



**Draft Minutes - AUKCM CMWP Meeting
11:30am 8th November 2025**

**Somers Town Coffee House,
60 Chalton St, London NW1 1HS**

Present:

In the Coffee House

Brian Porter - Chair, Mike Burns (left meeting at 12:45), Phil Cook, Robin Houghton, Doug Hyde, Hugh Jones, Joe McKeown, Charmaine Mitchell, Colin Tether, Chris Sewell, Dene Townend, Paul Wood

Via Teams Link

Jon Aston, Tim Cook, Clive Dugdale, Paul Hodgson, Paul Hughes, Tony King, Geoffrey Sandford

Apologies for absence

Ken Walker, Steve Crane, Mark Evans, Ben Stevens, Helen McGregor, Chris Marcol, Gwynne Jones. Ian Isaacs

1. Introductions and Apologies for absence

The Chair welcomed everyone to the meeting. Apologies are shown above.

2. Approval of Minutes of CMWP meeting 9th November 2024 and matters arising

The minutes from the 2024 meeting were accepted. There were no matters arising not to be dealt with elsewhere on the agenda.

3. Area Course Measurement Secretaries' reports

Reports had been submitted by all Area Secretaries. There were no comments made. It was also noted that we have had no information regarding Northern Ireland for some years. Colin Tether agreed to investigate. **ACTION Colin Tether**

4. International Matters

Hugh Jones report was accepted and the upgrading of Brian Porter to 'A' was noted. There was more demand for international measurers and action was needed to ensure UK Grade 1 measurers were accepted as World Athletic Measurers 'B' and 'A'.

5. AUKCM websites

Reference was made to the report distributed by Robin Houghton. This referred mainly to the website developed by Mike Sandford, <http://coursemeasurement.org.uk/>

The following points were made:

- England Athletics had provided an estimate of £15k for a new website. England Athletics stated it would not be possible to fund this until the next financial year with development work to commence in April 2026 and completion in the summer of 2026
- The current website will probably be inactive in the coming months, so a new 'fix' is needed as a matter of some urgency.
- It was agreed to pursue offer from measurer Darren Wrintmore to proceed with building the new website which will take at least 4 months to fully complete. Robin to provide update in a new quarterly working party meeting (dates to be agreed) **Action Robin Houghton**
- Robin to also look at prices from 3rd parties for the website. **Action Robin Houghton**

It was agreed that a subcommittee of AUKCM to be established, comprised of Robin Houghton, Dene Townend and Paul Wood. **Action Robin Houghton, Dene Townend and Paul Wood**

It was noted that from 1/1/2026, England Athletics are to drop the current renewal process for race organisers. Renewal certificates will not be required. This could simplify the new website and should take some of the pressure off the Area Secretaries.

Tony King voiced his thanks for all the valuable work Mike Sandford had done in building the website and maintaining it over the years. The meeting unanimously concurred.

Certificates

It was agreed that the validity of a measurement should continue to last 10 years from measurement, not the 5 years adopted by World Athletics. Certificates will not show date of race but will show the expiry date of the measurement.

7. Training

Reference was made to the report submitted by Brian Porter. New Measurers appointed to Grade 2 in the last year are: Joe McKeown, Quorn; Ben Stevens, Worthing; Chris Neil, Guildford; Brian Reade, Jersey; Mike Gwynne, Porth and Gwyn Jones, Cardiff. Most of these measurers had completed the on-line training supervised by Brian Porter with a new pack sent to replace previous training model and subsequent practical training with an established measurer.

Comment was made by Paul Wood that there is need for standardisation of measurement reports. Some reports currently submitted are lacking the detail needed to properly set-out the course by the organisers. Brian agreed to send out spreadsheet template to all members.

ACTION Brian Porter

8. Upgrades Grade 2 to Grade 1

It was unanimously agreed that the recommendation from Ian Isaacs be agreed and that the following are upgraded to grade 1: Robin Houghton, Tom Frost and Mark Evans.

9. Insurance for measurers

Clarification was made on the types of insurance associated with AUKCM and measurers

Corporate insurance: AUKCM does have corporate insurance costing £482 per annum. Robin Houghton commented that as a condition of the AUKCM corporate insurance for Directors and Officers insurance, Professional liability and legal expenses contracts must be in place between AUKCM and our customers EA, WA, SA and ARC. Robin Houghton will start the process to get contracts in place by 01/01/2026. **Action Robin Houghton**

It was noted that this does not cover measurers. It was agreed by the Directors that we should continue to purchase Corporate insurance.

Personal Injury Insurance: This would be to cover a measurer who is injured whilst measuring. It was generally agreed that may be difficult to obtain without a very high premium due to the method and use of road space involved in measuring. It was mentioned that members of British Cycling are insured for third party and personal accidents at a premium of £50.

Third party insurance whilst measuring. This would cover any third-party claim against a measurer caused by measuring.

Professional Indemnity insurance. This would cover a claim from a Race Organiser against the cots arising if a race was measured incorrectly. Dene Townend had a quote of £160 per annum to cover this.

Car Insurance. Car insurance needs to be checked in case a measurer is not covered when travelling to a measurement if it were deemed the car use was for business reasons.

It was agreed:

- Paul Wood. to raise the question of insurance with Barry Hopkins and whether we can be covered under the title of 'Technical Assistant'. Tim Cook to also check who at England Athletics has responsibility for insurance with Marsh **ACTION Paul Wood and Tim Cook**
- It was recommended that measurers take out membership with British Cycling to obtain 3r party insurance while measuring (within legal riding methods). Cost is £50 per annum.
- New measurers should be told they are not insured via AUKCM. **ACTION Colin Tether**

10. Calibration Courses

Reference was made to the report submitted by Colin Tether which was noted and supported.

- Robin Houghton noted potential inaccuracies which might result from a faulty tape measure
- Area secretaries to start to archive measurement courses from measurers in their areas.
- Also to start the process of auditing these (by a third party) to ensure that they meet the required standards.

Colin Tether agreed to lead on delivering this and will contact the Area Secretaries. **ACTION Colin Tether.**

10. Any Other Business

Identity Cards

It was agreed that identity cards are a useful item for all active measurers. Phil Cook showed the card he had arranged.

It was agreed:

- Phil Cook to share link for these
- Colin Tether would contact the measurers and ask whether they wanted such a card. If so, he would obtain details and order one card for each active member. **Action Phil Cook and Colin Tether**
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Measurement Charges

Dene agreed to update his Measurement Charges paper which would be circulated to all active measurers. **ACTION Dene Townend**

Next Meetings

It was agreed that the next AGM and annual CMWP will be on 7th November 2026 at the Somers Town Coffee House. **Already arranged**

It was further agreed that virtual meetings of the CMWP should be held quarterly. The Secretary to arrange. **Action Colin Tether**

There being no further business the meeting ended at 1:30pm

Thanks to Joe McKeown for taking notes of the meeting.

Colin Tether
AUKCM Secretary, 14/11/2026