



## COMMITTEE MEETING – 10<sup>TH</sup> MARCH 2025, 19:00

Present: Gemma Wardle (Chair), Alice Inglis (minute-taker), Chris Lees, Graham Finlay, Michelle Slade, Bridget Wilson, Sara Sherwood, Ste Moon, Rebecca Cobby, Kate Stead, Tracey Wise.

Apologies: Erin Marley

### 1. Chair's Welcome

GW welcomed new committee members Erin Marley, Kate Stead, Rebecca Cobby, Ste Moon and Tracey Wise, and thanked those continuing on the committee from last year.

### 2. Actions from previous meetings

- Benefactor's financial support (to be c/f and actioned when appropriate)
- Grants for HARC storage facility at Northallerton Sports Village (to be c/f and actioned when appropriate)

### 3. Verbal Updates

There were no written reports due to the recent submissions for the AGM.

A verbal update re Welfare was given by MS:

Since 2<sup>nd</sup> December 2024, the Welfare Team have reached out to 32 members to offer support. Mental health and wellbeing messages continue to be shared on WhatsApp as a reminder to the club of who the Welfare Officers and Mental Health Champions are. On 22<sup>nd</sup> December, there was an issue raised by a club member which was dealt with informally and resolved that day with no escalation required to EA. There have been no safeguarding or serious misconduct concerns. There is a EA welfare course upcoming which clashes with C25K, so no HARC representative will be attending.

### 4. Role Allocations

*Proposal from GW: Have one named person for each role who is accountable for fulfilling the role. Others interested can be team members but for administrative purposes, would not be 'role-holders'. The exception to this might be Mental Health Champions and Deputy Welfare Officers.*

Proposal unanimously accepted by those present.

The following roles were allocated by mutual agreement amongst those present, taking into account expressions of interest gathered prior to the meeting and discussion on the evening.

- Welfare Officer – Michelle Slade
- DBS Verifier – Kate Stead
- Deputy Welfare – Rebecca Cobby and Chris Lees (senior members), and Alice Inglis (junior members)
- Competitive Team Manager – Chris Lees



- Social and Fundraising Co-ordinator – Bridget Wilson (with support from Gemma Wardle and Tracey Wise)
- Grants & Income Coordinator – Alice Inglis (with support from Sara Sherwood and Chris Lees)
- Kit Coordinator – Sara Sherwood (with support from Tracey Wise)
- Publicity Officer – Gemma Wardle (with support from Sara Sherwood and Ruth Hancock)
- Mental Health Champions – Lynsey Oates, Tony Jowett, Richard Slade, Kate Stead and Chris Lees (overseen by Michelle Slade)
- Officials Coordinator – Alice Inglis
- Website Hamster – Chris Lees
- Parkrun Liaison – Ruth Hancock (with support from Bridget Wilson)
- Route Scheduler – Mike Hollinshead
- Running Events Promotor – Nick Wilson (with support from Chris Lees)
- Awards Sub-Committee – Michelle Slade, Bridget Wilson, Alice Inglis

**ACTIONS:** GW to update roles on website; AI to update roles on EA Portal.

## 5. Process Review

*Proposal from GW: Since we have a number of new committee members joining the team this year, it seems like an appropriate time to review our decision-making processes. This could involve appointing a working group to develop procedures to be followed, including delegated authority and expectations regarding active engagement with the process. We cannot hope to cover every decision that might ever need to be made, but could consider categories such as:*

- *What kind of decisions need to be made by directors, whole committee, sub-committees or individuals (e.g. autonomously by specific role-holders)?*
- *What should be brought to a committee meeting for discussion/ratification as opposed to a less formal discussion/poll in WhatsApp?*
- *What exceptional circumstances might apply to warrant deviation from standard practice?*

**OUTCOME:** The proposal was accepted and a working group was appointed to develop procedures which will support decision-making in the club – Chris Lees, Alice Inglis, Michelle Slade and Rebecca Cobby. The working party will also consider the Club Rules now that we have CASC status.

**ACTION:** Working group to develop procedures and review club rules, then report back to committee to ratify their recommendations.

## 6. Collaboration with Leadout Performance

*Proposal 1 from CL: Collaborate with Leadout Performance (for further information, check out their website – <https://www.leadoutperformance.co.uk/>) to bring their services within our athlete development pathway.*

There was discussion around the different benefits available through Leadout – doctors and physiology expertise, high performance coaching in running. This would complement HARC's



coaching offering as it goes beyond what can be offered by our team. Leadout can cater for juniors, seniors and veterans.

GF observed that the proposal is a good idea, the club has grown and we have a number of athletes performing at a higher level and more ambitiously than we have previously had. The ability to offer an increasing level of coaching has to be a good thing.

GW observed that LP can also offer triathlon coaching for those members looking to take 'the next step'.

Leadout Performance have indicated that collaboration with HARC would include their team of coaches/physicians arranging talks for the club, highlighting how that they can help with performance and health outside of what HARC can offer. For example, Dr Nick Burgess and Dr Jonathon Taylor could speak about fuelling strategies and race coaching.

OUTCOME: The proposal was unanimously accepted.

*Proposal 2 from CL: On a trial basis, meeting at The Clubhouse for our Bedale sessions starting w/c 16th March with a review after three months (or before if necessary).*

*The pros of these would include increased visibility for HARC, community engagement, and additional coaching opportunities for high-performing athletes. The Clubhouse offers drinks and snacks, creating a welcoming environment.*

*The cons include space limitations and the presence of high-value bikes, which require careful management, especially with juniors present.*

*The collaboration aligns with HARC's principles by providing coaching-led opportunities and fostering a sense of community. There are no costs involved as Sean, the owner of Leadout Performance, offers the facility at no charge. The rationale emphasizes promoting sports participation and enhancing the athlete development pathway.*

*Feedback from the coaching team and committee has been mixed, with concerns about practicalities, safeguarding, and the potential impact on HARC's image.*

*The proposal aims to balance these concerns with the benefits of increased visibility and community engagement.*

There was discussion around the high-value items in the Clubhouse. MS raised a concern about the potential for damage or theft during the time the Clubhouse is being used by HARC. Leadout advised that the very high-value products are not going to be left in the main café part of the venue which is where the club would be expected to stay. Leadout also advised that there is CCTV in the Clubhouse. Leadout staff would also be present until further review during the time the club would be using the premises on a Tuesday or Thursday evening when the Clubhouse is not open to the public.

There were very positive comments about the collaboration in general, the facilities at the Clubhouse. The opening day event was very successful and members all felt very welcome.

GF raised a concern that, due to a large number of attendees at some of our sessions (up to 40), there may be issues with safely managing the numbers in the space available.



MS suggested that the Dales Centre is the most appropriate place to meet for club session – it is big enough, fit for purpose, and also has more toilet facilities which are utilised frequently by members.

GW suggested basing only HARC Sunday runs from the Clubhouse at this time, as the café will be open to the public at that time. This would allow us to collaborate and use the Clubhouse on a trial basis without any of the concerns raised being an issue. It was also suggested that Saturday C25k sessions could include coffee at the Clubhouse after the run.

There was discussion about adding a 'Clubhouse Run & Coffee' into the 'Parkrun & Coffee' schedule. However, this would put additional pressure on the coaching team, since parkruns are organised by an external team so leaders are not needed.

OUTCOME: It was agreed that, when in Bedale, Sunday sessions will meet at The Clubhouse from 23<sup>rd</sup> March 2025, and that the venue could be used for post-run coffees after Saturday C25k sessions and perhaps Thorp Perrow parkruns.

## 7. Financial Planning

*Proposal from GW: Now that the club is increasing in size, there is an ever-increasing flow of money in and out of the accounts. An annual financial plan laying out expected income and main expenses would be helpful. For example, this would include coach development costs (to be discussed in more detail – see item 8), Awards Night, fees payable to England Athletics.*

GF supported the proposal for a financial plan to be developed and agreed.

OUTCOME: Proposal accepted.

**ACTION: GW and GF to develop this together and present to the next committee meeting.**

## 8. Upskilling Existing Coaches and Improving the Club's Coach to Athlete Ratio

*Proposal 1 from CL: Make a provision for additional training for 3 x licensed coaches (2 x CiRF + 1 x Athletics Coach) at £325 each, 3 x LiRF at £160 + £100 outdoor first aid each, and 1 x Coaching Assistant at £225. Total provision is £1,980.*

RC asked what the ratio of athletes to coaches is currently. CL advised that currently we are 10:1 and we are seeking to target 8:1.

GW advised that session cover is very tight, especially when a C25k programme is running when 8 coaches would be required for a Thursday evening. If one or two coaches are injured/working etc, there is very little scope to cover. Having additional coaches available would take pressure off the team.

SM asked about the difference between LiRF and CiRF. CL advised the differences in the coaching development pathways and subsequent qualifications. SM expressed a willingness to become a LiRFr. MS advised that Richard Slade would also like to complete the LiRF training.

TW asked if the Outdoor First Aid Course was open to members and CL advised that the course is available and offered locally and this was offered to members when the current coaching team completed the qualification recently. SM asked if Team Caterpillar would want to complete the



training and CL advised the recent course was also offered to Team Caterpillar coaches and members. CL confirmed that HARC have Category C First Aid training compared to Team Caterpillar who have category B. CL explained that the course was specifically selected to match the requirements of British Athletics.

OUTCOME: Proposal accepted.

*Proposal 2 from CL: Increase the annual coach training budget delegated to the Head Coach from a flat £500 to £7.50 per member (as at 31st March each year), but to also include the first aid costs (which previously were outside of this budget). £7.50 per member equates to approximately £950.*

*The benefits of this budget increase include maintaining adequate coach coverage for sessions, providing more support for individual athletes, and aligning the budget with income. However, it represents a significant part of the net income from membership and may require additional funds in some years.*

*Training of our coaches and leaders is vital in maintaining high safety standards, providing appropriate coaching, and offering more opportunities for members.*

OUTCOME: Proposal accepted, subject to the Financial Plan.

## 9. CONFIDENTIAL ITEM FOR COMMITTEE ONLY

This item was of a sensitive nature. Club members will be advised of the outcome in due course.

## 10. Annual AGM Voting Procedural Review

*As previously agreed, a review of the AGM voting procedure is due.*

*Currently, members wishing to exercise their right to vote at the AGM (i.e. – in any committee election votes) must attend in person. The rationale behind this is that we want input from members who are fully engaged with the club.*

*The alternative is to allow voting by some other method which would not require members to be in attendance at the AGM.*

CL, GW and AI confirmed that no members had requested to attend or vote remotely this year.

RC suggested that members could make a request to the committee to vote remotely if there are extenuating circumstances; this would ensure inclusivity. Concerns were raised that this might overcomplicate the process. CL advised the articles of association would require amendment if we were to offer a 'remote' vote. CL suggested that we could allow appointment of a proxy voter in exceptional circumstances. GW advised that any changes made now would apply to the AGM in March 2026.

OUTCOME: No changes to be made at this time, but review again annually.

## 11. Scheduling of Meetings for the Year

- Monday 2<sup>nd</sup> June 2025 @ 19:00
- Monday 22<sup>nd</sup> September 2025 @ 19:00





- Monday 1<sup>st</sup> December 2025 @ 19:00
- Monday 12<sup>th</sup> January 2026 @ 19:00 – AGM planning only
- Monday 2<sup>nd</sup> March 2026 @ 19:00 – venue TBC

## 12. Any Other Business

Sunday Away Runs – GW to a Sunday run (perhaps with lunch) and remind coaching team about scheduling these on a more regular basis.

**ACTION: GW to organise an away Sunday run, and remind coaching team.**

Guest Speaker for Awards Night (Friday 26<sup>th</sup> September 2025) – GF has a friend who could be a good candidate. Chris Finnell has run every London Marathon since it began, has run across America, has run from John O’Groats to Land’s End. GF feels he would be inspiring and very encouraging for HARC athletes. The club may need to cover the cost of hotel accommodation.

**ACTION: GF to make enquiries.**

There was a short discussion about encouraging members to use the ‘FOMO Friday’ and ‘Medal Monday’ Facebook posts to share details of their events/races, send good luck messages etc.

**ACTION: Publicity team to encourage use of Facebook members’ group posts.**

The NYSD Cross Country League asked that all clubs send a representative to attend their planning meeting on 19<sup>th</sup> March 2025 (19:00 at Middlesbrough Little Theatre). CL is unable to attend and asked if anyone could go in his place. AI volunteered.

**ACTION: AI to attend NYSD meeting.**

**Meeting closed at 21:23**