



COMMITTEE MEETING MINUTES

DATE & TIME:	VENUE:	MEETING CHAIR:
2 nd December 2024, 7.00pm	HARC HQ	Gemma Wardle (GW)

Present: Gemma Wardle (GW), Chris Lees (CL), Graham Finlay (GF), Ruth Hancock (RH), Sara Sherwood (SS), Michelle Slade (MS)

Apologies: Alice Inglis, Lynn Inglis, Nigel Haresign, Becky Williams, Bridget Wilson

1. WELCOME & APOLOGIES

GW welcomed the committee and reported apologies.

2. REVIEW OF OPEN ACTIONS

- 2025 Car Boot Sale Application (GW/AI) – **ACTION COMPLETED**
GW reported that this has been submitted and receipt has been acknowledged by Bedale Town Council. A covering letter was included, offering supporting evidence of the club's eligibility. It was agreed that committee members would attend the draw.
NEW ACTION – GW to find out when the draw will take place
- Benefactor's Financial Support for Junior Members (CL) – **C/F ACTION**
CL reported that there has been no expression of interest in this funding, but he will keep it in mind as an ongoing action.
- Grants for HARC Facility at Northallerton Sport Village (CL) – **TO BE ACTIONED WHEN APPROPRIATE**
The handover of the grounds has still not been completed, so no current action. CL will keep in touch with Northallerton Leisure Centre re the possibility of having a shelter/storage unit on the site. Grants can be investigated at such time as this is confirmed as an option.
- First Aid Training for Coaches (GW) – **ACTION COMPLETED**
GW reported that the course is now booked for 1st and 2nd February 2025, but further discussion required re arrangements with coaches (see item 8).

3. COMMITTEE REPORTS

- Chair's Report (GW)
There were no questions. Report available on HARC website.
- Treasurer's Report (GF)
There were no questions.
- Head Coach's Verbal Report (CL)
CL reported that the coaching team is now 13-strong, with all team members having at least a Leader in Running Fitness (LiRF) qualification. Two coaches are currently undertaking the Coach in Running Fitness (CiRF) course, and one of those also planning to follow the Coaching Assistant to Athletics Coach pathway in order to provide support for the athletics session.



HAMBLETON

ATHLETICS & RUNNING CLUB



The next Couch to 5k programme will start in January; there are already eight people on the waiting list and the aim is to attract more participants before the programme starts. There is a plan to introduce monthly strength and conditioning sessions specifically for running and athletics, possibly to be held at Chantry Hall in Bedale. The intention is for the club to absorb costs relating to this so that the sessions would be free for members, subject to costs being reasonable.

- Membership Verbal Report (AI)
Not available due to AI absence, apologies given.
- Grants and Income Verbal Report (AI)
Not available due to AI absence, apologies given.
- Welfare Verbal Report –

MS reported that the Welfare Team have supported one member through some concerns, given out three 'pocket hugs', and reached out to 13 members who haven't attended recently; four of those have expressed an interest in signing up for the next C25k programme.

Messages have also been sent to some of the recent C25k graduates who haven't come to many of the main sessions, just to give them some gentle encouragement to come along.

On Mental Health Day, stress balls and motivational keychains were handed out at club sessions. The team (together with the Mental Health Champions) has been putting out regular wellbeing messages on WhatsApp.

A Mental Health Champions WhatsApp group has been created to discuss initiatives etc (not to be used for anything relating to welfare issues).

GF previously expressed interest in becoming a Welfare Officer; however, he reported being quite busy with the Treasurer duties so would prefer not to take on the role for the time being, and perhaps review his decision after the AGM.

4. SOCIAL & FUNDRAISING TEAM UPDATE

GW reported that the Awards Night and Quiz Night were very successful, with several members requesting another quiz in the future. Sarah Higo's contribution as Quizmaster was much appreciated.

There was disappointment that the Christmas Party was cancelled due to lack of ticket sales. The committee discussed various possibilities in terms of gauging reasons why people did not purchase tickets. GW explained that the team have tried various approaches to ensuring that the events planned fit with what members have expressed an interest in, but unfortunately the Christmas events have been 'hit and miss' regardless, perhaps due to the pulls on people's time and finances at this time of year.

GW reported around 20 registrations for this year's HARC Angels 5km and there is a plan to promote further using video clips of visitors and volunteers at the Dales Centre.



A neurographic art workshop has been arranged for January for ten participants, and a schedule for next year’s social events has been agreed by the Social Team. Away parkruns have been incorporated into the schedule of parkrun and coffee dates for 2025.

Linked to social events, CL suggested that following a successful trial period of using Square for contactless payments, the club could move to using this in place of PayPal for all payments through the website and via the phone apps. Everyone present was in favour of this and CL will liaise with GF in due course to get everything set up.

ACTION – CL to facilitate the replacement of PayPal with Square

The Social Team were praised for the excellent job they are doing on providing a range of fun events for members, which seem to be growing in popularity over time.

Post-meeting addition – the first couple of junior-only socials offered have been extremely well-received. A group of eight took part in the ‘Pony Fun Day’ and nine have signed up for the visit to Dolcie Dessert Emporium this month.

QUIZ NIGHT TICKET SALES SURPLUS

The group discussed whether the £57.50 surplus from Quiz Night tickets sales should be donated to the Dales Centre or remain in club funds, since the WhatsApp group poll generate a tied result. It was agreed that, since there were not sufficient committee members present to make the decision, GW will repost the poll in the WhatsApp group with a summary of the information given by those present about their reasoning for voting the way they had in the previous poll.

Keep for club funds	Donate to Dales Centre
We hope to make large purchases in the future (storage unit, high jump equipment etc), so need to build up funds for those.	The club currently maintains a healthy surplus and membership continues to grow.
Kit orders tie up club funds in stock – if funds were significantly depleted, it would not be possible to place orders due to the minimum order quantities that Scimitar implement.	We are community-spirited in our ethos and given the small amount of money involved, the club can afford to pass on the benefit for a charitable cause.
There are ongoing costs relating to coaches (training, kit etc) that this money could go towards.	

ACTION – GW to repost poll in Committee WhatsApp group

Post-meeting note: The result of the poll in the Committee WhatsApp group was 9/9 in favour of keeping the surplus in club funds, and two non-voters.



5. HARC KIT

SS reported that Hawaiian Blue hoodies are now available for junior members.

SS has investigated athletics kit (crop tops and shorts) in club design from Scimitar, but this option has proved expensive and unviable in terms of the minimum order quantities. It was agreed that SS will source plain royal blue girls' athletics kit, which are available to order in small quantities and investigate getting club name and logo added by Design and Stitch.

ACTION – SS to source plain blue athletics kit

ACTION – CL to contact other clubs to find out about their kit providers for these items

The idea of a kit swap box was discussed but it was agreed that a better option would be to encourage members to use WhatsApp group to advertise kit they no longer require either for sale/swap or available for free.

ACTION – SS to encourage members to sell, swap or pass on for free their surplus kit

SS suggested creating a new group within the WhatsApp Community for kit news. However, it was agreed that the Announcements group might work, so SS is to trial this for now.

ACTION – SS to trial use of 'Announcements' for kit news

6. CLUB RULES

There was some uncertainty about the actions to be completed and who was responsible. It was agreed that CL will draft the club rules, reflecting the changes to the articles made during the CASC process. This will then be shared with the committee prior to publication on the club website.

ACTION – CL to draft club rules, share with committee and publish on website

7. FINANCE POLICY

GW proposed the formation of a small sub-committee to draft a finance policy which will be reviewed and ratified by the whole committee. Amongst other things, this would clearly set out:

- Budgets for the year and pre-approved amounts for certain types of spending (coaching team development, awards night, small purchases etc);
- The procedure for requesting approval for spending over and above the pre-approved limits;
- Procedures for personal spending and reimbursement; and
- Cash handling.

GF felt that he could take the action to draft a policy to be shared with the committee for ratification.

ACTION – GF to draft finance policy

8. 'EARN-OUT' FOR COACHES' FIRST AID TRAINING

CL asked the committee to consider whether or not we should apply the same 'earn-out' principles currently used for coaching licence qualifications to the first aid training (now required under UK Athletics guidance).



He explained that our coaching team requires additional first aid training for all sessions except intervals at Northallerton or track days at Darlington or Middlesbrough. There are two categories of training (B and C), but as the difference in time and cost of the training is marginal, we have been proceeding based on category C training for everyone. This means all coaches can lead all sessions currently offered.

When the club pays for coaching qualifications, the coaching agreement states that coaches must lead a specific number of sessions to repay the club for the investment in them. If a coach stops coaching before they have led this number of sessions, we ask them to repay a proportion of the cost, based on how many sessions they led. For example, the number of sessions to 'earn-out' the LIRF or Coaching Assistant qualification is 100 and these qualifications currently cost between £160 and £205. As we have 13 coaches and require between 10 and 18 coached sessions per week, this works out at roughly two years for a coach to have led this number of sessions.

Unlike the coaching qualifications, the first aid training must be renewed every three years. As the cost of the training is little under £100 per coach, if the same principle is applied, the number of sessions that need to be led would be around 50 and on average coaches would complete this in the first of the three-year period.

The decision asked of the committee is whether we:

1. Apply the same principles to first aid training so that coaches that do not lead the required number of sessions would need to pay back a proportion of the cost.
2. Treat this differently and pay for the coaches first aid qualification irrespective of how much they lead for the club.

There was discussion around this topic and the committee felt that there was a need to recognise that money spent on training coaches comes from our membership fees and the committee is responsible for ensuring these funds are spent in a way which provides value for money to our members. Those present felt this could not be achieved if there are no guidelines around expectations on coaches for whom training is provided and paid.

The committee also recognised the amazing input of our coaching team which is key to the success of the club and felt that this should be communicated to coaches together with the decision on 'earn-out'.

It was agreed that, since there were not sufficient committee members present to make the decision, GW will post a poll in the WhatsApp group with a summary of the discussion.

ACTION – GW to share summary of discussion and create poll in Committee WhatsApp group

Post-meeting note: The result of the poll in the Committee WhatsApp group was 10/10 in favour of applying the 'earn-out' principles to first aid training, and one non-voter.

Additional points raised:

- In addition, irrespective of the above, CL asked for the committee's view on whether it is appropriate to include some time limit on 'earn-out' arrangements for qualifications



paid for by the club, or some other mechanism to determine when a coach has effectively stopped coaching and should be asked to repay the remaining proportion. For example, this could be a period of time without leading a session rather than time since the qualification was paid for, or even some combination.

It was agreed that the Head Coach would monitor engagement, recognising that there may be a range of reasons behind gaps in coaching, but there was no need for a formal agreement on this.

- GW suggested that coaches be given a 'coaching credit' for coaching mornings they attend. It was agreed that this should be implemented.
- RH requested that purchasing of first aid kits researched and recommended by NH be prioritised.

ACTION – CL to liaise with NH to purchase first aid kits

9. ANY OTHER BUSINESS

None to discuss.

10. NEXT MEETING

The date for the next meeting was set for Monday 27th January, 7.00pm at GF's house. The agenda for this meeting will be focused solely on preparations for the AGM.