

# Minutes of Course Measurement Working Party

## 10 October 2015

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

### Attending:

Hugh Jones (Chairman), Phil Holland (Secretary), Ken Kaiser (Treasurer elect)  
Kym Wheeler (Midlands), Mike Sandford (South), Brian Porter (North), Phil Cook  
(Wales), Paul Hodgson, Dene Townend.

### Apologies:

Gavin Lightwood (runbritain).

### Course Measurers attending as observers:

Mark Jefford, Paul Wood (South), Bob Statham (Midlands), Ken Thomas (North)

## 1. Welcome

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

## 2. Review of Actions from 2014 meeting

1. *ACTION - ACMSs to obtain calibration course reports, check documentation and add to website.* SOME DONE - Action to continue.
2. *ACTION - Phil Holland to write to parkrun to request the change to 'surveyor's wheel'.* DONE. Request agreed but action by parkrun incomplete. Will continue to pursue.
3. *ACTION - Mike Sandford to liaise with John Glover to arrange inclusion of Northern Ireland courses on the website.* NOT COMPLETE. Mike Sandford to follow up.
4. *ACTION - Phil Holland to approach Coventry Godiva and confirm suitability of the location.* NOT PURSUED - funds not available.
5. *ACTION - Phil Holland to approach Runbritain for a budget increase.* DONE - Request refused by runbritain.
6. *ACTION - ACMSs to submit a sample of their reports for checking by Dene Townend, with a report back to next meeting.* SOME DONE. Dene has checked reports from Kym Wheeler and Brian Porter. Mike Sandford said he would send one. Action to continue.
7. *ACTION - ACMSs to produce a short checklist of the features to be checked.* DONE
8. *ACTIONS - Phil Holland to contact RunBritain and Scottish Athletics re our proposed action. Mike Sandford to make the necessary additions to the website. Paul Hodgson to respond to Max Coleby when the details are finalised.* DONE
9. *ACTION - Members to contribute to guidance note for measurement of closed-road events.* NOT DONE - carried forward.
10. *ACTION - Phil Holland to obtain details of UKA & ARC insurance cover for measurers.* DONE. ARC insurance covers 3<sup>rd</sup> party liability. UKA insurance probably the same, but details unclear. No further action - will be superseded by our own insurance.
11. *ACTION - Phil Holland (with assistance) to develop an ID card.* NOT DONE. Lack of time and skill. Brian Porter offered to seek help from graphics designer.

### **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:* Darren Cole (South), Paul Hughes (Scotland). Noted that Les Hill (Scotland), who has been measuring for many years, was added to the list.

*Grade 1 Measurers:* (None)

Phil Holland said that we should be able to run upgrading seminars during 2016, depending on income. The Coventry campus of Warwick University, where Coventry Godiva had a clubhouse was one suitable location.

### **4. Independent Finance**

Phil Holland outlined the main reasons for a change to independent finance. UKA budget restrictions are now limiting our activities – our budget for 2015/16 is £1500 and for 2016/17 will be £1000. This compares with basic costs of £1550 plus Jones counters. Phil met Ken Kaiser and Charmian Heaton on 21 September and reviewed the forecast figures. These are given in a spreadsheet as an Appendix.

The figures include an estimated insurance premium. Phil Holland reported that he was awaiting a detailed quote from Endsleigh Insurance and he was hopeful that personal injury cover for measurers would be included. This would probably require the measurer to carry out and record a risk assessment before the measurement.

We propose to charge a fee of £6 for club-promoted events and £15 for others. The fee will be for each measured distance and will cover the inclusion of the course on our website and the issue of certificates while the measurement remains valid (normally 10 years).

The Treasurer would control inclusion of a measurement on the website – this will require a number of changes to the website. Fees for club-promoted events in England licensed by UKA would be paid directly by England Athletics, and we would invoice them quarterly. Non-club events would pay us directly. Phil Holland will now seek to agree arrangements with Welsh Athletics and ARC. For Scotland, he proposed that non-club events be charged as in England & Wales, but that we make no charge to club events, very few of which are measured, until measurement in Scotland was better established. This was agreed.

Measurers will provide a standard information sheet and invoice to race directors at or before the time of measurement. Paul Wood recommended that we do not include measurements until payment is received and it was agreed that race organisers be advised to make early payment if measurement is close to the race date.

Certification of courses not promoted with UKA licences or ARC permits was suggested. Mike Sandford thought we should only include courses used where the governing body had rules regarding measurement. Run and cycle legs of triathlons were particularly discussed and Dene Townend agreed to raise this again with British Triathlon.

CMWP resolved to move to independent financing of AUKCM based on this report, with a view to implementation on 1 January 2016 after approval from the 2015 AGM.

Phil Holland noted that measurers would need to know their MeasurerID to use in referencing measurements for fee invoices. Mike Sandford agreed to add the information to the contact details appearing on the website map.

*ACTION – Phil Holland to agree arrangements with Welsh Athletics and ARC.*

*ACTION – Mike Sandford to make necessary changes to website.*

*ACTION – Mike Sandford to make MeasurerID generally accessible on the website.*

## Banking

Ken Kaiser has obtained the forms needed to open a bank account, to operate online banking and to have a debit card. The following resolutions were passed unanimously to meet the bank's requirements:

It was resolved that a banking relationship will be maintained with National Westminster Bank Plc (the Bank) in accordance with this mandate and that:

- The individuals identified as authorised signatories may, in accordance with the signing rules, sign cheques and give instructions for Standing Orders, Direct Debits, Electronic Payments, Banker's Drafts and other payments on the accounts even if it causes an account to be overdrawn or exceed any limit.
- Any authorised signatory may give other instructions or requests for information to the Bank in relation to the accounts; opening accounts with the same signing rules and authorised signatories; closing accounts; or other banking services or products.
- The Bank may accept instructions that do not have an original written authorised signature provided the Bank is satisfied that the instruction is genuine and subject to any other agreement the Bank may require for those instructions.
- The Organisation will provide to the Bank a copy of its constitution (if it has one) and any amendment to the constitution, certified as correct by the Secretary.
- This mandate will continue until the Organisation gives the Bank a replacement mandate

It was resolved that:

- the Cardholders (who are also Authorised Signatories to the bank account listed in Section 1) are authorised to request and be issued with Debit Card(s) and/or Debit Card details (including replacement cards, card details and security details) for use in relation to the operation and the giving instructions in relation to the bank account
- the Signing Rules contained in the mandate provided to operate the bank account listed in Section 1 above be supplemented (but not replaced) by the additional Card Transaction Authorisation Rules which will apply to the operation of the bank account using a Debit Card or Debit Card details. The current mandate to operate the bank account shall accordingly continue as supplemented and amended
- the Customer agrees to be bound by the Debit Card Terms contained in this Application Form and any amendments made to them from time to time. These terms apply in addition to the terms and conditions for the bank account, which shall not be prejudiced or affected by the Debit Card Terms
- the Customer agrees that all transactions authorised by a duly authorised Debit Card should be debited to the bank account in Section 1 and that the Customer accepts liability for any unarranged overdraft resulting from any such transactions that Cardholders may use their Debit Card to order cheque books and statements and to obtain details of the balance on an account
- the Bank may continue to rely upon this Resolution until it is revoked in writing by a suitably authorised notice to the Bank.

Our Constitution requires two signatures to cheques and other documents. CMWP agreed that Ken Kaiser (Treasurer), Phil Holland (Secretary), Brian Porter & Dene Townsend be signatories with the Treasurer plus one other to sign. The Treasurer only would have online banking access and hold a debit card.

*ACTION - Ken Kaiser to open bank account.*

## 5. Area Secretaries Reports

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

### **NORTH AREA SECRETARY'S REPORT - Brian Porter**

My thanks to all the measurers in The North for their hard work and diligence. Particular thanks to those measurers who have kept their eyes and ears open to the rogue operators and dubious distances. I can't be everywhere so it's great to know that measurers are keeping an eye open in their local area and letting me know when measured courses have not been followed.

I wish to reassure all measurers that you are doing a great job, and please don't get stressed by the rogue operators. Our job is to measure courses. At that point our responsibility to the event ends. It is for the organiser to follow our instructions and to check anything they are not clear about. If race organisers do not follow the measured route, please continue to let me know and I will inform the governing body so they can take action if they choose to.

There have been no new recruits in The North this year; however I am meeting a

candidate the week after the AGM for his practical assessment. There is a person on the Isle of Man who has shown an interest and they would be a welcome addition to support Alan Postlethwaite on The Island.

Two races were reported to me as short. Manchester Marathon initially blamed the measurement for his course being short but as he has gone quiet about that I believe I can safely say he has realised HIS errors. The organiser of the Podium 10K decided to move the start "because I didn't believe your measurement". The re-measurement only served to prove my accuracy!

---

## **MIDLAND AREA SECRETARY'S REPORT - Kym Wheeler**

This has been a busy year with quite a few new races measured around the midlands area. Many of these have been longer lengths, mainly for commercial companies. There are still some old favourites running and several have had their 10 year re-measurements.

A couple of commercial companies have been slow in paying measurers and I would like to remind measurers not to release any paperwork to the Race Directors until payment has been received. The certificate and details of the route are the only leverage you have to obtain payment.

There has been an occasion when the files for a race were closely examined following a report from runners that the course was short. The race director admitted in the end that it was his fault, but it did bring to the fore the importance of detail in course measurements. As much detail as possible about the route and the start and finish line positioning must be included in the reports that are held on file so that any queries can be quickly checked.

I'd like to say thank you to every one of you for continuing to provide a course measurement service to the Midlands area. Most race directors appreciate it and I often have measurement requests with Directors asking if a specific measurer is still available.

We have had no retirements this year and two new measurers: Charmain Heaton and Steve Wathall, based in the Nottinghamshire area, will complete their training next week.

---

## **WALES AREA SECRETARY'S REPORT - Phil Cook**

The year started reasonably quietly with just a couple of measurements. Then in March I had to undertake an investigation/re-measure of the Newport Half Marathon. This was quite a strange experience, the press had gotten hold of the story and as a result I was getting daily phone calls and e-mails from the BBC, ITV, 5 Live, Real Radio and South Wales Argus newspaper. The event is basically a charity event which is measured but not licensed. The organiser was reluctant to accept that there was any issue with the course, but I had my suspicion on the day by just looking at the results - I hadn't been at the event. Anyway, I eventually arranged to meet up with the measurer and do a new measurement. He accepted that there was an error but it was not really clear how it came about, but it seems as though an initial measurement was done and then an adjustment was calculated, this resulted in a change to a section of the course, but it appears as though this adjustment threw the whole course out. Without being able to come to a complete conclusion as to what or where the error was, I could only note that the course was 636m short.

Having reported last year that I had had a few issues with receiving payment for some measurements, this year I have actually written off a payment as I've had no reply to several attempts to contact the organiser, if they approach for a renewal in 2016 I will

not be processing it.

With Cardiff hosting the World Half Marathon Champs in 2016, I'm preparing paperwork ready for the measurement of the course by the appointed French measurer. I've submitted 2 reports to Hugh this year for AIMS/IAAF certification (Swansea and Cardiff Half Marathons).

I have 2 measurements to arrange a date for, but need to give it a few more weeks following a slight accident when I fell off my bike and fractured my elbow. Need to remember to have my bike serviced regularly!!

I've picked up a few things on measurers this year, nothing significant but small details which I have then pointed out, I replied to one stating that there was not enough detail and that if I had to work off his paperwork to layout the course I wouldn't be confident that I could do it correctly. I've also noticed that the amount of detail included seems to be getting less and just quoting the Km or mile mark and not using any reference points.

During 2015 there have been 45 measurements submitted, the Regional breakdown:

East	7
South	13
West	8
North	17

There were 47 requests for Certificate renewals.

The website is showing that there are 5 active measurers in Wales, 2 of whom didn't submit a measurement file during 2015 but confirmed courses were unchanged from original. So once again, there are basically 2 of us covering Wales - I'm covering the south and Dafydd is covering the north.

<i>Measurer</i>	<i>Grade</i>	<i>Total</i>	<i>Courses measured</i>			
			<i>S</i>	<i>W</i>	<i>E</i>	<i>N</i>
Phil Cook (South)	1	21	10	6	4 <sup>^</sup>	0
Alex Donald (South)	2	0	0	0	0	0
Graham Finlayson (South)	2	3	2	1	0	0
Ian McDonald (South)	2	1	1	0	0	0
Lyn Rees (West)	2	2	0	2**	0	0
Martin Dyde (West)	1	1	0	1**	0	0
Paul Day (East)	2	1	0	0	1	0
Dafydd Ellis (North)	2	14	0	0	0	14
Tim Gasser (West)	1	0	0	0	0	0
Phil Holland	1	0	0	0	0	0

\*\* 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.

<sup>^</sup> includes 1 investigation/re-measure.

My Dad and I have made progress on the design of a new counter; we've sourced a more robust counter and developed a setup which allows the counter to be easily removed when not measuring. We've adjusted the size of the gears so there is now a 2.5:1 ratio instead of the 2.4:1 on the original counters. We've also looked at the material that the gears are made from. Following the feedback we've had, we now have a 3 and a 4 hole pick up which should mean that the gears fit all the different spoke

setups and numbers. 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 a example of the counter with me on the 10th October).

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**

One practical training course was held in March. Darren Cole (Isle of Wight) was accredited as a grade 2 measurer. We had two retirements: Brian Beale (Axbridge) - 10 years a measurer and 6 courses measured, and Paul Felton (Sudbury) - 20 years a measurer and 68 courses measured. Many thanks to both.

During the year there were 50 measurers listed as active in the South. 36 of these measured courses. The most prolific measurers were:

Hugh Jones - 23 courses

Rob Bright - 14 courses

Roger Hobson and Ian Isaacs - 9 courses each

Colin Goater, Paul Wood, Bill Hicks, John Querstret ,and Ian Blagg - 8 courses each

Clive Hopkins - 7 courses.

26 measurers measured between 1 and 5 courses each.

We are looking for more measurers in nearly every area and would like to hear from anyone who might be interested in taking the free training course.

So far during the first 9 months of 2015 I have certified 148 new measurements of road races, plus 2 registrations of races with unsealed surfaces, and 10 multi-terrain courses, 2 relay legs and and 1 race walk. 163 courses in total. I expect that by the end of the calendar year the total will exceed the the 178 measured in 2014 and the 168 measured in both 2013 and 2012.

I also total the number of new certificates plus renewals. Again for the part year to Sept 2015:

For UKA events - 433 (whole of 2014 was 488, 2013 was 492)

For ARC events - 53 (whole of 2014 was 60, 2013 was 58)

I do not seem to have any had any queries regarding course length in the South that have led to investigations this year. The measurers and the race directors are doing well!

Phil Holland asked whether the statistics in Mike's report were produced direct from the database. Mike agreed to investigate providing standard mySQL queries so that these figures could be provided automatically for all areas.

*ACTION - Mike Sandford to investigate standard queries for producing area statistics.*

---

## **SCOTLAND AREA SECRETARY'S REPORT - Alan Young**

(No report received)

### **AUKCM in Scotland - Phil Holland**

We agreed at our 2014 meeting to issue measurement certificates for Scottish courses. Since January, I have certified 16 courses (1 MT) - 2 in North, 5 in East & 9 in South. The majority were at the request of the organiser, but the initial issues prompted interest from others.

Les Hill in Dumfries has been measuring for many years but was not on our list of measurers. He is responsible for 7 of the certificates. Paul Hughes of Forres, nr Inverness, has just completed his training and his first measurement.

The listed Scottish measurers are Alan Young (Dundee), Mike Burns (Shetland), Les Hill (Dumfries) and Paul Hughes (Forres). Mike Burns has done no recent measurements - he offered to measure the Simmer Dim Half Marathon, but the organiser didn't see the need. The race was issued with a Scottish Athletics permit. Seven of the measurements were carried out by Paul Hodgson and Brian Porter.

Phil added that the certificates issued had been copied to Alan Young and John Rodger (Convenor for Road & Cross Country). He intended in 2016 to discuss with John Rodger integrating Scottish measurements more fully into our system.

---

---

## NORTHERN IRELAND AREA SECRETARY'S REPORT - John Glover

(No report received)

---

---

## 6. International Measurement Matters - Hugh Jones / Paul Hodgson.

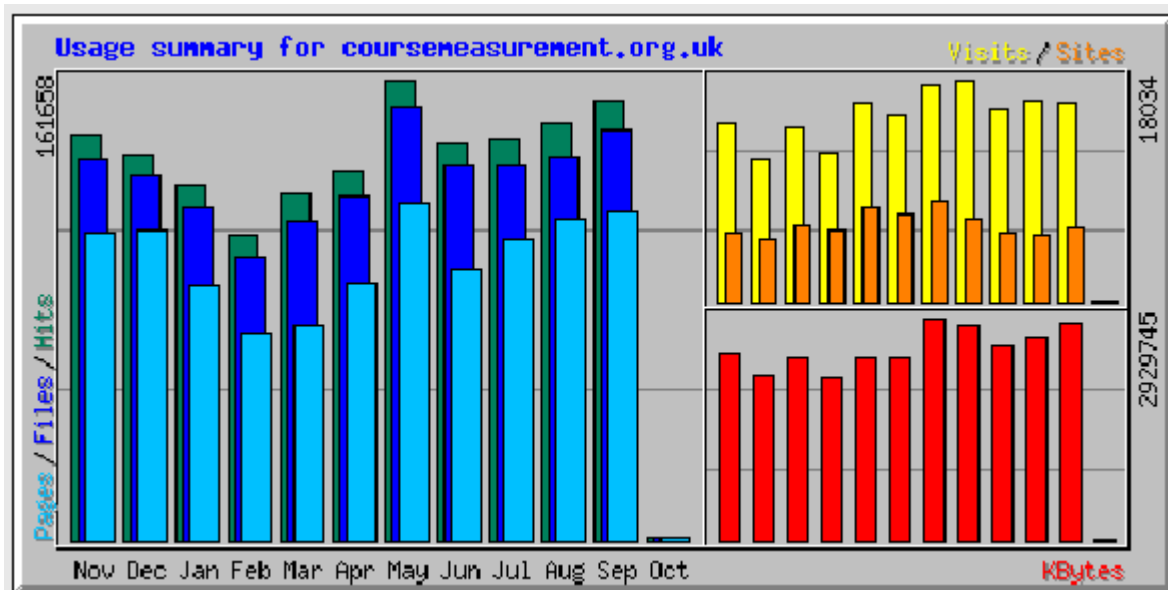
Hugh reported that Phil Cook and Dene Townend had now been added to the International list.

## 7. Runbritain

Phil Holland said that there had been no meeting this year. We would probably have meeting in Autumn 2016 to assess fees paid by England Athletics.

## 8. Course Measurement Website - by Mike Sandford

The coursemeasurement.org.uk website use has continued at about the same level as last year. We deliver to our viewers between 2.1 and 3 GB of data each month. We get about 500 visits per day.



Summary by Month										
Month	Daily Avg				Monthly Totals					
	Hits	Files	Pages	Visits	Sites	KBytes	Visits	Pages	Files	Hits
<a href="#">Oct 2015</a>	1142	1070	1070	77	59	16100	77	1070	1070	1142
<a href="#">Sep 2015</a>	5145	4782	3847	539	6017	2866278	16190	115426	143480	154358
<a href="#">Aug 2015</a>	4702	4332	3631	527	5504	2672006	16366	112577	134303	145771
<a href="#">Jul 2015</a>	4527	4244	3408	500	5695	2550457	15509	105660	131574	140356
<a href="#">Jun 2015</a>	4642	4382	3174	601	6749	2830405	18034	95226	131476	139266
<a href="#">May 2015</a>	5214	4891	3809	568	8169	2929745	17611	118091	151621	161658
<a href="#">Apr 2015</a>	4326	4026	3020	506	7143	2408696	15196	90625	120801	129781
<a href="#">Mar 2015</a>	3917	3597	2424	517	7591	2405404	16038	75152	111532	121432
<a href="#">Feb 2015</a>	3836	3546	2595	432	5733	2135395	12104	72679	99299	107429
<a href="#">Jan 2015</a>	4021	3751	2877	451	6150	2396143	13986	89209	116305	124669
<a href="#">Dec 2014</a>	4349	4128	3507	369	5047	2178655	11439	108745	127974	134839
<a href="#">Nov 2014</a>	4737	4453	3593	481	5648	2480143	14441	107808	133606	142133
<b>Totals</b>						<b>27869427</b>	<b>166991</b>	<b>1092268</b>	<b>1403041</b>	<b>1502834</b>

The parkrun listing I set up last year continues to be moribund, with nothing added to the 32 courses listed. I think we should scrap the listing.

Continued occasional problems with the web server, and also lack of support on the shared server led me in May to commence the transfer of the website to a new server which offers a more robust virtual private server configuration. This work is ongoing - in testing phase at present.

The website does not meet modern standards for mobile compatibility. For many years I have expected all users to use a desk top PC like myself. Having now acquired a small smart phone, I have become very much aware of the limitations of our website on such devices. Clearly many users reach us from such devices, and it is time the site was upgraded with a mobile compatible version, or perhaps even an app.

Many at the meeting were unaware that they could add measurements to the parkrun list.

*ACTION - Mike Sandford to send details to attendees. Also CMWP to consider terminating the listing if there is no interest in it.*

Ken Kaiser said he would provide details of a cheaper web host and Mike agreed to investigate this.

*ACTION - Ken Kaiser/Mike Sandford to investigate cheaper web host.*

## 9. Other Items

### a) Detail in Measurement Reports

Phil Holland reported a problem this year with a number of course which appeared short. The Newport Half Marathon (Wales) and the Edinburgh Half Marathon (Scotland) had been remeasured and confirmed short, but the level of detail in the measurement data was not sufficient for the error to be identified.

The Manchester Marathon (North) was fairly certainly short, although a remeasurement has not yet been possible. Again, there is insufficient detail in the measurement data. Ken Kaiser said that the same course will now be used for next year and he is measuring it shortly. This should confirm the course length.



The Mansfield 10k (Midlands) was short. The organiser has acknowledged this and taken responsibility, but his error is not the whole story and runners appear to have followed the measured course.

Phil noted that all four measurers had been active for some years and asked whether we should consider a reminder regarding the level of detail required.

CMWP agreed that ACMSs look critically at reports with insufficient detail and pursue it with the measurer before certification. A number of members recommended a narrative section describing the measurement sequence. Hugh Jones suggested that the course map should identify reference points. Some members thought that required greater drawing skill than many measurers possessed.

*ACTION - ACMSs to increase level of scrutiny of data detail in reports.*

## **b) ID Cards**

Phil Holland said that lack of design skills had prevented him from producing a solution. A graphic designer was required to refine the layout. Brian Porter offered a possible contact.

*ACTION - Brian Porter to pursue design for Phil Holland to produce.*

*The meeting closed at 15:30*

---

## **List of Actions**

### **From 2014 list**

*ACTION - Phil Holland to write to parkrun to request the change to 'surveyor's wheel'. DONE. Request agreed but action by parkrun incomplete. Will continue to pursue.*

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

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

### **New Actions**

*ACTION - Phil Holland to agree arrangements with Welsh Athletics and ARC.*

*ACTION - Mike Sandford to make necessary changes to website.*

*ACTION - Mike Sandford to make MeasurerID generally accessible on the website.*

*ACTION - Ken Kaiser to open bank account.*

*ACTION - Mike Sandford to investigate standard queries for producing area statistics.*

*ACTION - Mike Sandford to send details to attendees. Also CMWP to consider terminating the listing if there is no interest in it.*

*ACTION - Ken Kaiser/Mike Sandford to investigate cheaper web host.*

*ACTION - ACMSs to increase level of scrutiny of data detail in reports.*

*ACTION - Brian Porter to pursue ID Card design for Phil Holland to produce.*

---

## AUKCM Independent Finance

2016

	Costs 2014	Min	Average	Max
Website	225.36	250	250	250
CMWP/AGM room	100.00	100	100	100
lunch	41.59	45	45	45
CMWP Travel Phil H	39.25	42	42	42
Mike	35.00	36	36	36
Brian	79.30	80	80	80
Kym	44.50	45	45	45
Phil C	80.00	82	82	82
Paul	120.00	120	120	120
(Alan) est		0	50	50
(John) est		0	180	180
(Dene) est		80	80	80
(Ken) est		80	80	80
Training Mike	67.30			
Brian	66.00			
Grade 2		100	150	250
Grade 1		0	200	500
Misc Admin	10.00	10	10	10
<b>Total operating costs</b>	<b>908.30</b>	<b>1070</b>	<b>1550</b>	<b>1950</b>
<i>Equipment</i>				
Jones Counters (6 in 2014)	660.00	0	660	1100
Reflective bibs		0	50	100
<b>Total current costs</b>	<b>1568.30</b>	<b>1070</b>	<b>2260</b>	<b>3150</b>
<i>Additional items for independent finance</i>				
AGM Travel subsidy (ARC)	210.00	200	210	250
Insurance (est)		750	750	750
<b>Total costs</b>		<b>2020</b>	<b>3220</b>	<b>4150</b>
<b>Income (from below)</b>		<b>4112</b>	<b>4620</b>	<b>4920</b>
<b>Operating profit</b>		<b>2092</b>	<b>1400</b>	<b>770</b>
Corporation Tax (20%)		418	280	154
Surplus		<b>1673</b>	<b>1120</b>	<b>616</b>

Note: Maximum & minimum expenditure & income may not coincide.  
Minimum income comfortably exceeds average expenditure.

	Income 2016				Fees
	Measures (Ave)				
Measurement:UKA club	175	935	1050	1118	6.00
UKA other	228	3044	3420	3642	15.00
ARC club	10	53	60	64	6.00
ARC other	6	80	90	96	15.00
	419	<b>4112</b>	<b>4620</b>	<b>4920</b>	