

South Yorkshire Athletics Network Meeting

11th January 2012
1.00-3.00pm
Athletes Study
English Institute of Sport,
Sheffield

Attendees

Ashley Little (AL – SYAN DO),
Janette Tomlins (JT- Wombwell SAC & BADG),
Steve Gaines (SG - RH&AC & RADG),
Stuart Rogers (SR - SY Sport),
Simon Pugh (SP - SY Sport),
Steve Marshall (SM – Hallamshire Harriers & SADG),
Marion Harrison (MH – Barnsley AC),
John Howley (JH – City of Sheffield AC),
Emma Brady (EB – England Athletics),

Minutes

Agenda item:	1. Welcome & Introductions & Apologies	Presenter:	SG
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- ✓ SG welcomed everyone to the meeting.

Apologies were passed on from:

Michelle Dent (MD - FDSO Yorkshire),
Peter Moore (PM - Coach sub group) ,
Roger Blades (RB- SYSA),
Kev Lincoln. (KL - DAC & DADG).

Agenda item:	2. Minutes & Matters Arising	Presenter:	SG
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- ✓ SG informed the group that JH has a training day at work and may arrive late to the meeting depending on whether he can leave work.
- ✓ The group approved minutes for accuracy.
- ✓ JT informed the group that she has completed a list of officials to distribute clipboards to. The list is of people who have done the most over the last year or two. JT will send SG the list.

SG updated the group regarding the Park Run issue; he has forwarded the concern with UKA. **NB:** SG received response from UKA: [Parkrun is an affiliated organisation and as such all of their athletics activities are covered by the UKA public liability insurance policy. Without going into too much detail we have agreed the structure of their events and acknowledged that they may vary from standard rules and are more of a mixture of fun run and race. Our insurers are fully aware of the nature of the events and have agreed to insure as long as we declare annually the number of events and participants.](#)

- ✓ EB asked the group about a point in agenda item 6 regarding the CCSO support during her maternity leave. Due to the confusion clubs are have between the CCSO role and coordinator role EB has produced a document (handed out) to highlight the key roles within each job.
 - ✓ Under agenda item 6, in action items: Clubs to identify people to do level 1 officials & level 2 official's courses. To be carried forward.
 - ✓ SG asked JT if she would be the network lead on official's projects within the plan. JT accepted.
 - ✓ SR to circulate torch relay dates and where key activities are taking place along the route.
 - ✓ EB asked if a network training session for throws could be set up. Hallamshire Harriers have requested this due to no throwing training facilities in Sheffield. Coach sub group to arrange.
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Action Items	Person responsible	Deadline
AGM		
JT to email the list of officials over to SG	JT	ASAP
EB to email hand out	EB	ASAP
Clubs to identify people to do level 1 officials & level 2 official's courses.	ALL CLUBS	ASAP
SR to circulate torch relay dates & activities & sport makers info.	SR	ASAP

Agenda item:	3. Coaching SY/ Coach Web	Presenter: SP
✓	SP introduced himself to the group and informed the group that it would be an interactive session as he would like to show the group how coach web can benefit the group.	
✓	SP began by updating the group with some background: All CSPs have been given finance for coach web. Coaching SY for south Yorkshire. SYS hold the license for this website and have access to all SY coaches who sign up. Coaches can sign up for free at coaching SY	
✓	SP began showing the group the affiliate package where it will be a one stop shop for coaches for CPD & training.	
✓	SG asked if there was a cost to the affiliate package. SP said yes £500. SG asked if this was a one off fee. SP said its £500 for the first year, and then there is an annual fee.	
✓	SM asked if it will be the coaches who sign themselves up for it. SP replied yes.	
✓	SP provided demonstrations on what coaches will be asked to input and how they can add what CPD opportunities they are seeking.	
✓	SM asked what the incentives were for a coach signing up.	
✓	SP informed the group that all SYS coaching courses are promoted through here, and specific courses are only available for coaches to book on through Coaching SY. There are funding opportunities available, volunteering opportunities, and development opportunities, notifications when qualifications are due to expire and organisations can look for coaches who they may like to employ.	
✓	SM asked who can see the coaches' information. SP said anyone who the coach signs up to. The coach gets the option of who to sign up to, if anyone, and it's those people who can see the coaches' details.	
✓	EB said that the database is similar to trinity although offers a lot more to coaches. Whilst coaches can access trinity, it is out of date, and whilst they have been updating the system, coaches are not updating their information. EB stated that trinity has basic information on the coach, and their qualifications, coach web offers coaches CPD and volunteer opportunities, notifications on qualifications expiry etc.	
✓	SG stated his confusion with both systems running. EB said that trinity will still run as it is needed as a record of coaches for EA.	
✓	SP informed the group that a lot of NGBs weren't aware of a lot of their coaches so have adopted the use of coach web.	
✓	SR stated there is a benefit for coaches. AL suggested taking it to the coaching sub group for them to decide. All agreed for it to be raised at the next coach sub group meeting, if the coach sub group decide this would be beneficial and worthwhile then the network will then adopt coachweb . SP said he can offer a training session for the coach sub group & coaches if the network decides they want to go for it.	
✓	EB informed the group she will get feedback nationally on it.	

Action Items	Person responsible	Deadline
JT to make a list of officials to receive a clipboard	JT	ASAP
AL to take coaching SY/ coach web to coaches sub group meeting	AL	ASAP
EB to get feedback nationally on coach web.	EB	Next Meeting

Agenda item:	4. Athletics 365	Presenter: AL
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- ✓ AL provided the group with an update on what the coaching sub group have arranged for the delivery of this part of the plan. The coach sub group have organised the following:
- ✓ Planning 1 workshop – 26th February
- ✓ Planning 2 workshop – 24th march
- ✓ Coaches Forum – 16th April
- ✓ Implementation Workshop – 17th May
- ✓ SG stated these workshops are open to parents and volunteers within clubs as well as coaches.
- ✓ AL to complete a poster with all dates on for all Athletics 365 workshops.

Action Items	Person responsible	Deadline
AL to send a poster of all A365 workshops on.	AL	ASAP

Agenda item:	5. Sportivate & Pop up Arena Update	Presenter: SG/SR/AL
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- ✓ AL updated the group on the year one project the network delivered. The network achieved 50% of the Retainment figure, so only received 50% of the funding. Although has managed to cover all costs, which shows the cost per head figure was right. AL updated the group that 75% of the participants who attended are now attending training sessions by the coaches.
- ✓ AL updated the group that SG & PM worked on a year 2 proposal, which was submitted on the 21st of December. SR informed the group the network should hear by the end of January whether the application has been successful.
- ✓ A discussion on the Are you ready come & try days took place.
- ✓ SR informed the group that the date of PUA has been confirmed for the week commencing 18th June, for one week. The venue is likely to be Newfield School.
- ✓ SR informed the group that during the day time there will be schools activities using the quad kids format and will involve cultural activities, with year 4`s being the target age group.

Action Items	Person responsible	Deadline
AL to circulate PUA timetable & information on PUA	AL	ASAP

Agenda item:	6. Network Finance Update	Presenter	SR
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- ✓ AL to email a copy of the hand out, out.
- ✓ SR informed the group that the amber finance is orders that have been raised but not paid, and the green is what has been paid. SR informed the group that this will be produced at every meeting to update the group on its finances. The sheet is updated as and when expenditure is raised.
- ✓ SR informed the group that at the bottom of the sheet was the projection of spend for the next quarter and the second sheet shows the networks bank account information.

Action Items	Person responsible	Deadline
AL to send copy out to clubs.	AL	ASAP

Agenda item:	7. Coaches Expenses	Presenter	ALL
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- ✓ SG provided some background into coach expenses including sportivate coaches getting paid an agreed amount to deliver the project, and whether SYAN should have a policy on paying coaches.
- ✓ SG updated the group with agreeing to cover the cost of PM mileage to attend A365 training, which would be used to deliver network workshops free of charge.
- ✓ SG stated the A365 project in the plan has £2000 in the year 2 plan, from projections of the costs of all planned activity will leave an underspend so the proposal would be to feed this underspend back to clubs as a bursary for coaches who have attended and began implementing A365. The amount is uncertain as it will be whatever the underspend is after all the activity is delivered.
- ✓ EB updated the group that Alex Copeland has said it's a local decision, although networks shouldn't be funding expenses, but it's a local call. EB said the network need to look at the sustainability of whatever is decided, as if the network arranges something this year coaches will expect it in future years. Although it is just the A365 that the network are looking at.
- ✓ SM asked whether it was for out of pocket expenses or course costs.
- ✓ SR said it's hard to budget for people at 40p per mile over a year period, as its hard to budget for how much, although giving the underspend from this year on the A365 project to clubs as X amount is easier.
- ✓ SG proposed that it should be initiative based, and where SYAN can provide bursaries for development & implementation they will do.
- ✓ All agreed to decide at the implementation stage of projects.

Agenda item:	8. Plan Update & Sub Group Updates	Presenter	AL
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- ✓ AL handed out a copy of the year 2 plan with the updates on how each project and how they are progressing. AL sent plan update out with an email for prior reading to meeting.
- ✓ EB asked clubs to get an endurance rep to attend running sub group meeting.

Agenda item:	9. Year 3 Planning & Sustainability	Presenter	EB
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- ✓ EB explained that whilst the network is only in their second quarter of year 2, the year 3 planning process needs to begin, as year 3 starts October 2012. EA funding lasts till March 2013, and EA will find out about their next round of funding Dec 12/ Jan 2013.
- ✓ EB Stated that no one knows about network funding after March 2013, and networks money will be pro rata for year 3.

- ✓ EB suggested the network do a full 12 month plan to begin October 2012 onwards. EB informed the group that the management steering group will set up a meeting and begin planning around Feb/ March time. EB has sustainability examples from other networks and areas to bring to the meeting.

Agenda item:	10. AOB	Presenter	ALL
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- ✓ JH booked the SYAN gantries for the 24th March 2012 & 22nd April 2012.
- ✓ SM informed the group that the SADG has their AGM in December 2011 and attendance was low. SM & JH have found little support & clubs have had little purpose for attending meetings with the decrease in money / funding ad with the running clubs attending the SYAN running sub group meetings.
- ✓ SM said that the group is moth balling at the moment, and haven't planned in any quarterly meetings. There next meeting is the AGM in December 2012. SM said he wanted to raise it as SADG aren't in a position to lead on projects in the plan, so they need reallocating/ agreeing.
- ✓ SG updated the group on his meeting with Kevan (UKA) and Lynette (EA), and asked if clubs had a forecast on how many coaches would like to do a coach education course over the next year. EB stated that the coach sub group would be able to provide/ get that information although probably not prior to the meeting on Monday 16th January 2012.
- ✓ EB updated the group that all T&F clubs with junior sections need to have club mark accreditation by April 2012. Although is aware this deadline is unrealistic for some clubs, although clubs are working towards it. The only clubs that aren't working towards accreditation/ are accredited is Barnsley AC or City of Sheffield AC.
- ✓ EB to send reaccreditation form to JH & get contact for Barnsley AC.
- ✓ EB informed the group Sheffield Running Club is submitting for an accredited club status.
- ✓ EB informed the group that Maxine Phillips from Hallamshire is attending a UKA meeting at Manchester – if anyone would like to attend, she is more than willing to share lifts – contact EB for details.
- ✓ EB informed the group of the below events:
22nd Jan Endurance LCDP, 4th Feb LJ/TJ LCDP, 11th March HJ LCDP, 18th May Schools Conference, 19th May Club Conference.

Date of Next Meeting: Wednesday 28th March 2012 1pm-3pm