

Helm Hill Committee Meeting Thursday 10 March 2022 – 7pm Agenda

Topic		Time	Lead
1	Welcome <ul style="list-style-type: none"> Review of actions 	7pm	Michael
2	Racing subgroup update <ul style="list-style-type: none"> Kendal Winter League 	7:10	Michael
3	Senior training update <ul style="list-style-type: none"> Coaching courses Weekend runs for seniors 	7:30	Dave G
4	Junior update <ul style="list-style-type: none"> Cumbria vests First aid/welfare refresher 	7:45	Michael
5	Social update <ul style="list-style-type: none"> Helm Hill is 30! 	8:00	Michael David A
6	Governance update <ul style="list-style-type: none"> Discovery session – what documents are where?! First aid training Safeguarding/welfare update Membership Fees - April 	8:20	Michael Annie Michael
7	Review of actions	8:45	Sarah
	CLOSE	9:00	

Present : Michael, Billy, Ali, Ben, Sharon, Annie, Andy, David A, Dave G, Russ, Sarah

Apologies : Lorna, Marie, Victoria, Jo C, Rich, Tim, Jos, Adam

Item 1 – Review of actions

Please see previous action list at the end of this document.

Item 2 – Racing

Kendal Winter League - Ben complimented John, Jo and Rich on their organisation which has been brilliant this year. It was then highlighted that we may need a better system for passing on equipment after each race. Where does the responsibility lie with making sure kit has been dried out etc for the next week? It was suggested that the club might need to look into renting a space to store kit. Dave suggested asking Mark Cropper. Ali suggested Shane Ohly. Michael highlighted the fact that Rich Cater is currently happy for the kit to be stored in his garage. No immediate action needs to be taken.

Jo has highlighted how well the races have gone this year in a variety of weather conditions! The new race at Sallows was very successful - well done Tim! Turn out was great in horrendous weather and the feedback has been amazing. The new card machine payments are working well where a signal has allowed the system to operate. People like the option of paying by card, phone or watch. Dave's scanner has continued to be used however it does not work well when the weather is wet. Dave improving this for next year.

Portaloos - A lot of positive comments when these were provided at Sallows – if nothing else they provided shelter from the rain! and Michael suggested that there was no reason why we wouldn't move to provide these at races where there is no toilet provision – this would benefit all our runners and removes another reason to not race! The committee agreed with this and will

look to provide toilets at all KWL races. It was suggested that a contract with one company should be set up at the start of the league and the location for toilets at each race would need to be decided upon with each landowner. **Billy to get in touch with his contact for toilets and liaise with Jo and Rich.**

There was a junior head injury at Barbondale which was dealt with quickly. All positive feedback was given by the parents praising the organisers for their quick and professional response. Sam Moon, GP, was able to attend to the junior, however the Winter League First Aid Kit could be improved. **Annie to purchase an improved first aid kit of a suitable size.**

Jo has noted that the Helm KWL is not currently appearing on the FRA list so needs to be registered, Jacob Dyer is taking this race over so Rich Cater has sent John a message to ask if he will help Jacob do this. **Rich to follow this up if required.**

Remaining races - There are now just 3 races left on the calendar, Cautley, Helm and Elterwater. The overall league of 7 races for seniors and 5 for juniors can now be found on the website. **Dave to provide a more prominent link to this in the KWL section of the website.**

Arant Haw presentation - John has booked the hall and food has now been organised courtesy of members of a local scout group who also run for the club. Lorna has most of the trophies and just 3 or 4 to locate but she is happy to do this. Lorna may not come to the event so Jo is happy to sign out trophies as they are collected. Jo also suggested that marshalls should be entitled to a KWL T-shirt for efforts as some people have marshalled and not raced and then been unable to complete the 7 due to injury / covid. Michael noted he will not be able to attend the presentation and raised the point that this will be John's last year and that he has done a great job over many years. David A has been in touch with Coniston Corporate Ltd regarding prizes with a focus on trying to reduce waste. It was suggested that a proportion of prizes could be a non size specific item eg mug however it was decided that the cost to print t-shirts is low and surplus items could be raffled off or donated to charity. **Lorna to locate remaining trophies. Ali to help with the presentation in Michael's absence. Michael to consult with Tim on gifts. David to finalise order with CC Ltd. Food to be confirmed.**

Club Championship - Two races have been cancelled so it has been proposed that we look for another race or put another one on. David A suggested we could put on a race during a Wednesday night training session. Russ suggested Yarlside downhill can happen. May half term Wednesday 1st June is currently the proposed date. **Michael to check with Kath regarding Gummers Howe, Jo and Jonny regarding Brunt Knott and Paul and Carrie regarding Reston Scar, to see if these races are happening.**

Item 3 – Senior training update

Coaching courses – Dave G has done a significant amount of work understanding the courses that are available from the FRA and whether these are or aren't suitable for our run leaders. Russ has attended the recent fell module at Sedbergh and, with Dave, has found that it is more focused on low level trail running rather than fells and so of limited benefit for us. It was also raised at the fell module that a full two day first aid course is expected to be attended for a coach/leader in running fitness certificate to then be awarded. **Dave G to check first aid requirements for new and existing UKA qualified leaders and coaches.** We still need to better understand the insurance requirements as to what qualifications if any we should be seeking for coaches/leaders. **Michael to check insurance position for run leaders.**

Club runs - Dave still looking into setting up weekend runs for seniors. These will be split into three runs - Race practice, Race race, Introduction to fells. 6th April is the first date proposed and qualified leaders now need to be identified within the club. **Michael to request for leaders across the club. Dave to circulate the risk assessment around the committee and update the coaches handbook.**

Item 4 – Junior update

Cumbria Vests – around 15 of our juniors are representing Cumbria - at the National Schools Champs. Success in being selected for the county is actually quite expensive for parents. They have to pay for travel, book hotel accommodation, buy vests (they can't run in club vests) etc. Tim has suggested it might be a good gesture if the club helped out in some way. The proposal is that the club buys and presents the juniors representing Cumbria their vests. The Committee are in agreement, but as it may be too late for this year so Michael suggested to offer a £20 contribution to which the committee agreed. **Sharon to coordinate contribution to our junior runners who are representing Cumbria in XC.**

We also discussed the upcoming FRA championship races and that it would be good to encourage more Helm juniors to these. The committee supported an idea from Andy to run a bus to the Black Combe race on 24 April recognising this would need sufficient parents and leaders to ensure safeguarding requirements are met. **Andy to look into putting a bus on for Juniors who wish to race at Black Combe.**

First aid/welfare refresher - Lorna is looking to organise a session before the school summer holidays to refresh Junior coaches on how to deal with incidents of any kind that may crop up when leading a Helm junior group. This will include reviewing accidents and incidents that

have happened during the last year and discussing/working out what should be in place to ensure incidents can be dealt with effectively when they occur. It will include a reminder of what is in the Helm Junior Coaches' handbook, and whether any revisions are needed to the handbook. It should also include a short Safeguarding Protocols update too. It is proposed that, going forward, this is a session held every summer in order to keep coaches' knowledge refreshed and to ensure any new coaches benefit from it too. **Lorna to coordinate a first aid/welfare refresher for all coaches.**

Item 5 – Social update

Helm Hill is 30 - The first meeting has taken place and the subcommittee are looking into options for Saturday 9th July, these include a 30 mile loop of various tops around Kendal from the Station Inn with food and a celebration after. Ali already has a route in mind with 30 checkpoints which can be divided into various lengths to make it inclusive. Ben noted that the juniors need to be at the centre of the celebrations. Billy also noted juniors must be a big part of the celebrations and it was unclear how we could combine the longer run without it detracting from a focus on junior events. Alternatively, it was suggested that we could use a base in Staveley with groups going out on various routes from there, however Billy noted Staveley might not be safe as the village gets very busy with traffic. Ben suggested we should ask the juniors for their suggestions. Jos and Hannah to work on this further with the sub group. **Juniors to be asked their preference of activities via their coaches and another meeting to be set up to agree an approach – Michael, Ali, Dave A, Ben to be involved with Jos and Hannah.**

Item 6 – governance update

Discovery session – please can all committee members let Michael know what documents you 'own' or have access too and where they are. We are aware that we have various google drive areas and documents and would like to pull everything together into one place. Also Michael is looking into UK athletics club governance information which may help us structure our information and make sure we aren't missing anything we should have in place. **All committee members to email Michael and Sarah documents so they can be pulled together. All hard copies of documents must be shredded when required.**

First aid training – Not all planned courses could be fill. Annie has suggested a FRA 2-day course may be a way forward, 12 members are awaiting to complete this, plus a 2 day first aid course is required to gain full qualification. Michael suggested we could approach other clubs to fill spaces if that helps to put a course on. **Annie to investigate potential for Helm to fill an FRA course and if not approach other local clubs (via Michael) to do so.**

Safeguarding/welfare update - It was discussed that it is not best practice for junior names to be printed on their KWL race numbers unless parental consent has been gained because of safeguarding concerns. It was discussed that the printing of a child's name could be consented to by a parent/guardian when registering for KWL, or the location of the names could be moved to the edge of the race number allowing parents/guardian to easily cut off if desired.

Membership Fees – The committee were in full agreement to freeze membership fees again for next year and to also still offer the 'early bird discount'. 18 – 23 year olds will also continue to have free access to the club however they still have to join on SiEntries but won't be charged. Marie has noted that there are still couples joining as a family membership, Family memberships are for an adult or adults with children. Memberships to continue as follows.

Early bird 01.04.22 to| 30.04.22 - Senior £16.00 , Junior £8.00 and Family £25.00

01.05.22 to 30.09.22 - Senior £20.00 , Junior £10.00 and Family £30.00

01.10.22 to 31.03.23 - Senior £10.00 , Junior £5.00 and Family £15.00

Marie to contact SI and make any changes needed so membership opens on 1 April. Michael to communicate at training and elsewhere e.g. ask coaches to put out on WhatsApp groups.

Actions List

	Action	Update	Actionee
1	Kendal Winter League volunteers. Jo to post on FB and shout out for helpers at training.	DONE	Jo C and Michael
2	KWL Race starter to now remind each category running is a non-contact sport!	DONE	Jo C to inform race organisers
3	Put up signage for the U13, U15 and U17 turn points on each course as its helpful for juniors reccyng courses. John has the signs to upgrade.	Jo and Rich to sort for 2023 – CLOSED	Jo C -
4	KWL result sheets, please can Lady (in pink) be changed to Female.	Michael has raised with Rod.	Michael
5	Arrange purchase of KWL male and female vet 70 trophies.	Lorna to resolve	Michael
6	KWL – new Kentmere/sallows race - Tim to register the race this week and Dave to put together a race map. Tim will put a note out on FB and Michael will shout out at training.	DONE	Tim
7	Ireland trip - Tim to send Victoria details of deposit payments.	DONE	Tim
8	Kentmere Horseshoe and Sedbergh Hills race organisation – Michael to let Matt know we are very happy to support the former as a club race but not yet the latter.	DONE	Michael
9	Dave raised the potential for safeguarding concerns regarding juniors moving up into senior groups. Where does responsibility lie? Dave to discuss this further with Anne and Andy.	Dave has drafted a document to cover this – Annie and Andy T to review	Dave G
10	Training courses for coaches - Dave will compile a list of members who already have Mountain Leader Qualification and cross reference this with interested members – Michael to check and approve spend once numbers are known.	Dave is compiling a list of currently qualified senior coaches/leaders. Decided to stick with LiRF depending on insurance or internally train coaches within the club?	Dave G
11	First aid course - This will be run by Dave Watt on 5 th or 12 th February with a possibility of alternative dates in March. Anne to look into numbers. Andy to look into venue.	DONE	Anne
12	Senior coaches emergency equipment - Marie to ask Matt for a cost if the club orders 8 as an initial requirement. Anne to order other supplies on Amazon. Dave to let Anne know what is needed	Update awaited - Michael to check with Marie	Marie and Dave G
13	Junior FRA champs race – 3 rd July – we need access to Lupton Field for parking from Sedbergh School. Michael to ask Adam about parking.	Not yet complete – Michael has asked Adam	Michael
14	HH junior championships prizes - coaches to ask their junior groups for their ideas. (cup and bumbag suggested so far)	Not yet complete	Michael
15	Book factory Tap for after the Borrowdale Skyline Race on 21 st May.	Not yet complete	Jos
16	Set up social sub committee meeting to agree a plan for an event to celebrate 30 years of Helm Hill	First meeting held – further meeting to be set up involving Michael, Ali, Ben, Dave A as well as Hannah and Jos	Jos

17	Shaun to audit 2021 accounts so these can be finalised	DONE	Victoria
18	Agree a summary of the 2021 accounts and detail of what we spend our income on for the website and A Board at KWL	Not yet complete	Victoria & Michael
19	Committee minutes and summary of accounts to be 'published' on website going forward for transparency	DONE	Michael
20	Governance sub committee meeting to be set up including a focus on how we might gain 'clubmark' or equivalent	Not yet complete – aim for April	Michael
21	Billy to get in touch with his contact for toilets and liaise with jo and Rich.	NEW	Billy
22	Annie to purchase an improved first aid kit of a suitable size for KWL.	NEW	Annie
23	Rich to check with Jacob that Helm KWL has been registered as a FRA race.	NEW	Rich
24	Dave to provide a more prominent link to KWL race list in the KWL section of the website.	NEW	Dave A
25	Lorna to locate remaining trophies for Arant Haw presentation.	NEW	Lorna
26	Ali to help with the Arant Haw presentation in Michael's absence.	NEW	Ali
27	Michael to consult with Tim on gifts for John.	NEW	Michael
28	David to finalise order with CC Ltd. Food to be confirmed.	NEW	Dave A
29	Michael to check with Kath regarding Gummers Howe, Jo and Jonny regarding Brunt Knott and Paul and Carrie regarding Reston Scar, to see if these races are happening.	NEW	Michael
30	Dave G to check first aid requirements for new and existing UKA qualified leaders and coaches.	NEW	Dave G
31	Michael to check insurance position for run leaders.	NEW	Michael
32	Michael to request for leaders across the club.	NEW	Michael
33	Dave to circulate the risk assessment around the committee and update the coaches handbook.		Dave G
34	Sharon to coordinate contribution to our junior runners who are representing Cumbria in XC.	NEW	Sharon
35	Andy to look into putting a bus on for Juniors who wish to race at Black Combe.	NEW	Andy
36	Lorna to coordinate a first aid/welfare refresher for all coaches.	NEW	Lorna
37	Juniors to be asked their preference of activities via their coaches and another meeting to be set up to agree an approach – Michael, Ali, Dave A, Ben to be involved with Jos and Hannah.	NEW	Jos and Hannah
38	All committee members to email Michael and Sarah documents so they can be pulled together. All hard copies of documents must be shredded when required.	NEW	All committee members
39	Annie to investigate potential for Helm to fill an FRA course and if not approach other local clubs (via Michael) to do so.	NEW	Annie
40	Marie to contact SI and make any changes needed so membership opens on 1 April.	NEW	Marie
41	Michael to communicate membership renewal at training and elsewhere e.g. ask coaches to put out on WhatsApp groups.	NEW	Michael

2022 committee meetings:

- Thurs 10/3, Tues 10/5, Tues 12/7, Thurs 15/9, Tues 8/11
- AGM - 28 September – Station Inn (TBC)
- Presentation night – 3 December – Castle Green? (TBC)
- Sub group meetings – propose both Governance & Senior training before next committee