

Track & Field Debrief / Planning Meeting
1730hrs Sandwiches
1800hrs 14th October 2015

**Scottish Athletics, Caledonia House,
South Gyle, Edinburgh EH12 9DQ**

Notes of Meeting

Present: Alasdhair Love, Claire Archbold, Margaret Brown, Leslie Roy, Elizabeth Wilder, Joyce Rammell, Alistair Aitchison, Mike Forrest, Dave Biggin, Margaret McInally

Apologies: Hilary MacGuire, Pam Robertson, Janet Nixon, Sandy Forrest

- Facility Feedback
 - Inverness
 - Condition of hurdles
 - Aberdeen Sports Village
 - Still lacking full surveyors report
 - No sandwich platters, fruit good addition.
 - Still Water would be better than juice
 - Grangemouth
 - Mixed reviews on amount and quality of food. Lack of soup available at all times.
 - Condition of Throwing Cage and Surface, condition of hurdles
 - Safety in indoor warm up area.
 - Sectioning at 100m start area
 - TV should be disconnected or used for results/start lists
 - Bubbles still causing concern on new outdoor surface
 - Review of Call Room, Warm Up, and Athlete Exit/Entrance for 2016 season.
 - Kilmarnock
 - Lack of stand reduces potential for hosting major events
- Communications
 - Radio Allocations and Requirements
 - Reduce need for officials to bring their own
 - People who actually need radios? Too much chat? Standard sign in/out sheet
 - SAL radios not working – Has been addressed
 - Earpieces – Hygiene – noted, potential to purchase officials own to be investigated.
 - Pre, during & post event
 - FAQ's for reporting times and other standard queries – AL producing
 - Technical Meeting – virtual or actual – feedback from less experienced extremely useful, more experienced too long. How else do we give people the confidence and opportunity to learn? Team building? Part and parcel of being an experienced official. Templates and FAQ sheets should address the need for this.
 - Guidance for NTD's and Trinity – Margaret Ann Maclachlan drafted
 - Athlete and Officials info to be added to and old info updated and refreshed – Officials
 - Expense details, reporting times, safety in indoor areas and stewarding, hip numbers, paperwork copies, qualification and more, possibly repetitive but always new officials coming on board.
 - Starter/Starter Marksman team have shared generic notes which can be used to form outline guide and template.

How To guides for Call Room schedule to be created – AL & SM

- Timetabling
- Understanding the process
 - Overview meetings held twice annually – October for Winter and April for Outdoor season
 - Draft forthcoming timetables available for these meetings, suggestions for format changes etc prepared in advance of these meetings. DRAFT timetables then available for website.
 - Specific Event meetings held approx. 10 days prior to event following closing date to finalise details following entry.

Main vehicle for change/ideas/approve tweaks to formats.

Regular downloads of current entry would be useful to ease process – AL/CA To action

Group consists of Leslie Roy, Liz Wilder, Margaret Ann Maclachlan, Sheila Baillie, Hugh Baillie, Alasdair Love – Preference to have a further Track orientated volunteer to sit on this group. Volunteers to Alistair Aitchison.

Timetables are always run as accurately as possible.

Set to run to timetable not ahead (not even 15mins) idea of “OK to lose on hurdles as we can make up later” let’s just give more time to hurdles. – Incorrect assumption.

- Requirements needed from all
 - Excel version for all chiefs should be available – PDF version will always be uploaded to website, however excel version will be available via NTD/Meet Manager or office. If in doubt ask AL/CA for copy.
 - Vital for Officials to note Start and Finish times for all events and submit to NTD following Championships to allow for accurate future planning.
 - Meet Manager Filed Cards do have “Event Finish Time_____” – AL to investigate if Start Time can also be included.
- common/recurring issues/learnings
- Requirement for chiefs to get information earlier. Aim to have templates and previous info ready soon after allocations. Volunteers should never be waiting for Events team, always available to officials, never too early. If in doubt request documents.
- Time pressures on mornings of events
 - Printing of field cards – FAQ’s – Online guides via Shona Malcolm
- Chiefs Briefings
 - When, where and how long – standard format.
 - Some information is incorrect and requests officials to have meetings too early. Information to be reviewed and updated to show more realistic times. Agreement that some disciplines and roles need to start as early as possible for set up. If available early volunteer to assist on declarations.
- Meet Manager unknowns
 - Adopt Event numbers from Meet Manager as the programme is less flexible – Will be actioned for 2016 Indoor Season
- SA/Meeting Manager/Chiefs remits
- The role of the Assistant Meet Manager
 - This needs to be clearly defined and circulated along with Meet Manager and NTD. These are available but should be kept for reference in a central location i.e. via Shona Malcolm and website.

- Post-event debriefs/lose ends
 - Record processing – should be done as soon as possible, responsibility of NTD or Meet Manager if no NTD in place. Some events do not require paperwork due to their agreed level. (National Championships)
 - Post event reports
 - Guidelines via Margaret-Ann, should be available to Events team to aid future development of events.

- Moving Forward
 - Event Manager attendance at Allocation Meetings - AGREED
 - Event Manager attendance at Timetabling Meeting - AGREED
 - Pre Season meeting for all NTD's & Meet Managers to define roles
 - Indication that this may be an idea to take forward, however we must be wary of the pressure of some volunteers to attend many meetings as well as carry out their full officials volunteering commitments. Any meetings should aim to be relevant for all involved. Newer and less experienced officials may take this opportunity but more experienced may note. If suitable guidelines/crib sheets/role descriptions can be provided and accessible to all then support for those in a new role to them can be improved.

S/Sa comments for Emirates Arena and indoor 2016 season are noted and will be actioned by AL & CA moving forward.

RESPONSES TO FEEDBACK PAPERS

Length of Meetings

8hrs coming into force with permits, travel time not included. – Lunch if possible.

Will have shifts if possible – if benefits only a few officials then at least a step in the right direction.

Reporting Times to be agreed.

Whole day shifts to be added as an option?

Finance – Appetite to make this happen from the top.

Allocations to refer to draft timetable and travel distance if possible but to ensure not detrimental to those officials from further afield.

New format proposed with Age Groups distribution.

Registration, Declarations and Call Room

Signing of numbers on day 2 – Noted and happy to introduce

Late Declarations – Case by case basis, varying factors – more lenient at districts, are field cards already printed/seeded, has track been seeded, has paperwork left the pickup point? My view is we should as much as reasonably possible allow athletes in and give them the benefit of the doubt if late. If paperwork is still there or not yet processed then squeeze them in but explain official is making an exception. Hard rule is that athlete must collect the numbers in person.

Protocol – Work with Shona Malcolm to produce online resource tools

Warm Up area

Noted by more than one response, plans in hand to better police, cordon and structure area at Grangemouth.

- One way system (from the top for hurdle markings)
- One clear lane always for returning of athletes
- Clear in athlete info that area for warm up only, not for resting/socialising
- Coaches and Competing athletes only, no parents/siblings.
- If we had the resources we would run an accreditation process

Refreshments

Amount of food available – noted and accepted errors made this season, with more experience will improve. Always a vegetarian option, officials should notify either office or lead official of dietary requirements. Q is it the role of Assist Meet Man to police officials room?

Soup – Not practical to have soup available at all times both hot and fresh. We could supply powdered sachets for variety.

Water / Diluting Juice / Fruit – Noted and will add to purchase list along with Tea, Coffee & Biscuits

Fridge at Emirates – Potentially, new officials room now where ground floor shop used to be.

£4 Claim reinstated – NO

Potential to agree supply deal with major supermarket could be investigated.

General

Information – discussed previously, aim to engage with NTD's well in advance

All officials at all events – agree, potential for better allocation

Late Timetabling changes – Agreed, every effort to prevent this.

Ear Pieces – mentioned previously option to purchase personal ones to be investigated.

Volunteer Assistance – Need clear definition of time required, how many and what roles but achievable. e.g. Time to be on duty for hurdle adjustments, how many required. Time to be available to retrieve Shot Putt (event 5 1000-1115) or change TJ boards.

Alternative option for volunteers to sign up for a specific timeslot and can then be allocated accordingly.

Medal Presentations – Field working well, Track to be tweaked aim should be to come up with a formula that works as well as the field. Use of App Data and other IT resources essential to improve overall running of meetings. Prerequisite of facilities to provide Wi-Fi connection as part of hire. Importance of SEASONS BEST rather than outdated PB to go on entry lists, or projected performance.

Expenses

£15 minimum – will approach Brenda for note to go in official's newsletter as well as into officials information outlining process. Cost implication to scottishathletics and waiting for bank details.

Remittance – attempts being made to rectify however not simple process if consider amount and number of transactions. Responsibility of officials to ensure claims are submitted in a timely manner. Preferred on the day.

Training

Ideas welcome, will pass onto Shona Malcolm. Happy to support more flexible approach to training, adhoc courses, utilising mornings of events etc.

Meet Manager practice requested, however best way of training is to experience a live event.

Equipment

Implement Availability – Facility responsibility, but could be aided by allocating a local Tech Manager if possible.

EDM's – Clear steer and request from officials to change supplier.

This will be actioned.

NOVELTY IDEA FOR CHAMPIONSHIPS

2016

Issue District Champions with a specific number for National Championships.

SEE PROOF

Issued to U17, U20 and Senior Gold medallists to be worn at National Championships.

Outdoor only

2017

In addition to the above issue specific number for 2016 National Champions competing at the 2017 Championships.

Outdoor only