



## Minutes for Committee Meeting held at The Learning Centre, Brookvale Groby Learning Campus Monday 10<sup>th</sup> February 2020

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

### 1. Apologies for absence:

- None

### 2. Minutes of the last Committee Meeting on Monday 11<sup>th</sup> November 2019

These minutes were agreed to be a true record.

### 3. Items arising from the last MOM

- CP club dinner, numbers are a little short on last year with two weeks to go till the deadline.
- SC Derek Herd has accepted the role of Club Night Coordinator.
- SC discussion of the clubs standing orders to be moved to the May meeting.
- RE changes to the bank account signatures have been completed.

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

#### a. Recruitment proposals

- RE introduced the eight recruitment proposals and asked the committee for feedback as to which option or options would be worth pursuing.

#### *Proposal A – Running Club*

- BH reported that he had tried to recruit Shepshed Runners to try out the Shepshed urban orienteering event, but uptake was zero.
- SC suggested that the club could organise an orienteering session for a running club as a way of getting runners to try orienteering.
- PL reported that he has tried in the past to recruit runners from Hermitage Harriers, with no success.
- UW reported that ERYRI successfully ran evening training runs which attracted 60 plus runners, but none were converted to orienteering.

#### *Proposal B – Xplorer*

- RE reported that an Xplorer event was tried at the UKOL weekend in 2018 with very limited success.

#### *Proposal C – Junior Park Run*

- BH suggested that Junior Park Run's would have a captive audience of parents to persuade to try orienteering.

#### *Proposal D – LEI Junior team bonding*

- RE reported that LEI don't have a specific training sessions for the LEI junior squad.

#### *Proposal E – Daytime midweek event*

- RE reported that PFO have had success tapping into the home-schooled families by providing regular midweek orienteering events and training.

#### Proposal F – Focus on Middle aged

- RE reported that the LEI event statistics show that our core age class is the 40-50 and 50-60 brackets.

#### Proposal G – Northwest Schools

- RE reported that the idea would be to invite the winners from the Northwest Schools event to a talent training day to encourage them to join.

#### Proposal H – Learn To Orienteer course

- RE reported that he was working on a new Learn To Orienteer course.

#### Proposal – Changes to Events

- CP stated that he believed there was a market for orienteering.
- UW confirmed that the novice from Castle Hill, although didn't know how to read a map, enjoyed the experience and suggested that the club could promote orienteering towards the tough mudder sector.
- SC suggested that the Learn To Orienteer course could work for the club.
- PL suggested that a long runner's course at events could attract runners to the sport.
- RE reported that we should encourage pairs at events, especially on the harder courses.
- UW suggested that there is a need to perfect short courses for the Winter & Summer leagues.
- CP suggested that having identified coaching staff at events again would help novice orienteers.
- EW reported that he had been the Meet and Greet team at several of the last level C's and had engaged with lots of newcomers.
- IP suggested that anybody on the Meet and Great team should be a qualified coach and should also be there at the end to help competitors discuss their run to help improve on recruitment of novices to further events.
- CP suggested that organisers struggle to know who the club coaches are.
- RP suggested that adding the club coaches to the membership list for emailing to event organisers would help.
- ER suggested having a postcard with event information on for control collectors to carry with them.

#### Action Points

1. RE and SC to action at least one of the recruitment proposals.
2. All further ideas for recruitment proposals to RE.
3. RP to add club coaches to club membership list.
4. CP Events sub-committee to discuss changes to events to improve recruitment of novices.
5. IP improve coaching at event registration.

#### b. Use of video camera at events

- RP introduced the draft photography policy and explained that he had been trialling the use of a finish video camera for taking still images to use on the club's social media and for publicity purposes. A brief overview of the O-Safe policy, the club's current position on image taking and use was also given.
- UW reported that NOC have note about photography on their events page and perhaps LEI should have similar note.

- WW suggested that a notice about photography should be on every event final detail's and if we do use a camera events have a notice displayed prominently next to the video camera.
- PL wanted to know what the O-Safe policy said about image taking.
- RP explained that the BOF O-Safe policy only covered juniors and at-risk adults and O-Safe policy and talked about two categories of image produces – professionals and amateurs.
- WW asked how consent can easily be obtained for juniors regarding use of their images at events, especially when considering GDPR.
- CP explained that news publications print images without specific GDPR image consent, they use GDPR legitimate interests for processing and storing data.
- RE suggested that any image taking policy the club might adopt should be displayed at every event to cover all eventualities.
- AP asked if the primary driver of collecting images from events was for social media and for publicity purposes.
- RP confirmed that the trialling of a video camera at recent events was to generate images to eventually be used for the club's social media accounts and publicity purposes.
- SC asked CP to draft a photography notice for events.
- IP was concerned that under GDPR, not obtaining consent for publishing images would be a breach and the club would be liable for a fine. IP suggested it would be better not to take any images at events.
- SC further discussion is needed on the subject.

#### **Action Points**

1. CP to draft a photography notice for use at events.
2. Photography policy to be further discussed at future meeting.

#### **5. Treasurer's Report**

*Please refer to the Treasurer's Report February 2020 circulated prior to the meeting.*

- RE reported the club has a healthy amount of surplus in the bank, more than is prudent for the club to hold. The club should look at ways of spending the surplus.
- CP noted that the charges for using the Leicester city parks are low. DVO spend double on using their city parks.
- AW reported the difficulty in getting articles for the newsletter from those juniors who had grants from the club.
- RE reported that the articles were a condition of any grants and any future grants should be refused.

#### **Action Points**

1. RE to ensure previous conditions of grants be met before issuing new grants to the same individuals.

#### **6. Delegates' Reports**

*Please refer to the Delegate's Report February 2020 circulated prior to the meeting.*

- UW reported that DVO have trialling smart phone orienteering and are planning 4 more events over the Easter period.
- RE advised this has been used successfully by MDOC
- AW was concerned about the report from JIRC's about the junior's waterproofs being inadequate for the weather conditions.

- CP suggested this was probably to do with the quality of the waterproofs of the juniors.
- UW advised that the region would like clubs to share best practice. For example, use black & yellow tape and not red & white to mark hazards.

## **7. Events Sub Committee Report**

*Please refer to the Event Sub Committee Report February 2020 circulated prior to the meeting.*

- CP reported that the Ashby Urban scheduled for 14<sup>th</sup> June has been cancelled due to clash with Birmingham Urban race and our numbers would be low as a result.
- CP confirmed that Forest England are rolling out their new policy for event usage to all of their areas. This will impact the club on when we can hold forest. Events held on Forest England land will now be restricted to the winter months due to restrictions.
- CP confirmed that our issues about using Bradgate Park might be a step nearer to being resolved as new director of the Bradgate Trust has been appointed. Hopefully Bradgate will be our Level B in 2020.
- CP reported that the club has a low turnout of members at our own level C's.
- CP expressed concern about the lack of volunteers for control collecting after level D's. This has been a real problem especially after night events with low number of volunteer control collectors.
- UW suggested that level D organisers need to be careful when registering pairs. Both names need to be recorded in order to complete the end of event safety check.
- SC suggested that a level D organisers role is a big job and perhaps the club should look at appointing pairs for level D's.
- BH suggested control collecting should be a job on the list for organisers.
- IP suggested that as we have three officials for level C's, the role for level D's is more of an organisers role and they should be advised to organise control collectors.
- CP suggested that some organisers are a little nervous about approaching people to control collect.
- SC suggested we should change the guidelines given to level D organisers to include organizing volunteers to control collect.
- IP suggested that level D organisers should be paired up with a member of the committee or an experienced official.
- CP recommended that Minor Fixtures Coordinator will advise level D organisers to arrange control collectors beforehand and to pair up organisers. Also, to advise organisers to include in their risk assessments a section on control collecting.
- PL suggested that if the club has a more formal approach to support then people might be more inclined to volunteer.
- IP suggested that missing competitors at our events is more a concern to try and solve.
- CP also advised the committee that the events committee are recommending that re-introduction of non-BOF member surcharge. This to be £2 for Level C's and above and £1 for level D's for seniors only. This was accepted by the committee to be introduced after the end of the winter league on the 19<sup>th</sup> February 2020.

### **Action Points**

1. UW advise level D organisers of the need to arrange volunteers for control collecting before the event.
2. UW ensure level D organisers include in their risk assessments a section on control collecting.

3. RE to advise the webmaster of the changes to event fees for adults. Level D's £1.00/ Level C's and above £2.00

## **8. Development Team Report**

*Please refer to the Development Team Report February 2020 circulated prior to the meeting.*

- RE reported there has been some work on a website re-design to make the site more mobile friendly. RP produced a concept design to showcase an idea of a future design. Work on this new design is ongoing.
- RE reported that the committee Dropbox folder link has been re-shared and hopefully this has resolved any access issues to the Dropbox.
- IP offered to run a training session for any members of the committee on Dropbox.
- RE reported that World Orienteering Day (WOD) has traditionally been on a Wednesday and we could do some publicity with the Summer League event linked to WOD week.
- RE reported that although we have a high number of POC downloads, most downloaders only download the one map.
- WW reported that they still need articles for the 50<sup>th</sup> Anniversary edition.
- EW reported that he has collected various editions of the Grace Dieu map for the 50<sup>th</sup> Anniversary edition newsletter.

## **9. Club Captain's Report**

*Please refer to the Club Captain's Report February 2020 circulated prior to the meeting.*

- ER reported that the club's junior squad have a Tuesday social booked at a trampoline park.
- ER reported that the CSC heat at Aspley Heath as an initial limit of 50 per club.
- BH asked about a whether a club bus for the CSC is possible.

## **10. Membership Secretary's Report**

*Please refer to the Membership Secretary's Report February 2020 circulated prior to the meeting.*

## **11. Any Other Business**

- *None.*

Meeting Closed at 9:30pm

## **12. Date of future meetings:**

**Next Meeting 11<sup>th</sup> May 2020**

FULL:	FEBRUARY, MAY, AUGUST, NOVEMBER (Normally 2 <sup>nd</sup> Monday)
Events:	JAN, APRIL, JULY, OCT
Mapping:	JUN
Development:	JAN, JULY
Coaching Forum:	MARCH
AGM:	OCT

## Treasurer's report - February 2020

### Current position

	Income	Expenditure	Net
Events	23678	17855	5823
Events not attributable	458	4016	-3558
Other	16106	16740	-634
<b>TOTAL</b>	<b>40242</b>	<b>38611</b>	<b>1631</b>

Note: Allows for no sales of clothing (very unlikely), CompassSport Cup heat free runs, full cost of the paper order from Hassall & Lucking. I have put in £50 per City park, we might get charged we might not! It can be a long time after the event too.

We have £16K in the bank, which is considerably more than needed for prudential purposes!

Typically we have increased the surplus after the February Committee.

**The Event out-turn is as on the attached pdf.** The British Sprints prior year figures will need removing for the final accounts.

### CompassSport Cup Heat

As we agreed at the November meeting to offer free runs. This leaves us with a small issue of those entering and then not turning up. This will involve the club in extra expense. If we operate a pay your own fee and then reimburse people on the day it's a lot of administration. So I would suggest we hope for minimal number of no shows!

### Park Run consultation

Published in January, its government policy to allow free park runs as entry fee. If not "free" you have to pay the Local authority charges.

Roger Edwards  
Treasurer  
30 January 2020

Event Summary

Sum - Amount	Data		
Event	Income	Spend	Total Result
A British Sprints	£16,351.70	-£12,729.83	£3,621.87
A British Sprints Prior	£762.60	-£532.63	£229.97
C Ashby	£720.30	-£489.90	£230.40
C Aylestone		-£151.40	-£151.40
C Cademan	£1,575.00	-£848.60	£726.40
C Castle Hill	£1,417.50	-£520.40	£897.10
C Martinshaw		-£253.75	-£253.75
D Club Champs	£384.00	-£606.45	-£222.45
D NW Schools 2019	£524.01		£524.01
SL19 Cademan	£235.50	-£100.50	£135.00
SL19 Castle Hill	£214.00	-£132.00	£82.00
SL19 Evington Arboretum	£159.00	-£76.80	£82.20
SL19 Markfield	£259.50	-£63.00	£196.50
SL19 Presentation		-£508.75	-£508.75
SL19 Previous Events		-£157.50	-£157.50
SL19 Shepshed	£218.00	-£64.50	£153.50
WL2 Western Park	£150.00	-£97.46	£52.54
WL3 Sence Valley	£123.50	-£90.50	£33.00
WL4 South Charnwood	£82.50	-£125.75	-£43.25
WL5 Abbey Park	£170.00	-£106.50	£63.50
WL6 Willesley	£168.50	-£68.50	£100.00
WL7 Beacon	£190.00	-£85.00	£105.00
<b>Total Result</b>	<b>£23,705.61</b>	<b>-£17,809.72</b>	<b>£5,895.89</b>

Donations Received Events	£458.15
Entry Dibber Hire	-£8.00
Equipment	-£234.28
Equipment Timing	-£411.46
Map Printing	-£2,674.07
Map Surveys	-£33.30
Software	-£165.00
Storage Rent	-£490.00
<b>Total Result</b>	<b>-£3,557.96</b>

## Report on EMOA meeting on 20th January 2020

### Actions from previous meeting:

There is still no club volunteering for the EMOA Sprint Champs 2021.

LEI stated they had reviewed the club qualification database and it was now up to date.

EMOA 2019 prize giving is at 10am at Bramcote on Saturday 8th February 2020.

### Treasurer's Report:

Funds are ok. Renewal numbers are ok for the time of year. Clubs are requested to follow up lapsed members/late rejoiners.

UltraSport has closed down, so no more sponsorship from them. Advert will be removed from EMEWs.

Jake O'Donnell has been selected for the England Interland match to be held in Buckinghamshire against Belgium, France and Netherlands. Also Hannah Mather and Rachel Duckworth as travelling reserve. Financial support requested.

Event funds from Strawberry Hill event are to go towards the EM Junior Squad trip to Sweden and it was agreed to waive the EM levy for this event.

### Development:

Ranald has received a number of requests for a Planners (9) and Controllers (1) course. He is considering a traditional day approach or an evening session then practical at a Sunday event. Likely to take place in the Spring. DVO are having an event officials' evening on Tuesday, 24th March 2020 at Whatstandwell - See DVO website for details. Other event officials are welcome to take part.

Ranald is looking to organise an EMOA Development Conference in the Autumn and possibly a Development Day. The conference might cover recent rule changes.

3 LEI, 3 DVO and 1 LOG members attended the recent BO Development Conference and it was reported to be excellent - see BO website for details.

### Coaching:

There are no plans for coach training this year. Is there anyone else in LEI who might be interested? Hilary is running a half day coaching safety workshop for coaches using remote terrain.

Hilary ran a club coaching day in Sherwood Forest attended by 2 LOG, 1 LEI, 2DVO and 12 NOC. It was suggested that if clubs run any sort of training/coaching that they open it up to other clubs in the region. We should also encourage people to train to improve, not just compete.

Are we taking enough care of the safety of mappers, controllers and planners who may be out alone? At present the pro forma risk assessment does not mention them. This may change - keep an eye out for a new RA form.

Hazards and their severity would be a good topic for the development conference.

### Junior Squad:

Have done 5 training events.



JIRCs was in SYO land - weather was appalling and the children's waterproofs were not adequate. Accommodation was wanting - the food was inadequate and of poor quality. A small refund had been obtained. The ceilidh was enjoyed by all. There were outstanding performances by Jake O'Donnell and Ben Squire.

#### Events

It was noted that the EM Champions 2020 would only hold their trophies for 3 months - probably less than that if you take into account getting them engraved. It was suggested the juniors might get a chocolate trophy or a mini trophy to keep.

Officials approved for the event are: Organiser CP, Planner SE and Jeff B for Controller.

#### Sharing Best Practice:

Smart phone orienteering has been trialled in DVO. There will be 4 more events at Easter. Download Maprun onto your Smart phone. Go to DVO website and download the course. Phone will beep when you get to the control site. Take care not to go to start or finish on your way round. Needs GPS coverage at the event site.

Use Black and Yellow tape for hazards-not red and white as it could be mistaken for a taped route.

EMEWs copy date 3rd March 2020. Articles to Mike Gardner.

Next meeting is 27th April 2020. at The Pace Rooms, St Mary's Church, Clifton 7.30pm.

Report from the EM Committee meeting on 18th November 2019.

Paul Young (DVO) is the new EMOA Treasurer. (Taken over from Mark Webster)

Ranald McDonald (DVO) is the new development officer and was asking what the Region wanted.

There will be a Regional Conference day for Organisers, Planners and Controllers in 2020. Club reps to find out how many Planners and Controllers would like to go to the conference day. Possibility of a Guest Speaker.

Also it was suggested we need, on a separate occasion, a Coaching Safety half day and remote terrain workshop leading on to training on remote terrain. Also, mappers development day/ new mappers training day - sprint specifications are changing.

Ranald would like more feedback from Clubs themselves, rather than just carrying on what we've done before if it doesn't meet need.

There was a reminder that Level B controllers must be out of **Region** from January 2020 and Level C should (not must - no change to rule) be out of Club. There are 21 rule changes in January.

Five more coaches have been trained to Level 2 since 2017 and more are expected to complete very soon.

Junior Squad had two podium places at the JIRCs - Rachel Duckworth in the individual and The Boys relay team also made the podium. Overall though the numbers of juniors are dropping and they would welcome new members of the right age/ level of orienteering ability - but willing to train keen newcomers. They are trying to raise funds to go to Sweden in the summer starting with running the NOC Strawberry Hill event on Sunday January 5th 2020 and including a cake sale. Help welcomed to assist the small group of parents/ youngsters involved - contact Ann-Marie Duckworth.

Midland Championships has been cancelled. DVO have had permission withdrawn for the rescheduled area. The NOC supporting event at Bramcote Hills on 8th February has been added to the EM League (where there will be presentations for the 2019 EM League champions), as has a replacement DVO event at Lindop on 9th February 2020. The full 2020 league has now been added to the BOF and EMOA website.

LEI are due to do the CompassSport Cup Heat on 14th March 2021.

*(This was likely to be Wakerley, but if we move the EM Champs/ Midland Championships in November 2020, then we will have to find a new area (embargo?)) (my notes to self)*

Future EM Events:

EM Champs 2021 DVO Stanton Moor 28/2/21

Midland Championships 2022 NOC Sherwood Forest 30/1/2022  
EM Score Champs DVO Carsington Pastures 13/6/2020  
Requiring hosts:  
EM Sprint Championships 2021 (Not DVO) - any other club interested?

There was a reminder that new members can join in November of each year and get 14 months membership for the price of 12.

There will be (maybe, have been by the time you read this) some new appointments at BOF Head Office:  
Operations Manager, Access and Environment Officer, Administrator for International Teams.

The Forestry Commission have brought in a new regime in some areas of the country and it may spread to all their areas, being that they will only allow orienteering in October, November and December. This would be a very worrying situation for the sport.

The Board at BOF are considering a Day Membership scheme to cover non members for insurance to be proposed at the JK AGM meeting. (*paperwork! - my thoughts only*)

Clubs should also be recommending their mappers for awards for their 2019 maps. Awards presented at next year's JK.

Sad news to report of the death of Andy Clayton aged 66, former EM Secretary from 1978 - 81, who was a DVO member. He had emigrated to New Zealand.

Next meeting 20th January 2020 at The Pace Room, St Mary's Church Clifton, 7.30pm. All welcome.

## **Events Sub Committee Report. February 2020**

I think the best way to describe the last few weeks in relation to LEI events is “interesting”.

Since the Aylestone event, as you are all aware, we have managed, with a little help from the weather gods, to keep our event programme rolling. Weather and ground conditions have not been ideal; thanks to all the event officials who persevered in some really appalling conditions. Fortunately, all our events have had hard standing car parking otherwise I fear we would have had more cancellations. The rest of the winter programme (Martinshaw, Outwoods and Loughborough University) looks, at the time of writing, okay and I am not expecting too many problems with them. (am I tempting fate?)

Looking ahead to the Summer. The Summer League is ready to roll and the details are on both the club and BOF websites. We are still awaiting permissions for some areas.

The Ashby Urban event has been cancelled because of clashes with two other major Urban events. These are a Euro City Tour race in Richmond and closer to home an event in Birmingham which is a trial for both a 2021 Euro City Race and an event to be held during the Commonwealth Games. I am currently looking for a possible replacement date in the autumn.

### **Officials Training.**

Six members of the club are booked to attend an Event Safety Workshop on 27<sup>th</sup> February. Four club members have asked to attend the Planners Course organised by the Regional Development Officer which is pencilled in for early March.

### **Access and Permissions.**

As committee members will be aware, we have for some time been struggling with getting permissions to use a number of our areas and matters came to a head towards the end of last year with refusals for a number of our key areas and problems on the horizon for others.

Members should have received from me the latest permissions policy document from Forest England. It will have a significant effect on our use of Forest England areas. Please ensure that you have read it before the meeting.

We currently have 31 areas that we could use for forest orienteering (not counting city parks etc) 14 of those are currently either not available or likely to become unavailable in the foreseeable future. The numbers don't quite do justice to the problem as the 14 unavailable include Fineshade and Wakerley with the likelihood that Outwoods will join the list once the felling is more advanced. Belvoir is only available in a very restricted window at a significant cost.

One slight glimmer of hope is that we have been asked to reapply for use of Bradgate and Swithland for the November 2020 Level B. Permission was refused at the end of 2019. At the time of writing we are currently waiting to see what the response is and in particular what restrictions may have been placed on our usage. I

would hope that by the committee meeting that the Bradgate Trust might have responded.

### **Event Helpers at Level C & B and Control Collecting at Level D events.**

Event Helping. There currently two issues with event helping. Firstly, organisers not recruiting enough helpers and even turning away volunteers. One can never have enough helpers! I will be updating and reissuing the Organisers Notes to include a table of suggested numbers of volunteers for tasks such as the start, and control collecting.

The second issue is that a number of our regular orienteers never help at events. Orienteering has always been a sport that expected its members to volunteer when and where needed. I am fairly certain I know who the reluctant volunteers are, but as a double check I will be asking Level C and B organisers for their helper list and I will take on the task at the next event I organise of approaching those hiding away with a face to face ask for help!

Control Collecting at Level D Events. You will have heard me on several occasions grumbling about how few volunteers we have for control collecting at Winter and Summer League events. I believe that we only have 6 or 7 people who regularly collect controls.

It is not uncommon to only have three or four control collectors. Given the criteria we use in completing risk assessments (think back to your Event Safety Workshop) there have been occasions when all the control collectors could be classed as vulnerable adults.

One recent night event will suffice to illustrate my point. At the end of the event four people were left to collect controls. 1 M55, 1 M70 (vulnerable) 1 W 35 (vulnerable on her own in the forest at night) 1 W55 (vulnerable on her own in the forest at night)

Added into this we had, a missing competitor. The organiser had not realised this until he was found, wandering around and lost in the dark, by two of the control collectors. Not a very good scenario on a wet, cold night for a small group of tired orienteers.

I should add that when the organiser asked, at the end of the event, for volunteers to collect controls, there was a hasty exit of LEI members.

Similar situations have taken place a several events over the last couple of years.

I realise that not everybody can stay behind at every event to collect controls. I also understand that some organisers find it difficult to ask for volunteers. I did think that Ursula or I in our Event Coordinator roles could take on the task of finding volunteer control collectors but I am reluctant to add to either of our significant orienteering work-loads.

I would, at the meeting, welcome members thoughts on how we progress this. Whilst the responsibility for safety of the event is delegated to the event officials this committee does have a responsibility for ensuring that safe systems are in place.

## **Non-Members at Events.**

As you may be aware, because of the terms of our Public Liability Insurance non BOF members have only been able to take part in three events before being required to join a club and or the Federation. As of 1<sup>st</sup> January 2020, this restriction was lifted, as a new insurance policy had been negotiated.

We have in recent years used the “three events rule” as a means of encouraging members to join the club. With the change in the policy that tactic has been removed. Although we have a good benefits package, which we use as part of the “script” to a potential member, we really do now need something extra.

The suggestions from the Events Sub Committee is that we re-introduce a higher event fee for non-members. We have had this in the past but it was scrapped as it brought in only a small amount of revenue and made registration a little more difficult. The situation has changed somewhat as non-member starts have now risen, from what was a very low base, to 17% of all event starts.

Chris Phillips

29.1.20

## Development Report February 2020

### 1. Web Site

There has been quite a lot of work on moving forward with web site improvements. The proposal is

- Make mobile friendly
- Split the site into two: Recruitment/ New members & Member information, probably on the same front page
- We will move to owners
- We will Take down data not used (LEI country) & unowned

We need John Cooke support to move forwards. Roger Phillips has come up with a new layout which pushes quite a lot of tabs to the foot on the front page, reduces number of tabs, reduces text in a tab.

We have rejected the use of passwords on the Members section.

Confirm this is the way forwards. Decide who will be involve in implementation.

### 2. Shared Club documents

I set up a shared Dropbox folder (LEI Committee) but many committee members were not able to access it. I have reissued invitations to all those who have indicated they have a problem.

Those really needing access are authors and reviewers for our administrative side eg Standing Orders, Event & Finance documents. So if you might be author of such documents you should be having access to the full folder.

Confirm the folder is working.

### 3. Recruitment Activity

Four Committee members attended the BOF Development Conference three on Saturday and Esther on Sunday. There were a number of themes in the conference:

- BOF Strategic Plan, please contribute.
- BOF help offer.
- Volunteer Management
- Club Presentations on recruitment events/ activities.
- Marketing and using social media
- Youth Strategy.

We met with British Orienteering Development on Monday 20<sup>th</sup> January and our meeting focussed on our recruitment offer as seen in the **attached discussion paper.**

#### 4. Volunteer management

This was covered at the BOF Conference. Suggestions noted were:

We need to add to our development plan.

Create Job Descriptions.

Bringing more people in to do smaller jobs/ share the work.

Looking at the Officer Jobs to move out jobs which could be done by others if necessary.

Appoint a Volunteer Co-ordinator, perhaps to tackle new members to invite them to volunteer. Look at event helper recruitment to bring more in. eg helping at next few events on a rota.

Decide on a plan to move forwards.
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#### 5. World Orienteering Day

BOF put quite a lot of effort not this last year. We tend to keep this low key, but we could register and do some publicity work?

Any thoughts?
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#### 6. POC

BOF have paid us for last year's downloads: £62.

I have looked to see how many requesters use the site again and its fairly low, but 15% do come back for another map. These figures cover nearly four year's requests and the one offs are probably understated as not everyone leaves their email address.

Period	No	%
Once only	834	85
month	46	5
1 to 6 months	31	3
6 to 12	16	1
12 to 23	34	3
24 to 48	21	2
	986	

The Martinshaw -Groby, Sence and Loughborough courses have been updated to use new maps. Castle Hill has not.

We have bought a new stock of plaques. Rushmead Mead Secondary have paid for 20 replacement plaques. We have been paid by Booth Wood Primary for map update.



I have one POC sales to Hugglescote Primary school in the pipeline, this will follow on from Peter who is undertaking the mapping of the school and may be adjoining land.

## 7. **50<sup>th</sup> Anniversary Newsletter**

We raised this at the last two meetings. Below I have provided some thoughts on themes. I have been lent some Material by Doug Dickinson and Thelma Spalton (such as a picture of a Committee meeting) . We probably have enough material for a full size newsletter, but is it worth the effort?

People doing well eg British Champions, JWOC, Representative Interland,  
People: Age range eg Phil Broadhead, those at other clubs  
Club of the Year.

Schools, mapping and events British to World Schools (not they are LEI as they go from their school)  
Promoting Events eg BOC 1997, JK 2004, British Nights, BMD, Sprint  
Events Novelty Treasure Hunt Canoe Bike O  
Expansion from Forest to Urban/ Sprints, and Maize Maze

Activities, coaching, trips and Club night

Club Champs, Leagues, Awards eg Tiger Trophy  
National Awards Peter Mapping  
Championships results East Midlands, Midlands

POC 1500 plaques! 100 courses. Grants.  
Community activities eg Burbage Common

Mapping technology, software impact. Plus LIDAR  
Course Planning: Hand drawn, John Bull printing, OCAD, Purple Pen  
Equipment: Punches & Cards, SI

Newsletter, CompassSport top 10.

What next and who is to assist in taking forwards.
--

Roger Edwards  
30 January 2020

## **Committee 10 February 2020**

### **Development – Discussion on Recruitment Activities**

#### **Meeting on 20th of January 2020 6.00 to 7.30pm**

Present: Steve Chafer, Esther Revel, Roger Phillips, Libby Barber, Roger Edwards, and Phil Conway and Tim Herod (British Orienteering). Apologies: Jane Dring-Morris

Supporting papers were from Roger Edwards the BOF Development Conference and Summary of 5 years of LEI activities, Roger Phillips on Level C statistics 2018 2019 and the LEI website proposal.

A structured round table discussion followed with each LEI presenter suggesting development activities for consideration. Several felt that we seem unclear re what our Recruitment offer is actually trying to do.

We identified a range of options and we should prioritise these but there is no priority in the order below. It would be possible to do say three concurrently in 2020 leading to say a Park series to 2021.

#### **Proposal A: Running Club**

We would target running groups/clubs. We could look at Park runs but as these did not even recruit people to running clubs; we wouldn't be very successful, (our Braunstone Park Park Run offer did struggle to find anybody to try out orienteering.)

We could offer a low key urban, cross-country event probably just recording lamppost numbers. This would fit with doing a training run with some map reading.

#### **Proposal B: Xplorer as an advert/ precursor to park series**

We looked at building on the Xplorer offer. Although there was quite a lot of interest at Bradgate Nov 2018 we weren't convinced it was particularly useful; however Suffolk, Bury St Edmunds, this was run as a precursor (2 weeks before) to where a park series was to run.

#### **Proposal C: Junior Park Run**

We should look at targeting the Junior park run, 2k, eg at Aylestone, on Sunday as the distance covered was shorter than the Saturday adult one and there were a number of non-participating parents. Both the juniors and parents could be targeted.

Melton is Sunday 9am. Leicester City has some other Saturday junior runs at Knighton Park,

#### **Proposal D: Junior LEI team bonding**

We provide a junior social in the Spring and Summer terms but we don't have a training activity for the junior team. We could bring the families and the Junior Captain together. (Something like BOOST session.) Something prior to the YBT and perhaps CompassSport Cup Heat would be good.

#### **Proposal E: Daytime Midweek adult and junior**

Use the Pendle Forest model, mid week for running adults, the retired (eg U3A) and homeschooled families, Series of four events say week 1 White, Week 2 White, Yellow, 3 White Yellow, Orange Week 4. Orange. needs to be based at a Cafe, Abbey Park is one of the obvious locations, (Brocks Hill, Burbage are possibles).

If the offer was free we might benefit from the no local authority charge. (As indicated in the government response to the park run consultation.)

However by charging we would make it more like a normal event and it would not undervalue our services.

## Proposal F: Move focus from families to middle aged

Using level C statistics 2018 and 2019 there is a peak at 21, university students, and the next peaks are 40-50 and 50 - 60. So why not recruit more in this range?

## Proposal G: Something different for the North-west schools Championship

Promote the news story of lots of children participating.

Consider the use of a sprint format, with children arrive in groups of 80 we could invite the top 20 to a head-to-head sprint race at the end of their stay.

Those doing well get in the score, say over half the controls and get round in half an hour. This leaves half hour gap waiting for those getting lost to return.

We would make use of a set of extra dibbers for this race. We could make it more challenging by sending the course through the woods before going back to the finish.

If necessary we can add a butterfly loop to split up the pack.

We could try promoting a county trial concept for the best 20/100. eg at a weekend.

## Proposal H: Learn to orienteering 3 to 4 sessions with race

This was our summer 2019 promotion and is the only one Iain Phillips & Roger E have been working on for this summer. Suggested Tuesday 21<sup>st</sup> April (28<sup>th</sup> is Cademan,) Tues 5<sup>th</sup> May Tues 12<sup>th</sup> May Donisthorpe 19<sup>th</sup> May.

This would be April /May Tuesday evening learning skills up to TD3 making use of our maze, adjoining Forest, school campus and would be for families and individuals. We would expect a child from each family group to become an LEI club member on starting, so that we would be able to communicate with them until the year end.

We would arrange the member to join by post on the first evening. We would probably need to increase the training course fee to include the junior membership of £6.

We need to look at in connection with the H&B and NW Leicestershire School Partnerships to target schools near South Charnwood High, much like the GROW initiative.

BOK were able to get 25 runners to turn up; was based at a pub and this was done in April (Mondays) alongside their Wednesday summer league. Needed 5 coaches so it was personal.

## Proposal X: Something else?

### Recommendation

We should identify the ones we would prefer to take forwards.

We should then schedule the steps required to implement, showing the target market, etc something like the entry in the table below

Proposal	Market	Location	Timing	Volunteers	Publicity/ Sales	Lead
H	Families and runners  Target: One family and one runner to join club	SCHS	Tuesday April/ May 2020 6.30 to 8pm	Iain Phillips, other coaches (if more than 10 attendees)	Facebook paid Pre register if interested  Ask Schools partnership to send flyers.	Iain, Roger E  BOF help: Issue of Flyers

# Events

Our discussions also noted some impact on our event offer, the list of suggestions follows:-

## **Event change 1. Provide a course with navigation trivial but long**

Use a Long Yellow at events. Something equivalent to the 5K and 10k road runs or trail running, run with a map but keep navigation simple and controls say every 500m.

This would best fit where we expect a number of beginners e.g. Level C if well promoted. Controls would perhaps be round the edge of the park/wood. Would be designed so they never got lost. Might work well at Castle Hill.

## **Event change 2. Pairs**

We might wish to encourage beginner **pairs** on the harder courses so they had a chance to discuss their routes with another friend.

## **Event change 3 Improve Scheduling Recruitment Events and Traditional Events**

If we are to promote a "Park series" using the same location and providing follow-on events we needed to schedule development activities into the events plan during its conception rather than being bolted on. Probably applies particularly to the Summer League and to a lesser extent the Winter League.

## **Event change 4: Provide beginner Courses for more events**

Our Summer League does not work well for beginners as the forest courses are not appropriate especially for children and there is no intermediate steppingstone from the Short to Medium. Several years ago we added the Orange stepping stone but we recognise its extra works and you might only get one taker.

Having more level C (with introductory courses) where we attracted beginners would make it much easier to manage. Beginners need to do White, Yellow and possibly Orange for those who know how to use a compass. And be competent at these before moving on.

Might also be possible at a Level D if we knew we could get some beginners.

## **Event change 5 Facebook advertising for all events**

### **(This applies to all Promotional activities**

Roger P has some images but not enough to make the adverts interesting with regular new ones.

We need to work to increase the image library and identify images that can be copied from the web. E.g. coaching videos.

Roger P has been trying to video the finish to give some active images, and you can see these on Facebook after events.

## **Event change 6 "Arrival Bibs"**

We should look at bringing back the "Ask me" bib's into usage. Especially at locations where it was difficult to find Registration, or know who to speak to if you are a beginner.

Should consider whether this applies to level D as well as as well as level C.

## **Event change 7 "Meet & Greet" extension to ADD Event follow up discussion**

The stats show that few beginners come to our events and come back! So we are making a poor first impression, perhaps,...

We do have some independents eg Catherine Walker, Toby Miles and family local non-members, who turning up regularly. We also have Robert Wright who joined in January after two races. In 2019 we had Jacob Fleming (now LUOC) and Amber Leonard who came to several Summer League events.

We need to offer training in the meet and greet. The key steps might be: 1. what is the beginner is expecting, 2. Giving enough help for the course they are going to do, eg White needs to know what a woodland path (muddy un-tarmacked) and mown ride is (gap between trees and the higher unmown grass) not much else matters.

Then help them do better once a comeback after going around the course.

We need to provide coaches to do the feedback after the meet and greet. To be most effective this probably means the coach (meet & greeter) giving up their run. Although we might have injured coaches. Means we need a rota for level C and we will need to offer some compensation probably free run at a future event.

Should give them an exit card extolling the virtues of the club and the next few events.

[Better orienteering has some resources we might want to consider.]

### **Event change 8**

Give control collectors the LEI post card to hand out to any enquirers while control collecting, as this is a time when you could stop for a few minutes.

An action plan could be

<b>Change</b>	<b>Priority</b>	<b>Action</b>	<b>By</b>
1.			
2.			
3.			
4.			
5			
6.			
7.			
8.	Medium	Organiser Box for Level C & D events with publicity, beginner support material	Roger E

### **Brand promotion**

Jane also raised what is being done to raise awareness of Orienteering at a National level and what was the experience of orienteering in schools. Those who have experienced the system, Libby Iain had a very poor opinion and that it was more a scavenger hunt and there was no use of maps.

### **Permanent Orienteering Courses**

Only 15% of those downloading a map make a request for a further map. We do invite users to attend an event but our mail chimp offer is weak.

Roger Edwards Jan 30th

## Club Captain's Report Feb 2020

### Junior Social

Jump Giants trampoline park in Loughborough has been booked.

### CompassSport Cup

Location has been announced as Aspley Heath, near Milton Keynes, to be held on 15<sup>th</sup> March.

Booking process has been confirmed on 3/2/20. They will do it via Fabian 4, which means that competitors can enter themselves. That makes entries somewhat simpler, but does mean that I cannot necessarily advise on people running 'up' since I don't know who will enter, but then as we have potential candidates in most classes, we should be fine. Alternatively captains can still enter on behalf of the team.

Aspley Heath is a limited area, and it turns out we will likely have a maximum of 50 competitors allowed, unless other clubs under subscribe their quota. EOD for younger /non-competitive entries will be subject to there being space, so will have to make this clear. Entries open 9<sup>th</sup> Feb and close on 1<sup>st</sup> March.

We agreed last meeting that the club would cover all fees as part of our 50<sup>th</sup> birthday celebrations, which could be in the region of £600, numbers depending. If club members are to enter themselves on Fabian 4, we would have to sort out a refund.

I'd like to try and create a social atmosphere at the CSC, so suggestions welcome. I would encourage lift sharing for a start, which also helps to reduce environmental impact and pressure on parking

The competition this year is NOR and WAOC.

Come on LEI!

### YBT

This year it will be held at the Outwoods. We may have interest from a primary school again.

### British Champs and JK relays

So far interest from one club member in both of the relays.

There aren't many club members signed up for the British Champs yet, so I don't expect an ad hoc team is possible there. The deadline has been missed for mixed club teams this year but in the future I wonder if it would be worth trying to approach other clubs, e.g. LUOC. People are usually late to decide if they want to enter though.

JKs should be more popular and so I will advertise this more.

## **Other events**

The Orienteering Foundation have said they are looking to host another training day in the autumn, in which case, another training weekend away may be possible.

However, as the social element of the last training weekend was appreciated, it has also been suggested to look at booking cheap group accommodation for other weekends with decent events in the North West. For example, the Dales weekend in September, or the British Middles in May.

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		103	36		139
2020		92	25		117

at 03/02/2020

#### **New members 2020:**

Tracey Brookes (returning old member)  
 Karen Matthias (Partner of Matt White)  
 Robert Wright  
 Lois Bishop (Sister of Ben Bishop)  
 Shawn Whitehead

#### **Lapsed members**

Winona Shaw have moved to London  
 Declan McAlister have moved to London  
 Richard Windsor Moved to OD  
 Tuomo Tikkanen No longer Orienteering  
 Matilda Tikkanen No longer Orienteering  
 Reed Lydon  
 Ben Bishop  
 Benjamin Brozik  
 Barbora Brozikova  
 Caitlin Chafer  
 Edward Hagreen  
 Alison Hardy  
 Jennifer Kent  
 Clive Kent  
 Martin Lewis  
 Darren Merriman  
 Bethan Moss  
 Zoe Robinson  
 Jim Saville  
 Jim Smith  
 Paul Stothard  
 Daniel Stothard



Lucy Taylor  
Jack Tiffin  
Ethan Tebbutt  
Dave Toach  
Nicholas Wilson

# DRAFT

## Leicestershire Orienteering Club Photography Policy

### 1.0 - Scope

This policy is to ensure that any photographs or videos produced at any Leicestershire Orienteering Club (*LEI*) fixtures or activities (*events*) comply with the British Orienteering O-Safe policy and any best practices with regard to safeguarding.

### 2.0 - Image Taking

Any images taken at LEI events must comply with British Orienteering's O-Safe policy. Professional photographers must have the consent of the event organiser to take photographs.

Anybody taking images at LEI events must fulfil the basic requirements listed below.

- Be respectful of others' privacy when taking photographs
- Not take inappropriate or intrusive photographs

### 3.0 - Use of Images

Any images taken by LEI will be posted onto the club's Facebook page or LEI's website and could be used for any future publicity purposes.

LEI will not sell or give any images that may contain people to a third party without first taking reasonable steps to obtain the consent of the person or persons contained within the image.

### 4.0 - Your Image Rights

You have the right to ask LEI to remove any image of yourself or your children from LEI's various social media sites, website and publicity materials. These rights are part of LEI's commitment to safeguarding and GDPR.

### 5.0 - Reporting Concerns

If you have any concerns regarding the use of your image, please contact LEI [info@leioc.org.uk](mailto:info@leioc.org.uk)

If you have a safeguarding concern, please contact LEI's welfare officer: Wendy West [wendyannwest@gmail.com](mailto:wendyannwest@gmail.com)

# DRAFT

## References

British Orienteering O-Safe Policy - <https://www.britishorienteering.org.uk/keydocuments>

LEI Data Protection Policy (GDPR) -

[http://www.leioc.org.uk/wordpress/lei\\_members/Privacy%20Statement%20LEIOC%20May%202018.pdf](http://www.leioc.org.uk/wordpress/lei_members/Privacy%20Statement%20LEIOC%20May%202018.pdf)

LEI Standing Orders, Appendix 5 Safeguard Children & At-risk Adults-

[http://www.leioc.org.uk/wordpress/lei\\_members/Standing%20Orders%20May%202016.pdf](http://www.leioc.org.uk/wordpress/lei_members/Standing%20Orders%20May%202016.pdf)