

## **Minutes of meeting about the way forward for Harrogate Harriers Junior Section**

**Held:** At Harrogate Fire Station, Wednesday 10 September 7pm

**Present:** Pat Smith, Philippa and Alex Rhodes, Jenni Moulson, Janet Morris, Terri Spruce, Alison Warren, Helen Dennis (Harrogate Borough Council), Karen Buck (UK NE Athletics and York AC), Danny Aitken, Linda Baldrick, Jackie Turner, Andy Allen, Stuart Knight and Chris Grundy, Alan Couldwell, David and Gill Hipkin, Mandy Coupland, Carolyn Rothwell (minutes taker).

**Apologies:** Ruth & Ian Bowen, Anne & Gary Cheeseman, Libby Hancocks, Brian Hunt, Catherine Jackson, Fiona Dodd, Suzi Makin, Claire Stockil, Gordon MacFarlane, Graham Brown, Sue Higgison, Sue Birtswistle, Ian Hinchcliffe, Andy Postoyalko, Christine Auckland, Fiona Hastings.

### **Amendment to the last minutes**

Gary Plant is not Harrogate Borough Council but the School Sports Partnership.

### **Opening remarks**

Mandy welcomed Helen and Karen, and then went through the action points from the last meeting.

#### **Terri**

- Venue booked. Obviously!
- HBC may be able to lend athletic equipment and secure a venue other than HGS.

#### **Mandy**

- Karen Buck and Helen Dennis invited to meeting.
- The shale track at the Army Apprentice College is not considered suitable for training.

#### **Alan**

- Working with Pat Brew to get web site updated. Junior section need to tell Pat what we want to see on the site.

#### **Carolyn**

- Minutes emailed to all parents
- HGS is booked for the autumn/spring/summer term's training

### **General Discussion**

Mandy then asked Karen and Helen if they could explain a bit more about Clubmark.

Helen explained her job title (Assistant Sport Development Officer (Rural) Harrogate Borough Council Department of Community Services ) and role at the council which is to promote Club Development. She cannot do Clubmark for us but can hold our hand and guide us through it. She has already helped lots of clubs, and is herself a Clubmark verifier. Schools now can only recommend Clubmark status clubs to pupils for extra-curricular sport.

Information is available at [www.clubmark.org.uk](http://www.clubmark.org.uk) Helen could provide a list of the jobs and job descriptions for a committee that must be fulfilled to run a successful club and gain Clubmark status. It is worth starting to collect necessary information now, and keeping it in a file. Things like copies of CRB, First Aider certificates etc. All members of the formal committee, plus coaches must have a CRB certificate and this is free as they are volunteers. For some odd reason Australian born citizens can't get a CRB! The most important role on the committee is considered to be the Child Protection Officer. Other points to be covered in Clubmark are Equity, Coach Development and a Club Development Plan. The eight main roles in the committee do not have to be done by one person, two or a separate sub-committee can do them to reduce the workload, and spread the knowledge base.

- **Action:** Helen to email list to Carolyn to be circulated so that parents can offer their services.

Clubmark has a readymade Club constitution which can be adopted or changed to fit the club, and a Code of Conduct which covers parents, athletes and coaches. These can all be put up onto the club website so they can be read by club members at any time.

HH seniors would have to be part of the Clubmark process as the certificate covers the whole club. If they do not want to then the HH Juniors would have to form as a separate club. It was noted that the juniors provide a welcome income stream to the club.

A Level 1 or 2 coaching qualification is renewed every three years, but it is only the CRB check that has to be redone, not the course. School PE staff are automatically a Level 1 Athletics coach. There is a Children & Athletics one-day course available to anyone aged over 14 years. This falls between a Level 1 and a Level 2. A maximum of 24 can attend the course and we could ask Helen to arrange for one to be done just for HH. The course costs £60 per person, and you get a free CRB check. The Club could consider paying this fee as it is for the club's benefit. There is also a Club development fund that could be asked to pay for the courses. Terri is the contact for this.

There is also a funding program called Sportsmatch which can be approached. They will match £ for £ any costs a club may have for a particular project. Helen is the contact for this.

### **Round the table points/discussion**

The Harrogate Lifetime Sports Achievement Award is sponsored by the Army Apprentice College so they will be approached via this to see what use we could make of their facilities for training.

- **Action:** Nicky and Danny Aitken

How would we cope with a large increase in numbers of athletes wanting to join HH? At the moment Jeff keeps a strict lid on the numbers of athletes so that the coaches can cope, and correct coaches/athletes ratios are maintained. Karen explained how they cope at York AC which has 500+ members. Not everyone uses the track at every session. Satellite groups train at a variety of venues like schools, and then have a schedule when they attend the track. Elite groups of promising athletes are also formed with more frequent access to the track.

It was pointed out that the indoor training track in Sheffield is available at £40ph and could be hired by us with everyone travelling down on a coach. Similarly the floodlit Astroturf at Harrogate Hockey Club is available for hire, as are the floodlit tennis courts at Rossett. The council takes bookings for facilities on an annual basis from April-March.

- **Action:** Helen to find out a contact at the Hockey Club.

The club tent was discussed. A new tent was going to be bought and paid for by HH but the firm went bust! An old tent is available, but should we use it and just get a new logo and the name put on it? Suggestions welcomed.

A sponsorship officer is a good idea within Clubmark as a lucky hit with a benefactor can generate a lot of income = smart new tents and club strip. Good PR always help to attract sponsors. Jenni Moulson offered to help with articles in the paper.

The club needs a person willing to coordinate the Young Athlete League (YAL) and National Junior League (NJL) for the club. Someone to offer please! ASAP as the YAL entry has to be submitted soon.

- **Action:** All parents. No coordinator = no entry to YAL/NJL for 2009

Karen and Helen agreed that a Clubmark steering group should be set up to coordinate the roles and people to fill them.

- **Action:** Terri and Mandy (and others) to meet separately with Karen and Helen once some feedback re the jobs has been received.

Terri and Mandy agreed to go to the next HH seniors meeting to broach the subject of the whole club adopting Clubmark not just the juniors section.

The meeting ended with Mandy thanking Helen and Karen for giving up their Wednesday evening to help us.

**Date of next meeting:** Tuesday 18 November 7-8pm at HGS sports hall viewing gallery.

**Update:** Helen supplied the example Clubmark job descriptions and these have been emailed to all parents. Please offer your services! The main 8 jobs are Chairperson, Secretary, Treasurer, Child Welfare Officer, Match Secretary, Coaching Co-ordinator, Head and Assistant junior coach, Publicity officer. A person (s) or group can do them.