



Minutes of Committee Meeting held Online via Zoom Monday 13th February 2023

Present: Libby Barber, Steve Chafer, David Cladingboel, Jane Dring-Morris, Roger Edwards, Derek Herd, Chris Phillips, Iain Phillips, Roger Phillips, Alastair Paterson, Esther Revell, Alan West, Wendy West, Ernie Williams, Ursula Williamson.

1. Apologies for absence:

Simon Ford, Peter Leake

2. Minutes of the last Committee Meeting on Monday 14th November 2022

These minutes were agreed to be a true record.

- RE noted that there was one typo in the minutes.

3. Items arising from the last MOM

- IP reported that Roy D had provided public transport information with regard to event locations.
- SC noted that RE & CP had reviewed the club constitution and their amendments to be discussed.
- IP reported the club's view on a EMOA cash reserve had been shared.
- IP reported that event entry deadlines had been discussed with CP and UW with regards to map printing.
- SC asked if this reduced map printing waste.
- CP noted that the extra maps get recycled as control descriptions, so there is little paper waste.
- SC noted that the club dinner had moved to the 18th March at the request of the golf club.

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

a. 2022 Accounts Audit – AGM 2022

- *The accounts have been approved by the Independent Financial Examiner, Ian Chafer, with no adverse comments.*

The committee unanimously approved the 2022 accounts as authorised at the 2022 AGM.

b. Constitution Update

- SC thanked RE and CP for the work on updating the club constitution.
- RE noted that the existing constitution would only require minor amendments.
- SC noted that the constitution can only be amended at the AGM, but would need agreeing by the committee before then.
- SC asked for any comments or changes for the next committee meeting.

c. Club Kit

- SC reported that Maureen W has taken over the club shop from RP.
- SC reported that Maureen had compiled a spreadsheet of stock of tops.
- RP suggested that a new top should be designed as the current top had been in circulation for about 10 years.
- RP noted that since Brexit, we would need VAT account to import new tops from Bryzos.
- CP noted that BOF have a new partner agreement with Trintex and this may be beneficial to the club.

Action Points

- RP to investigate suppliers of new kit with a view to creating new orienteering kit order.

5. Treasurer's Report

No report submitted.

- SC reported that the bank balance at the end of January is a comfortable £4,500 in the current account and £14,000 on deposit, i.e. £18,500 in total.
- UW reported that £1,000 had recently been spent on toner and paper for the club printer.
- IP noted that the club will soon need to spend a significant amount to repair the SI boxes.
- SC noted that our SI equipment is an essential part of our sport and money should be spent as and when needed.

6. Delegates' Reports

- IP reported that EMOA are seeking to spend some of the cash reserve, but still keeping a large cash reserve. EMOA are looking for ways to spend the surplus.
- SC suggested that this could be discussed at the next development committee.
- IP reported that EMOA are in need of volunteers for a steering development committee.
- IP reported the EMJOS are still active, but the pool of eligible juniors is shrinking.
- CP noted that EMOA will need a new Chairman, Vice-Chairman and Development Officer at the next AGM in September.
- CP noted that EMOA term for officers is three years.
- SC commented that we should have a term of office set out for LEI exec committee.
- CP noted that it would be good for the EMOA committee to have some new members.

Action Points

- RE to agenda EMOA development ideas.

7. Events Committee Report

Please refer to the Event Committee Report February 2023 circulated prior to the meeting.

- IP asked the committee their views on the points outlined in the report.
- UW noted that the club would struggle to host the British Championships as would other clubs in the region.
- SC suggested that there is enthusiasm in the club for hosting Level A events.
- DC agreed with SC, that the members would be willing to support hosting a Level A.
- RE noted that the club have never hosted the British Sprint Relays (BSR).
- UW noted that the BSR is normally paired with a second event on the Sunday.
- IP noted that there has been a regional approach to the hosting of the Level A events.

- UW noted that the Midland Championships in 2025 was the turn of EMOA and that perhaps DVO or LEI could host this event.
- WW suggested the Belvoir estate could be approached for the Midland Championships.
- CP suggested that if the club was serious about hosting Level A events, it would be more beneficial to the club to plan ahead and choose early.
- SC suggested further discussion at the next events committee.

Action Points

- IP to agenda future Level A events at the next events committee.

8. Development Team Report

Please refer to the Development Team Report February 2023 circulated prior to the meeting.

- RE asked the committee to approve the updated privacy policy. This was agreed by the committee.
- RE noted that continued MapRun use was reliant on using the MapRun app and Open Orienteering maps from Ollie O'Brien.
- RE suggested the we pay £50 to Ollie O'Brien to support the Open Orienteering map tool. This was agreed by the committee.
- RE updated the committee on the updates to the development plan by JDM.
- RE noted that a BOOST programme would likely to be held in the Autumn.
- SC suggested that terrain training would help the club performance at the CompassSport Cup final.
- RE noted that we have limited number of coaches and it was important that we don't overload them with work.
- WW suggested that training on the use of RouteGadget would be useful.
- RE suggested that RouteGadget training would be better as part of the club night programme.
- LB suggested that some training could be online, similar to EMJOS.
- RE suggested that we need encourage some members to become new coaches.
- RE noted that the development plan has focus on succession planning for principal officers and other principal roles.
- RE noted that the development plan has a focus on training.
- CP reported that an organiser's course is planned for the summer.
- IP suggested that a course for planners would be useful.
- RE reported that various software updates had been completed on the club website.
- RE noted that the website contains club records and the club should have a data recovery plan.
- RP noted that John C does run regular website backups to Google Drive.
- RE reported changes to MailChimp's terms and conditions meant this once free service would now charge. The club would need to pay for it to be useful.
- RE suggested the charge would be £11 per month.
- IP suggested that other email systems similar to MailChimp would also be likely to have a similar charge.
- It was agreed to pay to continue using the MailChimp service.
- RE reported that the club members survey had suggested the need for a club WhatsApp group.
- RP suggested that a club WhatsApp would need a moderator.
- DC suggested that he would be happy to be club moderator for a WhatsApp group.
- RP suggested that juniors should not be added to a WhatsApp group.

Action Points

- RE to publish the updated privacy policy on the club website.
- RE to pay £50 to Ollie O'Brien via the club treasurer.
- RE to action change to a paid MailChimp plan.
- DC to investigate a club WhatsApp group.

9. Safeguarding Report

No report submitted.

- WW reported the Chris B had updated his DBS and was now fully licenced as a coach.
- WW reported that BOF run an online Safeguarding course for £10 and that members of the committee should attend this course.
- WW noted that all coaches should have attended this course.
- RE noted that the safeguarding course would also be useful for organisers to attend.
- JDM noted that the safeguarding course was useful.

10. Club Captain's Report

Please refer to the Club Captain's Report February 2023 circulated prior to the meeting.

- DC reported that the club had large team for the CompassSport Cup (CSC) heat at Beacon Hill.
- DC reported that the final is at New Beechenhurst in the Forest of Dean on the 12th November.
- DC noted that the cost of coach travel had become very expensive.
- CP asked if the club should fund part or all of the entry price for the CSC Final.
- SC suggested that the club should finance the full cost of the entries to the final. This was agreed.
- DC noted that a few members had expressed interest in upcoming relay events.
- DC asked if the if the club subsidised 50% of the entry fees.
- RP noted that it was 50% for Seniors and 75% for Juniors of the early entry fee.
- DC suggested it would be useful to have a relay entry form on the club website. This was agreed.

Action Points

- DC to arrange entries for the CSC Final.
- RE to add a relay entry form to the website.

11. Membership Secretary's Report

Please refer to the Membership Secretary's Report February 2023 circulated prior to the meeting.

- RP reported that one new member had joined the club and 15 had not renewed their membership for 2023.

12. Any Other Business

a) First Aid Kits

- ER noted that club first aid kits had some out-of-date bandages.
- CP noted that the advice at the most recent first aid course was that use by dates could be ignored.
- SC suggested that we should renew the first aid kits. It was agreed to renew the club first kits.

- SC reported the Laurie F will be standing down as club Equipment Officer and that Kevin G will be taking over that role.
- SC reported that WW and AW will be standing down in their roles as Newsletter Editors and WW as Safeguarding Officer.
- SC thanked AW and WW for their hard work on the committee and success with the newsletter.
- RE reported that BOF held a webinar on insurance.
- RE suggested that the insurance report requires further discussion.

Action Points

- IP to ensure the event first aid kits are renewed.
- RP to agenda the insurance paper from RE for the next meeting.

13. Date of future meetings:

Date of next meeting: 15th May 2023

FULL:	FEBRUARY, MAY, AUGUST, NOVEMBER – <i>Normally 2nd Monday</i>
Events:	JANUARY, APRIL, JULY, OCTOBER
Development &	
Coaching:	December, March, June, September
AGM:	OCT

“A quorum at such a meeting shall be not less than 6 or 50% of the total membership of the committee, whichever is the lower number, and must include at least two officers.”

Meeting Closed at 9:30pm

EVENT COMMITTEE REPORT FEBRUARY 2023

I type as we have just completed the Compass Sport Cup/Trophy Heats. An event that was put on with LEIOC's typical professionalism. Any lessons learned there are still to be written down, but for now I'm content to remember our victory.

The Events Committee's main issues for the main committee are:

1. Finding new areas to support a level C programme. We have problems these days with quality of terrain (e.g. Spring Cottage), Landowners and permissions (e.g. Bradgate) and parking (e.g. almost everywhere). It would be good to find some new areas to map and the mapping team are considering some places in conjunction with the events coordinator.
2. Organising major events. We typically have no areas suitable for a BOC or JK Long, but have successfully run Sprint Distance and Middle and Night events. The Midlands Championships is something we will be expected to run and the Region will have obligations to SHI/VHI and JIRCS.
 - a. How much enthusiasm is there for the club to offer areas for events we do have the areas for?
 - b. How much should the events coordinator chase these?

Also provided are the notes from the previous events committee. These are still draft and not yet approved by the events committee as the document of record. However, they are included for information.

Iain Phillips

DEVELOPMENT TEAM REPORT FEBRUARY 2023

1. Privacy

The photograph policy within the privacy policy was discussed at the last meeting and further revisions have been made. See revised policy (attached).

Agree the revised privacy policy.

2. Permanent and virtual orienteering courses

Simon Starkey is delivering a training course on planning using Maprun software at Brookvale on Tuesday 14th February.

I have paid just under £100 for the 170 map runs we used during the Autumn Club Nights. We need a lot more courses for our Autumn 2023 club nights. So far I have: Beaumont Leys (new start point), Leicester University (ready) and Rowlatts Hill in progress.

3. Schools

We have one recent request from a school which we are still processing: Leicester Grammar School (Junior) an update and Peter is finishing off Packington C of E, hopefully. I am still struggling to get paid for last summer's work at Charnwood College.

4. Coaching

Club night

We moved to Brookvale & Groby Learning Campus as we could only get a session starting at 7pm at our previous venue South Charnwood College.

5. Safeguarding

The BOF on-line course is £10 and is a half hour self paced course with revision questions and an end of course exam! All to make sure you understand it!

Committee members should be doing it, unless they have done something more extensive elsewhere!

6. Updated Development Plan

This is attached and has been updated with progress to date. We need to agree further actions (if any).

7. Website & backup plan

We needed to buy more space. To maintain a low cost support, John Cooke advised that we need to upgrade to PHP version 8.0 this was attempted in late January. John Cooke has cleared up some of the adverse side effects.

We have not sorted out our recovery plan in the event that the ISP ceased to trade with access to our data compromised. How should we progress?

8. Compasses

There was a set on compasses for club night and juniors especially'. After an extensive search we seem to have lost all of them!!

I recommend we authorise purchase of a replacement stock of entry level compasses. Three baseplates at c£35 each and three thumb compasses at c£45 each. The purchase be delayed as we managed to rustle up enough compasses for the 'bring a friend' event last summer.

9. Mailchimp & notices to club members

I noticed a discussion on NopeSport about changes to mailchimp in 2021. Currently only the Development Co-ordinator sends messages weekly to members and quarterly to POC users and schools. We have a free account with 1,600 email addresses (2,000 limit) with 7 registered users: Jane, Peter Hornsby, John Cooke, Derek Herd, Roger Phillips and Roger Edwards and Steve Chafer, but Steve is registered with invalid email address (his old one). There will be a £130 per year charge if we make any changes, and this is for up to three users and gets very high at over 5 users (c£3,400)! Sharing identities is complicated by occasional one time passwords/ two factor authentication. At some point we will need a new person to send club news, etc.

The Membership Secretary uses a separate email list to send out EMEWS.

Many of the Committee will also have email addresses of quite a few people. Eg Helper notifications.

Do we need to use several different systems when we have an email database in Mailchimp? What way should we go for the future use of mailchimp?

10. Member Survey

The results from the survey are attached. Issues for the attention of Committee are:

1. Need a strategy for managing change and encouraging juniors and younger orienteers. Pity we have no juniors meeting for training.
2. Suggested LEI Whats App - can we get working? It might supplement Facebook but Whats app is easier to use.
3. Why do we have "fee" barriers to using our POC/VOC we want everyone to have a go, so surely can afford for all maps to be free. (Income loss would be about £150 pa).
4. Our maps are not at the right scale, too much detail for those with vision issues.
5. Actions in respect of training need requests.

Roger Edwards
Development Co-ordinator
28th January 2023

Draft Privacy Statement September 2022

Who we are

Leicestershire Orienteering Club (LEI) (charity registration number CH10079) . We are affiliated to the East Midlands Orienteering Association (EMOA) and the British Orienteering Federation (BOF).

As a Club, we hold certain personal information (known as "personal data") about the club members and, participants of club organised events. Most of the data held and processed by the Club in running the Club will be personal data (in other words, it is information from which you as an individual can be identified).

What information we collect about you

In becoming a member of LEI or attending LEI organised events/ activities, we may hold some or all of the following information about you:

- your name and date of birth/age group
- your address
- your gender
- your email address
- your BOF membership number
- your car registration number
- your start/ race times/ courses
- your doctors name and address
- your medical conditions/ medication
- Phone number (s)
- E-card number
- Next of kin

If you make use of our Permanent orienteering courses (including the Virtual Orienteering Courses) through the British Orienteering portal we will hold your name and email address and the locations of the maps you downloaded.

We retain photographs of club members and we will seek their approval to use the images for the Club's publicity material. For images in the public domain, taken by official photographers at orienteering events, we may use such images for the Club's newsletter.

For Club award presentations we may use images taken by the official photographer. Whenever images feature junior members, we will always seek approval from the member and a parent before the images are used in the Club's newsletter. Club Members are always welcome to submit images of themselves for use in the Club's newsletter.

How we use that information

The Club has a legitimate interest in holding and processing the above information about you as it is needed for us to properly administer the club and events we organise including the levy due to BOF & EMOA as a result of the events and activities we hold.. We will not collect any personal data from you that we do not need.

Personal data relating to the Club membership and event participation is held on paper and on computer systems. As the "data controller", the Club must process this information fairly and lawfully.

We will use this occasionally to send updates to the course availability and changes affecting your usage of the maps. We may ask you about your experiences using the maps in order to improve the quality of the courses you download.

If you download maps for your school we will email you occasionally with details of support for schools to undertake orienteering.

Who we share it with

We are not allowed to disclose personal data about you to other parties except:

- for the purposes of registering and administering your involvement in the sport
- where you have given your consent.

In the administering of the sport we may share your data with other clubs and organisations involved in event entries (eg Fabian4 and Si Entries, the startkite) and also participation and results data with BOF and EMOA.

How long we keep personal data for

We will retain your membership data for such time as you are a member registered with LEI and BOF and will then delete your information as follows

- Four years after the individual has ceased to be a member of the club
- We will remove the data four years after your last download of a map.

Your rights

You have the right to see personal data that is held about you and a right to have a copy provided to you, or someone else on your behalf, in a machine readable (namely, digital) format.

If at any point you believe that the personal data we hold about you is inaccurate/wrong, you can ask to have it corrected.

You can require the Club to restrict/limit the processing of your personal data in certain circumstances, for example, whilst a complaint about its accuracy is being resolved.

You can object to your personal data being processed,

Where you have given us your consent to processing your personal data, you can withdraw that consent at any time by notifying us (see "Who to contact" below

You can request that your personal data is deleted altogether

You should be aware that taking any of the above steps could impact your ability to participate in the sport and club activities.

Information will generally be provided to you free of charge

Who to contact about your personal data

If you wish to:

- see your personal data or to exercise any of the rights mentioned above
- make a complaint about how we have handled your personal data

please contact the Club Secretary or Club Chairman by email (emails available on the club website.(www.leioc.org.uk)

Making a complaint to the Information Commissioner's Office

If you are not satisfied with our response to any query you raise with us, or you believe we are processing your personal data in a way which is inconsistent with the law, you can complain to the Information Commissioner's Office whose helpline number is: **0303 123 1113**. (www.ico.org.uk)

Updates to this notice

This notice is the latest version as at 09/11/2020 This notice will be updated from time to time. You will be able to see the latest version at www.leioc.org.uk

Leicestershire Orienteering Club Committee 13Feb 2023

Insurance

BOF delivered an insurance webinar on the 30th January 2023. This was presented by Amanda Wynne-Jones of Howden brokers. Her brief covers (many) sports and entertainment.

There were about 20 attendees. There were some shooting themselves in the foot about not doing things! Like have club only members!

I assume the purpose of the webinar is to ensure clubs are mitigating risks and therefore insurance claims and ultimately premiums.

The webinar is/will be available online <https://www.britishorienteering.org.uk/webinars> and Amanda's slides are also available. Copy in DropBox. The slides have a lot of text, so details rather than just bullet points, so more meaningful than usual.

Participant details

Most of us will be aware that runners at events are insured for Public Liability. Some of us will be aware this changed three years ago and includes non-members, as long as we keep full contact details e.g. name and address.

I am not convinced we have sufficient records for events and also for activities! I am not even sure we have ever captured and kept Activity contact details! Lot of our activities are now captured by the LEI web on-line entry system, so possible avenue here to do better.

There are other issues which most of us probably don't think about! In the Q&A session there were a number of issues raised, quite a few reinforced the statements made earlier. Things I noticed where I had doubts about our processes, etc. :

Copyright

Were we meeting copyright rules especially on our website and perhaps LEI news?

Maprun activities

MapRun activity is covered if it's registered.

We do register the ones used on club nights but that can be way after the set up work has been done. Might we need to register earlier? What about covering 'unofficial' mapping, where mappers just do their own thing and then suggest they have a new area ready.

Skilled people

Activities & Event are **uninsured** if delivered by people **beyond** their trained /qualification levels. Might mean jobs need to have briefing sheets, require adequate supervision, ...?

Cover at Activities

The three taster sessions concession, which used to apply to Events still applies to Activities. You need to be a BOF member to come to the fourth activity otherwise are uninsured. This is meant to be a lever to encourage membership and not a threat.

Accidents- full recording

Claims arising may arise way after the incident. For accidents/incidents we were reminded to keep contemporary records, and do take photographs if one can. Broken fingers do not count, but virtually everything else does.

Cyber cover

The club has insurance for equipment with Richard Weston but I don't believe we have any cyber cover. What, if our website was hacked, all our dropbox files, map repositories were corrupted. Could we cope?

Are our arrangements documented and reviewed periodically by committee?

Do we have sufficient back ups to not need cover?

Risk Assessments

In terms of court decisions the only acceptable risk assessments have to be written. They need to include the obvious to show decisions made. Her example was a fall at two tennis courts where challenged for poor cleaning. Same processes one club had a written risk assessment and the one club that did not; the claim for falling over had to be paid out!

In the Q&A two areas were raised as examples: Need to cover slips and trips, so obvious, we take for granted, but what are out remedial actions. Start line safety notice?

For urban; running into street furniture. Make sure its on! Are the "hidden" lamp posts marked!

Possible need for advice to all risk assessors?

Roger Edwards
3rd February, 2023

Development Plan status report January 2023

The key Objectives	Key tasks	What we have done	What we are going to do	Who
1. The development of the provision of coaching and training for club members of all ages and abilities.	A 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 members' physical fitness and technical abilities. The programme will reflect members' needs and be suitable for the wide age ranges that attend club nights.	Maprun autumn Indoors Spring 2021/22 & 2022/23 (used 7 people) ¹ Nothing for juniors 90% members do not attend.	Carry on with format 2023-24? Involve more in setting mapruns	Dev
	B. 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.	Orienteering Foundation (OF) Lakes coaching offered.	Rely on OF Try an LEI BOOST session. perhaps share with EMOA?	Dev
	C. Junior members who have reached the skill level required will be encouraged to attend the East Midlands Junior Squad Training Days.	We advertise. We have 2 Glovers, 2 Simpson is squad. Three been to Lagganlia 2021-22	Junior EMOA liaison ²	Dev
2. The recruitment and training of event officials, volunteer event helpers, coaches, committee members and mappers.	A. The club will encourage members with suitable skills to take on coaching roles and provide opportunities, resources and training for them to qualify.	We have added no new coaches in 5 years.	LEI news making an offer. Speak to some possibilities,	Dev

¹ David, Iain John, Chris Bosley, Esther, Andy Nichols, Roger Edwards Simon Starkey lot of admin and map corrections.

² DEC would speak to Toni O'Donovan?

Training will include formal training courses e.g. Event Safety and Welfare Workshop, peer to peer training and self-learning programmes.				
	B. The club will encourage existing coaches ³ to continue with their personal development and where appropriate move to a higher level qualification.	We have no coaches moving to level 2	Connected with above	Dev
	C. 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.	Treasurer replaced	Replace Development Co-ordinator. Share role?	Committee
	D. 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.	Event safety Jan 2023 - 13 members Planners & Controllers by EMOA winter 2021/22	Purple pen training Organisers training?	Events
	E. The club will also run courses for specific tasks, e.g. Download Team.	Last ran download? First Aid Easter 2022	First aid needed early 2025	Events
	F. 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.	At each events Committee. We regularly change things. but No log reported to Events Committee	Carry of with noting issues in Events Committee minutes. (abandon Log)	Events
3. Regular engagement with club members to	A. The club will conduct surveys of members to seek their views on the programme of training,	Last survey was in 2016?	Questionnaire in Jan 2023.	Committee &

³ Level 2 Derek, Iain, Chris (missing some licencing aspects,) ?Alastair)

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	events and social activities run by the club and will endeavour to modify its programme in the light of the response to these surveys.			Development
	B. 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 round any such obstacles and problems.	They have found ????????	Report feedback to next Committee.	Committee
	C. The club will continue to develop its use of social media, mail chimp and the Club Newsletter and create a dialogue with the club's members.	We do not have a dialogue		Committee
	D. Encourage participation in major events in the UK and overseas, by encouraging shared travel and accommodation.	Passive: Car share page for local travel	Mail chimp can advertise. Overseas tour?	Development
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	A. The club's marketing plan as in 5 will have an element aimed at recruiting new members			Committee
	B. The club will develop a programme of events and activities, over the lifetime of this Development Plan, aimed at recruiting new members. The programme will be backed by	Occasional new member comes to events.	We will do Facebook advert for future Level C Bring a friend & offer	Committee &

Development plan status

	advertising and publicity.		score and/Or mass Start Club Dev Officer under review Keep EMOA club offers under review Regional Development Officer decide if we are to be involved	Development
5. To increase the amount of publicity and marketing undertaken by the club through social news and 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	A. 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.	Not established.	who do we have?	
	B. The Executive Committee of the club are requested to find a member of the club to take in responsibility for the publicity and marketing programme of the club.	one member was asked.		Committee

revised December 5th 2022

Development plan status

CLUB CAPTAIN'S REPORT FEBRUARY 2023

About 60 orienteers from LEI ran for the club in the CompassSport Trophy. Having such a good turnout was grate – convincing enough to travel to the West Country for the final on 12th November. The BOF site shows the Forest of Dean to be the location of the final, though I have seen conflicting information about it being at Gare Hill, near Frome, Somerset. Hopefully it will be former as that would be a much shorter journey.

Relays – Few people have expressed interest in relays following prompts from the mailchimp. Is it possible to have an area on the leioc website where those that want to enter relays could sign up against each event they are interested in? This would allow everyone to see who they might form a team with. I understand that the club will pay 50% entry fee for relay teams. If that is correct then it could be advertised more.

David Cladingboel

MEMBERSHIP SECRETARY'S REPORT FEBRUARY 2023

LEI Membership Report

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		104	26		130
2021		106	23		129
2022		105	18		122
2023		94	14		108

Note: member left club before AGM

Honorary Members	1	Membership Categories:	Junior, Senior, Family, Group or Correspondent
Correspondent Members	4		
New Members	1		
Left The Club	15		

Changes to the constitution

Chris and I have reviewed the constitution. Its actually quite good in terms of the issues raised so we have not suggested much.

The suggested changes are shown on the attached, highlighted/track changes in red with some comments in yellow.

- Exclude correspondent membership from voting at an AGM (4.1)
- Permit virtual meetings (5.3 and 7.11)
- Advise all members when Club Committees are to be held so they are able to attend as observers (5.3)
- Text standardise; capitalisation of Committee & Secretary throughout
- Change of address, let notification to BOF be deemed as sufficient for LEI to pick it up. (7.3)

In terms of section 7.5

Chris and I have one area where there are different thoughts in terms of the report to the AGM. Currently the Chairman reports on the past year and in a separate report later on gives an address on the forthcoming year. Quite a lot of organisations have a Committee report on the past year with a Chairman's address at the AGM being much shorter and thanking people for the efforts during the year. BOF for instance have an annual report but this is a bigger organisation

It easier to make a judgment if one can consider a possible suggested report so one is attached.

A written report tends to be more comprehensive and can be sent to all members rather than just heard by a few at the AGM. It can be a useful archive record if one need to look back. The downside is obviously the time taken to draft it.

Roger Edwards

Two attachments

- Constitution
- Specimen Annual report

THE LEICESTERSHIRE ORIENTEERING CLUB – DRAFT CONSTITUTION

1. TITLE

The club shall be called the Leicestershire Orienteering Club (LEI).

2. OBJECTIVES and AFFILIATION

2.1 The object of the club is to provide facilities for and promote participation of the whole community in the sport of Orienteering.

2.2 The aim of the club shall be to further the development of orienteering within Leicestershire, Rutland and Northamptonshire and to represent the interests of orienteers based within these areas, supporting their activities and encouraging participation within the sport.

2.3 The club will affiliate to the East Midlands Orienteering Association (EMOA) and the British Orienteering Federation (BOF).

3. CHANGES TO THE CONSTITUTION

3.1 No rule in the constitution of the club shall be made, altered or rescinded other than at an annual or extraordinary general meeting.

3.2 It shall be the duty of the Club Committee to decide upon matters not covered by the constitution.

4. MEMBERSHIP

4.1 Membership shall be open to all without discrimination. Membership fees shall be agreed at the annual general meeting and the Treasurer shall produce his recommendations for such fees. Members shall be enrolled within one of five categories: Junior, Senior, Family, Group or Correspondent member, as defined in Standing orders. Organisations may affiliate to the club as a Group and any new group must be approved by the Club Committee. The membership of any member not having paid his / her fees by the end of March will be deemed to have lapsed. Every member , **except for Correspondent Members**, shall be entitled to vote at a general meeting. The Club may refuse membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Club's appeals sub-committee and decided by a majority vote.

4.2 Any member behaving in a manner contrary to the rules of the club, the East Midlands Orienteering Association or the British Orienteering Federation or in a way likely to bring the club into disrepute may be summoned to appear before a sub-committee convened for that purpose and may be suspended either for a limited period or indefinitely from taking part in any or all of the club activities. In such circumstances the member in question has the right of appeal to an Appeals Sub Committee which shall be chaired by the Club Chairperson and shall not include any of the members of the initial sub-committee. The Club will advise the East Midlands Orienteering Association of any suspension or suspensions withdrawn.

4.3 The Club is intent that children and vulnerable adults will find orienteering a safe environment in which to have fun, learn and develop by adopting and promoting the British Orienteering Federation Policy on Protecting Young and Vulnerable People.

All members agree to abide by the British Orienteering Safeguarding Policy and Procedures. All individual members are deemed to have read, understood and assented to the British Orienteering Code of ethics and Conduct ("Code") and as such recognise and adhere to the principles and responsibilities embodied in the Code.

4.4 The members at an annual general meeting are authorised to elect an honorary president as an appreciation of service rendered. The Honorary President is an ex-officio member of the Committee, with full voting powers. The members may also grant honorary membership for services to or support of the club although it is not intended that this should include active orienteers. Any honorary member shall have full voting rights and may participate in any activities of the club on the same terms as any member of the Club and shall receive the club newsletter and all notices. The Honorary membership shall have no membership of EMOA or BOF by virtue of this position.

4.5 A copy of the constitution shall be provided to any member on request.

5. THE CLUB COMMITTEE

5.1 The affairs of the club shall be administered by a Club Committee composed of four officers and such other members as are elected at a general meeting - to be eligible for election members must have expressed a willingness to serve and to have been nominated by not less than two other members.

5.2 The officers will comprise a Chairperson, Vice Chairperson, Secretary and Treasurer who will be elected at the annual general meeting each year but may be replaced at a properly constituted extraordinary general meeting.

5.3 The Club Committee shall meet as necessary but at least four times a year. All Committee members will be advised of such meetings at least 14 days in advance. A quorum at such a meeting shall be not less than 6 or 50% of the total membership of the Committee, whichever is the lower number, and must include at least two officers.

5.4 All members are entitled to attend Club Committee meetings and, at the discretion of the meeting Chairperson, may be permitted to speak but are not entitled to vote.

5.5 The Club Committee is empowered to co-opt further members to the Committee for all or part of the year provided that the number of co-opted members does not exceed 20 % of the elected Committee.

5.6 The Club Committee has the power to fill any vacancy among the officers of the club occurring during the year.

5.7 The Club Committee may delegate its powers to other Committees or sub-committees formed to agree fixtures, organise specific events or any other aspect of the clubs affairs the Club Committee deems appropriate. A quorum at a meeting other than the Club Committee shall be 3 or 50% of the membership of that Committee or sub-committee, whichever is the lower number.

6. CLUB COMMITTEE FUNCTIONS

6.1 The Club Committee will promote activities for the benefit of its members and to aid recruitment of members. It will seek approval from BOF and EMOA to promote events and competitions within BOF Rules and at all levels, and encourage the members to participate in the sport.

6.2 The Club Committee shall be empowered to purchase, rent, hire, lease and/or insure, let out or loan any property or equipment for the benefit of the club or its members and take out public liability insurance to protect its members at /or arranging events and activities.

6.3 The Club Committee shall nominate delegates to other bodies who shall exercise any voting rights on those bodies on behalf of the Club.

6.4 Any member of the Club Committee may act as spokesperson for the club but only nominated representatives may exercise any voting rights on behalf of the club.

6.5 The day-to-day operation of the club shall be governed by a set of standing orders which the Club Committee may amend, delete or add to as it sees fit. Any changes must be advised to members at the AGM each year.

7. GENERAL MEETINGS

7.1 The annual general meeting (AGM) shall normally take place after that of the East Midlands Orienteering Association whilst that Association continues to exist. It shall be held after the end of the club's financial year but before the end of the calendar year and the date must be advised to the membership not less than 42 days in advance.

7.2 All proposed amendments to the constitution must be received by the Secretary not less than 35 days prior to the date of the AGM, as should any nominations for honorary membership or officers. These proposals must be advised to the membership with the notice convening the meeting which must be forwarded not less than 21 days and not more than 35 days prior to the meeting. Amendments may be accepted at the AGM provided that they directly relate to the matters contained in the formal proposal of which members have been notified.

7.3 Formal notice will be deemed to have been given to members when posted or emailed to the last address advised to the Membership Secretary. Notification from BOF shall be deemed as being received by the Membership Secretary. The publication of supporting papers on the club web site is deemed to give all members access to such papers.

7.4 When convening a general meeting the Secretary will include in the notice the current number of voting members in the club and the quorum.

7.5 The members at the AGM shall vote to note the annual report from the Committee. They will also vote to accept or reject the Income & Expenditure Accounts and Balance Sheet of the Club for the previous year, bearing in mind the report of the Independent Financial Examiner. They will also decide future membership fees having been provided, as guidance, with a budget proposal for the current financial year.

The AGM will also receive a report from the Chairperson.

7.6 An extraordinary **general** meeting (**EGM**) of the members of the club must be called if so requested by at least 5 members of the club. The Secretary must call such a meeting within 14 days with the meeting then to be held between 28 and 42 days later. A quorum at and the conduct of such a meeting shall be the same as for an Annual General Meeting. In the event that the membership of the club falls below 12 a quorum at a general meeting will be 80 % of the membership rounded down.

7.7 A simple majority of members present and entitled to vote at any general meeting (GM) shall be sufficient to elect to office or to the Committee those nominated in advance and advised to the membership with the notice convening the meeting - nomination after this time is permitted but election

must be supported by at least 10 members present and a majority of those voting.

7.8 A quorum at such a GM meeting shall be 10 members entitled to vote or 8% of the membership entitled to vote, whichever is the greater number.

7.9 The meeting shall be chaired by the Club Chairperson or if not present by the Club Vice- Chairperson or if neither is present by any member elected for the purpose by a majority of members present. The Chairperson of any meeting shall if required, be allowed a casting vote in addition to any vote cast in a personal capacity.

7.10 No proxy votes will be allowed.

7.11 The AGM or EGM should be held face to face but meetings may be held virtually if required by the officers.

8. FINANCE

8.1 The club's financial year will be from August 1st to July 31st but the membership year will conform to that of The British Orienteering Federation.

8.2 The club shall maintain an account or accounts in either a bank or building society and withdrawals must be authorised by two officers acting together excepting only items under £500 or transfers between bank accounts of the club which may be signed by an officer acting alone. An Income and Expenditure Account and Balance Sheet shall be prepared each year that fairly represents the financial transactions of the Club for the year and the balances held at the end of the financial year. The accounts and financial records shall be seen by the Independent Financial Examiner who should express an opinion in writing as to whether they are in accordance with the records maintained by the Treasurer and are representative of the affairs of the Club. The Treasurer shall be responsible for retaining the accounting records to meet statutory requirements and those of outside funding sources.

8.3 The Independent Financial Examiner shall be appointed at an annual, or extraordinary, General meeting although the Committee shall be able to fill any vacancy that arises during the course of the year. He or she shall be a person with experience in financial matters and shall not be a member of the Club Committee. The Independent Financial Examiner shall not be involved in or associated with any significant financial transactions with the Club or the Treasurer.

8.4 None of the funds or property of the club may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the club or third parties and all surplus income or profits

are to be reinvested in the club. This does not prevent a member receiving reasonable expenses or proper remuneration for any goods or services supplied to the club as specified in the Standing Orders.

9. DISSOLUTION

The assets of the club remain the property of the members as a whole. In the event that the club cannot raise a Committee of at least 4 members the assets will first be used to redeem any liabilities of the club and then be passed to the British Orienteering Federation or their successors, for use by them in community related sports. Any resolution to dissolve the club at a properly constituted general meeting where the motion has been previously advised to the members must achieve a 75 % majority of those present and if four or more members oppose the motion it fails

Specimen – ANNUAL REPORT AND ACCOUNTS 2020/21
of the Leicestershire Orienteering Club
Registered Community Amateur Sports Club

1. Overview of

The Leicestershire Orienteering Club was established in 1970; it is affiliated to the East Midlands Orienteering Association and the British Orienteering Federation. Nearly all our members live in Leicestershire but a couple of members live in Northamptonshire and a couple of members in Rutland And at one out with our normal area. The objects and aims are:

- provide facilities for and promote participation of the whole community in the sport of Orienteering.
- to further the development of orienteering within Leicestershire, Rutland and Northamptonshire and to represent the interests of orienteers based within these areas, supporting their activities and encouraging participation within the sport.

2. Committee Structure and Members, and in-year Changes

The Executive Committee met four times. The Officers at the year-end are Chairman: Stephen Chafer, Vice Chairman Minor events coordinator Jane Dring-Morris, Treasurer Simon Ford, Secretary and Membership Secretary Roger Phillips.

The Committee is supported by two Committees: Events Committee led by the Events Co-ordinator Iain Phillips and other areas managed by the Development Committee led by Roger Edwards as Development Co-ordinator.

Most committee meetings are on zoom, which keeps travel costs and room hire rent down.

3. Overview of Year

Membership

Membership dropped by ten percent from its peak to 110 at the end of December 2022. To enable more people to benefit from our club we carried on with a zero club membership fee, and this year included included correspondence members.

Event Programme

We carried on with a very active programme and had Eight winter league events, 15 summer league events, an Autumn club championship and three urban level C events. Also 5 forest Level C of which two were Middle Distance style. We promoted 1 Level B at Woods 2 EMUL 5 EML and 20 Level D. We made use of startkite for pre-entry.

Club performances

We were third in the CompassSport Trophy Heat promoted by ourselves at Beacon Hill.

In the event Yvette Baker Shield Final at Southdown Orienteers we were seventh. We did not field a team for the Peter Palmer relays.

Individual performances

In all the British championship we had one winner

In the British Mixed Sprint Relays juniors we were seventh team

At the JK we had two podium places

In the Midland Championships we had two winners

At the two East Midlands Championships we had three winners

Another and Another

International representation

Iain Phillips represented GB in the European Trail O Championships

Attendance at JROS training camps

After three attendances at Lagganlia in the last two years we had no one going in 2023.

Schools

We mapped 3 schools and sold Permanent Course plaques to five schools.

We continued to Support the NW Leicestershire Schools Primary Competition with over 600 pupils and this year added Melton & Belvoir Schools with a score event with 300 Children.

Coaching

No new coaches. We have 3 Level 2 licenced coaches and 1 Level 1

Club Nights

We ran 15 Mapruns in the Autumn Term and use South Charnwood High Schools for the Winter term for 10 sessions.

Permanent Courses

We had 2000 download from the BOF site and 500 were for Maprun maps.

Volunteers

At Level C we had one new organiser Esther Revell and one new planner. We ran an Event Safety course and ** members attended the Planning course promoted by EMOA.

Mappers

We updated 6 maps used for our Level A-C competitions.

Grants

We made grants to three club members.

4. Overview of Finance

Reserves of £16,000 at the 2023 year-end were in significantly in excess of the target of ****

5. Governance

The Executive Committee or Committees typically meet every month in rotation; most Committee members attended every meeting.

We updated our constitution in February 2023, and this will be submitted for ratification at the October AGM. We've updated it for some issues concerned with corresponding members voting rules and ...

We updated our Privacy policy

We made No changes to our Standing orders.

6. Accounts for the year ending 31st July 2023

The Balance Sheet shows over £16,000 in the bank

	2022-23	2021-22		2022-23	2021-22
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INCOME	(£000)	(£000)	EXPENDITURE	(£000)	(£000)
Events	0	16.6	Events Direct	0	10.0
			Events indirect		5.2
Other Activities		5.2	Running costs	0	5.0
Donations	0	9.0	Travel Support	0	9.5
TOTAL		30.8	TOTAL	0	29.7
Actual Surplus	£	£1109			

We reviewed our financial controls in February and concluded that these were appropriate for our Sports club.

Stephen Chafer
Chairman
10 August 2023

Simon Ford
Treasurer