).
- This option removes risks associated with cars leaving site during the middle of the race. Potential locations identified shown below.



FINANCIAL RISKS

The key risk is in we get a local lockdown announced just before the race

The best way to mitigate this is to ensure that we spend as few fixed costs as possible before the race, which means:

- We have no mementos, or we buy them after the race and post them
- We buy trophies after the race and post them
- This leaves the two key financial risks as
- £255 for first aid cover
- £300 for chip timing
- We could try to arrange no-fee/reduced fee/credit in the event of lockdown for these

OTHER CONSIDERATIONS

- The aviator will be closed to runners
- We need to provide portaloos
- No changing facilities will be provided
- No baggage area will be provided
- No mementoes or trophies will be handed out on the day
- No spectators will be allowed
- We need to decide whether to offer water. Guidelines are not to provide water for distances up to 10k but to provide if for a half-marathon (thanks EA!) If we decide to offer water I suggest we only do this at the start/finish area. Water must be provided in sealed plastic bottles and runners must self serve.
- Runners will be asked to leave the site as soon as possible following their race. If we have onsite parking we will need enough marshalls to ensure that cars leaving the site do not pose a risk to runners

DISCUSSION POINTS

1. Are we happy to run the race under the conditions described here?
2. Should we go ahead in Jan or postpone to later in the year (eg, April) when it will be warmer and it is possible that restrictions may have eased?
3. Are we happy to carry the financial risks? (potentially a loss of up to £555)
4. Which pre-race option do we prefer?
 - a. Onsite parking (runners may wait for up to 25 mins)
 - b. Offsite parking (marshalls have an extra 70 mins to hand around)
 - c. Offsite parking (runners may wait for up to 25 mins)
5. Do we provide water?