

Minutes of Course Measurement Working Party 24 November 2018

Held at London Marathon Offices, 190 Great Dover Street, London, SE1 4YB at 11 am.

Attending:

Hugh Jones (Chairman), Phil Holland (Secretary), Ken Kaiser (Treasurer)
Kym Wheeler (Midlands), Phil Cook (Wales), Mike Burns (Scotland),
Dene Townend (North), Paul Hodgson.

Apologies:

Brian Porter, Charmian Heaton.

Course Measurers attending as observers:

John Webber, Ken Thomas, Doug Hyde, Paul Wood, Tony King, Colin Tether. Apologies received from 3 measurers.

1. Measurers Reports

CMWP met privately to discuss reports submitted by two measurers. Paul Hodgson suggested that we consider issuing guidelines on the minimum requirements for an acceptable report - Agreed.

ACTION - Members to agree guidelines for content of measurement reports.

[Other measurers joined the meeting.]

2. Review of Actions from 2017 meeting

Phil Holland reported that there were two outstanding actions:

1. *ACTION - Members to contribute to guidance note for measurement of closed-road events. NOT COMPLETE - see Item 7.*
2. *ACTION - Phil Holland to investigate ID Cards. Dene Townend had found a possible source at a reasonable price for single cards. NEW ACTION - Phil Holland to produce layout and liaise with Dene for purchase.*

3. Membership, Training & Upgrading

Grade 2 Measurers: Campbell Joss, Peter Rudzinski (Scotland). Both have been active for some time, having been trained by Alan Young, but were not known to us.

Grade 1 Measurers: (None)

Phil Holland reported that there are currently 91 active measurers, 7 inactive. there are 5 "active" and 2 "inactive" measurers who have not measured in the past 5 years.

He also reported the retirement of 4 Grade 2 and 3 Grade 1 measurers in the South, 2 Grade 1 in the North and 1 Grade 1 in Wales. Two measurers have moved from Midlands to North and one from Midlands to South.

CMWP agreed the need for recruitment of new measurers and upgrading of Grade 2 to Grade 1. Paul Wood suggested asking runbritain to seek new measurers via their newsletter. Phil Holland noted that a previous appeal had produced 15 candidates, none of whom eventually qualified. He suggested that particular areas of poor coverage be identified.

ACTION - ACMSs to identify areas of poor coverage. Phil Holland to approach runbritain.

Ken Kaiser queried whether the training was too strung out. Others agreed that the theory lessons could be shortened. Hugh Jones suggested, and others agreed, that covering the theory in combination with practical training could be more satisfactory.

Procedure for upgrading was also queried. Phil Holland said that, while assessment of a number of candidates at a group session was preferred, an ACMS could upgrade a measurer on the basis of a joint or observed measurement.

4. Accounts *(Company accounts now require CMWP approval)*

Ken Kaiser presented a draft set of accounts. The formal Company accounts for submission to Companies House would be prepared shortly. Colin Tether asked how the fees were calculated. Ken Kaiser explained that club-promoted events were charged at £6 and non-club events at £15. CMWP approved the draft accounts unanimously.

There was still a problem with unlicensed races being certified. CMWP confirmed the established policy of only licensed events being certified and appearing on the website.

Phil Holland reported that he had 3 left hand Cook Jones counters in stock. Ken Kaiser also had 2 left hand. CMWP agreed to purchase 3 left and 3 right, to be held by Phil Holland.

ACTION - Ken Kaiser to arrange purchase of counters, delivery to Phil Holland.

5. Course Measurement Website

Phil Holland reported on a telephone review of the website maintenance and development with Mike Sandford. A copy of the report is appended to these minutes.

[The website software upgrade is now set for Thursday 6 December.]

6. Data Protection

Phil Holland reported that Sandford Arts had issued their data protection policy covering their access to the personal data on the website. [A copy is appended to these minutes.] Much of the policy would form the basis of our policy. We need to add statements regarding access by ACMSs, Treasurer & Secretary and for the removal of data when no longer required. He proposed:

Measurers - Contact details for measurers known to be deceased to be removed immediately. Contact details for retired measurers to be removed 10 years after their last measurement. Names remain on system indefinitely.

Race Directors - The system uses the Race Directors details as the first step in the process and complete removal may have unwanted effects. The only data available to the public is the name of the Race Director to whom a measurement certificate was issued and this should remain indefinitely. Contact details to be deleted for Race Directors who have not received a certificate in the past 5 years. (Details may be re-entered against the name if necessary.)

CMWP agreed these proposals.

ACTION - Phil Holland to draft data protection policy and circulate.

7. Measurement of Closed Road Events

Phil Holland had circulated a draft Guidance Note (copy appended to these minutes). This was generally approved and a number of additions were suggested. 'Piggybacking' on road closures (Paul Hodgson). Final measurement on day of race, after road closure and before start (Hugh Jones). Paul Wood said that it was the responsibility of the organiser to

make possible measurement of the course in safety. CMWP agreed circulation of the Guidance Note with a request for any other ideas.

ACTION - Phil Holland to circulate the updated Guidance Note on Closed Roads.

8. International Measurement Matters

Hugh Jones said that there nothing particular to report. Phil Holland reported that he had provided IAAF with lists of course between Half Marathon and Marathon distances, measured in the past 5 years. This was to support the introduction of rankings for these races. Only courses measured by IAAF/AIMS measurers would qualify for inclusion in the rankings. CMWP members had measured over 700 such course in the past 5 years, only a small minority by IAAF/AIMS measurers. He had informed IAAF that there was little prospect of most of the courses being measured by IAAF/AIMS measurers.

[CMWP adjourned for lunch and the AGM, reconvening 2:00 pm]

9. Area Secretaries Reports

Statistics (2018 figures to 10 November, 2017 full year in brackets)

Area	Measurements				Certificates (new + renew)		
	<i>Road</i>	<i>Unsealed</i>	<i>MT</i>	<i>Total</i>	<i>UKA</i>	<i>ARC</i>	<i>Total</i>
South	175	11	13	199 (217)	774	53	827 (821)
North	146	4	12	162 (160)	456	5	461 (397)
Midlands	78	4	1	83 (90)	230	20	250 (306)
Wales	33	-	-	33 (24)	101	2	103 (79)
Scotland	93	1	-	94 (15)	119	1	120 (15)
TOTAL				571 (506)			1761 (1618)

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

South (Phil Holland)

The assistance I reported last meeting did not materialise, so I have managed the area alone. I have found that I can cope if I deal with new measurements and renewals on a batch basis - It takes me less than 15 minutes to issue 12 renewal certificates, but twice this if I deal with them individually.

Most measurers submit their reports by email but the filenames are not always what I would wish. I compile files into a single pdf for filing and lack of uniformity in a set of filenames makes this a slower process. I also need to get more measurers to enter summary details on the website - this would save me a fair amount of time.

The recent retirements are beginning to leave us a bit short in some parts of the area, although we have managed to meet all reasonable requests from race directors. (I don't include a request for a measurement 12 days before the race in that.)

Dene Townend asked whether we should consider a central repository for measurement report files. This was considered a good idea, although Kym Wheeler said that she still

filed paper copies of all reports. No immediate action was proposed but the idea will be considered further.

Midlands (Kym Wheeler)

The number of measurers in the Midlands is decreasing with three measurers moving out of the area (Charmian and Steve moving to the North, and Doug moving to the South), and others who are limited in where and when they are able to measure due to personal and/or health issues. There are 10 active measurers in the Midlands area at present. Nottinghamshire, Herefordshire and Gloucestershire are all without a measurer. My thanks go to the measurers who live in the surrounding counties for covering these areas. We have had no new measurers in the area since Jon Aston in late 2016. There have been two enquiries from people interested in the process of becoming course measurers. I pointed both people at the website for the on-line theory course but have heard no more from them. Of the 78 'new' courses measured this year, over half of them are for existing courses which have been adjusted for various reasons. More commercial race organisers, either charities or people trying to make a living, seem to be taking over the road running in the area, with the events organised by running and athletic clubs becoming the minority. As in previous years, the majority of events are 10k, with the half marathon coming a close second.

Paul Wood commented that the increase in commercial organisers was widespread.

North (Dene Townend)

(No report - Dene only took over last month)

Scotland (Mike Burns)

Introduction:

This report covers progress on road race measurement issues in Scotland over the period from January to November 2018. Measurers: At the time of this report, the following were accredited measurers or were working towards accreditation:

- Mike Burns (Grade 1): Shetland;
- Alan Young (Grade 1): Dundee;
- Adrian Tarit Scott (Grade 1): Edinburgh;
- Les Hill (Grade 2): Dumfries;
- Paul Hughes (Grade 2): Forres;
- Campbell Joss (Grade 2): Glasgow;
- Peter Rudzinski (Grade 2): Clydebank;
- Tom Brian (Trainee): Aberdeen;
- John McKendrick (Trainee): Airdrie.

There has also been an expression of interest from Stornoway AC. If this is taken forward it will give us much needed coverage in the Western Isles. There remains a problem with coverage of the Highlands, north of the Great Glen. All measurers readily responded to the changes brought in at the end of 2017 and have all put in a lot of effort during the year. They all have a programme of future measurements for the coming months.

Course Measurement and Certification:

Total Certificates issued: 120. 25 of the "new" certificates issued in this period relate to courses measured pre-2018, going as far back as 2009. This had come

about because, prior to 2018, many certificates were issued by course measurers direct to race organisers/directors. These were not the standard AUKCM certificates and contained no provision for annual renewal and set no limit on the validity of the measurement.

Up until 2015 all qualified measurers in Scotland operated entirely as independent contractors, making their own arrangements with race organisers and issuing their own certificates of accuracy or simply issuing the measurement report to race organisers. Although measurement procedures in many instances equated to those used by AUKCM, there was no consistency and no central record of course measurements. Training for course measurement was conducted by Scottish Athletics, but there are no surviving records of the content of those courses. From 2015 there was a move towards using AUKCM procedures and a number of races have been certified as accurately measured under AUKCM standards. However, this has not been universally or consistently applied and some races continued to be certified under the old arrangements. Since 2015, a number of races were issued with certificates under the auspices of AUKCM, but many race organisers did not seek renewals, although the races were run in subsequent years.

Looking forward:

Working with Scottish Athletics, the message is now getting out to most race organisers/directors on the need to obtain a course measurement before a race can be licensed. However there have been some instances where race organisers have received a Certificate of Course Accuracy but have not then applied for a Scottish Athletics licence. There have also been cases where race organisers have obtained a licence but have not been measured because they have refused to meet the reasonable costs of the measurer. I am working with Scottish Athletics to agree procedures to eliminate, as far as possible, these problems.

Mike commented that we were about halfway to full coverage in Scotland. CMWP congratulated him on the progress in Scotland this year.

Wales (Phil Cook)

2018 has shown an increase in the number of measurers based in Wales who have submitted at least one report during the year. There were reports from 5 of the 7 showing on the website, of the two who didn't submit I'm looking to remove the one as they haven't submitted a report since 2012, the other has had some health issues and I need to ask if they intend returning to measuring or not.

I have received reports from two measurers from the North who have done measurements in North Wales. While I've gone the other way crossing the bridge a couple of times. I have one more measurement to do before Christmas and I've received another report to check, I'm not aware of anything else in the near future.

The Cardiff Half Marathon hosted the inaugural Commonwealth HM Championships, the course needed two slight adjustments, so I did a complete remeasure and then submitted the report to Hugh. The course was actually run 10m long as the organisers "couldn't" move the start or finish due to infrastructure builds.

Phil also reported on the Cook Jones Counters.

We've had quite a few orders this year; the biggest market has been in France. We've also supplied Germany, South Africa, Tunisia and the USA. We have focussed on the redesign of the one piece counter, although can produce the two piece if required. We seem to have sold as many right hand as left hand so far.

The problem of fitting counters to the new 'bolt-through' quick release hubs was raised. Phil had not encountered these hubs but would look at when he did.

Northern Ireland

Phil Holland reported that John Glover had emailed that he was still active on a limited basis. Attempts at recruitment of measurers had been unsuccessful.

10. Any Other Business

Dene Townend showed a Hi-Vis jacket with pockets. Members were interested, although some said that they used a bum bag for notebook, etc. Dene will circulate the web address. Paul Wood asked whether we could consider a different colour, since dog walkers and runners were all using yellow.

Ken Kaiser asked what action we should take on unlicensed races which had been measured. Phil Holland said that they should be removed from the website if they had been certified. He would find out the best way of doing this from Mike Sandford.

Colin Tether asked what others used as a base for course maps. He had used Open Street Map and available OS maps. Phil Holland said that A4 extracts from OS maps should be OK for personal use, but could not be copied for circulation. He found Google Maps no help - the colours used did not print well enough to see at some scales.

Phil Holland reported that licensed multi-terrain events currently showed on the runbritain website as 'Full Licence', whether they had been officially measured or not. This caused some confusion, but runbritain were planning to change the description to 'MT Licence'.

The meeting closed at 2:45 pm.

List of Actions

ACTION - CMWP members to agree guidelines for content of measurement reports.

ACTION - Phil Holland to produce layout and liaise with Dene for purchase of ID cards.

ACTION - ACMSs to identify areas of poor coverage. Phil Holland to approach runbritain.

ACTION - Ken Kaiser to arrange purchase of counters, delivery to Phil Holland.

ACTION - Phil Holland to draft data protection policy and circulate.

ACTION - Phil Holland to circulate the updated Guidance Note on Closed Roads.

Appendix A

Course Measurement Website Review

(Phil Holland, from telephone discussion with Mike Sandford)

Sandford Arts have spent a total of 72 hours on website maintenance in the year. We agreed that this left some time still available. There have been 3 major items not related to requests from us.

5 hours were spent on preparing for an imminent upgrade of Plesk (the software that supports the php coding of the website). This will happen shortly but should not involve much time from Sandford Arts – the hosting company will do almost all the work.

13.5 hours were spent on assessing the new Data Protection regulations and producing a statement of Sandford Arts policy. We need to produce our own policy (see Item 5).

3 hours were spent on assessing conversion from http:// to https://. This is a general move on the web and browsers are increasingly giving warnings that inputting data to http:// pages is insecure. Mike assesses the amount of work as considerable, with a large number of internal links to be located and amended. We agreed to leave this at present and review the position if we receive many adverse comments from users.

The remaining 50 hours was regular changes and response to problems. The only large items were ACMS changes in Scotland (3 hours) and the North (7 hours).

We discussed the proposed website update to better suit small screen devices. It is intended to rewrite the main public-facing pages using Wordpress, which will allow the pages to be presented in a format that suits the particular screen. It will also allow us to edit some of the information pages directly.

A small test version is available at <http://coursemeasurement.uk> Only 3 pages are populated with the text copied from the existing site, and the graphic heading has not been reformatted. I expressed reservations about the basic theme (white text on a black background) and we agreed that Mike would seek possible alternative themes over the next few weeks. When we have agreed a basic theme, we can review the content and work on the change during the early part of next year. This may require some time additional to the maintenance agreement. I will also send Mike a list of minor changes required to the the existing home page and map pages, for immediate action.

We agreed that the maintenance contract was working satisfactorily for both parties.

Appendix B - Data Protection by MCW Sandford, 24 May 2018.

Summary of History

The website originated in 2000 when the author registered the domain coursemeasurement.org.uk for the handling and public display of the records of course measurement in the South of England, for which he was the Area Measurement Secretary.

Later on request from the Measurement Secretaries of Midlands, Wales, North, and Scotland, the site was extended to include their data.

In November 2017 Sandford Arts Ltd took over the operation and maintenance of the website on behalf of the AUKCM following the earlier retirement of MCW Sandford.

Personal Data held

AUKCM's Area Secretaries- name address, telephone number email address. All these are displayed to the public in image form on the page <http://coursemeasurement.org.uk/contact.htm>. They also appear in image form on the pages <http://coursemeasurement.org.uk/midlands-south-wales.php>, <http://coursemeasurement.org.uk/scotland.php>, and <http://coursemeasurement.org.uk/northarea.php>. this public display of personal details is necessary so that measurers, racedirectors, running officials, and runners can contact the appropriate area secretary. The data is held in the table UKCM in the course database.

Course measurers- name, address line1, addressline2, Address town, address county, postcode, approx 6 fig grid ref, telephone number, email address, measurement area, and active status are held in the table UKCM. Also, when a measurer asks to use the password protected measurers private area at <http://coursemeasurement.org.uk/measurers/private/index.php>, a user name and encrypted password (as chosen by measurer when he registers for use of the password protected pages) is stored in the table UKCM. For active measurers, the contact details (in image form) can be accessed by the public by selecting a measurer's location marker on the area maps. There is a facility available to hide the addressline 1 and postcode from the public display, if requested by the measurer, then the minimum contact details of name, town, county, email and or phone are displayed. For measurers who are not in the active category the public display is limited to name plus the message, "This measurer is not active"

Race directors contact details (name, address, email, telephone)- It is necessary to store these firstly so that the the information for the issue of certificates can be transferred to the area secretary, and to print relevant information on page 2 of certificates to facilitate posting. Secondly it provides a contact point which enables area secretaries answer questions from UKA officials, runners when questions are raised about courses. Finally since the measurement report is sent to the race director who is asked to store it for reference in future years, having the contact record enables area secretaries answer questions from new race directors about who in their organising body has the original measurement report. these data are stored in the tables address_midlands, address_north, address_scotland, address_south, address_wales.

Area measurement secretaries have access to a password protected access to an area at <http://coursemeasurement.org.uk/ukmap/meas-sec/index.php>. Here they can edit the entries in:

- UKCM table
- the race director's address table for their own area

Processing of data

Sandford Arts Limited processes the above data on behalf of AUKCM which controls its use. In particular Measurers and Area Secretaries must agree not to use the personal data in any way not approved by AUKCM.

Appendix C

Draft Guidance Note on Measurement of Closed Road Events

This guidance note is intended to record methods of overcoming the difficulties presented in the measurement of courses for races run on closed roads. It lists different circumstances which may occur, outlines some basic strategies and gives a number of case studies as examples of solutions.

Locations and Problems

These may be categorised as:

- Urban** Dense traffic. One-way streets. Cycling prohibited.
- Suburban** High-speed roads (single & dual carriageway).
- Rural** High-speed or heavily trafficked B-roads, often with poor visibility. Meandering roads.
- Other** Motorways and other restricted roads.

These categories overlap and some problems apply to more than one category.

Basic Strategies (see Case Studies)

Measure in sections, some forward, some in reverse. (CS2, CS3)

Select day and time (including measuring at night). (CS1)

Use escorts – race director, highways or traffic management vehicle, police (rare). (CS1, CS2)

Measure offset line. (CS2, CS3)

Make use of other road closures. (CS3)

Case Studies

- CS1** Bristol Half Marathon, A4 Portway.
- CS2** Severn Bridge Half Marathon, M48, B4461, lanes.
- CS3** Severn Bridge 10k, M48.

Case Study 1 Bristol Half Marathon, A4 Portway. (Phil Holland)

A 4km length of the A4 along the River Avon was used as an out-and-back for a number of years. This is a 4-lane road, partly single carriageway, partly dual and carries heavy traffic to Avonmouth Docks and the M5. Most of the length has a 50mph limit. The Course used the left half of the road in each direction. On the first occasion, I measured the out-and-back as a first operation at 04:30 on a Sunday morning, with the race director following me with hazard lights on to give me protection from behind. On the second occasion, with later sunrise, I measured at 01:00 with a highways department vehicle behind with full amber beacons. Some of the HGVs still pushed fairly close to me.

Case Study 2 Severn Bridge Half Marathon, M48, B4295 & lanes. (Phil Holland)

The course starts on the closed M48 over the Severn Bridge, then B4295 for 2.7km, a loop of country lanes to rejoin the B4295 for a 3.6km return to the bridge, using the cycle track to the finish. The B4295 is a typical undulating, winding 2-lane country road with varying visibility and is closed for the race. Two short, narrow lengths of the lanes are also closed and the whole loop has poor visibility.

The bridge, comprising the Severn Bridge, Wye Bridge and two viaducts is 3km long and straight. The cycle track is parallel, only 3m offset, and so the M48 length was measured on the cycle track (I had to sneak 10m up the exit slip to measure the curve at the end). The B4295 was measured early on Sunday morning, with the race director providing 2 escort vehicles, one following close to protect me and one in front to warn and slow traffic (60mph is common, although speed limit is 40 or 50). The length was measured in 8 sections, 4 in each direction.

Measurement of the closed lanes was no more difficult than the rest of the loop. One escort vehicle, either behind or in front, was sufficient. I know these lanes well enough to anticipate potential hazards.

Case Study 3 Severn Bridge 10k, M48 (Phil Holland)

This was an interesting addition to the Half Marathon, starting on the west side of the bridge and continuing for 1km past the east end to turn point, back to the top of the exit slip and down to join the cycle track for the return to the finish. I had the measurement for the 3km over the bridge and the 5km on the cycle track to the finish, but the start length on the west and the Z for the turns on the east could only be measured on the M48 carriageway.

I used GoodRunGuide to get a close estimate of the turn length required and fixed a suitable reference for the first turn. The second turn would come at the start of the slip road where there was ample room to adjust its position by 50m. My intention was to measure on the morning of the race and fix turn 2. However, there was a maintenance closure a few months before and, unusually, permission was given for me to cycle on the carriageway. I was given 1 hour with an escort from the maintenance contractor, which served nicely.
