

**Management Committee Meeting**

 **Tuesday 6th December at 1915**

**Attendees:** Club President; Club Chairman: Ladies Captain; Mens Captain; Club Secretary; Communications Officer; Treasurer; Guest: Race Director Alan Green 10/5 Mile Race.

**Apologies**: Safeguarding & Welfare Officers; Webmaster; Vice Chairman & Kit Manager; Social Secretaries; Membership Secretary and Junior Head Coach.

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 **MINUTES**

**Draw for Single Club Place in the 2023 London Marathon:**Process: All qualifying entries were ascribed a randomly generated number via an on-line random number generator (1-12 as there were 12 qualifying entries received) and, prior to the meeting, 12 golf balls numbered 1-12 were placed in a cloth bag. The Club President (not in the draw) drew out a random ball from the cloth bag and its number compared with the listing of random generated numbers against names. The ball drawn was number 12 and so the person to whom this corresponded was declared the winner of our LM place. Note: All entrants were invited to observe the draw but no non-committee members were in attendance.

**Agreement and Acceptance of Minutes of Last Month’s Meeting:** Agreed and accepted.

**Junior Update:** The Club President reported on behalf of the Junior Head Coach that Junior training will pause from early next week for the Christmas and New Year break and will resume early 2023 coinciding with the return to school. Junior successes continue with one of our female runners being chosen to run for Kent. Good item/report on Facebook highlighting success of our young female runners.

 **Safeguarding & Welfare Update:** Both officers have completed the online Safeguarding “Time to Listen” Course and gained a great deal of useful information and insights which will be utilised in the execution of our roles in the future. Both request that the Adult Safeguarding Policy is presented with the Child Safeguarding Policy on the website in the Safeguarding Section. **Action**: Webmaster (although recognise that this may not be an easy thing to do).

T**reasurer’s Update:** Identified a £3k deficit from last year’s totals placing an onus on our races to generate a small surplus or, at worst, break even given the circa £5k of Club money that’s at risk each time we put on an event. In this context he suggested we consider whether our races are too cheap. The consensus was that Race Directors should benchmark entry fees and increase them where there’s an opportunity (and attract entries by offering an “early bird” option where possible eg Sackett 10k and Harbour Wallbanger?) but still ensuring TRAC events are highly competitively priced (especially given today’s economic environment). NB Enhanced entries likely for Sackett 10k on 4th June 2023 now that it is a Kent Grand Prix race but this will be tempered by the Tenterden 10k which is another KGP event and only the week after...

End of January will present a clearer picture of our finances with all outstanding monies/income expected to be in by then.

**Captain’s Updates:** The Men’s Captain took us through the following:

**Training and Run Leader**

* Mondays: Well supported. No faster groups up to 8:45 per mile only. Lower numbers as there are frequently races on Sundays.
* Wednesday Hills: Good numbers plus juniors.
* Thursday Speed: Good manageable numbers.
* Friday. Back most weeks with low numbers.
* Sunday. The Hartsdown Run has not been on. It needs a leader.
* Post-run photos and short reports have been added to social media. Needs input recently.
* Boxing day run is on the Run-Together app.

**Race reports.** (Club Championship Races see below)

* Battersea Park 10k. New Club Record of 38mins 57. See report on website.
* British masters UK 10m race: Gravesend. Very competitive with the masters from all over the country. 13 runners under 1 hour. Mens Captain represented TRAC in the Southern counties team 22ndOverall 4th in UK V50. 1hr 3mins.

**Other achievements.**

* Member picked for ladies Aqua Bike UK team.

**2022 Club Championship Races.**

Our own Alan Green 10-mile and 5-mile race on 4th Dec December, Alan Green. Successful event. Thanks to excellent Race Director and multiple other helpers who made it all possible. Points updated and are ready for web news. The 5m are incomplete and marathon times open until end of December. Captain can display these if required but need to be aware it’s an ongoing piece. Sent to committee WhatsApp for peer review.

**Upcoming:**Kent Christmas Cracker 5m. 18th December (clashes with XC Allhallows) The 5m forms part of our Club Champs as a 5m time. Last one of the Champs this year

**KFL Cross country 2022-2**

Oxlease report on website.

Our team continues, larger numbers at this one with our highest points this season. Team is in 10th place. Lady’s 6th and men 10th. Next up Allhallows 18th Dec.

Minnis Bay race. Actively recruiting marshals. And clearers of dykes day before.

Medical/EA/referee/farmers/Council application. all done. SSSI (is approved). Our biggest race of the year ie over 500 and maybe an opportunity to advertise the Ricki Savage 20 mile race via leafleting or use of a willing volunteer sandwich board person.

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| **2022-2023 Season** |
| Match 1 | 2022-10-30 | 09:00 | [**Knole Park, Sevenoaks**](https://maps.google.co.uk/maps/ms?oe=utf-8&client=firefox-a&ie=UTF8&hl=en&msa=0&msid=105879619365143952182.000472ea0e41e3434ab80&ll=51.267796,0.197754&spn=0.01595,0.038238&t=h&z=15) **race completed** |
| Match 2 | 2022-11-13 | 11:00 | [**Swanley Park, New Barn Road, Swanley**](https://maps.google.com/maps/ms?ie=UTF8&hl=en&msa=0&msid=105879619365143952182.000472485a35644b66209&ll=51.405839,0.174226&spn=0.004129,0.009441&t=h&z=17) |
| Match 3 | 2022-11-20 | 11:00 | [**Oxleas Wood, Eltham**](https://maps.google.co.uk/maps/ms?oe=utf-8&client=firefox-a&ie=UTF8&hl=en&msa=0&msid=105879619365143952182.000472e9bf20c67c23bfd&ll=51.465304,0.06977&spn=0.008275,0.019162&t=h&z=16) |
| Match 4 | 2022-12-18 | 11:00 | [**Haven Allhallows Holiday Park, ME3 9QD**](https://goo.gl/maps/cwLbaVH2k6pdpsc59) |
| Match 5 | 2023-01-08 | 11:00 | [**Minnis Bay, Birchington**](https://maps.google.com/maps/ms?ie=UTF8&hl=en&msa=0&msid=105879619365143952182.000472e9dc6b5c89fb011&t=h&z=18) |
| Match 6 | 2023-01-15 | 11:00 | [**Betteshanger Park, Deal**](https://maps.google.co.uk/maps/ms?oe=utf-8&client=firefox-a&ie=UTF8&hl=en&msa=0&msid=105879619365143952182.000472e9fdda5e2679a8e&ll=51.23657,1.3696&spn=0.008665,0.019119&t=h&z=16) |
| Match 7 | 2023-02-05 | 11:00 | [**Blean Woods, Rough Common, Canterbury**](https://maps.google.co.uk/maps/ms?oe=utf-8&client=firefox-a&ie=UTF8&hl=en&t=h&msa=0&msid=105879619365143952182.000472e993d2fc564c477&ll=51.293405,1.044087&spn=0.016612,0.038238&z=15) |

**Kent league Cross Country**.

* Info on KCAA website.
* Dates 11th Feb Norman Pk.
* Individual Vets Race 3rd Dec Dartford. No Traccies.
* Main Champs 7th Jan Brands hatch.

**2023 Club Races.**

* Hot off the press the races comprising the 2023 KCAA Grand Prix/Kent Championship have been announced. These include our own Sackett 10k as well as the Canterbury 10,Tunbridge Wells Half, the Bromley 5 and others all of which will form our own Club Championship together with a couple of local races eg the Coastal Striders backed “Coastal Busters 10k”. Also the Margate Super Heroes will potentially be included. Captains will consider and put a list together. **ACTION**: Captains.

[**Club Communications & Miscellaneous Items**](https://maps.google.co.uk/maps/ms?oe=utf-8&client=firefox-a&ie=UTF8&hl=en&t=h&msa=0&msid=105879619365143952182.000472e993d2fc564c477&ll=51.293405,1.044087&spn=0.016612,0.038238&z=15)

* Website/Social Media: Communications Officer was accidently locked out of the Club website and it took 2 months for his access to be restored, now ok. On the social media front he notes younger members or those interested in the Club, are moving away from Facebook as a means of interaction and communication in favour, particularly, of WhatsApp.
* Sum Up machine is working well. Ability to issue electronic receipts is welcome; there is still some transactional functionality that needs understanding but looks promising in terms of our interfaces. The ability to generate QR codes for our website seems a useful option but we need to gauge how this works. It has the capability of linking payments into our account via a QR code on the website or poster (nb may be a means of paying for annual Club subscription and EA?)The unit itself probably best resides with our Kit Manager because kit is where the majority of transactions consistently take place. For upcoming races or social events it can then be passed over for a while to social secretaries, on-the-day race entry volunteers etc. Our Communications Officer will wait to see it on line first, see how it works in anger and develop our use of its wider functionality as time goes by.
* EA grants: Identified that there may be EA grants available to the Club that it might qualify for and for which we should therefore consider applying. For example, Run Leader courses could potentially be financed via a grant. ACTION: Meet with Paul Wood (area EA representative) to explore further and report back. Those present to communicate any ideas for grant-worthy activities.
* RHA floodlights: 37.5% reduction in charges agreed with RHA as 37.5% of the lights are not working.
* Run Together app for TRAC being tidied up. It’s not user friendly in terms of functionality but removing duplications, old dates etc should simplify it.

[**Couch to 5k Update:**](https://maps.google.co.uk/maps/ms?oe=utf-8&client=firefox-a&ie=UTF8&hl=en&t=h&msa=0&msid=105879619365143952182.000472e993d2fc564c477&ll=51.293405,1.044087&spn=0.016612,0.038238&z=15) Not as smooth a start as could be...hoping for a greater number of Run Leaders to indicate availability than have so far. Additionally the RHA track has only back-to-back nights available which isn’t useful for our purpose and so a back-up option of using the lit pathway on Broadstairs cliff top is under consideration. We are charging for the programme this time and so likely to have reduced numbers than historically the case – but this may be to our advantage given potential lower numbers of Run Leaders and track unavailability.

[**Harbour Wallbanger Update:**](https://maps.google.co.uk/maps/ms?oe=utf-8&client=firefox-a&ie=UTF8&hl=en&t=h&msa=0&msid=105879619365143952182.000472e993d2fc564c477&ll=51.293405,1.044087&spn=0.016612,0.038238&z=15) Live on Run Britain but not yet open for entries. The maximum number of runners is increased and discussion is planned with area EA representative around level of appropriate medical cover eg may be scope to reduce it given the location (beach and shoreline not roads etc).

[**Alan Green 10 Mile & 5 Mile Debrief and Feedback:**](https://maps.google.co.uk/maps/ms?oe=utf-8&client=firefox-a&ie=UTF8&hl=en&t=h&msa=0&msid=105879619365143952182.000472e993d2fc564c477&ll=51.293405,1.044087&spn=0.016612,0.038238&z=15)

A great success and huge thanks to Terry for thorough and impressive Race Directing.

Points to consider to make it even better next time:

* Review marshal positions at Margate harbour to maximise effectiveness and avoid any confusion around placement.
* Potential high tide issues viz a viz spray and waves coming in if there’s a strong on-shore wind. There was a risk mitigation plan in place had this happened but, for complete confidence, we should try to align races that pass by close to the sea edge to times of low tide.
* Unbox trophies for display and actual presentation (handing over boxes separately). Heightens visual impact. This was planned but not done through oversight hence will be an area of heightened focus in future races.
* Tail runner for the 5 mile withdrew 2 nights beforehand and a replacement could not be identified in time. Fortunately, particularly due to the initiative of the tail runner for the 10, there were no issues but, in future, a general “call out” should be requested via all channels if such a situation emerges and, ideally, again in mitigation, a small pool of people identified and available with the flexibility to slot into last minute roles.
* Map marshal points more accurately so all are clear. Photograph them and with the What3 Words.
* Work is on-going to negotiate improved rates with key providers based upon early sight of 2023 TRAC events.
* Not having to buy medals for the race ensured its strong profitability but we can’t rely on this going forward obviously so we need to look carefully at costs and saving opportunities for future races (see Treasurers report also). NB after the next Ricki Savage in March 2023 look at having the 20 with a 10 inside or maybe a Half Marathon (ie for 2024).
* All costs need to be considered and accounted for even if the item is surplus of another race ie not just medals but water too (nb opportunity to buy water in bulk – for the whole year’s events – and then to charge it out to each race. “Goody bags” for marshals need costing out too.
* Race Directors need a team around them and tasks shared out. Perhaps develop a team next time and ensure have a designated deputy who has knowledge and access to all aspects of the event in case the Director falls ill for example.

 Discussion then turned to how we need to explore how to engage some of the younger members who, maybe, don’t want to be marshals but who are willing to help with other tasks (unfortunately though there are some regular marshals who are saying they don’t want to marshal any more). Perhaps develop a merit system to encourage volunteering ie 5 merits earns a free place at one of our races.

Linked to this was a suggestion that, along with the marshal listing, each race also has a list of other roles required and it should be populated so as to ensure each activity necessary is supported.

[**Ricki Savage 20 Mile:** :](https://maps.google.co.uk/maps/ms?oe=utf-8&client=firefox-a&ie=UTF8&hl=en&t=h&msa=0&msid=105879619365143952182.000472e993d2fc564c477&ll=51.293405,1.044087&spn=0.016612,0.038238&z=15) License approved and on Run Britain and on-line entry is open. Paperwork and organisation underway/ongoing. Publicity to ramp up now Alan Green is complete with leafleting at Minnis Cross Country considered along with possibility of having a sandwich board man type advertising. **ACTION**: Consider and ramp up advertising.

[**Membership Numbers and Details:**](https://maps.google.co.uk/maps/ms?oe=utf-8&client=firefox-a&ie=UTF8&hl=en&t=h&msa=0&msid=105879619365143952182.000472e993d2fc564c477&ll=51.293405,1.044087&spn=0.016612,0.038238&z=15) Captains require access to the Membership listing so as to check training is being delivered to members only and also that we are only entering members into competitions like cross country and relays. **ACTION**: Membership Secretary and Webmaster.

Membership subscription to increase next year to £18. Need to ensure the system can easily be adjusted to reflect the new price as well as adopt to the new post PayPal platform. **ACTION**: Membership Secretary and Webmaster.

[**Website Update**:](https://maps.google.co.uk/maps/ms?oe=utf-8&client=firefox-a&ie=UTF8&hl=en&t=h&msa=0&msid=105879619365143952182.000472e993d2fc564c477&ll=51.293405,1.044087&spn=0.016612,0.038238&z=15) See Communications update.

[**ParkRun Takeover Debrief and Kit Update:**](https://maps.google.co.uk/maps/ms?oe=utf-8&client=firefox-a&ie=UTF8&hl=en&t=h&msa=0&msid=105879619365143952182.000472e993d2fc564c477&ll=51.293405,1.044087&spn=0.016612,0.038238&z=15)

**ParkRun Takeover at Margate**: Good preparation meant the event went well with most of the volunteer roles filled by TRAC members. Our support was highly appreciated by the Margate Park Run team.

**Elite Vests:** Following the error with the printing of these vests, Kit Manager sent examples back to Scimitar of 1 x INCORRECT Elite vest and 1 x CORRECT Race vest so that they could colour match exactly. Not having heard back from them, he made contact only for them to say they hadn't received the package! Kit Manager therefore sent (this time by recorded delivery) another example of each. Scimitar have said that, once received, they will push the reorder through, with the plan being for us to receive the correct vests by the end of the year.

[**Social Events Update:** :](https://maps.google.co.uk/maps/ms?oe=utf-8&client=firefox-a&ie=UTF8&hl=en&t=h&msa=0&msid=105879619365143952182.000472e993d2fc564c477&ll=51.293405,1.044087&spn=0.016612,0.038238&z=15) Christmas Party went well but with some issues to be fed back to NFGC eg cold due to doors stuck open; Prosecco not initially available upon arrival; long time between courses and coffee/mince pies not appearing until folk had gone upstairs to the dance floor. Christmas Party photos and write up to be posted on website and/or Facebook (done).

Boxing Day run is on the App with the traditional break at Morelli’s for coffee.

Club Presentation evening next up and some dates need to be suggested and a venue found (unless stick to Thanet Wanderers as previous year) for example a pub with a function room like the Racing Greyhound or the White Horse. Dates need to be agreed too and, crucially, social secretaries need to be aware of prizes they are responsible for choosing in good time. **ACTION**: Social Secretaries

[**AOB**: (All)](https://maps.google.co.uk/maps/ms?oe=utf-8&client=firefox-a&ie=UTF8&hl=en&t=h&msa=0&msid=105879619365143952182.000472e993d2fc564c477&ll=51.293405,1.044087&spn=0.016612,0.038238&z=15)

* [Next meeting will be the Club General Meeting on 17th Jan ‘23. Where?](https://maps.google.co.uk/maps/ms?oe=utf-8&client=firefox-a&ie=UTF8&hl=en&t=h&msa=0&msid=105879619365143952182.000472e993d2fc564c477&ll=51.293405,1.044087&spn=0.016612,0.038238&z=15) Sticky Wicket or Thursday after track session. **ACTION**: Chairman to check if it’s open/available. The potential of, alternatively, utilising Tesco Extra’s Community Room will be explored **ACTION**: Club Secretary.
* A review of the Run Leaders listing identified several names who are, unfortunately, now non-members which represents, effectively, lost investment for the Club ie because we have paid for their training only for them to be either inactive in the role or leaving the Club. Not a great deal can be done but it’s useful to be aware of this and consider in the future.
* Risk Assessment for Club Runs and track training is due for an update. **ACTION**: Captains.

[**Date and Venue of Next Meeting:**](https://maps.google.co.uk/maps/ms?oe=utf-8&client=firefox-a&ie=UTF8&hl=en&t=h&msa=0&msid=105879619365143952182.000472e993d2fc564c477&ll=51.293405,1.044087&spn=0.016612,0.038238&z=15) This will be a General Club meeting and will take place at 1915 on 17th January, 2023. Venue tba.

**The meeting concluded at 21:22 hrs.**