



Norwich Road Runners committee meeting agenda 27/8/2019

Meeting starts 7.30pm (Sprowston School)

Attended by: Gary Cooper, Glyn Manton, Michael Powell, Kathleen Easter, Beryl Knowles, Mark Betts, David Field, Stephen Pizey, Jessica Behan, Chris Amos

1. Apologies ; Alma Simmons , Jodie Causer (Reports sent through), Stacey Harper, David Hender

Meeting started by introducing Chris to Committee.

Rolling agenda items

1. Agree minutes from last meeting (emailed and amended!)

Action: David Field to add to website

2. Finance report-Kathleen

Healthy at present with enough funds until main income of Ringland hits accounts (November 2019)

3. Senior coaches report (No report this month)

4. Junior coaches report

*No report. **Action.** Beryl to speak to Alma about dates for Sportshall so coach can be booked*

5. Social team report

Christmas party update-Gone on sale, members seem happy with the return to previous format of sit down/set menu

6. Communications report

1. General communication – **Action:-** Chris to speak to Danny Bond about closing other website and a look to move emails from .com, to .co.uk in new year

-Web site/social media- How is it going?- Progress on site (David/Kevin)



Do we need conflict of interest guidelines? *General discussion.*

Action: Chris to look at current statement and give Kevin any changes required

7. Membership report (Mark)

14 adults and 2 juniors in August. Over 500 senior members. Mark to look at fee reduction for September- March. **Action** Mark to let Stephen know fee changes so can let his potential new members know new costs.

8. Induction report (Stephen P)

2 new members from the 5k course. Many carrying on with view to become new members. Induction forms to be kept by Stephen as a way of tracking new people to club and to see if they have signed up through member mojo.

Action. David to be given the PDF of the starters forms so they can be emailed/attached to potential starters requests.

Action. Committee agreed that 1 course a year is sufficient-Stephen to plan a date for Easter 2020 so he can run a waiting list/Advertise in new year – Target race for this would be Wroxham race 3.

9. Race reports

Horsford – Horsford XC Series 2019/2020

3rd November 2019, 1st December 2019, 2nd February 2020

Action-Glyn/Jodie will sort out fliers this week.

Entry on the day - only £3.50 affiliated, £5.50 non-affiliated & £2 for juniors (16 & under)

General discussion about race 3. Mick to keep course for race 1+2 as per last year and alter race 3 to avoid water for the XC league.

Ringland – proposed costs and selling price (Jodie & Glyn)

Budget sent through last month through email- no objections. Jodie will look at cost savings and sponsorship proposal

Increase of price by £1- break even based on 638- projected profit £4,500

Race preparation .



Budget 2020 v actual P/L 2019

(Junior revenue and costs removed)

	2019		2020 (Budget)			
Income			Est			
Affiliated entries (UN #E2-GOING TO UK)	£23	859	£24	750	£18,000	
Free entries		38		23		break even
Total entries		887		773		£1,757 638 RUNNERS
T-shirt sales	£10	261	£10	200	£2,000	£610
Sponsorship - Self Drive					£400.00 (50p per entry)	
TOTAL SENIOR RACE INCOME		£ 22,671.39		£ 20,400.00	#REF!	

Jodie has sent through this report of race progress.

Apologies for not being able to attend the meeting
 Entries open on the 10th October after the ANARC meeting on the 9th October to decide whether it is CC or SL GP so we will know whether to advertise this
 Rachael Miller and Nick Gurney have agreed to be head Marshall's
 Waiting on race licence to be agreed
 Meeting with the Dinosaur Park in September to discuss junior race
 Gary Stevens is lending us walkie talkies
 I've sourced 1000 mars bars for £225
 Mark Mardell is trying to get Tesco to donate bananas
 Cotton goodie bags - £624 x 1000 one side printed or £684 x 1000 both sides printed with logos
 Still working on some sponsors. NR12 Fitness are interested
 First Self Drive are sponsoring again this year
 Going to go for the wooden medal option from medals for all
 Looking into t-shirts at a cost of £10 each to buy or free if you Marshall
 The Jags have confirmed looking after the main water station again
 Meeting the Marquee company on site in a few weeks to look at Marquees and what we will need
 All ticking over nicely-Thanks Jodie Causer



September priorities

- a. Move to Sprowston- Update. Any outstanding matters?

General discussion about facilities, what we have booked, where on the field, lighting, toilets.

Action: *David Field to speak to Lisa (Sprowston) so we are clear about what areas of field we have booked and when. To see if we can agree a meeting point that is the same for each 3 nights where new members can go to. David to find out if we can have some form of signage at the school.*

Action 2 -Decide on a meeting point for new members which is same for all 3 days.

Produce map that can be emailed. Have signage made that can be put out on the night

- b. Club Captains report and club races (Chris/Stacey)- Last update (newsletter) well received. Nothing to report since

-RNR – update-What needs to be done.

General discussion about minibuses etc.

Action *Team captains to be allowed to spend £70 per team on water/food. Captains to get sizes of hoodies and Chris will order for all 3 teams. Cost of £10, club to pay shortfall.*

Target races? Who in club outside of the committee can organise next one?



Action Valentine's 10k seen as an appropriate target race. Glyn to advertise for someone to promote in same way Kevin/Wendy have in the past.

- c. Memorial run – Lynda 21/9/2019- What do we need to do? Who will do it/advertise it?

Action-In hand. To continue to remind members about event.

- 10. Kit/Merchandising update. Do we need to appoint someone to look after this?

Action- Committee decided that kit to be sold at club on first week on month. Glyn to look to recruit someone to keep stock and reorder.

- 11. VLM 2020 – Ballot- Who will look after ballot entries/draw on night?

Action Dowson's have agreed to look after draw on night. Glyn will send out instructions on how to enter in September. Jess to collate names of those applying for draw from the 'committee' email

- 12. AGM- 21/11/2019- Thurs AGM – PROPOSED DATE FOR 2019

Proposal – 1) Club standards awards (6/7) on night. 2)-Long service/membership award? E.g. 10,15,20 years?

Action- Glyn to communicate date with members and book room. To discuss next meeting



13. Club awards (Christmas party) - Organising club awards (We have sponsorship to the sum of £200- What categories? Who will lead/organise?)

General discussion about categories including having a new award for serving the club in honour of Lynda Moore.

Action – *Chris Harrison will make suggestions of categories and voting system at the next meeting*

14. Report on safeguarding (Beryl/Chris) What needs to be done to action Beryl's report?

Action – Beryl to complete and liaise with David Field to have loaded onto the website

15. GDPR- Glyn to handover to Chris by next meeting.

Action-Glyn to hand over documents he uses for Chris to check update.

16. Coaching strategy at NRR

Discussion about what is needed to cater for all runners especially our 'group a runners' some of which have not been training at club since move. Discussion about having the committee set the strategy and plan Tuesday nights (Efforts sessions) in quarter blocks using pace groups as per Chris Harrison's proposal. Look to initially make more use of UEA track to free up space at Sprowston but target mainly pace groups A/B which C and D being able to use the sessions on an open night. Discussion of increasing track bookings from current 10 per year to



say 20. Jodie is in discussion about sharing track use with NG to reduce costs.

Discussion about the need for more l2 coaches and the fact that with the proposed strategy we would not need one Head Coach but Lead coaches to work with each efforts group. Monday night can continue as is and Thursday can be run on a rota basis. General discussion that as a road running club that road efforts/hill efforts are also well received so should also be part of the training plan.

Action. *Jess/Chris H to lead on strategy and to facilitate the next coaches meeting (3/9/2019) by presenting the strategy approved by the committee tonight and then asking coaches to lead the groups and run leaders to help deliver.*

Action. *The need for more l2 coaches discussed. Names discussed at meeting to be discussed. Ally is first priority. (Following meeting, we have investigated the possibility of running a in house course to get 5 of our members identified by the committee through L2 in the next 6 months)*

Points for further discussion. *Need for a committee rota for Tuesday/Thursday to start night and introduce sessions. How we allocate new members into groups. How we let members change due to different training plans. Who do members contact about coaching issues? How do we deal with XC national/local events? How to we administer and communicate- Do we need a Coaching Coordinator to liaise with the Lead coaches and control rotas/member communication?*



- a. What is our mission/aims?

Proposal Norwich Road Runners will support its members to be competitive and challenge themselves and others at all levels, with NRR featuring regularly in local individual team awards for road races and XC. We are an inclusive club where all members are helped by other members to identify and achieve their running goals

- b. What should the structure be?

Monday – Same focus on beginner, recovery, Mousehold, once a year couch to 5k

Tuesday – Efforts by pace on field or track in group. (Track may not be Tuesday)-Lead coaches can utilise other sites from time to time e.g. Waterloo park

- c. How will we co-ordinate this? (Coaching staff)

Directed by committee- Do we need a coordinator?

- d. Who will facilitate coaches meeting on the 3/9/2019?

Jess/Chris (Gary will also attend)

17. AOB/members questions – none

Agree next meeting –

Tuesday 24th of September 730pm