

Minutes of the London Regional Council Meeting
Held on Wednesday, 22nd October, 2014
At Kings Cross Premier Inn, London

Present

Peter Crawshaw (PGC) – London Council Co-Chair / Officials Portfolio
Tony Shiret (TLS) – London Council Co-Chair / England Council Chair
Geoff Morphitis (GM) – Clubs Portfolio
Steve Bosley (SB) – Schools Portfolio
Susan Cook (SC) – Disability Athletics Portfolio
Lorna Boothe (LB) – Coaching Portfolio
Richard Pettigrew (RP) – Facilities Portfolio

Apologies

Tim Soutar (TJS) – Governance Portfolio
Ben Noad (BN)
David Ralph (DR) – Chair, Kent County AA
Anthony Soalla-Bell (ASB)

In attendance

Dean Hardman (DH) – EA Council and Membership Communications Manager (DH)
Bob Smith (BS) – EA London Area Manager
Graeme Allan (GA) – EA London Area Education Manager
Sarah Wade – EA London Area Information Assistant
Paul Merrywest (PM) – Representing Chair, Essex County AA
Ivor Wigggett (IW) – Representing President, Middlesex County AA
John Gandee (JG) – South of England AA
Tom Pollak (TP) – Chair, Surrey County AA

Basis of preparation

Outcomes show the decisions made at London Regional Council Meetings but not the full debate at those meetings to reach those decisions. Publication of separate Minutes and Outcomes allows the Council to have a full debate for the record (Minutes) while keeping interested parties informed of important decisions reached (Outcomes). Minutes are not formally approved until the next Council Meeting. These Outcomes are based on the Draft Minutes of the Council meeting of 22nd October, which have been circulated among those present with amendments incorporated. The London Regional Council next meets on 21st January 2015.

1. Welcome / Apologies

PGC took the chair and opened the meeting. He welcomed RP to his first Council Meeting as a Co-opted member. Apologies had been received from TJS (who had given notice some months before that he would be out of the country), BN (attending an urgent Quadkids meeting), DR (who had submitted a report) and ASB.

PGC explained that DH was, as part of his role, attending all Regional Council meetings around the country, and that GA was there to present re Coach & Officials education.

2. Minutes 27th August: confirmation of accuracy

PW and IW gave clarification regarding the capacity in which they were representing their respective County Associations. Subject to correction of their details (see above), and of a couple of other minor typographical issues, the minutes were approved and signed by PGS as Chair.

3. Matters arising where not already on the agenda

3a) Update on discussions with YDL management

PGC said that Regional Councils have probably gone as far as they reasonably can in representing clubs' views and that suggestions for change were now – quite properly – being progressed towards decisions at the YDL AGM, with some clubs, including Shaftesbury Barnet H, putting forward formal proposals. It was noted that YDL receives £100,000 per annum of Sport England funding via UKA / EA but that this is not dependent on retaining the current structure, though PGC suggested that – if only as a courtesy – an appropriate communication should take place to SE, explaining the rationale for any structural change and how that would better support the overall aims and objectives of the League. Several Councillors expressed a view that YDL management have failed to grasp clubs' dissatisfaction with the current situation.

3b) Review of other outstanding actions from prior meetings:

PGC had circulated a schedule summarising the status of outstanding actions from prior meetings. The following items which had not hitherto been completed were covered (in addition to the above YDL issue):

- Ref 9: Portfolio Holders' job descriptions are not currently being progressed: TLS has put the focus on respective Regional Portfolio Holders communicating / working together, following the agenda set via the Whole Council Conference (WCC). PGC cited the meeting on Coach Education (attended by LB on behalf of London) that had taken place earlier in the day as an example. **Completed**
- Ref 11: Confirmation of Greenwich Run! figures: BS confirmed that appropriate action had been taken re the future data gathering / reporting processes. **Completed.**
- Ref 12: False start equipment at Brunel: BS confirmed that this was operated by Chris Parkinson: potential users should contact Richard Ashe (richard.ashe@brunel.ac.uk). **Completed**
- Ref 13: Club affiliation to be mandatory field in Officials' course booking form. **GA to raise with C. Mallender.**
- Ref 15: London Strategy group. PGC said that the EA Board is now planning further meetings to draw up national strategy through to 2020. London strategy to be aligned to this, but there is still the need to develop a local strategy, leveraging the 2017 IAAF / IPC World Championships (BS had outlined opportunities for development in London at the August London Council meeting) and building on the

success to date of the London Run! Programme. **Council members who wish to volunteer for strategy sub-group to contact PGC.**

- Ref 16: YDL 30th September deadline – apparently relates to Composite Teams under UKA Rules. **Completed**
Ref 17: Trinity Training for Clubs: BS stated that CCSOs do not have access to Trinity. **GM / TJS to raise via EA Process working group. BS to raise the issue with C. Mallender.**
- Ref 18: volunteers to use portal. PGC reported that the renewal of DBS clearances is now due to move to an online process, which will force coaches and officials to log on to portal. **PGC / SC to reassess after online DBS process has gone live.**
- Ref 19: Officials' recruitment. There was recognition by the TAG Chair in his WCC presentation that things need to change. June Swift has been appointed in a new role as EA Volunteer, Young People and Officials' Development Officer - PGC has had contact, and she is due to be picking up issues raised at the WCC with Barry Parker (National Officials Portfolio holder). See also agenda item 4 (b). **Completed, as this will be taken forward as part of regular reporting on Officials' education.**
- Ref 20: Team London (GLA volunteers) - suggestion that EA help clubs to use this more and take advantage of opportunities. There is a need to look at Job Descriptions that could be used. SC thought clubs would probably only want to fill lower level roles and asked if a leaflet or similar could be created to ask for feedback with further opportunities or otherwise. TP commented that his club, Hercules Wimbledon, use a Team London volunteer who learns by working alongside experienced volunteers. TP asked if there could be any support/help for clubs on how they can work/ help with volunteers from EA. **PGC & SC to look at further with support of EA London staff.**

4) Report London Manager

4a) Run/ Participation

- i) Recent newsletters have been sent to London Council, and can be found on London Athletics website. As advised in circulation of the meeting papers, this was taken as read. Any questions to be directed to BS.
- ii) London Staffing. A new CCSO for North London has been appointed - Guy Spencer will commence with EA on 10th November as successor to Tim Howells. New Activators are being appointed to work with Saracens in Barnet, and to work in the London Boroughs of Westminster, Wandsworth and Redbridge. In Hackney, Christina Oyebanji's maternity leave will be covered by Joseph Hylton. It is likely that Camden will be part funding an Activator for the first time.

4b) Education: coach/ official tutor recruitment/ training

GA spoke to give an update on Coach and Officials education, and tabled a written report, supported by a set of draft figures showing a breakdown of courses held and licences issued, for both Coaches and Officials. PGC explained that there had been practical difficulties in

pulling together these numbers, due in part to the fact that Trinity does not currently recognise all London Postcodes. This is now being addressed by the UKA IT Department, with a view to automating the process: in the meantime the figures should be viewed as indicative, with some manual workarounds in place.

Going forward, figures to be produced on a quarterly basis. Current report is covering previous 6 months commencing 1st April 2014.

TLS requested that comparative figures for the previous 12 months be included, together with projections for the ensuing quarter where available. It was also agreed that some data which was not strictly relevant be removed to provide improved focus.

GA and PGC to provide restated set of figures for circulation to Council members.

TLS stated there is a need for a template for reporting data to include the numbers of courses/licences/ attendees that should be used across all regions. This should be actioned/ sanctioned by top people at Chief Executive level in EA and UKA. Lee Dakin (UKA IT Manager) is responsible for data analysis. GM suggested that, in addition to IT involvement, there should be EA line management responsibility for specifying that information is required, with IT then responsible for delivery/

GA to share revised figures as above with Lee Dakin, as a possible template for roll-out at national level / by other Regions. PGC to share officials reporting format with Barry Parker.

TLS was not happy that only 3 of the new Tutor Recruits are based in London. New tutors must be a priority for London ASAP.

GA said that EA will be taking over tutor recruitment/training from April 1 2015. TLS was unhappy as April 1 is too late and therefore a meeting is needed to take this forward ASAP. He asked for details of courses currently planned. GA reported that there are some constraints as London is reliant on bringing tutors in from further afield to cover supply. 17 Coaching Courses have been scheduled between now and April, including 4 LIRF courses, 6 Assistant Coach courses, and 6 Athletics Coach courses (details for 2014 on London Athletics website [here](#)).

GA stated that for courses to April 2015, 90% confirmed with tutors. GA has also programmed courses for 2015-16 and currently has 60% coverage by tutors for courses after April. At national coach education meeting, Paul Moseley (newly appointed Coach Development and Education Manager) agreed to the need for all areas of England to move to an annual timetable – currently the other areas are scheduling 3 month in advance. There will be a meeting to take this forward in December involving Area Coach Education leads plus Amy Ashford, Paul Moseley, and Chris Mallender from Head Office. Paul Moseley is working with Sport Coach UK to have a system in place to take over from April.

GA was confident that the situation should improve once EA take control of recruitment and training of tutors.

TLS stated that the EA board has commissioned a report to look into course content and ensure that the content is appropriate. (See also discussion under agenda item 9 (a)).

There is also a shortage of officials tutors, with only 3 tutors in London. Officials tutor recruitment is still to be actioned.

TP questioned what is drop-out rate for people not completing and what are reasons for it? TLS stated the numbers reflect an appalling situation. GM asked how many of these coaches are actually involved with clubs as registration form does not ask for this.

TP requested that the application form should be tweaked so it is clear what club/ region attendees are associated with? All agreed this was a good idea, especially for officials. PGC said that he had raised this issue (along with others) with UKA over two years before, but had had no response.

PGC to re-send his e mail to Barry Parker and National Council representatives on UKA TAG Education sub-group.

Overall there was general agreement that urgent action is needed to improve further the quantity and quality of courses in London.

PGC, TLS and BS to meet to discuss and agree further actions asap.

4c) South Coaching Conference 27/9/14

BS reported that the conference at Lee Valley was attended by 130 delegates, approximately 30 coming from London. It was well organised. There will be a national review to consider the future of the conferences, and whether or not the content and structure could be improved.

4d) Crystal Palace Redevelopment Plans

BS referred to the online consultation that has been provided by the GLA at <http://survey.euro.confirmit.com/wix6/p1838870106.aspx> This shows that there are four options for development of Crystal Palace. All 4 options presume stands will not be retained and there will be no indoor area. Two of the options favour retention of community track. End October for responses (since extended to 16th November). GLA are making the decision. If people feel strongly they must respond to the consultation. BS gave background on previous discussions with consultants, and with local clubs.

SC stated that Crystal Palace is one of few tracks that allow independent wheelchair athlete training. There are many local schools/ young people in the area so it is important to encourage school use as a community track. Accessibility is an issue in general for the park. LB Bromley is pushing for general improvement of the park as a whole.

LB had completed the consultation questionnaire and is keen to retain the indoor area as few other alternative options in the area, although it is in a poor state of repair.

PGC reported that BN had raised the concerns of Anne Roden from South London Harriers, who is concerned as some of the club's athletes still use the track for training nights. PGC had stressed to Anne the need for SLH club members to respond to the consultation.

PGC asked the Council what other practical things that can be done to help athletics get the best from Crystal Palace? TLS suggested that London Council can write a letter to GLA to say it should be a community use track with an indoor training facility and encourage UKA to write letters to GLA. TP also mentioned that he had spoken with the GLA senior estates manager during the "Meet the team" session on 18th October, and he had said that e mails sent to the address given with the plans would be read by him personally.

Actions agreed:

- **PGC to speak with Michael Hunt of UKA to determine what response is being planned by UKA, given their overall remit for facilities strategy.**
- **PGC to contact GLA senior estates manager directly.**
- **PGC / TLS to draft letter to GLA senior executives, stressing need for community track and replacement indoor facility.**
- **PGC to remind all London clubs to respond to online survey if they are impacted.**
- **All Council members to complete online survey if they have not already done so.**

4e) Network Future Funding

BS stated there is no guarantee of network funding in 2015-16, reminding all that we are already past the point at which Networks had originally been expected to become financially self-sufficient. Total amount expected to be provided nationally for 2015-16 has to be split into four areas. At this stage, it is likely that allocation of funds will be linked to satellite club activity. London has been particularly active in setting up satellite clubs which need to be sustained to 2016-17 as part of the Whole Sport Plan agreement with Sport England.

BS said that satellite clubs are an ongoing and national issue, as setting up and maintaining requires financial input that is difficult to attain and sustain, although they had been well received and supported by many clubs.

TP asked about accountability for networks to EA if no EA funding? Networks could become free agents. GM said that North London network is not counting on any EA funding, but is happy with the social side of networks, plus the exchange of ideas and knowledge. He also said that Herts network clubs pay into network to organise activities and events which they couldn't organise by themselves. He felt it would be a shame to lose exchange information and camaraderie. PGC felt it was easier to work through networks than individual clubs for officials, e/g when arranging courses.

All were agreed that there is a need for a clear, official statement on the future of networks to be made by EA by the end of 2014, so that Networks can plan accordingly for 2015 / 16.

PGC to escalate the issue via the National Council (teleconference scheduled for 29th October), for action by EA CEO.

5. Counties – update on competition plans and meetings / communications with England Athletics

TP reported that Surrey are especially interested in networks and a reconfiguration – PM confirmed that Essex have a similar interest. Surrey County Champs are 3 or 4th weekend of May.

IW Middlesex – nothing to report

PM Essex- EA planning to use EA the online entry system.

DR had submitted the following report:

“KCAA is moving to online entry (Paul Saxon system used by SEAA) for all competitions & for our main championships saw around 80% entries come that way; which has been followed by an athlete demand for using it more widely. Both our Track & Field League & Cross Country Leagues are seeing considerable growth with some growth in other competitions but often matched by loss of seniors!

Our full 2014/15 programme is finalised & will be on our website later this week, we have opted for 23rd / 24th May for our main Championships offering the full package of EDM, Photo-finish & False start equipment at Julie Rose Stadium Ashford. “

6. SEAA: update on competition plans and meetings / communications with England Athletics

JG confirmed there was a meeting in the following week to discuss the future of Crystal Palace. Bedford is not available for combined events championships so SEAA are looking for alternatives. PM suggested that SEAA consider Chelmsford.

7. EA matters

7a) Outcomes of National Council and Whole Council Conference

Not discussed in detail due to time constraints. PGC had already pointed Council members to detailed papers on the EA website.

7b) AGM

Not discussed due to time constraints.

7c) Facility Assessments – Revised Process

PGC reported there is to be a new facility assessment process, Michael Hunt, UKA Facilities, Health & Safety Manager having written to existing UKA Facility Assessors (PGC is one).

While it is clear that the current process is ending, not a lot of information has yet been shared about what will be replacing it. There is no clarity if existing certificates will remain current or if reassessment is necessary. PGC stated he felt changes to the system were necessary but there is a need for a communication plan of what the new system will be and how it will work.

RP stressed that facility assessments are an important issue for track providers as the certification process is used to get changes and improvements made at a local level.

PGC / TLS to escalate via National Council to EA CEO the urgent need for a communication plan from UKA / EA ASAP, clarifying existing certificate status.

8. London Region Volunteer Awards

PGC congratulated all London Region winners (see details on EA website [here](#)), especially David Holder who has also won the National award for Official of the Year. The London Awards will be held on Wednesday 26th November at ISEH, Tottenham Court Road.

Councillors to diarise to attend on 26th November if possible and BS to issue formal invitations.

9. Portfolios

9a) Coaching

LB reported on the Coaching Group meeting that took place earlier that day in London at the Sport & Recreation Alliance offices. The group looked at why coaches were not making it through the qualification process. Neil Costello chaired meeting at which Paul Moseley presented. Issues that were discussed included the length of diary and level of detail required across all events. It was suggested that multi-event detail could be covered by Assistant Coach and event specific modules could be on offer for Coach. There was also a feeling that some subjects needed more depth, such as physical preparation. There have been complaints about tutors not being coaches, and having little experience of coaching. It was further suggested that event specific experts could present at courses. LB said that disability coaching had not been included on courses. Paul Moseley wants to put Accessibility course online- disability not separate as want to be inclusive.

PGC asked if anything is likely to change? LB replied that Chris Jones was in attendance, and there will be a further meeting and a meeting with Niels de Vos about changing the curriculum. Chris had asked if people wanted a Coaching Association for England. There was agreement at the meeting that this should happen.

9b) Disability Athletics

SC listed some of the issues for affiliated disabled athletes. There are many disabled people who cannot attain a qualification for IPC, as it is very difficult to do so. People want to participate, but there is nowhere for non-IPC athletes to compete, and little support away from potential medal winners. Big issue is that when people with a disability approach a club, they are either ignored or if they have some potential they are pushed quite hard as few people compete at that level.

Two other specific problems are that:

- When wheelchair racers are included in road / off-track races they are often put at the back of group at the start, so overtaking is an issue in terms of safety and abuse. Wheelchairs need to be put at the front at races with a slight head start to make it more appealing to participate.
- On the track, there need to be protocols in place so that wheelchair athletes can train together with able bodied athletes, sharing the track in a safe way.

LB observed that at her track (Sutton) the system of dedicated lanes works well and asked if there should there be guidelines for clubs on how to train with wheelchair athletes? TP reckoned that facility certificates do not allow for disability use and speculated that if this was changed it could help change the ethos. (Note: this is in fact something that has been included on Facility Assessors' checklist for 12 months now, though the approach under the new system is still to be clarified).

GM said there should be a code of conduct /track protocols in place for clubs and facilities, and that there is a need for EA or UKA to take the initiative on this – DH suggested the issue should be taken up with Tamsin Fudge, the current disability lead for EA, and / or Michael Hunt (given safety issues). TLS suggested that London Council could seek to influence practice with regard to the start order in road races by referring to Tamsin Fudge and Nigel Rowe (RunBritain).

PGC to clear the two specific problems above with the National Council and thereafter write to Michael Hunt / Nigel Rowe. BS to alert Tamsin Fudge.

TLS and LB stated it is difficult to know who to approach on many Disability issues, as so many different organisations who do not speak to each other. Can we have a list of organisations that are involved in disability?

BS to request that Tamsin Fudge provide a simple aide-memoire re the various Disability Athletics organisations

9c) Schools

SB said that London Schools Annual General Meeting coming up in November (since confirmed as Monday 10th November, at Alleyns School – SB and ASB attending).

10) Future Meetings

PGC asked if there was felt to be the need for a further meeting before Christmas. There was a consensus that there is not, It was felt that the structure of having Regional Council meetings the week before National Council meetings works well.

PGC to look at provisional dates for National Council / Board meetings in 2015 and circulate provisional dates and rolling agenda.

Meeting closed 9.35pm

DRAFT