

Chiltern Cross Country League

AGM Minutes from 10th June 2024

Location: Meeting at Fusion 2k & On-Line

1. Attendees & Apologies

Attendees at AGM 10th June 2024								
Club	1st Person		2nd Person		3rd Person		4th Person	
Amphill & Flitwick Flyers	Mark Billington	IN	M Waine	IN				
Bearbrook Running Club	James Powell	OL						
Bedford and County AC	Hayley Vinnicombe	IN						
Buckingham & Stowe	Debbie Morris	IN	Robby Taylor	IN				
Chiltern Harriers	Sue Slade	IN	Miriam Kempson	IN	Katie Royals	OL		
Dacorum AC	Matt Hamilton	IN	Steven Russell	IN				
Gade Valley Harriers	Kim Morgan	IN	Roman Kendal	IN	Helen Cook	OL		
Headington Road Runners	John Griffiths	OL	Richard Skillbeck	OL				
Leighton Buzzard AC	Richard Inchley	IN	Andy Inchley	IN	James Lowe	IN		
Marshall Milton Keynes AC	Richard Pownall	IN	Barry Hearn	IN				
Northampton AC	James Elder	OL						
St Albans Striders & AC	Louise Bentham	IN	Nigel Aston	IN	Fiona Turner	IN	Paul Durbin	OL
Tring Running Club	Christian Olley	IN	Nigel Lacey	IN				
Vale of Aylesbury AC	Pat Card	OL	S Allison	OL	Robin Barrett	OL	Adam Johnson	OL
Watford Harriers	Stuart Ingham	IN	Rob Finlay	IN				
Wycombe Phoenix	Duncan Griffin	OL						
Banbury Harriers	Ros Kelling	OL						
Bicester AC	Emma Gould	OL						
Bracknell AC	Justin Spencer	OL						
Handy Cross RC	Paul Dineen	OL						
Hazelmere Runners	Keir Ayling	OL						
MK Distance Project	Jim Bennett	OL						
Olney Runners	Steve Dicks	OL						
On the Run Aylesbury	Becky Honour	IN	Kev McCullogh	IN				
Oxford City AC	Robin Barrett?	OL						
Queens Park Harriers	Bill O'Connor	IN						
Radley AC	Melanie Cumberland	OL						
Redway Runners	Hannah Connelly	IN	Simon ?	OL				
Shenley Striders	Simon Gurney	OL						
Silson AC	Julie-Ann Hammond	OL						
Stevenage & North Herts	Edward Manson?	OL						
Wellingborough & District AC	Steve Stredwick	OL						
Apologies received from:								
Biggleswade AC	David Brown							
Diamond Runners								
Daventry AC	Trica Thorp							
Higham Harriers	Dan Doherty							
Luton AC	Alan Daghish							
Oxford City AC	Richard Hart							
Thame Runners - leaving the league								
Not heard from:								
Leighton Buzzard Triathlon Club								

2. Last Year AGM Minutes approved

3. Report from the Chair on 2023-24 Season

Thame Runners have decided to leave the league, so Bearbrook Running Club are now promoted to Division 1 for next season – which is different from the published promotions and relegations.

4. Match Attendance 2023-24 – no comments

5. Finance & Accounts Discussed

As shown in the accounts, the deficit this season has been funded by a reducing in the reserves, which now stand at £2.296. The projected income for next year shown in the documents circulated will be lower, now we are aware of the departure of Thame Runners. The cost of fixtures is forecast to increase by about 10% YOY so we would have a deficit of around £1,800, which would be rather tight. In light of this, the Richard will liaise with the New Treasurer and they will issue a revised 2024-25 Subscriptions – which will be 15-20% higher than the proposal shared. All clubs agreed.

Please note that the projected costs are based on running the league events in a similar manner to the last few years – ie by host clubs and volunteer course marshalling largely without outside contractors – with the exception of First Aid, Portable toilets, and without chip timing.

6. Website – the new site is now up & running

Fixture details and further information on Team Manager responsibilities, the league processes and full historical results will be added in due course.
Clubs can submit photos they may like featured on here to the Social-Media & Website Coordinator and any queries about the content

7. The Future of the Chiltern League

Bill, Fiona & Richard summarised their views on the future and how they had come to the proposed 9 roles which needed to be filled to ensure the league could continue.

8. Proposal & Appointment of Organising Team

The following people were appointed into the roles; Fiona will share club contact details with this team of people for them to liaise with each other and follow up with those from whom they are taking over.

ACTION: POST HOLDER

Fixture Coordinator – Jim Bennett MKDP taking over from Richard Inchley

- Liaison with potential host clubs to agree five venues and a match calendar.
- Advise host clubs of league match requirements and support as needed.
- Encourage clubs to consider new venues or revisit past venues.
- Generate club marshalling rota for agreed fixtures and ensure delivered

Treasurer - Richard Hart Oxford City AC taking over from Richard Inchley

- Manage budgeting & finances of the league.
- Produce annual budget and accounts
- Proposing club subscriptions, invoicing and collection
- Processing payment to host clubs & officials for cost of venues & match expenses
- Processing payments to suppliers for annual costs of running the league
- Provide League advice regarding new capital expenditure and or outsourcing

Officials Coordinator – Sue Slade Chiltern Harriers taking over from Richard Inchley

- Agree a team of officials for each fixture that meets UKA & host requirements
- Budget & receive officials' expenses and pass to Treasurer
Including a Match Referee (min. L4 for senior races / where field is >200), Starter, Line Judges x 2, then dependent on agreed placing & timing results process

Registration Coordinator On the Run Aylesbury taking over from Fiona Turner Becky Honour & Kevin McCullogh OTR supported by Redway Runners who agreed to help at fixtures with Registration duties for U11's / early races

- Define process for team and individual registration (*Initially CL Portal*)
- Coordinate with external supplier for annual updating of portal
- Retain Team Manager login details and aid team managers as needed with Portal
- Organise printing of race numbers and allocation of these across clubs & divisions
- Hold unallocated numbers and supply these to team managers / clubs at matches
- Record replacement numbers, payment & manage these on the portal as required
- Manage guest registration – allocation of numbers, online pre-payment & numbers

Results Coordinator Richard Pownall MMK

- Define process for recording place and timing at each match & scoring system
(initially based on existing equipment & processes)
- Coordinate people & systems for recording of results at each match
- Produce individual & team results by race, by division by match & season to date
- Publish provisional & final results, resolve any queries

Secretary - Louise Bentham St Albans Striders taking over from Fiona Turner

- Maintain team manager & other club contacts database
- Oversee all communication to Clubs in the league
- Coordinate AGM agenda, support documentation & produce minutes
- Manage all central files of information to be shared with the organising team
- Write to Clubs prior to each season with pre-race preparation, each fixture, & AGM

Awards Coordinator Chiltern Harriers Team led by Tom Dixon (TO from Fiona Turner)

- Select a supplier and order medals & trophies once per season
- Receive & check / pre-sort all awards to aid presentation
- Organise presentation and/or dispatch of all awards to clubs
- Provide support for clubs to order more awards inc. dispatch centres

Social Media & Website Coordinator Katie Royals Chiltern Harriers

- Oversee social media & website presence to ensure safe and appropriate content
- Update social media sites & website with news, fixture details & results
- Coordinate suppliers for maintenance of website, team email addresses etc.
- Support team communications – to ensure data protection & effective methods

Chairperson Bill O'Connor QPH

- Coordinate the organising team
- Act as a spokesperson for the league & liaise with UKA & England Athletics
- Chair AGM & ad-hoc team meetings
- Arbitrate on issues or key decisions

9. 2024 - 2025 SEASON PLAN

9a) Potential Fixtures for 2024-25 Season

Equally important in securing the future of the league is to have potential venues and host clubs! Currently we have **no confirmed fixtures for next season**. We only have the proposed target dates as issued by England Athletics which are:

Saturday 12th October 2024

Saturday 9th November 2024

Saturday 30th November 2024

Saturday 11th January 2025

Saturday 8th February 2025

The following venues are looking feasible for 2024-25 season:

Oxford Horspath (hosted by Oxford City AC)

Preference to host first fixture in October – to avoid wet ground conditions

Luton Stopsley (hosted by Luton AC)

We might not be able to park on grass which could be an issue

Teardrops (hosted by Leighton Buzzard AC & MMK)

Cross challenge may not happen in next season & unlikely to be incorporated
Richard Inchley agreed to continue to play a role in hosting this fixture.

Watford Cassiobury Park (hosted by Watford Harriers & support)

The venue requires there to be no Football or Golf clash & a guarantee of significant set up & marshalling assistance from nearby clubs or full co-host club – last season Chiltern Harriers provided significant marshalling support.

Watford Harriers are hoping for this to be feasible. We do need members to be fully aware of parking restrictions and either use the nearby train services or many paid for car parks or abide by the restrictions and be considerate to residents. The train & parking seemed to work well in January 2024.

Hazelmere Runners offered to provide assistance to Watford Harriers in hosting the event.

ACTION WH & HR

Keysoe (hosted by Bedford & County AC)

Whilst members do very much enjoy this venue, it is an expensive fixture which has been significantly subsidised by Bedford AC. We are required to use a 3rd party security company to oversee the health & safety in the entrance & carpark, so the cost is around £3,500 to run this fixture. Bedford AC would need to contribute an extra £500 - £1000, which may not be sustainable. It was discussed if it would be feasible to charge a nominal amount towards carpark – maybe on exit or online before the fixture so as not to impede traffic flow or if there were any other ways to recoup these costs, given we are short of alternative venues.

ACTION B&C / RH & JB

Development plans at Keysoe may mean that in 2025/26 this venue may not be able to accommodate the League due to building work. It is important the village is not negatively impacted by large events at the venue so the residents & owners are able to retain a positive relationship.

Would these potential host clubs liaise with the Fixture Coordinator & Treasurer to agree a Fixture Plan over the next few weeks.

ACTION: Host Clubs & RI/RP & JB

Alternative Potential Venues

We need all clubs to consider potential venues and if they could join forces with other clubs to host a fixture. This is essential as we cannot continue to rely on the same 5/6 clubs hosting. Several venues have become tricky and have a high chance of becoming unfeasible.

ACTION: CLUBS

Shuttleworth

Biggleswade have spoken to them and confirmed we would need the airfield to park (5000 spaces) , but indicative costs look high. Last time the venue cost was £2500. To be fully costed and assessed.

ACTION B&C & JB / RH

Campbell Park Milton Keynes

Not able to use in 24/25 but may be ok in 25/26

St Albans – Verulamium Park

Given that St Albans are one of the largest participants in the Chiltern League, they are conscious of it being many years since they hosted but have struggled to find suitable affordable locations with adequate parking in their neighbouring area. The only venue felt potentially feasible is Verulamium Park which has extensive roman ruins. The protection of these and climate change have become significant concerns. Nigel Aston discussed that given fixtures already hosted in 2024 & planned for early 2025, it was not possible to consider this venue before October 2025. To host an event in the park requires approval from both the Council and Historic England approval and no stakes are allowed in certain areas of the park and some parts are within the flood plain. Given these restraints, it is felt that the best opportunity would be the first fixture of the following season i.e., October 2025 as that would hopefully coincide with the land being at its driest. This venue would require people to use paid parking in the park, NCP parking in town and the club hiring parking at a nearby school for officials etc.

ACTION: STA & JB

Ashridge / Waddesdon / RAF Halton / Stowe School / Wendover Woods / Knebworth House / Hatfield House / Other Airfields / Country Parks

Could clubs close to these or with contacts consider if any of these could be a potential longer term venue, please. Please feedback findings to the Fixture Coordinator so we can have a record of where has been considered.

ACTION: CLUBS / JB

9b) Marshalling Rota

As per previous seasons, all member clubs who do not host a fixture within the season are required to supply course marshals for the entire match day. This can be made up of a rota of marshals with overlapping time slots – so they are able to be at the agreed marshalling post to take over. This should also allow your marshals to run or watch their family members run. Larger clubs who last season had 100 or more attendees during the previous season, need to cover at least two marshal slots for the match day and those with 250 or more attend, three marshalling slots for the match day.

Clubs will be assigned fixtures to provide marshal once the venues are confirmed and issued to Team Managers by the Fixture Coordinator, for them to ensure their club meets this responsibility. It is important Team Managers inform the host club Marshal Coordinator ahead of the fixture of the names and contact details of these marshals and any personal requirements e.g., marshalling point close to facilities. The earlier these details are confirmed the easier it will be for the Host Club to accommodate these and run a successful event whilst hopefully limiting stress!

ACTION: CLUBS

9c) Division Clubs 2024-25 as of 9th June – note Bearbrook in D1

Division 1	
1	Amphill & Flitwick Flyers
2	Bearbrook Running Club
3	Bedford and County AC
4	Buckingham & Stowe
5	Chiltern Harriers
6	Dacorum AC
7	Gade Valley Harriers
8	Headington Road Runners
9	Leighton Buzzard AC
10	Marshall Milton Keynes AC
11	Northampton AC
12	St Albans Striders
13	Tring Running Club
14	Vale of Aylesbury AC
15	Watford Harriers
16	Wycombe Phoenix

Division 2	
1	Banbury Harriers
2	Bicester AC
3	Biggleswade AC
4	Bracknell AC
5	Daventry AC
6	Diamond Runners
7	Handy Cross RC
8	Hazlemere Runners
9	Higham Harriers
10	Leighton Buzzard Triathlon Club
11	Luton AC
12	MK Distance Project
13	Olney Runners
14	On the Run Aylesbury
15	Oxford City AC
16	Queens Park Harriers
17	Radley AC
18	Redway Runners
19	Shenley Striders
20	Silson AC
21	Stevenage & North Herts
22	Wellingborough & District AC

9d) Proposed Subscriptions

Richard Inchley & Richard Hart will liaise and agree revised subscription fees in line with the increase agreed at the meeting and this will be issued before the start of the new season. It will be a 15%-20% increase on the proposed subscriptions presented in the pre-meeting documents.

ACTION: RI & RP

9e) Processes were briefly discussed

ACTION: TEAM MANAGERS READ - Will be detailed on website before start of season

Team Managers Roles & Responsibilities

Summary discussed – re sharing all League updates, providing club up to date contact details for the league, ensuring registration portal kept updated, coordinating and communicating marshal details in a timely manner, ensuring subscriptions and lost numbers paid in a timely manner, ensuring members aware of processes and UKA code of conduct & rules and organising any prize / medal collection & distribution.

1st & 2nd claim

2nd claim members can now score, as long as their first claim club is not in the league and they are of course valid current club & UKA members.

Scoring / Non Scoring

99.9% of runners entered by clubs onto the portal will now be scoring, since 2nd claim members may now score and any Guests will be managed centrally by League Registration. If a Team Manager is aware of some reason why a club member is not able to score, they should email Registration the name, club, number & race category by 5pm on race day or before if possible. As previously advised people should only run in the category they are qualified to do so – the distances are in accordance with UKA recommendations.

Guests Runners

We will now only have Under 11 guests and their entries will be coordinated via central Registration, with on-line pre-registration and electronic payment. This is to encourage young people into running cross country – who may not be a member for a club as yet or be on wait lists or simply want to have a go and see if they enjoy the experience. These entries don't require too much administration if coordinated online and before the day, nor do they require UKA membership.

Potential New Clubs

It was discussed that it would be good to allow new clubs to test and experience the league by running as guests. This could be accommodated via central Registration in a similar way to the U11's before the day. We will add something to the website to this effect – with contact details for Clubs interested in joining the league.

Lost / Destroyed Numbers Process

Lost numbers cost £5 to replace which should be paid online to the League (ideally by the athlete) within 24 hours. If a Team Managers has an unallocated number, they can change a person's number on the portal but they must send an email to Registration confirming this by 5pm on Race Day and confirm that it will/has been paid. The email should include: name, number, race category, club, old number and new number and clearly say in the Title Line Chiltern League Replacement Number. If the Team Manager doesn't have a spare number, they will need to get one from Central Registration on the day – and send the same email by 5pm. Registration will have to change their number on the system on receipt of the email.

Once a number has been replaced, even if they later find the old number – this should be destroyed. Never use an old number from a previous season or someone else's number – this just causes hassle and lots of work for volunteers!

Issues on the Day

Please could all Team managers remind their club members & parents / supporters we operate under UKA Codes of Conduct & Rules. If there is anything that occurs at a fixture which they feel uncomfortable about or wish to clarify, this is best taken to the Race Referee in the first instance – on the day as soon as possible. Please ask any official or marshal to point you in the direction of the Race Referee or if not feasible the Race Director / UKA Official. It is very difficult for the Chiltern League committee to do anything after an event unless the Referee was made aware on the day.

FINALLY THANK YOU TO ANDY INCHLEY & FUSION 2K for HOSTING THE MEETING