



## *Essex County Athletic Association*

Minutes of the Essex AA Executive meeting held in the clubhouse of Chelmsford Athletic club, Melbourne Park, Chelmsford on Monday 6<sup>th</sup> September 2021 at 19:30 hours.

### **Participants:**

Andy Catton (Chair), Gary Chandler (Treasurer), Malcolm Bailey (Minute Secretary), Brigid Wallen (President Elect), Kaye Merrywest, Paul Merrywest, Diane Wooller, Ray Pearce, Chris Akehurst, Paul Mingay, Allison Gillan, Alistair Gillan, Ron Dawson, Scott Darney, Melanie Peddle, Hayley Pegg, John Weir, Mathew Gillard, Richard Charleston, Susan Edwards.

### **1. Apologies for Absence**

Claire Levey (Secretary), Gerry O'Doherty (President), Jean Tierney, Claudia Rabess, Keith Palmer, Peter Bates, Linda Bates, Gary Floate

### **2. Minutes of the last meeting of 12<sup>th</sup> July 2021**

The minutes of the meeting on Monday 12<sup>th</sup> July 2021 were **approved** as a true record of that meeting.

Proposed: Allison Gillian

Seconded: Brigid Wallen

### **3. Matters Arising from last meeting.**

| Agenda Item | Matter   | Update  |
|-------------|--|---|
| 3.          | Essex representative volunteer sought for co-option onto the England Athletics East Region Council | Volunteer still sought. To be discussed at the AGM.   |
| 3.          | Essex County Trophy secretary post vacancy.  | Susan Edwards has agreed to take over the role. Susan was warmly welcomed onto the committee  |
| 3.          | Welfare Policy   | Matter to be discussed under item 16.   |
| 3.          | U15/U20 Inter Counties Track & Field Champs  | Championships are taking place on 11 <sup>th</sup> September. Hayley Pegg thanked all the team managers for putting together a team at short notice.<br><i>Update after meeting – Event was won by Essex. Congratulations to everyone that took part.</i> |
| 3.          | Host for the 2022 Essex 20-mile championships  | Colchester Harriers are unable to host the event; matter to be discussed under agenda item 9.   |

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|-----|--|--|
| 3.  | Club Secretaries asked to check their records and speak to members about missing Track & Field trophies. In particular the Arthur Turk Cup which was the trophy awarded for the 10,000m which has been missing since 2011/12 | Discussed under item 12 below  |
| 8.  | Track & Field subcommittee date to be agreed   | This will take place during October. Date to be agreed. Possible dates either 19 <sup>th</sup> or 20 <sup>th</sup> October. Clubs to be advised                      |
| 8 . | Track & Field – Opentrack – feedback of the system to be given at this meeting   | Discussed under item 8.  |
| 10. | Road Running – Course Measuring  | It is anticipated that there will be an Essex based Accredited Course Measurer in the near future. Currently, support has been provided by non based Essex measurers |

#### 4. Treasurer's Report

Gary Chandler reported that:-

- The 2021/22 club affiliation fees are due on 1<sup>st</sup> October. Fee is £15. County Bank details can be supplied upon request.  
**WILL ALL CLUB SECRETARIES KINDLY ARRANGE FOR PAYMENT TO BE MADE AS SOON AS POSSIBLE.**
- £500 grant from England Athletics has finally been received. Monies were used to support the Outdoor Track & Field Championships,
- Audit of County vests and medals being undertaken. It is envisaged that we will need additional County medals by the New Year and Gary has placed an order with our supplier. These will be shipped rather than sent by air. Transporting the medals in this way does significantly reduce the cost for us.
- It is anticipated that a profit was generated from the Outdoor Track & field Championships and he will report back at the next meeting.

#### 5. a) Correspondence

Nothing to report

#### b) Club & Committee Changes

Boxted Runners have affiliated to Essex AA. Updated, club Secretary list attached.

#### 6. Networking

Dates for the 2021/22 Sportshall events will hopefully be published in the near future. Three meetings which will take place during October, November and December. The National final will be held sometime in March.

#### 7. Regional Reports

**London** – No meeting held.

**East** – No meeting held.

## 8. Track & Field

### Outdoor championships

Days 2 & 3 of the Championships took place at Chelmsford on Saturday 31<sup>st</sup> July and Sunday 1<sup>st</sup> August. Results have been published on the County website.

Kaye & Paul Merrywest reported that entries were down on 2019 by some 40%. Whilst entries for the older age groups were at a similar level, the main drop was in entries from schools. Reasons for this were discussed.

Feedback from athletes was extremely positive and the days went well. Thank you to everyone that supported the Championships.

Unfortunately, we were not able to use the indoor sportshall & reception areas as we have in previous years. It was advised that this was because of the Covid restrictions that had been put in place by the Centre. Their Risk Assessment stated that this facility could not be used. In the past, results had been posted in this area although a solution to this problem was found later in the morning.

For these Championships, an on line, live results service was used that was provided by a member of Woodford Green AC, who had officiated at the Essex Championships for the past few years at the Photo Finish,

The service is known as LynxPad; results are input into the system and athletes are able to view these on line.

There were a few teething problems. These included the QR code not initially working (although this was resolved) and problems with the results from the field events.

Names of the competitors for some of the finals, where heats had taken place, were not announced which meant that some athletes missed the final.

It was agreed that if this system was used in the future that a failsafe must be put in place for those athletes that do not have access to a Smart phone.

This would be discussed at the forthcoming Track & Field subcommittee – date still to be agreed (likely to be in October; date of 20<sup>th</sup> October had been agreed at the meeting but the following day one of the key attendees advised that they could not make this date). All club secretaries will be advised of this date in the near future.

Also discussed was the use of an on line entry system – known as Open Track. Kaye & Paul Merrywest have been investigating the use of this programme. They acknowledge they have not seen the system in action but have raised some concerns about how much time, if anything, it will save. Their biggest concern is getting the information to the printers in time for them to produce the programme. One of their main constraints is sorting out the time table for the events. This is very dependent upon the number of entrants that they receive for each event and whether this constitutes the need to host heats, semis and finals. Approximately, 25% of entries are received during the last five days before entries close. Essex qualification also needs to be checked as a small minority are received from athletes of clubs in Essex but live elsewhere outside of the County. Also, in the past, there have been entrants that have not paid their affiliation to England Athletics.

A programme is produced once these issues have been resolved and the printers require sufficient time for this to be produced. Programmes are then sold to spectators as an entrance fee to watch the championships.

A full debate of these issues took place. It was felt that:-

- General feeling was that a hard copy of the programme was not needed. Most of these are discarded at the end of the day. Not having a hard copy of the programme would promote a 'greener' environment for the championships;
- We can still charge an entrance fee to achieve an income equivalent to that from programme sales
- It should reduce some of the significant administrative work that takes place to organise the event and could possibly cut down the time between the closing date and the date of the championships. Checking eligibility to compete should not be a major issue especially as Open Track currently support other County Championships.

This will be discussed further at the forthcoming Track & Field sub committee

Dates for the 2022 Outdoor Championships have still not been announced by UKA. Likely to revert back to the second weekend in May.

Also, dates for the relays and Multi event championships still need to be agreed.

### Indoor Championship

These will take place 12/13 February 2022 at Lee Valley (subject to there not being any Government restrictions in place which prevents these from taking place). Will also include, the Eastern Championships.

A Concern was raised before the meeting that County medals for first, second and third are being awarded when only a small number of entrants are taking part.

(Subsequently it was noted that this is covered in the County Constitution;  
 1 medal only if four entries or less  
 2 medals if five entries  
 3 medals if six entries or more  
 There are additional qualifications and restrictions for individual and team events.)

It was agreed that this would be discussed at the AGM on Monday 6<sup>th</sup> December.

### 9. Cross Country

Fixture meeting took place on 21<sup>st</sup> July.

Schedule of events (these may be subject to changes and any possible Government restrictions which could be imposed)

| Date                       | Event                             | Venue                          | Host Club                          |
|----------------------------|-----------------------------------|--------------------------------|------------------------------------|
| 2021                       |                                   |                                |                                    |
| 25 <sup>th</sup> September | Essex League – Race 1             | Apex Playing Fields, Hockley   | Southend AC                        |
| 2 <sup>nd</sup> October    | Essex Relays                      | Weald Park                     | Billericay Striders                |
| 30 <sup>th</sup> October   | Essex League – Race 2             | Still to be arranged           |                                    |
| 4 <sup>th</sup> December   | Vets/U13/U15 County Championships | Writtle University College     | Springfield Striders               |
| 18 <sup>th</sup> December  | Essex League – Race 3             | Discovery Centre, Great Notley | Braintree AC                       |
| 2022                       |                                   |                                |                                    |
| 8 <sup>th</sup> January    | Seniors/U17 & U20 Championships   | Gloucester Park                | Basildon AC                        |
| 15 <sup>th</sup> January   | Essex League – Race 4             | Still to be arranged           |                                    |
| 29 <sup>th</sup> January   | SEAA Championships                | Still to be arranged           |                                    |
| 19 <sup>th</sup> February  | Essex League – Race 5             | Writtle University College     | Chelmsford AC/Springfield Striders |
| 26 <sup>th</sup> February  | English National Championships    | Parliament Hill                |                                    |

Entry forms for the relays on the 2<sup>nd</sup> October have been sent out to all clubs. Closing date 17<sup>th</sup> September.

The course for the senior event will be the parkrun 5k, which has permanent post markers; 3k course for the juniors will be the first part and last part of the 5k route. The event is being held in afternoon as the parkrun which take place at its normal time.

A complaint has been received from Woodford Green AC with Essex Ladies as the date of the Vets/U13/U15 championships clashes with a planned Metropolitan XC fixture. This had happened in the past when it was agreed that we would do our best to ensure that this was not happen again. Unfortunately, when the date was agreed at the fixtures meeting, we were not aware of the dates of the Metropolitan league and indeed. Woodford Green did not send a representative to that meeting.

It was unanimously agreed that we would not change the date of the championships and Woodford Green would be contacted. The fixture calendar is very congested and it would now be very difficult to find an alternative date.

Offers for the Essex League fixtures on 30<sup>th</sup> October and 15<sup>th</sup> January would be welcomed and all clubs that are not hosting an event and asked to consider whether they could support the league. Ilford have approached Hainault Forest County Park but they have said that they would restrict the numbers that would be running. There is another potential option and Andy Catton is to investigate this although it might mean that competitors may have to walk about a mile to the start from the car parking area.

## **10. Road Running**

Colchester Harriers have advised that they would not be able to host the 20 mile championships next year but might be able to consider this in 2023.

Negotiations with Active Training World are taking place for them to organise this on behalf of Essex are underway for the event to be held at Carver Barracks, Saffron Waldron. It would be a 4 lap course. It is hoped that a discounted price will be agreed for those taking part in the Essex Championships.

Other options for the 2023 event were discussed. A return to Rochford or Chelmsford may be possibilities.

Gary Chandler advised the meeting that qualification for the Essex Road Grand Prix series will be the best three of the four events that are scheduled to take place.

These are:-

Half Marathon - (Pleshey) 19th September 2021

Marathon - (Chelmsford) 17 October 2021

10 miles - (Stebbing) 14th November 2021

10 km - (Chelmsford) 21st November 2021

Closing date for the Pleshey half was the 12<sup>th</sup> September. Entries are still being taken for the three remaining events.

It is hoped that the 2022 Road Relay event, incorporating young athletes was agreed. This will take place at the Colchester Garrison track sometime in March.

Date for the next Endurance subcommittee meeting has been arranged for Wednesday 6<sup>th</sup> October. This will be held at Chelmsford AC clubhouse start time 7.30pm. All clubs are asked to send a

representative. All clubs will be contacted by way of a separate email. Agenda to follow. If any clubs wishes to any matter to be included on the agenda can they please contact Gary Chandler at essextreasurer@hotmail.com

## 11. Fell Running

Alistair Gillian will be promoting some fell events over the next few months to encourage runners to have a go and trying these out. Springfield Striders have organised trips for their members in the past, which have been enjoyed by those taking part.

The possibility that these events may be considered as selection races for the 2022 Inter County Championships is an option.

## 12. Trophies

Andy Catton has undertaken some investigation into the current whereabouts of all the County trophies. For the main track 7 field championships, thirteen of the men's and six of the ladies are missing. **WILL ALL CLUBS INVESTIGATE TO SEE WHETHER YOU ARE HOLDING ANY OF THESE TROPHIES.**

### Men track & field

| Trophy              | Age category | Distance            |
|---------------------|--------------|---------------------|
| Heseltine Cup       | Senior       | 100m                |
| Weir Cup            | Senior       | 200m                |
| Sidney Rose Trophy  | Senior       | 400m Hurdles        |
| Bert Evans Trophy   | Senior       | 3,000m steeplechase |
| David Thornett Cup  | Senior       | Long jump           |
| Fred Alsop Cup      | Senior       | Triple jump         |
| Bertram Cup         | U20          | 100m                |
| Gilby Cup           | U20          | 200m                |
| Weir Cup            | U20          | 400m                |
| Association Cup     | U20          | 800m                |
| Bartram Cup         | U20          | 1,500m              |
| Association Cup     | U20          | High Jump           |
| Trevor Mills Trophy | U13          | Long Jump           |
| Arthur Turk Cup     | Senior       | 10k                 |
| ST Hart Cup         | Senior       | Decathlon           |

### Ladies track & field

| Trophy                | Age category | Distance  |
|-----------------------|--------------|-----------|
| Dr. A B Watts Trophy  | Senior       | 200m      |
| J R Roberts Cup       | Senior       | 1,500m    |
| Margaret Marie Trophy | U17          | 1,500m    |
| Margaret Marie Trophy | U17          | 3,000m    |
| G D Smith Trophy      | U15          | High Jump |
| Trevor Wells Trophy   | U13          | Long Jump |

## Cross Country

| Trophy           | Age Category | Event      |
|------------------|--------------|------------|
| Sharp Cup        | U15 Boys     | Team       |
| HE Cook Plaque   | U13 Boys     | Team       |
| Queens Cup       | Men's O 40   | Individual |
| Blois statuette  | Men's O 40   | Team       |
| Perseverance Cup | Men's O 50   | Individual |
| Havering Cup     | Men's O 50   | Team       |

Susan Edwards advised that she is in discussion with a possible sculptor in connection with the production/design/costing of a trophy for the Ladies 5km track championships. Various options to fund the cost of this are being considered including Crowd funding, grants from England Athletics and support from County.

### 13. Walking

Melanie Peddle has raised whether it would be possible for race walking events to take place alongside road races. The event would need to be suitable (a short circuit smooth and relatively flat) as this could provide more opportunities to race in the county and raise the profile of race walking. The possibility of the 2022 Essex 20 was discussed. It is likely that this would take place at the Carver Barracks, Saffron Walden. It was thought that a 10 mile event might be a possibility and this would be discussed with the Race organising event company.

### 14. Officials

Good turnout of officials for the track and field County outdoor championships. A number of potential officials have completed a virtual course and are awaiting their licences.

### 15. Schools

The date of the Schools Cross County Championships will be 15<sup>th</sup> January 2022. Venue still to be arranged.

### 16. Welfare

Prior to the meeting a paper was submitted to the committee commenting upon the current County Welfare policy and the recently updated UKA Child and Adult Safeguarding Procedures.

The updated guidance from UKA states that clubs and organisations that are affiliated should (amongst other guidelines)

- Adopt these policies
- Safely recruit volunteers/staff in accordance with recruitment guidance

- Ensure all volunteers, officials, coaches, athletes and parents agree to sign the club's code of conduct
- Ensure that everyone volunteering or working with children attends a relevant child safeguarding training course every three years

It was resolved at the meeting that Essex County Athletic Association would:-

- Adopt the updated policies
- That all team managers/volunteers/officials would sign a Code of Conduct which would include the wording 'that they understand and agree to the above policy'.
- All persons that are appointed to undertake a role for Essex AA must be a member of a club affiliated to County.

A revised/updated Code of Conduct will now be prepared. Once prepared this will be sent to all team managers to sign.

### **17. Any Other business**

We have been approached by Rob Machin, Eastern Team Manager to provide Essex names for the Regional team at the London Mini Marathon which is taking place on Sunday 3<sup>rd</sup> October. The race distance will be 2.6km (the final part of the marathon course), starting at 8.30am. To qualify, athletes must be in the following year groups for the forthcoming school year:-

U13 - Year 7 and 8

U15 - Year 9 and 10

U17 - Year 11 and 12

Those aged over 17 on 31<sup>st</sup> August 2021 are not eligible.

Hayley Pegg volunteered to organise the Essex team and will be contacting those selected to compete.

Details for the forthcoming Annual General Meeting of Essex AA which will be held on Monday 6<sup>th</sup> December 2021 will be sent to all affiliated clubs during October.

### **18. Date of next meeting**

Monday 1<sup>st</sup> November to be held in the clubhouse of Chelmsford Athletic club, Melbourne Park, Chelmsford start time 19:30 hours

## Summary of Actions

| Agenda Item | Matter  | Action required   | By whom  |
|-------------|---|---|--|
| 3.          | Essex representative volunteer sought for co-optation onto the England Athletics East Regional Council  | Volunteer sought  | All clubs to speak to their members. Role discussed at forthcoming AGM |
| 4.          | 2021/22 Club Affiliation fees due on 1 <sup>st</sup> October  | All affiliated clubs to ensure that the appropriate fee of £15 is paid to the County Bank account. Details can be supplied upon request                                     | All club Secretaries   |
| 5b.         | Updated Secretary list distributed  | List to be distributed  | Malcolm Bailey   |
| 8.          | Date for the next Track & Field subcommittee to be agreed   | Date agreed and all clubs advised   | Kaye & Paul Merrywest & Hayley Pegg.                                   |
| 8.          | On line entry and results systems that will be used at forthcoming Track & Field Championships  | To be discussed at Track & Field subcommittee in October  | Item to be added to the agenda for that meeting                        |
| 8.          | Dates for the 2022 track relays   | Dates to be agreed at the forthcoming Track & Field subcommittee  | Track and Field subcommittee   |
| 8.          | Restriction re number of County medals to be awarded when only a small number of entrants received for an event. To apply to all Essex County Championship events | To be discussed at the AGM which is being held on Monday 6 <sup>th</sup> December   | Matter to be included on the Agenda for the AGM                        |
| 9.          | Hosts sought for 2 of the 5 Essex League XC events where a venue is still to be arranged  | All club secretaries are asked to discuss this with their committee   |  |
| 10.         | Endurance Subcommittee to take place at Chelmsford AC on Wednesday 6 <sup>th</sup> October  | Agenda to be sent to all clubs inviting them to send a representative   | Malcolm Bailey/Gary Chandler   |
| 12.         | Missing County Trophies   | Clubs are requested to investigate to ascertain whether they are any of their members are holding onto any of the missing trophies. Missing trophies listed in the minutes. | All Club Secretaries   |
| 12.         | New trophy for the Ladies 5k track Championships  | Design/Production and Costing of a new trophy. Funding to be arranged   | Led by Susan Edwards   |
| 16.         | Code of Conduct   | To be reviewed and redraft as necessary. To be signed by all team managers and volunteers   |  |

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|-----|--|---|----------------|
| 17. | Annual General Meeting of the Essex AA | Notification papers sent to all affiliated clubs by 10 <sup>th</sup> October 2021 | Malcolm Bailey |
|-----|--|---|----------------|

Meeting finished at 21:25

**Draft Agenda for the next Executive Committee meeting to be held at the clubhouse Chelmsford Athletic Club, Melbourne Park, Chelmsford on Monday 1<sup>st</sup> November 2021 (Subject to Government restrictions). Start time 7.30pm**

1. Apologies for Absence
2. Minutes of the previous meeting – 6<sup>th</sup> September 2021
3. Matters Arising
4. Treasurer's Report
5. Correspondence  
Club & Committee Register Changes
6. Networking
7. Regional Reports
8. Track & Field
9. Cross Country
10. Road running
11. Fell running
12. Trophies
13. Walking
14. Officials
15. School's Liaison
16. Preparation for AGM to be held on Monday 6<sup>th</sup> December 2021
17. Any other business
18. Date of next meeting – to be agreed