



**“Virtual” Annual General Meeting**  
**7.30pm - Monday 26 October 2020**

**AGENDA**

1. Apologies for Absence.
2. Minutes of the AGM held on 28 October 2019 (the minutes are available on the Club website).
3. Matters Arising.
4. Honorary Chair’s Report.
5. Honorary Treasurer’s Report
6. Membership Secretary’s Report.
7. Club Team Manager’s Report.
8. Coaching Coordinator’s Report
9. Junior Section Representative’s Report.
10. Communications Officer’s Report.
11. Handicap Organiser’s Report.
12. Social Secretary’s Report.
13. Triathlon Section Representative’s Report.
14. Coronavirus Coordinator Report
15. Co-opted Committee Member Report
16. Presentations.
17. Election of Officers for 2020/21
18. Motions: Constitution Changes and Others (the Constitution is available on the Club website).

**PROPOSAL 1**

The committee has submitted the following proposal:

The committee propose that the Membership Fee applicable for the period 1 October 2020 to 31 March 2021 in the various classes of membership should be Senior Full Membership £25, Students £15, Under 21’s £15, Junior Members £15, Swimming Only Members £15, Social Members £10.

**PROPOSAL 2**

The committee has submitted the following proposal:

The committee propose that the Membership Fee applicable for the period 1 April 2021 to 31 March 2022 should revert to the full year rates agreed for the annual period 2019/2020 ie Senior Full Membership £110, Students £50, Under 21's £50, Junior Members £50, Swimming Only Members £50, Social Members £25. The committee will have the authority to vary these amounts by 5% in either direction. If this is not possible due to exceptional circumstances a Special General Meeting will be arranged to determine acceptable Membership fee rates.

### **PROPOSAL 3**

Len Edmonds has submitted the following proposal:

That money paid to the Southgate Hockey Club in respect of the annual levy for the year 2020-2021 should come from the TPRC bank account (which currently amounts to a sum in excess of £55,000) and not the membership.

19. Any Other Business (matters that do not require a vote and subject to a 15 minute time limit)

## Election of Officers 2020/ 2021

All of the current committee with the exception of Chairperson, Chas Taylor, Communications Officer, James Joy and co-opted member Brian Bowie are prepared to stand again and have been proposed and seconded. They are:

Honorary Secretary	Robert Pick
Honorary Treasurer	Jason Maloney
Coaching Coordinator	Paul Ward
Social Secretary	Kath Sinnott
Triathlon Coordinator	Anthony Plewes
Membership Secretary	Christine Hawker
Junior Coordinator	Phillip Ley
Team Manager	Adam Bowman

A proposal has been received from Peter Goldfinch to be considered for the role of Chairperson.

Peter has provided a statement to support his proposal:

I have been a member of the club for many years, having previously been on the committee in various positions, chairman and was involved when the club first moved to the Hockey Centre, membership secretary, social. I have organised the Triffic Trail for three years with Peter Hughes, I was race director for the Sunday league cross country at Trent Park last season .

I hold the club very close to my heart, very much like a family as my wife and three daughters have all run for the club in the past, we have made many friends within the club whom we keep touch now along with many members who have moved away .

I see the role going forward as one where things have been very difficult due to the situation with Covid this year, I am very much of the view that elected members of the committee have their role to work with and I would be there to support and progress the club in every area that we can, I would look to incorporate a communications officer to develop matters going forward, I would look to reinforce our relationship with the Hockey club to the advantage of all parties concerned .

I have a lot of experience in this role and those who know me know that I am very approachable and will listen to all those who wish to contribute to the club now and in the future.

At the moment the position of Communications Officer has no proposals and is looking for volunteers.

The constitution does allow for the Meeting to agree to take nominations from the floor for any of the roles.

# **Supporting Documents**

## MINUTES OF THE ANNUAL GENERAL MEETING OF TRENT PARK RUNNING CLUB

### HELD ON MONDAY 28 OCTOBER 2019 AT SOUTHGATE HOCKEY CENTRE COMMENCING

7.30pm

1. **Apologies for absence** – David Arnold, Emily Clarke, Janet Clarke, Steve Clarke, Christine Hawker, Jill Jex, Trevor Jex, Jason Maloney and Andrew Ryde.
2. **Minutes of the AGM held on 29 October 2018** – Approval was proposed by Geoff Harris and seconded by Colin Thurston. The minutes were agreed.
3. **Matters arising** – there were no matters arising that would not be dealt with in the current meeting.
4. **Honorary Chair's Report** – Chas Taylor

**Introduction** Welcome and thank you for giving up the time to attend and play your part in the running of the Club.

**Personal** I am delighted and honoured to be Chairman of this great running club. I work hard at the role but am pleased to do that to make the Club as great as it is for all our members. I have thought for some time that a new approach from a new chairperson might benefit the Club but if you still want me I am very happy to carry on.

**Overview** The Club is very strong offering a wide range of activities for all requirements, financial strength, competitive success, great facilities and location and great social atmosphere.

**Committee** The Committee we have in place is brilliant. They all work very hard in spite of demanding careers and family lives. Don't forget they are volunteers giving up their time for your benefit. The fact that they work so hard and well makes my job so much easier. I don't really want to pick out individuals but James Joy is involved in so much, often hidden.

#### **Aspects of Club Life**

- a. **Beginners** Another great batch of Beginners this year. This was the 10<sup>th</sup> year of the Beginners Course. Congratulations to Trevor Jex and his helpers Chris & Miranda.
- b. **Juniors** We have moved on from the era of Jan Bowman and the team led by Peter Ley have made a great transition to the new environment. They still need more leaders/coaches particularly so that they can bring in more younger recruits.
- c. **Coaches/Leaders** There are some fantastic coaches and leaders in the Club. We are very grateful to them. We need more. We are trying to bring all the accreditations up to date. We also need them for the Juniors as mentioned above.
- d. **Competitive Side** Another successful year, Adam will give details. We have been hit by some significant long term injuries but some strong recent new recruits. After a period in the doldrums we now have a stunning ladies team. We have had a number of new Club records including Roisin Keohane at 14.
- e. **Social Activity** Kath Sinnott and her team have done very well organising social events but have not always had the support. We are a great social and party club please support the events organised especially the Dinner & Dance. Also special thanks to Sally Minks for her contribution to our social life.
- f. **Triathlon** Good team led by Anthony. Growth in interest looking forward. Aquathlon was a great success and we must keep it going.
- g. **Volunteering** Very happy with the way members respond but there are still some that never volunteer. We had 100+ at Triific Trail, we need 50ish for 1<sup>st</sup> December

cross country (offers to Peter Goldfinch). We always get plaudits for our volunteers. Thanks go to Matt Burn for Handicap volunteers and Chris Prescott for Triffic Trail.

- h. **Triffic Trail** Another fantastic success. See Alan Collingbourne's report below. Alan will again be Race Director for 2020 (21<sup>st</sup> June) but has decided that will be his final hooray. We are currently looking for someone to shadow Alan with a view to 2021.

#### Triffic Trail 2019

This year we had over 650 paid entrants and a record 571 race finishers. The event would have not been as successful without the help and support from our Main Sponsor, Chamberlains Estates, all of our other sponsors, the Team Leaders, 90+ volunteers and club runners on the day. A big thank you to you all for making it a huge success and a great advert for the club. At this year's event we reduced our use of Single Use Plastic and were more joined up with the Junior TT. There were some rising costs, extra t-shirts to buy & goody bags to fill but we still managed to make a 'profit' of £4066.27p. From that sum the Committee kindly agreed to donate £1400 to our 3 nominated charities of The Nightingale, Chickenshed and the WRAS. Mustafa Ibrahim applied to get 'match funding' from Barclays Bank but they proved to be very inflexible and it hasn't worked out (yet!). Thanks to Mustafa for trying so hard. Planning is already underway for next year's run, which is on Sunday 21<sup>st</sup> June. Entries will open in early January. See you all there. Alan

- i. **TP News & Park Life** TP News takes time but hopefully is still useful and read. Park Life is an embarrassment that has not been published for some time. This will change.

**Berkeley Homes** We have a good relationship, particularly over arrangements for races. We do need to develop a longer term relationship probably with the management company who will be running the estate in the longer term.

**Southgate Hockey Centre** We have a good working relationship. They have asked to reintroduce a formal written agreement which hasn't been in place during my time in position. We were given a copy of a document in place before my time. I reviewed this with the support of Robert Pick and Robin Tremaine and went back with a number of changes. We have heard nothing since. I am happy with a gentleman's agreement. One part of that agreement was an increase in the amount we pay from £90 per senior member to £92. This has remained unchanged for 7 years. We accepted this change. The new overflow car park is a major step forward especially when we have a race in Trent Park.

**Summary** The Club is in a strong position with a dedicated committee. We offer a wide range of running and other activities to meet the requirements of all our membership. There are a number of things on the horizon but we are geared to go from strength to strength.

#### 5. **Honorary Treasurer's Report – delivered by Chas Taylor on behalf of Jason Maloney**

Jason sends his apologies for his absence.

Firstly, Jason would like to thank all committee members who have helped him in his duties over the last year. He would also like to thank all the Trent Park members who have paid for expenses personally for their patience in being refunded. Lastly, he would like to thank the former member, Andy Andreou for helping in preparing the accounts.

Turning to the accounts for 18/19, and looking at the Balance Sheet, you will see the following:

- Cash at bank as at 31 March 2019 totalled £61,581, however please note that as at that date, there were accruals (i.e. liabilities incurred but not paid or cash received not relating to 18/19) which totalled £9,647. This figure includes rent totalling £6,199.
- A truer reflection of the financial health of the club is reflected by the reserves which totalled £55,550, an increase of £1,222 from last year. This figure represents the surplus of the club in the year ended 31 March 2019.

Turning to the Profit & Loss accounts, you will see the following:

- The profit figure of £1,222 has been split as follows:
  - A loss of £1,661 attributable to the seniors' club activities
  - A profit of £2,882 attributable to the juniors' club activities
  - The above is based on most shared costs for seniors and juniors being allocated to seniors where there is no obvious rationale for apportionment
- The profit figure for the last year totalled £8,584, and thus the profit for 18/19 decreased by £7,362
- Broadly the main differences between this year and the previous to account for the decrease are:
  - A decrease of total income for seniors of £3,705
  - A decrease of total income for juniors of £1,529
  - An increase in URN costs and race related costs of £1,082
  - A write off of old triathlete kit costing £987
  - An increase of coaching/training costs across junior and senior activities totalling £1,165

So, to summarise, club income has continued to exceed expenditure, however lower income and increased costs have reduced the profit made by the club to £1,222. The club enjoys reserves of some £55,550 that acts as a buffer should there be increased expenditure in the future.

## **6. Membership Secretary's Report – delivered by Chas Taylor on behalf of Christine Hawker**

It has been an interesting introduction to the life of managing the Club's Membership system. I have also taken on the process of registering the Unique Runner Number (URN) with England Athletics which was previously managed by Malcolm Allen. Thanks must go to James Joy for developing our Membership Management System and for sorting out numerous anomalies and difficulties with the system. Although the system is fairly easy to use there were some interesting ways that people found to give me some challenges. For those that enjoy the numbers I show below the membership under each category at the end of the membership year ending 31<sup>st</sup> March 2019 and where they currently stand:

End of Year 2018/2019		Current 28/10/19	
Senior	316	Senior	290
Beginners	15	Beginners	14
Students	16	Students	20
Social	12	Social	12

		Swimming	7
Juniors	146	Juniors	115
Honorary	3	Honorary	4
Total	508	Total	462

There have been 35 new members this year (including a few old members returning).

We have registered 101 URNs for this year (April 2019 to March 2020)

### **7. Club Team Manager's Report – Adam Bowman**

Stood here 2 years ago and told you we'd build a winning women's team, beyond my expectations.

Massive thanks to Zoe. Also Paul Carl and Scott

Back to XC effectively 12 months ago. Nice transition moving away from Chingford League (CL) and focusing on Metropolitan League (ML) and Sunday League (SL).

TP running the ML. Massive thanks to Mum, James and Charlie. Joined in 2015 so our 4<sup>th</sup> season last year and 5<sup>th</sup> this year, effectively running the whole thing.

Really found our feet here now and established team within the best XC league in the country.

Seniors – 9<sup>th</sup> in Div1, relegated but saved by a change in the rules. Hit with injuries, common theme for us in the past 12 months. Vets 3<sup>rd</sup> for the season, very good, were in with a chance at one stage.

Both teams in Div 1 19/20 season.

Individuals – Charlie 3<sup>rd</sup> V40, Carl 5<sup>th</sup>, Scott 3<sup>rd</sup> V45

Women – Senior Div3 winners, Vets were 2<sup>nd</sup> in Div 2. Vets now in Div1 and Seniors in Div2.

Individuals – V40 Fiona Hathaway 4<sup>th</sup> and Zoe 5<sup>th</sup>

Sunday league – always very fruitful for us historically and this year no different

Mens – A team winners, B team winners and Vet winners. Clean sweep

Individuals – Jim Arrowsmith 5<sup>th</sup> senior, Charlie 1<sup>st</sup> V40, Scott 5<sup>th</sup>, Mick O 5<sup>th</sup> V50, Robert Pick 3<sup>rd</sup> V60, Chas 1<sup>st</sup> V70

Women's – A team 2<sup>nd</sup>, B team 3<sup>rd</sup>, masters 4<sup>th</sup>. Combined winners for the season.

Individuals – Emma 1<sup>st</sup> Senior, Anja 2<sup>nd</sup> V35

Overall for XC pretty good for us, both men's team in Div 1 and both women's team promoted in Met and good collection of SL trophies as usual

North London champs – first time we've entered this so not too sure what to expect.

Men – 3<sup>rd</sup> in overall and 1<sup>st</sup> in Vets.

Individual – Charlie won V40 but we had him down as a senior by accident, Carl and Scott?

Women – 1<sup>st</sup> in overall

Midweek league – very good in past few years, competitive league but we're right up there at the forefront

Men – 4<sup>th</sup> in Seniors and 2<sup>nd</sup> in Vets. Vets ok as NHRR very strong, but seniors really disappointing. Hit by injuries (Charlie, Paul, Ricky myself for example)

Individuals – Carl 4<sup>th</sup> V40, Scott 5<sup>th</sup>, Del 3<sup>rd</sup> V50, Stuart 5<sup>th</sup> V50, Robert Pick 1<sup>st</sup> V60, Ray Clarabut 1<sup>st</sup> V70, Robin 3<sup>rd</sup> V60, Chas 2<sup>nd</sup> V70

Women – 1<sup>st</sup> in Senior and 1<sup>st</sup> in Vets, outstanding.

Individuals – Emily 1<sup>st</sup> Senior, Cyn 3<sup>rd</sup>, Anja 2<sup>nd</sup> V35, Zoe 3<sup>rd</sup> V35,

Combined – 2<sup>nd</sup> in overall and 1<sup>st</sup> in Vets

Women 1,2,3 at TP with Katie winning was another outstanding performance

Overall – women fantastic, the place the team is in now is ridiculous. Again, if I said 2 years ago they'd win the overall and vets in MWL, no chance. Take out Emma and Jess as well.

### **8. Coaching Coordinator's Report – Paul Ward**

Over the past 12 months the members of the Club have had the opportunity to follow a structured training program for:

- Beginners Course
- Winter Cross Country League
- Summer 10km Mid-week League
- Various Half and Full Marathons

On club nights we are able to support all abilities with a small but experienced group of leaders. The number of club members attending the Track on a Tuesday has grown and we regularly support 15-20% of the Adult membership, which is really positive and adds great value to your club membership.

At the weekends we now have the benefit of Bodylogics warm-up and conditioning sessions provided by Jason Dodd on a Saturday. These are very well attended and a welcome addition to the club's activities. A number of Hill Sessions for the whole club have also been organised on Saturday's and I believe enjoyed by all.

It is also good to see the increased use of Social Media to organise Sunday runs, which I'm sure new and old members will benefit from as runners prepare for their assault on the Spring Half and Full marathons.

Over the next 12 months I would like to improve the number of qualified Leaders and Coaches within the club. At present, we have 15 qualified Leaders/Coaches with an up to date DBS. There are several more members who are experienced at leading groups that could become qualified and therefore covered by the EAA insurance.

Robert Pick has completed some work on this already and we will be communicating further on this matter shortly.

## **9. Junior Section Representative's Report – delivered by Paul Hart**

We currently have 115 junior members compared with 146 as of 31/3/2019. This year's strategy is to reduce group sizes to ensure better and safer coaching. 42% of the current membership are girls and 58% boys. We are currently operating waiting lists for the U11 and U13 age groups whilst we source additional coaches. There are approx. 25 children on the waiting list.

We currently offer 3 sessions per week. Saturday morning social run for all and invitation only track (Tuesday) and Club runs (Thursday) for faster runners.

The club competes in two Winter cross country leagues and one Summer track and field league. The coaches are actively trying to increase participation in cross country events. At present approx. 25% of the membership is competing. This is considered too low.

Particular recognition was made of the achievements of Roisin Keohane (800m ladies club record) and Alessio Ferrari (consistent top 10 finishes and outstanding effort).

Thanks were given to the chairman, coaches, parents and TPRC administrators for their support

## **10. Communications Officers Report – James Joy**

My main focus has been the completion of the website so this can become the central hub for information rather than being dispersed across TP News and various forms of social media.

The website was finalised in January and since then we have made a number of improvements and in the summer we changed the photo gallery to make it far easier to display photos on the site. These pages are the most popular pages on the site. The website now receives over 12,000 page views per month and around 60% of this traffic is from mobiles and tablets.

With the major works on the website complete I have been focusing on building our social media activities, which was particularly important for spreading the word about the Triffic Trail to runners as well as retaining and attracting new sponsors. These posts seemed to do the trick as we had the biggest entry field we have ever had.

Currently, for the Trent Park RC social media, we have 696 followers on Facebook, 618 on Twitter and 315 on Instagram. For the Triffic Trail for which we run separate accounts, it is 345 on Facebook, 139 on Twitter and 182 on Instagram.

## 11. Social Secretary's Report – Kath Sinnott

It has not been the most blistering of years for formal social events the Club to be fair – I think we'll just blame Brexit!

We held a Caribbean Night at Enfield Golf Club in March. Whilst not massively attended and ticket selling was quite hard work, on the evening, it was great fun. We arranged for authentic Steel Band Players who lent brilliant atmosphere and the opportunity for some limbo dancing. The DJ also provided lots of Caribbean inspired floor fillers which had everybody up dancing.

This event followed a now-tradition of themed evenings – we have not yet planned a booking for February/March 2020 but any suggestions will be welcomed.

Sally Minks arranged a fabulously entertaining Quiz Night at Enfield Golf Club in May which was well attended and a good time was had by all. We would like to thank Sally for all her fundraising efforts this year (together with all her helpers) and reiterate the wonderful generosity of the club members and their willingness to bake and eat cake for a good cause. All Sally's activities were in memory of her good friend Susanna, who was also a member of the Club, and we know Sally is planning to continue her efforts into 2020.

The summer passed by in a flash and whilst there was talk of a repeat of the successful BBQ of 2018 and possibly a Brunch, I'm afraid neither came to fruition.

So here we are in the final quarter of the year – we are currently in the throes of the organisation of the Annual Dinner Dance which this year is a Black Tie event celebrating the 35<sup>th</sup> Anniversary of the Club's formation. It is to be held on Saturday 23<sup>rd</sup> November 2019 at Hadley Wood Golf Club and promises to be a classy evening. Despite publicising regularly through TP News and various WhatsApp group, we really need everyone to come forward as soon as possible to confirm their places. We will be selling tickets at the Halloween event and, following that, will need to make a decision on whether we open up sales on a wider scale to friends and family.

Talking of Halloween, the annual festivities are planned for Thursday evening followed by Pizza in the Clubhouse. Please confirm your attendance with any of the Social Team or through Facebook Running Buddies so that we can make sure we have enough pizza!

Finally, we will round off the year with the Christmas party which is planned for Thursday 19<sup>th</sup> December and the Xmas Fancy Dress Fun Run on 21<sup>st</sup> December – I believe the theme is still to be decided. Once again, the Xmas Party will be an opportunity to dress up and get together before the festive season really kicks in. The plan, as previously, is to bring along savoury and sweet dishes and details will be out soon.

As a team, we will be discussing ideas for next year – as I am sure you are aware, it takes quite a bit of effort to organise events and we do see that it is important for the club to have fun times as well as competitive times. Please feel free to let us know if there is something you think would be a great event or activity.

Once again, I would like to say a big thank you to my lovely band of Transformer colleagues who always step up with help, support and general merriment to make sure the events go with a bang.

I would also like to thank everyone who has attended the events and helped to make them successful.

## **12. Handicap Organiser's Report – James Joy**

At the beginning of this year's season, a few changes were made. Firstly, we dropped the guest fee. As it was not exactly a major income stream and it was felt that it would encourage more guest runners to the club.

The second change was the way the improvement was calculated. Rather than a straight time improvement, which advantages runners with slower times, it was switched to a percentage calculation, improvement divided by handicap time.

We also changed the point calculation for the series to be 10 of the 11 events in the series.

Lastly, we merged the juniors and senior handicaps. This was to allow the junior section to adopt the same system, but also had the advantage the seniors and junior sections get to run together at least once a month. However, with clashes with the Juniors North West London League, we have had to run a few of the races separately.

The construction works have not made running these events easy. However, Berkley homes have been fairly accommodating, allowing us to run through the construction site on a couple of occasions. However, an incorrect measurement of this section, lead to the rescheduled May handicap coming up short, so we removed the points from this race, thus the series is now best of 9 of 10.

Currently, we have 475 people registered to run, 354 seniors, of which 91 are guest, and 121 juniors. In total 302 people have run one or more races. The average attendance each month combined is 102, with an average of 62 seniors and 50 juniors.

We are currently trialling some new software for next year to make timing and recording the race results easier. This uses a mobile phone to record the times, and another mobile or tablet to record the numbers. These can be published live so people can check their times immediately after finishing. This also allows a race to go ahead without me as the software can be downloaded to most mobile phones.

I will be doing some further work with this over the offseason to integrate the two systems to work together.

I would like to thank the small army of volunteers that turn out every month sometimes in terrible conditions and do everything from setting up the course to clearing it down. In particular Matt Burns who manages this small army.

### 13. Triathlon Section Representative's Report – Anthony Plewes

#### Team spirit

Small but enthusiastic group

Build team spirit with regular socials and WhatsApp group

We had a good number of new people trying out triathlon for the first time this year and who will be continuing through to next year

#### Championship

Championship plan to get people to sign up for the same races and compete against each other

Around 20 took part overall

Successful on the men's side where Luke Bowie won the inaugural championship.

On the women's side it was less successful as fewer signed up for the championship races.

We will continue in 2020 – the races will be chosen through a voting process, and this will happen later in the year when more races have been announced. More enthusiasm on the women side – so optimistic.

One of the races will be a weekend away – which we did this year at Holkham half ironman, with nearly 10 racers – with several of us camping.

#### Other racing

A few fantastic Iron distance successes this year. Bolton, Barcelona and Copenhagen in 2019. More people signed up again in 2020.

#### Team kit

Key thing for next year will be to get more people in our team kit. We have some men's large kit in stock, and we will be putting in an order for more kit – including women's kit soon.

#### Swimming

Continues at Furzefield Mon 9pm and Queenswood Sat 7:30am. Both sessions well attended. Will continue into 2020. Over 20 for Queenwood, and around 15 for Furzefield.

#### Open Water swimming

Good group going to Blue Lagoon, which we want to continue for 2020. Merchant Taylors is the main alternative. The Blue Lagoon crew team helped fix the access road to the site, which went down very well.

#### Aquathlon

We revived the Aquathlon this year at Furzefield and we got a great turnout from the club. Great turnout from juniors as well. Thanks for their support. Planning on doing it again in 2020. Probably in May this time.

#### Duathlon

We did the Mince Pies Duathlon this year but won't do it next year as I am away. The event will continue under another club.

#### 14. **Presentations**

The Ralph Martin Trophy will be awarded in the near future.  
The Pig was awarded to Anne and Martin Lippitt.

#### 15. **Election of Officers**

The current Committee have all agreed to stand for another year. There were no new nominations. A block vote was taken and the Officers were duly elected as follows:

Chair – Chas Taylor  
Honorary Secretary – Robert Pick  
Honorary Treasurer – Jason Maloney  
Membership Secretary – Christine Hawker  
Club Team Manager – Adam Bowman  
Junior Section Representative – Phillip Ley  
Communications Manager – James Joy  
Triathlon Representative – Anthony Plewes  
Social Secretary – Kath Sinnott  
Coaching Coordinator – Paul Ward

#### 16. **Motions: Constitution Changes**

The committee has submitted the following proposals:

##### **Proposal 1**

That the club constitution be amended to allow for the appointment of an Assistant Chair to the committee.

If accepted Section 5 Management of the constitution would read:

The management of the club is vested in a Committee consisting of Honorary Chair, Assistant Chair, Honorary Secretary, Honorary Treasurer, Membership Secretary, Social Secretary, Coaching Co-ordinator, Communications Officer, Club Team Manager, Triathlon Section Representative and Junior Section Representative, all of who are to be elected annually and up to two general committee members who will be co-opted by the committee as required.

The proposal was unanimously accepted.

##### **Proposal 2**

That the club introduce an additional membership category of second claim membership.

If accepted the following would be added to Section 7 Membership Fees.

Second Claim Member. To qualify as a second claim member, the member must

- a) Have a first claim membership of another club affiliated to England Athletics;
- b) Be approved by a sub-committee comprising Chair, Team Manger and Membership Secretary;
- c) Agree to pay the second claim membership fee.

The proposal was accepted with one abstention.

**17. Any Other Business**

None

The meeting closed at 21.05.

# **Trent Park Running Club Chairman's 2020 AGM Report**

This is my final report to the AGM as Chairman after 6 years in that role. I have absolutely loved being Chairman of this wonderful Club for that time and although it has taken up a great deal of my time I don't begrudge that one bit. I think we have made great progress in so many areas over that period. I am very proud of that progress and the small part I have played in it. Having said that I can take pride in the 5 and a half years before the pandemic hit. I have not coped with the virus period very well and have not provided the leadership I think was required and I feel guilty about letting you all down.

## **Coronavirus**

Thank god we have had members who have stepped up to the challenge in such a brilliant way. We have made sure that we have been able to operate in a totally compliant way which when you look at some other organisations is something to be very proud of. Andrew Dench stepped up and took on the role of Coronavirus Coordinator. Andrew will report later but he did a massive task with intelligence, commitment and good humour. The other two main movers in our virus response were Janes Joy and Paul Ward who both worked incredibly hard to make the whole system work for our benefit and protection. I cannot say enough about all of our leaders and coaches who have responded superbly to the demands of this new world. The whole Club has played their part in making sure we keep going and progressing at this time.

## **Committee**

This period has been a real test for the committee of the Club and to a man (and woman) they have responded brilliantly. It must be remembered that most of the committee have demanding jobs, which have become even more so during the pandemic and family lives that can only have been more demanding through lockdown etc. but they have all been prepared to put extra time into managing the Club through this difficult time. They are a wonderful team and I am delighted that the majority will continue in their roles. The Club is in good hands as we move further into the unknown.

## **Southgate Hockey Centre**

We paid the Hockey Centre £26,212 on behalf of our members for the full year 1<sup>st</sup> April 2019 – 31<sup>st</sup> March 2020 in spite of lockdown coming a few weeks before. The Hockey Centre committed that we would not be charged while they were completely closed which had been a worry. Following the total shut down the Hockey Centre reopened with strict covid restrictions in place including no changing and showering facilities, no ability for us to meet prior to our sessions and restrictions on car parking. Refreshments were available but within covid compliant rules. We agreed a new payment structure with the Hockey Centre for the rest of this membership year up to 31<sup>st</sup> March 2021 which reflects our desire to continue to use the Hockey Centre as our home rather than just the facilities available to us.

## **Berkeley Homes/Cluttons**

Berkeley Homes were very helpful to us in the early part of the year when it came to planning and operating races. We have had limited contact with them over the last 6 months. Cluttons have been given the responsibility of managing the Estate for the residents. We have been in contact with Cluttons regarding parking and working together in the future and offering residents membership.

## **Membership and Booking Systems**

James will be reporting on all the details of how and why we moved from our in-house membership management system to where we are now with an integrated membership and session booking system on a platform called Coacha. It has been a very painful process and James has taken most of the brunt of this pain. James has put an unbelievable amount of work into managing the whole process of moving between these various systems. James has done a monumental job of keeping on top of all of this and we owe him a massive debt of gratitude.

## **Triffic Trail**

We weren't able to have a Triffic Trail this year because of the virus in spite of trying to organise it on two different dates. This year should have been Alan Collingbourne's final event as Race Director and he has been robbed of the chance of going out with a grand finale. Alan has done a magnificent job in charge of this feature of life at the Club. Alan has provided me with some facts from his six years. We had 3,065 paid entrants and 2,465 finishers. We had £18,226.13 excess income over the 6 years and made £6,100 donations to local charities. Thanks must go to all our sponsors, especially main sponsor Chamberlains Estates, all of the volunteers over the years and everyone who has taken part. Next year's race will take place on 13<sup>th</sup> June and Matt Burn will be taking over as Race Director.

## **Charity**

We haven't been able to make our normal contributions to charity because of the pandemic. There have been no, or limited, contributions from Triffic Trail, Sally's Quiz Night, Cake Sales, Bread Pudding Club or Thames River Relay and other activities. This is very sad especially at this time. During the lockdown period the committee received a proposal from David Arnold and others that we should make a substantial donation from our reserves to WRAS, the animal rescue centre in Trent Park. The committee gave this detailed consideration and decided we weren't mandated to use our reserves in this way and also we had some concerns regarding the WRAS financial situation. We agreed a plan to get someone to engage with WRAS to see how we could help. When things improved and WRAS reopened we didn't follow up on the plan and I have to take personal responsibility for that and I am very sorry. Recently it has been pointed out that in 2009 there was a proposal to nominate a charity of the year but this has not been followed through. I will come back to this in Any Other Business.

## **Membership**

We simply do not know what effect the pandemic will have on membership although we suspect that it will be lower. When we finally renew membership following this meeting we will see what the impact is. Our normal rate of non-renewal is approximately 25% at renewal time each year. The 2020 Beginners Course had to be cancelled at the halfway point and so we didn't have that group joining the Club. We are now 6 months further on and because of the pandemic there will be a number who won't be renewing for a variety of reasons. We didn't accept any new members during the period April to September apart from a few returning previous members. We were very conscious of the number of leaders being a limiting factor for sessions. We agreed to accept a small number of new members from October and believe it is important to the strength of Club that we accept this intake even in these strange times.

I am now leaving the role of Chairman and am very grateful for all the support I have had from everyone in the Club. It has been an absolute honour to do this job for 6 years. I am very pleased to

leave behind an extremely talented and committed committee and I know the new Chairperson will lead the Club out of this difficult period and on to greater success and happier times.

I'm not quite sure what I am going to do with all the time freed up in my life, although I'm sure Chris will have lots of ideas, and hopefully I will get my running back on track. I'm not going anywhere and if any of the committee have any tasks they can give me I'll be happy to do anything I can to support this wonderful Club that I really love.

Chas

## Treasurer Report for 2020 AGM

Firstly, I would like to thank all committee members who have helped me in my duties over the last year. I would also like to thank all the Trent Park members who have paid for expenses personally for their patience in being refunded. Lastly, I would like to thank the former member, Andy Andreou for helping in preparing the accounts.

Turning to the accounts for 19/20, and looking at the Balance Sheet, you will see the following:

- Cash at bank as at 31 March 2020 totalled £66,548, however please note that as at that date, there were accruals (i.e. liabilities incurred but not paid or cash received not relating to 19/20) which totalled £10,767. This figure includes rent totalling £6,822.
- A truer reflection of the financial health of the club is reflected by the reserves which totalled £57,636, an increase of £2,086 from last year. This figure represents the surplus of the club in the year ended 31 March 2020.

Turning to the Profit & Loss accounts, you will see the following:

- The profit figure of £2,086 has been split as follows:
  - A profit of £1,104 attributable to the seniors' club activities
  - A profit of £982 attributable to the juniors' club activities
  - The above is based on most shared costs for seniors and juniors being allocated to seniors where there is no obvious rationale for apportionment
- The profit figure for the last year totalled £1,222, and thus the profit for 19/20 increased by the modest sum of £864.
- Broadly the main differences between this year and the previous year are:
  - An increase in total income for seniors of £5,952
  - An increase of the profit derived from the Triffic Trail of £726
  - A decrease of total income for juniors of £300
  - An increase in URN costs and race related costs of £935
  - An increase in coaching/training related costs of £2,286 across both seniors and juniors
  - An increase in social costs for juniors of £2,105

So, to summarise, club income has continued to marginally exceed expenditure, with a modest surplus of £2,086. The club now has reserves totalling of some £57,636.

**Balance sheet as at 31/03/2020**

	Notes		
<b>Fixed assets</b>			
<b>Cost</b>			
Container		2,508	
			<u>2,508</u>
<b>Depreciation</b>			
Container		(2,508)	
			<u>(2,508)</u>
			0
<b>Current assets</b>			
<i>Cash at bank:</i>			
Current account		19,939	
Bank deposit account - Scottish Widows		19,155	
Bank deposit account - Barclays #1		10,013	
Subscriptions account - seniors		2,624	
Subscriptions account - juniors		7,808	
Bank deposit account - Barclays #2		<u>7,009</u>	
			66,548
Sports kit stock - seniors			1,856
Prepayments			<u>0</u>
			<u>68,404</u>
<b>Total assets</b>			<u>68,404</u>
<b>Current liabilities</b>			
Accruals		(6,822)	
Deferred income - Triffic Trail & Junior subs		(1,946)	
Deferred income - Jack Petchey fund		<u>(2,000)</u>	
			(10,767)
<b>Net assets</b>			<u><u>57,636</u></u>
<b>Reserves</b>			
Reserves b/fwd	1		55,550
Senior surplus/(deficit) in period	1		1,104
Junior surplus/(deficit) in period	1		982
	2		<u><u>57,636</u></u>

**Honorary Treasurer - Jason Maloney:**

**Honorary Auditor - Andy Andreou:**

**Dated: 14th October 2020**

**Balance sheet notes**

**Note 1:** These figures are the reserves carried forward from 31 March 2019 and the surplus totalling £2,086 made this year by the seniors and juniors as shown on the respective profit and loss accounts.

**Note 2:** This figure shows that the Club had a surplus of £57,636 as at 31 March 2020.

**Senior's profit and loss account for the year ended 31/03/2020**

<u>Income</u>	<u>Total</u>	
	£	£
<b>Subscriptions:</b>		
Senior subscriptions	35,494	
Senior Triffic Trail	11,879	
Tri/Swim Income	6,109	
Senior Sports Kit and Fee	2,246	
Social Event Income	4,617	
Donations and Funding	320	
Other/Misc. Income	1,461	
		62,126
<b>Expenditure</b>		
<b>Facility Costs</b>		
Hockey Club Rent	(25,112)	
WRAS Payments/Donations	(1,736)	
		(26,848)
<b>Race and training:</b>		
Triffic Trail	(7,398)	
Trophies (Handicap and other)	(739)	
Handicap Costs	(60)	
London Marathon	(530)	
URNs and other	(5,678)	
Coaching training	(3,372)	
		(17,777)
<b>Tri/Swim Costs</b>		(6,646)
<b>Social Events and Park Life</b>		(6,055)
<b>Administration:</b>		
Printing, postage and stationery	(399)	
IT Costs	(872)	
		(1,271)
<b>Other:</b>		
Sports Kit and Fees	(2,425)	
		(2,425)
<b>Seniors Surplus / Deficit</b>		<b>1,104</b>

**Junior's profit and loss account for the year ended 31/03/2020**

	<b>Total</b>	
	<b>£</b>	<b>£</b>
<b><u>Income</u></b>		
Junior subscriptions	5,902	
Jack Petchy	1,500	
Race Income	815	
		8,217
<b><u>Expenditure</u></b>		
<b>Hockey Club Rent</b>	<b>(1,100)</b>	<b>(1,100)</b>
<b>Race and training:</b>		
Equipment	(576)	
Coaching training	(2,134)	
Race expenses	(466)	
Triffic Trail	(80)	
		(3,256)
<b>Other:</b>		
Sports Kit	(112)	
Social	(2,695)	
Misc.	(72)	
		(2,879)
<b>Surplus / Deficit</b>		<b>982</b>

## **Membership Secretary Report for 2020 AGM.**

It has been a very strange year with many things just being put on hold. I would like to thank James Joy once again for his tireless management and support of 3 membership systems over the last 12 months, nothing about that has been on hold. I would also like to thank Chas for his support answering many questions from me and following up on all queries and requests from prospective new members.

At the end of March this year at the time of lock down we had the following numbers of members on our system:

22/03/20

Senior 318  
Beginners 14  
Juniors 132  
Students 27  
Social 12  
Swimming 8  
Honorary 4  
Total 515

The beginners listed above were from the previous year's course, they are now in the seniors number. We have not had a beginners course this year but more recently we have gained a few new members so the numbers now stand as follows. There has also been a change in categories with the latest membership system affecting Junior and Student numbers where some now show up as under 21s.

18/10/20

Senior 353  
Juniors 117  
Under 21s 25  
Students 12  
Social 12  
Swimming 8  
Honorary 4  
Total 531

After the subscriptions are settled for the remainder of this year at this meeting we can move forward and see how the pandemic has affected our club numbers.

With the cancelling of most events this season we have only registered 20 URNs to cover compliance for Coaches and Leaders April 2020 to date. Going forward we expect to see quite a drop in membership numbers due to lock down where no group training was possible. Though restrictions were reduced in the summer and a managed system of small training groups, with a lot of work put in place to make sure they are Covid compliant, not as many members have been back to take advantage of them.

Christine Hawker

## Team Manager Report

Naturally a much shorter overview from me than usual but still some positive things to report in a world of darkness over the past 12 months.

### Met League

Senior Women – div 2 – 1<sup>st</sup>

Vet women – respectable 8<sup>th</sup> in div1

Senior men – 10<sup>th</sup> in div1 (survived relegation)

Vet men – 3<sup>rd</sup> in div1

Comments: all 4 teams in division 1 now which is excellent to see

### Individuals

Senior women – Katie Brown 6<sup>th</sup>,

V45 men – Scott 3<sup>rd</sup> and Jason Maloney 4<sup>th</sup>

V50 men – Adrian 'Del' Edwards 3<sup>rd</sup>

### Sunday league

Men A team – 2nd

Men B team – 1st

Men Vets – 1st

Women A team – 1<sup>st</sup> (by a country mile 97 against 335 and 690)

Women B team – 1st

Women Vets – 3rd

Combined – 1<sup>st</sup> (again by a country mile 895 against 1629 and 1879)

### Individuals

Senior Women – Emily Jeanes 1<sup>st</sup>, Kat Alpe 2<sup>nd</sup> and Katie Vooght 3<sup>rd</sup>

Women 35 – Anja Greenwood 1<sup>st</sup>

Women 55 – Christine Savage 1<sup>st</sup>

Senior Men – Chris Burdett 1<sup>st</sup>

Men 50 – Mike Prior 3<sup>rd</sup>

Within that we had race wins for the following:

Cheshunt: Chris Burdett / Emily Jeanes, Cyn Cano, Jessica Prior

TP: Chris / Emily, Alex Baird

Stevenage: Emily, Jessica, Cyn

Watford: Chris / Emily and Jessica (3<sup>rd</sup>)

Normally would move onto MWL now but obviously that has all been cancelled

## **TPRC –Coaching Update 2020**

This year's Coaching update will focus on the challenges and activities that the club has faced since COVID-19.

At the end of March we were faced with a lockdown that nobody could have predicted would have such an impact on our running activities. Members had to quickly adapt to the guidance from the Government and England Athletics. Different members stepped up to help adapt our fitness plans including Yoga classes, Virtual Training/ Coffee sessions and Virtual races.

I would specifically like to recognise the great support at this time from Andrew Dench and James Joy who spent an inordinate amount of personal time in preparing the club for a return to organised training sessions.

The General and COVID-19 risk assessments and guidelines developed by Andrew provide members with improved safety now and in the future. These guidelines may seem different from other local clubs but they do follow England Athletics guidelines.

James has supported members with the research, testing and continued administration of Clubtrac and Coacha. Coacha is a system that supports COVID-19 requirements and test and trace. Post COVID-19 Coacha will continue to develop and provide members with a more consistent, supportive and intuitive approach to training.

Leaders and Coaches are putting themselves forwards to organise training sessions 4 days a week, with up to 10 sessions regularly available on Tuesday's, our busiest day. Although it is difficult to recognise everyone we should recognise:

- Paul, Peter, Gavin Andrew, Fiona and Anne for all of their work with the Juniors
- Trevor Jex for his support of the "re-starter" sessions
- Peter Goldfinch for the sessions in Potters Bar
- Kath and Tasha and the many other leaders who have such a strong transformer group
- Scott for his work with the Sub-20's
- Chris Thompson, Martin Cullen, John Rose, Anthony Plewes, Robin Tremaine, Mustafa Ibrahim, Robert Pick and Jack Singer who regularly provide sessions on a weekly basis

We also have several members booked on to the Leadership in Running Fitness course, when it is held again.

The future of the club will need more members prepared to volunteer to lead training sessions and the Leadership in Running Fitness is a great introduction for those interested. We then need to develop strength in coaching and look at supporting individuals over a longer term development plan.

In February discussions were held on how we support Juniors transitioning to senior membership and help develop more bespoke plans for members. These discussions will need to be picked up again at an appropriate time.

In summary the changes forced on the club by COVID-19 have helped develop systems that will leave us in a stronger position going forwards. Members are encouraged to return to group training via the sessions listed on Coacha if you haven't already done so, which I'm certain you will find both rewarding and enjoyable.

**Communication Update**  
**AGM 26/10/2020 - James Joy**

This report forms 2 parts as a major part of the last year has been dealing with the changeover of the membership system. Therefore, there is a separate report on the membership system changeover.

On the social media side, we were promoting both the Aquathlon and the Triffic Trail prior to going into lockdown. Once lockdown kicked in there was an initial buzz around virtual activities. We set up a club Zoom account for quizzes, yoga and training sessions, we also re-activated the club's YouTube account.

Via our YouTube, a Sally Minks created a regular quiz and we alternated this between YouTube version that could be watched and played at any time and a Zoom quiz, that was live and interactive. We also did a number of video projects, first up was the Madness project Foulla managed and collected the clips, there was then one from the Transformer and lastly was the Keep On Running video that was open to the whole club.

As we returned to training the focus has been on the training session booking process. Therefore, less social media activity as time became an issue.

As communication with the members is paramount in these times, in my opinion, it needs a small team to cohesively cover all communication mediums, social, email, website, etc. With other tasks and commitments, I don't have the time to build a team for this so have decided to step down at this time.

## **Membership system change over AGM Report 2020 - James Joy**

A few years ago we switched from paper-based renewal forms to an electronic form on our website. These forms were fed into a membership database that we then used for managing the membership. Both of these used “off the shelf” software so they would be updated and supported by the developers and linked together with some custom database coding. Whilst not as elegant as a fully custom written system it was the fastest, and cheapest way, of creating a system that suited our needs.

Unfortunately, the forms software we were using was taken over by one of its competitors and support and updates became problematic. It was thought best to switch to a complete cloud-based membership system, rather than risk continuing with the current solution that was also dependant on myself for support and maintenance.

After some investigation, we decided on the Clubtrac system from Eventrac. We were already using Eventrac for the Triffic Trail and Aquathlon entries, so had an established relationship with them and the two systems had a similar layout so familiar to myself and others. Clubtrac includes a lot of additional features, race results, members bookings and could be used to build a full website. However, we only really had a need for the membership side at this stage.

It was agreed by the committee to switch prior to our April renewal. Therefore, in March we sent Clubtrac our data to import. After chasing a few times they eventually imported some of the data, I had already imported some of this myself as we needed this done and there was a lack of response from Clubtrac.

At this point, we went into lockdown and suspended all club activities and the decision was taken to extend the current membership until such time as we could return to training.

Once England Athletics published their guidance on the return to training, bookable sessions formed part of this, so I started looking at how we did this with Clubtrac as this was after all built-in. After a few emails back and forth an online meeting was held with Clubtrac so they could show me how to set up the system for these.

We did this and immediately started having issues. More people could book in than the session was set up for being the major one. After emails back and forth and promises from them to correct this, then missing these deadlines, I started a spreadsheet of bugs and issues which we shared with them.

Eventually, a further online meeting was arranged and they showed me an alternative way of setting up the session that at least resolved the session limit issue, however, it made the actual booking process longer. This is the system we ultimately rolled out to the members.

Whilst this appeared to work from a member’s perspective, there were still a lot of issues with this. We were dealing with these in the background to keep the system running, whilst still in contact with Clubtrac to get these issues resolved. This was taking several hours a week to deal with these issues so consuming a vast amount of my spare time.

Clubtrac kept making promises and setting themselves deadlines for these to be fixed, that they then consistently missed. They also needed constant, chasing to get any form of response. Therefore, as we need to start taking membership payments I started looking around at alternatives.

After testing several, I advised the committee that my recommendation would be to switch to Coacha. Unlike some of the others I tested Coacha was a more general club management system, however, very simple to operate and had a well thought out mobile app for members.

Coacha, is not perfect and one of the major issues is the lack of information available to members when they book a session. This was pretty much a deal-breaker, however, after speaking with them they acknowledged that this was somewhat of oversight as this part of the system was fairly new. Therefore, we implemented a workaround where the leader would continue to fill out a session booking form, something they were doing for Clubtrac as they could not add sessions themselves, and these would appear on the club's website. (<https://www.trentparkrc.com/covid-19/current-training-session/>)

The committee agreed that we should trial Coacha and then switch providing there were no major issues. We trialled this with the Juniors, who at that point were not using Clubtrac and then imported all the members into Coacha and have been using this for the past few months.

Coacha have so far been very responsive and dealt with a few issues already. The 'additional details for the session' is still being worked on as it involves a fairly major redesign of the user interface and the app.

## **Handicap Report for AGM 26/10/2020**

Towards the end of 2019 we trialled some new software, WebScorer, for recording the handicap times and numbers. This worked well so for the start of the 2020 season we decided to switch to using this.

However, the country went into lockdown in March and we had to suspend all activities. The March handicap was cancelled, and put all others under review.

To give people a focus for those now individually training I developed a virtual handicap, where people could submit runs and view a table of these runs and improvements on the first logged run. This initially was manually done, so we could get this up fairly quickly, but has since been adapted to be fully automated. It now runs itself.

The virtual handicap was initially well-received, but as the COVID-19 situation progressed it has tailed off.

Since training activities have resumed under the new guidelines we have been looking at a way of bringing the handicap back in one form or another. In August we developed a framework that we thought may work and trialled this with a small number of members.

This worked well, but we shelved this for a short while, whilst we updated guidelines and discussion with Southgate Hockey Centre were concluded, both key to the new format. (See attached senior race format).

In September, we held our first junior version of the new format handicap on a course devised by the junior coaches. We had 39 juniors take part in this.

In October we did the first of the new senior handicap "The Plank". Despite the heavy rain 31 took part. We have also held our second junior race with 38 taking part.

The current plan is to continue with this new format for the remainder of the year as a short series and then review.

# The Plank

## New senior handicap

To follow the guidelines and for practical reasons, a lot of the “normal handicap” has had to change. Briefly, you will be required to book in by the day before, the assembly point and start have been moved, the course has been altered to take into account the move of the start and it is an individual start.

### **Booking process**

This will no longer be a turn-up and go affair where you can decide on the day if you want to run. You will now need to book in, and this will need to be done at least the day before.

This is because there is a fair amount of admin to do before the race to allocate numbers and get the entrants into the results system we will be using.

The booking system will be for a start time e.g. 9:15 am, for up to 5 runners at that time. These start times will be 5 minutes apart.

### **On the day**

The assembly point for the start is on the sports field next to the hockey centre. Therefore, members can park in the overflow car park and either wait in their car for their booked start time or wait on the sports field at a 2m+ distance from others. Please note that current England Athletics guidance is 2m+ and not 1m+.

Before your start time you will need to collect a race number. There will be a table on the sports field. Please approach the table and announce who you are from a safe distance. The volunteer will place your number and safety pins on the table and step back. Please then use the hand sanitizer on the table and pick up your number and pins.

These numbers are per race so you don't need to return or retain them.

Then wait for your start time.

There will be 2 holding pens, one for those starting, pen 1, and one for the next 5 runners, pen 2. Just before your start time please enter pen 2, but follow the marshal's direction. If you are late it does not matter as your time is only started at the actual start. Therefore, if the pen is already full, then wait for the next batch.

## **Starting process**

To maintain social distancing we are doing away with the mass start. Therefore, this will be an individual start with runners being set off at intervals.

Some may remember that the handicap used to set runners off at intervals based on their predicted handicap time. However, this is not the system we are using as the old system, in theory, could mean all the runners arriving at the finish at the same time, thus another social distancing issue.

Whilst we have looked at how we balance this out using some sort of algorithm this over complicates it and just creates a load of additional admin headaches. It is easier for everyone just to book a start time.

From the starting pen, you will be called to the start. The order you arrive at the start is not important as the software works it all out. Essentially, everyone has an individual race clock that is started and stopped.

## **Course**

So we can keep our members distanced from the general public in the park, and prevent any public perception that we are in some way not abiding by the current guidelines we have moved the assembly area from the Pineapple to the sports field by the hockey centre.

This allows our members to arrive in the overflow car park and walk straight to the assembly point, to collect their number and wait for the start.

From the holding pen, you will be called to the start, which is on the hill next to the sports field. You will therefore need to cross the ditch using "The Plank" to reach the start.

You then run up the hill, turn right on the Blind Trail and run past the hockey centre and continue on to the concrete road, and follow the normal handicap course until you reach the top of cottage hill. At the top of cottage hill, turn right and continue up the pineapple. At the end of the pineapple, just past Go Ape, turn left and then left again onto the Blind Trail.

Keep going straight on the Blind Trail until you reach the top of the hill then turn right back to where you started for the finish.

For those new to the handicap keep going straight until you see a marshal or sign telling you otherwise.

After you have finished, return to the sports field.

The course map can be found at [https://gb.mapometer.com/running/route\\_5132559.html](https://gb.mapometer.com/running/route_5132559.html)

## **Results**

The results of your run will be live (subject to the tech and internet gods) and these can be found on the day by visiting <https://www.webscorer.com/trentparkrc> and click on the results button.

The handicap tables will appear on the club's website and registered runners will be sent a link to this via email.

## **Report from the Social Secretary**

Following the AGM and last Social Report in October 2019, the social calendar started pretty spectacularly. In November, we held a Dinner Dance at a new (for longer standing members, revisited) venue of Hadley Wood Golf Club. It was a Black Tie affair to celebrate 35 years of Trent Park Running Club. The event was a great success with, we believe, a good time had by all. It was a learning curve for the Social Team but the Golf Club were extremely supportive and organised and the event went off without a hitch. On review, there were a couple of things that didn't go as well as planned but it's all useful learning for the next event – identifying name tags will be issued for ladies black coats, for instance! The feedback was all positive and the Social Team would like to thank everyone for their lovely feedback and comments.

The next event was the Christmas Party held at the Hockey Club. It was decided to not arrange special entertainment but to arrange all to bring food along and plan the evening around some presentations. The event was well attended and enjoyed by everyone. We have a few ideas for the next Christmas event to ensure the food supplies are a little more consistent.

Into 2020 and a provisional booking was made for a Dinner Dance in November and other social plans were being formulated. The Cosmos had other plans! Following the developments of 2020, all social plans have been shelved until further notice. The provisional booking for November 2020 has been postponed to November 2021.

Realistically, all social planning is on hold until such time as Government guidance allows socialising for large groups from multiple households which currently seems some way off.

The Social Team remain in place and will be ready to galvanise into action when any social planning is possible.

## **Triathlon AGM 2020 report v2**

### **1. Affiliation**

Tri England has changed the way they affiliate clubs, and we are now a “single discipline club” i.e. running, with subset of registered triathletes. This makes no difference to members who can still affiliate via TPRC as triathlon members, it just changes the cost make up slightly for us, because not everyone is a triathlete (cheaper). We have got 40 registered triathlon members currently.

### **2. Tri kit**

We did another club kit order this year from Champion System, which was organised by Kellie Outhill. We have a few items left in stock if anyone wants to race in TP colours next year.

### **3. Competition**

As a summer activity, the triathlon season was virtually wiped out by the lockdown, however club members did take part in number of races in August and September, including Outlaw X and Helvellyn Tri, along with some duathlons. Some race organisers provided refunds or deferments, however, others did not. We cancelled our club championship, and will look to revive it again in 2021 – so will need to look for more events from May 2021 onwards.

### **4. Aquathlon**

We cancelled our aquathlon early on when it looked clear restrictions will stop it – and provided a refund to all who had entered. We did however have a few issues with Furze Field regarding timings, so we possibly might switch venues if we run it in 2021. It would be ideal if we could run it in Trent Park again – as they have a pool in the development.

### **5. Open water swimming: Blue Lagoon**

For those people who like to swim regularly, we have been very fortunate during the lockdown. Aside from a few restrictions, we have been able to swim continuously since early in the lockdown and there have even been a few benefits.

We held meetings with the other Tri clubs who swim at Blue Lagoon during late April/ early May and came up with plans to allow us to resume swimming at the lake. This involved reserving one hour slots for each club, restricted numbers, no use of the changing facilities and compulsory British Triathlon membership.

Following these new rules, we restarted swimming on 16th May, this was really only a few weeks later than we would normally start. We also had some benefits as we were able to start swimming on Wednesday mornings which we had not done before and we were able to get the best time slots as our club had the furthest to travel, there was also a review of the payments we make to use the lake and we ended up swimming more but paying less.

During the time since we restarted a total of nineteen different people have swum with us, at times we got up to the maximum of fifteen per session and there have been only a few sessions which we did not attend. We are still swimming in October with reduced numbers. Most regulars have done far more open water swimming than in the past and the decent weather has meant that there have been many very pleasant swim sessions this year.

Takings at Simmons bakery or recently at Greggs will also have benefited as the social coffee and bacon roll after swimming has been an important part and benefit of the swim sessions. Special

mention should go to Peter Goldfinch who came along just for the bacon rolls, he even came on his birthday and bought a cake for us to share. We plan to continue swimming for the next week or two but then will finish until next year. The Tri clubs who swim at the lake will hold further meetings when required to ensure that we can resume next year in April/ May.

#### **6. Pool swimming: Furzefield**

Swimming at the pool was suspended during the early part of the lockdown and the pool was closed from 20th March until 25th July, we resumed swimming on 3rd of August. New COVID restrictions have been put in place but our swimming has not really been affected and we have had a decent turnout for most weeks. Twenty people have signed up and paid for the current term and most are attending regularly. The recent 10 o'clock curfew has had an impact and we now need to finish swimming early so that we can be out of the building in time, we are hoping that this is a temporary measure. The current swim term finishes on November 3rd, a new term will be organised to continue into next year.

#### **7. Pool swimming: Queenswood**

We have 25 members registered for swims and numbers at sessions varied from 10 to 20 through 2019. We also now have four members who have qualified as poolside lifeguards through the NRASTC/ Royal Life Saving Society we now provide our own poolside cover and significantly reduced the cost of our sessions. Obviously 2020 has been a bit of a non event but Queenswood are undertaking building works and we hopefully will return as soon as these are completed.

*Thanks to Pete Hughes and Pete Lambert for the swimming reports*

#### **8. Cycling**

The lockdown really brought virtual cycling into the picture, in particular with Zwift. There is a group of keen virtual TPRC cyclists who do a team time trial every week, with some great results. Outdoor cycling was also very pleasant in the lockdown, as there were far fewer drivers on the road. Unfortunately that has now passed. Sportives also made an emergence towards the end of the summer, with some events continuing into November.

//ends

COVID 19 OFFICER  
REPORT TO TRENT PARK RC AGM

1. This report sets out what the club has done in order to enable organised club running activities to proceed.
2. TPRC is affiliated to England Athletics as the sport's governing body.
3. UK Athletics (and the various home nation bodies including EA) directed that all face to face organised activities by affiliated clubs should be suspended from 17 March 2020.
4. EA published return to activity guidance for clubs on 1 June 2020 setting out the requirements which affiliated clubs were required to follow.
5. The following notes are about how we have run organised activities within the terms of that guidance, as a result of which TPRC resumed organised activities very shortly after 1 June.
6. All of the guidance which EA published is easily accessible on its website – [www.englandathletics.org/guidanceupdate](http://www.englandathletics.org/guidanceupdate)
7. The essential requirements of advice to clubs on organised activities are the following:
  - a. To appoint a COVID19 officer
  - b. To produce a COVID19 plan setting out how running activities will be organised to meet guidance requirements including the following:
    - c. Updating risk assessments for the main activities to show how COVID19 risks will be minimised
    - d. Requiring basic hygiene measures to be observed
    - e. Maintaining 2m distancing at all times before, during and after activities
    - f. Maximum group sizes of 6 including coach/run leader
8. The approach has been
  - a. To adopt arrangements, and to encourage members to follow them, recognising that the reputation of the sport and TPRC are affected by how we are seen to conduct our activities, particularly within Trent Park
  - b. Committee have been asked to sign off on risk assessments and the plan (we have only needed to do one revision)
  - c. We have done as much as is necessary to comply with EA requirements and to be seen to be behaving responsibly as a club – we have not sought to create a more stringent arrangement than we need in order to retain our insurance cover or satisfy other organisations
  - d. We have consulted with EA regional team at an early stage on our approach
9. This approach meant that we were able to agree basic access to facilities with Southgate Hockey Centre and Enfield Borough Council (for QE track) on the basis of our plan without significant delay.
10. The most significant changes to what we do have come from the process of completing risk assessments for each of our activities. These now cover those activities on a normal basis (which weren't previously documented) in addition to dealing with COVID19 risks.
11. These changes include:

- a. Clarifying the role and responsibilities of qualified run leaders and coaches – they have generally been leading runs to a high standard, but there is a clearer expectation about assessing risk and considering safety in runs
  - b. We now have a up to date list of accredited run leaders and coaches – this is important because it is a condition of the insurance cover which EA provides to clubs that activities are supervised by qualified people
  - c. We have reviewed the terms of hire of the track at QE track and now have procedures for following these terms. These are concerned with safety for track users, and with limiting liability for TPRC
  - d. Establishing a booking system (initially Clubtrac, but now Coacha) – the purpose of this is to provide a system through which run leaders and club members know, in advance of coming to a session, that they will be in a group which is no larger than 6 people, has a qualified leader, and what type of session is planned. This requirement wasn't directly required by EA, but without this, it would have been difficult to organise sessions within the group size limit without causing a greater level of inconvenience.
12. It is clear that many clubs have found themselves in a similar position to us. A number of them either took much longer to reinstate activities, didn't reinstate them at all, or just ignored the EA guidance.
  13. One of the challenges that is clear is that many clubs had not recognised the requirement in their insurance to have qualified run leaders taking charge of groups. This has meant that many clubs, including ourselves, didn't have enough LIRF accredited leaders. The training courses have resumed with a backlog as a result, but it appears that an online solution is now being offered.
  14. We have throughout this process avoided taking a judgemental position on the merit or otherwise of government guidance or how it is applied by EA. What we have focused on is how we find a way of following the guidance so that we can show that we comply with it, and have therefore met the conditions of the insurance cover and other obligations we have towards England Athletics.
  15. It is important to say that this has asked more of members generally in terms of planning for how they will run. It has also asked a lot of run leaders to enable activities to be put on, and to work within more restrictive rules. I would like to thank all of them for their patience and continued commitment to organising and leading sessions for the benefit of club members.
  16. Paul Ward and James Joy have similarly invested very considerable amounts of time in helping to organise and explain the measures, and for setting up IT systems which support this approach.
  17. Finally, it is worth saying that whilst we had hoped that these temporary arrangements might have already ended, it is plain that this won't happen for some time. However, EA guidance, even for places which have been put into Tier 3 restrictions, allows running activities as we have set them up to continue. As long as the EA guidance stays this way, what we are doing will allow us to continue to put on organised running activities whilst COVID19 continues.

Andrew Dench  
26 October 2020

## REPORT FOR AGM - BRIAN BOWIE

My role on the Committee was a flexible one, including:

- Assisting new Race Director to organize our Sunday League cross-country race in December. Since then with others I've put together a 'How-to-do-it' Manual so that Race Directors in future have, I hope, a helpful resource to get up their individual learning curves more quickly in relation to putting on races for the club.
- Proposing at the last AGM the creation of an Assistant Chairman position on the Committee which was agreed. The point of having this new role was to give the club more capacity & flexibility in dealing with its expanding range of activities & workload. Hopefully it will also assist the new Committee to be as active & productive as this one.

Unfortunately my contribution was limited this year by being 'out of circulation' for most of the year whilst being unable to run then awaiting recent hip replacement operation.

It has been a real pleasure being part of the committee & made me even more aware of the massive amount of work that goes on behind the scenes to enable the club to keep moving forward, especially during what has been an exceptionally challenging year. I can only thank everyone, & especially Chas, for their support as I step down from my committee role at this point.