



East Wales Regional Athletic Council

Minutes of East Wales Regional Athletic Council, 16th January 2019, 7:00pm Newport Stadium.

Present:

Bethan Akanbi-Mortimer (BAM) (Secretary), Joyce Tomala (JT) (Cwmbran), Hilary Goodger (HG) (Newport) (Vice Chair), Jeanette Jenkins (JJ) (Fairwater Runners), Martyn Jenkins (MJ) (Fairwater Runners), Richard Sheehy (RS) (Parc Bryn Bach), Ryan Spencer Jones (RSJ) (WA), Keith Matthews (KM) (Treasurer), Dick Finch (DF) (Chepstow), Andrew Dickens (AD) (Torfaen Runners), Lyn Cushing (LC) (T & F Officials Secretary), Damian Williams (DW) (Parc Bryn Bach), H. Like (HL) (Mynydd Du), P. Day (PD) (Lliswery Runners).

Apologies:

Peter Hitchings (PS); Gerry Ashton (GA); Carolyn Key (BGAC); Lynette Harries (LH) (President of WA); Lou Summers (LS) (Torfaen Runners).

1. **CONFLICT OF INTEREST** (new declarations)
 - A. no new declarations were raised
2. **ACTIONS FROM PREVIOUS MEETING:**
 - A. **Update on costings of vests from Ruggerbug**
 - JJ reported that Ruggerbug are able to provide a purple vest with East Wales printed on the back at a price of £9-£10 for ladies and men; £8 for children, hoodies at £15.50 adults /£12.50 children, alternative zip top for extra £2, and purple skins £10. Website can be set up within a week and people could order through the website. Anticipated that turn around time would be about 3 days. Possibility that we could hold a small stock. Feedback on the vests has been good.
 - AD gave an update from LS – there is no junior kit at all. RS asked for clarification if we could signpost junior athletes to the website. This was agreed. KM reiterated the importance of running down the current adult stock. It was agreed that adults would be signposted to kit manager (Lou Summers) first as there was still a good stock of for crop tops and Ruggerbug would be informed as and when we needed the adult sizes.

Action: LS to give update on numbers of current stock of vests & crop tops
 - B. **Update on Development Plan template**

JT – Development plan brought up at General Council. JW has sent out a template for all regions to use. JT will write the development plan and send out to relevant individuals and KN to cost it before we submit.
 - C. **Update on Reasons for Non-attendance at EWRAC meetings**

BAM- Very little responses from other clubs in the region. One comment had been received that location and mid-week meetings were an issue. BAM has replied and asked if other ways of attending the meeting (e.g. via internet) would be worth investigating? Nicola Kelly (Builth Running) emailed and asked if they could skype into meeting. Hilary confirmed that there was Skype at Newport so this may be possible. JJ expressed concerns that we may not have up to date email addresses, JT

explained that club contacts were taken from the portal and reiterated the importance of clubs keeping this up to date.

JT asked how we were going to encourage attendance going forward and asked if we were being proactive in using social media to advertise. BAM confirmed that the date of the meeting had been advertised on Twitter and Facebook, but because of restrictions on the East Wales page, someone would need to accept message. RS asked if it was worth considering a Social Media Secretary Role, especially when the new website is up and running. RSJ suggested that a conference call facility would be useful and was happy to make enquires. HG informed everyone that a HDMI cable would be needed for connecting to the big screen. BAM emphasised the importance of members spreading the word.

D. Update on Match Report Contact in WA

BAM has received updated contact list from JW, BAM to circulate.

-Match Reports are to go to Adam Bitchell and any queries following on from that please contact James Williams.

Action: BAM to circulate updated contacts list from JW

E. Update on Sprints Program

-BAM – agreed that they will attend the March meeting.

3. DISCUSSION:

A. Update on training for the new East Wales website

CV has stood down as Chair. HG will act as chair in the interim. BAM will chase CV for contact details for the website developer Nathan. All has been paid for. KM has requested that a copy of the invoice be sent to WA.

Action: BAM to request website details from CV

B. How do we raise the profile of the East Wales Cross Country for Juniors?

JJ reported that there was a good turn out for EW adults at inter-regionals but not for juniors and asked if there was any support needed to promote within the region. Schools Cross Country were well attended.

BAM reported comments received via email:

-It is important for the region to talk to athletes in local clubs and highlight the importance of competing.

-It was felt that the venue (Pembrey Park) for the EW Champs was too far away from the area.

-Organisation needs to be modernised, encourage mass participation more locally.

-Attend school cross-country events, leaflet drop, select non-club athletes for regional teams and invite high profile athletes to schools cross-country champs to act as starters etc.

-RSJ reported that Darran McAtee was doing some great work in the region.

- DF noted that traditionally we compete in the Gwent League, and asked if this was still suitable for the juniors? JJ felt that normally turn out was good for the Junior Gwent League races, but because of poor attendance at Pembrey, this impacted on the inter-regional team. BAM reported that some of the cross-country dates clashed with the indoor champs, which may have had an impact.

-DF noted that the EW Cross Country Champs traditionally was held at the first Gwent League match but it moved to the second match this year, possibly because of logistical reasons of holding the Champs at the Cross Challenge event, which is now the first match of the season.

-AD felt that there was not enough support from WA to encourage Cross-Country; Torfaen Runners were trying to train up coaches to be able to offer cross-country to juniors and mentioned their frustration at a coaching course being cancelled at short notice with their members now having to travel to Birmingham to complete the course. They felt that communication could have been better and some notice would have been appreciated. HG suggested that they look at courses in Bristol and Bath.

JT suggested that the cross-country group make contact with Darran McAtee and meet to discuss further.

C. Guidance on determining and dealing with safeguarding issues

-JJ highlighted two safeguarding concerns following discussions with the safeguarding officers at her club:

- (1) the only safeguarding guidance on the Clubs portal & WA website was in reference to children, there was no information regarding vulnerable adults. This was also not covered on the safeguarding course.
- (2) They felt strongly that there should be a "What to do if a concern was raised in the club" section on the website.

-JT (Safeguarding Officer for the Region) felt strongly that "What to do" concerns were covered on the UKA website and should also be covered by the club's constitution and noted that there were really good examples of Club Constitutions on the UKA website. JT noted that there had been a number of safeguarding concerns raised recently and each time clubs had been referred to their club's constitution and were told to be aware of who is responsible in your club. Ultimate responsibility lies with the Chair of the club. JT also emphasised the importance of following procedures and letting JT know of ALL safeguarding issues; reiterating that if issues end up in court and proper procedures are not followed, then you negate a lot of the evidence.

-JJ felt that most clubs probably needed help in defining what constituted a safeguarding matter.

-JT reiterated that any safeguarding concerns were raised within club then they should be discussed with the club Welfare Officer and if it needs to go further then the Club Chair. If clubs have to involve the Police, they must inform Joyce immediately. All clubs should have two welfare officers (preferably one male and one female) and if clubs have any concerns or are not sure if something is a safeguarding matter then they could contact Joyce Tomala to discuss, and could

guide the clubs appropriately. Clubs are to ensure that they keep a record of all safeguarding issues.

-RSJ confirmed that there was a section on the Clubs Portal about Safeguarding Adults, with guidelines on how to respond and the relevant paperwork.

ACTION: JT to speak to Steve re: courses not covering information about vulnerable adults.

4. REPORTS:

A. Network Officers' Reports (RSJ) – see attached

Ryan Spencer-Jones report disseminated to all clubs.

-Information re: Community Chest funding for all areas, RSJ happy to help with for filling if needed.

-Clubs are not accessing the Portal as much as they should

-School fixtures

B. Officials.

a. Endurance – see attached update from Gerry Ashton

-RS raised concerns that reports were still going into the WA office and then going missing.

-BAM reminded everyone that following on from the update from WA all match reports are to do go to Adam Bitchell.

ACTION: JT to raise missing reports at General Council meeting

b. T & F (LC) - Update from Lyn Cushing:

-LC has received the officials list from UKA, and although it says that there are 143 primary officials (endurance and T&F), only 69 of these are licensed and qualified. 27 are unlicensed and qualified, 42 that are unlicensed and unqualified. LC has emailed out and has received correspondence from a small number to say that they wish to be taken off the contact list. There are a small number that do not have DBS check; a number of these were from Powys and a couple from Chepstow.

-JT confirmed that officials without DBS checks present a safeguarding risk and reminded clubs that officials without a DBS are not insured. JT also raised concerns with trying to get through to UKA after trying to renew her license and not receiving her license back in a timely fashion.

ACTION: LC to bring up UKA delays at next officials meeting.

-RVAC and BGAC are holding a Development Day for Officials on 30th March. Basic training in the morning and a small competition for u11's from both clubs. LC extended the invite to any potential trainee officials for any other clubs in the region. JT suggested extending it to non-technical officials also.

ACTION: LC to send list of officials without DBS checks to the relevant clubs to chase.

C. Other reports.

a. Finance (KM) – balance sheet attached

- The only changes from the last balance sheet include the first of the cross-country development days which is listed under grassroots, and the website domain. Deficit should reduce with the funds from WA.
- KM asked if the region was sending athletes to the CAU in March and confirmed that, if required, a bus could be booked for this and the invoice was to be sent straight to him.
- Any development grant items please contact to Joyce Tomala.

ACTION: HG to contact Darran McAtee about booking coach for CAU.

b. WA General Council (JT) – see report attached

Main points discussed:

- Following Chris Jones' presentation to general council JT felt it would be worthwhile inviting him to the regional meeting to discuss his strategy, along with Adrian Palmer who has been appointed Programme Manager.
- Advert for Chair of Board and non-executive directors (finance and Performance)
- Congratulations to Christian Malcolm on his appointment with Australian Athletics.
- Grassroots fund is now going to be renamed Modernisation and Development Fund, clubs actively engaged in modernisation will be given priority for the fund; applications are now open. Please contact RSJ for support with application. Funds will not be given for equipment as there are other funds out there that will fund equipment (e.g. Community Chest – they will receive applications from clubs every year).
- JW and Chris Moss are working with clubs on facilities following the new directive from UKA regarding Throws Cages, which now have to be IAAF compliant. Please read information sent out previously by RSJ. This presents some challenges for the region: some local authorities in England have closed tracks as a result.
- Photofinish for each region, having the right people to set it up remains an issue. Requests to book photo finish and EDM need to go to Tom Marley.
- LC has reported concerns that officials get bombarded with emails and it puts people off officiating.
- JT reiterated the need for all clubs to provide officials for events to be able to take place
- A second rep for the General Council meeting needs to be found. Meetings take place either just before or just after the EWRAC meetings. Richard Sheehy put himself forward.

ACTION: BAM to invite both CJ and AP to regional meeting.

ACTION: BAM to add Officials for Regional Champs to agenda for next meeting.

c. Cross-Country/Road – no report received

d.Track & Field (JT) – report attached

Main points discussed:

- Tom Marley to seek clarification from UKA on whether first aid trained ground staff are sufficient due to rising costs of hiring St John's Ambulance.
- JJ confirmed that St John's Ambulance were booked for cross-country races but have paid up to £1000 per day. RS reported that St John's Ambulance have been unreliable with their provision.
- AD confirmed that for fell races they have used Mountain First Aid for a donation.
- Power of 10 will not take results for sprints, long jump and triple jump with out a wind-gauge. JT suggested purchasing wind-gauges for the region and sharing the costs with the South region.
- Concerns re: rotation of events at inter-regional champs was discussed.

ACTION: JT to investigate costs for wind-gauges.

e.Welfare: see discussion item C

5. Any Other Business

- CV has resigned as chair. JT proposed that as the region has a Vice Chair and there are just a few meetings left until the AGM, HG steps up to acting Chair in the interim. HG agreed to this. JT to take on role of Vice Chair until the AGM.

Date of next meeting: Wednesday 13th March 2019, 6:30 pm

Attachments:

RSJ Report
Finance Report
Endurance Officials Report
General Council Report
Track & Field / Fixtures Report