**Minutes of meeting held 5pm 8th February 2021**

**Committee Members attending:**

Rhiannon Linington-Payne – Welsh Athletics  
Zoe Holloway – Welsh Athletics  
Nigel Jones - Chair  
Paul Brooks – North Rep   
Jamie Clode - South Rep   
Andrew Worthington – West Rep  
Jacqueline Brace – WA Licensing Officer  
Christine Vorres - Secretary

Also – Sue Hooper – Track and Field Committee Secretary

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| **Item** | **Action Points** |
| **\*Welcome**  Rhiannon opened the meeting by welcoming Christine as new secretary |  |
| **\*Committee Structure and Vacancies**  Rhiannon outlined the current make-up of the committee and stressed the need to recruit representatives from all endurance disciplines and regions onto the committee to ensure the flow of information and updates.  Promoting vacancies to attract officials was discussed, and the need to revisit the qualifications for the roles in light of the new licensing systems.  Welsh Athletics are keen to promote the pathways for the development, education and support for officials, and will need to cascade this information through the Committee and representatives in each region.  Christine (East), Paul (North) and Jamie (South) agreed to take up the vacant roles.  The discipline of Ultra Running was also discussed | **\*Zoe – Promote and Advertise Regional Endurance Officials Coordinators roles**  **\*Rhiannon – Add Ultra running to byelaw** |
| **\*Strategy**  Rhiannon informed the committee of the need to help develop a strategy to support the recruitment, development and retention of Officials and for the committee to promote the pathways of development. |  |
| **\*Official’s Conference 7th March**  Zoe informed the members of the current outline for the conference agenda and workshops, and asked for members input. | **\*Zoe and Nigel to meet to discuss Adjudicator workshop**  **\*All members to promote conference to their clubs/area**  **\*Jacqueline to email all adjudicators.** |
| **Education Update**  Zoe updated the members about Level 1 Endurance Official’s courses and Risk Awareness. The pathway from Level 1 to Level 3 is being upgraded.  Zoe demonstrated the Officials Welcome Pack that she has put together and asked for feedback.  Zoe also asked for Official’s photographs | **\*Zoe & Sue contact officials who need to attend Risk Awareness courses.**  **\*Nigel to put together an introduction piece for the welcome pack**  **\*Zoe send copy of Welcome Pack to committee members** |
| **AOB**  Paul suggested introducing more roles for more disciplines to the welcome pack – such as Mountain Running  Andrew asked if he could attend a West Wales Regional meeting  The committee members discussed the impact the pandemic is likely to have on the number of Officials available for events, how/when events may start up again. Also the difficulty filling quota of marshals for events.  Rhiannon told the members that there has been an investment for the development of a licensing and payment platform to sit within the Welsh Athletics website. | **\*Zoe contact Arwel Lewis or Mike Blake for advice re Mountain Running Official’s roles**  **\*Rhiannon contact the new Chair and Secretary for West Region** |

**The next meeting date was set for 5pm 7th April**

**Minutes written by Christine Vorres 13 February 2021  
Minutes Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**