

# **Cambridge University Karate Club**

## **Meeting Minutes**

**June 29, 2022**

### **Opening**

The regular meeting of the Committee of the Cambridge University Karate Club (CUKC) was called by Fizz McNally at 2.00 PM London time and took place online via Zoom.

### **Present**

Fizz McNally, President  
Alex Kutuzov Vice-President  
Callum Reid, Men's Captain  
Khai Tran, Social Secretary  
Daoyuan Qian, Webmaster  
Ellie Worth, Welfare and Safety Officer  
Christoph Hess, Secretary  
Tegwen Ecclestone, Old-Karateka Association Officer  
Fatemeh Torabi, Non-Student Representative  
Ismael Sierra, Treasurer  
Millie Johal, Publicity Officer  
Alex Shepherd, Social Secretary

### **Absent**

None

### **Agenda**

The President suggested six topics for discussion, in the following order:

1. New positions
2. Sports Service
3. Competitions
4. Summer training

5. Freshers
6. Michaelmas training

The order was approved by the Committee.

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### **Ad 1) New positions**

Fizz opened the discussion on this topic by introducing Ellie Worth, the current Welfare and Safety Officer, as a new candidate for the vacant position of Women's Captain. This was followed by a short introductory speech by Ellie, in which she emphasised her experience of taking part in competitions in kumite and especially in kata; her appreciation for team spirit and inclusivity; and her long teaching experience. Christoph emphasised that he had no doubts that Ellie would be an excellent Women's Captain, but asked if she would be able to make it to more training sessions than in the last year, which would reasonably be expected of a Women's Captain. Ellie replied that she was still trying to find a balance between various activities last year, but she will put a greater emphasis on karate in the coming year to get involved with as many people in the Club as she can. Tegwen asked if Ellie would keep her role as Welfare and Safety Officer as well, to which Fizz replied that the new candidates will be invited to apply for the Welfare and Safety role soon. In the meantime, the responsibilities pertaining to this role will be divided between herself and Ellie. Fatemeh agreed that it would be important for Ellie to attend training sessions regularly, and asked if Ellie had any plans for getting non-student members involved in training as well as competitions. Millie asked if Ellie was aware of the various Blues criteria, since the Women's Captain would also be a member of the Women's Blues Committee. Ellie replied that she was aware that she needed to be in touch with Millie, her predecessor as Women's Captain, to improve her understanding of the Blues criteria. Fizz intervened to say that the Blues criteria will be reviewed in the coming year, since it has been about three years since the last review. Generally, Blues should be awarded to those performing among the top 10% nationally in their discipline, and the competitive success criteria set for Blues needed to proxy this level of achievement accurately. The Half-Blue applications for 2021/2022 also still needed to be finalised between herself and the Captains. Ellie shortly moved to the waiting room, while the Committee continued a discussion regarding Ellie's application among themselves and took a vote by messaging their preference directly to Fizz.

*Decisions:* The Committee unanimously voted in favour of Ellie's application. She will fill the post of Women's Captain until the next AGM.

## **Ad 2) Sports Service**

Fizz informed the Committee that a part of the Executive Committee had a meeting with the Sports Service on June 10<sup>th</sup> to discuss issues regarding the running of the Club and its future development. The committee had received a follow-up email on this meeting a few days prior to the present full Committee meeting. Key issues raised at the meeting were (points marked with an asterisk\* were mentioned in the summary email from the Sports Service but not mentioned at the present meeting):

### Club Governance/Safety

- Committee members, Committees, and Sub Committees require greater clarity in roles and lines of reporting/responsibility to ensure all are clear on their roles and responsibilities.
- Clear development plan in place to ensure the club is working towards long term agreed goals.
- Communication between all members, coaches, and committees to be reviewed.
- \*Selection Policy to be reviewed by the club to ensure selection is clear to all, Blues criteria should be integrated into this policy.
- \*Club Constitution to be updated in line with the recently released guidance from the Sports Service concerning complaints and discipline.
- Coach/Instructor Service Level Agreements (SLA) and Volunteer Agreements to be put in place.
- Injuries need to be reported following the University and Club safety policy

### Structure of the Club / Training

- \*Low attendance at sessions, especially during exams, has caused issues. Booking of sessions and funding model of these sessions should be reviewed.
- \*Sessions, especially contact sessions, need to ensure members are equally matched to ensure the safety of all members.
- The balance of students and non-students at the club should be reviewed in line with the constitution.

### Coaching

- \*Clarification of the role of the chief instructor (head coach) to be integrated into the SLA.
- Review the chief instructor also being the grading instructor as a conflict of interest could occur.

- \*A process of feedback to the coaches from members needs to be part of an annual, at minimum, review meeting.
- \*First aid qualifications in place for coaches.
- \*Injuries need to be reported following the University and Club safety policy

#### Grants and Club funding

- The grant process has been temporarily halted until the current review of the Club is concluded.
- \*Review the membership subscription models to ensure all members are catered for.
- \*Grants panel requested a clearer membership fee structure to aid the grant application process.
- \*The club has some financial challenges, caused by booking facilities, which needs to be reviewed. Although the booking of college facilities could alleviate some pressure.
- \*The club needs to maintain links with alumni and collaborate with CUDAR where possible.

Fizz and Jane, the Senior Treasurer, had also been contacted about a governance review of the Club, whose aim is to review the current organisational arrangements within the Club to create a draft action plan. If committee members had any concerns about the ongoing review, the contact at the Sports Service would be Lucy McGennity, whose contact details Fizz posted in the chat.

*Decisions:* No decisions were necessary on this point yet but the Club will continue its dialogue with the Sports Service to conclude the current organisational review process.

#### **Ad 3) Competitions**

Fizz stated that she planned to tighten the process of running and circulating information about competitions. One thing that could be done to increase turnout would be to individually message people on attending competitions, for which it would be helpful to have separate men's and women's chats. The review discussed under point (2) will also include a survey of membership fees in order to increase income, but it might also increase the Club's capacity to subsidise competitions. Costs should also be transparent when advertising competitions. Millie shared her experience advertising competitions and said she will have a conversation with Callum and Ellie on this topic. Fizz suggested that she would set up a President and Captains' group chat, with possible involvement of the Treasurer, to regularly discuss the agenda regarding competitions. Tegwen joined in to make two points in reply to the previous discussion. One was the Bob Poynton Memorial Fund, which she

emphasised had been set up to buy the trophy at first, while the remainder should be ring fenced to subsidise competitions, especially national-level ones. Even just a symbolic subsidy would probably be appreciated by competitors. Last year the committee had taken money out of the Fund to balance the books, which is now owed to the Fund and must be paid back whenever the Club has a healthy stream of income again. Fizz asked in reply how much exactly was owed, but Tegwen reminded the committee that this point had been brought up at the AGM but that the exact amount could not be clarified. Tegwen's second point was that since there is now a number of non-binary members in the Club, it might make this group feel uncomfortable to have separate men's and women's training chats. A general chat for people with an interest in competing for the Club might be a better option in this light. Fizz agreed to this suggestion but will have further conversations with other committee members to set up other separate group chats. Since there would be boundaries on the range of activities that non-students could participate in within the Club, Fizz asked Fatemeh if she had any suggestions to avoid that non-student members feel excluded. Fatemeh agreed that it would be reasonable for a University Club to reserve certain activities for students. She also emphasised that, on the topic, of competitions, the deadline and requirements should be laid out well in advance. Fizz agreed and suggested setting a competition calendar well in advance prior to competitions.

#### **Ad 4) Summer training**

Fizz thanked Alex for his hard work to organise regular summer training sessions and asked what the current attendance was looking like. He had also been in touch with St John's and Queen's College to secure venues, which would only be available from late summer onwards. Trinity had replied negatively. Tegwen said that the summer could be a good time to recruit new members among the graduate community of the University, which could help the Club not just recruit new members but also a group of members that would train with the Club throughout the year. It would be helpful therefore to email all college MCRs and hand out flyers to promote the Club's offer of regular training sessions throughout the summer. This recruitment drive could nicely complement the (mainly undergraduate) drive in October. Fatemeh agreed that this would be a good idea given the currently very low proportion of students participating in summer training sessions. Christoph suggested that he had put together a list of MCR email addresses for a recruitment drive for another society, which he could share with the rest of the committee

#### **Ad 5) Freshers**

Fizz asked where the best spot for the Club's stall at the Freshers' Fair would be, to which Millie replied that last year's position at the rear of the gazebo should be avoided. Fizz stressed that it would be important to flank the traditional recruitment events at the Freshers' Fair and the Demo with

innovative socials and asked the Social Secretaries about their opinion. Alex suggested to offer both enough drinking and non-drinking socials and casual get-togethers towards the beginning of term to give people a space to get to know each other. Khai added that he would like to offer regular socials either at a college or in a pub before Wednesday or Sunday training, which might help to increase attendance. Tegwen also suggested that since some freshers might hesitate to go to a venue as far out of town as the Sports Centre, it would be a good idea if committee members could offer a walking and/or a biking group. Fizz added that it would be important in the first weeks of term to keep information communicated via the group chats clear and consistent.

*Decisions:* Sub-committees will be set up respectively for the Freshers' recruitment drive and the MCR recruitment.

#### **Ad 6) Michaelmas training**

Fizz pointed out that the training schedule for Michaelmas term might need to be adapted in the light of the most recent training survey. The Technical Committee should therefore have a meeting to discuss if and how to change the previous training schedule. Fatemeh stressed that regular communication between the Technical Committee and the Club Committee would need to be maintained, to which Tegwen added that it would normally be the captains who would discuss the training structure with the Technical Committee. Millie therefore proposed a group chat with the Club's regular instructors and the Captains.

*Decisions:* Ellie and Callum will call a meeting with the Technical Committee to discuss the most recent training feedback and possible changes to the training rota.

The meeting was closed at 3 PM by the Club President.

Minutes submitted by:

Christoph Hess

CUKC Secretary

2022/2023

Approval: pending