

South Yorkshire Athletics Network Meeting

23rd November 2010

3.00-5.00pm

Athletes Study
English Institute of Sport,
Sheffield

Attendees

Ashley Little (AL – SYAN NDO),
Janette Tomlins (JT- Wombwell SAC & BADG),
Steve Gaines (SG - RH&AC & RADG),
Roger Blades (RB- SYSAA)
Adam Brown (AB-CCSO EA)

Marion Harrison (MH – Barnsley AC)
Stuart Rogers (SR - SY Sport),
Andy Lee (AnL - England Athletics),
Kev Lincoln. (DAC & DADG),
Nick Gaywood (NG - PDM /SSP),

Minutes

Agenda item:	1. Welcome & Introductions	Presenter:	SG
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- ✓ SG welcomed everyone to the meeting and asked the group to introduce themselves and welcomed MH to the network meeting.
- ✓ AL informed the group that NG would be arriving late.

Agenda item:	1 (cont). Apologies	Presenter:	SG
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Apologies were passed on from:

Michelle Dent (MD - FDSO Yorkshire), Lisa Wright (LW - CM Lead), Peter Moore (PM - Coach sub group)

Agenda item:	2. Minutes & Matters Arising	Presenter:	SG
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- ✓ SG stated the minutes of the last meeting had been circulated and handed out spare copies for perusal.
- ✓ SR attended the SADG meeting and spoke of how the South Yorkshire approach links to the network, and how he could aid with this.
- ✓ Minutes accepted by all present as a true and accurate record of the previous meeting.
- ✓ ~~SG still to sort out the website, he is struggling to find the new SY website. SYAN to make decision about developing a network website.~~ **SYCAA web site now live. Proposal for web site an agenda item.**
- ✓ MD is publishing and publicising SYAN and local clubs at the Sheffield Athletics Festival.
- ✓ SR handed out a copy of the payment process information and had a list of clubs that had completed and submitted their forms. The new SY Sport website will be launched in the next couple of weeks.
- ✓ KL has integrated their information into their induction process, with information in to their welcome pack and new athletes pack. KL feels everything else is done, except the playground to podium information. Copies of the information can be made, but at a cost. DAC can be used as a training ground for coaches to gain confidence and knowledge for disabled athletes.
- ✓ SG stated there is money in the plan for running training, development work and the induction of the information.
- ✓ AnL has spoken with Shelley Holroyd about Doncaster AC. KL mentioned himself and Doncaster Ac already ties in with her a lot.
- ✓ The group agreed for AL & KL to arrange the attendance of Shelley to the next disability sub group meeting.
- ✓ SR informed the group that any future payments to the network (e.g. cheques) need to be made to

Barnsley MBC, as they host the money.

Action Items	Person responsible	Deadline
AL & KL to arrange meeting with Shelley Holroyd	AL & KL	Next Meeting

Agenda item:	3. Coach Audit / Club Visits	Presenter: AL
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- ✓ AL informed the group that both she and AB have visited Doncaster AC, Hallamshire Harriers and Wombwell SAC, with Rotherham Harriers & AC visited booked in on the 29th of November.
- ✓ AL is in contact with City of Sheffield and Barnsley AC to arrange their initial club visits, and hopes to complete all first visits by the end of December.
- ✓ AL informed the group that the coach audit is almost complete; there are some coaches on the list that don't have contact details, on club visits AL will find out all this information and complete the database.
- ✓ AL to work with MH on attaining Barnsley AC coaches details.

Action Items	Person responsible	Deadline
AL to arrange club visits for Barnsley AC & City of Sheffield	AL & Clubs	Next Meeting
AL to complete coach audit database through club visits	AL	Next Meeting
AL to work with MH on attaining Barnsley AC coach details	AL	Next Meeting

Agenda item:	4. Coach Support / Coach Development Day	Presenter: AL
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- ✓ AL informed the group of the Sports Coach UK Positive Behaviour Management workshop which is taking place on Tuesday the 4th of January at Herringthorpe track. AL has emailed out the flyer to all SYAN group members as well as all coaches that are on the database from the audit. 2 coaches are booked on so far.
- ✓ AB informed the group that for the Positive Behaviour Management workshop to run, 8-10 coaches must sign up. As in the past, 2 have previously been cancelled due to lack of take up. AL mentioned to the group that AL & AB had been newly appointed for the 2 cancelled workshops, and therefore they may not have been promoted as much as they could have been.
- ✓ AL has booked the Steeplechase flying coach visit in for Thursday 2nd December at Herringthorpe track 7-8pm. Invites have been sent to all coaches, with 1 coach booking on to date. AB informed the group that each coach can bring 1 athlete to the session, to aid with the learning.
- ✓ SG informed the group that Rotherham AC is currently deciding who to send to the session. As there are 12 places, 1 place reserved for each network club, and the remaining six on a first come first serve basis.
- ✓ AL updated the group on the coach development day which is taking place on Saturday 4th December at Newfield School, Sheffield, 9.30-4pm. Information has been set out to all coaches on the database, as well as posters handed out to clubs. There will be 3 session taking place, a coach education session with Debbie Beresford, a personal development planning session to focus on the coaches 3 goals over the next year, which the network can support them in achieving and a strength and conditioning workshop ran by Pete McKnight, which is going to focus on generic exercises that can be done with and without equipment, and in any location (track/sports hall/field).

- ✓ AL informed the group that only 10 coaches have booked on to the day; 1 from both Rotherham & Wombwell, 2 from Hallamshire, 4 from City of Sheffield and 2 from Sheffield Hallam University. AL stated she would like 20 coaches to attend the day, and can the SYAN group reps publicise this to their coaches again, to try and increase the attendance number.
- ✓ MH said she would contact people both at Dorothy Hyman and the road running coaches at Barnsley metro dome to pass on information for coaches.
- ✓ AB suggested the formation of a road running sub group, to support clubs not in the network who may be interested in Run In England, and support the network can provide. **This had been suggested at the launch event by Mike Levery (Sheffield Running Club)**

Action items	Person responsible	Deadline
AL to email out the list of people attending the Coach Development Day at present.	AL	ASAP

Agenda item: 5. Fun In Athletics

Presenter: AL/SG

- ✓ AL informed the group that the fun in athletics trials will take place on Saturday 15th January in the Badminton Hall at the EIS 10.30-4.30pm. The trials will be run for U11s, U13s & U15s, which will form teams to take to the regional finals. The U11s regional final is taking place on the 30th January 2011 and the U13s and U15s is taking place on the 6th March 2011, both at North Bridge Leisure Centre, Halifax.
- ✓ SG informed the group that we need assistance from the network to run these trials. We need people to man the registration desk and coaches to assist with the events and overall running of the day. SG put PA announcements out at the SY Indoor series, and had 10 people register their interest for the trials. SG stated the HJ bed is unavailable for the trials, so the selection panel will use the SY indoor series as guidance for HJ selection.
- ✓ AL informed the group that posters have been emailed out to the SYAN group, and asked if they could put them up on their club notice boards. SG asked if AL could print a couple out after the meeting to hand to the club reps. SR printed and handed out posters to the club reps in attendance.
- ✓ SG informed the group that the trials are charging £2 per participant, to gain some income for the network from the event. KL mentioned the lack of attendance last year, and SG stressed the importance of selling it to the network club athletes and has asked people to register their interest with AL, so we can keep a track on numbers.

Agenda item: 6. Network Newsletter

Presenter: AL

- ✓ AL informed the group that she had sent out the completed draft copy to the entire group, and the only feedback that had been given was that 'it was great' and that it will need proof-reading prior to printing. After discussions between AL & SG, it was suggested the network have 1000 copies printed which will be distributed to clubs, SSPs and partners. The group agreed with having 1000 copies printed.
- ✓ SR asked how often the newsletter would be produced; AL & SG stated the newsletter would be printed quarterly, in line with the quarterly reports (4 a year).
- ✓ AnL asked the group whether the newsletter should have a name, something that rolls off the tongue. AL suggested that a deadline for further comments/ feedback of the newsletter, and any suggestions for a name be made. The group decided that all feedback & suggestions be give to AL by the 30th of November (1 week from the meeting).
- ✓ JT asked whether the group needed to get approval from anyone, as with the Wombwell 5k, a Barnsley councillor complained that due to the route going through Darfield, why it was called the Wombwell 5k (regardless that it has bee ran for years).
- ✓ SG asked whether sysport have any vendors/ contacts that the SYAN could use for the printing. SR said yes, and that he would attain a quote for the 1000 newsletters.

Action items

- ALL to provide feedback and name suggestions to AL
- SR to attain quotes from sysport vendors for 1000 newsletters

Person responsible	Deadline
ALL	30/11/10
SR	ASAP

**Agenda
item:**

7. Constitution

Presenter: AL/SG

- ✓ SG informed the group that when the SYAN began, a draft constitution was developed, and since AL has been in post, she has developed a 'fuller' constitution with all of the original information in and new information.
- ✓ AL informed the group that the constitution had been sent out with the agenda, and also handed a copy out to the group to have a look at. AL asked the group if they were happy with the constitution, and all agree with the constitution, for SG to sign. The group all agreed with the constitution.
- ✓ SG asked AnL if networks are supposed to have AGMs. AnL said yes, if the networks are constituted. SR told AL that the AGM needs to be put in the constitution.

Action items

	Person responsible	Deadline
Constitution to be amended with AGM	AL	Next Meeting
SG to sign constitution	SG/AL	Next Meeting

- ✓ SG began by discussing the success factors document that EB set to the group prior to her maternity leave. SG handed out a condensed version of the success factors, which has more still to be added. AB stated the club success factors may already take place in different formats throughout the clubs. SG stated the priorities chosen by the group now, must support achieving these factors.
- ✓ SG informed the group that the coach development support is going well.
- ✓ SG asked SR to confirm if the launch publicity costs had been paid.
- ✓ Website – SG gave the group some background information on having a network website for those reps not present at previous meetings. SG informed the group that the Rotherham Harriers & AC website designer is happy to design the SYAN website. SG investigated having SYAN domain name, however it was taken, but can get syanet.co.uk for £2.49 for the first year. All the group were happy and agreed the domain name. AB asked SG who would be maintaining the website, as if it is AL, after the 3year post, it needs to be sustainable. SG informed the group that AL & SG will have access to begin with, and will be responsible for the upkeep and uploading of new information. RB suggested having active forms, so people can download and fill in application forms, instead of printing them out. KL suggested monitoring the website for the first 12 months, to see if it has any benefit with NG agreeing and suggesting the use of different media mediums to see which is most effective within the networks first year of implementation. The group agreed to have a network website on a 12 month basis.
- ✓ The group agreed for the coaches sub group to discuss and have control over the coach development projects in the plan.
- ✓ Volunteers Coordinator Day – AL informed the group that the reason for the day was for when clubs have appointed volunteer coordinators to train them up about the role they have undertaken, so they are fully aware of their responsibilities and the impact it will have on their clubs and club structures. KL informed the group that Doncaster AC is part of the CBVS and youth development programme and get useful information and guidance from the CBS. NG suggested that Doncaster AC should take the lead on the day, as they are a club already with this structure in place, and it is great club sharing. KL informed the group of a keen student who is in contact with Doncaster AC, who is looking for project management opportunities and who will link in with KL and AL. SG informed the group that Northern Athletics, SYSAA & YCAA all have volunteering opportunities, but these will be coordinated through the network and through the sysport volunteering base.
- ✓ Newsletter/ Posters – AL informed the group that they had all been set out, and passed out printed versions. SG informed the group that they are all available for editing. Individual clubs can have access to the editable version to develop their own club poster; however clubs are responsible for the cost of this. Poster is all set for printing if the group is happy. KL asked if a disability photo could be added and disability information to be added to, so it can be used at disability events. Group agreed that 1000 posters will be printed once the disability information has been added. SR to attain poster quote.
- ✓ Run In England – AB informed the group that the network can pay the £350 registration fee, which covers all the network clubs. This will allow the network to access all the benefits run in England offer, which has developed since the beginning of the programme. AB suggested the network can set up routes across SY, and paying the £350 as a network is a cost effective way of being involved with run in England. AB informed the group that there may be a run in England coordinator in the long term within Sheffield. AB stated he would take the lead on the Run in England, and is currently setting up an evening to meet with road running clubs and discussing Run in England with them. AB to feedback to network group. AnL provided an example from Manchester of the network buying the kit, and setting up routes that can be accessed by all in local parks.
- ✓ Community Based Athletics – SG informed the group that Pete Shaw is leading on the Barnsley project, and has been asked to provide an information sheet on what the £250 will be paying for, what will be taking place, when and where, the numbers attending and the impact of the work. Money is in the plan for a project I Doncaster, but they are behind Barnsley in the planning stages. KL informed the group that Doncaster AC lend out sports hall athletics equipment to schools and has trained teachers up on how to use the equipment and run the events.
- ✓ Sports hall athletics trials – all money agreed – taking place in January.
- ✓ Storage Container – AL informed the group that the money is there to purchase the container but cannot do so until a venue site is confirmed.
- ✓ Course marking equipment – AL & sysport are in the process of ordering 300 plastic stakes and the 4 rolls of orange barrier mesh.
- ✓ AL asked the group what the £300 for a results system was for. SG gave background into the development of one, as schools in the past did not have one for events. One was produced and used this year free of charge. NG informed the group that Barnsley have an excellent one already. AL asked the network if it was needed. RB stated the English Schools one is available to download on the website; and can be accessed by all. NG suggested the group use other systems already in existence and put the £300 towards something else. The group agreed.
- ✓ Competition Pathway – AL asked the group what the allocation of money was for. NG informed the group that the different boroughs frameworks aren't consistent and regional finals are taking place before borough finals, even though the PDMS and CMs are trying their best to alter their dates. SG informed AL that he did not know what the allocation of money was for, and could AL contact LW to find out.

- ✓ Induction Pack – KL informed the group of meeting with AL, which we discussed the document being a network wide document for athlete induction packs. AL informed the group that her and KL discussed the remaining £200 to go on printing of the induction information, and to produce folders for the network clubs, in which they can put their own club information into.
- ✓ Disability Workshops – AL informed the group that her and KL would like this to be a priority for the next quarter, and KL, AL and the disability sub group will lead on coordinating these workshops. NG asked the group if they link into the playground to podium programmes in schools, and KL ad SG informed the group that their clubs do.
- ✓ AL informed the group that to date, the group are £2360 under spent. The group agreed to signpost £2000 towards coach bursaries, with £1000 being distributed within the next quarter, and £1000 being held back until the next quarter. SG asked AB to get a summary of the coaches who have attended courses (and which courses they have attended) from July 2010 onwards. SG will then propose a bursary scheme, based on £x support for the various levels of qualification achieved. SG advised that the £2000 agreed sum should cover support for courses from 1st July, and allow support for the forecast courses remaining and for other coach development costs.

Action items	Person responsible	Deadline
SR to find out if the launch publicity costs had been paid	SR	Next Meeting
SG to ask the website designer to begin developing the SYAN website & to purchase the domain name.	SG	ASAP
AL to upload disability photo and disability information on to Network poster.	AL	ASAP
SR to attain quote for 1000 posters	SR	ASAP
AL to find out pilot university project information from SM	AL	ASAP
AB to feedback to network group on road running meeting	AB	Next Meeting
AL to contact LW about Schools Competition Pathway Allocation	AL	ASAP
AB to find out how many SY coaches have attended courses from July 2010 to November 2010.	AB	Next Meeting

Agenda item:	9. AOB	Presenter: ALL
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- ✓ MH informed the group that she has made notes from the meeting and will feed back to her clubs committee.
- ✓ SR informed the group that the network have been offered two sport unlimited grants which are to be ran at 2 Sheffield schools. The Sheffield clubs have been informed about this, if they are unable to take on the project, then we will look for the network to run the programmes.
- ✓ AB informed the group of the Athletics Coach Course taking place on the 8th and 9th of January at Don Valley Stadium. 2 SY coaches are booked onto this to date.
- ✓ SG asked AnL if there is a designated amount for year 2. AnL said there is not a designated amount; it is up to the network to decide. The networks were awarded £81,000 over the 3 years, with £48,000 remaining after year 1.
- ✓ AL asked the group if they could plan in a few meeting rather than just the next meeting, as the year 2 submission date is April 30th 2011. The group agreed and have booked in the following dates:
 - 12th January 3-5pm, EIS, Network Meeting & Quarterly report information
 - 1st February 3-5pm, EIS, SYAN Yr 2 Planning Meeting
 - 12th April 3-5pm, EIS, Network Meeting (Agreement of Plan and Quarterly Report)

**Agenda
item:**

9. Date of next Meeting

Presenter: ALL

12th January 2011, 3-5pm, EIS Athlete Study