

## **Suffolk Essex Athletics Network**

### **Minutes of Steering Group meeting 12<sup>th</sup> February 2014**

#### **1 Present**

Ray Radley – West Suffolk AC  
Dave Smith – Colchester Harriers  
Lance Williams – Colchester Harriers  
Terry Back – Ipswich Jaffa  
Terry McEntee – Suffolk Sport

#### **2 Apologies**

Mike Hallows (Chair) – Holbrook Harriers (stuck in traffic on way to meeting due to closure of Orwell Bridge)  
Zeta Wright – SEAN Administrator & coach development  
Ricky Peacher – Framlingham Flyers  
Margaret Nicholls – Orwell Panthers  
Carol Clarke – Sports Development Mid Suffolk & Babergh DC  
Christine Muttitt - Bungay Black Dog  
Janet Lomas – junior club development & Framlingham Flyers

#### **3 Minutes of meeting 27<sup>th</sup> November 2013 & matters arising**

- Steve Smith from West Suffolk AC has agreed to co-ordinate the athletics competitions at the 2014 Suffolk School Games on Friday 4<sup>th</sup> July
- In conjunction with Suffolk Sport, a successful workshop on effective club structures was held at Suffolk New College on 29<sup>th</sup> January
- At the request from Thomas Gainsborough School, Great Cornard, a link is being created with Colchester Harriers to set up a satellite club at the school

#### **4 Activity Update**

##### **Coach development sessions**

- Attendances at coach development sessions: Ipswich Jaffa 8, Bungay Black Dog 3, Framlingham Flyers 3, Ipswich Harriers 14, Orwell Panthers 5, CATS 3, Colchester Harriers 6, West Suffolk AC 1, Holbrook Harriers 5, Hadleigh Hares 2,
- Sessions have been delivered by Rob Earle, Clive Poyner, Mike Leonard, Kate Alexander, Job King, Dennis Costello, Mike McNeil, Brian McKenzie and Paul Evans
- Sessions delivered at clubs:  
Ipswich Jaffa - 1 + endurance with Nick Anderson on 12<sup>th</sup> May  
Hadleigh Hares - 1 + another being planned  
Holbrook Harriers - 1 + another being planned  
Stowmarket Striders - 1 + another being planned  
Framlingham Flyers - 2 + another being planned  
Bungay Black Dog 1 + another being planned  
Orwell Panthers 1 + seated throws on 12<sup>th</sup> March  
CATS didn't want anything but coaches visited other sessions  
Colchester Harriers and Felixtowe – nothing requested to date

##### **Coach education**

- To date £1,049 has been invested in coaches through bursaries towards Assistant Coach, Athletics Coach, Coaching in Running Fitness and Leadership in Running Fitness courses – Bungay Black Dog £104, Framlingham Flyers

£287.50, Ipswich Harriers £282.50, Orwell Panthers £250, Stowmarket Striders £125

### **Officials Education**

- 10 officials have been supported to do the Level 2 Field Events course – 4 from Ipswich Harriers £60 and 6 from West Suffolk AC £90

### **Beginner running**

- No progress made through the Netywork, although some clubs have been approached which are not already involved in the Suffolk Sport / Active Norfolk project being delivered by Paul Evans – a meeting has taken place with Live Well Suffolk where there may be potential

### **Club contributions**

- Some payments have been made but there are still some outstanding – Terry to follow up

## **5 Sportshall**

- Suffolk was represented at the regional Sportshall in Hertfordshire on 2<sup>nd</sup> February. Unfortunately, due to a communication problem with respect to the start time being changed, Suffolk arrived late and so missed some events. Although there were a number of disappointed people, team managers and a number of parents provided very good support to the Suffolk Sportshall Co-ordinator on the day
- A number of people have come forward to help organise Sportshall for the coming year with a meeting due to take place on 12<sup>th</sup> March at 7.00 pm in the Dove Room, Mid Suffolk District Council offices, 131 High Street, Needham Market, IP6 8DL, to start planning for the coming year

## **6 Quarterly England Athletics Report**

- Completed and submitted by Zeta at the end of January

## **7 Finance, including EA funding for 2013 / 2014**

- Balance - £4,411.45
- England Athletics funding for 2014 / 2015 – opportunity to carry over funding from this year and apply for up to £5,000 – 50% matching required with 25% of this cash and the other 25% volunteer time - activities which are fundable are similar to this year
- It was decided to ask clubs again what their needs are as last year, in particular around coach & official bursaries, practical coach development sessions, athletics 365, workshops, club links with schools including satellite clubs – Terry to action on this
- Before clubs are approached, Terry to meet with new EA CCSO Tania Spurling to establish how the Network programme will fit with CCSO work priorities to achieve a single co-ordinated support system for clubs, coaches, officials and other volunteers
- Based on the information provided by clubs, Terry in conjunction with the management group to work up a programme for submission to England Athletics by 17<sup>th</sup> March 2014

## **8 Applying for non England Athletics funding such as Sport England Small Grants**

- Clubs may apply for up to £10,000 in any one year to support projects they wish to run
- Terry highlighted some important points to be aware of when writing an application to Sport England Small Grants, although support may be provided by Terry and Tania – the main aim here is to alert clubs to this opportunity to access funding
- Some key points below which particularly relate to Sport England Small Grants:
  - a) consider all your club's needs, as a number of different activities or items may be included
  - b) read through all the information on Small Grants on Sport England website 'Funding' section
  - c) the explanatory notes attached to each section of the application form act as a good guide to what information needs to be included
  - d) write the information required in such a way that you make it easy someone who knows nothing about your club and what you need – 'your story' – why your project is needed – what difference it will make – how you will make it happen – what happens when the funded project ends – what other organisations or partners will you work with
  - e) be positive – show that you 'will' deliver
  - f) don't complete the application alone if possible – certainly get someone to check / read through before submitting
  - g) some examples of things which may qualify for funding – new coaching sessions within the club to attract new members, sessions for local community groups at their site or at the club, payment for facility hire and coaches to deliver these sessions, coach education and practical coach development sessions, funding to enable other club members to attend courses, funding for promotional materials and website development, additional equipment (not replacement) – must be portable though
  - h) discuss your ideas with Terry (SEAN) / Tania (EA) before starting the application – also other potential support from Suffolk Sport & your local authority officer with responsibility for sports development – letters of support will help your application
  - i) You may also contact the Sport England Support Centre 08458508508 whose staff are very helpful

## **9 AOB**

- Terry to discuss with Suffolk County Athletics Association (SCAA) Committee, at the Committee meeting on 28<sup>th</sup> February immediately after the AGM, a proposal that SEAN be considered as a sub group of the Association, in particular to lead on support for coaches and clubs – also that a separate bank account be set up to help administer SEAN finances and to have a presence on the SCAA website
- An invitation has been extended to SEAN and other Suffolk clubs to take part in Norfolk Quadcids and Sportshall events this coming year

## **10 Date for future meeting**

- No specific date was set until the outcome of the discussion referred to above with SCAA is known