



Essex County Athletic Association

Minutes of the Essex AA Executive meeting held in the clubhouse of Chelmsford Athletic club, Melbourne Park, Chelmsford on Monday 5th September 2022 at 19:30 hours.

Participants:

Gerry O'Doherty (President & Acting Chair), Allison Gillan (President Elect), Gary Chandler (Treasurer), Malcolm Bailey (Secretary), Nick Burston, Richard Charleston, June Cork, Ron Dawson, Susan Edwards, Paul Mingay, Ray Pearce, Rick Thompson, John Weir, Diane Wooller

1. Apologies for Absence

Andy Catton (Chair), Paul Bailey, Claire Levey, Linda Bates, Peter Bates, Jean Tierney, Michael Wilson, Hayley Pegg, Chris Akehurst, Paul Bailey.

2. Minutes of the last meeting of 4th July 2022

The minutes of the meeting on Monday 4th July 2022 were **approved** as a true record of that meeting,

Proposed: Allison Gillan

Seconded: Ray Pearce

3. Matters Arising from last meeting.

Agenda Item	Matter	Action required	Update
3	Volunteer sought for County Race Walking Secretary	All clubs to approach their membership to seek a volunteer	This is still outstanding. Carried forward to AGM that is due to take place on Monday 5 th December 2022
3	Volunteers sought to take over the role of County Officials Secretary From 2023. Role could be split – Track & Field and Endurance	All clubs to approach their membership to seek a volunteer. Andy Catton to contact clubs to advise them of the date and time for a virtual track & field meeting.	Rick Thompson has volunteered to take over the role of track & field officials secretary Track & Field meeting took place on Monday 1 st August 2022 and minutes have been circulated to all affiliated clubs.
7.	England Athletics East Regional Council	Contact to see whether they have produced any minutes from recent	Minutes from EA East Regional Council meetings

		meetings	have been sent to all affiliated clubs
7	England Athletics East Regional Council	Volunteer sought to become Essex representative at East Regional meetings	This is still outstanding. Carried forward to AGM that is due to take place on Monday 5 th December 2022
8.	Track & Field subcommittee meeting. This is being held virtually.	Date to be arranged	Track & Field meeting took place on Monday 1 st August 2022 and minutes have been circulated to all affiliated clubs.
8	Consider the following: - Payment of Expenses (mileage) to Officials and Volunteers at County Events Payment of a Meal allowance instead of providing a lunch to Officials at events Cover costs of Officials Uniform (Once they have attended a certain number of events)	To be considered at the next Executive meeting on 5 th September 2022	Item discussed under Agenda Item 8. See below.

4. Treasurer's Report

Gary Chandler reminded all clubs that the County Annual Subscription fees of £15 are due 1.10.2022. It would be appreciated if clubs could please arrange to pay the fees as soon as possible. (Some clubs have already paid. Bank details Barclays Sort Code 20 19 95 Account number 50385492)

Since the last meeting, County have paid out £500 as our contribution towards the costs of holding the SEAA Inter Counties U20/ Senior Championships.

Gary proposed the following changes to the County Expenses policy, to take in account the increases in the cost of living:-

Senior athletes will be entitled to a contribution towards expenses up to the following amounts;

Nationals - to be increased from £25 to £30

Southern - to be increased from £20 to £25

Eastern - to be increased from £15 to £20

Where athletes need to travel the night before the event (expected to occur where the event is >150 miles away and the athlete needs to be at the event early in the morning), then the proposal is that the county will contribute an additional £75 (previously £50) towards overnight accommodation upon receipt of a valid receipt.

Accommodation, (which is only an allowable expense for team managers/officials) where it is necessary to stay overnight the night before an event, outside the county it is proposed that the evening meal cost that can be claimed is increased from £25 to £30.

Petrol – the cost of using a personal car on authorised county activities it is proposed that the mileage rate will be reimbursed at 35p per mile (previously 30p)

It is the responsibility of Team Managers to make the athletes aware that these monies can be claimed.

The committee considered whether expenses should be paid to young athletes and or their families.

This has been discussed at previous meetings and it was felt that the overall cost to the County would be prohibitive and that this would not be sustainable cost.

Expenses for events held in the County, would not be payable.

The increase in rates was:

Proposed by June Cork

Seconded by Allison Gillan

Unanimously approved by all those present.

Expenses policy to be updated and sent out to all club secretaries and team managers

Gary also reported that an advance payment of £1,400 has been made to Active Training World who will be providing the Chip Timing service at the forthcoming 2022/23 County XC Championships.

5. a) Correspondence

Nothing to report

b) Club & Committee Changes

Nothing to report

6. Networking

Nothing to report

7. Regional Reports

London – Nothing to report.

East – Nothing to report

8. Track & Field

Brought forward from our last meeting the following was discussed at some length, by the committee:-

- Payment of expenses (mileage) to officials and volunteer at County events;
- Payment of a meal allowance instead of providing a lunch to officials at events;

Whilst the difficulty of being able to arrange for events to be supported by sufficient officials would not necessarily be resolved by the payment of expenses, it was felt that it would help.

Some associations already pay expenses, UKA & England 40p – Eastern also pays an allowance.

There was some debate as to whether we should pay a fixed amount, irrespective of distance.

Gary Chandler requested that any claims are paid at the end of each season for each discipline.

End of January – XC

End of August – Track & Field

End of December – Road

At this stage, it is difficult to quantify the actual cost to the County, if expenses were paid but it was suggested that the County Outdoor Track & Field championships might cost anything up to £5,000

It was agreed, that we would trial the following payment system for ONE YEAR only, for review:-

That a cash payment of £20 would be provided to all Officials that attend County events (payment to be organised by the respective County Secretary for each discipline) with a further £5 paid where in the past, County had provided a lunch.

(After discussion with Chair after the meeting, he has asked that this proposal be properly costed and the revisited at the next Executive committee meeting)

- Payments to cover costs of Officials uniform (once they had attended a certain number of events

No costs were available as we have been unable to make contact with original suppliers. Other alternatives are being sought.

A number of issues/matters were raised at the recent track & field subcommittee, which were discussed and noted at this meeting:-

- Formation of a Track & Field organising Championship working party.

So far some volunteers have come forward and Rick Thompson agreed to support at this meeting. Andy Catton is to contact those individuals to arrange a convenient meeting.

- Use of Open Track – possible change to Roster or other system

Roster has been used by a number of other Counties, and has worked well. Roster is able to 'seed' athletes which Open Track is unable to action. Agreed that this will be discussed by the working party.

- Structure of future Indoor & Outdoor championships.

It was acknowledged that it would be difficult to condense the championships into one day due to logistics of arranging a programme that would cover all the main events.

- Combining Essex & Eastern AA about continuing to combine our indoor championships.

They wish to continue supporting as a joint meeting, even though they sustained a loss on this year's champs. There was a suggestion that we could move our Masters Championship events to the Eastern Masters championships. However, it seems that there was a misunderstanding as Eastern does not hold a separate championships. There is an event hosted by Eastern Vets AC for their membership.

- Venues for 2023 championships.

Date for indoor championships is under discussion with Lee Valley. Other venues were suggested for the Outdoor championships although Chelmsford is ideal as far as location (central in Essex) is concerned. Concerns were raised by some of the committee that entries into some of the Senior events was poor and the championships are becoming more of a U20 and age groups below championship. The events most affected are the middle distance events; it was suggested that if the take up is not increased these events could be cancelled. There are a number of other events taking place which provide competition for athletes, which might be one of the reasons for our reducing numbers.

- The Multi-events champs which was poorly attended this year

Suggestion was made that this could be combined with Eastern AA. Eastern have been approached and they would be amenable to holding a joint event although their championships take place in October. This needs to be considered by the Track & Field committee

A further suggestion was made that the 1,500 senior track event championships be incorporated into the 10,000 track championship programme. This was considered to be an option which needs to be considered by the track & field committee

Both the 5,000 and 10,000 events were not as well attended this year as in the past. It was felt that the events were not as well publicised as in the past and next year, better use needs to be made of Social Media and contacting clubs to generate interest.

- Awarding of medals at County Championship events

The Essex County Constitution law 15c) states

- a) In all championships, Essex County medals shall be awarded subject to the number of entries as follows:
 - i. One medal only if four entries or less
 - ii. Two medals if five entries
 - iii. Three medals if six or more:

Except that, if second and/or third place positions are better than, or equal to UKA Grade 3 performance, then medals shall be awarded.

Team Championships:

- i. One set of medals if three teams or less are entered
- ii. Two sets of medals if four teams are entered
- iii. Three sets of medals if six medals or more are entered.

This has generated some complaints this year. This long standing law was adopted at our Championships due in the main to a reduced number of entries at some of the events (although it was acknowledged that it had not been fully applied in previous years). Competitors were advised before the championships that this law would be implemented.

As this law is part of the County Constitution it can only be changed at an Annual General Meeting. Papers for this meeting will be sent out shortly to all affiliated clubs but to consider this a proposal MUST be submitted by our November committee meeting to request that this is considered at the AGM.

9. Cross Country

Dates (**provisional**) for the 2022/23 XC season are as follows

Date	Event	Venue or Host club
24.9.22	Essex XC relays	Weald Park
15.10.22	Essex League XC Event 1	One Tree Hill
12.11.22	Essex League XC Event 2	Orion
26.11.22	Essex League XC Event 3	Writtle University College
3.12.2022	County Vets	Writtle University College
17.12.2022	Essex League XC Event 4	Hockley Woods
7.1.2023	County Champs (all ages)	Gloucester Park, Basildon
28.1.2023	Southern Championships	
11.2.2023	Essex League XC Event 5	Hainault
25.2.2023	National	Leeds

The County XC relays are taking place on Saturday 24th September at Weald Park. Allison mentioned that only 17 teams have entered although the majority of clubs enter just before the closing date.

This year we will be using an online entry system instead of the old paper based one. This will mean a couple of changes; Team managers can still enter all the teams but athlete's information will need to be submitted at the point of entry and not on the day.

We will also be using chip timing, which will be part of the race number and not a chip on the shoes.

It is anticipated that with the introduction of both online entry and chip timing we will be able to offer a much quicker results service and award medals soon after each race.

Initially a time limit was suggested but a number of complaints were received from clubs. At last year's event, where the weather was appalling (rained very heavily for most of the race) there were concerns that marshals were standing out for a long time and this was not fair of them, especially when some athletes were seen walking at various points on the course.

The time limit was removed, although this will be considered again at future championships.

The course has been changed from last year. A bridge that was crossed on the route used by the seniors last year has become too dangerous for the athletes to run over. So it has become necessary to amend the course. The juniors will run a one lap 3k course and the senior's two laps of the same course – so they will run a total of 6k.

Paul Bailey, who was unable to attend the meeting, sent an email to advise that the selection race for the SEAA Inter County championships will be the Essex League race taking place on 12th November which is being hosted by Orion Harriers.

10. Road Running

As advised at the last meeting, Gary Chandler confirmed that:-

-Sussex AA are hosting an Inter County 10km event as part of the Brighton 10km which is being held on 20th November

Essex will be sending a team

The selection race will be the Billericay 10km (6th November). The first three Essex qualified UKA registered finishers (female and male) will automatically be offered selection to represent the County. The organisers of the Billericay have set aside some places for any athlete wishing to be considered for selection (which the runner had to enter and pay for). To date, there has been a poor response from interested runners.

Eastern AA is hosting an Eastern Counties 10km event will be part of the Cambridge Town and Gown 10km on October 16th.

The selection race (on the same basis as the Brighton event) will be the Southend 10km which is being held on 18th September.

The last event of the 2022 Grand Prix series – the Pleshey half marathon is taking place on Sunday 11th September.

Gary Chandler mentioned that over the last few years we have awarded a separate, specially minted medal to all those Essex runners that completed at least 5 of the 6 grand prix events. The stock that we held has been exhausted. We had considered sourcing another set of plaques but the cost was prohibitive so this was not pursued.

We need to consider whether we wish to award a medal in the future, the issue being that we are unable to order medals on an annual basis as the number of medals is awarded each year is

circa 50. This would be too expensive so we would have to bulk order and that would mean that we hold a large stock which would be sufficient for a number of years. This will be considered at the forthcoming Endurance meeting which is to be held on Monday 3rd October at Chelmsford AC clubhouse. Invitation and an agenda will be sent to all clubs shortly.

11. Fell running

Nothing to report.

12. Trophies

Nothing to report

13. Walking

Nothing to report.

14. Proposed new County website

Prior to the meeting a proposal from a company known as Crisp Design (contact of Scott Darney) was sent to all committee members.

The proposal was to:-

- Design and build a bespoke website to replace the existing site at EssexRoadRunning.org.uk on a brief provided
- Include WordPress content management system
- Upload of assets and wording as provided
- Transfer of 12-18 months of content from existing site
- E-commerce payment integration such as PayPal or another preferred payment gateway
- New Domain e.g. EssexAthletics.co.uk
- Hosting to include server space for website and email
- Ongoing maintenance of Wordpress platform to provide security updates for the core software and related plugins

It is acknowledged that we require a new website. Richard Charleston mentioned that he has a contact at Chelmsford AC and would speak to that person to see whether they would be interesting in quoting for a new website.

15. Preparation for AGM to be held on Monday 5th December 2022

Committee members were asked to let the Chair know if they were planning to step down at this meeting.

Andy Catton (Chair) has indicated prior to the meeting that he will not be able to attend all meetings next year and has spoken to Gerry O'Doherty (Outgoing President) as to whether he would like to co-chair next year.

Both have said that they would be happy with this proposal although they would both wish to step down at the end of 2023.

Paperwork will be sent to all clubs within the next couple of weeks.

Proposals will be sought for any requests for consideration of new Life Members (which will be considered by the committee at our November meeting) and any proposals to be included on the agenda for consideration at the AGM

16. Officials

Rick Thompson is taking over from Diane Wooller next year for the track & field championships although she has said that she will be happy to support him during the transition period.

Diane will continue arranging officials for next year for Endurance events.

17. Schools

Nothing to report

18. Any other business

Gary Chandler asked the managers responsible for making the payments to officials that they approach him for one payment and that they then distribute the monies.

2023 Road Relays – they will take place at Northern Gateway, Colchester as this year. Date to be advised. Colchester Harriers will host and they have contacted Gary to advise that they have been approached by Suffolk AA to ask whether the event could be a championship event for both counties. This has been agreed

19. Date of next meeting

Monday 7th November 2022 – Chelmsford AC Clubhouse – start time 7.30pm

20. Dates for 2022 Essex AA Executive and sub committee meetings

3rd October – Endurance subcommittee – agenda to be sent out by 22 October 2022.

7th November - Executive

5th December – Annual General Meeting

Time meeting finished 21:36

Summary of Actions

Agenda Item	Matter	Action required	By whom
4	2022/23 County Affiliation fees due 1 st October	All affiliated clubs are requested to remit the sum of £15 to the County Bank account (Barclays Sort Code 20 19 95 Account number 50385492) by 1 st October if they wish to remain affiliated.	All clubs
4	Expense Policy	To be updated to reflect the increased amounts agreed	Secretary/Treasurer
8	Date to be arranged for the formation of a Working Party group to manage the 2023 Track & Field Championships	Volunteers who have offered their support to be contacted	Andy Catton
8	Consideration to be given to moving the 2023 County Senior 1500 metres championships to the 10,000 evening	To be considered by track & field committee. Date to be arranged	Track & Field committee
8	Should we approach	To be considered by	Track & Field

	Eastern AA to discuss combining our Multi Events championships with theirs which is held in October	track & field committee. Date to be arranged	committee
10	The awarding of bespoke medals to those that have completed a minimum of 5 of the 6 events	To be considered by the Endurance committee.	Endurance committee – meeting to be held on Monday 3 rd October 2022
14	Consideration of new County website	Seek another option or accept tender received from Crisp Designs	All committee to be contacted once options pursued.

Draft Agenda for the next Executive Committee meeting to be held at the clubhouse Chelmsford Athletic Club, Melbourne Park, Chelmsford on Monday 7th November 2022 . Start time 7.30pm

1. Apologies for Absence
2. Minutes of the previous meeting – Monday 5th September 2022.
3. Matters Arising
4. Treasurer’s Report
5. Correspondence
Club & Committee Register Changes
6. Networking
7. Regional Reports
8. Track & Field
9. Payments to Officials for travelling costs at future County events
10. Payments to cover costs of Officials uniform (once they had attended a certain number of events
11. Cross Country
12. Road running
13. Fell running
14. Trophies
15. Walking
16. Officials
17. Preparation for AGM – including consideration for any proposals received for Life Member.
18. School’s Liaison
19. Any other business
20. Date of next meeting – to be agreed at the AGM

