

Suffolk Sportshall

Notes from meeting held 14th April 2015 at Holiday Inn, Copdock, Ipswich

1 Present: Terry Back, Ipswich Jaffa; Joe Mower, Suffolk County Athletics Association (SCAA), Terry McEntee (SCAA); Geoff Morgan, Northgate Juniors, Deana Richards, Coastal AC/Ipswich Tri; James Gooch & Ian Burgess, Waveney Valley AC;

Apologies: Susan Potter; Mitzi Read; Janet Lomas; Ricky Peacher; Julie Thurlow; Isabel Smith; Tony Cheatham

2 Notes from meeting 3rd February and matters arising

Finances

- Terry McEntee put together and presented a balance sheet for the 2014/2015 period, which will be passed to the County Treasurer, Tony Cheatham along with monies outstanding.
- The final balance showed we were £326.06 in deficit, it was agreed to increase the athlete's fees to £4.00 for the next season.

Regional Event Report

- Geoff Morgan went through his report of the Regional event, highlighting the successes achieved on the day and the encouraging behaviours from team members. This report has been forwarded to all clubs

Publicity

- Ensure all relevant information is posted on the SCAA website.
- Deana to draft a flier and circulate to the group for input.
- James to send News Release & reports to newspapers – contact details for EADT to be sent to James

Child Protection Policy

- Joe Mower Confirmed that we will be using England Athletics Child Protection Policy and is has been uploaded onto the Suffolk Athletics website under Sportshall

3 Planning for coming season

- James to work on the **Programme / Timetable** & also **Entry Form / Declaration Sheet** – tailored to suit Northgate 2 halls & Lowestoft venue
- **Letters** for U11 & U13: Use terms 'Single letter' & 'Double letter'
- **Numbers** for U15
- **Scoring system:** James & Deana to liaise. A second person required to help with scoring preferably someone who can do all meetings
- **Public address system:** Terry to apply for funding to purchase a new system through the EA £750 application (alternatively check with Orwell Panthers & Ipswich Jaffa)

- **Raffle tickets:** Some remain from last year. Terry to check.
- **Prizes:** Deana to appeal to clubs and the parents to provide prizes
- **Equipment.** Terry to look at where to get equipment
- **Officials:** Terry to look at the following 3 key positions; Event Manager, Field Referee, Track Referee. (To be discussed at next meeting.)
- Clubs to be responsible for officiating specific events as below:
 Long Jump – Coastal AC/Ipswich Tri
 Triple Jump – Northgate Juniors
 Vertical Jump – Waveney Valley AC
 Throws – Ipswich Jaffa
 Speed Bounce – to be decided based on other teams participating
- **Results:** Result slips & cards to be posted in the corridor outside the Sportshall through the event. Aim to have the final results posted on the SCAA website by the Monday night after the event
- **Feedback:** Terry to liaise with Deana with respect to circulating a request for feedback after each event e.g. What do you feel went well? Are there any areas which could be improved for next time?
- **Risk assessment:** Terry to check with Northgate to see if they have a Risk Assessment template and work with Joe on doing a Risk Assessment before events
- **County team arrangements:** Geoff and James to liaise including the writing of a selection policy to be posted on the SCAA website
- **Dates and Venues for 2015 – 2016 Suffolk Sportshall** Northgate already booked both Sportshall & Practice Hall. James to advice on Lowestoft venue
 Saturday 10th October 2015 at Northgate
 Saturday 21st November 2015 at Lowestoft venue
 Saturday 16th January 2016 at Northgate

4 Date of future meetings

Tuesday 16th June 7.00pm start - Ufford Park Hotel & Golf Club, Yarmouth Road, Melton, Woodbridge, IP12 1QW.

Tuesday 8th September – venue tbc

Tuesday 8th December - venue tbc