



Minutes of the August Committee Meeting of Oxford City Athletic Club

Date: Thursday 18th August 2022, 6.30pm

Venue: Zoom/online

The meeting began at 6.30pm finished at 7.30pm

Apologies – received from Sylvia Davis, Debbi Carter, Juliet Bennett, Jo Hunter, Popsie Wootten, Julie Walker-Smith

Present – Richard Hart, Anett Fegyveres-Nagy, Emma Kentish, Raymond Finch, Mark Bristow, Gwyneth Hueter, Bryan Walker, Elton Jones, Katherine Sutcliffe, Susan Jones, Jennifer Cottrill

Agenda:

- XC season
- Officials
- Running and organising events
- Kitchen

1. XC season:

Richard informed us that we provided our dates to the Rugby Club and there are some clashes with them regarding all our dates, therefore the Club does not want us to use their field, although we are going ahead with hosting the 3 XC matches, so we are relocating our races, holding it on the farmers field, beyond the outside cage.

We will need volunteers to help out we have to have car parking marshals at the BMW car park. Also, we will need volunteers for setting up the courses the day before and we need help during the races setting up and clearing at the end, a lot of work involved as a hosting club. We do get paid. We also paying the council for using the Shot Over. We may have to hire mobile toilets. We can make some money at the kitchen if we will have enough help. John Exley who is a XC expert will do the course map, he is happy to measure and design it to us.

2. Officials

Richard talked about the shortage of Officials. We are short of Officials and we do not have enough to cover the events we host. Hopefully with the new system (LoveAdmin) we can get more people to help with officiating as volunteers. As Susan mentioned all the parents need to apply for volunteer roles by signing up to the new system. We still have no timekeeper at the club.

Mark B. asked what the role is for officiating in terms of how many officials vs. volunteers, unqualified people can support us. Gwyneth answered the question, that we need one qualified Official per field event and all the long throws, and the pole vault has to be a Level 2 or higher, also there are certain guidelines if you are not qualified you are not allowed to be within the sector.

Richard mentioned that for time keeping and track judging you do not need to be qualified if you are being guided by qualified people.

Richard also mentioned that we may enter to the YDL next season, but we cannot host yet because first we need to build up our capacity. Susan suggested to having a specification list of what the YDL requirements are for hosting and then we can plan.

3. Running and organising events:

Richard: We have relied heavily on Ray for a long time. We had a match in July when Ray was not available, and we had difficulty covering for him. Richard and Mark had a brief discussion and they think for going forward to avoid any problems next season, as we have 20-25 bookings at the track from May-June-July-August; they think we have got the time to make some permanent plans to support and replace Ray, find the way to replacing him, however, Richard wants Ray as much as possible and the club would like to find things for Ray to do, but in terms of making the track safe, available and well-run for competitions, we need to think of appointing someone to take on the responsible role running competitions. Anett does a lot of the admin: preparing for matches, making sure people are at the right place at the right time, making sure the first aid is booked, and we have what we need for the matches, but having that does not replace having somebody on the ground on the day who is a responsible person. And this cannot be Mark, Richard, John and Ray all the time. Richard is happy to write down a manual for event and track management.

We are going to sort out in the next 2-3 months if this role can be filled by volunteers or paid staff.

4. Kitchen:

Richard mentioned that he got an odd request from a parent from another club said that he is tired of the poor-quality food being served at athletic matches, and he wishes to buy a trailer and to offer healthy food at athletic matches and he asked if we would like to sell our trailer; the cottage sits outside the club house. Katy told us that if we would sell it then maybe he will bring the trailer to the club outside and selling food during the matches which would not be a good thing for our coffee shop. Richard agreed this, as Sylvia put so much effort to improve the kitchen, then and the final decision is not to sell it.

5. Memberships:

It was a quick update from Susan about the LoveAdmin system/memberships system:

We are at the middle of the transition. We started the transition of the existing and new members over to LA. It is going quite slowly as it is summer season. The volunteer database is building nicely on this system, this is an added benefit really. And we are mopping up some of odd things happened in the 2-3 maybe 5 years; picking up people who was off the radar or coming on the side door, so we are doing all a lot of pulling together, we are going through the whole list members by members. The next big thing will be going through all the coaches and set up the training groups on the LoveAdmin system, therefore, everybody needs to tell us who is in their group and set this up to the system. And then we can see who has space for a new intake in their group.

Bryan mentioned that they had a junior coach meeting recently and they are working on a document which will show who does what and kind of when. And they are trying to work out who has got

space and on the transition from the Quad kids to the U13 group and from the U13 up to the U15. The good news that plus 20 kids in both age groups can go to the next age group.

Richard mentioned we will need to create a category for over 70 and competition only.

6. Other:

Mark B. mentioned again that we need to clear out the fire escape in front of the kitchen area and move things away from the kitchen door.

Next Committee Meeting is due on 22nd September 2022.