Herts Phoenix
Athletic Club

Herts Phoenix Committee Meeting

Date: **22 October 2025**

Venue: **26 Elmwood WGC**

Present: Dave Firman (DF), Jennie Cox (JC), Eugene Van Zyl (EvZ), Jeff Studholme (JS), Stuart Broadhead (SB), Sarah Gaynor (SG), Adrian Newman (AN), Natalie Jewell (NJ), Catherine Heaney (CH)

Apologies: Phil Rizzo (PR)

1. Introduction

All committee members present with the exception of Phil Rizzo – apologies given by DF. No newcomers today.

2. Previous Minutes – 17th September 2025

Approved as issued.

3. Matters Arising

Kirsty Fardell to be invited to a meeting that suits.

Action: AN to confirm with KF
Carried Forward

Meeting with Clare Wake to be arranged following on from the meeting with KF. Purpose of this meeting is to ensure that club standards align with requirements and are reviewed regularly.

Action: SG to arrange with CW once KF meeting has taken place
Carried Forward

There is a need to ensure that any templates/responsibilities for the Club Secretary, in particular in relation to the AGM, are made available. Dave has spoken to Chris Lawn and Chris is going to try to make contact with Gill Benveniste. There is a box of archive materials which needs to be returned.
CH still awaiting any or all of these documents.

4. Chair's Report

Nothing further to report outside of the Agenda items for the meeting.

5. Secretary's Report

The secretary reported receiving a number of communications from PhD students looking to use the club/club members to provide data for their research. It was agreed that this is not normally something the club wishes to be involved in. There may be exceptions in the future for club members themselves or related parties. To be reviewed on a case by case basis.

6. Treasurer's Report

The proposed new payment trial for Sportshall members will start in April 2026 and be carried out on a termly basis. There will be a payment request once/term. The objective is to improve/increase attendance and equally to identify 'non-attendees' who can then be removed from the list, to be replaced by someone on the waiting list. There will be no change to prices just the timing of payments.

Action: JS/SG to draft an email communication to sportshall members. This should be circulated for review to the committee prior to issue.

7. Membership Secretary's Report

AN reported that new members continue to join.

The meeting agreed that the management of numbers/coach to athlete ratios/waiting lists continues to be critical to the ongoing smooth running of the club.

The meeting agreed that the DofE volunteering option to support ratios should only be offered to members/members siblings for now.

Action: CH to copy Code of Conduct Policies (Coaches/Officials/Athletes) from UKA website onto the club website.

8. Competition Co-ordinator's Report

SB distributed the Winter fixture list to all members (attached to these minutes also) and provided an update on the club's competition activity to date, noting some recent successes and new club records.

The following key Track & Field League dates for 2026 were communicated:

NATIONAL ATHLETICS LEAGUE	SAT 23 MAY
	SAT 11 JULY
	SAT 22 AUGUST
SOUTHERN ATHLETICS LEAGUE	SAT 16 MAY
	SUN 21 JUNE
	SUN 19 JULY
	SAT 8 AUGUST
EASTERN YOUNG ATHLETES LEAGUE	SUN 19 APRIL
	SUN 7 JUNE
	SUN 5 JULY
	SUN 16 AUGUST
	SUN 6 SEPTEMBER (FINALS)

Action: SB to check the information on the Club website	
Action: CH to circulate Winter Fixture List with minutes	

SB also confirmed that with the changes to events and age groups, new club records will be set from April 1, 2026.

9. Coaching & Development

There are still gaps in the coaching structure, in particular for Javelin and Pole Vault. The club is very much reliant on the goodwill and willingness of parents/carers to be involved in (and volunteer for) coaching.

Action: All to identify where the gaps exist in the coaching structure
Action: SB to draft an email to go out to all attendees/new joiners to outline the need for new volunteers
Action: CH to draft an 'all coaches' email requesting a volunteer for 'coaching coordinator. Issue to committee for agreement prior to issue to coaching community.

10. AOB

SG confirmed that there are still some non-perishable items available for use – Paper Cups, Tea, Coffee.

The appointment of a new treasurer and chair was briefly discussed. The process is that this needs to raised at the AGM.

25 April 2026 was provisionally agreed for club presentations.

Action: SG to check and confirm the date and coordinate activities – NJ/JC to provide support

SB informed the meeting that the County AGM will be held in Welwyn Civic Cnetre on 21 November 2025. There will be a celebration prior to the AGM to mark the commencement of the club's centenary year. Anyone can attend but need to notify attendance in advance.

Action: All to let SB know (prior to 31 October 2025) if planning to attend the event

The date of 12 April 2026 was provisionally agreed for an Open Meet for Herts Phoenix Club members only. It will cover a restricted number of events and will be aimed at the younger age groups to give them a taste of different events.

11. Date of Next Meeting
26th November 2025
Venue: Wodson, Commentary Box.

Action: AN to confirm

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