

Minutes of Course Measurement Working Party

8 October 2016

Held at London Marathon Offices, Southwark Street, London, SE1 0JF

Attending:

Hugh Jones (Chairman), Phil Holland (Secretary), Ken Kaiser (Treasurer)
Kym Wheeler (Midlands), Brian Porter (North), Phil Cook (Wales), Paul Hodgson.

Apologies:

Dene Townend, Gavin Lightwood (runbritain).

Course Measurers attending as observers:

Mark Jefford, John Webber, Ian Blagg, Bob Cripps, Paul Wood (South), Bob Statham (Midlands). Apologies received from 8 measurers.

1. Welcome

Hugh Jones welcomed the measurers attending as observers, and invited them to contribute to the discussion.

Phil Holland reported that Mike Sandford had resigned from CMWP. Mike had said he was unhappy about the proposed changes to our structure. Phil understood that Mike would continue to operate as ACMS (South) and Webmaster until replacements could be found.

Members expressed appreciation of the considerable work that Mike had put in over many years.

2. Review of Actions from 2015 meeting

1. (2014) ACTION - Mike Sandford to liaise with John Glover to arrange inclusion of Northern Ireland courses on the website. NOT COMPLETE. Now on hold.
2. (2014) ACTION - Members to contribute to guidance note for measurement of closed-road events. NOT DONE - carried forward.
3. ACTION - Phil Holland to agree arrangements for Measurement Registration Fees with Welsh Athletics and ARC. DONE
4. ACTION - Mike Sandford to make necessary changes to website. DONE
5. ACTION - Mike Sandford to make MeasurerID generally accessible on the website. DONE
6. ACTION - Ken Kaiser to open bank account. DONE
7. ACTION - Mike Sandford to investigate standard queries for producing area statistics. NOT DONE - deferred.
8. ACTION - Mike Sandford to send details of parkrun listing to attendees. Also CMWP to consider terminating the listing if there is no interest in it. NO CHANGE
9. ACTION - Ken Kaiser/Mike Sandford to investigate cheaper web host. POSTPONE
10. ACTION - ACMSs to increase level of scrutiny of data detail in reports. DONE
11. ACTION - Brian Porter to pursue ID Card design for Phil Holland to produce. NOT DONE - review after structural changes.

3. Membership, Training & Upgrading

Phil Holland said that our constitution required the CMWP to confirm the accreditation of new and regraded measurers. The following were confirmed:

Grade 2 Measurer: Charmian Heaton, Steve Wathall (Midlands), Matthew Pattison, Helen McGregor, Jason Blagden (North)

Grade 1 Measurers: (None)

4. Independent Finance - Proposal by England Athletics

Phil Holland presented the following report:

The registration fee system introduced on 1 January has caused some difficulties. It is somewhat complicated for the Treasurer to administer. A number of measurements are pending on the system because the race organiser hasn't paid the fee. This means no certificate is issued. If these fees remain unpaid, the organiser will not be able to apply for a renewal certificate and the event will drop unnoticed off the system. This is contrary to our aim of ensuring courses are measured and certified.

A small number of large commercial organisers (notably London Marathon) have queried the need to pay a separate measurement fee which amounts to less than 1% of the licence fee.

England Athletics approached us at the end of March with a view to increasing financial support for course measurement. Hugh, Ken & I met England Athletics and runbritain on 25 July and discussed our finances and their suggestions.

It was left to us to put forward a detailed proposal. I propose the following:

1. AUKCM remains technically and financially independent.
2. We charge a fee for each measurement included on the website. This covers issue of all certificates issued on the basis of that measurement.
3. Our current fees of £6 for club-promoted events and £15 for all others remains unchanged for 2017.
4. We invoice these fees to EA quarterly for all measured, UKA-licenced races in England.
5. We review our fees at CMWP each Autumn and agree any changes with EA for implementation the following April.
6. We obtain EA agreement that this arrangement will not be changed at short notice. We seek a forward commitment to the subsequent financial year.

I have obtained agreement from ARC that they will follow suit for their races if we go ahead with this system. I have asked Welsh Athletics to consider the same.

Recommendation

We seek England Athletics agreement to the proposal.

ACTION - Phil Holland to obtain EA agreement and then confirm with Welsh Athletics and ARC.

ACTION - Mike Sandford to be asked to make necessary changes to website.

5. Conversion to Limited Company

Phil Holland presented the following report:

As a result of correspondence between Mike Sandford and runbritain, we received strong advice from Muckle LLC (England Athletics solicitors) that AUKCM should become a company limited by guarantee. This would protect CMWP members from the possibility of becoming personally liable for a claim against AUKCM. The liability of members would

be limited to £1.

England Athletics offered to meet the costs of legal advice and support by Muckle LLC in transferring our operation to a limited company. CMWP took a majority decision to proceed on this path on 9 September and I have been discussing details of the proposed new company with Muckle LLC.

We have agreed some amendments to their initial draft documents but there are still matters to be resolved. The main problem is that requirements of the Companies Act are not compatible with our present constitution and procedures. Detailed discussion is still proceeding and I hope to bring to the meeting a revised draft of the proposed Articles of Association.

It seems clear that members of CMWP will be able to form the new company but that a general meeting of AUKCM will be needed to transfer our assets to the new company. The existing Association will then be dissolved. The name of the new company will be the Association of UK Course Measurers.

Phil reported that he had received a revised draft the previous day and summarised briefly items still to be resolved. CMWP agreed that he should pursue these.

ACTION - Phil Holland to agree further changes with Muckle LLC.

6. Improvements to Documentation and Procedures

The following changes were agreed:

1. Make clearer the relationship between the measurer and race directors. Amend the AUKCM website to read:
"Measurers work for the race director as independent agents and are selected and engaged by the race director. They submit their measurement reports to the race director with a copy to the Area Course Measurement Secretary for certification."
2. Add the same paragraph to the course measurement website and to the introduction of the guidelines for charges and expenses.
3. Respond to initial approaches from race directors by always pointing them first to the website and make it clear that they should choose a measurer.
4. Measurers to confirm key details of the course, particularly those affecting the SPR, with the race director before measuring and record those details in correspondence.
5. Issue reminder to all measurers that full and clear details of the course are required. ACMSs to seek clarification from the measurer where necessary.
6. Require a report from either the race director or the measurer in every case of minor adjustments to the measured course. The report to include a small sketch of the adjustment.
7. Increase the font size of the information regarding renewal certificates on page 2 of the certificate.
8. Ask runbritain to check for a current certificate, rather than a valid measurement, before issuing a confirmed licence. Also ask that the licence application pack includes a reminder that measurement certificates need renewal.
9. Require measurement reports for all new calibration courses intended for regular use to be added to the website. Where practicable, these calibration courses to be checked by a second measurer, or laid out by two measurers.

Re Item 6, there was general agreement that 'minor adjustments' by a race director are limited to 150m straight line adjustment to a start/finish line. All other adjustments

require validation by a course measurer.

ACTION - Phil Holland (1, 8), Mike Sandford (2, 7), ACMS (3, 5, 6), Measurers (Phil Holland to inform) (4, 5, 9)

7. Area Secretaries Reports

The following reports from the area measurement secretaries were taken as read.

NORTH AREA SECRETARY'S REPORT - Brian Porter

The main issue this year was the short course for the Manchester Marathon 2013-2015. The great strength we have is our diligence and integrity. We know deep down that we do a great job that we can be proud of. So despite all the kerfuffle we got through it without anyone in The North resigning. That is great testament to each and every one of you. I wish to thank you for the magnificent way you rallied around to help with measuring the courses identified as inaccurate. Your support was invaluable to me and helped me decide to carry on as both a measurer and your secretary. Thank you also to Mike Sandford in particular. Mike was instrumental in identifying the short courses and coordinating which ones we needed to get out and measure. I simply didn't have the time due to my full time work commitments. All the re-measurements have been done and the organisers are all happy that it's now all been resolved. Even Manchester was accurate in 2016!

At the time of writing I have certified 114 courses in The North since January. Every county has had at least one measurement. In addition, a total of 100 courses have been renewed this year.

It has been a good year for training new measurers and I am delighted to welcome three new measurers. Matthew Pattison, Helen McGregor & Jason Blagden. Thank you once again for your valued contribution to course measurement. Those of you who haven't measured a race this year may be thinking this doesn't apply to you; but think about this please... Think about the times you have had chats and discussions with people about course measurement that has improved their knowledge. These contributions are just as valuable as riding a course; so thank you. I currently have 0 Jones Counters and 0 hi-vis jackets in stock.

Brian also suggested that measurers should not under-charge for measurements for commercial organisers. This was generally agreed, but it was noted that our guidelines give individual measurers flexibility in charging.

MIDLAND AREA SECRETARY'S REPORT - Kym Wheeler

With the warmer weather over winter, and this summer, the course measurers seem to have been out and about doing measures right through this year. Many of the measures have been tweaks to existing courses, although there have been several new events. Quite a few events now seem to be multiple laps around airfields or within parks or out and back along cycle ways - boring for the runners but much safer and easier for organisers. It will be interesting to see how many of these survive the years ahead. Two new measurers, Charmian Heaton and her partner, Steve Wathall, were assessed and passed for the north Nottingham area which is very helpful for filling the area vacated by Derek Poole's retirement. Dave Mann, who is based in Ashby de la Zouche, continues to cover Leicestershire and parts of south Nottinghamshire. So far in 2016, 193 certificates have been issued for new and existing races, only 9 of which were for ARC races, the rest were UKA permits.

WALES AREA SECRETARY'S REPORT - Phil Cook

The first half of the year was the busiest for receiving measurement reports, the last few months have been quieter. The new registration system seemed to be accepted by the organisers, although most seem to have been Club events which didn't require payment by the event. I haven't heard of any feedback either positive or negative. With Cardiff hosting the World Half Marathon Champs back in March, I did the preparation work ready for the official sign off measurement of the course by the appointed Jean Francois Delasalle (France). We decided to make a small adjustment to the 5, 10, 15 and 20Km marks which proved to be a good move as there were several National and Area records set for 15Km.

During 2016 there have been 24 measurements submitted which is down on 2015, the Regional breakdown: East 5, South 8, West 3, North 10. I have 1 measurement to arrange a date for. There have been 36 requests for Certificate renewals during 2016. The website is showing that there are 8 active measurers in Wales, 4 haven't submitted a measurement in the past 12 months, 2 didn't do an actual measurement but did submit a confirmation that the courses were unchanged from original. So once again, there are basically 2 Welsh measurers covering Wales - I'm covering the south and Dafydd is covering the north. In addition to these there were 3 measurers that came in for across the border to do measurements.

Measurer	Grade	Total	S	W	E	N
Phil Cook (South)	1	15	9 [^]	1	5 [^]	0
Alex Donald (South)	2	0	0	0	0	0
Graham Finlayson (South)	2	0	0	0	0	0
Ian McDonald (South)	2	0	0	0	0	0
Lyn Rees (West)	2	1	0	1**	0	0
Martin Dyde (West)	1	1	0	1**	0	0
Paul Day (East)	2	0	0	0	0	0
Dafydd Ellis (North)	2	4	0	0	0	4
Tim Gasser (West)	1	0	0	0	0	0
Phil Holland (Avon)	1	1	0	0	1	0
Ken Thomas (Chester)	2	1	0	0	0	1
Simon Walker (Chester)	2	4	0	0	0	4

** includes courses that weren't measured but were being confirmed as unchanged since original measurement over 10 years ago ~ held on rural roads with no changes.

[^] includes 1 parkrun.

My Dad and I have made further progress on the design of a new counter; we now have 2 designs - a one piece which is along the lines of the USA model, and a two piece which is our own design. Both use the same counter and allow the counter to be easily removed when not measuring. The counters are available in both left and right sided versions, the cost is the same for both, we are looking at £120 each, which includes p+p. (I'll have an example of both counters with me on the 8th October). We've sold a few already and have also supplied some with personalised modifications in order to suit particular bike set ups.

The new counter met with general approval and it was agreed that measurers be informed of its availability. It was noted that only broken or defective counters would be replaced free of charge.

SOUTH AREA SECRETARY'S REPORT - Mike Sandford

No report received

SCOTLAND AREA SECRETARY'S REPORT - Alan Young

No report received

AUKCM in Scotland - Phil Holland

I have certified 5 courses during the year - all new measurements. There have been no requests for renewal certificates.

NORTHERN IRELAND AREA SECRETARY'S REPORT - John Glover

(No report received)

8. International Measurement Matters

A discussion took place regarding the duties and responsibilities of measurers on International duty. The measurer's prime objective was agreed as ensuring that the mandatory distance was run. Setting out the timing mats, incremental kilometre points and the supervision of painting the measured line were additional services that could be provided, but invariably these are carried out by the local Officials, often erroneously.

9. Course Measurement Website - Mike Sandford

No report received

The meeting closed at 15:15

List of Actions

From 2015 list

ACTION - Mike Sandford to liaise with John Glover to arrange inclusion of Northern Ireland courses on the website. NOT COMPLETE. Now on hold.

(2014) ACTION - Members to contribute to guidance note for measurement of closed-road events. NOT DONE - carried forward.

New Actions

ACTION - Phil Holland to obtain EA agreement to fee charging arrangements and then confirm with Welsh Athletics and ARC.

ACTION - Mike Sandford to be asked to make necessary changes to website.

ACTION - Phil Holland to agree further changes with Muckle LLC.

ACTION - Improvement to procedures: Phil Holland (1, 8), Mike Sandford (2, 7), ACMS (3, 5, 6), Measurers (Phil Holland to inform) (4, 5, 9)
