

Minutes of Course Measurement Working Party 10 December 2011

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

Attending:

Phil Holland (Secretary & acting Area Secretary - Wales)
Mike Sandford (South), Kym Wheeler (Midlands), Brian Porter (North), Alan Young (Scotland). Paul Hodgson.

Apologies:

Hugh Jones (Chairman), John Glover (N Ireland). Alan Ritchie.
John Temperton , Gavin Lightwood (RunBritain)

Attending as observers: Doug Hyde, Colin Tether, Dene Townend, John Webber.

1. Welcome & farewell

Hugh Jones had been prevented from attending at the last minute. Phil Holland took the chair.

Phil Holland welcomed the measurers attending as observers, and invited them to contribute to the discussion.

Alan Ritchie had said that following his retirement as Area Measurement Secretary for North of England at the beginning of the year he would now retire from the CMWP, although he intended to continue measuring. All present expressed their appreciation of Alan's many years of service, and Phil Holland would ask Hugh Jones to write to Alan to thank him for his work on the committee and as area secretary.

ACTION - Hugh Jones to write to Alan Ritchie

Brian Porter reported that Colin Morath who had trained him had died during the year.

Kym Wheeler said that long-serving measurer Ron Pace had also died.

2. Review of Actions from 2010 meeting

Outstanding from 2009 meeting

ACTION - Phil Holland to follow up with RunBritain inclusion of course measurement in seminars for race directors.

Completed, but Brian Porter reported that course measuring was hardly mentioned in the seminar he attended. It appears that race directors are expected to get information from the course measurement website rather than the Run Britain seminars.

ACTION - Phil Holland to follow up with John Temperton correction of Rule 205.4 (ii).
A correction had been made to a printing error, but the original error in percentage still remained.

NEW ACTION - Phil Holland to pursue

ACTION - Phil Holland to follow up with John Temperton inclusion of course check in race referee's duties.

Done. However, it was reported that the document on official's duties prepared by Nigel Rowe did not cover this adequately - see discussion raised by Colin Tether in AOB.

New Actions (2010)

ACTION - Alan Young to add Scottish measurement details to the website.

Alan reported that it had been decided to list Scottish certified courses on a website dealing with Scottish road running, He showed a draft of the display being developed. Mike Sandford agreed to link this website from the course measurement website once it was ready.

ACTION - Phil Holland to arrange upgrading for Dafydd Ellis.

This had not been possible to arrange yet because of other commitments for both himself and Dafydd. The large travelling distance between them added to the difficulty.

ACTION - All members - Provide details of expenditure for budget purposes.

In August 2011 John Temperton reported expenditure of £3500. This was thought to be rather higher than that actually claimed by CMWP members. For the future it was agreed that members would send copies of all claims for expenses to Kym Wheeler, treasurer, so that she would have data on which to base budget estimates.

NEW ACTION - All members - Copy all expenses claims to Treasurer.

ACTION - Phil Holland/Mike Sandford - Arrange investigation of gravel surface at Stratford.

Done. Report circulated. See agenda item 6b.

ACTION - Phil Holland - Write to British Triathlon Association regarding separate road races organised by their members.

His enquiries had revealed that the BTA had no requirements concerning the accuracy of measurement of the running leg of their triathlon courses. Also their rules do not cover, and they do not license, road races. Some triathlon clubs have their road races licensed and measured through the UKA/CMWP system, but the insurance position for others is unclear. Runners should be warned to check that road races organised by triathlon bodies are properly licensed and insured. It was thought it might be helpful to runners to point this out on the course measurement website since confusion sometimes arises over the measurement status of road races organised by some triathlon promoters.

NEW ACTION - Mike Sandford - Add warning note to website.

3. Area Secretaries Reports

The following reports from the 6 area measurement secretaries were taken as read.

Mike Sandford highlighted the job spec he had written for a deputy to assist him, especially with reviewing reports and certification. He was hoping an experienced grade 1 measurer in the South would volunteer to share the workload.

Dene Townend commented that each area secretary presented statistics of measurers and certificates in a different format and suggested that a standard could be adopted for future reports. Mike Sandford said it would be possible to produce standard reports for England and Wales from the measurement database used for the website, and agreed to work with Dene to see if standard database query could be designed for use for future annual reports.

ACTION - Mike Sandford/Dene Townend - Develop standard form of report for Area Secretaries statistics.

MIDLAND AREA SECRETARY'S REPORT - Kym Wheeler

A steady stream of new races have been measured in the Midlands Area which I suspect is due to the number of new commercial companies which are organising races. Many of the smaller local races have disappeared due to difficulties with busy roads, lack of police support to closing roads and the costs and paperwork involved with races.

Phil and Mike did some extensive measuring of the Stratford upon Avon Greenway to work out if an unsealed road could at any time be as accurately measured as a sealed, i.e. tarmac or concrete, road. I'd like to thank them both for the hours they put into doing these measurements and preparing the report afterwards.

From 1st January to 24th November 2011, 160 certificates of course accuracy were issued for the Midlands area. Of these, 13 were for ARC races and 147 for UKA races. One hundred and forty seven were road races, with just 12 multi-terrain. Just 1 was a race walk. The most popular distance was the 10k with just over a third of races being this distance. Five miles and half marathons were the next most popular distances.

There were 36 new races, 100 were re-runs of existing races and 16 were amendments to existing races. There were 7 re-measurements of races which have remained unchanged for 10 years or more. A few races were old races which have been resurrected by new race directors within clubs, which was good to see.

Warwickshire and Gloucestershire have been the most active counties over the last year, with quite a few new races being measured in those areas.

We have had no new measurers in the Midlands area, but 2 measurers have retired which has left spaces in the Midlands area.

The on-line renewal of certificates is being used more frequently by Race Directors. About one third of renewal requests arrive as e-mail requests and there are still one or two Race Directors who prefer to write a letter or telephone.

Figures from the Midlands:

Total number of races: 160 13 ARC permits 147 UKA permits	Certificates issued: 36 new races 100 existing races 16 amendments to existing courses 7 10-year remeasurements
Race Distances 19 x 5k 26 x 5miles 8 x 6 miles 44 x 10k 9 x 10 miles 24 x ½ marathon 3 x full marathon 28 others, including road relays	Types of races 147 road races 12 multi-terrain (i.e. more than 10% is unsealed surface) 1 x Race Walk
County figures of certificates issued Avon – 13 Shropshire – 4 Staffordshire – 27 Worcestershire – 12 Notts – 21 Northants. -11 Gloucestershire –28 Warwickshire – 28, including road relays Herefordshire - 2 Leicestershire - 14	

NORTH AREA SECRETARY'S REPORT - Brian Porter

I wish to begin by placing on record my grateful thanks to Alan Ritchie for a number of reasons. Firstly there is Alan's outstanding contribution to course measurement, not only in The North but also the Course Measurement Working Party. Secondly for the support he has given me as a measurer, initially by training me then supporting me throughout my career as a measurer. And finally for recommending me to be his successor. I've already found out what a hard act he was to follow. I'm sure everyone will join me in thanking Alan and wishing him every good health.

My priorities have been online certification, recruitment and training this year. All certificates are now issued online, with most reports also coming to me electronically.

Number of certificates issued: 101 as at 23rd November

Number of online renewals: 19 as at 23rd November

3 new measurers have been recruited, trained and are qualified: Russell Bennett, Richard Kay and Neil Pattison. A further 3 are training: Phil Lambert, Hugh Bingham and Andy White, though progress from these three has faltered somewhat. We are still short of measurers in a few areas in The North, however, and have lost Harry Smith after 30 years of measuring, and Eric Cassells. Both have retired and I wish to thank them for their contribution over the years. It is with great sadness that I reported the death of Colin Morath earlier in the year.

My priorities for the coming year are the recruitment of measurers where we are short, online renewal of certificates (a big job to contact all the race organisers, though renewal as a licence condition may help this process). Perhaps I may introduce a measurement roadshow for clubs, particularly in areas where recruitment is an issue.

SCOTLAND AREA SECRETARY'S REPORT - Alan Young

Measurements

Still only 2 'active' measurers. Vast majority measured by Scottish Area Secretary.

Marathon	2
Half Marathon	5
10K	6
5 mile	1
5 Km	1
Circuit for 100K/24 hour	1
TOTAL	16

Certificates

Traditionally, none issued, but copy of Measurement Report provided to Race Director. Draft prepared, but still none issued during 2011. Hope to start and issue via website in 2012.

Role with Scottish Athletics

Scottish Athletics continue to issue Road Race Permits, without the need to have a course measured. They presently just ask if it has, and if not suggest they have it measured.

There have also been two courses which were measured by a Course Measurer, but runners did not run the route measured, and cut many corners which the measurer had been assured would be marshalled.

ARC

Still no approach from them in Scotland.

Training

No new measurers have been trained, but Scottish Athletics have indicated that they are still very supportive if sufficient numbers were to come forward.

Web Development

The Scottish Athletics Road Running & Cross Country Commission have developed a website and are keen to include on this site a Course Measurement section. Development work has started and a 'trial' is available, and examples can be demonstrated.

SOUTH AREA SECRETARY'S REPORT - Mike Sandford

In the last 12 months 107 new courses have been certified (Compared with 127 last year and 115 reported for 2008-9). These figures include modifications to part of course which may not involve a complete remeasurement. All modifications require a new certification for a course.

The total of 107 includes 1 race walk course. In addition to these measured and certified courses, statements of measurement were issued for 5 multiterrain measurements, which are not certified accurate since the measurement accuracy does not meet road race standards.

The total number of certificates issued (new course measurements plus renewals) was 401 (compared to 414 last year) . 51 of these were for ARC races (43 last year), the remainder being for races with UKA permits.

There were 307 renewals of previous certificates (compared to 284 last year and 257 for 2008-9.) The number of renewals has been increasing by a small amount, each year but is still substantially less than the number which should have been issued if all road races claiming a distance had applied for renewals. More action is required by licensing authorities to ensure that races apply for their annual renewal of their certificates of course accuracy.

The 112 measurements since the last meeting were made by 33 different measurers. I list 46 as available for measuring. Although a few may be temporarily unavailable due to family, work or health reasons, I keep them on the list if they may at some future time be available for new measurements. Sometimes a retiree can be persuaded to turn out and adjust a course previously measured by himself or do a bit more work for his local club, and this always welcome even if he is no longer on the list of active measurers.

During the year Peter Gooding (Harwich) passed his practical and was accredited as graded 2 measurer.

Although we have a working coverage of the South, I hope new trainees will continue to come forward, to help especially where the load is high (eg London), and to be ready to pick up work as people retire. All measurers are asked to be on the lookout for potential candidates and to direct them to the on-line lessons.

Deputy Area Measurement Secretary Job Spec

In my report last year I called for expressions of interest from grade 1 measurers in the South who would like to help with the following tasks:

Provide general back up for the Area Measurement Sec whose duties are listed in the AUKCM constitution. In particular, during absences of the Area Measurement Secretary the deputy will be responsible for ensuring continuity in

1. Processing of measurement reports
2. Issue certificates for new courses and renewals
3. Attend CMWP

Knowledge/Experience required:

1. Grade 1 Course measuring
2. Creating .pdf files
3. Using dynamic websites

I received no indications of interest so I repeat the call this year.

WALES AREA SECRETARY'S REPORT - Phil Holland

Progress

I continue to act temporarily as ACMS for Wales, Dafydd Ellis having decided that he was unable to take the role at present. During 2011 I have issued 59 certificates, and there have been 26 measurements. I also verified the Cardiff 10k course after the lead runners took a short route soon after the start.

Measurers

We have 6 measurers in the Newport/Cardiff area, of whom only Mike Burns is Grade 1 and he measures rarely. To the west, Tim Gasser (Llanelli) and Martin Dyde (Pembroke) are both Grade 1, but have limited availability. The rest of Wales is covered by Lyn Rees (Lampeter) and Dafydd Ellis (Caernarfon), both Grade 2. I tried to arrange upgrading for these two this year, but circumstances prevailed against it. We are also helped by North measurers in the northeast, and Midlands measurers in the east.

Future

There is still a problem of races licensed without a measurement certificate, and I intend to tackle this early in 2012. The Welsh licence system operates separately from England, and I need to establish a data feed from the licence officers.

NORTHERN IRELAND AREA SECRETARY'S REPORT - John Glover

This calendar year so far I have completed 27 measurements ranging from 5 - 50k. The five 50k events in Belfast/Newry/Derry/Armagh/Lisburn were for single participation as part of the 66 marathons/66 Cities/66 days on behalf of the Soldier's Charity which I am pleased to say were all completed successfully. Of the others, 12 were 10k's and two half-marathons. The Belfast Marathon course for 2012 is to be re-measured with a view to achieving International recognition and this will be carried out by Tommy McCormick an IAAF Measurer from Ireland with me in support with the possibility that this could lead to me being upgraded. I am sorry that I cannot get across for the meeting which I hope will be very successful.

4. Membership, Training & Upgrading

Phil Holland said that our constitution required the CMWP to confirm the accreditation of new and upgraded measurers.

Grade 2 Measurers:

Neil Pattison, Russell Bennett, Richard Kay (North), Peter Gooding (South)

Grade 1 Measurers:

Tim Cook (South) and Malcolm Fowler (North)

Mike Sandford said around 59% of people who started the on-line training course did not complete it and progress to the practical. Dene Townend suggested a questionnaire should be devised and sent to those who had not completed to identify the reasons.

ACTION - Mike Sandford / Dene Townend to collaborate on implementing the questionnaire.

5. International Measurement Matters

Report by Hugh Jones. Paul Hodgson highlighted the 'Additional Qualifications' required by an international measurer.

General:

The international measurement system operates separately "overlaid" on national measurement systems where they exist, and instead of one where they do not exist. The continuity between the two systems is manifested only in the similarity of methods used (almost identical) and in the measurers who are accredited by both systems. In UK these include all five GBR measurement secretaries (but so far not NI Secretary John Glover), plus Max Coleby, Paul Hodgson, Alan Ritchie, Dave Bendy, John Disley, Stuart Holdsworth, Hugh Jones and Harry Smith and Mike Tomlins (both retd.).

Accreditation:

Qualification is usually by means of measurement seminars arranged by the national federation. The most recent of these I conducted was in Reykjavik in May 2011, which

resulted in the accreditation of four new international measurers (by IAAF-AIMS) in November, who had previously been measuring locally. Such possibilities certainly exist for the international accreditation of UK measurers.

Another measurer accredited was John Quigley (IRL) who came recommended from Tom McCormack. He was highly experienced and had submitted measurement reports previously for information, making him a good example of a candidate ready to be accredited through a single joint measurement exercise. I would hope such an arrangement could also be made to accredit John Glover.

Additional qualifications:

In addition to technical proficiency an international measurer has a greater need to:

i) think on their feet and improvise

ii) communicate with officials, who are unlikely to appreciate the requirements of a measurement, even when a common language (usually English) is rudimentary.

Procedure:

The administrative procedure is the same as a domestic measurement: the measurer submits a report to one of four administrators, who then issues the certificate.

International courses in UK:

The report for any course measured by a qualified measurer can be submitted for certification. The main purpose of a certificate is for runners to qualify on the relevant marathon courses for international championships.

6. RunBritain

Mike Sandford met **runbritain** on 17 August and John Temperton's notes of that meeting, including his follow-up regarding off-road courses, are on the AUKCM website at <http://aukcm.org.uk/> Two matters arise:

a) Fee for Measurement

Phil Holland said that he had emailed Geoff Wightman in September stating our preference to continue the current financial arrangements, but had not had a response. He tabled details of fees for each measurement of £10 and £30 for affiliated clubs and other promoters respectively. This level of fee would meet the administrative costs of the measurement scheme. Practical details of such a scheme were discussed and a number of difficulties identified. These included:

- invoicing mechanism for non-club fees (**runbritain** and ARC have indicated that they would prefer club fees invoiced directly to them).
- access to **runbritain** databases to identify clubs and licence applications.
- amendments to website database for an additional stage in the certification process to prevent certificate issue before measurement fee is paid.
- communication of new procedures to measurers and race promoters.
- variations in practice between England and other areas (the website operates a common system).
- the need to continue the existing funding system while fee income built up to cover major items of expenditure.

Brian Porter expressed considerable reservations over the need for a change, which were supported by other members. It was agreed that we would restate our view that we would prefer to continue the present system based on reimbursement of expenses.

*ACTION - Phil Holland to write to **runbritain** with our views.*

b) Gravel Courses

Two papers had been circulated – a report by Mike Sandford & Phil Holland on an investigation on the Stratford Greenway, used for the Shakespeare Marathon, and a paper by Phil Holland on the categorisation of such courses. The documents are available

on the Course Measurement website at <http://coursemeasurement.org.uk/offroad.htm>

Phil Holland felt that **runbritain's** request for certification of courses with a substantial length of gravel was reasonable, and that we should discuss how we might achieve this. Restrictions on the use of roads and the increased availability of such as cycle tracks meant that the number of these course was increasing.

The broad principle of an intermediate form of certification was generally accepted. Kym Wheeler suggested using the terms 'Sealed road courses, 'Unsealed road courses' and 'Off road courses'. Paul Hodgson suggested that the application of the 0.01% SCPF on gravel courses should be re-examined, due to inconsistent calibration values and the often ill defined SPR, adding that further research is needed in order to determine an acceptable figure.

Mike Sandford tabled photographs of a gravel section on the Abingdon Marathon course, which showed similar characteristics to those at Stratford, and mentioned a course at Plympton where a different cycle track surface had been measured. He had asked for photographs of that surface.

It was agreed that reference photographs should appear on the website, and that we might require measurers to submit similar photographs when measuring such courses.

Phil Holland suggested that introduction of the new category of courses would require stricter application of the limit on other surfaces for courses to be issued with a road certificate.

More work is required on details - *ACTION - Phil Holland & Mike Sandford to draft some proposals for format of certificates, wording and logo, and circulate for comment.*

7. Budget/Finance

Equipment

A need for additional Jones Counters in 2012 was identified. Wales, Scotland and Northern Ireland have sufficient, but the 3 English Areas have only 1 each. It was agreed to request 5 for each Area - total 15. We also have very few hi-viz bibs, mostly in extreme sizes, and a futher supply is required.

ACTION - Mike Sandford to request funding from John Temperton.

Guidelines for Charges

CMWP agreed to increase the maximum mileage rate to 45p per mile, as per latest HMRC advice of maximum rate which could received by voluntary workers without incurring tax liability.

Mike Sandford reported that he charged an extra £25 each for each measurement day in order to build up a fund to replace the battery of his electrically assisted measuring bike which could expire after 2 years elapsed time. He classed this as a specific additional cost not covered by the £30 per day fee for admin and maintenance. Inclusion of such special costs is allowed under the present guidelines provided they are made clear to the race director when charges are agreed.

ACTION - Phil Holland - Update Guidelines for Charges and circulate.

8. Course Measurement Website - by Mike Sandford

Phil Holland completed the importing to the database all Welsh measurement summaries which were available to him. There are still some years missing.

Early in 2011 I imported a file of North records from Alan Ritchie, and set up Online Certification for Brian Porter to use as he took over the North Measurement Secretary role from Alan. Brian quickly mastered the system, so now courses in all regions of the UK are on the website with the exception of Scotland and Northern Ireland.

In November 2010 I reported that the website received an average of over 300 visitors per day: The the number of pages served for 2010 had been 464,000 per year compared with 354,000 for 2009. Unfortunately due to a server upgrade which took place in August 2011, I have lost the web traffic statistics for the previous 9 months, and I can only report website traffic for the months Sept, Oct, Nov 2011. However, comparing with the same period in 2010 one can see year-on-year increases in several measures of traffic by typically around 30%.


	Kbytes	Visits	Pages	Files	Hits
Sept, Oct, Nov 2010	1,181,683	19,057	73,908	107,872	121,901
Sept, Oct, Nov 2011	1,521,756	21,946	96,070	151,488	164,883
Increase from 2010 to 2011 %age	29%	15%	30%	40%	35%

The period August to November is normally much quieter than the March to June period. Aided by the inclusion of the North of England and the Welsh measurement records, the overall number of pages served will have exceeded half a million in the last 12 months by a comfortable margin.

Last year I planned to develop new web pages to give plots of race locations on county maps. This had become possible because we had introduced a new field into our records: the grid reference of the race start.

The demonstration page at <http://coursemeasurement.org.uk/races/oxfordshire.php> (See screen capture of demo page below) was made for discussions with Geoff Wightman for the 3-2-1 route website, but nothing came of my proposal.

Demo of Dynamic Plotting of Certified Course Locations for Oxfordshire



© MCW Sandford 2011

The is a test of showing race locations on a county map

Click on the red marker to go to a page with details of the measured course

Display of Marked Running Routes could be carried out using this software. The county of interest would be selected by clicking a map of UK counties

(See how we do this at present on coursemeasurement.org.uk but for routes we would make a single top level page covering the whole country from which the county of interest could be clicked on. This top level page would have small red dots each marking the location of a route)

Clicking on the race marker takes the runner to the course details webpage

This page could be generated dynamically from the races which had certificates of course accuracy issued for races in the future. The red marker would not appear until the race director had renewed his certificate of course accuracy for his forthcoming race, or had a new course measured.

Preparation of the remaining county background maps to display our certified course locations on the course measurement website pages would take some weeks work, if we want to implement this type of display. Does the committee think it would be useful service to runners to undertake this?

Members felt that the county maps of certified courses would be useful. Mike asked whether Area Secretaries would consider preparing the base maps for their counties. Phil Holland volunteered to attempt the Welsh input, since most of the recent measurements included the grid references.

ACTION - Phil Holland / Mike Sandford to liaise on Welsh Area map production.

9. Any other business

a) Confirmation of Course Layout on Race Day

Colin Tether said that he had experienced 4 courses laid out wrongly on the day, and wanted to raise again the need for the race referee/adjudicator to actually check the course layout, not relying on race director's statement and ticking a box. He proposed that cases reported to CMWP and subject to a detailed investigation could be listed on the website with the CMWP's conclusions. This was generally thought a good idea, and Mike Sandford and Phil Holland undertook to list some recent cases. We will also continue to pursue this with **runbritain**.

*ACTION - Mike Sandford / Phil Holland to list on the website some courses laid out wrongly, and pursue confirmation on race day with **runbritain**.*

b) iPod/iPad/iPhone app for Measurement calculations

Mike Sandford tabled a report by Dougie Roxburgh on the development of an iPod/iPad/iPhone application for carrying out measurement calculations. The screenshots included gave a clear picture of a well-constructed app, and several members were keen to try it out. Dougie had included the AUKCM logo at the top of the report, and Mike Sandford asked whether we should permit use of the logo within the app. After some discussion, it was agreed that the logo could be used once the accuracy of the app had been checked by a number of measurers.

ACTION - Mike Sandford to inform Dougie Roxburgh of decisions.

Paul Hodgson (who had originally produce the logo) suggested that a simplified version of the logo might be developed for use in these circumstances, where the details of the logo may get lost in the reduction for the small screen. Phil Holland thought that a graphic designer might be required to produce an elegant solution, but offered to try a few drafts for consideration.

ACTION - Phil Holland to produce suggestions for alternative logo for iPod, etc use.

Mike Sandford showed a bicycle hub with a disc brake with 36 holes, which he had been testing with an electronic detector as a possible alternative to the Jones Counter. He had obtained consistent results at 40 mph, and had solved the problem of reversing and 'rocking'. Development still had a long way to go, but he thought there was the potential for the output readings to be fed directly to Dougie's iPod/iPad/iPhone app.

Paul Hodgson commented that 40 mph was not advisable for measuring - tests showed that the best measurement accuracy was obtained at 12-15 mph.

c) Notice for measurement well in advance

Kym Wheeler asked whether the need for race directors to arrange measurement well in

advance of the event could be highlighted on the website. Mike Sandford thought that space could be found on the Race Director's page for this.

ACTION - Mike Sandford to add note to website.

d) Colin Tether asked whether anyone had considered use of a elevated flashing light on the back of the bike to improve visibility when measuring at the right edge of a lane. Phil Holland suggested that if there was any significant traffic, such measurement should be carried out with a protection vehicle behind.

e) Colin Tether asked about the radius allowed for at a single cone turn. Mike Sandford and Paul Hodgson suggested that race directors should be encouraged to cone a larger radius turn for the runners benefit but that where this was not practicable or could not be relied on, measurement should be 300mm offset from the single cone.

The meeting closed at 14:30

List of Actions

ACTIONS OUTSTANDING from last meeting

ACTION - Phil Holland to pursue correction of Rule 205.4 (ii) re accuracy of measurement.

ACTION - All members - Copy all expenses claims to Treasurer.

ACTION - Mike Sandford - Add warning note to website re road races organised by some triathlon clubs and promoters.

NEW ACTIONS

ACTION - Hugh Jones to write to Alan Ritchie

ACTION - Mike Sandford/Dene Townend - Develop standard form of report for Area Secretaries statistics.

ACTION - Mike Sandford / Dene Townend to collaborate on implementing a questionnaire to identify reasons for failure to complete theory lessons.

*ACTION - Phil Holland to write to **run**britain with our views on fees for measurement.*

ACTION - Phil Holland & Mike Sandford to draft some proposals for format of certificates, wording and logo for gravel courses, and circulate for comment.

ACTION - Mike Sandford to request funding from John Temperton for Jones Counters and hi-viz bibs.

ACTION - Phil Holland - Update Guidelines for Charges and circulate.

ACTION - Phil Holland / Mike Sandford to liaise on Welsh Area map production for website.

*ACTION - Mike Sandford / Phil Holland to list on the website some courses laid out wrongly, and pursue confirmation on race day with **run**britain.*

ACTION - Mike Sandford to inform Dougie Roxburgh of decisions.

ACTION - Phil Holland to produce suggestions for alternative logo for iPad, etc use.