

**MINUTES OF THE WESTERN PROVINCE ATHLETICS BOARD MEETING AT GREEN POINT ATHLETICS STADIUM
ON MONDAY 06 JUNE 2016 AT 18:00**

1.	Present: Lester Cameron, Allen Barnes, Gavin Burgess, Waleed Donough, Francois Gouws, Jakes Jacobs, Andy James, Mariana Meyer, Malcolm Salida, Michael Schouw, Pieter Vorster, Sue Forge (General Manager)
2.	Apologies: No apologies
3.	Supplementary Items: Lester thanked members for their reports and asked that no discussion be entered into regarding reports already tabled. Mariana asked to talk about foreign athletes competing in domestic events and Disciplinary Action. Sue to talk about wheelchair athletes and issues of bullying at RR races.
4	Acceptance of minutes of meeting held on 4 May 2016: Minutes were proposed by Francois and seconded by Michael. Following discussion, it was agreed that Jackie will continue to forward minutes to SF and LC for editing. Sue will forward both the edited minutes, as before, plus a second set detailing only the decisions/outcomes of the Board Meeting which will be displayed on the website.
5	<p>Matters Arising:</p> <p>A <u>Office:</u> Michael set out floor plans for the Board members to view. Plans must be rubber-stamped. He will send out a message to all members of WPA to ascertain whether there are members who can offer their services with regard to the building work that needs to be done. Target date of 01 July 2016 remains; the office will move as soon as possible.</p> <p>B <u>TOMA:</u> Sue sent a letter to TOMA. A debrief meeting has not been facilitated yet. TOMA has committed to contributing R200 000 towards WPA Development from the 2015 event. They require a breakdown of how the money is to be spent. Jakes suggested WPA should meet with all 12 TOMA Board members and recommit ourselves to common purpose.</p> <p>C <u>ASA Dates:</u> Mariana received tentative dates from Pieter de Jager at ASA.</p> <p>D <u>Coaches Data Base:</u> Waleed has the coaches' details.</p> <p>E <u>Transport for CC:</u> With the high cost of transport the ring-fenced Transport Fund is being depleted at a rate faster than anticipated. Allen said the Transport Funding was set to cover costs for all four disciplines-not only CC. T&F and RW must also apply for funding. Sue and Malcolm will review the current practice and offer a more cost effective proposal. RR suggested that assistance RR juniors be considered. All commissions were invited to submit transport assistance requirements for 2017 by the September 2016 Board meeting so Malcolm can budget accordingly.</p> <p>F <u>Accreditation cards:</u> Waleed and Gavin must decide what information they would like displayed on the cards. Accreditation cards need to be finalised by the July Board meeting. Cards will be available ONLY to those who work on WPA-sanctioned events.</p> <p>G <u>Courses for TO and Coaching:</u> None will take place in July or August.</p> <p>H <u>Old Mutual logo on race numbers:</u> Despite correspondence to ASA there is no directive. Bibs and flyers continues to be accredited by the WPA office. We await the directive from ASA.</p>
6.	<p>GM Report: Report was distributed and questions were to have been addressed with Sue before the meeting.</p> <p><u>Masters</u> have made a financial contribution. They were advised their Championships will be separate from WPA but they should liaise with T&F first. Although they will not be represented on the Board they will continue their representation on the T&F Commission. Sue asked that nothing be committed to in writing yet as there are grey areas particularly with regards to finance. Mariana said Masters requested specific dates but she told them to make the bookings, pay for them and ensure they understand they are also responsible for the payment of TOs.</p> <p>Pieter pointed out that RW is in a precarious position because most of the walkers come from Masters. Lester advised Pieter not to change the way he does things. Local representatives attended the recent SAMA AGM and reported that there are no current plans to host a local AGM.</p> <p><u>Big Five RR events:</u> It was reported that members of the Board recently met with "The Big Five" races (Two Oceans, SCTM, CT12, Gun Run & Spar). It was a very successful meeting with events committing themselves to work more closely with WPA. Discussions will continue with regular engagements being agreed upon.</p>

7. a	<p>Standing Items:</p> <p>T&F: Report was handed in prior to the meeting. An indaba will be held to improve the Championship. Mariana received the available dates from Green Point and there are only five available dates during Jan, Feb and March 2017 when the stadium is available to T&F. Sue will take up the matter. A Fixtures meeting was attended by a number of clubs and reps from high schools but primary schools didn't arrive nor did they apologise. This matter requires urgent attention. Mariana said, at this stage, T&F has confirmed dates but not venues. Once ASA's dates are confirmed, the four Commission Heads will meet.</p> <p><u>Foreign athletes:</u> Mariana said the office should ensure that foreign athletes without the required paperwork should not be allowed to buy licences but Sue replied that, since club administrators frequently buy the licences, this is impossible to monitor. It was confirmed that Foreign athletes can run with a passport and in order to obtain an SA ID document, one needs to get permanent residence. Foreign athletes may not represent the Province and, apart from Road Running, they are not eligible to win prize money. Club Chairpersons should be encouraged in helping athletes obtain permanent residence. People who give false information should be reported to the Disciplinary Committee.</p> <p><u>Disciplinary Committee:</u> Mariana asked what WPA's rights are in a case where an athlete is chosen to represent the Province, the Province pays for transport, accommodation etc. and then the athlete simply doesn't arrive. It seems that RR has an agreement which athletes are required to sign and, having signed, if they don't arrive they appear before a Disciplinary committee. Francois will give a copy of the agreement to Mariana.</p>
b	<p>CC: The first league program was adjusted by 50 minutes on a 3km loop. The second league will be at Nantes. Andy will furnish Sue with a program. Allen said it was disappointing that the Winter League on 2 July was also at Nantes – he suggested a start time of 08:00. Andy will suggest an early start at the next CC meeting. Andy said the event is run by the CC Commission and Nantes is only running the tuckshop. Zandvlei start venue was not available and the River Club is unavailable. Eligibility for selection to the Champs team was discussed. After discussion the Board agreed that athletes will have to run leagues 7 or 8 plus a champ. Criteria for 2017 will be available by mid-September 2016.</p>
c	<p>RR: Francois said one of his commission members was asked to step down but he has asked Francois for a second chance. It was agreed that the person in question must attend the next three meetings. The Koeberg 15km was cancelled but it was not within the control of the club and now they are being levied for Public Liability insurance. Sue will handle the matter. Francois has advised clubs that don't have bins at their events, they will be marked down. Lester asked Gavin to address the matter of naming and shaming litterbugs at his next TO meeting.</p> <p><u>Selection criteria:</u> Following comments from the Board the RR Commission has reviewed the 21km team. After discussing the team, it was agreed that that RR will review the qualifying standards. Jakes proposed that either the President or a member of the Board attend the ASA 21km Championships. The Fixtures meeting for 2017 Events will be on 19 July. Michael will advise dates of the next Team Managers course and Race Organisers Workshop. A full day workshop will be held for the entire WPA 21km team.</p>
d	<p>RW: Eersteriver is a league event. Elize is responsible for distributing programs. Events will be held in Eersteriver, Ravensmead, Atlantis and one in the Northern suburbs. ASA needs to engage with Pieter regarding the date for Champs. RW is not able to use Green Point on 2 October because of the Gun Run. They identified 15 October as a possible date but Jakes says there are big concerts in the area on 9 and 15 Oct. Pieter will consider alternative venues. He requested WPA not bid for the SA RW Champs 2017 so walkers have an opportunity to experience other provinces. The Board agreed.</p> <p>Pieter has sold his bakkie. Equipment which he currently stores must be moved to WPA's store in Green Point. Malcolm suggested Pieter contact Petzer because WPA has a standard price agreement with him. At the fixtures meeting on 19 July, Sue said organising clubs must be made aware of precisely what is expected of them. They are not liable to pay TOs or prize money; WPA pays that.</p>
e	<p>TOs: Gavin queried payment for TOs at RW and T&F events. They currently earn R20 per hour and don't claim mileage. Gavin was asked to propose an increase and give it to Malcolm for consideration. It was agreed that split timing is necessary for 10km races at League events. TOs have asked for a symposium for</p>

	<p>which a date will be decided by Mariana and Gavin. Topics must be given to Sue. TO courses venues and costs must be advised. The new Green Point venue may be available. Gavin has drawn up a document 'The Career Path of a TO' which he will distribute. Allen requested a Code of Conduct for TOs and Coaches be developed.</p>
f	<p>Coaches: Waleed said he wanted to do an assessment at the Mike Walters event and Nazema changed the submission without discussing it with him. He was advised to speak to Andy as Head of the Commission. All coaches must be registered in line with TOs. It was recommended that Coaches pay a minimum R150 to attend a WPA Level 1 course to be run by Willie Legolie. The cost will include notes, tea and eats. Michael queried how an IAAF Level 1 course fits in with a WPA course because the order of progression lacks clarity. Sue said there are changes but ASA doesn't have a structure in place.</p>
g	<p>ASA: Jakes said there is someone working at the ASA office to deal with correspondence now.</p>
8	<p>Financial Report: Circulated to Board members</p>
9	<p>CoCT/Cape Town Sport Council/Sanlam/SPAR: Jakes is trying to find out what the CT Sports Council plans for the new financial year starting July 2016. WPA needs a better way of facilitating accurate data from the clubs and members, unfortunately there is discrepancy in the data we have available and the data we are required to submit via the relevant forms.</p>
10	<p>Constitutional/Policies/By Laws/ Schools/ Federation/ Disability Federation/Athletes: A Special General Meeting will be held on 16th August to deal with Constitutional changes. The Athletes' Committee will meet on 21 June but Jakes pointed out that the top athletes will be at the African Champs. It may change to 23 July. A meeting between WPA and Schools Athletics will be held on the 15th June. Sue would like to incentivize athletes before they leave to compete internationally.</p>
11	<p>Development/ Clubs/ WPA Office: Jakes spoke to Lungile who has been chosen to represent RSA at the World Marathon Champs and requires assistance with coaching. While Michael agreed we need to help Lungile, he said we need to build a structure. Athletes like Lungile need shoes and medical support. WPA must assist top guys and encourage time incentives. The coaching incentive structure must change. Sue proposed we find money in the Development budget and put time incentives out there because we have spoken about it for years and done nothing.</p> <p>The Rotary Club, Claremont has agreed to sponsor the Kids Athletics program for a second year. Michael is planning a 21km walking workshop and a 3 day-2-night camp for developing athletes aged 12 to 15. RW, T&F and CC must send him names. He plans to start junior clubs in Eersteriver, Lavender Hill and Mitchell's Plain. Lwandle has 20 licenced athletes of which 5 are adult and Bottelary has a lot of juniors. Instead of being hard on clubs with lots of juniors and few seniors, we should encourage them. Michael will supply new suggested criteria. An application for a new club, Liquorice, has been received but Lester said there is a moratorium on new clubs until Michael sets out the new criteria. If the number of seniors required to legitimise a club changes from 20 to 50, the motion must go before Council.</p> <p>Mariana said stats show that age group 25-26 year-olds win Olympic and World Champ medals so we need to concentrate on training 17-19 year-olds. Michael said that age group requires a Sports Academy sort of set-up. Sue pointed out that, if our relationship with schools worked, it would be far easier.</p> <p>The problem with the ex-Celtic athlete who wants to join Spartans persists. As advised at the May Board meeting, Sue and Michael withdrew because the matter went for consideration by the Disciplinary Committee. The DC advised that, since the Board has the ultimate decision to give a member clearance, the Board must make a ruling. Sue will write to Celtics asking them to attend a meeting, Michael and Lester will accompany Patrick Adamson to the meeting.</p>
12	<p>General: <u>Communications:</u> Sue and Tracy manage WPA's website. Lester cautioned that any view expressed on facebook must be that of WPA and not have any personal slant.</p> <p>Mariana received forms from ASA to register TOs and Coaches with ASA at a fee of R350 each. She completed the documents and paid but, so far, only TOs have received their licences; Coaches have not received anything yet.</p>

<p>Due to Lester going on holiday, Michael and Malcolm will attend the next <u>ASA meeting</u>. Mariana, Sue and Allen will represent WP at the CAA Championships in Durban. The <u>Board meeting</u> on 4 July will be hosted by Jakes.</p> <p><u>Spar</u>: A meeting attended by Michael, Allen, Jakes, Sue and Francois was held and it was decided that Malcolm, Francois and Sue will be on the Spar management committee as well as two capable, up-and-coming members from clubs. Once an independent committee is in place, Malcolm will send the information to Sue and the committee will appoint a Race Director to do Ops and Logistics.</p> <p><u>Wheelchairs</u>: Enrico (Mamre Athletic Club) contacted Sue about six wheelchair athletes who'd like to enter the Mamre race. The Board feels that the route could be potentially hazardous for wheelchairs. Sue said they are going to apply to every race so we must take a decision. Allen said it is up to the club to advise whether the route is safe for wheelchairs. In instances where wheelchairs are included they need to start ahead of the runners so they can move to one side and allow runners to pass. They do not qualify to win prize money.</p>
<p>The meeting ended at 22:40. The next board meeting will take place on Mon 4 July 2016 at 18:30.</p>

Minuted by J Weston