

# **PORTSMOUTH JOGGERS CLUB**

## **Committee meeting Minutes**

**12<sup>th</sup> October 2009**

**Present :** Dennis Broadway (DB-Chair), Dave Blofield (DBL), Ray Ruzewicz (RR), Alan Marsh (AM), Bill Scales (BS) Sharon Bryant (SB), Gill Ripiner (GR), Jane Collins (JC), Alan Shons (AS)

**1. Apologies:**

**2. Minutes from Last Meetings**

Agreed

**3. Matters Arising**

Kit stock list; received but we would like more detail, we require quantities, (opening / closing stock) stock value at cost, no's \ value sold. **DB** to speak to Tony.

Pam Rogers indicated she wants to cease to be the club representative on Sports council and HAA.

Group leader question to be raised under item 13.

**4. Secretary's Report**

**See enclosed docs re guidance for group leaders, plus the following from ARC in respect of insurance and group leaders.**

Dear Alan

The ARC insurance requires that Group Leaders are competent and that they should take reasonable precautions to avoid accidents. The insurance does not require that they have any specific qualification. Your leaders should follow the advice contained in the attached guidance notes and they should be experienced members of your club. If they do this then ARC insurers would have no grounds for disputing any claim made. regards Michael White ARC Secretary

All individual UKA affiliations paid to 1<sup>st</sup> oct. UKA will not now accept further affiliations until 2009/2010 season next March

**5. Health and Safety**

Club policy almost complete but some recent info received needs to be considered before completion,

**6. Treasurer's Report**

Balance information is available direct from the Treasurer for fully paid up members. See the website for contact details

**7. Social Secretary's Report**

Xmas dinner going slowly but interest still there. next year will probably only be, xmas dinner, BBQ, quizzes, & curry night? Unless further interest from the membership.

Mince pie @ BAE systems opp Hilsa halt. 20<sup>th</sup> Dec. Must bring membership cards for security, we may need names of ppl attending.

**8. Race Reports.**

**Slog n slug** went well, Colin changed his mind and will continue as race director. **DBL** will speak to Colin about a possible change of date.

**Denmead**. entries up well. Must ensure no parking around entrance to field. Short of marshals.

**Plod** 10 entries so far, changing T shirt supplier.

9. **Public Relations.**  
Lots under review. Some Profiles of members. Contact with Alexandra Sports going well.
10. **Group Leaders**  
Cover under item 13
11. **Website / Club Development**  
Check for old items on website that needs to be removed.
12. **Awards**  
DBL is tracking times/names.
- .
13. **Letter from a member Russ Bestley**

### *Suggestions to Portsmouth Joggers Committee*

*Russ Bestley 30<sup>th</sup> September 2009*

*01. The suggestion box needs to be at the Club on both training days. It should also be backed up with an online suggestion box via the website. The Club membership should have some kind of feedback mechanism, which summarises these suggestions and reports back on resulting actions and decisions.*

The suggestion box was designed to promote feedback. So far we have only had these suggestions from Russ. It will however stay until Xmas, when its usefulness will be reviewed. It is not easy to take both nights, but the website will have a note to the effect that we are all approachable at anytime for suggestions via email links within the contacts page as well as in person on club nights.

*02. In order to promote health and fitness in alignment with the Club's constitution, we need to have qualified coaches who actually know about running programmes and training, correct stretching and warm ups, and have been given some education in general health and fitness matters. Continuing with unqualified and uneducated group leaders is NOT the way to progress. In addition, the Club needs officially qualified coaches in the event of an incident, in order to be covered against the unfortunate litigation society we live in. We suggest that the Club selects a group of approx 10 runners keen to advance their knowledge and skills in running as coaches and for the Club to subsidise either a percentage or the full cost of a PJC Club-based UKA training day for all regular group leaders and those wishing to undertake training in order to participate further in the Club support structure. The new Run England scheme, which trains group leaders specifically for jogging/distance running leadership, rather than the old UKA general Track & Field training, offers a suitable model, and can be tailored to our specific requirements.*

If any faster members / group feel they need some “formal” coaching as opposed to just the group leaders then the Committee would be happy to fund 1-2 members for coaching courses in return for a commitment from such coaches to offer their services to those needing coaching for a period of at least 12 months.

In respect of insurance, we are covered more comprehensively under the ARC policy and that makes no specific requirement on group leader qualifications other than competence, experience and approval by the club of such leaders.

The UKA “Jog leader” course is too basic (focuses *particularly on the needs of beginners* . UKA quote )

Our group leaders have far more experience / ability than this course currently gives.

***03. All regular training groups should be clearly identified, both on the website and within a hand-out or notice board arrangement at the Club meeting room. This ‘map’ of regular Club activities should identify who the group leaders are (together with deputies/helpers where appropriate), what their group aims and objectives are (even if that is only to run x miles in x time, or to hold a regular social running group etc, together with the more targeted and goal-oriented training groups).***

The committee had already identified a need for a new “Group Leader” profile leaflet/ update on the Website. These profiles will contain details of distance / pace / start venue.

***04. All main group leaders should be represented on the Committee. In order to promote communication between Club runners and the Committee, each running group should have a selected non-voting representative at each Committee meeting in order to raise any group issues and be able to relay back to their group any concerns and/or decisions of the Committee. The Club should also facilitate a group leaders sub-committee with regular meetings to discuss key issues and goals.***

The Committee see no need for regular invites to non committee members to attend meetings but will consider individual requests. Russ to be approached to see if he is still willing to be group co-ordinator and to liaise with leaders and report back to the Committee.

***05. All Committee meeting minutes should be made available on the PJC web site. All members of the Club are entitled to read these minutes in order to understand what the Committee is discussing and deciding on our behalf. In turn this will lead to better communication between the Committee and wider membership.***

Edited minutes from the formal meetings can be put on the website or even copies in the track room, once these have been agreed . ( the last formal meeting minutes should be on the website) . Cash balances are available to members upon request to the Treasurer.

***06. Announcements throughout the year should be made in the Club meeting room, rather than on the steps or in the car park etc. This will allow those not able to shout to get their message across to those members who want to hear what is being said.***

The track room is small and in the past not many members have not bothered to attend when they have been

held there. However, notices will in future be given out in the track room at least until the lighter evenings come next year.

***07. In order to promote the Club more at races, especially HRRL races, we recommend that efforts are made to take our PJC banners and flags, so that those unattached runners at the event who are interested in joining a group see the Club and may be tempted/persuaded to join us. In addition it will act as a rallying point for all our Club runners both at the start and finish, this will also assist in capturing unattached runners seeing a well organized and friendly large group of runners who are proud of their Club.***

Team Captains will be approached to take these. They are always displayed at PJC events.

***08. The Club should produce a leaflet/hand-out(s) promoting PJC teams and participation in League events etc, in addition to introducing the benefits of Club membership to a wider constituency of currently unattached and interested joggers. This could be used for publicity and recruitment, and should reflect both our Club aspirations as a jogging and fitness group and our participation and success within the racing calendar. Some new members join the Club to start up jogging for fitness and health, while other more experienced runners join in order to benefit from what is seen as a successful and competitive (and supportive) team environment in the HRRL etc – we need to publicise to both groups of potential Club members.***

A leaflet will be produced by Sharon for HRRL & Today's Runner events. These will be available in the track room and given out to new members via Bill Wright and on the website.

***09. A sensible social calendar should be produced and run by a pro-active Social Secretary.***

A new Social calendar of events will be publicised in the New Year with approximate dates. Lack of interest is the main problem rather than lack of effort on behalf of the Social Committee. We always need new suggestions if members want something different.

***10. A scheme should be set up with the aim of rewarding members who regularly turn out for HRRL/Cross Country/Relay events etc and who promote PJC to the outside world. This could easily be met with some kind of small recognition such as a "team mug/shirt/fleece" awarded for participation in a number of key events etc.***

We already provide £240 per year for the Road race league. In addition to this, the sum of £237 (27 entries) was provided as a subsidy for the Ryde 10m event. The HRRL awards/ vouchers could be in future presented as the Xmas Mince pie by the team captains. We have also subsidised certain events, as well as a discount for PJC members entering our own races.

***11. The Club should support and promote at least one key event each year, on a changing basis, to engage the wider membership. This could include relay events, or events with more than one category or distance, to allow beginners and novice joggers to compete on the same platform as more advanced runners.***

We have already been doing this , Clarendon way (2009), Salisbury 54321(2008) etc,

**12. *The Club should promote activities for beginners and first time racers by paying entry to their first race (this should be an option for signed-up members only, and could relate to PJC races only such as the Slug, Summer XC or Denmead 10k). PJC could also promote Dave Byng's beginners with entry to a fun run/Santa dash/etc.***

The member only discount for PJC events would cover this and will be publicised more widely.

**13. *The Committee and Club training group leaders should agree to initiate a time trial on a monthly/bi-monthly basis along the lines of the Jim Hanby series, free to enter and promoted to all groups.***

If Russ or any member can find sufficient support for this and would like to try to organise it please let a committee member know.

**14. *The Club should reinstate the newsletter with proper race reports, adventure stories, what our Committee are doing, how well our Club is performing against other clubs etc. A firm commitment from the Committee needs to be made to contribute to a newsletter and to provide regular updates and news stories alongside committee minutes, plans and decisions etc.***

The Committee have not given up on the Newsletter but it needs someone to gather enough information to produce something on a regular basis. The Committee accept that this has traditionally been a difficult task with lack of input from members but it still has our support.

#### **14 . Any Other Business**

**DB** Russ sent a further email asking for payment for the Test Way relay teams,. This was not asked for prior to the event. (£12 per team) . Unanimously agreed not to pay this.

**RR** are we going to register a 2<sup>nd</sup> kit . to be discussed further.

**JC** Check water containers for sterilisation.

**SB** checking no members complained about email publishing, none recd.

#### **15. Date of Next Meeting**

Informal meeting MBC cafe .Tues 27<sup>th</sup> Oct 6pm