



## *East Wales Regional Athletic Council*

### **Minutes of East Wales Regional Athletic Council, 2<sup>nd</sup> May 2018, 6:30pm, Newport Stadium**

#### **1. Present:**

Joyce Tomala (JT) [Secretary/Cwmbrian Harriers], Martin Jenkins (MJ), Jeanette Jenkins (JJ) [Fairwater Runners], Dick Finch (DF)[Chepstow Harriers], Hilary Goodger (HG) [Vice Chair/Newport Harriers], Bethan Akanbi-Mortimer (BAM) [Rhydymney Valley], Christine Vorres (CV) [Chair/Pont y Pwl Runners], Lyn Cushing (LC) {T & F Official's Secretary/Rhydymney Valley}, Ryan Spencer- Jones (RSJ) [Network Officer], Jayson Beese (JB) [Cwmbrian Harriers], Mike Adams (MA), Peter Hitchings (PH), Kirsty Crane (KC) [Newport Harriers], Darryn McAtee [Endurance Coach. Andrew Thomas (AT) [WA Office Manager]

**Apologies:** Ruth Powell (RP) [Rhydymney Valley], Richard Walters (Brecon Triathlon Club), Richard Sheehy (RS) [Parc Bryn Bach], Keith Matthews (KM) [Treasurer], Peter Sowerby (PS), Emma Evans (EE) [Brecon AC], Gerry Ashton (GA) [Endurance Official's Secretary/Chepstow Harriers], Satu Haikala (SH) [Network Officer],

The chair asked for a minute silence in memory of John Chidlow, a long standing and hardworking member of this committee.

2. **Conflict of Interest:** No issues raised.

#### **3. Presentation – Darryn McAtee - East Region Endurance Co-ordinator**

- a. DM described his role in coaching East Wales endurance athletes., which forms part of the WA Coaching and Performance Plan. Emma Wookey, and Jonathan Morgan are support coaches for this initiative.
- b. DM explained that the plan is based on five pillars of Development.
- c. Four regional squad sessions are held during the year- two focus on Cross Country and two on Track.
- d. DM outlined criteria for EWRAC squad selection, which includes data from Po10 Rankings and Cross Country- Welsh Inter-Regional events and CAU.
- e. The optimum number for each squad session is thirty.
  - i. 5 x U13 (Second Year)
  - ii. 8 x U15
  - iii. 12x U17
  - iv. 2 x U20
  - v. 14 females and 13 males attended from clubs across the region.
- f. Two Steeple chase development days are also planned.
- g. MA asked if there are enough squad days. DM replied that funding is currently for four days. It was suggested that maybe this should increase to six days.
- h. BAM suggested that there appeared to be more on offer for endurance than Track & Field and feels WA re not doing enough in respect of development. RSJ explained

that the format is the same for the Throws initiative. JT added that WA are planning to expand to include other Track & Field disciplines. MA believes clubs need to be more proactive in this area. CV replied that there is nothing stopping clubs getting together to put on development days.

- i. LC is of the opinion that there is kudos in being invited to Regional Development Days. She asked if invitations go to athletes, their coaches and their clubs. DM replied that athletes and their coaches receive invitations.
- j. DM pointed out that East Wales is stronger than other regions with regards to junior endurance athletes, but he has also worked with athletes from other regions.

#### **4. General Data Protection Regulation: Andrew Thomas – Welsh Athletics Office Manager**

- a. AT updated members on the introduction of new General Data Protection Regulations (GDPR) which will come into force on 25<sup>th</sup> May 2018.
- b. Clubs need have transparency when dealing with GDPR issues. This will be seen on television in have in depth news coverage before the 25<sup>th</sup> May 2018.
- c. It is advised that all details held by clubs should be Password Protected or Encrypted. Any information that is lost should be reported immediately to ICO.
- d. AT explained people have right of access to any data held relating to themselves and that consent needs to be sought from and agreed with people for:
  - i. Future contact by any media including email and social media,
  - ii. Storage of data relating to the person,
  - iii. Sharing of data relating to the person,
- e. Data bases need to be kept up to date and previous ones deleted.
- f. Questions relating to sharing data included:
  - i. Composite teams- Are Team Managers of composite teams covered if the constituent clubs with the composite have all asked their members to share data?
  - ii. BAM asked if permission needed to be sought when completing declaration sheets for League meetings.
  - iii. AT stated that in all cases Team Managers are advised to only store and print what is actually required for each competition. The best way to think of this is in respect of Health and Safety.
  - iv. Personal data belongs to the person; even under 18s- parents may ask to see what information is stored in relation to their child.
- g. AT was thanked for clarifying this matter.

#### **5. Actions from Previous Meetings:**

##### **a. East and South Wales Joint Track and Field Championships**

- i. Regional Championships track and field, at present only 14 field officials have responded and 38 in total from both South and East Regions. JT stressed that if clubs did not provide people to help with technical and non-technical roles there was a great risk of events being cancelled. JT has written to all T & F clubs. BAM asked if it is possible to allocate certain events to each club as happens in league matches?
- ii. CV agreed to present medals at the Championships.

#### **ACTION: Future Format of Joint Championships**

**b. Mountain & Fell Representative:**

- i. Mountain/Fell John Chidlow was regional representative, a replacement will be made at the AGM in June.

**c. Awards (medals) sub group (DF)**

- i. John Chidlow was the lead for this group. DF and BAM agreed to continue with the groups work.

**d. Endurance Group Update (MJ/JJ)**

- i. MJ explained that due to the Newport ½ marathon being cancelled twice due to weather conditions, results will now be based on a 3-race format.
- ii. The award structure will be made following the Cardiff 5K.
- iii. The Endurance Group will meet after the EWRAC AGM to review the first year of the pilot and to decide the format of next year's races.

**ACTION: MJ agreed to contact clubs to inform them of change to this year's structure**

**e. EWRAC Website**

- i. CV reported that she has received 2 quotes to upgrade the website. CV recommend the quote she felt met the requirements of EWRAC.
- ii. Funding is available to set up the website at an approximate cost of £900.
- iii. Support and maintenance is available as and when required at an hourly rate.
- iv. CV feels it is time to move away from Facebook.

**ACTION: CV to confirm details of webmaster and date of when new site will be open.**

**6. DISCUSSION:**

**a. AGM Matters**

- i. Notices of motion and nominations must be received by Secretary on letter headed paper by 28<sup>th</sup> May 2018.
- ii. Each club within the region; that is affiliated to Welsh Athletics; is entitled to have 2 representatives present and voting at the AGM.
- iii. Each club within the region; that is affiliated to Welsh Athletics; is entitled to have 2 representatives on the EW Regional Council.

**7. REPORTS:**

**a. Finance Report**

- i. The finance report was tabled in KM's absence.
- ii. CV and JT are due to meet with James Williams HO WA to discuss the future of regional grants. This matter will be an agenda item for the next general meeting.

**b. Network Officers' Reports.**

SH's report was tabled in her absence.

**i. Targets:**

- a. club modernisation.
- b. Organisation and delivery of Powys Quadkids
- c. Attendance at key club and schools' events.
- d. Promoting coaching development opportunities and officials training courses in Brecon, Builth, Rhayader.
- e. Support/mentor coaches.

- f. Liaise with WA & Freedom Leisure regarding the Brecon facility, especially in the context of the new Brecon High School building project.
  - ii. **Coaching & Education & Officials**
    - i. Two new Coaching Assistants in Brecon AC now mentored by club coaches.
    - ii. Assistant Officials course delivered in Brecon in April.
    - iii. Two hurdling workshops arranged for Brecon, delivered by Wynford Leyshon
  - iii. **Local Schools Events**
    - g. Powys Schools, May (Brecon)
    - h. Powys primary schools Quadkids, 21 June (Brecon)
    - i. Welsh Schools Cup & Plate, 11 July (Brecon)
  - iv. **Other**
    - i. Monthly 'South Powys Athletics Newsletter' sent out at the beginning of each month. The newsletter includes links and signposts to coaching courses & events, gives information about any current issues.
    - ii. Facility: The new Brecon High School build has started. There are already issues with access to the track and the siting of the outside throws cage which is being moved. Ongoing issues with the state of the pavilion.
- c. **RSJ Report:**
  - i. **Grass Roots Grants:**
    - a. This year's Grass Roots Grants have been awarded.
    - b. More applications were received from East Wales clubs this year.
  - ii. **Club Portal:**
    - a. Club members are now using the club portal. WA has received several positive responses regarding the portal.
  - iii. **Club Contact**
    - a. Cwmbran, Newport, Blaenau Gwent, Rhymey Valley, Liswerry – various events such as RVAC Hammer Introduction, BGAC Parents evening.
    - b. All clubs have had electronic communication regarding – Club modernisation, Championship entries, Club Consultation, safeguarding workshops, Welsh athletics awards,
    - c. Grassroots Grants have been awarded, various clubs have asked for assistance in running the projects.
  - iv. **Local Authority Contacts**
    - a. Monmouth – Laura James – Torfaen – Ben Jeffries – BG – Hannah/Gareth Winmill – Caerphilly – Laura Williams – Newport Ashleigh Jones
    - b. Door Step Sport Club – Maindee Primary School in partnership with CM Academy
    - c. Caerphilly Primary Schools Teacher workshop- 10<sup>th</sup> May – 24 Primary teachers booked on as of 26<sup>th</sup> April.
    - d. Teacher workshops to follow across all local authorities
  - v. **Local Schools Summer Fixtures**
    - a. BG – Primary School Quadkids – 17<sup>th</sup> May – Ebbw Vale, 21<sup>st</sup> May – Abertillery
    - b. FINAL – 21<sup>st</sup> June – Ebbw Vale
    - c. Caerphilly - 6<sup>th</sup> June – Primary Schools Quadkids
    - d. Caerphilly Girls Event - 4<sup>th</sup> July
    - e. Newport Primary Schools Festival 16<sup>th</sup> June
    - f. Monmouth TBC
    - g. Torfaen TBC

vi. South East Wales Schools Athletics Dates 2018

Event	Date	Venue	Time	Schools
District Schools	24/4/18	Newport Stadium (Spytty)	10:00am-3:30pm	Blaenau-Gwent & Newport West
	25/4/18	Newport Stadium (Spytty)	10:00am-3:30pm	Islwyn & Newport East
County Championships	14/6/18	Newport Stadium (Spytty)	10:00am-3:30pm	
Interschools' Cup	18/6/18	Newport Stadium (Spytty)	10:00am-3:30pm	Pool A & B
	20/6/18	Newport Stadium (Spytty)	10:00am-3:30pm	Pool C & D
County Cup Final	2/7/18	Newport Stadium (Spytty)	10:00am-3:30pm	
District Minors	26/6/18	Newport Stadium (Spytty)	10:00am-3:30pm	Islwyn & Newport East
	28/6/18	Newport Stadium (Spytty)	10:00am-3:30pm	Blaenau-Gwent & Newport West
County Minors	4/7/18	Newport Stadium (Spytty)	11:00-2pm	

vii. Actions

ACTION	PARTIES INVOLVED	ESTIMATED COMPLETION
East Region Throws and Jumps	EWRA Clubs – Satu H, RSJ ( Appendix A )	May 2018
Rhymey Valley Shot Circles	RSJ, RVAC, ET	January 2018
Club Portal	Welsh Athletics	RELEASED
Grassroots Grants	East Region Cubs and region	Feb 2018
Community Chest	East region Clubs	Ongoing
Coach, Official and Volunteer recruitment	East Region Clubs	Ongoing
Street Games Doorstep Clubs	RSJ Street games	Ongoing
Junior Club competitions	East Clubs, RSJ HP South Clubs	Ongoing
Local Authority key contacts	LA contacts, RSJ	Done
LA primary and Secondary Schools Competitions	LA - RSJ	Ongoing

d. Officials.

i. Endurance – GA report tabled in his absence: Key Points include:

- a. licensing issues still not receiving many race reports from referees and so feedback from these is very limited.
- b. An issue identified regards course measurement. These notes are taken directly from a Certificate of Course Accuracy.
  - i. A certificate of course accuracy is issued by the Area Measurement Secretary and is valid for 10 years provided NO changes are made to the course. The Start/finish must be set out EXACTLY as defined in the measurement report. Any modification will need to be measured for a new certificate.
  - ii. The Certificate of Course Accuracy is valid only for the race held on the date or dates specified. (This means for repeated races a new certificate is required for each event.
  - iii. The race director must consult the measurement report and lay out the course exactly as described by the measurer.

- iv. *If there are changes to the start/finish. the route, the section of pavement available to runners ... the course measurer must be contacted in good time.*
- v. *If the course is EXACTLY, the same then the certificate may be renewed for up to 10 years after the original measurement.*

**ACTION: Information to be disseminated referees and race organisers:**

**ii. Track & Field:**

- a. LC reported that there are 54 licenced T & F officials recorded. The official's officer will check with other regions to find out the number of active officials within their region.
- b. LC suggested asking parents and older athletes to help with officiating duties.

**8. Minutes of Last Meeting/ Matters Arising not already covered.**

- a. Minutes of previous meeting – Item 9 – Under 8's can be registered onto portal as social members.

**9. AOB:**

- a. RVAC are concerned about individuals from other clubs poaching the athletes from their existing club. It was suggested that members take this back to their clubs to highlight this as a case of 'Bad Practice'. All coaches/team managers should be made of this issue.

**ACTION: RSJ to send code of conduct to clubs.**

- b. JT requested that all clubs confirm who the club contact to receive regional minutes for dissemination within their club.

**ACTION: JT to include this request in next club mail out.**

**10. Dates of Future Meetings – All meetings to be held at Newport Stadium.**

**13/6/2018 AGM**

5/9/2018

14/11/2018

Members were thanked for their attendance

**Next Meeting AGM followed by Regional Meeting**

**13<sup>th</sup> June 2018, 6:30pm Newport Stadium.**