

Thanet Roadrunners AC

MINUTES Committee Meeting Tuesday 21st January, 2025 @ 7.15 pm

Venue: Community room, Tesco Extra, Westwood Cross, CT10 2QJ
Room code: 7294

Committee & extended volunteers: Chair: Julie Neaves; Ladies Captain: Joanne Kemp, Men's Captain: Andy Stevens, Safeguarding & Welfare: Ade Neaves, Marshal Secretary: Anna Harrison. Membership Secretary: Jo Holl; Social media support: Sam Hastie, Kit Manager: Andy Jones; Website Manager: Phil Stevens; Communications: Jon Holl;

Guests: Paul Wood, Pete Heath

Apologies Received From: Secretary: Julie Williams, Robbie Day, Treasurer: Simon Cowdery, Kirsty McMahon, Social media support: Asha Stokes, Coach, Juniors Rep: Gary Gillatt.

Agenda

1. Welcome and opening remarks - Julie N

2. Action review - Julie N

-Kit for EA award - Quote received for Buffs. Design agreed Blue version. Awaiting a further quote. Then can make decision for order. Badges are due to be delivered this week.

-Motivational signs - put to members at next open committee meetings to come up with ideas. Could put out on social media so people can start thinking.

-Awards meeting March. Venue not available Tues/Wed so Andy S will ask if the Thursday 20th is available.

3. Learnings from Minnis XC – Anna, Andy S

Per Appendix 1 - details and recommendations given there.

Medical Provision - In future recommend we give explicit communications of what requirements and expectations are. Size and nature of the course should dictate the minimum requirements we need to adhere to. Space blankets held by marshalls would be a good investment.

At KFL mop up meeting -Stewart - highlight concerns - welfare of marshalls - to request a cut off time for runners at the Minnis event. Or option to miss out the water ditches. If agreed put out in the pre race info / get KFL to flag in race instructions.

More 'caution runners' signs needed at certain points so public are aware of event.
Maybe some signs on the way back if some of the puddles are particularly deep.

Extra Note - Race Directors course in London 8th Feb - 1 Day. EA website gives details.

4. Relays – strategy to advertise and select runners and if/how charge runners. Who will do risk assessment and licence application for Minnis event?

To increase numbers and reduce unit price.

-Suggested that 16/17 year olds are included. Paul Wood - would need parental consent.

-Other Clubs to be asked if they want to join in.

-Revisit costs to see if savings.

-Closed race - will need to be EA registered? Paul Wood advice. Pete to check with organisers whom currently believe EA is not required. -Also under old relays rule was that Second Claim runners can only run in B team.

Action Pete to email to organisers raising pints raised.

Run Director for TRAC hosted leg Minnis Bay - Chris Brown has come forward, with support from Spencer. Pete has historic info and paperwork from previous years.

5. 2025 vacant positions – flag any that won't stand for re-election. How best to advertise and recruit for replacements - All

Treasurer - will provide a comprehensive handover

Social Secretary

Vice Chair

Communications

Men's Captain - Andy stay on to do Relays to support new Men's Captain - but step down afterwards

6. Sporting Events partnership – agree when next to meet and who to attend.

Chair, Marshal, Captain (Andy), Communications (Jon)

JN - to request dates from SE and to make contact to discuss the route for the half.

Proposed dates

6 April - Half marathon / 10k

28 Sept - Proposed Harbour Wallbanger date

AOB

Videos within website - recommend club to have a You-Tube account.

Adding Age Category Records - to the club records. Phil.

Problems with emails. Put on social media the dates of the races coming up / asking people to please email Marshal Secretary if they are available.

Postpone email change over to after 6th for benefit of Marshal secretary. But not if this means the membership can't transfer as this needs to be available before.

TRACK update - School commissioned a full survey for track and field - expected back end Feb. Meeting early March reviewed report and suggest plan of action. We propose to prioritise track surface repairs.

Meeting of run leaders - Propose 18th February at Tesco's

Need a Review of Runs of offer and consistency. A run leaders meeting to discuss would be useful. Julie N - Advertise in run whats app

Next meeting (Open meeting) – Tues Feb 11, Bradstow Mill

- Website update and plans – Phil, Jim Allen
- Roles becoming vacant in 2025
- Relays update

Appendix 1. Minnis XC Learnings:

Notes from Julie W –

- Planning for this event needs to start in August/early September to ensure council permission received.
- Overall, the event went really well – many thanks to all involved. Learnings are that its helpful to have additional signs at the marshal points so that if someone needs to step away, the runners can see where to go (Anna had to stand in when Rich A responded to an accident report). Also, the last stretch of the course wasn't adhered to when a new marshal wasn't clear on the route.
- Medical team – need to have copy of map, marshal points, names and contact details.

- It is preferable that the main ambulance or at least medical staff are present at the finish line – note that the ambulance is 9 feet wide and 3 tonnes, so risks getting stuck on muddy ground.
- Helpful to know expected first and last runner time to set expectations for marshals. Whole event lasts from 8.30am to 2.30pm.

Paul Woods observations and suggestions: Thanks for a good day yesterday the event went really well, I have some observations and recommendations that you and the committee may wish to consider.

1. I would recommend that each of the marshals on the course has two space blankets, because if a runner is injured or needs medical attention it could be some time before help can get to them and they would need to be kept warm.
2. The medical team needs to have a presence at the finish not in the car park as vital time could be lost if a runner collapses at the finish line, which is where most collapses.
3. The tail runner either needs to share their location with the race director or as they pass key points on the course the marshal at that point calls the race director so you have an idea where they are.
4. A lot of the runners were commenting on the old start on the beach and saying how much they enjoyed it.

Appendix 2. Relays update: Aiden Gorham – Ashford & District

1. Cost per runner and minimum commitment.

Following on from some of the emails received in December regarding potentially lower attendance or inability to make a commitment without cost per runner, I have gone over the numbers to work out maximum runner cost I think we would all be happy with, and the subsequent minimum required total commitment.

I have decided that a **£6.00 fee per runner per race** would be the maximum charge. This equates to an average minimum attendance per race of **250 runners** (totalling 1250 runners across the five events). See the cost breakdown below.

If we fail to commit an average of 240 runners across the five events, then the cost per runner will likely divert our club members away, resulting in higher costs, and the series will not be feasible.

If we get more than the minimum commitment, then the cost per runner will drop and we can either charge less to each runner, or as has been discussed, hold the money for delivery of the relays in 2026.

With this maximum cost per runner, I hope each club can determine a committed number. I have added the cost breakdown information into the *Relays Event Organisation Document*.

Total Cost for relays (by average attendance)

Total Runners	8x Portaloo's		5x Portaloo's		5X Portaloo's + no trophies	
	Total Cost	Cost per runner	Total Cost	Cost per runner	Total Cost	Cost per runner
190	£6,939.17	£7.30	£6,649.17	£7.00	£6,322.50	£6.66
200	£7,039.17	£7.04	£6,749.17	£6.75	£6,422.50	£6.42
210	£7,139.17	£6.80	£6,849.17	£6.52	£6,522.50	£6.21
220	£7,239.17	£6.58	£6,949.17	£6.32	£6,622.50	£6.02
230	£7,339.17	£6.38	£7,049.17	£6.13	£6,722.50	£5.85
240	£7,439.17	£6.20	£7,149.17	£5.96	£6,822.50	£5.69
250	£7,539.17	£6.03	£7,249.17	£5.80	£6,922.50	£5.54
260	£7,639.17	£5.88	£7,349.17	£5.65	£7,022.50	£5.40
270	£7,739.17	£5.73	£7,449.17	£5.52	£7,122.50	£5.28
280	£7,839.17	£5.60	£7,549.17	£5.39	£7,222.50	£5.16
290	£7,939.17	£5.48	£7,649.17	£5.28	£7,322.50	£5.05
300	£8,039.17	£5.36	£7,749.17	£5.17	£7,422.50	£4.95
310	£8,139.17	£5.25	£7,849.17	£5.06	£7,522.50	£4.85
320	£8,239.17	£5.15	£7,949.17	£4.97	£7,622.50	£4.76
330	£8,339.17	£5.05	£8,049.17	£4.88	£7,722.50	£4.68

340	£8,439.17	£4.96	£8,149.17	£4.79	£7,822.50	£4.60
350	£8,539.17	£4.88	£8,249.17	£4.71	£7,922.50	£4.53
360	£8,639.17	£4.80	£8,349.17	£4.64	£8,022.50	£4.46

2. Course Assessments

In an attempt to evade Christmas shopping in December, I have run three of the five routes to perform an in person risk assessment on the course, identifying hazards and where I believe marshal points will be needed.

From this, I have been able to establish how many signs, cones and marshals we will need for each course, and have created individual race specific runners and marshal instructions, and updated each race section of the *Relays Event Organisation Document*.

I plan to work with the host clubs to review my assessments and let me know if there are other suitable controls to use.

Please see the attached *Relays Event Organisation Document* for information [*Note: this is still a work in progress and not yet finished*].

I have also updated the course maps with the information provided for Minnis Bay and Samphire Hoe, though I have not yet run them to include my assessment.

3. 2025 plan

As time draws on, I would like to establish a timeframe to ensure delivery of the relays.

By the end of January, I would like to:

1. Have all clubs committed numbers, so we can calculate actual cost to clubs and if the series is feasible.
2. Have all routes confirmed with risk assessment conducted.
3. Be in a position to submit:
 - a. local authority permission requests
 - b. the UKA licence.

If we delay these into February, we run the risk of not getting the necessary permissions in time.

APPENDIX: Open actions and decisions

<u>ACTION</u>	<u>BY WHOM</u>	<u>BY WHEN</u>	<u>COMMENTS</u>
Invite two members to committee meeting Add reward and recognition as standing item	Julie W	Standing item	
Order kit to celebrate EA award continue to explore buffs	Andy J	January	
Propose a design for TRAC business card	Jon	January	Ongoing
Check all juniors are now members and have agreed consent forms	Gary	January	
Solicit input from members for wording for motivational signage for races.	Anna and social media team	Early 2025	To action at Feb 11 Open Meeting
Agree date and venue for February open meeting	Julie W	January	Completed – Feb 11 Bradstow Mill
Book Racing Greyhound for awards evening in March	Andy S	January	