



Extraordinary Committee Meeting

7.30 pm Thursday 21st July 2020

Via Zoom

Meeting ID: 756 8840 3078

Passcode: 1cCgeH

M i n u t e s

	Item	Action
1.	<p>Present on Zoom</p> <p>Ian Marriott (IM)[Chair], Suzanne Peel-Yates Bass-Twitchell (SPYBT), Natasha Berry (NB), Nicola Crookes (NC), Chloë Plester (CP), Serge Daval (SD), Richard McMahon (RM) [Minutes].</p> <p>In attendance: Claire Frogley (CF) Head Coach.</p>	
2.	<p>Apologies</p> <p>Maxine Sutton (MS), Sarah Scott (SS), Christopher Noble (CN).</p>	
3.	<p>Restarting Club Sessions</p> <p><u>England Athletics Guidance on Restarting Club Sessions</u></p> <p>RM took the committee through the various guidance documents that had been issued by England Athletics (EA) on 17th July, explaining the areas of ambiguity and subsequent advice received from EA Club Support.</p> <p>Whilst overall responsibility for health and safety and the Club's response to COVID-19 remains with the Committee and its officers, the EA guidance requires clubs to appoint a COVID-19 coordinator who liaises with facility managers, develops risk assessments and co-ordinates the club's response to COVID-19. RM confirmed that he has been in contact with BLC which is reopening imminently, but with all changing rooms and toilets closed.</p> <p>Clubs may still only have sessions with attendees from six different households (including a coach) unless the session takes place in a 'COVID secure environment', in which case overall session size is unlimited. Coaching sessions require a ratio of one coach/leader to 12 members. [Post meeting note: EA issued further clarification on 24th July that a ration of 1:12</p>	

	<p>is recommended for all sessions.] Clubs should provide guidance to members and coaches on the new arrangements for club sessions.</p> <p>EA has clarified in separate guidance as to what it means by a ‘COVID secure environment’, which relates to making the environment in which the members are running as safe as possible from the virus. Requirements include ensuring social distancing and good hygiene, having undertaken a risk assessment and taken action, undertaking health questioning and keeping records of attendance.</p> <p><u>Organisation of sessions</u></p> <p>CF described what the implementation of these guidelines would mean for BDRC sessions. The pre-session notification will include extra details reinforcing messages about social distancing before during and after the session. Also expectations of those who have, or have been in contact with someone who has, COVID symptoms. Meeting place will be on the BLC field, or possibly the car park if available during bad weather, without the normal encouragement to arrive early for social chat. Members will have to socially distance and attendance will be logged prior to the warm up. Session leader will split members into pace/distance groups, with further splits into smaller groups so as to maintain social distancing. On return runners will be encouraged to stretch and then leave without hanging on to chat.</p>	
<p>4.</p>	<p>Appointment of Club COVID Officer</p> <p>The Committee appointed the Club Secretary as COVID Co-ordinator.</p>	
<p>5.</p>	<p>Approval of Documents</p> <p><u>Club COVID-19 Risk Assessment</u></p> <p>The COVID-19 risk assessment was approved by the Committee.</p> <p><u>COVID-19 Guidance to Members</u></p> <p>RM stated that he had added to the guidance a comment about those undergoing COVID testing.</p> <p>IM commented that the Club has a good reputation in the town and that we will be on show when the sessions restart and need to plan with that in mind. It would be prudent to brief the Town Council. Choosing routes that get out of town quite quickly will help avoid pedestrians. Also, groups of 12 will not look appropriate to some members of the public and these will need to be reduced and either set off with staggered starts, or maybe reverse route. It would be prudent to brief the Town Council and IM agreed to do this.</p> <p>SD commented that maintaining 2 metre social distancing during a run would make social interaction very difficult. EA guidance is to follow Government instructions which allows 1 metre social distancing outdoors if other mitigating actions are in place, such as being side by side, so that should be OK.</p>	

	<p>It was agreed that we will not advertise for new members for 4-6 week while the new arrangements have bedded down. If new runners turn up, they should not be turned away.</p> <p>Members to be asked to positively confirm their attendance on Facebook so we have an indication of numbers before the session.</p> <p>Taking into account the discussions above the guidance to members was approved; it was noted that minor amendments may be made as required.</p> <p><u>COVID-19 Guidance to Session leaders</u></p> <p>RM noted that a bullet point about breaking groups down into smaller units had been added to the guidance.</p> <p>CF stated that she will lead the first few sessions to set the pattern for other session leaders. Other session leaders and committee members have a responsibility to ensure there is quiet during the session leader's briefing and for reminding runners about social distancing during the run. Session leaders must follow the guidelines, they cannot do it their own way.</p> <p>Taking into account the discussions above the guidance to session leaders was approved; it was noted that minor amendments may be made as required.</p>	All
6.	<p>Agreement of Date to Restart Club Sessions.</p> <p>It was agreed to restart club sessions on Thursday 30th July 2020.</p>	CF
7.	<p>Next Steps</p> <p>The following next actions were noted:</p> <ul style="list-style-type: none"> • Documents to be amended and published/distributed as appropriate - RM • Contact Town Council - IM • No advertising for new members a present. • GPG sessions to be included – CF to liaise with MS. • All members to be emailed – RM • Session list to be developed – CF • Communicate with session leaders – CF • Facebook posts briefing members – CF • Put bullet points on Facebook and website home page - NC 	
8.	<p>Any Other Business</p> <p>The question was asked as to how firm a line to take with members who do not follow the guidelines. Everyone makes mistakes and members should be gently reminded when observed not following the guidance. It is not acceptable for members to deliberately ignore the guidelines.</p>	
9.	<p>Date of Next Meeting</p>	

	To be arranged for September through a Doodle Poll.	
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