



Minutes of the April Committee Meeting of Oxford City Athletic Club

Date: Thursday 7th April 2022, 6.30pm

Venue: Zoom/online

The meeting began at 6.30pm

Apologies – received from Julie Walker-Smith, Debbi Carter, Juliet Bennett, Paul Kelsey, Jo Hunter

Present – Richard Hart, Jennifer Cottrill, Sylvia Davis, Bryan Walker, Katherine Sutcliffe, Susan Jones, Elton Jones, Emma Kentish, Ray, Gwyneth Hueter, Mark Bristow, Popsie Wotton

Agenda:

- Competitions
- Open Competitions
- Volunteers
- Team Managers questions
- Catering – help in the kitchen
- Help on the track
- Buildings and Equipment
- Membership – Love Admin introduction
- Coaches –
- England Athletics update
- London Marathon
- Ukrainian Refugees

1. Competitions & Open Competitions

First few competitions: Wessex League 24th April, Open competition 27th April, Oxford League 1st May and VETS match 2nd May.

Anett will organise the Wessex League and SAL matches. Team Managers got their list; however, we need to update them with the new members which is done within a couple of days.

Midweek Open and we have an athlete limit which is about 300.

Sylvia asked, “if we would have QK competitions”? Bryan answered that “we hoping to do, but we do not have any dates confirmed”.

2. Volunteers

Gwyneth mentioned we need more qualified field officials. She is hoping we will have someone who will be able to do Level 2.

Several young u17 athletes recently did the Official Assistant course, and we will share their contact details to Gwyneth.

We have couple of volunteers for the first event already: 1 scorer, 3 helper for set up and 1 kitchen helper.

3. Catering

Sylvia mentioned that the kitchen needs a cleaning before we do anything, she will go to buy all the stuff for the first match (24th April), however Sylvia is not available on 1st, 2nd May do the kitchen. **We need someone who can open and operate the kitchen on 1st and 2nd May.** May Richard can take charge of the kitchen on 1st May.

Anett or Richard will ask Amy if she can make it.

Getting more volunteers: Anett needs to write an email to the group of U20 if they can help with the catering during the season.

4. Help on the track, buildings & equipment

Richard mentioned that we had the cleaning day that has really improved things, and we really need to keep things clear, tidy for through the season. We need to try to get equipment taken back to the right place. Lots of matches (school matches as well) during the summer, there will be a lot of demand on the equipment.

Indoor training area is slightly delayed as we had a last-minute offer to construct the building from timber.

Sylvia advice to take out the plastic floor from the tea bar. Ray will manage to do it.

Mark Bristow mentioned that "at the Risk Assessment it is highlighted that we shouldn't have fridges and freezers at the corridors. We need to find a different location for them".

5. Coaches and EA update

Richard explained that the affiliation to EA is now working, and they had really tightened up on a lot the way they are regulating clubs. EA said, "these are 7 the standards by which your club must be run; if you failed to meet these standards your athletes will not be allowed to compete." And now EA have sanctions they can disqualify our athletes from competition, but OCAC are pretty good. Richard deleted 12 coaches from the EA website as they had no up to date licence. Every coach needs to have an up to dated Coach License. Now we have 23 fully licenced coaches. We of course welcome new coaches. And also, we must have two child welfare officers: Richard is one and Jo Hunter, both were DBS checked. Richard has just paid £5480 to the EA, the affiliation is about approx. 400 members.

6. London Marathon

We have one place, but it is already taken by a runner from last year and they held it for this year. We will have place for next year. Touch base with Anett and she will put all the names in a hat and draw one out.

7. Ukrainian Refugees

Katie asked if we have places for refugees' children to avoid the waiting list to make their life better by the sport. As she will have a Ukrainian family arriving soon and one of the children (9 years old) is really interested in running. Bryan confirmed that QK has places and will definitely make spaces for refugee families' children. Richard also told that as a principle we should say yes, and he confirmed that the club is more than happy to help finding places to those children. We can ask members if they would be willing to sponsor those children. We can affiliate them easily, and they can compete as well. Regarding Club Kit and spikes we can ask parents if they have second hand one to pass on to them.

8. Richard mentioned that the Club is going to be VAT active from 1st of May, therefore if we are booking out the track to schools there will be VAT added, because we are offering a service, and we will have to add VAT to adult clothing and cooked food.

9. Memberships – Love Admin

Susan summarised the waiting list so far: beginning of the year we had about 260 people on the waiting list, but we lost some. Basically the starting point was about 140-150 on the waitlist who were actively waiting to come on board. By a combinations of tasters in February and March including Tuesday/Thursday groups Bryan has started, we have been able to offer to 100 from the waiting list, which went down to about 40. Apart from a very small number everybody on the wait list has been offered to join to the club. At the moment we now have a very short waitlist.

Susan supplied lots of information to LoveAdmin's support team to start build up our platform.

The new system can go live just before or straight after Easter.

We have about 100 new members to prioritise to add to the new system, and then we can add the existing members and after that we can think how we can use this LA to terms of communication to all club members, team managers and coaches to use it. We will send out the information letter to the existing members to introduce the new admin system soon.

Next committee meeting 26th May on Zoom