

**Outcomes of the London Regional Council Meeting
Held on Wednesday, 9th November 2016
At Victoria Premier Inn, London**

Present

Elected Councillors;
Peter Crawshaw (PGC) – London Council Co-Chair / Officials Portfolio
Tony Shiret (TLS) – London Council Co-Chair / England Council Chair
Lorna Boothe (LB) – Coaching Portfolio
Jacob Hood (JH), Elected Councillor
Steve Bosley (SB) – Clubs Portfolio
Tim Soutar (TJS)

Co-opted:

Ellie Brown (EB)
Anthony Soalla-Bell (ASB), Schools Athletics

In attendance

Paul Merrywest (PM- Essex), representing Chair, Essex County AA
Ivor Wiggett (IW), representing Chair, Middlesex County AA
John Gandee (JGa), representing SEAA
Adrian Day (AD), Enfield and Haringey AC, observing
Sarah Wade (SW), EA (Minutes)
Kirsty Aitken (KA), London Area Education Officer, England Athletics
Natalie Kavanagh-Clarke (NKC), Interim London Area Manager

Apologies

Ben Noad (BN) – Elected Councillor
Richard Pettigrew (RP), Facilities
Tom Pollak (TP), Chair, Surrey County AA
David Ralph (DR) – Kent 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 9th November, 2016 which have been circulated among those present, with amendments incorporated. The London Regional Council next meets on Wednesday, 15th February 2017

1. Welcome / apologies / declarations of interest

Emails / text messages, explaining that they were unable to attend, had been received from

BN and DR. No declarations of interest relating to the business of the meeting.

2. Minutes of 7th September 2016: confirmation of accuracy

Confirmation of accuracy: subject to recording that TJS had sent his apologies / did not attend, the minutes were agreed as circulated and signed by PGC

Updates;

Questions over getting reminders for club coaches/ officials to renew DBS. PGC stated it is a personal responsibility for each official who should receive a reminder from UKA, but clubs should back this information up and be able to remind. LB; Sutton & District AC does remind individuals to ensure renewal as the club feels it is partly a club responsibility. Council agrees that it could be worth reminding clubs of the process and responsibility and giving them some examples of best practice.

Action: LB/PGC to draft something to be sent out to clubs.

3. Education: coach/officials tutor recruitment /training

Update from Kirsty Aitken (spreadsheet showing courses and licences issued for both officials and coaches had been circulated);

Figures this quarter are accurate, after some corrections from last quarter.

KA restated that anyone who started their course on the Pebblepad system needs to complete their Athletics Coach or CiRF by the end of December or they must start their course again. KA has e-mailed 60 people with regard to this information but has not had much response. KA believes some people would have accepted they would have to start their course again.

LiRF paper applications no longer accepted and is now only online booking.

KA stated that a significant number of late bookings come in, and there is a need to encourage people to apply earlier as courses are being flagged as at risk of cancellation, but then become oversubscribed in few days leading up to course start time. PGC stated that it is the same with officials, courses are given as much time as possible to be able to run. EB; online booking is the only way to solve this. KA said will raise this again as an issue at the next education meeting she attends but due to the complexity of the higher level courses, change to online only booking would be difficult. PGC reminded the Council that he has been pressing UKA for online booking for officials courses for several years, and had recently flagged this with the National Council as the single thing that could make most difference re officials recruitment. The problem is to get UKA IT department to prioritise this.

KA; With regard to the Secondary School Elevating Athletics courses, resources should be ready at the end of January with a tutor orientation meeting in mid-January. Should be ready to run courses from February.

KA updated about course tutors. There is a current effort to upskill tutors (co-tutors) to fill current gaps. From September to July there are currently 14 LiRF courses, 13 Coaching Assistant, 5 Coach in Running Fitness and 6 Athletics Coach, with more courses to be added due to demand. It is hoped that with the Run Together launch there could be more LiRF's in the diary as the next 3 scheduled LiRF's are fully booked, which is good but means no capacity in the system for any potential new

candidates. Tutors are not being actively recruited but existing tutors are being trained up to take higher level courses. It will take a while to see the process moving along effectively to get new people into and up through the system.

KA; It has been advertised that Athletics Coach no longer requires diary and last couple of courses have been full so good signs. Also, the split delivery course proposal and trial has had good feedback.

KA- update from Paula Gowing at UKA re officials course tutors following the pilot, UKA have now delivered 5 tutor training sessions to a total of 45 individuals across varying disciplines. Some of these tutors are required to co-tutor their first delivery. There are 5 more tutor training courses planned; 2 being in London listed below:

28/29 January 2017 Brunel – Final day for those tutors that undertook the course in Brunel earlier in the year.

4/5 February 2017 London, venue tbc.

By the end of the February course UKA should have around 90 tutors that will have completed the new tutor training course.

Resources

Tutor resources have now been finalised and are shortly going to print. UKA envisage having tutor resource packs ready by mid- December 2016 which can then be circulated to tutors. Tutors will then have some time to familiarise themselves with the full course materials. Materials have been reviewed by tutors at the tutor training courses and their feedback has been useful in finalising the course materials

Course Delivery

It is anticipated that the new style level 1 courses will be ready to deliver from 1st January 2017 (there may be a few courses that run before this date).

A full list of tutors that have undergone the new tutor training course will be made available to Education Coordinators ASAP (before December 2016) will include details of those that UKA suggest should co-tutor their first courses.

There will be a period of transition where both old style and new style level 1 courses will take place. The learning objectives are the same, it is the delivery style that is different. There is a date of 1st January 2018 for when the old style level 1 delivery will cease.

Level 1 Course – Old Style Delivery

Any tutors delivering the Old Style L1 are being sent the updated resource CD's to reflect the new pathway and have been updated following the publication of the new IAAF/UKA rule book.

UKA may be organising a familiarisation day where UKA can show the Education Coordinators the updated resources for each discipline.

PGC; There is a concern that tutors won't like the new system of coaching and may not want to continue. KA; tutors have been sent new information so should be able to continue to deliver. PGC stated that the number of tutors in London Region remains a problem as few tutors are having to travel long distance to deliver courses. PGC will add his concerns over potential losing tutors when there already is shortfall in numbers and will include it in his report for KA to feedback to Paula.

Courses planned in London Region

KA; The upcoming official courses are 12/11 at Bexleyheath Academy - H&S, FJ, TJ. 20/11 at Guy's

Campus, King's College London – H&S, TJ, TK. 26/11 Wimbledon College – H&S, FJ, TJ, TK, PF, SA.

KA; the university officials course is now oversubscribed. PGC/JH asked to direct anyone on a waiting list to other existing courses. PGC also requested to push competition opportunities to students. PGC also asked if DBS can be completed on the day (need an identifier in attendance) and to complete proper forms before the course and encourage DBS completion as so many people fall out of the system by not completing this.

Action: PGC and KA to liaise off line to maximise completion of UKA Licence application prior to / at course, so as to facilitate initiation of DBS process.

PGC asked ASB if London Schools competition could be offered to potential competition opportunities for the LUCA students doing the official course.

Action: ASB to liaise with JS re student course attendees

PGC commented that, re the course that had been recently run at Allianz Park, he had received the course register via the tutor, but that a number of the attendees were not showing on the London portal officials list. He wishes to ensure that there is appropriate follow up re all London Region attendees. KA; she follows up all course attendees letting them know DBS, competition details and CofSec.

Action: PGC to provide KA with list of “missing” names from this course

4. Whole Council Conference Update.

Neil Costello had presented on the new EA Strategy, explaining how and why it had been developed. TLS: have had 3 or 4 meetings now with regard to the new EA strategy, which have gone OK. The booklet produced was intended to be a briefer version.

The remainder of the WCC day had been largely focussed on the launch of the updated Portfolio Holder structure (three portfolios, Clubs, Caching and Officials), including dedicated new published email addresses through which clubs and others can easily raise issues with portfolio holders. TLS; Trying to update the council pages on the website and to clarify the portfolio system so it can work better and allow comment on the portfolio areas. It has not been implemented for long enough yet to review effectiveness.

5. EA matters:

a. National Council Update (inc. meetings since 7 September meeting)

At 14th September National Council Nigel Holl, UKA Director of Strategy and Partnerships had updated on his work: he is doing a lot of non-2017 work. TLS; UKA is trying to reinforce its position to be able to have access to grass roots funding by having a group responsible for domestic athletics. TLS has concerns that the domestic group has little knowledge of grassroots athletics and EA will need to position itself wisely to settle the split of any joint finances. TLS; there is a UK Members Council in early December where this issue will be discussed further, but until we know where we stand with regard the next round of finances it is difficult to position.

TLS is going to stay on as National chair until new elections have taken place early next year. TLS; his main concern is in terms of succession and who will be appointed in next lot of elections early next year. TLS felt it important to keep new people coming into the system to keep the good work going.

PGC; TLS is only one who has 'timed out' on London Council , although others may not want to continue in their roles.

b. Update on Board activities

Waiting for feedback from Sport England for the funding announcement. TLS; given new Government / Sport England strategy, England Athletics should be prepared to get less than last time and what the amount is will determine the work that will EA will focus on.

6. Report London Area Team: Update by Interim London Area Manager (NKC)

a. London Run! programme

CCSO's have arranged separate LCDP coach development workshops, Guy Spencer (North London) has organised two popular workshops with Dwain Chambers in November and February. The Regional Technical Day workshop planned at Sutton was cancelled when only 3 people booked on, NKC followed this up with Paul Mosely and Martin Rush and have now adapted the system to try and reflect local need, seems to be working as rearranged dates are much more popular.

LB commented that she had found the system confusing as she was unsure of the difference between technical days and normal workshops and what the learning outcomes of each should be, and she had been asked to deliver set content to slides that couldn't be adapted, which is quite difficult to do. NKC is feeding back that we should be holding courses that reflect needs of the community we are serving.

LB reported there is a hurdles specific workshop in December at David Weir Leisure Centre. ASB questioned over athlete attendance at workshops and the difference between 'squad days'. LB felt coaches want to involve their athletes and get practical experience LB thought as coaches are not paid, they are reluctant to spend time away from athletes on a 'dry' course.

NKC reported that two Run Together launch "roadshows" had been run by the National Running Participation team and involved staff from London team. Attendees were really engaged and enthusiastic. EB questioned if communication had come out to existing Run England leaders about the change to Run Together as she had not received anything as a registered Run England leader. NKC replied that an e-mail had been sent out but feedback was that a lot of leaders, including some of the 150 Run! leaders, didn't receive it, so NKC has followed this up with Sportslab who run the communications for Run Together. The hard launch of Run Together is in January. EB feels that communication has been poor and other Run leaders have had similar problems. NKC; Lucy Broad is main London contact for Run Together and she feedbacks on all problems to head office so important to keep her in the loop on all issues. EB reported that Lynne Atkinson (Run! Activator Bexley) had been very helpful but the central comms team had not been at all responsive in dealing with issues.

All were reminded of the upcoming London Region volunteer awards on 16th November.

b. 2017 Inspiration Programme Update;

NKC; There are 5 strands to the programme of which International Strand led by British Athletics

Disability Strand has received funding from Spirit of 2012, with communications to go out in February.

Volunteering Strand; There will be a news release next week with regard funding for volunteer strand

Community Strand; working with GLA, they are looking to put out a funding opportunity for organisations to bid in for. There will be two tiers of funding. The funding will work within a political framework including the mayor's push on community cohesion. PGC; will there be a narrow window to apply for funding? NKC; the opportunity will be open to any organisation to apply including clubs. PGC would like to see some support to clubs to apply as not every club would have capability to apply.

TLS can we put guidelines on applying on the website to make it as easy as possible?

NKC; The GLA is in control of administration. SB can networks apply? NKC would imagine they would be ok to apply as long as they have a bank account.

TLS; how strongly can we direct clubs/ organisations to apply for funding? How early can we get the word out so clubs can hit the ground running to apply? NKC; CCSO's can verbally mention it to clubs including all affiliated clubs.

NKC; There are also opportunities for kit carriers for 2017. There has been contact from British Athletics to ask London to recruit kit carriers. NKC has met with Angus McKenzie from UKA who was involved in the logistics of 2012, and together are pulling together an application offer to clubs first and foremost for them to identify 10 potential kit carriers for the 2017 World Championships. TS questioned who would be managing these people during the event. NKC; clubs will have to identify kit carriers and responsible adults to be in charge in the day. 2017 staff will manage groups.

TS; are the legal requirements (DBS, etc) been covered for insurance in this process? Can we clarify responsibilities?

Action: NKC to provide appropriate communication to London Clubs

7. Composition of London Council: planning for elections in early 2017/ co-opting of Disability portfolio representative

TLS emphasised the importance of London Council as people who can do things and who know the very great detail of what is happening at the grassroots. TLS feels the London Council is an enthused and motivated group of people who can do things well.

PGC; has e-mailed a potential Disability co-opt. Next elections will be early in the new year. TLS; wants to investigate simplifying nomination process so only one club needs to nominate anyone who wishes to stand. PGC will investigate with EA Governance Committee to establish if this is possible prior to elections. PGC urged the council to think of anyone who might be good addition to Council and would like to stand in next year's elections.

TJS is not going to stand for re-election. PGC offered thanks to TJS for services.

8. Portfolio Holders;

a. Officials

PGC discussed his report, which he had prepared in line with the new proformas drafted by TLS and

agreed by the National Council.. The main points to highlight are:

- The continued poor rate at which candidates attending courses go on to attain their licences. Almost half of the c550 officials showing on the London officials portal are those who have attended a course but are not yet qualified. Follow up after a course not only by COfSecs but also by clubs is thus vital;
- The importance of achieving DBS application at the time of course attendance. ASB asked if there might be another way around this, for example establishing a Young Officials qualification that wouldn't require a DBS? PGC will suggest this to UKA.

Action: PGC to enquire if any relaxation of DBS requirements for officials may be possible.

b. Clubs

PGC looking at best way to circulate a questionnaire drawn up by SB with regard athlete registration system: focus on improving the process. SB hoping to find both positive recommendations and to identify difficulties, hoping to provide feedback to head office and highlight areas to target where more assistance might be needed. He is also hoping for some specific examples of good practice to share. LB felt might be an opportunity for clubs to get together to help each other. ; with regard the questions to be asked it would be good to add in some positive options of how to solve potential issues eg. Would you like to receive group support?

AD; thought less yes/ no questions as the idea is to get anecdotal evidence. NKC; want to get answers how to work best with current system as radical changes to the system aren't going to happen, so there is a need to encourage people to give positive advice.

JGa commented that it might be worth trying a pilot with a small number of clubs. SB said he would aim to do that with the SLAN clubs.

TLS; will be good to get something out from the council so can be involved in the improvement process.

LB; do clubs understand the importance of registration and do they pass this on to their members? It is important to get this message across. PGC; fact some leagues now use EA registration and are scrapping their own registration schemes is a vote of confidence in the EA system.

NKC; London team could offer some administrative support to get survey out to clubs. SB will revise questions based on feedback and circulate.

SB asked if there are any other issues that need to be addressed then let him know as can send out similar surveys to find out views from the clubs. TLS; details can be added to portfolio holders web pages on issues and potential issues.

SB will attempt to put together a Club Portfolio report in the new, recommended format, but requires some support from the London area team re key statistics.

Actions:

SB to provide report to National Council in agreed format, and revise draft survey document to reflect recommendations of London Council.

NKC / SW to assist SB with practicalities of issuing survey, possibly via Survey Monkey.

SB to consider using new page at <http://www.englandathletics.org/about-england-athletics/england-athletics-national-council/council-portfolios/clubs---london> for news items, possibly to include links re 2017 Community funding opportunities.

c. Coaching

LB; are there evaluations of coaching courses that can be shared with portfolio holders? KA will send LB the templates for feedback for LB to identify which she will be interested in, especially regarding course content.

LB would like to observe a course to understand how it runs. KA will be able to organise this.

Action: KA to assist LB re course feedback / attendance.

TLS questioned KA on coaching and officials figures, as the figures look good but not many courses seem to be planned. KA there will be more courses scheduled from January – March, but venues are not confirmed as yet. TLS; not many officials courses, KA; have offered courses covering all areas but interest is small. TLS: can we find out what motivations are for officials, why are people not qualifying or wanting to qualify? NKC; this will be something to look into going forward.

PM questioned KA as no courses planned in Essex? KA; there will be some administered by Becky Turford, but she will look to hold something within M25 area, possibly on clubnight evenings. PGC/SB to consult clubs on this idea.

LB; European Athletics is running a project for female coaches. Funding is available for non-member federations so there may be some funding opportunity coming up. LB explained that the UK does not have a coaching association to make use of this. LB; there will be a European Coaching Alliance formed next year so European Athletics will work with the Caching Alliance. The project will be raising profile of female coaches.

PGC; has anyone asked if UKA /EA could form a coaching association? LB; did try previously but it didn't last. LB; there should be an opportunity to apply for funding and she will advise when she hears more.

9. Counties - update on competition plans and meetings / communications with England Athletics

Essex;

PM: Dates have been decided for the year with multi-events are being held on bank holiday in May, which will be open to all. Relays to be held in July. Essex/ Eastern counties Indoors are the first weekend in February at Lee Valley.

Middlesex;

IW: proposal for Middlesex YAL has got off the ground. In 2017, 4 meetings will be held across year on same day as NYDL, 8 clubs have joined and have resigned from NYDL. IW will send details over to council. Age groups 13-17. TJS clarified that the main drivers behind the Middlesex clubs leaving were length of day and distances to travel.

SB reported that SLAN clubs are meeting to investigate doing something similar.

TJS: Next upcoming YDL AGM will look at geographical split of clubs. The upper age group will just have two divisions. Discussion of minimum standards for some events will also take place, to try and do away with the culture of doing an event, 'for a point', which is potentially dangerous and could have litigious consequences.

IW: Finsbury Park work has finished and should be available to use in the next few weeks. Floodlights should be in action then too, London Heathside looking to use Crowdfunding to improve the existing building structure. The money has come from London Marathon/ Sport England. TS; London Council should acknowledge the great work that has been done at Finsbury Park to renovate the track.

PGC asked for an update on Southwark Park. NKC; it is open but is operating on reduced hours for use with London City AC. Official opening is on 15 November. PGC reported an arson attack at Wimbledon Park that has affected the stand and the track is currently closed.

NKC; has received requests with regard schools facilities and other developments and could she consult with the Council on these areas. Council agreed would be good to be involved.

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

JGa reported that the SEAA questionnaire has gone out to all email contacts with 800 responses received so far. There will be feedback on the results on the SEAA website. JGa stated there are positions available for committee members should anyone want to put themselves forward.

SEAA are holding a full range of competitions as usual. The Indoor Championships have changed format so all field events are on a Sunday. Delayed access to Lee Valley is a problem as can't get in before 1pm. SEAA is trying to ensure a shorter day for officials.

JGa reported the road relays had been held for the first time at Bedford Autodrome in September. As a new venue there were some teething problems such as Portaloos being inconveniently placed and lack of Wifi connection hindered issuing of results. The courses and atmosphere were good, but SEAA will look to find another venue for next year. TLS suggested a test run for any new venue as some of the logistical issues should have been anticipated beforehand.

11. Matters arising where not already on agenda / "Outstandings" list:

Agreed that these should be covered off line, in the same way as is now being done by the National Council, possibly via teleconference.

12. AOB, including dates for future meetings

Next meeting will be in the New Year, PGC undertook to prepare and circulate a Rolling Agenda for 2017.