

**Helm Hill Committee Meeting
Tuesday 10 May 2022 – 7pm
Minutes**

Topic		Time	Lead
1	Welcome <ul style="list-style-type: none"> Review of actions 	7pm	Michael
2	Social update <ul style="list-style-type: none"> Plan for Helm Hill 30th Birthday Bash Annual presentation 	7:15	Jos Michael
3	Junior update <ul style="list-style-type: none"> 	7:30	Lorna
4	Senior training update <ul style="list-style-type: none"> Weekend runs for seniors 	7:45	Michael
5	Governance update <ul style="list-style-type: none"> Accounts update Defibrillator 	8:00	Michael Victoria
6	Racing update <ul style="list-style-type: none"> Ireland trip Club Champs 	8:15	Tim Russ
7	Review of actions	8:25	Sarah
	CLOSE	8:30	

Present : Michael, , Ali, Annie, Lorna, Marie, Victoria, Jos, Sarah and Hannah

Apologies : Sharon, Tim, Jo C, Rich, Russ, David A, Billy, Ben, Andy, Dave G, Adam

Item 1 – Review of actions

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

Item 2 – Social updates

Plan for Helm Hill 30th Birthday Bash – Michael has now spoken to all on the Committee who want to be involved. The proposed date for the Birthday Bash is 9th July. Michael has a booking with the Station Inn, however it is in the process of being taken over by new management on 18th May so the current agreement needs to now be confirmed with the new owners. If a back-up is required Lorna suggested Natland school. Stalls and games for the juniors will be organised e.g. gala games and short races – Lorna to send names of coaches to Jos who could lead these on the day. Ben has offered some equipment and Ali has suggested equipment could be borrowed from the Scouts. There will also be a 30-mile relay from the Helm with Juniors joining in at the end. Ali to recce this this first week in June to time each leg. Hannah raised the issue that runners would need to know where the crossover points were. Ali noted as the route skirts around the town that shouldn't be a problem and each leg will be accessible for most ages. Michael stated that the last leg should be from the trig then finish in the event field. A baton could possibly be used. Lorna suggested HH flags. Michael proposed we will need plenty of birthday cake which hopefully can be baked by helm members . Suggested food option BBQ £7pp. with tickets to be sold at £2 per ticket. Jos to sell over Facebook and collect money on Wednesday night. Ali to ask Janie to help with tents.

Michael to check with new owners at the Station Inn 19th May. Jos to set up a sub meeting first week of June.

Annual presentation – Michael asked if we should book the Castle Green again. The committee thought the food portions are small for the costs of the event. Marie suggested the Cricket Club. Hanna suggested the Rugby Club. Lorna suggested Carus Green Jos suggested we should also have a senior afterparty which was agreed and will be advertised to all. Michael to approach other suggested venues for a quote.

Item 3 – Junior updates

Numbers - we have 99 Juniors across all groups at the moment - 20 new members, 10 on waiting list, 8 years and older. We have a stable number of coaches at the moment although Dan Hughes is stepping down. Toby Johnson will be filling his shoes. Junior groups also currently have a lot of enthusiastic parent helpers.

Restructure – Lorna has proposed that for the junior runners who are not running at a competitive level, there should be a restructure of the current level 3 groups. The proposal is to have three groups at varying speeds from entry level to racing speed. Whoever coaches these groups will rotate around all three. Lorna noted that this will require us to take on another coach. Juniors will then either progress onto level four or Green Group. Minimum age for junior to go into a senior group is 14yrs. Annie pointed out that a support structure needs to be in place for juniors when moving up into an adult group. Lorna suggested a fact sheet should be compiled so all juniors and their parents are aware of expectations from them and their coaches when moving from Junior level onto adult groups. Lorna to set this up for September. Michael to also to look into the restructure implications for the junior groups. Michael and Lorna to look at putting together a factsheet of expectations for juniors and their parents .

Item 4 – Senior training update

Senior training - A qualified coach should coordinate run leaders. We now believe this is in place.

Weekend runs for seniors - Michael to ask Dave A if he is happy to coordinate senior runs during the summer.

Item 5 – Governance update

Accounts update – the Committee were provided with an overview of the in year accounts prior to the meeting - Victoria raised that the accounts are healthy - the Winter League roughly broke-even this year. Imminent expenditure consists of paying for the birthday bash and subsidising juniors on the summer athletics course at Sedbergh School which the committee agreed they were happy to provide again this year. Christmas do and First aid courses are also expected expenditures before the end of the financial year. Income to the club is provided by membership money, which is still to come in.

Defibrillator – Currently in Rich Cater's garage. It was raised by the committee that this should be at training every week and potentially left under a car where we meet. Ali to ask Rich if he can bring to training each week.

Item 6 – Racing update-

Ireland trip – Congratulations to Victoria!! The trip was deemed as success as expenditure was as expected and Tim has already taken steps to plan next years trip.

Club Champs – Russ has asked, as the first two races were cancelled, will they be replaced or perhaps the number of qualifying races reduced? There are currently no dates for Brunt Knott and Reston Scar however Gummers Howe is happening on 25th June and Russ's downhill race 1st June. They all need to be advertised and volunteers are required. Hannah proposed she and Jos could take on Brunt Knott if they are in the country. Lorna proposed we should have team prizes to promote participation especially among juniors. Michael to contact organisers to confirm dates. Dave A to make club champ race dates more obvious on the website. Michael to shout out races at training. Ali to post on Facebook. Lorna to ask coaches and parents for help to make sure races are put on, Michael will confirm dates and then request volunteers for all our races over summer with help from Ali (facebook page).

Updated actions list

	Action	Update	Actionee
1	KWL result sheets, please can Lady (in pink) be changed to Female.	Michael has raised with Rod. Now to be raised at KWL meeting late 2022	Michael
2	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 Still open Auto Direct Debit members not looking at membership and confirming consent; Marie to look at this in June, Lorna has passed this onto coaches, Michael to shout out on Wednesday night.	Dave G
3	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 G has made a list of senior coaches and Lorna has shared a data base of Junior coaches. Lorna to share with Michael. Annie to check if HH can issue our own DBS qualification (see new action 37)	Dave G
4	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	Ongoing – Marie to ask again at PB Sports	Marie
5	Junior FRA champs race – 3 rd July – we need access to Lupton Field for parking from Sedbergh School. Michael to ask Adam about parking.	DONE - Justin has sorted.	Michael
6	HH junior championships prizes - coaches to ask their junior groups for their ideas. (cup and bumbag suggested so far)	DONE – one for all gift cards agreed	Michael
7	Book factory Tap for after the Borrowdale Skyline Race on 21 st May.	DONE	Jos
8	Set up social sub committee meeting to agree a plan for an event to celebrate 30 years of Helm Hill	DONE – see new action 33	Jos
9	Shaun to audit 2021 accounts so these can be finalised	DONE	Victoria
10	Agree a summary of the 2021 accounts and detail of what we spend our income on for the website and A Board at KWL	Website to be updated by Victoria.	Victoria & Michael
11	Committee minutes and summary of accounts to be ‘published’ on website going forward for transparency	DONE	Michael
12	Governance sub committee meeting to be set up including a focus on how we might gain ‘clubmark’ or equivalent	Now June	Michael
13	Billy to get in touch with his contact for toilets and liaise with jo and Rich.	DONE	Billy
14	Annie to purchase an improved first aid kit of a suitable size for KWL.	DONE	Annie
15	Rich to check with Jacob that Helm KWL has been registered as a FRA race.	DONE	Rich
16	Dave to provide a more prominent link to KWL race list in the KWL section of the website.	DONE	Dave A

17	Lorna to locate remaining trophies for Arant Haw presentation.	DONE	Lorna
18	Ali to help with the Arant Haw presentation in Michael's absence.	DONE	Ali
19	Michael to consult with Tim on gifts for John.	DONE	Michael
20	David to finalise order with CC Ltd. Food to be confirmed.	DONE	Dave A
21	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.	Gummers Howe - 25/06/22 Others TBC	Michael
22	Dave G to check first aid requirements for new and existing UKA qualified leaders and coaches.	DONE - To gain LiRF First Aid (16 hour) and DBS needed to get licence. Dave G spoken to Niki Spinks, Lorna has also followed this up.	Dave G
23	Michael to check insurance position for run leaders.	DONE - All leaders are insured providing they are working under the guidance of a qualified coach – both our senior and junior training coordinators provide this.	Michael
24	Michael to request for leaders across the club.	Michael to do this for weekend leaders and Wed/Mon coaching. Michael will put a shout out and consult survey from last year. See also new action 38	Michael
25	Dave to circulate the risk assessment around the committee and update the coaches handbook.	DONE - We now have a risk assessment thanks to Dave G after comments from Ali, Russ and Michael.	Dave G
26	Sharon to coordinate contribution to our junior runners who are representing Cumbria in XC.	DONE	Sharon
27	Andy to look into putting a bus on for Juniors who wish to race at Black Combe.	CLOSED - Andy was unable to take this on.	Andy
27	Lorna to coordinate a first aid/welfare refresher for all coaches.	Lorna to talk with Annie	Lorna
28	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.	DONE - Lorna sorted at Junior sub committee	Jos and Hannah
29	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.	DONE - Some files sent	All committee members
30	Annie to investigate potential for Helm to fill an FRA course and if not approach other local clubs (via Michael) to do so.	Annie looked into this but all options are booked up so looking into planning our own dates. Possibly June	Annie
31	Marie to contact SI and make any changes needed so membership opens on 1 April.	DONE	Marie
32	Michael to communicate membership renewal at training and elsewhere e.g. ask coaches to put out on WhatsApp groups.	DONE – current member numbers 355	Michael
33	Helm Hill 30 th Birthday bash <ul style="list-style-type: none"> • Lorna to send names of coaches to Jos who could lead games at the Birthday Bash day • Ali to ask Janie to help with tents. • Ali to develop relay route 	NEW	Lorna Ali Ali

	<ul style="list-style-type: none"> Michael to confirm booking with new owners of Station Inn Jos to set up planning meeting for first full week of June 		Michael Jos
34	Annual presentation – Michael to seek quotes from other venues (Carus Green, Rugby Club, Cricket Club) in making a booking	NEW	Michael
35	Junior training groups - Revised structure to level 3 groups to be adopted in September	NEW	Lorna
36	Junior transition to Senior training – Michael and Lorna to agree any expectations document that is needed	NEW	Michael & Lorna
37	Check and confirm if and how we can arrange for Disclosure & Barring Service (DBS) checks for anyone who isn't a qualified coach or leader but works with juniors e.g. in senior groups	NEW	Annie
38	Social fell runs to commence	NEW – Michael to ask Dave A if he will coordinate during summer holiday period to get this going. Michael to provide list of those who volunteered in the club survey.	Michael
39	Defibrillator to be present at training each Wednesday. Ali will ask Rich C.	NEW	Ali
40	Club Championships – review remaining races	NEW	Michael (via Carrie)
41	Club Championships – promote/highlight these on the website (dave A), facebook page (Ali) and shout out (Michael)	NEW	Dave A, Ali & Michael
42	Volunteers to marshall Brunt Knott, Reston Scar, Gummers Howe, Kentmere and the Sedbergh Junior Champs race to be requested once all race dates are confirmed/not	NEW	Michael (Lorna to request help from junior section)

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 & Social before next committee