

# **Minutes of Course Measurement Working Party 23 November 2019**

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, Colin Tether, Charmian Heaton.

## **Apologies:**

Brian Porter.

## **Course Measurers attending as observers:**

John Webber, Paul Wood, Mark Jefford. Apologies received from 7 measurers.

## **1. Review of Actions from 2018 meeting**

Phil Holland reported that there were three outstanding 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 - Phil Holland to draft data protection policy and circulate.*

These actions to be carried forward.

## **2. Membership, Training & Upgrading**

*Grade 2 Measurers:* Geoff Sandford, Dan Newman (South), Llyr ApGeraint-Roberts (Midlands)

*Grade 1 Measurers:* Colin Tether (Midlands)

Phil Holland reported that there are currently 90 active measurers, 10 inactive. there are 5 "active" and 1 "inactive" measurers who have not measured in the past 5 years.

He also reported the retirement of 1 Grade 2 and 2 Grade 1 measurers in the North.

## **3. Accounts (Ken Kaiser) (Company accounts now require CMWP approval)**

Firstly, a big thanks to Charmian Heaton for her help on checking and preparing the accounts for the meeting and throughout the year.

At the moment the bank account stands at a healthy £7933.73 . Our main outgoings are the website at £2,400/yr and the AGM. Also ,this year we have started to pay Corporation Tax and an amount of £771 is shown which covers the years ending Sept 17 & Sept 18. £200 of this is a late payment penalty. Charmian and I were under the impression that we had submitted accounts to both HMRC and Companies House. The situation at the time was very confusing with 3 separate websites for tax- HMRC ,Companies House and a 3rd Beta site. The beta site has now become the single website for HMRC and CH combined and the situation is much clearer. Filing for this years accounts has to be done by June 20, and will be done once the accounts are approved. Income is showing a reasonable surplus over expenditure.(approx £2000)

Overall income is up slightly on the previous year, and outgoings also increased as this is the first year we have had a full year of website fees. We have not made any significant purchases or funded training days.

CMWP approved the accounts unanimously.

#### **4. Data Protection**

Phil Holland reported no progress on this.

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

#### **5. Insurance**

Phil Holland reported on a quotation received the previous week. (*Details are given in Appendix A.*) CMWP approved acceptance of the QBE quotation for Directors & Officers Liability and Officers & Measurers Professional Indemnity.

Paul Hodgson said that personal injury cover for measurers was important. Phil Holland said that it was difficult and he would pursue it separately.

*ACTION - Phil Holland to seek personal injury insurance.*

#### **6. Ten-year validity rule**

Phil Holland had received notice from runbritain that a number of certificates had been issued where the measurement was more than 10 years old. This was due to an error in the checking system for renewal requests and this had been corrected. It was still possible for an area secretary to override the check in exceptional circumstances.

#### **7. Storage of Measurement Reports**

Dene Townend raised the question of central storage of reports. These are currently kept on area secretaries computers and practice varies on naming of files and backup routines. He suggested that cloud storage would be the best option. Phil Holland said that the aukcm.org.uk domain offered cloud storage at reasonable rates and he would seek further details.

There was discussion about the preferred file format and the majority favoured PDF files. Some areas store reports by measurement number, others by course name. Area Secretaries agreed to discuss details.

*ACTION - Phil Holland to obtain details of cloud storage. ACMSs to agree details.*

#### **8. Course Measurement Website**

Phil Holland reported that Sandford Arts had spent the same number of hours maintaining the website as last year. There had been a number of upgrades to the software to be implemented, otherwise it was routine updating.

#### **9. Parkrun**

Colin Tether said that in his experience a number of parkrun courses listed as measured on our website are often not run using the listed course. He suggested that the time had come to remove the listing. CMWP agreed that this should be done.

*ACTION - Phil Holland to contact parkrun to confirm and arrange deletion of the list.*

#### **10. Gravel courses**

Mike Burns had a measurement of a course mostly on firm, smooth gravel tracks and queried how it should be dealt with. Phil Holland outlined the work he and Mike Sandford had carried out at Stratford-on-Avon and the introduction of the Certificate of Registered Distance. This certifies the minimum distance but not compliance with the accuracy

standards required by IAAF/AIMS/UKA. An additional 0.1% SCPF is added to the distance on gravel to allow for the difference in constant between the road and gravel surfaces.

## **11. International Measurement Matters**

Hugh Jones gave some interesting background to the recent 2-hour Marathon, which he had measured with another measurer. He mentioned that there was development in progress in New York on an electronic counter. General use was probably a couple of years away.

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

## **12. Area Secretaries Reports**

**Statistics** (2019 figures to 19 November, 2018 full year in brackets)

<b>Area</b>	<b>Measurements</b>				<b>Certificates (new + renew)</b>		
	<i>Road</i>	<i>Unsealed</i>	<i>MT</i>	<i>Total</i>	<i>UKA</i>	<i>ARC</i>	<i>Total</i>
<b>South</b>	164	7	12	183 (215)	753	44	797 (1038)
<b>North</b>	160	4	5	169 (174)	526	19	545 (506)
<b>Midlands</b>	71	1	7	79 (88)	238	6	244 (280)
<b>Wales</b>	33	-	-	33 (35)	102	2	104 (101)
<b>Scotland</b>	102		2	104 (101)	207	1	208 (133)
<b>TOTAL</b>				568 (613)			1898 (2068)

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

### **South** (Phil Holland)

Very little to report this year. I have gained 2 new measurers and have 2 temporarily inactive. Numbers of measurements and renewals remain fairly constant.

I am no longer measuring - my bike was wrecked in an accident in August and I had decided to stop at the end of the year anyway. I will be stepping down as Area Secretary in 12 months time and a replacement is required as soon as possible.

### **Midlands** (Kym Wheeler)

This seems to have been a quiet year with 210 certificates issued between January and the end of October 2019. Several of these certificates have been for commercial events which have been remeasured due to adjustments to the routes to avoid pinch points, road works, floods and in one event, sink holes, on the course.

As in previous years, the most popular distance has been the 10k with half marathon close behind. The number of commercial race directors continues to increase with road running clubs not so active in starting new events, but continuing to run long established races.

We have welcomed one new measurer this year, Llyr ApGeraint-Roberts, who will be based in Nottinghamshire, which is one of the areas where there is a measurement gap.

I am pleased to announce that Colin Tether, based in Worcestershire, has volunteered to take on the mantle of midlands area course measurement secretary. Colin has been measuring for many years and with his attention to detail and knowledge of measuring will be an excellent successor. We have spent a day together looking over the system and many emails have been exchanged during the past month as we hand over.

In early 2019 I undertook a major overhaul of the paper measurement records for the midlands area, and over a period of 6 weeks, digitised them all, ensuring that there were two copies - one on my computer system and a copy on a memory stick. The memory stick has now been passed to Colin. I have agreed with Colin to retain the paper copies for 2 years until the end of 2021, at which point, if they are not required, they will be destroyed.

I have enjoyed my time as a course measurer but feel that now my running days are about over, it is time to move on to other things. I wish all of you best wishes and good luck for the future. It has been an honour to know and meet you all.

CMWP thanked Kym for her service over the years. Phil Holland particularly thanked her for stepping up to succeed him when he relinquished the Midlands role and, more recently, assisting in the administration of the meetings.

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## **North** (Dene Townend)

Having taken over from Brian Porter just prior to the 2018 AGM, this is my first report as secretary.

With a full workload, I am indebted to Ken Kaiser along with Brain Porter, acting as Assistant Secretaries' in supporting the renewals and new certificates coming through.

This year, has seen new certifications around the same volumes as 2018 with a likely slight increase by the year end, with renewals slightly on the increase.

Recent weather issues have resulted in a number of last-minute course changes, and measurers have stepped up to these late requests to ensure re-routing was to the required standards, there have also been a couple of back up "plan B" routes measured.

Last minute, including on the day renewals are rather frustrating to manage, and I would ask that all measurers, when engaged to undertake a measurement, try and ensure that the organisers are made aware of the need to submit future renewals in sufficient time

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## **Scotland** (Mike Burns)

*Measurers:*

The number and grades of measurers remained unchanged since 2018:

- Mike Burns (Grade 1): Shetland;
- Alan Young (Grade 1): Dundee;
- Adrian Tarit Stott (Grade 1): Edinburgh;
- Les Hill (Grade 2): Dumfries;
- Paul Hughes (Grade 2): Forres;
- Campbell Joss (Grade 2): Glasgow;

- Peter Rudzinski (Grade 2): Clydebank.

Two trainees (Tome Brian and John McKendrick) have fallen off the radar and have shown no further interest in progressing towards qualification. Although there have been expressions of interest from some other individuals, these have not yet developed into anything positive.

All measurers have taken on increased workloads during 2019 and it has not always been possible to schedule all measurement requests.

*Course Measurement and Certification:*

The total number of Certificates issued, 1 January to 19 November 2019, is:

2019			2018	2017	2016	2015	
New	Renewals	Total					
For UKA	102	105	205	131	15	5	15
For ARC	0	1	1	1	0	0	0
Multi Terrain	2	0	2	1	0	0	1

The total number of races certified for 2019 so far is 214, including 19 certified in late-2018. A further 13 certificates have been issued for races in 2020 (3 new and 10 renewals).

**Wales** (Phil Cook)

*Measurers:*

There were reports from 5 of the 7 showing on the website, one definitely needs to be removed and I don't know whether the other will submit in the future.

- Phil Cook (Grade 1) : South Wales (9 x South ; 5 x East ; 4 x West)
- Dafydd Ellis (Grade 2) : North Wales (10 x North)
- Lyn Rees (Grade 2) : West Wales (3 x West)
- Graham Finlayson (Grade 2) : South Wales (1 x South)
- Ian McDonald (Grade 2) : South Wales (1 x South)

I have received reports from one measurer from the North of England who has done measurements in North Wales, while I've had reports from two measurers from the Midlands who have done measurements in East Wales.

- Malcolm Dawes (Grade 2) : Midlands (2 x East)
- Simon Walker (Grade 2) : Midlands (1 x East)
- Ken Thomas (Grade 2) : North of England (1 x North)

I'm not aware of any other measurements arranged in the near future. Phil Holland has been contacted by a Zoe Holloway from Welsh Athletics about putting on some training, I haven't heard anything further.

There are a few areas with gaps, as can be seen there isn't a measurer based in the East who has submitted a report. Most of the races I do are for organisers I know or who I've measured for in the past, only two races were new organisers to me. So location of potential new measurers is more important than the numbers (I don't mind travelling as I see new courses and areas).

### *Course Measurement and Certification:*

I've done a comparison over the last 5 years to see the difference in measurements and renewals, there has been a jump in renewals, I'm not sure if this is due to Welsh Athletics having gone over to the RunBritain portal for licencing now rather than it going through the office. The actual measurements have been fairly consistent for the east two years.

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### **Northern Ireland**

Phil Holland reported that John Glover had emailed that he was still active on a limited basis. He has one possible trainee under consideration.

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### **13. Any Other Business**

Mark Jefford asked about hi-vis bibs. Dene Townend will provide details of the company he used.

Colin Tether asked about flashing lights on bikes to make them stand out while measuring. There was general discussion about what others were using. Colin Tether to collate ideas.

*The meeting closed at 2:45 pm.*

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### **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 - Phil Holland to draft data protection policy and circulate.*

*ACTION - Phil Holland to seek personal injury insurance.*

*ACTION - Phil Holland to obtain details of cloud storage. ACMSs to agree details.*

*ACTION - Phil Holland to contact parkrun to confirm and arrange deletion of the list.*

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## **Appendix A**

### **Insurance Requirements**

This is a simple summary of the cover that we should consider.

1. For the Association – Public & Employer’s Liability. This broadly covers claims by others for personal or property damage and claims by employees. Note that, for voluntary bodies particularly, courts may consider volunteers to be unpaid employees.
2. For the Directors & Officers (acting in that capacity) – Liability for decisions made and also for mistakes made in checking and certifying (Professional Indemnity).
3. For Measurers – Professional Indemnity, Public Liability, Personal Injury.

### **Comments**

The quotation for 1. is £890.00, provided by Breeze Underwriting at Lloyds. This seems to me to be a high premium for a very small risk. Employer’s Liability would be difficult to establish – we do not organise, control or supervise the work of measurers in any way and we usually do not know that a measurement is being carried out until after the fact. It’s also difficult to see grounds for a measurer to claim against the Association.

Public Liability claims are also unlikely. When I asked for an example, the only one suggested was that a Director visiting another office may spill a coffee over a critical piece of computer equipment, causing significant damage.

The QBE quotation for £408.80 covers all of 2. and the Professional Indemnity element of Measurer’s cover. This seems a reasonable premium for what I see as the major risk.

The Public Liability cover for measurers is provided by UKA and ARC when they are measuring for their licensed events. I have confirmed that the UKA policy covers us – I believe we are treated as a special category of Official. ARC have extended their cover as the result of my query. AUKCM is now an Associate Member of ARC, affiliated “for the express purpose of assisting in organising running events...”. They are amending their Articles of Association and the Schedule to their insurance to give effect to this.

I do not see any reason to provide cover to measurers measuring for unlicensed events. We do not record these measurements and have always stated that measurers are under no obligation to measure for these events, but are free to do so if they wish.

I have made no attempt to obtain Personal Injury cover for measurers. Early enquiries indicated that it would be difficult, particularly since we do not require measurers to adhere to the rules of the road whilst measuring. This is probably best tackled as a separate exercise.

Phil Holland  
21 Nov 2019