



Leicestershire Orienteering Club



Minutes for Committee Meeting held at The Learning Centre, Brookvale Groby Learning Campus Monday 11th November 2019

Present: Libby Barber, Steve Chafer, Jane Dring-Morris, Roger Edwards, Laurie Fluck, Bob Haskins, Chris Phillips, Iain Phillips, Roger Phillips, Andy Portsmouth, Esther Revell, Wendy West, Ernie Williams, Ursula Williamson.

1. Apologies for absence: Ian Wilson, Alan West, Peter Leake.

2. Minutes of the last Committee Meeting on Monday 12th August 2019

These minutes were agreed to be a true record.

3. Items arising from the last MOM

- SC discussed the clubs 50th anniversary plans for 2020. This will include a special edition LEI news, a combined club championships & EMOA league event at Burbage Common.
- WW suggested that the deadline for articles for the special edition LEI news be the 15th September 2020.
- WW suggested that the 50th anniversary edition should be a 4 to 8 page insert into the LEI news. RE suggested based on contributions this could be extended to full 50 page edition.
- JDM asked what kind of contributions are needed for this special edition.
- CP suggested the club map archive & Peter Hornsby as a source of historical material for the special edition.
- EW to check the club archive for material suitable for the special edition.
- SC is to review the club's standing orders and to be discussed at the next meeting.
- CP confirmed that Simon Starkey is reviewing the Mapping Appendix.

4. Request for inclusion in 'Urgent and important items' on the agenda

a. Club and committee roles

- JDW to take over the of Development plan monitor from SC
- IP proposed that the Club Night Coordinator role be reestablished now that there is only one club night. This will help with better planning and coach coordination.
- Club Night Coordinator role was agreed to be added to the list of roles in the standing orders.
- SC to discuss the role with a suitable club member.
- RE suggested that some members are looking to give up their roles for the club as they have been doing those roles for some time.
- SC to discuss those roles with all those doing jobs on behalf of the club.

b. Development plan update

- SC Development plan needs slight amendment due to the fact only 1 club night is held.
- RE raised the fact we have falling membership numbers. This is a big issue for the club.
- JDW asked about why we have a loss of members.
- CP pointed to out the national survey carried out by British Orienteering highlighted a couple of issues. The sport has an ageing population and the sport is not attracting new members.
- WW suggested the 5 Parks Challenge didn't produce any new club members after the series was over.
- ER suggested that we might be able to convert some park runners to orienteering events.
- SC suggested a way forward might be to schedule an event straight after a park run.
- BH pointed out the difficulty in this, as running clubs don't convert park runners to running club members. An event linked to Melton Mowbray park was tried and didn't succeed in attracting park runners to another orienteering event.
- CP noted other clubs in the region have also struggled to convert novice orienteers to members after running similar park orienteering events.
- SC noted some success with the North West Leicestershire Schools event in engaging 1 school to provide juniors for the Yvette Baker Trophy.
- IP The Learn To Orienteer course had 3 families attending. None of whom have attended the L2O orienteering event or any other orienteering event. Families did not attend the final L2O event due to the very wet weather. No GDPR consent was obtained during the L2O to stay in touch.
- AP Asked about how Facebook works. IP advised that the more people comment and interact with the club's Facebook page the more publicity we get from it.
- EW suggested club website could be more mobile friendly.
- SC to discuss with John Cooke about making the website more mobile friendly.

5. Treasurer's Report

Please refer to the Treasurer's Report November 2019 circulated prior to the meeting.

- RE proposed that the club have a change of signatures for the club's Santander Business account.

Proposal - "The Leicestershire Orienteering Club Committee agrees to appoint Roger Phillips to replace Christopher Phillips as a signatory on our Santander Business Account as soon as possible. The four Signatories to be Stephen Chafer, Jane Dring-Morris, Roger Phillips and Roger Edwards."

Proposal seconded by EW.

The committee unanimously accepted this proposal.

- RE Sprints made a significant surplus, ideas are required in order to spend the surplus.
- RE proposed that the profits from the Loughborough Winter League event be donated to LUOC as they are running the event.
This proposal was accepted by the committee.
RE proposed a 1 year delay in the agreed changes in the club's travel support scheme. Support to stay at 86% for 1 year, then change to 90%.
This proposal was accepted by the committee.

6. Delegates' Reports

- Nothing to report from EMOA as no meeting held since last committee.

7. Events Sub Committee Report

Please refer to the Event Sub Committee Report November 2019 circulated prior to the meeting.

- CP Reported that there is some doubt as to the type of event the EM Championships are going to be, Middle or Long Distance.
Since confirmed post meeting as Long Distance by LOG
- CP reported that the Aylestone Meadows event will have a site inspection on the Friday before the event to check for flooding.
- CP acknowledged that OD approached the club about mapping Hinckley and using for an OD event. The understanding is that LEI will be able to use the map at a future date.
- CP reported that the changes to the Forestry England terms & conditions of use mean that orienteering clubs will be unable to use Forestry England areas from February to October. LEI areas effected – Sense Valley, Hicks Lodge, Wakerley Woods, Fineshade Woods. British Orienteering are appointing an Access Officer which may resolve any issues with the Forestry England.
- RE asked how this would affect the permanent orienteering courses in those woods.
- CP unsure of the impact this will have on the POC's.
- CP reported the Outwood's has just started a 10 year felling programme to remove fir trees and replace with oak trees. Hopefully this will not impact on our future event programme.
- CP to approach the Bradgate Trust about use of the park for the 2020 Midland Championships.
- UW asked about the preferred venue option in the 2020 Summer League. Options: Loughborough Grammar School, Loughborough University or Charnwood College.
- IP suggested that the university could be used if the main campus was avoided due to exams. UW to action.
- EW presented a draft post event review form to be used by event officials. Any comments to be discussed at the next meeting.
- CP events sub-committee reviews all the events and any issues raised are discussed with the relevant event officials.
- CP national rule change of "should" to "must" for level C controllers is now not happening.

8. Development Team Report

Please refer to the Development Team's Report November 2019 circulated prior to the meeting.

- RE reported that we currently have no members attending the British Orienteering Development Conference on the 11th-12th January 2020. ER and IP indicated that they would attend.

- WW reported that we still need to progress some coaches on their DBS checks.
- RP asked about DBS checks for adults attending the Peter Palmer Relays.
- WW confirmed those adults will need a DBS check.

9. Club Captain's Report

Please refer to the Club Captain's Report November 2019 circulated prior to the meeting.

- RP proposed that the surplus from the British Sprints should be used to pay the 2020 entry fees for the CompassSport Cup Heat as part the club's 50th anniversary celebrations. The committee agreed to this proposal.
In the event the club qualify for the 2020 final the committee will review the cost of the entry fee to the CSC final.
- ER indicated that her preferred choice for the CSC would be Aspley Heath at Milton Keynes.

10. Membership Secretary's Report

Please refer to the Membership Secretary's Report November 2019 circulated prior to the meeting.

11. Any Other Business

- RE requires some suggestions on the best way to spend the British Sprints surplus.
- RE suggested that sprints surplus could be invested in the club website.
- EW suggested that the website could be mobile friendly.
- CP advised that John Cooke has been the club's webmaster for some time and should ask his advice before spending money on the website.
- RP suggested if the upcoming Lakes Training was successful then the surplus could be spent on a 2020 training weekend.
- ER suggested having a club social at a JK. SC suggested the White Rose for a club social.
- CP reported that British Orienteering is likely to introduce a Day Membership category. Any changes would be put to the national AGM at Easter.
- CP advised the committee no date has been set for the club dinner in 2020.
Since confirmed as booked for Saturday 7th March 2020 at Longcliffe Golf Club.

Note: committee agreed to fund entries for the 2020 CompassSport Cup Heat – See Club Captain's Report for proposal.

Meeting Closed at 9:24pm

12. Date of future meetings: (TO BE REVIEWED)

FULL:	FEBRUARY, MAY, AUGUST, NOVEMBER
Events:	JAN, APRIL, JULY, OCT
Mapping:	JUN
Development:	JAN, JULY
Coaching Forum:	MARCH
AGM:	OCT

Date of next committee meeting 10th February 2020

Note: Meetings normally held on the 2nd Monday of the month

Leicestershire Orienteering Club Development Plan 2019-2021

It is intended that the Development Plan will guide the club through the period 2019 to 2021. The plan is built upon the previous version (2016-2019) and will be regularly reviewed by the club's executive committee.

The Club Development Plan has five key elements. They are:

1. The development of the provision of coaching and training for club members of all ages and abilities.
2. The recruitment and training of event officials, volunteer event helpers, coaches, committee members and mappers. Training will include formal training courses e.g. Event Safety and Welfare Workshop, peer to peer training and self learning programmes.
3. Regular engagement with club members to understand what they require from the club in the way of training and events. To encourage a greater participation in club activities, events and major events in the UK and overseas.
4. A concerted drive to recruit new members across a wide age, social range and ethnic diversity in order to reflect areas which are covered by the club.
5. To increase the amount of publicity and marketing undertaken by the club through social and news media, with the intention of increasing the awareness of the sport in Leicestershire, Rutland and Northamptonshire. To measure and evaluate the various marketing streams undertaken by the club.

It is intended that the club will over the next three years attempt to reach these objectives by the following pathways. It should be noted that during that time the regular reviews undertaken by the club's executive committee will undoubtedly bring changes and modifications to the way we reach our objectives.

1. The development of the provision of coaching and training for club members of all ages and abilities.

- i. The club will endeavour to maintain and develop its existing programme of Club Nights. We will develop the programme for club nights so that they provide a range of training and activities that will increase member's physical fitness and technical abilities. The programme will reflect member's needs and be suitable for the wide age ranges that attend club nights.
- ii. The club will endeavour to offer a yearly terrain training session outside of the club night programme, (catering mainly for adult members) . The session to be combined with a level C event on the Sunday to form a weekend away.

iii. Junior members who have reached the skill level required will be encouraged to attend the East Midlands Junior Squad Training Days.

2. The recruitment and training of event officials, volunteer event helpers, coaches, committee members and mappers. Training will include formal training courses e.g. Event Safety and Welfare Workshop, peer to peer training and self learning programmes.

i. The club will encourage members, with suitable skills, to take on coaching roles and provide opportunities, resources and training for them to qualify.

ii. The club will encourage existing coaches to continue with their personal development and where appropriate move to a higher level qualification.

iii. During the period of this plan the club's executive committee will, as one of its key tasks, establish a succession plan for the committee and the Principal Officers.

iv. During the period of this plan the club will run a number of training courses for event officials and helpers. These will include Event Safety courses and courses for Organisers, Planners and Controllers. Some of these courses will be run in conjunction with the East Midlands Orienteering Association.

v. The club will also run courses for specific tasks e.g. Download Team.

vi. The club will create a lessons identified log (to be managed by the events sub-committee) to identify both positive and negative lessons from the organisation and staging of events and activities.

3. A closer engagement with club members to understand what they require from the club in the way of training and events. To encourage a greater participation in club activities and events.

i. The club will conduct surveys of members to seek their views on the programme of training, events and social activities run by the club and will endeavour to modify its programme in the light of the response to these surveys.

ii. The Principal Officers, the Club Captain and the Junior Captain, of the club will undertake to talk to the membership of the club to encourage them to take part in events and activities including major events outside of the region. They will endeavour to find out if obstacles and problems preclude members from taking part in events and try to find ways around any such obstacles and problems.

iii. The club will continue to develop its use of social media, mail chimp and the Club Newsletter to inform and create a dialogue with the club's members.

iv. Encourage participation in major events in the UK and overseas, by encouraging shared travel and accommodation.

4. A concerted drive to recruit new members across a wide age, social range and ethnic diversity in order to reflect areas which are covered by the club.

i. The club's marketing plan as in 5 will have an element aimed at recruiting new members.

ii. The club will develop a programme of events and activities, over the lifetime of this Development Plan, aimed at recruiting new members. This programme will be backed by advertising and publicity.

5. To increase the amount of publicity and marketing undertaken by the club through social and news media, with the intention of increasing the awareness of the sport in Leicestershire, Rutland and Northamptonshire. To measure and evaluate the various marketing streams undertaken by the club.

i. The club will appoint an individual or group specifically to develop a marketing plan for the club. The individual/group will be requested to examine how we can increase the present low levels of publicity and how best we can develop our use of social media.

The individual/group will be asked to suggest ways that our marketing programme can be measured against its objectives.

ii The Executive Committee of the club are requested to find a member of the club to take on responsibility for the publicity and market programme of the club.

V1

SC 25/01/19

Treasurer's report - November 2019

AGM Change of Principal Officers

When the officers change we have always changed the bank mandate. So that the new Principal officers are signatory. We operate a Santander Business Account and a savings account at Mansfield Building Society.

I suggest no change to the Mansfield account where Steve & Roger are the signatories. In a typical year we have one or two transactions.

I recommend the four officers be the signatories and the bank will require a copy of the formal resolution of the Committee.

The Leicestershire Orienteering Club Committee agrees to appoint Roger Phillips to replace Christopher Phillips as a signatory on our Santander Business Account as soon as possible. The four Signatories to be Stephen Chafer, Jane Dring-Morris, Roger Phillips and Roger Edwards.

Events

The British Sprints was a very successful event financially with income well about our target. The budget was for 600 but we had 800 entries. Consequently there will be a significant surplus for the current financial year. This surplus I outlined at the AGM enables us to finance development work and give financial support to our volunteers.

The impact of being a WRE is difficult to determine. We had £600 of extra expenses through being a WRE, and this was with minimal IOF advisor expenses for our Turkish resident. With a generous guess we had say 16 more entries so that's £400 in additional income. The event had to be restructured to fit the WRE rules, so more work for planner and organisers.

Loughborough University promotion

Our final event of the Winter League in February is to be managed by Loughborough University students. I would suggest we offer the students a chance to run the event as their own. With the club making a charge of say £2 per head for use of LEI resources (ie covering levy and map printing but not much for SI kit).

Travel support scheme

With our financial picture, I would suggest the change to our Travel Support scheme be deferred from January 2020 until January 2021. (This was the change for donations should be 86% of expenses paid to 90%.)

Roger Edwards
Treasurer
1 November 2019

Accounts for August to date are attached.

Event	Income		
		Entry Dibber Hire	£55.00
		Entry Fees	£19,745.81
	Spend		
		Entry Commission	-£815.98
		Equipment	-£664.36
		Equipment Hire	-£1,736.20
		First Aid	-£720.00
		IOF Service Fee	-£324.33
		Land Access	-£103.00
		Levy	-£2,887.00
		Map Printing	-£1,293.45
		Map Surveys	-£500.00
		Officials Expenses	-£1,333.17
		Publicity	-£506.75
		Refreshments	-£1,322.97
		Results Processing	-£2,190.60
Room Hire	-£449.20		
Trophies	-£576.79		
Other	Income		
		Club Night Fees	£1,147.00
		Club Shop Sales	£52.00
		Donations Received	£4,262.43
		Gift Aid	£761.56
		Gift Aid to claim	£1,100.00
		Sales Mapping	£250.00
		Sales Maps	£10.00
	Team Event Fees and Travel	£18.00	
	Spend		
		Club Night Expenses	-£1,439.50
		Meeting Room Hire	-£53.80
		Memberships	-£103.00
		Newsletter	-£207.79
		Officers Expenses	-£46.80
		Refreshments	-£65.21
		Sales Mapping Expenses	-£125.00
Sales POC Expenses		-£0.79	
Travel Support	-£5,273.50		
(empty)			
(empty)			
Event not attributable	Income		
		Donations Received Events	£322.29
		Sales Maps	£6.50
	Spend		
		Entry Dibber Hire	-£8.00
		Equipment	-£162.14
		Map Printing	-£1,100.49
Map Surveys	-£33.30		
Storage Rent	-£210.00		

Total Result	£3,477.47
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Events Sub Committee Report

November 2019

1. Level C Events.

Because of a clash with a Cross Country race the locations for the January and February 2020 events have been swapped. Event Officials have been appointed for these two events.

We are still short of an organiser for the Level C and YBT heat at Outwoods on 29th March 2020. Planner and Controller have been appointed.

2. Summer League 2020.

Ursula has sent a draft programme to the Events Sub Committee members. Hopefully, if they have returned their comments in time, a copy of the programme should be available to committee members at the meeting. Volunteers to organise/plan eagerly awaited!

3. Future Events.

Midland Championships 2020

DVO should be staging the Midland Championships in February next year. They have now been refused permission for two areas and have decided that they cannot stage the event having run out of possible areas.

To cut a very long story short! There are only two possible replacement events in the whole of EMOA, WMOA and EAOA in 2020. One of which is Bradgate in November. It is in the fixtures list as a National Event that will host the EMOA Champs.

The Officers and I have come to the conclusion that Bradgate is a possibility if:

- i) We could get permission from the Bradgate Trust for Bradgate and Swithland. That is by no means a certainty given the recent management changes at the Trust. We would also possibly need the Brand which is owned by Col Martin.
- ii) We could find local car parking to enable bus people to the event. Bradgate parking is not big enough.

The view is that if we could not fulfil the conditions above, we would not take on the event. Anyway, there are very few other options for a November event.

JK 2024

Some progress has been made. By the time you read this a JK Co-ordinator should have been appointed.

The format of the weekend looks like being: Day 1 Sprints LEI on one of our areas. Day 2 & 3 WMOA clubs on Cannock. Day 4 Relays. Another club has been invited but has not yet confirmed.

Using Cannock for Days 2 & 3 will probably mean that JK 28 will take place on areas around the Wrekin.

4. Training

As there is no Regional Training Day planned for 2020, I am looking to put together a couple of club training evenings.

One will be the Event Safety Workshop. A second evening (or two) will be a planner's course.

I am hoping to run these in February/March 2020.

Chris
30.10.19

Development Co-ordinator's Report - November 2019

Club Night

We have moved to *Tuesday* nights at South Charnwood High School. The September off-site sprint training at Charnwood College planned by Toni attracted some who have not come to the SCHS. We ought to do something similar next year before the British & JK Sprints, certainly the JK. We have lost juniors, eg Libby, who does another activity on Tuesday and we have gained three juniors. We had a few who came for one session during half term. Overall numbers are up on last year.

We have really struggled to sort the safeguarding out as coaches have had delays in actioning the paperwork.

Lakes Coaching 23rd November

Esther has organised; we have 5 OD and 9 LEI, including four juniors (two OD, two LEI). It's good to see Andy Ward, Robert Bood and Ed Young taking up the offer. Accommodation is at Coniston How YHA with the option to do a race on Sunday. James & Zara plus dog are sorting their own accommodation.

Coaches

Derek Herd hopes to do his assessment next week. No-one else is training or upgrading their Level 1 to Level 2.

Permanent Courses

There are ticking over, Castle Hill was changed to handle some missing plaques and Martinshaw needs changing for missing plaques too. Downloads from the BOF site continue at a high level.

Schools

NW Schools event will be on 31st March with attendance probably close to 800 this year, 30 primary and probably 3 secondary schools. We are trying to improve bus safety, a problems with so many busses in a small space especially when some schools are dropping off and others collecting at the same time. Peter is also supporting two events at NW schools in June. Pete has mapped Oakthorpe Primary and Peter will probably do Hugglescote Primary. Simon is re-doing Ivanhoe College for a nominal fee.

Recruiting New members

We have tried the Learn Orienteering in the summer but did not convert the families in terms of getting them to go to an event. We will do the same in April/Map 2020 but we ought to be doing more. We could repeat the publicity through Hinckley & Bosworth Schools that we did with the BOF GROW initiative many years ago.

We have not repeated the Park Series.

Without some initiatives we will be lucky to maintain membership numbers.

BOF Development Conference

This is instead of the Coaching Conference. Its being held on our doorstep on the weekend of 11th & 12th January, with single day options without using the YHA Conkers accommodation. (Our Castle Hill event is on Sunday). There would be a benefit from attending and the days could be shared. Those I have spoken to seem reticent as we have the Club & Association Conference November 16th and then the Lakes Coaching the following weekend

“Saturday sees a focus on club initiatives, data and surveys to help clubs get a better understanding of how to make informed decisions on the clubs direction.

Sunday moves onto looking into the volunteering sector, youth and the club offer for members which considers what clubs are doing to help retain existing members whilst making their club an attractive position for new people in a busy sporting market.

One topic will be expanding on the recent short BOF webinar explaining how to use Facebook for advertising.

Roger Edwards

Development Co-ordinator

1 November 2019

Club Captain

Alastair Patterson kindly agreed to be the team manager for the junior Peter Palmer Relay team on the 8th September. Unfortunately, we could not form a team this year. We even reached out to other clubs in the East Midlands to try and form a non-competitive team for the relays.

The 2020 CompassSport Cup heat is the 15th March and entries for the competition will open shortly. Please put this date into your diary and keep it free for the CSC. As Esther Revell is taking over the Club Captain's role, this will be her decision as to the choice of venue, but I would advise the committee it will come down to a choice of Milton Keynes (Aspley Heath) or Bewdley (Posternplain). If we succeed in the heat, the final will be at Sutton Park on the 18th October 2020

Club Shop

20 new sprint singlets of various sizes ordered along with some replacement long-sleeved tops. The sprint singlets feature the new anniversary logo. Tops should hopefully be delivered in time for Christmas.

Social Media

LEI Facebook Page

596 Page Likes (up 21 Likes)

- Monthly Post Reach (organic) - 103 people



LEI Facebook Group

84 Club Members

- LEI Facebook group renamed LEI Members Group.
- Quite a few non-members have crept into our club only group. Some have left the club, others have been added who have asked to join. We need to keep an eye on this from a Safeguarding point of view.
- *Page & Group Admin Roger Phillips, Chris Phillips (Events Coordinator), Steve Chafer (Chairman)*
- *Page & Group Moderator Wendy West*

LEI Twitter - 161 followers (up 2 followers)

- *Tweeter-in-chief Roger Phillips*

Ashby Map Runners Facebook Page

25 - Page Likes - no other statistics available (*Last posted 9th Feb 2018*)

- *Page Admin - Peter Hornsby*
- *Moderator - Wendy West???*

Year	Family	Seniors	Juniors	Units	Total	
2013	38	53	12	103	170	
2014	38	61	16	115	183	
2015	37	56	17	110	174	
2016	38	60	12	110	180	
2017	34	61	8	103	151	
2018		108	37		145	
2019		106	33		139	as at 1/11/19

New members 2019:

Porter (Sue)	Nov-18	
Shaw (Winona)	Nov-18	
Rex (Steven)	Jan-19	Inactive NOC member previously, grew up in York
Hagreen (Edward)	Jan-19	
Mead (Brian)	Feb-19	
McAlister (Declan)	Feb-19	
Edgar (Tracy)	Feb-19	
Ulph (Gillian)	Apr-19	
Hollox (Edward)	Apr-19	
Ulph (Kirsten)	Apr-19	
Spencer (Olivia)	Jun-19	Isaac Spencer's sister
Cladingboel (David)	Jun-19	Teacher @ LHS
Cladingboel (Adam)	Jun-19	
Lewis (Martin)	Jun-19	Recruited by Ursula at SL8, friend of Graham Watson

Lapsed members

Ferris (Julie)	Moved to the Lakes, renewed with BL	
Ferris (Oscar)	Moved to the Lakes, renewed with BL	
Heaton (Liz)	Moved to the Lakes, renewed with LOC	
Heaton (Chris)	Moved to the Lakes, renewed with LOC	
Worth (John)	Moved to the Lakes, renewed with BL	
Robinson (Nicola)	Renewed as Junior (Zoe) rather than Family	
Lydon (Finn)	Renewed with EUOC	
Phillips (Emma)		
Tebbutt (Barbara)	Renewed with DRONGO	Simonetti (Rachel)
Tebbutt (Euan)	Renewed with CUOC	Law (Jonathan)
Tebbutt (Iain)	Renewed with DRONGO	Law (Vivien)
Brookes (Tracey)	Renewed with BOF	LeBoutillier (David)
Alcock (Howard)	Renewed with NOC	Marchant (Ben)
Merriman (Darren)		
Mayes (Francis)	Notified 06/09/19 that Winona Shaw and Declan McAlister	
Morris (Alan)	have moved to London and will not renew with LEI	
Morris (Jill)		