**Minutes for Committee Meeting**

**Monday 15th March 2021**

**Present:** Paul Sandford (PS), Ken Littlejohns (KL), Felicity Edwards (FE), Anna O’Neill (ACO), Jackie Tobin (JT), Leigh Henderson (LH), Terry Wegg (TW), Carol Quinn (CQ), Nick Wells (NW), Ian Byett (IB), Edward Thomas (ET).

**Apologies**: Ann Henderson

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|  | **PART 1** |
| 1 | PS and KL welcomed all attendees to the meeting.  **Minutes of the last meeting (08/02/2021)**  Minutes of the last meeting were approved.  PS welcomed Edward Thomas as the new Treasurer. Edward provided some background on his relevant skills and experience and why he has volunteered as Treasurer. ET will follow up with Caroline Wegg to undertake a handover and PS requested that he be invited onto any calls to provide support. |
| 2 | **Matters arising from the last minutes**  The Committee Tracker was reviewed and updated. |
| 3. | **Reports**  The following reports were included in the meeting and were circulated in advance to the attendees:  Coaching Co-ordinator and COVID Report  Competitions Matters  Road Runners Report  General Secretary Report  The reports were reviewed, and the following comments and actions noted.  LH advised that the next set of recommendations from England Athletics is due on the 22nd March with an expectation of being able to resume training on the 29th March. Its likely that the same arrangements will apply as previously in that athletes will have to book training sessions and coaches book training locations.  The Committee discussed possible contingency plans for the period of time during which the track will be re-laid. It was noted that previously there have been alternative tracks available at Brighton Hill, Costello School and Cranbourne.  **Action**: JT to contact Linda at Basingstoke & Deane Council and enquire whether there is any space available at Down Grange for a temporary grass track.  ACO advised that its becoming clear that other sports are extending their seasons into the summer months so space may be at a premium.  LH reported that the latest coaches’ meeting was very positive. There were some concerns voiced over delaying specialisation until U13 but LH and HW are supporting the EA position that there is strong scientific evidence supporting the delay based on reducing the strain placed on children during puberty.  A discussion ensued about how the success of the new coaching strategy can be measured. Suggestions included tracking athlete retention and progression via love admin and making more use of surveys including exit surveys. It was agreed that initially the measure will be whether the club has been able to field A&B athletes in all events and this will be properly tracked for the first time during the 2022 track season.  **Action**: LH and NW to develop the detail and present to the Committee at a later date.  ACO highlighted the need for GDPR impact assessments to be conducted if new data is being collected from athletes as part of progression tracking.  JT gave an update on the track maintenance requirements following the meeting with Bernie Crisp. Its not yet clear whether the work, discussed at the meeting, has commenced although there is still need for certification of the cage and the pole vault needs to be usable. The Club cannot host competitions without these. It was a pleasant and constructive meeting.  **Action**: LH to send the written notes of the meeting to Linda and Gerard.  LH reported that the virtual relays went very well with over 100 runners including whole families participating. Athletes and parents were very pleased that the event was run.  TW advised that the competition dates are now on the website and that the entries for the Hoppit are rolling in well. |
|  | **PART 2** |
|  | DISCUSSION TOPICS  **Grant Funding**  The Committee discussed the possibility of applying for funding in the latest round of the England Athletics grant funding particularly after being unsuccessful in round 2. Ideas suggested for funding included track hire for the disability group, a field events open competition and a Hampshire wide event co-ordinated with the Council. It was noted that local club events may be encouraged to help younger athletes achieve qualifying times.  It was agreed that LH will keep a watching brief and pull together some ideas with the support of FE.  **AGM**  It was agreed that three changes were required prior to posting on the website:   * Addition of missing wording about the new stand as confirmed to ACO by FE * Removal of post of Refreshment Co-ordinator from list of vacant posts * Removal of reference to presentation slides   PS thanked the Committee for their efforts and for working around the need for a change in the date of the AGM.  FE noted that her role was now unclear and agreed to have a look at the roles to ascertain what her specific post holder role should be.  **Bank Accounts**  Following the request from Caroline Wegg for a decision on whether a second debit card is required it was agreed that CQ be issued with a debit card. This will assist with the England Athletics registrations.  CW had also requested clarity on who should have full access and read only access for the bank accounts. ACO suggested that the England Athletics policy on this be circulated to assist.  **Action**: ACO to send round the England Athletics template finance policy  **Consultation on the Formal Membership of UK Athletics**  The club has the right to one vote in the matter of the formal membership of UK Athletics and five options have been included within a voting survey. Details were shared prior to the meeting and it was agreed that feedback should be provided to ACO by Sunday 21st March. The recommendation favoured at the meeting was Option B and this will be taken forward unless email feedback to ACO suggests that further discussion is needed. ACO will liaise with AH to enable the survey to be submitted by AH.  **Action**: All to send feedback to ACO by Sunday 21st March  **Competition organisation and participation**  Jackie Tobin explained that she is concerned that the Club is proceeding with an approach to competitions that isn’t necessarily supported by the athletes and cannot be managed by the number of individuals available to manage teams. Discussions suggested that team managers are in place for NAL and the women’s SAL but that team managers are not in place through all age groups and competitions. It was agreed that communication is required to encourage further support and gauge interest.  **Action**: TW to issue communication to encourage further support and gauge interest.  **Track availability**  It was highlighted that the Club is due to host two home SAL fixtures and one NAL fixture either at home or at another track and that this is very difficult when its not clear if the track will be available.  It was agreed that the track should be booked with the Council and if they accept the bookings then CQ can confirm those dates with the SAL organisers. Winchester can be considered as a back up arrangement.  **1 Hour Extensions on Tuesday and Thursday 8.00-9.00pm**  This Committee agreed to this proposal. |
| 5 | **AOB**  **Photo Finish Camera**  JT confirmed that the camera is with the supplier but that the cost of service may be higher than expected as it has had to be sent to the EU.  **Hampshire County Championships**  CQ advised that the meet has been cancelled for May but may be rescheduled for later in the year. Schools are still awaiting information of how restrictions will be managed and what may be possible competition wise.  **Loveadmin**  It was agreed that Emma Wells can have access to love admin to help assess how it can be better used.  **Club Standards**  AH and ACO are attending a meeting about the EA club standards this week. |
| 6 | **Date of next meeting**  Committee Meeting – Monday 12th April 2021 7pm |

# BMHAC Reports March 15th 2021

## Coaching Co-ordinator and COVID Report (LH)

### Covid-19

England Athletics has indicated that it expects to announce guidance for the next period from 29th March, in on 22nd March.

### Coaching Strategy

A meeting with coaches was held on 3rd March. We have some positive feedback on the event. The headlines are :

• The adoption of a progressive, skills-based pathway was accepted…and welcomed by many

• John Davis will lead a 1 or 2 day (tbc) workshop for coaches based on sessions he delivered for EA. He has the necessary materials from his EA sessions. The sessions will be based on the physical competency framework included in appendix 4 of the Coaching Strategy Report as that is the same one that John uses. The plan is to hire a venue (around June/July time subject to COVID restrictions) with suitable equipment (benches, mats & a projector) such as a school hall. I propose that we pay for refreshments.

• There are significant concerns over the U13 discipline rotation phase. However, Sue Pett will pass ‘undecided’ athletes for a rotation programme. We still need to discuss the detail with Deborah (ie for throws) and jumps (we may have a cunning plan). We will continue to gather scientific and good practice evidence on this aspect of the strategy

• We agreed to have quarterly coaches’ meetings with business and professional development items on the agenda. The next one will be in June – hopefully face to face.

### Club Sign

The planning application has been submitted. The notice of application was attached to the fence at Down Grange on 5th March and there follows the usual 21 day period for objections.

### Club Website

No further progress has been made on this. I now plan to completely rewrite the coaching pages and will aim to do so by the April meeting.

### Track Site Meeting

The site meeting was held on 25th February with Bernie Crisp and Gerrard in attendance from the Council. Jackie, Andy, Rafer, Ian and Leigh represented the Club :

• Pole vault:

o Agreed to install bolts for the new stands. The concrete will be replaced to allow the cover wheels to run correctly. Kevin will have a day soon at the track to complete the works

o It was noted that mountings were needed at the western end by the 400m start to allow jump direction to be changed

• Throws cage:

o Photos of the cage measurements have been passed to Linda Searle for onward transmission to UKA for approval

o Once approved, net repairs and position markers will be actioned

o The net will be tied back at the rear to ensure adequate clearance for hammer

o The cage pins will be welded to obviate removal

o The circle will be power washed

o A compromise on the lowering of the net was being sought. The manufacturer had said it was a requirement to lower it after each use- a first in Rafer’s experience. Bernie was hoping to persuade Linda that the net only be lowered during the winter months.

### Virtual Relay

Terry has reported on the success of the relay.

### EA Club Support Programme Round 2

https://www.englandathletics.org/clubs-and-facilities/news/club-support-fund-round-two/

I will report on the headlines at the meeting. Any offers of help greatly appreciated!

Please see the appendix, particularly the words in red.

## Competitions Matters (TW)

30 teams took part in the Virtual "NYE" Relays - 4 runners each running their own 2k loop.  
Winning team were James Grace, Terry Wegg, Guy Stevens and Kieran Ruffle.  
Thanks to Dave Ragan for organizing and collating times.

Dates for the SAL, NAL, AV & Wessex league have been added to the website and posted on FB

First SAL postponed (scheduled for May 22nd)  
Still need SAL team manager (men) and Vets league (women)  
No dates as yet for the Vets league

## Road Runners Report (TW)

Training sessions continue to be posted plus a monthly virtual challenge.

Hampshire Hoppit planning in full swing. Entries continue to come in, with almost 600 entries to date. We anticipate that if the restrictions do not allow a mass start, the event will go ahead with rolling (staggered) starts.

Currently using the virtual events in lieu of no races for the Club Championships.

AOB   
- I've created two separate pages under notices on the website, one for AGM one for the monthly minutes  
The main notices page is for anything more generic

## General Secretary Report (AH)

1. BVA Lottery - we currently have 17 supporters and have sold 28 tickets, raising £9 for the Club. I would have hoped we had more support than this, so I will promote the lottery via LoveAdmin and hope that more members buy tickets.

2. I have spoken to Masuri with our return to training and competition in mind. We are opening an order window for our bespoke, customised items that will run from 22/3 - 12/4. These items, made in Sri Lanka, will be delivered by 29/5 providing there are no further Covid related outbreaks. I will also advertise this to our members.

## Appendix A

**From:** Club Support <clubsupport@englandathletics.org>  
**Date:** 10 March 2021 at 19:58:33 GMT  
**To:** Club Support <clubsupport@englandathletics.org>  
**Subject:** **Club Support Update**

﻿ Dear All

In the last Club Support Update we announced that further updates to our return to athletics and running guidance would be available over the next week .Unfortunately we are still awaiting further clarification from DCMS on a number of areas before we can do this. Since the Prime Minister announced the Roadmap on 22 February we have been working hard towards ensuring training and competition can resume from 29th March, and will continue to offer more guidance, support and clarity as it becomes available over the coming weeks. Some of our member clubs have been sharing their experiences of delivering activity during lockdown, and how they have resumed activity following previous lockdowns. We’ve had some really inspiring and helpful pointers and have shared the videos on our YouTube channel <https://www.youtube.com/channel/UCZPMADK0nInL79wP0-R2AIA> .

**Support for Facility Providers**

 We have worked closely with a number of facility owners and operators to understand some of the challenges they have faced over the last year and how we can help them open up safely and as quickly as possible. Earlier today we announced a decision to **extend both the TrackMark deadline and the throws cage modernisation deadline** for an additional 12months from April 2022 to April 2023. We hope this will alleviate some operational and financial pressures for owners and operators and enable them to focus on the task of re-opening. For more details and a full statement please click [here](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.uka.org.uk%2Fnews%2Fnews-and-features%2Fextension-to-trackmark-accreditation-deadline-announced%2F&data=04%7C01%7C%7Cb79f520ec84645d4dec808d8e3fee1a8%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637510031128857652%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=CjPsNFEetxO%2FDXWrwKBDEoOkM1jYzQ%2BtAtz7S15D2G0%3D&reserved=0)

 We know that clubs want to get everyone back to training and competition as soon as possible, and a key element of that is getting facilities opened up. The safe reopening of facilities will be dependent upon a host of “readiness” factors (safety, staffing, reopening checks/costs, revenue potential etc) and we have been in regular contact with owners and operators through our Facilities Manager Ed Hunt to offer bespoke support and help facilitate this where we can. We have also worked closely with partners at the Sport & Play Construction Association (SAPCA), to produce this useful [**guide to safely re-opening sports facilities**](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsapca.org.uk%2Fguide%2Ffacility-reopening-guidance%2F&data=04%7C01%7C%7Cb79f520ec84645d4dec808d8e3fee1a8%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637510031128857652%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=M7F6Fui3wOBJ72yOjv3%2FuA6j%2Fu8vm3e1pkAxRHUlLvc%3D&reserved=0)

**We have also launched the second round of our Club Support Fund as well as a Facilities Improvement Fund at the end of February which offers small grants to facility operators and clubs to get track and field facilities ready for the 2021 season. These funds follow the success of round one of the Club Support Fund where we awarded over £45K to over 100 affiliated clubs and member bodies from all over the country. Grants of between £500-£5000 are available for member clubs and organisations and the online application process for both funds is designed to be quick and straight forward to complete. All applications will be assessed after the closing date of 23rd April. Click** [**here**](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.englandathletics.org%2Fclubs-and-facilities%2Fclub-support-services%2Fclub-support-fund%2F&data=04%7C01%7C%7Cb79f520ec84645d4dec808d8e3fee1a8%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637510031128857652%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Vzo5WJr1pvfBKB08XnVEZ5i2TJuYyq8oTkz40IO8kXs%3D&reserved=0) **for more details, criteria and links to the application forms.**

**Workshops and Supporting Webinars**

 Over the last 2 weeks we have delivered sessions focussing on **returning to competition** and updating on [**plans for coach and leader education**](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.englandathletics.org%2Fcoaching%2F&data=04%7C01%7C%7Cb79f520ec84645d4dec808d8e3fee1a8%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637510031128867605%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=M5FTldYwkFJjUzf69P5kwHO1gRN%2BlZweDKuJtWFM914%3D&reserved=0) delivery over the next few months. Recordings of these sessions along with a recording from the recent **Q&A session with CEO’s Chris Jones and Jo Coates** can be found on our website.

During March we will be delivering the following Webinars, Forums and Training Sessions:

* On **Wednesday 17 March** our Club Resources Manager Emma Hurst will lead a session focussing on **Club Standards,** outlining how we plan to support clubs work towards these standards through our online resource library – click [here](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.englandathletics.org%2Fabout-us%2Fathletics-at-home%2Fclub-support-webinars%2F&data=04%7C01%7C%7Cb79f520ec84645d4dec808d8e3fee1a8%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637510031128867605%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=rRTWZRVKvgmDFz7hyw3y9MUMIzlP5c16u%2FjmNDmg9Zw%3D&reserved=0) to book
* On **Thursday 18 March** we are hosting a Q&A Webinar on the recent announcement on the **Consultation of the Formal Membership of UK Athletics.** More details on the consultation process and a link to the Webinar can be found [here](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.englandathletics.org%2Fabout-us%2Fabout-us%2Fengland-athletics-consultation%2Fconsultation-on-the-formal-membership-of-uk-athletics%2F&data=04%7C01%7C%7Cb79f520ec84645d4dec808d8e3fee1a8%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637510031128877563%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=qEI6EH4jT54XBa71uGAzmH%2FtQ5Ukd5yyc8bbDlOWRCg%3D&reserved=0)
* On **Wednesday 24th March** Club Support Manager Heidi Bradley will be hosting a Workshop to support clubs who are **dealing with disputes and complaints** by their members – click [here](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.englandathletics.org%2Fabout-us%2Fathletics-at-home%2Fclub-support-webinars%2F&data=04%7C01%7C%7Cb79f520ec84645d4dec808d8e3fee1a8%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637510031128877563%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=TuVXY4XcLqOlALWVdWb2cOy4ZKXC7ao%2FMUQTJA%2FpBh0%3D&reserved=0) to book
* Following last weeks communication to all affiliated clubs and registered athletes and runners about affiliation and registration for 2021-22 we will be running a Webinar focussing on the key elements of **Affiliation and Registration for clubs**. This will also include a **training session on the new and improved Club Portal** and will take place on Monday 29th March – click [here](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.englandathletics.org%2Fabout-us%2Fathletics-at-home%2Fclub-support-webinars%2F&data=04%7C01%7C%7Cb79f520ec84645d4dec808d8e3fee1a8%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637510031128877563%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=TuVXY4XcLqOlALWVdWb2cOy4ZKXC7ao%2FMUQTJA%2FpBh0%3D&reserved=0) to book

We are also jointly delivering **6 workshops** with Sport England focussing on:

* **Volunteer Experience**
* **Participant Experience**
* **Engaging your Local Communities**.

The first workshop takes place on 13 March and we only have a small number of places remaining. More details and booking links can be found by [clicking here](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.englandathletics.org%2Fabout-us%2Fathletics-at-home%2Fclub-support-webinars%2F&data=04%7C01%7C%7Cb79f520ec84645d4dec808d8e3fee1a8%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637510031128887516%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=PgqQkvNwIbPcj4lwvjXTZOgqP86Ptknfk7B8g%2BVFGsc%3D&reserved=0)

Please keep checking our website for guidance updates and if you have specific queries and want to speak to a member of the Club Support Team please email [clubsupport@englandathletics.org](mailto:clubsupport@englandathletics.org)

Thanks

Club Support Team