

**UKMC  
UKA, Solihull  
4 December 2010**

<b>Attendees</b>	Lynn Davies (LD) Roy Corry (RC) Chris Cohen (CC) Nigel Holl (NH) Bill Adcocks (BA) Roger Simons (RS) Mike Harris (MH) Stan Burton (SB) Keith May (KM)
<b>In attendance</b>	Ed Warner (EW) Niels de Vos (NdV) Charles Bartholomew (CB) Sarah Hall (SH)
<b>Apologies</b>	Seb Coe (SC) Jonathan Edwards (JE) Helen Clitheroe (HC) Steve Backley (SB) John Graves (JG) Frank Dick (FD) Lynette Harries (LH) Andrew Taylor (AT) Graham Jessop (GAJ)

**Welcome & Apologies**

LD welcomed everyone to the meeting and welcomed BA back after his recent illness.

**Minutes of the meeting 24 September 2010**

The minutes of the meeting held on 24 September 2010 were approved as a true record of the meeting.

**Matters Arising from meeting 24 September 2010**

NH informed the meeting that FD was not yet in a position to provide his paper/feedback on how children are retained/educated in the sport.

MH reported that the work on the criteria and levels for recognising good coaching had started with discussions; however this was an ongoing progress

**Chair's report**

**The Chair's report was taken as read**

BA commented on the fact that club membership numbers were showing as being lower for 2011. NdV said that this could be down to clubs not registering the correct number of members, but confirmed that the trend does show that membership is down. NH said in Scotland the number was fairly static with growth in jogscotland membership. NdV reported to the Council that detailed analysis was being progressed through the CEO forum.

SB asked EW about the outcomes of the UKA Board Self Appraisal feedback session which had been held on the 29 November. EW outlined that the main outcomes were around ensuring Non Executive Directors input to the setting of the agenda – this is now discussed at the end of the meeting for the next meeting; Non Executive Directors were keen to be more engaged in the development of the 2013-17 strategy.

MH asked what the challenges for the sport would be with Channel 4 being the broadcast host for the 2011 & 2013 World Championship. EW explained that the challenge would be sustaining profile around the trials being broadcast on BBC when Channel 4 is showing the World Championships. That being said however, NdV felt that having two terrestrial broadcasters committed to athletics offered opportunities to the sport to further extend their platform.

BA asked if the Trials in 2012 would be held in the Olympic Stadium. NdV said that he had recently met with LOCOG and it looked unlikely that the Trials would be held in the Stadium due to lockdown of the Stadium before the Opening Ceremonies.

EW updated the Council about the bid to manage the Stadium post the Olympics and that UKA have publically announced support to WHUFC & Newham as the preferred bidder. A decision on the bid is expected to be made by the Olympic Park Legacy Company at the end of January 2011.

World Athletics Championships 2015 – EW confirmed to the Council the decision not to go ahead to bid for the WAC 2015 due the Government being unable to commit to the stadium being available. However, he said that Government backing had been agreed for WAC 2017 and that UKA will submit an expression of interest in January 2011 for the 2017 championships.

## **CEO Report**

The CEO report was taken as read

SB asked how the Fast Track renegotiation process for the renewal of the contract was progressing.

NdV explained that Mike Summers had left England Athletics and that John Graves would be Executive Chairman on a rolling 6 month contract. NdV said that he would remain the “accountable officer” with Sport England for funding.

KM asked about how many appeals had been received for the World Class Performance Programme. NdV said that 2 Appeals has been received and these would be heard by an independent panel on the 21 December.

RS said he understood UKA were bidding for 2013 European Team Championship in Gateshead and asked if any other competitions were being considered. EW explained that interest had been registered with European Athletics for the following competitions:

- European Championships 2018
- European Cross Country 2015/2016 & 2017
- European Juniors Championships 2015
- European Team Championships 2013 & 2015
- European Cup 10000, 2014/2015 & 2016

RS asked what the impact of the funding cut for Youth Sport Trust would have on Athletics. NdV said that there would be no direct impact for Athletics, however it would make it harder for the Aviva programmes to work as well as they have over the last few years as good partnerships had been built up with YST staff, particularly in England. More widely however, NdV felt that the further lessening of obligatory sport in schools, especially junior schools, presented a real threat to Athletics.

RC asked if the audit tender process had been completed. EW said that the process had been completed and that it was likely that UKA would remain with haysmacintintyre.

### **Altitude Training - Presentation from Barry Fudge & Ian Stewart**

Barry Fudge & Ian Stewart presented to the Council on the benefits of altitude training.

LD thanked Barry & Ian for their interesting presentation.

### **Home Country Athletics Federation Reports**

#### **England Athletics – John Graves**

No report received.

The Council asked for JG to forward an England report to be circulated as soon as possible after the meeting.

#### **Welsh Athletics – Lynette Harris**

Report taken as read

1. The project 'Fit For Purpose' an internal review undertaken by the Board of Welsh Athletics is now well underway This review will consider:-
  - If the current structure meets the needs of athletics in Wales
  - Whether in the current climate resources being used in the best possible way
  - If the structure is sufficiently robust to withstand possible funding reduction
 It is anticipated that the review team will report their findings and present their recommendations to the Board early in the New Year.
2. The Welsh Officials conference was held on 24 October at the Park Inn Hotel in Cardiff. The keynote speakers were Keith Davies and Manjinder Singh. Both speakers were well received. It was particularly pleasing to see a number of newly qualified officials at the conference participating fully in the breakout groups.

3. The first ever Road Race Organisers Course was held in Swansea in October and a similar course is planned for North Wales early in the New Year.
4. Leadership in Fitness and Running courses have been delivered in Rhyader and Cardiff in October. An additional course will be staged in Cardiff after Christmas to meet current demand.
5. Three new Directors were appointed to the Board of Welsh Athletics at the Annual General Meeting on 30 October. The new members are - Mark Allen, Steve Perks and Gwyn Williams.
6. The Board of Welsh Athletics met with the Senior Management team on 13 November with the view to establishing a 'leadership team'. The aim was to set out and agree a set of ambitions to enable the board and the senior management colleagues to work more effectively as a team.
7. On 9 November Carwyn Jones the First Minister at the Welsh National Assembly and Professor Laura McAlister Chair of Sport Wales hosted a Commonwealth Games Team Homecoming in the Millennium Centre at Cardiff Bay. The Welsh Athletics team were congratulated upon an excellent team performance; five athletes winning medals and every member of the team reaching the finals in their respective events.

### **Scottish Athletics – Nigel Holl**

Report taken as read

#### **Strategic Plan**

As reported to the last UKMC, our new Plan for Athletics in Scotland has been developed and is in final consultation stage. The headlines (vision, mission, and key priorities) are attached to this report. These headlines will drive an annual operational plan, the development of which will involve a cross section of the sport year on year through a "Planning & Leadership" Forum – to be held first in February 2011. This approach will afford **scottish**athletics the flexibility to respond to the changing environment year on year, whilst adhering to the principles attached.

This plan of course also now provides the framework for discussions with sportscotland regarding investment in athletics in Scotland.

#### **Delhi Commonwealth Games Review**

A detailed review of the preparation and performance in Delhi has been initiated, and nears completion. Given the changes experienced by **scottish**athletics in staffing in the last 12 months, the key to the review is the lessons learned for the future, and of course in particular programmes running into Glasgow 2014.

#### **Competitive Programme**

When appointed, Laurier Primeau (National Head Coach) was tasked with reviewing the Scottish competitive calendar for Track & Field. That work has been completed, and the 2011 indoor and outdoor seasons reflect change as a result. This work has been undertaken

with full discussion with Cherry Alexander, and whilst reflects Scotland's needs, also fits into the wider UK competition review.

As discussed last time at UKMC, we will progress a "pilot" in terms of Age Group changes. Effective from 1/4/11, we will adopt IAAF Age Groups for Track & Field competition at National (Scottish) level, with a number of leagues following suite. We look forward to reporting back on this pilot in due course.

### **Staffing**

We will shortly be recruiting for the vacant position of Regional Development Managers in the West and Tayside & Fife / Central Regions. These roles are pivotal to delivery of the development aspects of the Strategic Plan – and have been vacant or not recruited for some time. Once in post we will have national wide coverage of Development Managers

### **International Festival of Coaching**

IFAC was held at the end of October once again – and was hailed as a great success by those attending. Feedback is extremely positive, with the line up of key-note speakers and workshop leaders being particularly praised.

IFAC will be held again in 2011 – over the weekend of **28, 29, 30 October**. This date has been shared with all Home Countries in the hopes and expectations that we can avoid the unfortunate date clash that occurred this year.

### **Coach Education and Development**

We have commenced delivery of the new Coach Award structure (Leaders, Coaching Assistant, Coach Award). Barriers to the system at this point appear to be Tutor qualification, Accreditation of Prior Learning (APL), and cost remaining an issue for some. **Scottishathletics** will contribute fully to the review meeting on 8 December.

Through the structure of Athletic Coaches Scotland (ACS), a number of workshops and seminars are being delivered – to complement and support the wider development of coaches.

### **Glasgow 2014 Officials Group**

In conjunction with Glasgow 2014 and sportscotland, we have established an Officials Management Group with the specific purpose and remit to "identify, recruit, train and develop officials and volunteers that will be considered for athletics roles at the Glasgow 2014 Commonwealth Games". We seek appropriate links with similar structures working on London 2102 such that appropriate lessons can be learned.

**Mission**  
Embedding athletics in the heart of communities in Scotland, developing people through athletics for life, leading to greater performance and health

**Vision**  
A renaissance of athletics - all ages, all communities, for life long involvement through strong, vibrant, family friendly clubs at the core of their community.  
Progression and growth of individuals through a cycle of education, participation, performance, learning, and sharing of expertise, meaning:  
Recruiting and retaining more people in the sport – as participants, leaders, coaches and ambassadors  
Greater performances at all levels – school to world level, culminating in hero producing performances at Glasgow 2014  
Creating a more effective partnership with UK Athletics and other Home Nations for the benefit of athletics in Scotland

**Participation**

1. Design and deliver to all areas of Scotland, an athletics package with and for schools that supports the Curriculum for Excellence, and ensures engagement with clubs
2. Increase the capacity and capability of clubs to embrace new members through the “club together” programme and induction programmes linking schools and clubs
3. Design and deliver a comprehensive competition programme for all ages and abilities across Scotland.
4. Design and implement a National Award scheme (Scotland specific) to cover all ages and abilities.
5. Design and deliver a health and well-being education strategy for recreational athletics (eg jogscotland) and competitive athletics.
6. Establish, implement an equitable strategy for the recruitment and retention of people in all aspects of our sport – athletes, coaches and leaders, management roles, teachers, officials

**People**

1. Develop, integrate and implement the Scottish athlete and coach development pathway (from Grass roots to elite level) including Paralympic pathway for athletes with a disability
2. Develop and implement appropriate education and development opportunities for coaches; teachers; Technical Officials; Club management
3. Invest in continuous professional development for scottishathletics staff and leadership community and other related athletics staff
4. Develop and implement an athletics reward and recognition programme across the sport in Scotland, whilst supporting existing benchmarks such as club-mark
5. Develop a framework for clubs to monitor and review club capacity and effectiveness

**Performance**

1. Implement High Performance programmes from age-group to senior athletes, with performance in Glasgow 2014 as the major priority
2. Implement a system for high performance athlete and coach tracking – linked to development programmes
3. Establish National Championships (schools, age-groups, and senior) as focal points for talent ID and direction
4. Annually review and revise the scottishathletics national selection policy
5. Establish a Performance Panel to prepare, support, and review national team performance for age group and senior teams

**Provision – effective operation**

1. Annually review and revise as necessary:
  - The governance framework – (Board, Commissions, committees, working groups etc) ensuring agility and quality of decision making
  - Function and value of staff roles in relation to the strategic priorities
  - Resources (financial and human) required to deliver the strategy
2. Host an annual planning and leadership forum – to drive the operational programmes year on year
3. Maintain regular direct contact with clubs and schools – ensuring intelligence of change and out strategy addresses needs at the appropriate level
4. Proactively monitor and address facility needs (competition/ training /off-track) and access solutions to meet the needs of athletics

**Partnership**

1. Persistently identify, source and develop effective relationship management approaches and priorities
2. Establish a joint working group with Scottish Schools Athletics Association to collaborate on projects to advance athletics in schools and opportunities for school aged young people
3. Constantly review the offering and contribution to partners (eg sportscotland) and sponsors
4. Prioritise the partnerships with our member clubs, ensuring through programmes and support that their needs are listened to, and met, and deliver for their local community (Local Authority)
5. Assist our member clubs to become a vehicle for growing community values in practice to enhance quality of life in the community.
6. Utilise and strengthen Local Athletics Partnerships, and support them to deliver essential aspects of this strategy in their locality

**Promotion**

1. Design and deliver communications strategy for those involved in athletics in Scotland – improving two way communication between clubs and scottishathletics
2. Design and deliver a marketing and PR strategy targeting the internal (athletics family) and external markets
3. Review and revise the Membership offering and structures, and ensure value of money to all members and potential members – relevant to their roles and involvement
4. Establish a “Learning, teaching, and Communication Group – connected learning for the wider development of our sport
5. Further develop the “brand” as one that inspires aspiration and performance
6. Identify, engage, and exceed expectations for new and existing sponsors – aligned directly to the strategic aims
7. Embrace the digital age (communication, learning, coaching) and develop communication strategies to reflect “Generation Y” expectations

**Underlying principles:**  
That consistent with the principle of continuous learning, we embed the principle of continuous review and learning across all aspects of our strategy and people.  
That we apply strong equitable principles to everything we do

MH raised the question about SAL’s Competitive programme and the changes to age group competition. NH said that SAL would be piloting a trial on the IAAF age groups during 2011.

Once the pilot has been completed, an evaluation will be carried out. There is a drop out of athletes from 17-20 age. RS asked that if the pilot was going well, then a paper to propose the age group change should be presented to the Rules Committee for a decision on a rule change from 2012. NH to get timescales for changes to rules from Cherry Alexander.

The Council were asked to agree to the support of a new age group pilot in Scotland. After some debate the Council agreed to support the pilot.

IFAC – EW asked if funding has been agreed to host the conference, NH said that nothing had yet been agreed, however, there has been discussions. The model would be a similar format as the 2010 conference, and would not be based on funding from UKA.

Delhi detailed review – EW asked if any performance changes would be made following the review. NH confirmed that this would happen, and which also would be included in the new strategy plan.

NdV asked the Council to think about the sustainability of Athletics in the UK and how the Home Countries are funded particularly from 2013-17 e.g. memberships/commercial sponsorships etc. NdV said that this was something that would be discussed at CEO Forum and brought to a future UKMC meeting.

### **Athletics Northern Ireland – Roy Corry**

Report taken as read

### **Corporate Issues – Board Minutes 1 September 2010 Extracts**

#### **Coaching & Club Development**

Vicki Kennedy presented her report which included updates on Coach Education, Teacher Training, Rising Stars Scheme, Club Mark pilots, McCain Networks.

Coaching workshops planned:

Sprints 27 Nov 2010, Endurance 21 Jan 2011 & Coaching Conference 11 December 2010 & future training courses for Officials. Defibrillator to be purchased and kept at MP Track with training courses to be arranged in its application for use by local clubs and staff.

#### **Athlete Development Report**

Jackie McKernan presented her report, the main focus of her recent work the Commonwealth Games. Injury & illness prevented 2 athletes from competing and it was decided not to put forward replacements. Training camp held in Portugal the week before going to Delhi, all CG athletes & their coaches invited.

#### **Annual Accounts year ended 30 September 2010**

Will be presented in draft format at the board meeting to be held 7 December 2010.

## **Annual Financial Budgets y/e 30 September 2011**

Presented but advised by the Treasurer the difficulty in estimating the level of SNI funding not only for the current fiscal year but also the next year. After discussion the budgets were approved by the Board.

## **Sport NI Audit Process**

Papers had been circulated and members advised on the main items. New skills audit and equality profiling will be carried out as the previous audit in 2007 is out of date. Same applies to register of Conflicts of Interest. Gifts & Hospitality guidelines for Board and Staff

## **Sub Committee Reports**

Reports were received from Officials, Track & Field, Cross Country & RR, Mountain Running. There still remains confusion about starting pistols licensing. Our starters will apply for firearms certificates for their own guns, and ANI will purchase 2 additional guns for common use whenever a make of gun is identified which does not require a certificate. Submission of grant application made to SNI reference funding for EDM equipment.

## **Promotional Issues**

### **Annual UKA Regional Awards**

Ed Warner Chair of UK Athletics attended the Presentation Evening 17 November 2010 held at Athletics House, Mary Peters Track, Belfast. Conducted in a warm friendly atmosphere Ed addressed the gathering with a speech based on UK Athletics recent developments coupled with the 2012 Olympic Games and the IAAF World Track & Field Championships 2013 & 2015, after which he responded to relevant questions from the floor. In concluding, Ed was involved in the presentation of the awards to category winners and was thanked for his presence. A finger buffet complete with liquid refreshments concluded a successful evening.

### **McCain UK Challenge (IAAF World Cross Permit Meeting)**

Arrangements well advanced at this stage for the 22 January 2011 thanks to the assistance of UKA coupled with the names of Ian Stewart & Spencer Barden in relation to the field assembly. Friday evening will commence with a Run Britain talk by Geoff Whiteman followed by an Endurance Coaching Workshop with keynote speakers in attendance.

## **Competition**

### **Age Groups Cross Country Championships**

Successful two days competitions held in October/November attracting approximately 2,000 competitors.

## **Volunteer Representatives**

### **Keith May – Clubs**

Report taken as read.



I attended the AGM of the Young Athletes League, where my Club proposed a change in date for one of the fixtures. Unfortunately the proposal was defeated. I do feel, however, that to have the four league fixtures within seven weekends and to finish on the 19 June is not in the best interests of the athletes. Not only do the County Championships and the County Schools Championships fall within this period, but also these dates fall within the high period of exams. I do not know how much input UKA Competitions has into the dates selected, but I would like to think that this situation could be avoided in 2012.

I also attended the Sussex Athletic Network Forum, where Clubs were given a presentation on England Athletics' 365 programme. All the Clubs present purchased copies of the Coaching Resource, which I think is one of the best Coaching resources produced for new and inexperienced coaches, as well as experienced coaches working with young athletes. Time will tell on how well the programme is implemented, not only in Sussex but across the whole of England, and how successful it is.

MH raised concern that there was no Home Country NGB representation at YAL, BAL, NYAL AGM's and that this would be helpful in future for attendance.

### **Mike Harris – Coaches**

Report taken as read

1. Coach Education courses in full swing. Early indications are that there are some issues, particularly regarding the Athletics Coach Course and assessment process. Inevitably there will be changes as the process rolls out fully. A review meeting is being held in early December with EA to which I have been invited.
2. I attended the BMC National Symposium which was the best yet – presentations by Ian Stuart, John Graves, Norman Poole, Andy Hobdell (coach to Andy Baddeley ) & an interview with Mike Rimmer
3. EA Competition Review continues to have a significant coaching input primarily focussed on younger athletes in terms of athlete pathway and team competition. Most recently, the group has discussed which events should be recommended for U13 & U15 athletes in league competition which will require further input from NCMs.
4. Athletics 365, a club training syllabus for 8 – 15 year-olds, is now in the public domain and is being introduced by clubs, particularly those in Athletic Networks.

### **Stan Burton – Officials**

Report taken as read

#### **England National Technical Officials Forum**

This took place on 24 October 2010 at the offices of UKA. It was aimed mainly at the County Officials Secretaries (Cofsecs) and the workings of the Trinity Database. Three training days for the Cofsecs on the use of Trinity had taken place beforehand and a lot of content at the Forum was driven by issues which had emerged from those training days. Feedback from

the Cofsecs about Trinity was positive, but cautious, pending its rollout to individual officials in 2011.

There were also updates from England Athletics and UKA.

This forum has proved to be extremely useful in obtaining feedback from technical officials at the grass roots of the sport.

### **Officials Conferences**

I attended, and spoke at, the Officials Conferences in the North on 3 October 2010, and the Midlands on 7 November 2010. Based on the feedback, these were successful conferences and enjoyed by those attending. Unfortunately, the Officials Conferences for both Wales and Scotland were also held on 24 October and so I was unable to attend them as I was already committed to the England Forum.

### **Home Countries Officials Forum**

The next meeting of this forum is scheduled for 29 November 2010 at the offices of UKA.

### **Re-alignment of Technical Officials' Levels**

This will take place from 1 January 2011. Essentially, Level 5 officials, the top technical grade, will be 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 makes space for new Level 4 officials, generally meeting management at the top meetings, and new Level 5, being international officials. This will entail the issue of new Licences to all those officials affected by the re-alignment.

The Home Country Athletics Federation Officials forum met on 29 November which seems to be a successful forum.

### **IAAF/EA – No reports received**

### **IPC – Chris Cohen**

Chris is the Vice Chair of the IPC Sports Council – IPC are not allowing athletes to become an independent sport outside IPC or follow any other path. Chairman of IPC has resigned after 15 months, with a second member close to resigning. There are 19 UK Technical Officials attending the IPC World Championships in January.

### **2011 Council & Presidential Elections**

By Autumn 2011 council and volunteer representatives elections should take place. EW & NdV along with the Board of UKA have discussed the president's term. EW proposed that the Council joins with the UKA Board to formally ask LD to stand for president again for a another 4 year term. The Council unanimously agreed to the proposal. LD agreed to stand for a further term.

Volunteer representatives – the process should start in July 2011 for nominations. Half of the Volunteer Council representatives are up for renewal, and the Volunteer representatives are asked to notify Charles their thoughts on who this should be. The volunteer representatives to decide if they wish to stand again for election.

Finance Director – EW asked the council to agree the appointments panel of NdV/JG & GAJ for the Group Finance Director.

### **Any Other Business**

The Council wished to thanks CB on the support given to the UKMC and job well done and wished him all the best in the future.

SH to email the Council with updated email and contact details.

### **Date of next meetings**

Friday 18 February 6.30 – 8.30 pm followed by dinner

Saturday 19 February 9.30 - 11.30 am

Crowne Plaza Hotel, Birmingham