

Meeting Summary for County Championships Working Group

Dec 04, 2024 07:27 PM

Quick overview

The team discussed the logistics and roles for upcoming championship galas, including the assignment of pre-meet roles, the progress on trophies, and the ordering and distribution of merchandise. They also addressed the need for clear communication about payment timelines especially for those in charge of catering, the finalization of entries, and the roles and responsibilities of the Champs treasurer. Lastly, they discussed the challenges of managing people's expectations and the finance policy for travel expenses.

Next steps

Gemma to speak with CMK about taking on one of the county meet weekends.

Clubs to acknowledge their roles as promoter and AOE for main weekends.

Hui to review and update the expense policy and expense form.

Kim to wait for last year's spreadsheet from Chantal to understand income/expenses.

Iain to purchase the correct organisational license for Meet Manager software.

Smaller clubs to identify and nominate volunteers for assistant promoter roles.

Summary

Trophies Collection and Distribution Plans

Gemma led the meeting, addressing various topics including the assignment of pre-meet roles, the progress on trophies, and the collection of trophies from Abingdon Vale and Oxford University. Beverly and Anna Beasley discussed the collection and distribution of Abingdon Vale's trophies, with plans to bring them to the first long distance meet. Iain mentioned the contact details for Oxford University, which were to be shared with Beverly. Gemma is liaising with Stephen to collect CMK's Trophies and was that evening getting her husband to collect Witney's. Beverley to arrange collection from Gemma before Christmas.

Merchandise Distribution and Event Logistics

Gemma discussed the logistics of ordering and distributing merchandise for the upcoming events. She mentioned that Steven was handling the official sign up and this process was in hand. Gemma also proposed a plan where each weekend would have a designated promoter and AOE team to oversee the event, with Oxford taking the first two weekends, Aylesbury the 400's, with Maxwell taking one of the main weekends, and CMK the last. Those on the call agreed the plan and the need for a meeting first week of January.

Gemma proposed a plan for the upcoming swim meet, suggesting that smaller clubs could provide assistant promoters to support the lead promoters from larger clubs. This would help distribute the workload and provide additional support. Anna from Banbury expressed interest in this idea, and

Gemma suggested that the smaller clubs could offer one person for each of the five weekends. Gemma offered to help with the lockup accessing all the necessary equipment.

Kim raised concerns about the finalization of entries, which Gemma said would be a priority. The team agreed to nail down the big roles, particularly for the distance and 400 meters, before Christmas.

Roles and Responsibilities Discussion

In the meeting, Gemma, Hui, Kim, and others discussed the roles and responsibilities of the team members, particularly focusing on the treasurer role. Kim agreed to be responsible for raising invoices and managing payments, while Hui would be responsible for recording and reporting the financial transactions. They also discussed the need for clear communication about payment timelines and expectations.

Managing Supplier List and Catering

Gemma, Anna Beasley, Iain, and Hui discussed the logistics of managing a list of supplies, including paper and printer supplies. They also discussed the process of withdrawing entries and the need for a single person to manage the active copy of the meet manager database or for withdrawals to be on the day only. Iain agreed to handle the withdrawals between Witney finishing their work and the sessions but not at the sessions, and liaise with Chantal/Susy for the database.

Swim Meet Support and Roles

Gemma proposed a plan for the upcoming swim meet, suggesting that smaller clubs could provide assistant promoters to support the lead promoters from larger clubs. This would help distribute the workload and provide additional support. Anna from Banbury expressed interest in this idea, and Gemma suggested that the smaller clubs could offer one person for each of the five weekends. Heather from Aylesbury confirmed that they would provide the AOE for the 25th of January, and Gemma offered to help with the lockup. The team also discussed the need for technical support and data inputting, with Maco confirming that these roles would be agreed upon with the club. Kim raised concerns about the finalization of entries, which Gemma said would be a priority. The team agreed to nail down the big roles, particularly for the distance and 400 meters, before Christmas.

Roles and Responsibilities Discussion

In the meeting, Gemma, Hui, Kim, and others discussed the roles and responsibilities of the team members, particularly focusing on the treasurer role. Kim agreed to be responsible for raising invoices and managing payments, while Hui would be responsible for recording and reporting the financial transactions. They also discussed the need for clear communication about payment timelines and expectations.

Hui offered to find out the historical spending on catering from the previous year. The team also discussed Oxford continuing to provide catering services for the Sessions at Leys. Maco confirmed that they are aware of doing catering for two weekends and are happy with the arrangement.

Managing Roles and Weekend Tasks

Gemma discussed again that smaller clubs could take on assistant promoter roles, which would involve tasks like organizing signage and warm-up plans. Helen expressed interest in learning these tasks, but also noted the challenges of managing multiple roles. Iain clarified that while a promoter could also be a technical official they can't be the lead referee, however it would make it difficult to handle other tasks on the day of the event. The team agreed on the need for a flexible approach to managing roles, especially considering the varying needs of smaller and larger clubs.

Gemma also emphasized the need for everyone to get involved and take on daily roles within the club. Anna asked about the deadline for replying about hats, to which Tessa responded that the deadline was the 20th of December

Managing Expectations and Club Participation

In the meeting, Iain and Gemma discussed the challenges of managing people's expectations. Iain mentioned his efforts to centralize their data and results using Google Drive and Meet Manager, but noted that they were on the wrong license and needed to purchase an organizational one.