

Agenda

Annual General Meeting of Tonbridge Athletic Club

Wednesday 26th February 2025 @ 7:30pm

In the Pavilion

1. Welcome by Chairman of Trustees
2. Apologies
3. Approval of the Minutes of 2024 Annual General Meeting and matters arising. (available on the Tonbridge AC website)
4. Report of the Management Committee.
5. To receive and approve the Treasurer's Annual Report and Statement of Accounts.
6. Appointment of Auditor.
7. To agree the membership subscription rates and new allowance structure for the financial year 2025/2026.

It is proposed to Increase annual subscriptions to £150 per year (including the £20 England Athletics Registration Fee), from the current 2024/25 £119 (note: the England Registration fee is £19 currently.)

In respect of paid allowances for Coaches, Officials and Key Administrative roles it proposed to implement a new contribution structure supporting significant time commitments to TAC with an expected maximum cost of up to £46k per annum. Refer to separate proposal emailed to TAC membership.

8. Election of Officers and Honorary Members

Life Past President Dave Adkin, and the current President, Ian Presnell are not subject to re-election.

The existing Vice Presidents subject to re-election are Dave Clarke, Chris Clinch, Sue Curtis, David Hull, Maurice Marchant, Michael Redhead, John Roberts, Paul Robertson, Andy Yeomans.

9. Election of Trustees

The current trustees are:

Tim Fagg – Chair – for re-election

Grazia Manzotti – to stand down and for re-election

Sally Emm – to stand down and for re-election

James Taylor – for re-election

Mark Pitcairn-Knowles – to stand down and not be re-elected

Steve Daly – for election

John Madden – for election

A third of the trustees are required to stand down but may be reappointed.

10. Election of Management Committee

Position

President

Chair

Current Holder

Ian Presnell

James Taylor standing down, Mark Pitcairn-Knowles proposed

Vice Chair	Nicky Slack
Club Manager (New role)	Vacant
Treasurer	Sally Emm
Secretary	Daniel Paterson
Membership Secretary	Ben Cowling
Coaching Coordinator	Michael Ellis
Volunteers' Coordinator	Graeme Charters
Home Fixtures Coordinator	Vacant
Club Welfare Officer Representative	Chris Hogwood and Charlotte Hunt
Athlete Representatives	Lewis Church and Polly Pitcairn-Knowles
Health and Safety Representative	Mark Ormerod

11. Presentation of the Leslie Le May Trophy by the President.

This trophy is awarded to someone who has made an exceptional contribution to The Club or who has been very successful in the past year.

12. Any Other Business

Proposal for Tonbridge Athletic Club subscriptions and allowances

Tonbridge AC has developed in recent years in many ways, competing with teams and individuals on the national and international stage.

We are one of the few Clubs in the UK who has success on the track, field, cross country, road and with race walking. We also compete in a variety of leagues, catering from under 13s to veterans. This may not all be unique, but there will not be many clubs that achieve these tasks.

According to the current database, as at January 2025 we have 907 members (814 competing / paying), which if not a record high, is close to it.

Coaching, officiating and administrating at the Club is now an expensive hobby for some who have been fully committed to Tonbridge AC, with certain roles mirroring at least a part-time employment role.

In recent times we have given officials, coaches and team managers access to claiming expenses (travel only), which has assisted, but to ensure some succession planning, attracting younger support, the management committee have proposed that further steps are needed.

As a reminder, no current member of the TAC management committee receives any reimbursement for their work, whilst officials and coaches can claim expenses.

Sports such as swimming, rugby, football, cricket and hockey all seemingly pay some people within their clubs to ensure a stable workforce. Within our sport there are payments made e.g. by Kingston & Poly, Be Fit Today Track Academy, Invicta, Leamington etc, to coaches and/or administrators.

The current travel expenses policies can be viewed here – <https://tonbridgeac.org.uk/info/policies-codes-of-conduct-rules/>

To cement the foundations for the Club going forward, we believe that we need to achieve some fundamental goals:

- a) Ensure that we have a committed and probably growing number of coaches to develop both the number and quality of athletes (already we have experienced waiting lists in some areas and new trialists continue to sign up).
- b) To ensure that we can host several fixtures and develop our team of officials for away fixtures and have enough, without continued reliance on a small number.
- c) To ensure that we have stable personnel in key roles, such as Chairman, Treasurer, Membership Secretary etc (see further on two tier system proposed).
- d) Creation of a new role identified as Tonbridge AC Club Manager (see separate Job Description) at a cost to the Club of £5,000 per annum (made as a contribution).

Estimated costs

Coaches: The Management Committee propose a flat fee of £50 per session/month per 'lead' coach. So, if a coach oversees typically 2 sessions a week, they will receive £100 per month. There will be three levels of 1, 2, or 3 times per week. This is in addition to any travel expenses currently incurred and reimbursed (see above).

The Development Plan Group have initially identified 18 to 20 coaches who would be eligible for allowances to be paid, who are seen as 'leading' and essential to the continued development of the Club. The Coaching Coordinator would agree the final list, to then be 'rubber stamped' by the Management

Committee. The list includes those leading adult groups and those overseeing young athletes on a regular basis.

An estimate of approximately 45 person/sessions per week are covered by those identified, which would cost 45 x £50 per month, and if all claimed would equate to = £2,250 per/month or £27k per/annum.

Officials: The Management Committee have agreed to propose a payment of £30 per day and £15 per evening (plus the existing travel expense structure).

Key administration roles: An initial two-tier system is proposed by the Development Plan Team/Management Committee. Tier 1 receives £50 per month and Tier 2 £100 per month (subject to them requesting it). The process to be agreed by the Treasurer, but maybe all these allowances paid quarterly.

- Tier 1 – Secretary, Equipment Officer, Officials Coordinator, Coaching Coordinator
- Tier 2 – Chairman, Treasurer, Membership Secretary
- Other e.g. Welfare Officer – ad hoc payments

The above would cost approximately £550 per/month or £6.6k per/annum (should all claim). Considerations will also be made by the Management Committee for other administrative roles, dependent on database development e.g. trialist coordinators.

Summary costs

Allowances - If all coaches and officials and key administrators claim (this is unlikely) we expect a cost to the Club of about £41k per/annum. This includes around a potential £7,320 per/annum for officials and team managers claiming their allowances.

Additional role – Tonbridge AC Club Manager at £5k per/annum. See separate Job Description. To be advertised on the Tonbridge AC website. Will be supported voluntarily by those who currently are involved with projects to be covered.

Club Subscription - It is proposed to increase Tonbridge AC annual subscriptions to £150 per year (including the £20 England Athletics Registration Fee), from the current 2024/25 £119 (note: the England Registration fee is £19 currently.) It is estimated to result in additional income of 800 x £30 = £24k per/annum.

This would mean a potential shortfall of £17k (£41k-£24k), which would be covered by current reserves. It is unlikely that the final shortfall will be this amount though, as not all potential claimants will do so. The £5k for the Club Manager role would be an additional cost, bringing the shortfall to £22k. Actual shortfalls will be assessed and reviewed at the end of each financial year to help assess subscription levels.

Utilising the new 'Coacha' database and facilities, may allow the ability in the future for members to pay monthly/quarterly, but this is not currently recommended as it will create extra administrative issues, e.g. mid-year resignations etc. So, subscriptions will continue to be paid annually.

To ensure that the administrative burden is minimized, the Treasurer proposes that the payment of allowances is done so by standing order (monthly or quarterly to be confirmed) for coaches and administrators. There will be a review process, overseen by the Coaching Coordinator and the Management Committee, to ensure that the Treasurer is aware of any changes to personnel contributions. Officials and Team Managers will continue to use the claim process already in place.

Those reimbursed or paid, will be done so against invoice i.e. not employed by the Club, so tax issues are the responsibility of the individual.

TONBRIDGE ATHLETIC CLUB



Job Title: Tonbridge AC Club Manager
Name: To be announced
Date commenced: March 2025
Committee position: Yes
DBS (Disclosure and Barring Service) Check completed – TBA

A service agreement, reviewed annually by the Management Committee

Relationships

1. Regular communication with Tonbridge AC Chairman
2. Liaise with Coaching Coordinator
3. Liaise with Volunteers Coordinator
4. Liaise with Team Managers when necessary (Winter and Summer)
5. Liaise with Officials Coordinator
6. Liaise with Club Treasurer

Responsible for

- All home meetings, both track and cross country
- Management of club kit
- Support membership secretary

Key Tasks

1. Attend regular management committee meetings
2. Organise all home fixtures
3. Management of club kit stock and sales
4. Liaise with meeting organiser and team manager for requirements for each meeting
5. Develop good working relationships with all current and potential volunteers
6. Plan event support well ahead (see list of events below)
7. Ad hoc attendance at club nights to liaise with coaches and others re current requirements
8. Identify potential new coaches and liaise with Coaching Coordinator
9. Identify potential new officials and liaise with Officials Coordinator
10. Find volunteers to potentially fill roles identified by TAC committee
11. Respond to ad hoc communications and liaise with those responsible
12. Club wide newsletter including news, upcoming events, key results. When suitable initially.
13. Maintenance of club fixture lists

Future tasks

1. Website updates and reports
2. Local paper reports
3. Regular club newsletter e.g. monthly

Events management

Track meetings where volunteers required

- Tonbridge AC Easter Open Meeting

- Tonbridge AC evening Open Meeting May
- Tonbridge AC evening Open Meeting June
- Tonbridge AC evening Open Meeting July
- Tonbridge AC evening Open Meeting August
- Tonbridge AC August Bank Holiday Open Meeting (end of month)
- UK Youth Development League home fixture – liaise with team managers

Cross Country meetings where volunteers required

- Kent Cross Country League – liaise with team manager
- Required – parking marshals, refreshments (making and serving), course marshals (approx. 16/18), set up and clear up
- Course management and marking currently covered by John Sanders but support required
- TAC Boxing Day handicap
- Ad hoc other events

Events requiring organisation

National Cross Country Awards Dinner

Payment

Reimbursement of £5,000 per year, paid monthly in arrears.