

BRJ Run and Tri

COMMITTEE MEETING MINUTES

Thursday, 26th April 2012 @ 7.30 PM

VENUE: Diploma Room, Hinchingsbrooke School

Attending: Amy Hughes, Andy Matson, Nykki Webber, Lucy Moore, Alan Hannibal, Richard Clarke, Mike Gullis, Stan Cragg, Alice Noyes, Stuart Hill.

Apologies: Lorna Higgins, Mel Fowler, Suzie Hall.

ITEM		ACTION
1	APOLOGIES	
2	MINUTES OF THE LAST MEETING Proposed by Stan, seconded by Alice	
3	MATTERS ARISING None	
4	<p>HINCHINGBROOKE AS A CLUB BASE</p> <p>The committee were shown round the facilities by Nick Parker. The pros and cons of moving to Hinchingsbrooke were discussed. Suzie had sent views by email, and these were read to the committee. Lucy raised the need for a contract following the negative experiences of the Rugby Club when fees were increased. Andy expected that the Junior section fees will pay or defray all or part of the cost. Alternatives venues were discussed including: Buckden Marina and Godmanchester Primary, although both have short pools. It was noted that Hinchingsbrooke School already has a tri club for pupils, who may migrate to the BRJ if we have a close association.</p> <p>The financial position was discussed. Based on last year's figures the club needs around £750 to pay fixed costs. Moving to the school would add around £1000 i.e. £1750 fixed costs. At £20 per head this represents around 90 members. Currently we have over 200 members plus significant additional income from lake swimming etc. The Club's funds currently stand at over £6000. Therefore it was agreed that the financial position is strong enough to support the move.</p> <p>A vote was taken "Should the club move to Hinchingsbrooke School". The vote was 10:1 in favour including one proxy vote.</p> <p>Action: Opinion will be canvassed from the membership. Claire to write email the membership to canvas opinion.</p>	Claire

ITEM		ACTION
5	<p>Aims for the year</p> <ul style="list-style-type: none"> • Chair: Safety, including insurance, training, coaching; Hunts 10K • Secretary: Constitution review • Welfare: (New post) attending courses; helping with safety; set up of Junior Section; working with Richard re: Senior Section • Tri Leader: Continue with building and growing the tri section. • Social Secretary: Re-activate the social events, which may include dog racing, Newmarket racing, family camping weekend; 25th anniversary • Charity: Quiz night being planned; Great North run theme to be decided; possible Jubilee party; Aquathon tie-in with charity; set up of Justgiving account. • Captain: Return to running! Cycling on Thursdays – perhaps making it a regular activity; identification of other cycling leaders; organisation of pub runs. • Treasurer: Accounts • Training Coordinator: Identify leaders and coaches. A plan is required for member needs and how we might meet them. Need tri coaches too (these don't cost). We have been approached by a potential second claim member who is a coach who could regularly provided coaching. Introduce Sunday long run. Reinvigorate Thursday running sessions e.g. a 5k handicap. Alice will do Monday and Wednesday routes and Richard will do Tuesday and Thursday. The new website will advertise routes and leaders. • Results: Include tri results. Use of new website for results reporting. • Frostbite: BRJ Frostbite 2013. • Membership: Membership cards and packs. Hunts 10k. <p>Action: Stuart to ask Suzie to publicize Aquathon</p>	Stuart / Suzie
6	<p>CLUB KIT DESIGN</p> <p>Andy et al have been researching kit samples for 6 months and have narrowed down to 3 suppliers. There are samples available. Discussion on new kit needs to be kept within committee plus a few other key kit users, i.e. not to be exposed to full membership before more details are established. Next stage is to select supplier, then choose colours, designs etc.</p> <p>(In future we will not keep a lot of stock.)</p>	
7	<p>DISCOUNT ON NEW KIT.</p> <p>One-off promotional kit purchase order to encourage people to buy the new run/tri kit in the new name and logo, people would have to pre order the kit in advance and pay a deposit. The possibility of “trading in” old kit to get the discount was discussed. This will depend on how much the new kit costs and what the cost of this scheme will be to the club.</p>	Andy

ITEM		ACTION
	Action: Andy to confirm costs etc and raise this for a vote at the <u>next</u> committee meeting	
8	<p>FROSTBITE COURSE IDEAS (Mike has been helped by John Webber, Tony Cotton and Jez Bottley.) A venue needs to be decided soon after FB AGM. Mike will talk to Frostbite committee about use of Hinchingsbrooke. BRJ have always shouldered the burden of hosting the last event which includes the presentation – this to be discussed with Frostbite committee.</p> <p>Vote: should we host 2013 race? Unanimous</p>	
9	<p>CONSTITUTION REVIEW Stuart proposed a small sub committee is formed to review the constitution to ensure that it meets the needs of the club. Nigel Maggs and Geoff Hopcraft have already volunteered. Any changes arising must be approved at an EGM or AGM.</p> <p>Vote: Should the constitution review go ahead? Unanimous.</p> <p>Action: Stuart</p>	Stuart
10	<p>COACHING ELIGIBILITY / CODE OF CONDUCT</p> <p>Action: Richard to see if EA recommend any guidelines and report back to next committee.</p>	Richard
11	<p>LONDON MARATHON CLUB PLACES – REVIEW OF PROCEDURES. Suggestions accepted unanimously (see details attached)</p> <p>Action: Alan</p>	Alan
12	<p>LONDON MARATHON TRANSPORT ARRANGEMENTS – RESPONSIBILITY OF CLUB BALLOT WINNERS. See details attached.</p> <p>Nykki is happy to continue organising the bus. But the committee could think of ways that members may earn a ballot place. For example, members could earn by marshalling at FB, etc. To be discussed at next meeting.</p> <p>Action: Stuart to raise on next meeting</p>	Stuart
13	<p>PROPOSAL FOR FROSTBITE AGM – PURCHASE OF A PA SYSTEM. See details attached</p> <p>Approved unanimously. Action: Mike</p>	Mike
14	<p>PROPOSED DATE FOR GRAFHAM WATER INVITATION RUN This usually takes place in June, close to the longest day e.g. Thursday 21st – Alan to liaise with pub. Action: Alan</p>	Alan

ITEM		ACTION
15	DATE OF NEXT MEETING Tuesday 19 th June 2012	All

APPENDIX

Overview of Hinchingsbrooke Facilities (from Claire's email):

As you know, myself and Andy went to see Steve Fidler at Hinchingsbrooke School on Wednesday. I don't know how well you know the school but the facilities available are down at the pavilion near the football pitches. Here's an overview of what he is offering us. Most of this applies to running as Steve already gives Andy a good deal on the spinning room and he can't discount the swimming pool.

- A locked changing room for every night that we meet to run. This would be ours for the evening and we would have the keys. There's exterior and interior doors so people can cycle down and leave their bikes locked up in there. There's communal showers for the friendly ones! He is charging £20 a week for this facility. We would go straight down there and into the changing room with no inconvenience to receptionists or other users.
- Steve said we can put up notice boards in the changing room or in the cafe.
- The pavilion faces onto a football pitch, in the summer a running track is painted on this. Although not floodlit, this area is good for warming up, stretching and speed work on the track in the summer. It's never used in the evenings as the footballers use the astro pitches that are floodlit.
- In the pavilion, there is a cafe/bar. This is open to 9pm each evening but later on a Tuesday as there's a few families waiting for their footballing children. It is possible to have the cafe opened later with prior notice – last closing time is 10pm. It's £20 an hour to open it between 9pm and 10pm.
- A locked storage shed for us to put our stuff in – free of charge! This isn't huge but there is space within that locked area for us to put our own shed – again for no charge.
- A discount on hiring their meeting room. This is usually £15 per hour, and they'd give it to us for £10 an hour.
- The school gym is available on Wednesdays for the juniors, this is £20 an hour. In the summer, I think we'd probably use the football pitch and train outside so this would only be a winter charge.
- Discounts on their gym membership, gym only is usually £20 a month – he'd do it for £15. Membership to cover gym, pool and classes is £25 a month and they'd do it for £20. We worked out that if someone swam twice a week or did one class and one swim, they'd be saving money by being a member.
- Hinchingsbrooke is a sports school and really keen to support all sports, Steve gave us a really positive feeling about how much he wants us to move there and how much he will do for us.

The main cost is the £20 a week for the changing room, with 200 members that's about £5 a member. Remembering that there will be no charge for storage which, when Pete looked into it, was quite expensive. The issue with the leisure centre is, even if we did pay them something each week, I don't think there's anything available for us to use. All the halls and changing rooms are in use whenever we meet there.

**MOTION FOR CONSIDERATION BY THE BRJ RUN & TRI COMMITTEE
COVERING THE FUTURE ARRANGEMENTS FOR REQUESTING CLUB PLACES
FOR THE LONDON MARATHON**

BACKGROUND

As a direct result of the club's affiliation to England Athletics (EA), the BRJ is entitled to request a number of guaranteed places for the London Marathon (LM). Numbers offered by the LM are directly based on the number of registered First Claim members at the time of application. A summary of the application process taken from the LM website states: -

"To apply, the Club Secretary must send on official Club Headed Paper: -

- i). Details of the number of registered First Claim members over 18.
- ii). Details of the area where the club is affiliated.
- iii). The numbers of votes the club has in its area AGM.
- iv). The full contact details of the Club Secretary.

Applications for club entries must be received by the 18 November 2011 [for the 2012 race]. Completed forms must be received by 13 January 2012 [for the 2012 race]. Any completed forms received after the closing date will not be accepted."

Over a number of years, the BRJ has generally held its ballot in around Mid-December. Given that the closing date for return of the completed entries to the LM is in early January, there is little spare time to get the blank entry form to the selected individual for completion and for them to complete and post it to the LM well before the advertised deadline.

I noticed from some running websites that many clubs actually announced their club place ballot allocations in early October of the year. This is some 2 months in advance of our ballot.

I therefore contacted the LM organisers to enquire why some clubs were able to hold their ballots so early. I was advised that many clubs submit their applications directly after the conclusion of the previous LM event. In which case, the entry forms are posted out from late September onwards. There is no advertised opening date for the submission of applications to LM only a closing date, therefore, the earlier we apply, the earlier we will receive them. Incidentally, I did ask the LM organisers to consider updating their website to highlight this important fact.

There are a number of major benefits to both the BRJ Club Official that co-ordinates this activity and to the membership of being able to allocate the club LM places much earlier than is currently the case. I believe we should adopt the application time-scales used by other running clubs.

PROPOSAL

I propose that the BRJ Committee reviews its current application process to decide whether a revised process could be adopted that would enable our club ballot to be held earlier. If agreed, then any revised process should be adopted for the 2013 London Marathon submission.

Motion Proposed by:	Mike Gullis
Date:	April 2012

**MOTION FOR CONSIDERATION FOR THE BRJ RUN & TRI COMMITTEE
COVERING THE FUTURE ARRANGEMENTS FOR BOOKING TRANSPORT FOR
THE LONDON MARATHON**

BACKGROUND

Club Members that are awarded one of the places allocated to the BRJ by England Athletics to compete in the London Marathon (LM) have no other responsibility than to complete the application forms by the advertised deadline and fund the entry fee.

Historically, it has been left to a member the BRJ Committee to organise the club transport. Although there has been a significant increase in membership numbers, the organisational aspects of the club are still undertaken by small "Core" of willing individuals. I believe that a way of encouraging more participation of club members in the organisational aspects of the club is to delegate some of these responsibilities to where they best lie.

For the draw for the club places for the 2013 LM the rules could be amended to make it the responsibility of all the successful candidates to organise the club transport to the race. For example, this would include, but not be limited, to: -

1. Undertake an exercise to scope the potential numbers of passengers.
2. Obtaining quotations.
3. Liaising with the BRJ Committee to consider the options available.
4. Effective communication to club members throughout the process
5. Ensuring that monies are collected in a timely manner
6. Ensuring all organisation aspects are sorted in a timely manner
7. Liaison with the Coach Driver / Runners on the day to ensure all are aware of the arrangements in place.

The LM criteria should be made quite clear that the rule would apply to all of the individual(s) having a club place irrespective of whether they have any intention of actually utilising the transport provided. To assist those that have not undertaken such organisation activities before, a member of the Committee could be nominated as a Focal Point for them to go to IF there are any issues requiring resolution.

PROPOSAL

I propose that the criteria for the draw for the club places for the 2013 London Marathon should include an additional rule requiring that all of the successful candidates must collectively undertake the arrangements necessary for providing transport for the BRJ runners and its supporters.

The precise wording of this proposed new rule can be developed once the principle is agreed by the BRJ Committee

Motion Proposed by:	Mike Gullis
Date:	April 2012

**MOTION FOR CONSIDERATION BY THE BRJ RUN & TRI COMMITTEE
COVERING A PROPOSAL TO BE PRESENTED AT THE NEXT FROSTBITE
FRIENDLY LEAGUE AGM**

BACKGROUND

At Frostbite events, there are number of occasions when Frostbite officials need to communicate information to the participants and supporters at the event e.g. for the starter to bring the Race "Under Orders", for announcement of the Results / Scores and to signify the start / finish of the 2 minute silence on Remembrance Day etc.

With the increasing numbers attending these events, I have noticed that it is often very difficult for the Frostbite Officials to effectively communicate these messages above the background noise of those assembled. This is particularly important if the information being communicated specifically relates to the safety of the runners.

I propose that the Frostbite League acquire a suitable portable PA system for the 2012 / 2013 season (The BRJ Club purchased a similar system recently at a cost of £80)

If motion is accepted by the BRJ Committee, I propose that we put forward it for consideration at the next Frostbite AGM (13th May 2012)

PROPOSAL

That the Frostbite Friendly League acquires a portable PA system for use at its events.

Motion Proposed by:	Mike Gullis
Date:	April 2012