

Minutes of Course Measurement Working Party 4 November 2017

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

Attending:

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

Apologies:

Brian Porter (North), Dene Townend, Paul Hodgson.

Course Measurers attending as observers:

John Webber, Ken Thomas, Doug Hyde, Charmian Heaton. Apologies received from 9 measurers.

1. Welcome

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

2. Review of Actions from 2016 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 DONE - NEW ACTION - Phil Holland had a rough draft and will circulate for comment.*
2. *ACTION - Brian Porter to pursue ID Card design for Phil Holland to produce. NOT DONE - review after structural changes. NEW ACTION - Phil Holland to look into in New Year.*

3. Membership, Training & Upgrading

Grade 2 Measurer: Adam Henry, Paul Reed (North), Janet Watson (South).

Grade 1 Measurers: (None)

The need for upgrading seminars was noted. Ken Thomas suggested a location near Chester and Hugh Jones suggested Crystal Palace. Phil Holland suggested the Coventry campus of Warwick University, where Coventry Godiva are based. CMWP agreed to pursue all three venues and look at dates early next summer.

Hugh Jones asked whether the online theory course could have more practical content. The course is due for a review and could be transferred to the AUKCM website.

Phil Holland mentioned a trainee in North Wales whose progress had stalled near the end of the theory. Ken Thomas offered to assist.

Ken Kaiser reported an employee of a commercial race organiser who was working through the training. CMWP confirmed that measurers were able to measure their own courses and that employee measurers were expected to measure some courses outside their own organisation.

ACTION - Phil Holland to produce guideline for measurers from commercial organisers.

4. Accounts (Company accounts now require CMWP approval)

Ken Kaiser presented the Company accounts for submission to Companies House. CMWP approved these unanimously. Ken also produced a summary account for the full year and another extract for HMRC. (The need for 3 versions arises from our conversion and only one set of accounts will be needed in future.)

Ken reported that the collection of all measurement registration fees directly from the governing bodies made his task much simpler. However, there had been a number of instances of fees being wrongly allocated due to incorrect information given in the measurement report. Phil Holland proposed changes to the input forms on the website to minimise this. There was also a problem with unlicensed races being certified. CMWP confirmed the established policy of licensed events only being certified and appearing on the website.

ACTION - Phil Holland to arrange changes to the website and circulate measurers to remind them of requirements.

Phil Holland reported that he had 8 left hand & 1 right hand Cook Jones counters in stock and would despatch on request. He also had two JR model counters, slightly used.

5. Rules - Accreditation & Membership

Phil Holland said that Clause 31 of our Articles allowed the adoption of rules governing the conduct of the Association. He had circulated draft rules on accreditation of measurers and membership of the Association & Company (see Appendix).

Phil reported that there are now 38 Members and 69 Associates. Hugh Jones asked whether measurers based outside the UK were likely. Phil mentioned Irish Republic measurers. Doug Hyde asked whether an upgrading course was always required. CMWP confirmed that the requirement was an assessment and, while a course with a number of participants was desirable, individuals could be upgraded by observation and examination of measurement reports.

CMWP approved the rules unanimously. (Copy appended to these minutes.)

ACTION - Phil Holland to circulate and add to website after acceptance by AGM.

6. Northern Ireland, Scotland & South of England

Phil Holland had circulated the following reports:

Northern Ireland

John Glover replied to my email enquiry:

Yes I am continuing to measure however it is on a limited basis. I announced my 'retirement' at the start of the summer but as there is nobody else I find it hard to say no, especially to Athletics NI as I am a Vice President and Life Member. I also am doing a small number for people I know well.

The situation re. replacements is still poor. Of the five who turned up at the first seminar none have completed the course. ANI are arranging another course in the near future which I have agreed to take.

John would prefer not to be a member of CMWP but accepted my suggestion that we co-opt him as a non-voting liaison for Northern Ireland.

Gavin Lightwood is in discussion with ANI regarding adoption of the UK licensing system, including requirements for course measurement, So we can hope for progress in future.

CMWP co-opted John Glover as non-voting liaison for Northern Ireland.

Scotland

I have continued issuing AUKCM certificates on request. There have been 14 new

measurements this year and no renewals. In fact, no renewal certificates have been issued in the 3-year period, indicating that we will need to emphasise the requirement.

With Gavin Lightwood, I had a good meeting with Scottish Athletics in August to discuss course measurement. SA will adopt the same system as England & Wales and will aim to get courses measured as soon as possible. There may be about 200 courses involved.

The formal arrangements with SA are taking longer than I expected, but Mike Burns will replace Alan Young as SA measurement co-ordinator. We should elect Mike as ACMS at the AGM and I will hand over administration to him almost immediately. Changes to the website and the form of certificate will wait until SA agreement is confirmed.

Mike Burns said that he thought there could be as many as 400 courses involved and that measurement would have to be prioritised - championships and high-profile events first. He reported that he had met Scottish Athletics the previous day and he expected matters to progress from January 2018. His first priority was to recruit more measurers.

ACTION - Phil Holland to hand over to Mike Burns.

South

Mike Sandford has continued to operate as ACMS although he retired last year. We are very grateful to Mike. There have been 198 new courses measured in the year, 176 of them road courses. A total of 742 certificates have been issued - 701 UKA, 41 ARC - which is 544 renewals. These figures are an increase on previous years.

Now that I will be relieved of my role in Scotland, I can take over responsibility for the South, for a limited period only. This is possible with the assistance of Tim Cooke, a race organiser who volunteered to help in response to comments from Mike. Tim is interested in becoming a measurer and has made a start on the theory training. The intention is that Tim will deal with renewal certificates, which requires little technical knowledge, leaving me to deal with new measurements.

CMWP needs to confirm Tim's appointment as assistant for the South. I have informed Mike Sandford of the proposal and the handover will be later in the year.

CMWP confirmed the appointment of Tim Cooke as assistant ACMS for the South.

ACTION - Phil Holland to arrange handover with Mike Sandford.

CMWP again expressed thanks to Mike Sandford for continuing to operate the system since his retirement last year.

[CMWP adjourned for lunch and the AGM, reconvening 2:15 pm]

7. Course Measurement Website

Phil Holland reported on the need for an update of the course measurement website. Three aspects required attention - appearance (particularly on small screens), review of information pages and minor improvements to data input process.

Mike Sandford had suggested some smaller adjustments which would largely deal with appearance, and transferring the information pages to the AUKCM website. After discussion, CMWP preferred to investigate the possibility of a full rewrite first. Phil Holland reported that we had tried to obtain estimates but could not do so before the meeting:

A response from one of the developers indicates a cost of over £10,000 - I think it could be twice this. We could not finance the higher figure out of our normal income and will need to look at other possibilities. I understand runbritain will be supportive but they

have little money available. I see 3 possibilities:

1. Increase our fees to meet the cost over, say, 2 years. This could be difficult to agree with the various bodies who pay them. It also assumes we can continue as we are for 2 years.
2. Seek lump sum funding from England Athletics, Welsh Athletics and ARC. They may not be prepared to make grants at the level required.
3. Seek specific donations from the main commercial race organisers. A quick check through the list of organisers shows 15 significant companies of various sizes.

Option 1 was considered impracticable and option 3 unlikely to succeed. CMWP agreed to pursue option 2.

ACTION - Phil Holland to contact runbritain and ARC.

8. International Measurement Matters

Hugh Jones reported that he had used UK experience to raise matters internationally and that IAAF were considering the liability of measurers.

He commented that in USA measurers do not have to be qualified but must submit two sets of data. In Germany measurers must qualify but they also have to submit two sets of data.

9. Other Area Secretaries Reports

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

NORTH AREA SECRETARY'S REPORT - Brian Porter

In my report last year, I summed up the year as **“interesting”** in the wake of The Manchester Marathon saga. With the diligence and integrity of many measurers across The North we got all of them sorted before last year's AGM, with one notable exception; The Wilmslow Half Marathon. Thank you to Simon Walker for putting the final line under the re-measurement exercise.

Earlier this year I asked Ken Kaiser and Dene Townend to assist me with the checking of reports, certification, and renewal of certificates. It was necessary for me to recruit help to lessen my workload. I wish to record my gratitude to Ken and Dene for all their support.

I am delighted to report they have both agreed to continue to support me for at least the next year. Out of necessity we have stumbled across a model that works in The North. The measurement reports still come to me; then I either certify the race or distribute to Ken or Dene, who have certified on my behalf. The advantages are that reports are processed in a more timely manner than if I was doing all the work. We have also been able to discuss reports when we were unsure of the details in the report.

In the 10 months of 2017, 132 new courses have been certified, compared with 114 for the whole of last year (16% increase). 148 courses have been renewed in the 10 months of 2017, against 141 for the whole of 2016. When we add in the queries from race organisers, there is something to do for course measurement most days. This makes the contribution of Ken and Dene even more valuable.

The most common query I get from race organisers is this: **“I'm trying to renew my certificate for course number **/**** but I don't have the renewal code”**

I've given up telling people it's on page two as it's clear they have not kept both pages. I have therefore amended the email to accompany the certificate to emphasise this.

Another good year for training. Ken and I had a really good day in the Summer delivering a practical seminar to 4 new measurers. I am delighted to welcome Adam Henry in Leeds, and Paul Reed in Beverley as new measurers. Unfortunately, the other

two have still not sent their reports for the test measurement. It looks like I'll have to get the counters back from them.

Than you once again to every measurer's valued contribution to course measurement. Those who haven't measured a race this year may be thinking this doesn't apply to; but think about the times you have had chats and discussions with people about course measurement that has improved their knowledge. These contributions are just as valuable as riding a course; so, thank you.

Appendix

New certificates issued by county. Jan to Oct 2017

| | | | |
|--------------------|----|---------------|----|
| Northumberland | 4 | Tyne and Wear | 4 |
| Durham | 2 | Cumbria | 7 |
| Cleveland | 2 | North Yorks | 18 |
| South Yorks | 7 | West Yorks | 8 |
| Lancashire | 34 | Derbyshire | 7 |
| Greater Manchester | 19 | Lincolnshire | 7 |
| Merseyside | 5 | Cheshire | 19 |

MIDLAND AREA SECRETARY'S REPORT - Kym Wheeler

A busy summer for course measurement. There have been 73 new racees measured, most of them for commercial race organisers. There have been only one or two re-measurements of events that have survived 10 years. Two hundred and 24 certificates have been issued for UKA/EA races in the midlands area since January 2017, and 14 ARC race certificates. Most of the ARC certificates are for events in the Leicestershire area, with three in the Avon area. One anomaly which was raised by a Dave Jackson was the Nuneaton 10k event held on 10th September 2017. This event claimed to be a UKA event but was not measured by a course measurer and was not recorded/ permitted by RunBritain. It was apparently 300 metres short. Runners who complained were disappointed to find (a) that it was short and (b) that it would not count for the Power of 10 Rankings. On the plus side, it was apparently very well organised with a good goody bag and medal. It will be interesting to see if this appears on the calendar next year. One measurer has retired injured but may be re-measuring again next year; 3 measurers are in the process of re-locating to different area so will be lost to the Midlands Area, but the north and south areas will gain from our loss.

WALES AREA SECRETARY'S REPORT - Phil Cook

Again the first half of the year seemed to be on the busier side but it soon calmed down. There have been 24 new measurements done during 2017 so far which is similar to last year, the regional breakdown :

| | |
|-------|---|
| East | 6 |
| South | 9 |
| West | 2 |
| North | 7 |

I have been asked to do 3 measurements but I'm not sure if they will be done before the New Year, this includes the new Newport Marathon which I'm working with Run 4 Wales on. There have been 39 requests for certificate renewals during 2017 slightly up on last year.

The website is still showing that there are 7 active measurers in Wales, but this isn't a true reflexion, in reality there are only 2 Welsh measurers who are active, that's me covering the southern half of the country and Dafydd covering the northern half. We had 2 measurers come across the border to do measurements.

| Measurer | Grade | Courses measured | S | W | E | N | Last measurement | |
|--------------------------|-------|-------------------|---|---|---|---|------------------|--|
| Phil Cook (South) | 1 | 15 (+ 1 Midlands) | 9 | 2 | 4 | 0 | | |
| Dafydd Ellis (North) | 2 | 6 | 0 | 0 | 0 | 6 | | |
| Phil Holland (Avon) | 1 | 2 | 0 | 0 | 2 | 0 | | |
| Simon Walker (Chester) | 2 | 1 | 0 | 0 | 0 | 1 | | |
| Graham Finlayson (South) | 2 | 0 | 0 | 0 | 0 | 0 | 2015 | |
| Ian McDonald (South) | 2 | 0 | 0 | 0 | 0 | 0 | 2015 | |
| Lyn Rees (West) | 2 | 0 | 0 | 0 | 0 | 0 | 2015 | |
| Paul Day (East) | 2 | 0 | 0 | 0 | 0 | 0 | 2015 | |
| Alex Donald (South) | 2 | 0 | 0 | 0 | 0 | 0 | 2012 | |
| Martin Dyde (West) | 1 | 0 | Retired, but will do confirmations of previous measurements | | | | | |

I had a couple of last minute requests to do measurements, I managed to fit most of them in but one was too close to the race and I couldn't get there, so they agreed with Welsh Athletics to run it as a "Fun Run" with no certificate and have it measured in time for 2018.

I did have a bit of a problem during the summer, there were a few races that had queries over receiving their certificates, I eventually found the measurement reports from Dafydd which had gone to my old email address which had stopped forwarding mail to my new email. These have now all been issued, so hopefully this won't reoccur.

Phil also reported on Cook-Jones Counters:

We sold quite a few this year; the biggest market has been in France, we've also sold to the UK, Belgium and The Netherlands. As well as these we've had enquiries from Germany and the USA, but not sold to these as yet. We seem to have sold as many right hand as left hand so far.

We now have 3 designs, the 1 piece, the standard 2 piece and a custom 2 piece. The one piece has been slightly modified, we found that due to varying wheel types and designs we had to make slight modifications to suit certain types, but now with the latest tweak this should mean that the 1 piece should now fit all wheels. The standard 2 piece has basically remained unchanged, we've added the custom 2 piece to take into account the larger spoke flange on the disc brake wheels and mountain bike wheels, these have 2 thin shaped stainless steel plates that sandwich the spokes, the drive gear is fixed to the outer plate, it then sets up the same as the standard. We've also started to include an alignment kit in the 2 piece versions in order to make sure the drive gear is running true.

10. Any Other Business

Doug Hyde asked for clarification of measurements on unsealed surfaces (gravel/off-road). Kym Wheeler offered to forward details of the requirements to Doug and anyone else who may want it.

The meeting closed at 15:40

List of Actions

ACTION - Phil Holland to circulate draft guidance note for measurement of closed-road events.

ACTION - Phil Holland to investigate membership cards.

ACTION - Phil Holland to produce guideline for measurers from commercial organisers.

ACTION - Phil Holland to arrange changes to the website and circulate measurers to remind them of requirement to identify governing body and licence.

ACTION - Phil Holland to circulate rules and add to website after acceptance by AGM.

ACTION - Phil Holland to hand Scotland over to Mike Burns.

ACTION - Phil Holland to arrange handover of South with Mike Sandford.

ACTION - Phil Holland to contact runbritain and ARC re website cost

Appendix

AUKCM Company Rules

Accreditation of Measurers

1. UK-based course measurers are accredited as Grade 1 or Grade 2. Both are equally qualified to measure road race courses in the UK. Grade 1 measurers are additionally qualified to verify courses where a record time has been set or where the certified distance has been queried.
2. Grade 2 measurers will be upgraded to Grade 1 on the recommendation of the ACMS (or another appointed Grade 1 measurer) following an assessment of current work. The normal minimum requirement for upgrading is completion of 10-20 measurements with submission of acceptable reports.
3. Trainees will be accredited as Grade 2 measurers on completion of the theory and practical training and submission of an acceptable report on the final measurement exercise.
4. Initial accreditation and upgrading will be by the relevant ACMS and will be confirmed at the next CMWP meeting.

AUKCM Membership

1. There will be two classes of membership - Member & Associate. (Only Members are members of the company for the purpose of the articles or the Companies Acts.)
2. Membership (full) is open to all UK-based accredited course measurers who sign the Members' Undertaking as required by Article 6.
3. Members have all the rights provided in the articles. These include voting rights at general meetings, including the right to appoint a proxy to vote on their behalf (as required by the Companies Acts).
4. All other measurers who submit measurements for certification (including measurers based outside the UK) will be Associates.
5. Associates will receive notices of meetings and general circulars but will have no other rights of membership.

Note: Trainees are not members but are added to the register by the secretary when they pass the Theory Introductory test and are given access to the private area of the website.