

Herts Phoenix Committee Meeting

Date: 26 November 2025

Venue: Commentary Box, Wodson

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

Apologies: Phil Rizzo (PR), Jeff Studholme (JS)

1. Previous Minutes – 22nd October 2025

Approved as issued.

2. Matters Arising

Kirsty Fardell to be invited to a meeting that suits. The meeting discussed that one area to review with KF was the different training structures needed for Sports Hall and Track & Field.

Action: CH to liaise with KF and arrange a meeting. To be held at Wodson.

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.

Action: DF to make contact with Chris Lawn to retrieve club documents/materials

3. Chair's Report

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

4. Secretary's Report

Herts Phoenix received one place for next year's London Marathon. This was forwarded to AN and allocated.

England Athletics East Region issued an invitation to apply for grants/bursaries.

Action: AN to circulate to competing athletes

5. Treasurer's Report

Nothing new to 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. **Carried Forward**

Initial feedback from SG's sportshall group has been very positive.

6. Membership Secretary's Report

AN reported that new members continue to join, and that there are more starting than leaving.

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.

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

7. Competition Co-ordinator's Report

SB circulated and reviewed the Results Digests. An amended version was to be circulated following the meeting.

SB distributed an updated list of Herts Phoenix 2026 Track & Field Fixtures.

<u>NATIONAL ATHLETICS LEAGUE</u>	SAT 23 MAY	Chelmsford
	SAT 11 JULY	Stevenage (Home Match)
	SAT 22 AUGUST	Hendon
	(SAT 12 September – Promotion Match – Horspath)	
<u>SOUTHERN ATHLETICS LEAGUE</u>	SAT 16 MAY	Eltham

SUN 21 JUNE Ware (Home Match)
 SUN 19 JULY St Albans
 SAT 8 AUGUST Stevenage

EASTERN YOUNG ATHLETES LEAGUE SUN 26 APRIL Stevenage (Date Change)
 SUN 7 JUNE Thurrock
 SUN 5 JULY Hendon
 SUN 16 AUGUST Sandy
 SUN 6 SEPTEMBER (FINALS - TBC)

Action: SB to check the information on the Club website Carried Forward
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SB also confirmed that with the changes to events and age groups, new club records will be set from April 1, 2026.

Upcoming Fixtures as follows:

6/12/25 Southern Counties Met League @ Wormwood Scrubs
 3/01/26 Herts Cross Country @ Stevenage

SAL AGM will be held on 19 December 2025.

Herts AGM was held on 21/11/2025. This was the inaugural event for the county centenary year.

SB will coordinate the planned club meeting. Photo Finish equipment will be needed – Delta Timing costs £600 approx.

Action: SB to enquire.

8. 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 Carried Forward

Action: SB to draft an email (post starting) to go out to all attendees/new joiners to outline the need for new volunteers Carried Forward

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. Carried Forward
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9. AOB

SG confirmed 25 April 2026 for club presentations. Venue booked and deposit paid.



Herts Phoenix Athletic Club

Action: SG to notify this date in advance to raise awareness of the event

The date of an Open Meet for Herts Phoenix Club members only has been changed to 19 April 2026. This is to avoid a clash with the Peter Lee Memorial on 12 April 2026.

Action: AN to request a change of date at Wodson

A date needs to be set for the club AGM – needs to be before end June 2026.

CH discussed the club structure and getting access to the organisation and who's who. This would help with all new joiners to understand roles and responsibilities. It will also help with identifying roles which need to be filled on the committee.

Action: CH to add as an agenda item for next meeting.

The meeting also proposed a get together, around March time, for all team managers and coaches. This would be a useful platform to inform everyone on changes to the age group structures etc.

10. Date of Next Meeting

14th January 2026

Venue: Welwyn Garden City TBC

Action: CH to schedule the meetings for 2026. Every 6/8 weeks alternating between Ware and WGC.