

# South Yorkshire Athletics Network Meeting

28<sup>th</sup> March 2012

1.00-3.00pm

Athletes Study  
English Institute of Sport,  
Sheffield

## Attendees

Ashley Little (AL – SYAN DO),  
Steve Gaines (SG - RH&AC & RADG),  
Stuart Rogers (SR - SY Sport),  
Marion Harrison (MH – Barnsley AC),  
John Howley (JH – City of Sheffield AC),  
Emma Brady (EB – England Athletics),  
Barry Barnes (BB – DAC).

## Minutes

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<b>Agenda item:</b>	<b>1. Welcome &amp; Introductions &amp; Apologies</b>	<b>Presenter:</b>	SG
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- ✓ SG welcomed everyone to the meeting.

Apologies were passed on from:

Janette Tomlins (JT- Wombwell SAC & BADG),  
Michelle Dent (MD - FDSO Yorkshire),  
Peter Moore (PM - Coach sub group) ,  
Kev Lincoln. (KL - DAC & DADG).

<b>Agenda item:</b>	<b>2. Minutes &amp; Matters Arising</b>	<b>Presenter:</b>	SG
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- ✓ SG informed the group that JH is due to attend, although is working, so may be a bit late.
- ✓ SG stated that the network had still not received any formal clarification from Hallamshire Harriers on their rep that is due to attend the meetings, or whether they still want to be part of the network.
- ✓ SG updated the group that he completed a matrix for officials to monitor & record their attendance at SY events, this is for all road, cross country and track & field events, and will be maintained by Terry Bailey to ensure an accurate record is kept for future rewards & recognitions.
- ✓ JH arrived.
- ✓ AL informed the group that some clubs responded with the numbers of people looking to do an officials course. AL forwarded the information on to Terry Bailey, who then arranged a level 2 officials course on the 11<sup>th</sup> of March, where 15 people became a qualified official, 12 from South Yorkshire.
- ✓ All actions from the previous meeting had been completed.

Action Items	Person responsible	Deadline
<b>ACM</b> EB to follow up with Hallamshire Harriers on a rep being present & being part of the network.	EB	ASAP

<b>Agenda item:</b>	<b>3. Sub Group Updates</b>	<b>Presenter:</b>	ALL
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- ✓ AL began with an update on the coaching sub group. AL stated that only 4 people went to the second coaches' day on the 24<sup>th</sup> of March, which is a huge decline from the numbers of the first coach day. AL said she was unsure why the numbers were so low.
- ✓ BB said that coaches at DAC were unaware of the next dates, although was unsure how they weren't aware as the tutor (Stephen) had given homework.
- ✓ EB updated the group saying that both AL & EB had followed up the dates with coaches through a variety of different methods (email, telephone, face to face etc).
- ✓ SG raised his concerns that the money is paying a lot of money for the workshops/ coach days and the numbers attending are decreasing. SG said this needs to be followed up. SG suggested sending a reminder email out to coaches about the A365 coaches' forum taking place on the 16<sup>th</sup> of April.
- ✓ EB said she was doubtful of the effectiveness of emails due to the amount that are being sent out. EB will mention to coaches on all of her club visits, and stated that ownership needs to be given back to clubs to promote to coaches & get coaches booking on.
- ✓ BB stated that ownership should also be given back to the coaches to book themselves on too. He stated his surprise at the lack of numbers which attended.
- ✓ SG stated that the 16<sup>th</sup> of April may be a problem for RH&AC coaches due to it being on their training night. EB asked whether there was a possibility for clubs to reschedule their training to enable coaches to attend the forum, as all clubs and coaches have requested A365 support & help and dates were set prior to the new year to provide coaches with ample time to get them in the diary.
- ✓ AL informed the group that the running sub group will be meeting on Wednesday 4<sup>th</sup> of April, which will be a deciding meeting of who turns up, and the way forward. There is normally 2 or 3 main clubs who attend, so it may be more beneficial for those clubs to be involved with this meeting than have a separate meeting.
- ✓ JH informed the group that Shaun Hird is CoS coaching coordinator, although struggles to get to the coaching sub group meetings due to working in Mansfield, and the times of the meetings.
- ✓ AL updated the group that KL & AL met with MD on progressing the disability sub group, after attending the disability action group chaired by MD, AL & KL proposed working with the area officers, particularly looking at athletics development. It was agreed that for 45mins to an hour prior to every disability action group that the area officers will meet with KL & AL to work on athletics specifically, which is something KL has been working towards for 12-18 months.
- ✓ SG stated that the schools sub group haven't met since the restructure that happened. Although is still keen to engage with the school games organisers.
- ✓ SR said SGOs are trying to work with sports outside of the school games to try and sustain the work that was done previously. SR is going to speak to Helen about SGOs working with athletics, whether it is a specific meeting or added on to another meeting.
- ✓ SG said it would be useful to get one or two SGOs to engage and coordinate with SYAN. SR highlighted that a competition manager used to sit on SYAN meeting group, so maybe it is worth asking if they could nominate a person to attend SYAN meetings, who will then be the liaison with the SGOs.
- ✓ A discussion then took place on the torch relay. BB then asked how many athletes in SY are involved in carrying the torch. MH said that she thought there may be 1 or 2. JH said maybe one.

**Agenda item: 4. Coach Web Affiliate**

**Presenter: ALL**

- ✓ EB handed out a sheet which had feedback from two coaches who she had managed to speak with and stated that BB was also a coach on the system who could provide his own feedback. EB informed the group that the coach sub group felt it would be beneficial, and then EB followed up with coaches using the system with some key questions to gain further research.
- ✓ EB stated that there are 17 coaches currently signed up. EB said that it was up to SYAN whether to become an affiliate. The first year is free of charge for SYAN then £500 the year after that, although it may be less.
- ✓ BB said that he has registered and it is fairly easy to use especially with not being computer literate. BB said he would like to see what the potential benefits are to those which we know about. BB pointed out that all of the workshops that the network is running are generic and can be of benefit across sports, and communication between sports is beneficial too. BB said that it needs to be publicised to its full potential, with prompts set up on what's coming up on a monthly basis.
- ✓ EB said that she has a meeting with MD in a couple of weeks to see how EB can get athletics coaches on to coach web whether or not the network become an affiliate.
- ✓ BB said he hasn't been on the system since he joined but he has been busy with other commitments, he agrees to pay for an affiliate package as SYAN will use it, and use it to full potential.
- ✓ SG said that the first year is free, and £500 for the second year that will need to be budgeted for.
- ✓ SR highlighted that the first year isn't free; SYS is actually paying the £500 as it sees athletics as one of its priority sports, and money has been available to cover the cost this year. However, SYS are unsure of the money available next year which, and whether any money could be given to the network to offset the costs of the affiliate package.
- ✓ SG said his concern is will coaches use it. If it's easy to use then that overcomes a barrier of people accessing.
- ✓ BB says that by having prompts for coaches each month, it will encourage coaches to use it.
- ✓ SR updated that wider than athletics, all courses that have been set up through coaching sy so far have been oversubscribed. SYS have been aware of the problems with the number of emails being sent, which is why the offer of the affiliate package was made.
- ✓ EB stated that SYAN won't know the full benefits until 12 months down the line when it's been tried and tested.
- ✓ JH says clubs are struggling for specific event coaches; this is where coach web could be used to find coaches who are willing to coach other athletes, or looking for coaching opportunities in clubs.
- ✓ MH said it sounds like a really good idea and thinks the network should give it a chance.
- ✓ EB said at the next BAC coaches meeting, all coaches could be on coach web, as it doesn't take long. BB said give it 12 months to test whether it's useful and been beneficial to the network.
- ✓ SG asked the group how the network would measure whether it had been a success. A discussion took place and everyone agreed that 50% of SYAN coaches signed up to coachingsy would be the target.
- ✓ BB,JH,SG,MH all agreed to having the affiliate package of coach web.

- ✓ AL informed the group that she had emailed the plan updates out prior to the meeting, with the comments of where each project is up to down the right hand side. AL said that there were copies of a sheet which highlights projects that need agreeing/ decisions made, and another sheet with projects that AL is concerned about not taking place.
- ✓ EB updated the group that on all of her club visits clubs had been raising the same areas they would like support in for their club to develop. EB fed that information back to AL & SG to then look at how the networks budget could provide this support. Since then EA have announced their club conference which is taking place in Leeds on the 19<sup>th</sup> of May which will cover all of the topics that clubs had been requesting support on. EB is wondering whether the network could use its £200 budget to provide bursaries to cover the cost or most of the cost for club personnel to attend the conference. EB said that promotional stuff for the conference hasn't come out yet, but is due out soon.
- ✓ BB informed the group that one of the SY track & field league which is at Doncaster on the 19<sup>th</sup> of May which may affect attendance.
- ✓ EB asked the group if there was a need to run the workshops.
- ✓ BB asked the group needed to decide at that moment. SG proposed going back and asking clubs and gaining feedback. EB said the concern is clubs getting back to AL. But if clubs aren't interested then the network won't run it & the money can be reallocated or taken back by EA.
- ✓ BB said it would be beneficial to get the different clubs people doing the same roles together for a discussion evening.
- ✓ SG asked if all reps feedback to AL by the 11<sup>th</sup> of April if the welfare officer, treasurer, secretary & membership secretary would be interested in meeting up with the other clubs people.
- ✓ AL handed out copies of the equipment brochure and asked the group to approve costs for each of the items to be rented out, as some hard copies of the brochure will be printed.
- ✓ SG stated that increasing the cost from £50 to £75 for some of the non-network members who have been booking the gantry over the past two years may affect their bookings in the future.
- ✓ SR asked how the network stands on liability. SG said that there is no insurance; he has done a sae system of working document for all renters to adhere to, which assigns responsibility to the hirer.
- ✓ A discussion by all took place on prices, stating that £75 for non SYAN members was the right cost for the gantries. SG also commented that to rent a gantry from other companies is approximately £150+ although is unsure what the hiring entails e.g. delivery etc.
- ✓ All agreed that people who have previously hired the gantries at £50 (all logged), will be able to still access the £50 rate unless subtle increases are brought in. New customers will pay the new rates.
- ✓ SR asked what the repair charges are? MH suggested including a terms & conditions section to the brochure.
- ✓ SR asked whether there was anything people could buy whilst renting stuff? SR also suggested adding a date in to say prices may be subject to change.
- ✓ SG updated the group that the network now has a race clock. Northern Athletics purchased 3 and were previously renting out for £25 per day. Les Outwin suggested SYAN look after it and rent it out. AL to include in equipment brochure.

- ✓ AL said that the 3-2-1 routes need to be moved forward as time is ticking. There are some areas that are further ahead than others for setting up a route, and the network needs to decide who the leads are for the installation of routes in each borough.
- ✓ SG said that he has had agreement from Rotherham Council for their route at Clifton Park & has a schedule for the Rotherham route, but has held off ordering the equipment to see where the other routes are up to.
- ✓ AL said that she had spoken with KL about the Doncaster route and he was going to bring it up at the Directors meeting which took place in the previous week. BB said there was some confusion with the difference between park run and 3-2-1 routes, and they thought that it would be a weekly commitment. SR updated the group that it's for the installation of the route working with the councils.
- ✓ SR asked who is going to take the lead for each area particularly in the Barnsley & Sheffield areas, as we will need to launch them. As it is the spring/ summer months where the network can really engage new runners, and the end of year 2 is getting nearer.
- ✓ SG said that the Rotherham parks department are taking responsibility for the installation. SG to send AL the Rotherham's schedule.
- ✓ EB reminded the group that no underspend money in year 2 will be carried over.
- ✓ SR said he had spoken with BMBC and they had suggested an area, although it may be unsuitable. MH asked which area it was, and said that area would be perfect. SR said he had a meeting with the local authorities the day after the meeting (29<sup>th</sup>) and he will ask them on their suggestions on where to put the 3-2-1 routes in their area, and then forward this on to the lead people.
- ✓ AL to mention to Nick Duggan about the Sheffield route at the running sub group meeting.
- ✓ AL asked the group whether they wanted to be part of the PUA, as AL had blocked out the Saturday for the network to use for an U11 quad kids competition, but hasn't had confirmation of the network taking this session. AL needs to know whether the network wants this opportunity as the programme is currently being finalised and AL needs to know whether she needs to fill the spot.
- ✓ SG said the date doesn't clash with any other dates that the group are aware of. BB said that any opportunities for U11s to compete is good, and this is something that U11's could compete in. At this point in the meeting SR offered his volunteer support at the event.
- ✓ AL said that a lot of officials/ volunteers aren't needed; it can run with a minimum number.
- ✓ SG asked AL to contact JT to see if it's viable for her to get a group of officials together that could support the event.
- ✓ All agreed to look into it, if JT says the date is ok and officials will be available, then network will take the opportunity.
- ✓ AL did mention that there is some budget allocated to the Saturday to help the competition run.
- ✓ AL pointed out that the network back account has approx. £1000 in it, and whether the network have considered what to spend it on, or whether it's just building up? AL did mention the container ground rental charge.
- ✓ SG said that the idea was to earn as much as the network could during the 3 years the use for the running and sustainability from year 4.
- ✓ SR asked when the payment for the ground rental is to be paid. SG replied that he was unsure.

- ✓ AL informed the group that she collated clubs volunteer reward schemes, put them all into one document and sent out to clubs as a templates for clubs to look at what clubs in the network are offering as good practise.
- ✓ AL informed the group of the upcoming disability workshops.
- ✓ EB said that the £750 that DAC & HH are getting from MD includes an element of coach development. AL to follow up with MD on the coach element of these, so they don't conflict with what the network is doing.

Action Items	Person responsible	Deadline
SG to send AL the Rotherham's schedule.	SG	ASAP
SR to speak to Local Authorities about 321 routes	SR	ASAP
AL to speak to Nick Duggan about Sheffield route	AL	ASAP
AL to contact JT to see if it's viable for her to get a group of officials together that could support the event.	AL	ASAP
AL to follow up with MD on the coach element of these, so they don't conflict with what the network is doing.	AL	ASAP
ALL club reps to respond to club development workshop point by 11 <sup>th</sup> April	AL	ASAP

Agenda item:	7. Network Finance Update	Presenter	SR
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- ✓ SR handed out a copy of the updated network finances for people to see what has been spent, what is due to be spent in the next quarter & what was spent in the previous quarter.
- ✓ SG said he had confusion over an invoice for coach bursaries from MD. SR to ask MD to contact SG about this.

**Agenda item:****8. Year 3 Planning & Sustainability****Presenter AL**

- ✓ AL handed out a copy of the Venue agreement between SYAN & Dorothy Hyman Sport Centre and asked the group to approve any amendments that they would like making or whether they approve the venue agreement as it is.
- ✓ All agreed the venue agreement was fine as it is.
- ✓ BB said that DAC get access to the media rooms at their venue for 30 meetings a year, there is potential that SYAN may be able to use this.
- ✓ SG informed the group that SYCAA are keen to strengthen the ties with the network, and the venue agreement may benefit them as well as the network.
- ✓ AL told the group that over the 2 year period, the network will have saved £2250 through free venue hire. This has been for meeting rooms, coach days, workshops etc. AL highlighted that this is why the venue agreement is good as the network can access DHSC at a considerably reduced rate.

**Agenda item:****10. AOB****Presenter ALL**

- ✓ EB informed the group that her last working day will be the 24<sup>th</sup> of May. Heidi Bradley will be covering SY from the 4<sup>th</sup> of June onwards. Between now and then, Heidi will be attending some meetings with EB, as well as working with together on club support & coach support and updating the priority lists.
- ✓ EB updated the group that she has sent an email to the clubs confirming which coaches had been successful in the coach bursary requests. EB has asked that coaches be booked on to courses by the 30<sup>th</sup> of April.
- ✓ JH said that they have two people going to book on to the coaching assistant course at Newfield, and one person going to book on to a club coach, which isn't till September. EB said coaches can sign up onto courses, even if the course isn't taking place for a while. Coaches will be able to claim their bursary back once they have attended the course. EB said coaches can sign up onto courses, even if the course isn't taking place for a while. Coaches will be able to claim their bursary back once they have attended the course, and EB has checked with EA's registers. EB needs coaches to be booked onto courses so she can track the coaches, on behalf of South Yorkshire Sport, which is where the money came from.
- ✓ EB said that the EA whole sport plan for 2013-2017 is being submitted in May.
- ✓ SR updated the group that the Run England coordinator, Emma Slater Clayton has got a full time job with Sheffield City Council, and from discussions Run England may be moving the resources to London, therefore SY would no longer have a coordinator. SR has raised this with Sport England as it was thought that it was a 3 year resource for the area. A letter of complaint is going to be sent, and SYAN agreed to sign the letter.

**Next Meeting: YEAR 3 PLANNING MEETING****9<sup>th</sup> May 2012 1pm-2.30pm**