

**UKMC
Crowne Plaza, Birmingham
18 & 19 February 2011**

Attendees

Lynn Davies (LD)
Niels de Vos (NdV) (Sat)
Roy Corry (RC)
Nigel Holl (NH) (Fri)
Bill Adcocks (BA) (Fri)
Roger Simons (RS)
Mike Harris (MH)
Stan Burton (SB)
Keith May (KM)
Helen Clitheroe (HC) (Fri)
Graham Jessop (GAJ)
Lynette Harries (LH) (Sat)
Nigel Rowe NR (Sat)

In Attendance

Kevan Taylor KT (Sat)

Apologies

Seb Coe (SC)
Jonathan Edwards (JE)
Ed Warner (EW)
Charles Bartholomew (CB)
Steve Backley (SB)
Chris Cohen (CC)
John Graves (JG)
Frank Dick (FD)
Andrew Taylor (AT)

Welcome & Apologies

LD welcomed everyone to the meeting and wished to record the Council's thanks to Ed Warner for his work ensuring the Olympic Stadium retained the track in legacy mode.

Minutes of meeting from 4 December 2010

The minutes were agreed as a true record.

Matters arising from Meeting 4 December 2010

Olympic Legacy - Update on the management of the Olympic Stadium post Olympics
NdV updated the Council on the Olympic Legacy, with the bid being won by West Ham & Newham Council. NdV confirmed that UKA would be part of the management process to ensure athletics remains in the stadium. Ratification from the Government is expected in the next few weeks

Trials in Olympic Stadium – NdV told the Council that the (2011) Trials would not happen at the Olympic Stadium due to the date the Olympic Delivery Authority are handing the track over to LOCOG. He confirmed that British University Championships will be the primary Test Event (May 2012).

2017 World Championships - NdV confirmed that UKA would be bidding for the 2017 World Championships for London and that a Letter of Intent is to be submitted by 15 March

2011 Council Elections process – It was agreed that Stan Burton & Graham Jessop would stand for election in the 2011 Elections. Bill Adcocks, Keith May & Mike Harris will remain on the Council until 2013 when their term will be up. LD said that the sport should be given 6 months notice of elections from the date of the AGM which is scheduled for December.

LD reminded the Council that Roger Simons had joined the Council on a 2 year appointment from March 2009. He asked the Council if they wished to re elect RS to the Council for a further 2 years. The Council debated and agreed the appointment for a further 2 years to align with the 2013 elections.

Group Finance Director Appointment – The Council agreed to ratify the appointment of Kevan Taylor as Group Finance Director and welcomed him to the Council.

UK Members Council Audit – NH distributed a draft audit of skills for consideration. LD suggested that this is circulated to all Council Members for completion.

Chair Report

Elections to EA – The Council asked who GBR had nominated to the European Athletics Council - NdV confirmed the list of nominees and said that the elections would take place at the European Congress in London over the weekend 15-17 April

- Ed Warner - Council
- Cherry Alexander – Competitions Committee
- Niels de Vos – Development Committee
- Roger Simons – Club Committee

Aviva Renegotiations – NdV updated the Council on the Aviva renegotiations and explained that the first presentation to Aviva was at beginning of February on the athletics future with the next step meetings taking place at beginning of March.

Membership figures – RS suggested matching up P10 rankings with the membership list to see if athletes were not registered as a club member – NdV confirmed that this process was currently being investigated.

Strategic Plan 2013 - 17 – SB asked if the 2013-17 Plan was available, NdV explained that this was at draft but was happy to share with individual Council Members in draft format. However, NdV did say that the strategy was not a document suggesting radical change, more an explanation of how functionality might be improved but a next step development and that core areas would not be changed.

CEO Report

The report was taken as read

NdV shared with the Council the presentation which had been given to all staff at a meeting the day before showing the progress on the Strategic Objectives. A copy of the presentation is attached.

Volunteer Representative Reports

Clubs - Keith May & Bill Adcocks

Nothing to report

Coaches - Mike Harris

Report taken as read

Rather than list all the coaching activities taking place across the country, which usually appear in the Home Country Reports, I will concentrate on areas of interest or issues that require discussion.

Much discussion has taken place, and is ongoing, regarding many aspects of the Coach Education process. I attended a meeting in early December, chaired by NdV & facilitated by a professional, which was I felt was productive but with further progress to be made.

The meeting was a consequence of concerns raised by certain club/coach colleagues who, for their own reasons, subsequently chose not to attend. (This was also a matter for discussion at the last EA National Council meeting where I stated that individuals who have concerns must operate within the democratic structure).

At the UKA meeting, much discussion centred on coaching within clubs & I suggested that a club coaching structure template for different sizes/types of club would be useful. This idea is being progressed.

The refocusing on clubs & coaches by the CCSOs (England) is opportune in ensuring that coaching quality is addressed at the coalface to support the excellent work already done higher up.

I was part of the WCPP Appeals Panel recently. The two athletes were both accompanied by their coaches & I felt the process was both thorough & fair. As ever, there are always learning points and these have been fed back to UKA.

Officials - Stan Burton

Report taken as read

Home Countries Officials Forum

The last meeting of this forum took place on 29 November 2010 at the offices of UKA. The main item to come out of this was the production of starter booklets for new Officials.

As background, the South of England Officials Association had produced a booklet for each discipline to be sent as part of a welcome pack to every official who attended a Level 2 course in the south. These were being updated for new Levels of Officials under the re-alignment in January 2011, and England Athletics had offered to design and print these booklets if they were also made available to the other regions in England, which the South had agreed to.

At the Home Countries Officials Forum, the Celtic Nations asked if they could be included in the project and this was agreed to. Chris Cohen was brought into the loop on behalf of UKA's Education Group of the Technical Committee to make sure that the content was acceptable from a UKA standpoint. He has made a couple of suggestions and has commented that he was impressed by the contents of the booklets.

At the time of writing, the booklets for Track Judges and Timekeepers are now in their final proof stage, and if anyone would like to see them, let me know and I will email them to you. The Field Judges booklet is under final review and should be at Final Proof stage in a few days. The Starter/Marksman booklet is somewhat behind the others but we are hopeful that it will be ready before the Level 2 course "season" starts in March.

England National Technical Officials Forum

The next Forum is scheduled for 26 March 2011, where the themes will be Endurance Officiating and Disability Officiating.

UKA National Officials Conference - This will take place in April 2011.

Re-alignment of Technical Officials' Levels

This has taken place from 1 January 2011, although, at the time of writing, new Licences have not yet been issued. As a reminder, Level 5 officials, the top technical grade, have been re-aligned as Level 3, with "Old", Level 4 and Level 3 officials being re-aligned to the appropriate sub-division of Level 2. This has made space for new Level 4 officials, generally meeting management at the top meetings, and new Level 5, being international officials.

Stan added that an Athletics Officials Guide on each discipline has been produced and the Celtic Home Country details have been included. This is a draft version electronically but will be printed (available for track, field timekeepers & starters). Feedback received so far has been excellent. SB added that the booklets will then be sent out after Officials have attended the course.

Off Track - Graham Jessop

No report received

Officials' realignment – GAJ has concerns over the realignment of endurance officials as not all had been realigned. NdV suggested this was discussed outside of the meeting.

Road Running - Nigel Rowe

It has been a very productive period for runbritain covering the following areas;

Licence Standards and Regional Panels:

A full review has been undertaken in this area covering processes and standards. As a result many updates have been made to the Online Licence Process that will allow us to go fully online from the 1 April.

In England we shall be creating regional panels that will review Licence Standards of each race held under UKA Licence. A pilot of this review panel will be undertaken in the North West and North East commencing from 1 March for 3 months. An evaluation will then follow.

Medical Standards:

This sub group met a couple of weeks ago to review the current practices and be made aware of the changes in Practitioner Registration. Input into the group was made by Medical Directors, St John Ambulance and Private Medical providers. A final draft is being prepared before final recommendations, consultation and implementation.

Role of Race Referees:

The Race Referees Role will be defined and expanded to include a completing a check list against Licence Standards. This will then be issued to the Regional Panels for recommendations/actions by the Race Promoter before a re-issue of the Licence for the following year.

As part of this process we need to identify active referees and then obtain permission to publish their details and geographical areas that they will operate in.

Volunteering/ Civilian Traffic Management Courses:

Since the police have stepped back from having an active involvement with Traffic Management the onus is on the Race Promoter to seek authorisation to stage races on the public highway from Local Authorities and their Highway Departments. The need for raising Temporary Traffic Order Regulations for these events coupled with the need for acceptable signage and in case road closure has taken us down the route of identifying Training Providers that can provide Accredited Courses for Volunteer/Civilian Traffic Management. Talks are underway that will lead to course being established.

Road Shows:

Joint England Athletics, runbritain and Run in England road shows have been staged around the country. This has enabled updates to be given on latest initiatives, seek thoughts from attendees on how they see things progressing and whether they have any thoughts on an array of topics.

Run in England Review:

A review has recently been completed by Gavin Lightwood. As a result England Athletics will now manage and employ activators in hotspots. There will be a focus on better relationships

with Athletics Networks and encouraging new members to join existing clubs. A communication strategy is being worked on and discussions are taking place on where the current website best sits. This will also meet the needs Sport England.

Race Director Courses:

We are now on our fourth Race Directors Course based at a Preliminary Level. These have taken place at Taunton, Swansea, Guildford and Manchester. Attendance and feedback to date has been encouraging.

The topics covered are;

- Relationships with key stakeholders
- Health and Safety
- Risk Assessment
- The use of IT
- Rules & Insurance
- Role of Police and Local Authorities

Work will be underway shortly to establish an Intermediate Level Course.

Runbritain Handicap:

8,000 members have now logged their performances into the scheme.

Home Country Reports

England Athletics - John Graves

Report taken as read

Networks / Clubs

- We will be focusing on the role of the CCSO in supporting structural and systematic change in clubs and ensuring the role is focused on working to support less clubs in some cases rather than simply chasing a high target (same principle with working to support coaches) Quality of support has to be the focus. At the same time the role of the network paid member of staff needs to be more focused too – concentrated on delivering the activity plan for the network.
- Volunteer project proposal produced for discussion.

Coaching

- National Coaching conferences – over 250 delegates attending
- Sprints NCDP gathering rated Outstanding by 100% participants
- Awarded European Endurance conference for 2011
- Much progress made on running coaching departments closer and realigning
- We need absolute clarity around decision making authority on coach education within EA and this needs to be re-communicated to the company.
- A complete, linked programme of coach development opportunities to be developed for the next two winters, entirely linking principles of national delivery with local delivery
- Syllabuses and resources to be developed for the above

- NCM and NEC programmes to be brought completely into line with central messages then applied locally
- Extensive work to be undertaken to reduce any form of duplication, this has already begun in earnest
- Appointment of Leonie Lightfoot to manage the LCDP programme and to oversee above.

Road Running Clubs

- How do we support road running clubs to improve their quality of coaching
There are probably three options:
 1. Do nothing
 2. Increase our capacity to deliver by recruiting more direct road running facing staff in various capacities
 3. Switch and increase our focus for road running clubs on stimulating interest in coaching by having a big push and budget for coaches to go more regularly and more locally directly into running clubs and support both existing and aspirant coaches and to demonstrate the value that coaches can add.
- It is difficult to envisage other support that can be given to Road Running clubs that will meet our priority of raising standards as other areas of standards improvement should come through runbritain.

Competition

- LTAD competition research project now underway being led by Sheffield University with Mike Heath, Chris Jones, Scott Grace managing the process – report out in late Feb following focus groups and athlete/coach interviews and statistical analysis – crucial piece of work to inform our work in developing young athletes through competition – UKA engaged in this work too
- EA finalising production of officials technical welcome packs in partnership with UKA, SEAOA and other officials associations
- EA Senior & Under 20's Combined Events Championships held in Sheffield. Increased numbers attending in 3 out of the 4 categories. Huge number of personal bests recorded including all of the top 5 in the Junior men's comp. Medals were also awarded to the best Under 23 athletes giving the combined eveners' parity with the individual athletes, a step widely applauded by the coaching community.
- Agree budget for Commonwealth Youth Games Team
This should not be a huge amount after meeting with CGE. Initial team size is only 20 athletes, 5 staff. I have asked for more places on the preposition that we are confident of at least a 70% medal rate. CGE will pursue this for us and will keep the 4 to one ratio of Staff to athletes when we get more places. It should be noted that a short holding camp is currently planned for 'Liverpool'
- We now have an agreement on a more appropriate venue for Senior Champs (Bedford), which will result in a more realistic budget for the event.
- Senior Championships to include disability events along the lines of the successful CWG programme
- After consultation with the Areas we now have an agreement for the inclusion of an 'Area' element in 2012 England Senior championships. This should ultimately reduce costs to EA, directly and indirectly, free up another weekend in the congestion that is the fixtures calendar and produce a more meaningful competition opportunity for

athletes in the build up to the year's major championships. The Championship will then move around the country in subsequent years.

Education and Membership Services

- Lynette Smith appointed as Membership Services Manager and starts 21 February.

| Project Area | Success Detail – what has happened? |
|---------------------|--|
| Coach Education | <ol style="list-style-type: none"> 1. Total attendance figures have topped 2000 and registrations continue to remain positive with over 500 delegates currently registered to attend courses up to the end of the financial year. 2. Coach licensing is no longer a major concern for the team at HO. We continue to receive queries – but these can now be answered and dealt with at the point of contact rather than having to refer them to another department. This is a significant improvement made over the last 3-6 months. 3. Up to the end of December 37 applicants had received over £5000 in bursaries from the Mayor's Legacy Fund towards the cost of coach education courses in London |
| Officials Education | <ol style="list-style-type: none"> 1. Temporary officials' education coordinators are now in place across the country on 6 months contracts. 4 posts have been filled by 3 members of staff covering the EM & WM / SW / North / South. 2. Progress has been made with the endurance courses and initial courses are planned to take place in Cornwall / Devon / Eastern England from March – May. |
| Teacher Education | <ol style="list-style-type: none"> 1. The free courses scheduled through the Aviva Fund starts to pick up momentum over the next 3 months with over 40 courses scheduled to take place before the end of March |

- The assessment process and administration around the Athletics Coach course – changes are being implemented that need to be effectively communicated to candidates and also understood across the team.
- Tutor allocations – there is a need to ensure tutor allocations match workforce development needs of tutors to build the tutor workforce.
- The process for the Athletics Coach assessments will change from the 1st April with the assessment being a separate course to allow more time for candidates to complete the coaching diaries. Admin processes around this are currently being modified.

Athletics 365

- Excellent uptake with all copies sold out and new supply ordered.
- Area level workshops held with over 120 attendees

Scottish Athletics - Nigel Holl

Report taken as read

Strategic Update

As part of the new process of implementing our new Strategic Plan, we hosted a Leadership Forum over the weekend of 5/6 Feb 2011. The weekend saw 30+ key individuals from across the sport meet to address key issues arising out of the plan and shape the detail within the operational plan for 2011-12. An incredibly valuable exercise in bringing together

key stakeholders – both as a listening and shaping occasion. The operational plan detail developed as a result will be presented to the Board later in February.

Town Hall meetings

The Chairman and CEO repeated the Town Hall meetings – consultation and engagement meetings in Inverness, Aberdeen, Dundee, Glasgow and Edinburgh. Held across an intensive weekend, these meetings proved a sound “temperature” check on delivery and enabled a greater dissemination of information face to face on topics such as the Age Groups pilot, strategic plan priorities, and staffing structures.

Competitive Programme

As this report is prepared, we are still reflecting very positively on the success of the first new indoor event of the season held in January at the Kelvin Hall. This “National Indoor Open” was purposefully set up as an open graded event, and marketed to athletes and clubs as a chance to put an early season marker down. It also acted as the selection event for the Celtic Indoor Championships. Entry and turn out numbers were very high – exceeding expectations and giving timetable headaches. A great atmosphere and evidence that fresh thinking and promotion will work in convincing people to enter key events.

Preparation for the Age Group pilot programme continues – this commences 1 April 2011.

Staffing

We are currently recruiting for the roles of “Head of Development”, and Regional Development Managers for 3 of our 6 regions – “West” and a joint role covering “Tayside & Fife / Central” regions. Once in post, we will have full cover of Development Staff, and clear priorities for their output.

We are sorry to be saying “farewell” to Laurier Primeau as our Head Coach shortly. Laurier has been with us since October 2009, and has made a positive impact in his time here – especially in support of many coaches across Scotland. Revised structures (which are reflective of the lessons out of Delhi etc) are being finalised very shortly, and will be discussed fully with UKA prior to recruitment.

Athletics Coaches Scotland (ACS)

ACS, under the leadership of Brian Whittle, is starting to make a real impact on coach development across Scotland. Working closely with Scottish Athletics staff on logistics and organisation, ACS is promoting a series of workshops and seminars for coaches – using coaches from within Scotland in some cases to lead, or inviting external coaches in. This is a very positive development, and is a demonstration of our key theme in action – Our Sport; My Responsibility.

MH asked how are they replacing Laurier Primeau - NH said that an interim head coach would be appointed whilst the whole structure is being looked at.

Welsh Athletics - Lynette Harris

Report taken as read

1. The Celtic Cup staged at the National Indoor Athletics Centre on 30 January included teams of schools, development and senior athletes. This proved to be a very successful and keenly contested competition
2. The Cardiff Cross Country event was staged in the grounds of Cardiff Castle on 16 January and the Welsh National Cross Country Championships will be held in Northop North Wales on 19 February.
3. New wireless technology linking all zones and new visual display boards will enhance the delivery of our sport at our National Indoor Athletics Centre.
4. On 10 February the formal launch of the Commonwealth Mountain Running and Ultra Distance Championships was held in Llanberis. The Welsh Sports Minister was joined by senior members of the three unitary authorities and the athletics community in North Wales to promote the largest sporting event in North Wales in 2011.
5. Welsh Athletics are currently awaiting the results of a funding and restructuring review which has been undertaken by Sport Wales which might impact on the delivery of our sport.
6. Our own internal review 'Fit for Purpose' is now nearing its completion and a timetable has been set by the review team to present its findings and recommendations.
7. There are three projects currently being undertaken by Welsh Athletics:
 - Run Wales – an overarching initiative to support endurance running in Wales.
 - Athletics Networks – the resources required to support clubs and how best to link clubs to the community.
 - Coaching for Performance – a response to the challenge from Sport Wales to double the medal tally at the Glasgow Commonwealth Games.

Athletics Northern Ireland - Roy Corry

Report taken as read

Corporate Issues

KPIs

Those agreed with SNI on target with the exception of coach education which are being revised in light of the more intensive education system introduced by UKA.

Athlete & Coach Development

Jackie McKernan presented a report encompassing both athlete & coach development reporting on various formal & informal coach education opportunities. This included a very successful coaching conference in December 2010 with key UKA speakers in attendance. She also reported ongoing work with a number of identified coaches.

Revised development strategy has been drawn up incorporating observations & suggestions from UKA Director of Coaching Kevin Tyler has now been 'signed off' on this and following questions on some aspects of the strategy the board agreed to adopt it.

SNI Athlete Investment Programme (AIP) due to commence 1 April. Seven applications have been successful, with two turned down but one of them deferred subject to a review. Jackie to negotiate some extra service from SINI for some of the developing athletes.

Jackie also reported still no detail on arrangements for the Commonwealth Youth Games. She also reported that Ciara Mageean & Sally Brown had received Belfast Telegraph sports awards.

Coaching & Club Development

The new UKA education courses have been delivered in Northern Ireland. These included three Coaching Assistants courses, one Leader in Running & Fitness Course & one Athletics Coach Awards. The new provisional coach education dates for September 2011 are advertised on our website. All ten Northern Ireland tutors are being retrained in the new courses.

Coaching Workshops:

Sprints workshop was held in November with Tony Lester & Michael Afilaka with 45 coaches in attendance

Coaching Conference was held in December at University of Ulster in conjunction with UKA, keynote speakers Kevin Tyler, Derek Evely & Richard Wheeler complete with talks from event group coaches. Sprints included Martyn Jones, Graham Pilkington, while Jumps was hosted by Carol Jackson and Throws by Malcolm Fenton. There were 50 coaches present at the conference.

Endurance Talk was delivered on 21 January at Antrim by Ian Stewart MBE and Spencer Barden to more than 40 coaches and proved to be very popular. Ian Stewart to progress the possibility to bring Barry Fudge & Gary Lough to NI for an Endurance seminar.

runbritain hosted by Geoff Wightman & Jackie Newton on 21 January at Antrim with an attendance in excess of promoters 25 proved very beneficial.

Jumps Workshop was held on 22 January 2011 by Fuzz Ahmed – National Event Coach High Jump and had 25 coaches attending for practical & theory sessions.

Throws Workshop scheduled for 25 March with John Dagata in Belfast & involves practical & discussions.

Finance

Draft accounts for the year ended 30 September 2010 were presented together with an extensive explanation on the details of the accounts which reflected a £2.8k deficit of which £2.5k was attributable to Commonwealth Games costs after grants & donations. These will be presented to the AGM in March, subject to any minor amendments requested by the auditors.

The situation regarding next financial years SNI grant aid was discussed and the published draft from DCAL seemed to show a relatively small reduction in revenue spending on Sport though a large cut in capital funding. It was agreed that a letter be sent to SNI requesting that the funding to front line organisations like governing bodies be prioritised

Copies of a letter were distributed outlining the cancellation of the Elite Facilities Programme including the proposed indoor facility at Antrim. Total condemnation and shock expressed by the board members at the large amount of time and money on a project which had got to such an advanced stage.

Sport NI Audit Process

The audit took place 1 December whereby three officers had spent approx 2 hours with the auditors providing various clarifications on our operations. This was followed by a detailed examination of our financial and administration procedures. No fundamental issues were found by the auditors with our operations and now await their written report.

Board Membership

In response to our web site invitation 5 applications were received. It was agreed to invite a female non-board member to join the three officers as an interview panel and select up to 3 places for a two year period. Since then the interviews have taken place and resulted in a female representative being nominated and the board being advised accordingly.

Competition

IAAF/ McCain UK Challenge Cross Country

Successful event at Antrim and our thanks to UKA Endurance staff namely Ian Stewart MBE and Spencer Barden for their assistance and professional expertise in the assembly of the

international and UKA competitors. Congratulations to Charlotte Purdue on her winning performance. Antrim will also venue for the forthcoming Schools Home Countries International Cross Country Championships & Home Countries International on 26 March.

National Junior & Senior Cross Country Championships

Successful Junior event with Niall Robinson of North Down AC holding off Jarlath Falls of Ballymena & Antrim and assist his club to win the team trophy. In the ladies Eimear Black (Ballymena & Antrim) led from Eva Laverty . In the vets section male section went to Declan Reed (City of Derry) from Dave Morwood (Annadale Striders) while in the ladies Cathy McCourt (North Belfast Harriers) held on to win from Roberta Dornan (North Down AC) . In the forthcoming Senior event will be held 12 February 2011 both the mens & the ladies race appears to be very open.

Irish Indoors

Televised Irish Championships to be held at the Odyssey Arena 19/20 February with strong fields and selections at stake for the forthcoming European championships in Paris.

Promotional

Mark Kirk won the Coach of the Year Award at the UKA Awards dinner in December 2010, unable to attend received his award in Belfast from Kevin Tyler.

Volunteers

Successful transition for the new volunteers on their first major event at Junior Cross Country championships justified the investment, and is now essential part of our succession planning and requirement strategy and will play a major role in the Indoor Championships.

Congratulations

GB & NI Team's performance at the European Cross Country Championships in Spain. Very evident by the results that the hard work by the endurance staff and coaching team created a special occasion for the younger team members and more important great team bonding.

GB & NI Team's performance at the IPC Championships in New Zealand. Very evident by the results that the hard work by the Peter Eriksson, his staff & support team. Younger team members proved their selection, especially for us Northern Ireland's Sally Brown who at 15 gained Bronze in the 200m.

Other notable NI performance was by Michael McKillop in 800m & 1500m in setting world records in winning his events.

International Reports

IAAF

No report

European Athletics

No report

IPC

No report

Any Other Business

MH asked if the Council could have an update on the presentation given by Mike Heath & Cherry Alexander on domestic competition (CA & MH);

NdV presented to a new Youth Advisory Group at the trials in Sheffield and suggested that they present to the Council at a future meeting.

Date of Next Meeting

Sunday 31 July - Crowne Plaza, Birmingham