



Closed Committee Meeting

14th April 2019

Present: Kay Jefferies, Phil Goose, Richard Edwards, Rebecca Gray, Amy Young, Clare Evans

Apologies: Dan Waas, Clare Mason, Nicola Forwood

Outstanding actions

Session updates still on website to-do list

Membership update

Early bird period now closed, currently at 178 members (ahead of same stage last year)

16 second claim

RE to start chasing those outstanding

RE confirmed there is a nominal fee of £5 for second claim members, with an additional £19 if they want a vest

Finance update ; Dan not present

We will need to act quickly after AGM to transfer account into new name(s), discussed whether we could get a card reader or introduce payment dropdown options as references aren't always updated fully so it can be hard to trace who has paid for what.

Member feedback

TB made a comment recently appreciating the work going on behind the scenes, saying "Thank you for all your work on that, Richard! HPH would be lost at sea without you."

Had a couple of faster runners leave recently, discussed how to progress how we support Group 8 - already being looked at with the coaching work by AY and NF

AGM

Documents (including role descriptions) will go out to members this week and to be promoted on Tuesday night at club and on weekly round-up.

Terms ending for KJ, CM, RE and CE. DW standing down a year early. Still got vacancy from KW.

Deadline for members to nominate/put themselves forward is wc 29th April. You can nominate yourself for more than one role; roles will be elected in the order of Chair, Secretaries, Finance, Ordinary. Nominations should be sent to the chair@hydeparkharriers account and should include a short statement as to why you think you would be a good candidate.

Voting process (if required) and agenda will be emailed out wc Monday 6th May. The AGM will be held on Tuesday 21st May at 7pm at the Moorside Social Club. We will not hold a session on this day but we will hold a Summer Mile practice in Hyde Park from 6pm (people can join when they can), as an “Introduction to” session.

In response to last year’s meeting, we will push for agenda items to be submitted ahead of time. PG to lead discussion regarding Northern XCs on the night and AY/NF to discuss coaching actions. All committee members to review constitution and feedback if anything needs amending.

Coaching update/LirF

LirF forum was held last week. PG picked up a few actions regarding automated message from Facebook page. Following items were discussed:

- Timings of coming back at the end of session. Groups should aim to be back at 2015
- Bringing all leaders up to the front with group numbers
- Aim to have all groups lead at the same time - will need to monitor/manage if we all leave in similar directions
- Push for everyone to bring ICE details (including new enquiries)
- CE sent spreadsheet done last year to Toby to potentially adapt to track numbers, could also be adapted to track who has led (based from Facebook ‘reports’ on Tuesday nights)
- Aim to have someone at the Edge from 1830 to meet new people
- Aim to do two-monthly rota, as we are currently having to wait for the end of the previous month to populate a new one, which can leave us with a few gaps on first Tuesday
- JR to look at doing “Introduction to New Kit” as some Thursday leaders are not using it
- Newer sessions (Introduction to and Edge Hills) have had lower uptakes
- Struggling for leaders on Kirkstall Hills week as a lot of leaders go to session
- This may improve over the summer and as we have leaders at the front
- Look to re-assess new structure in a few months’ time
- 5 Tuesdays in April - AY to have a think about how we organise “Progression Session” for Tuesday 30th April

- Coaching funding has been split three-ways between JR CB LR. KJ to try and meet with them and FH to discuss initial ideas about what they want to bring to the club
- NF has also obtained another code for a coach (female), would look to do something following the Club Run sessions as this might identify someone. NF has also raised the possibility of using this code to develop a junior section.

Risk assessment

Thanks to PG reviewed following comments, nearly complete.

PG started off the discussion by stating there are clubs out there with much less content. The Risk Assessment will also be a live document, so can be updated as necessary. Document had been circulated round committee members for comments. CE made a few suggestions, all will be added.

We discussed ICE details and whether this can be enforced going forward. This will be pushed over the next few weeks (by Group Leaders, in Facebook group and email enquiries), with a view to making it advised by the end of May. It was felt this was particularly important for new people or guests as they are less known to the wider membership. We discussed whether we could share ICE details from Richard's membership details with Group leaders but due to GDPR, we will just share this with committee members for now. If an incident were to happen on a run, the advised procedure would be to call emergency services first, we can find out ICE contacts at the end of the session if needed.

The Risk Assessment covers all Tuesday night and Thursday night sessions, but currently doesn't cover runandtalk (although this could be added). Further points discussed:

- Expanding route library/back-up routes for leaders who step up on the night
- Communication around obstacles/road furniture
- HPH incident form should be used, rather than the Edge's
- How do we police high vis/warm clothes/water?
- Can we produce a Strava heatmap of exit routes from the Edge
- Extreme weather conditions - who monitors this or makes the call to cancel? Committee members and leaders can discuss in Facebook group. It should be stressed that even if the session went ahead, if an individual did not feel comfortable leading, this would not be an issue
- Should S&S be on grass? Hard to do this in the winter due to lack of light. PG clarified that this was regarding the use of the kit such as hurdles.
- Doesn't cover Cleveland Way/Races/LCW/CWR/Time Trail - if an event is published through the Facebook page/email, the event will need a Risk Assessment going forward (can be adapted from existing document)

Summer Mile

Race entries are now open and this has been tweeted from HPH account. 120 entries sold (400 in total). Still need to sort out post-race venue but back-up option of doing registration in the park. Medals and sponsorship have been ordered.

Awards Do Feedback

Mainly positive feedback received, seemed to have been a good success, especially the variety of presenters. CE and AY have both started saving pics through the year, rather than having to trawl back through in February 2020. The committee will look to push for nominations through the year, rather than towards the end, and this will be mentioned at the AGM. There will be a slight change to nominations in that we will accept nominations for Chair and President. The committee will consider and forward for the Ain't No Barriers.

When launching membership, we need to include Life members/Champs discount, as there were a couple of award winners who had already paid before realising they were entitled to a discount. RE to send out email regarding 2019/2020 championships soon.

Triathlon update

Many members took part in Skipton Triathlon on 14th April with great results - well done everyone

GoTri (swim and run) on Weds 17th April

Tri club AGM on 1st May to allow them to provide an update to HPH AGM

Social Media update

No major updates, discussed possibility of creating an Instagram account.

Social update

Calderdale Way Social still to be arranged

AOB

RE to organise Physio sessions with West Point and discuss Summer Mile prizes

AY to sort Club Run dates

CE to pick up with Armley parkrun regarding volunteer takeover - hopefully to promote Summer Mile

KW emailed into club regarding Leeds half volunteers - to go in weekly round-up