

# Leicestershire Orienteering Club



## Minutes of Committee Meeting held online via Zoom Monday 15<sup>th</sup> May 2023

**Present:** Steve Chafer, David Cladingboel, Jane Dring-Morris, Simon Ford, Derek Herd, Chris Phillips, Iain Phillips, Roger Phillips, Alastair Paterson, Wendy West, Ernie Williams, Ursula Williamson.

**1. Apologies for absence:** Libby Barber, Roger Edwards, Peter Leake, Esther Revell, Alan West

### **2. Minutes of the last Committee Meeting on Monday 13<sup>th</sup> February 2023**

These minutes were agreed to be a true record.

### **3. Items arising from the last MOM**

- RP noted that Maureen W was selling off the existing club kit.
- RP noted that he hasn't yet investigated a new design for club tops.
- SC noted that Matt W has volunteered to be on the EMOA working group for development ideas as the LEI rep.
- IP noted the last events committee was cancelled.
- IP noted that the events committee will discuss what future Level A events the club could host.
- RP noted that RE had updated the privacy policy on the club website.
- SC noted that a donation to Ollie O'Brien had been paid.
- SC reported that he was unsure if RE had actioned the change to a paid MailChimp plan.
- DC noted that he had still to action an LEI WhatsApp group. This was partly due to RP suggesting the club should use the business WhatsApp app.
- DC reported that he would start collecting entries for the CSC final very soon.
- DC noted that RE had added a British Sprint Relay entry form to the club website.
- CP noted that club First Aid kits have been updated.
- CP also noted that the club may need to buy a further First Aid kit.

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

#### **a. AGM**

- SC suggested that the AGM should be 23<sup>rd</sup> October 2023 and at Glenfield Parish Council Rooms. This was agreed by the committee.

#### **b. Insurance Paper (Item from previous meeting)**

Link to BOF Webinars - <https://www.britishorienteering.org.uk/webinars>

- SC suggested that the Events and Development subcommittees should have a detailed look at the Insurance Paper from RE.

- SC suggested that we should look at our processes to ensure we are fully covered.
- JDM suggested that some of the issues raised are more like a disaster recovery plan.

#### **Action Points.**

- RP to book Glenfield Parish Rooms for the AGM on 23<sup>rd</sup> October 2023.
- IP and RE to agenda a discussion at the next subcommittee on the insurance paper.
- IP to liaise with Simon S to ensure the club map archive is backed-up.

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

*Please refer to the Treasurer's Report May 2023 circulated prior to the meeting.*

- SF reported that the LEI Santander account had suffered a loss of £4,200 due to a scam.
- SF reported that £2,100 had been recovered and an appeal had been filed with the financial ombudsman to recover the remaining amount.
- SC noted that the club was trying to put in place actions to prevent this happening again.
- DH suggested the club should report the loss to Action Fraud.
- WW suggested that the club should think about changing our Bank.
- SF noted that we should wait for the outcome of the appeal to the financial ombudsman.

#### **Action Points**

- SF to report loss to Action Fraud. – *Post meeting: SF reported club loss to Action Fraud 18<sup>th</sup> May 2023.*

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

- IP reported that he was unable to attend the last EMOA committee meeting.
- CP reported that Matt W had agreed to be the LEI rep on the EMOA working group.
- CP noted that EMOA need 3 new principal officers in September due to their terms of office ending.
- CP noted that a term of office for EMOA officers was four years.
- IP reported that the regional heat of the YBT had moved to DVO's Carsington Pastures on the 11<sup>th</sup> June.
- IP reported that LEI are scheduled to host a regional event in 2025. Likely to be either the EMOA Championships or the CSC regional heat.
- UW noted that nationally there are gaps in the national fixtures list.

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

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

- IP reported that the first few events of the Summer League had been held and these had been well attended.
- IP reported that event safety procedures have been identified as needing updating, especially for Summer League with regard to organisers safety.
- IP reported that JDM and IP are ensuring that the Level D organisers are supported during control collecting at the end of an event.

- IP noted that Bradgate Park had refused our request to hold an event. Maureen W will check with Bradgate Park if any other dates are suitable.
- JDM noted the incorrect date published in the Club's MailChimp for the Castle Hill event.

## 8. Development Team Report

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

- SC noted that RE is not able to attend to summarise his report.
- SC asked if any progress had been made on the club website development.
- RP noted that he was waiting for Chris B to bring some suggestions about moving the club website forward as he was the person who brought up the current issues with the website in the last development meeting.
- CP noted that after the two recent school's events the club was missing 17 Si hire Dibbers.
- AP advised the committee that the schools event data could be downloaded to check against for the missing dibbers.

### Action Points

- RP to research on updating the current website theme with Chris B.
- AP to download schools event data for CP.

## 9. Safeguarding

*Please refer to the Safeguarding Report May 2023 circulated prior to the meeting.*

*Link to BOF Webinars - <https://www.britishorienteering.org.uk/webinars>*

- WW reported that she attended the British Orienteering webinar on Safeguarding.
- WW reported the club website was held up as an example of good safeguarding practice.
- WW reported that British Orienteering have produced a template document to help clubs ensure their safeguarding sections are correct.
- WW noted that the club website safeguarding section had been updated using the new BOF template.
- WW reported that British Orienteering recommend that all committee members and organisers complete the online safeguarding course. It was also noted that coaches should already have completed their safeguarding training.
- WW suggested that at events there is an A Frame with a photo and contact details of the Welfare Officer for safeguarding purposes.
- WW noted that the issues of DBS checks for First Aiders was raised at the webinar. The answer from the webinar, is use the DBS eligibility form on the British Orienteering website.
- CP asked if the BOF course was necessary if members had already completed safeguarding training through work or other organisations?
- WW noted that the safeguarding course would also keep adults safe and it was specific to the sport.

### Action Points

- WW to ask BOF about safeguarding courses from other organisations.  
*Post Meeting: Reply from BOF - "For safeguarding training, we do accept courses delivered by other providers, so if members have completed a course in the last three years, we're happy to add this to their membership records. "*

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

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

- DC noted Andy S's impressive win at the British Sprints and Middle Distance races.
- DC reported that a sign-up form for the British Sprint Relays had been created on the club website.
- DC noted that he will start collecting entries for the CSC final very soon.
- DC reported that the YBT regional heat had been moved to the 11<sup>th</sup> June at Carsington Pastures and would need a volunteer team manager for the YBT as he would be unable to attend due to a work commitment.

### **Action Points**

- DC to enter a team into the YBT.
- DC to collect entries for the CSC Final

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

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

- RP noted that 1 new member had joined the club since the last committee meeting.
- SC expressed a hope that some former juniors who had moved away to university would re-join the club.

## **12. Any Other Business**

- No AOB to discuss.

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

FULL: FEBRUARY, MAY, AUGUST, NOVEMBER – *Normally 2<sup>nd</sup> Monday*

Events: JANUARY, APRIL, JULY, OCTOBER

Development &

Coaching: December, March, June, September

AGM: OCT

Next meeting: - 14<sup>th</sup> August 2023

*"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 8:40pm**

## TREASURER'S REPORT MAY 2023

The account at the month end stands at;

Current account: £1,500

Deposit account (months' notice for withdrawal): £17,000.

The Club auditor has been made aware of the situation below.

### **Bank Account Scam**

The Santander business bank account of Leicester Orienteering Club recently suffered a fraudulent action resulting in the loss of £4200. Santander were immediately informed, and agreed to reimburse 50% i.e., £2100. This £2100 remains missing from the accounts. Their decision to reimburse only 50% appears to be a standard response in such circumstances.

Subsequently Santander were challenged for their decision not returning the full amount, followed by a formal complaint about their subsequent decision to not change their minds.

LEI have now raised the case with the Financial Ombudsman to recover the monies. We don't expect to hear the outcome of this appeal for a few months.

The bank account remains healthy and active, and the processing of LEI business is unaffected.

We will be reviewing the procedure that exists for processing payments from our account, with the addition of a second authority or alert system, for payments of say greater than £500.

Simon Ford

May 2023

## EVENT COMMITTEE REPORT MAY 2023

Since the last committee we have held events at Burbage and the first 4 of the Summer League. All have in general been good with no major problems and large attendances. We have learned some lessons, and these will be considered by the events committee with updates to our documentation and procedures.

Upcoming events include the reorganised Dishley event, followed by Barrow. These are both Urbans. We then have Bradgate, Irchester and Ratby on our level C timetable. Unfortunately, we do not have permissions for Bradgate and probably will not get them. We will therefore have to find a new suitable area for that event. I also need to find an organiser.

Upcoming we have the BSSC in Martinshaw in October. Preparations are underway. Initial details are written and published. BSOA will manage entries, start lists, download, results and prizes. We have booked Brookvale School and Derek Herd is investigating how to get from the school campus into the forest. Roger Phillips is the planner and Bob Brandon (OD) is the controller. I will organise and manage the relationship with BSOA. Chris Phillips has volunteered to look after the starts and help with volunteer organisation, although I expect this will be a joint effort.

Following BSSC our next major event is JK24 day 1. I'm liaising with the university and now have monthly meetings with their liaison person. Our preferred start and finish locations have been identified – these need University approval. Steves Edgar and Chafer are busy planning. My next main task is communicating our catering needs to the University's catering team.

The rest of the Summer League is planned with organisers appointed for every event. Jane will soon start thinking about next Winter Leagues.

Several club members attended an organisers workshop which means my list of potential organisers has grown. Hurray.

Iain Phillips  
May 2023

## Development report to Executive Committee May 2023

Minutes of the last Development Committee meeting on 6<sup>th</sup> March have been circulated.

### 1. Schools events

The two March events ran fairly much as expected but there is a heavy reliance on the club to provide manpower even though we aim to do a bare minimum. We had 350 and 730 children at the events. We will do Melton & South Charnwood on Tuesday 12<sup>th</sup> March 2024 and NW Leicestershire Schools later in the month too. Clare Marlow, the Melton contact, is booking the Melton Country Park and Cafe.

A small group supported a Health & Well-being afternoon, with a range of other sports activities, at the Whitwick & Coalville Leisure centre on 31<sup>st</sup> March. We enjoyed the coffee and met a few people. The former Hermitage Leisure Centre has been demolished, now a heap of rubble, and some of the car park is blocked off.

### 2. Permanent and virtual orienteering courses

Simon Starkey delivered a training course on course planning using Maprun software in February. We did not complete sufficient practical work for people to come away with all the skills needed, so further support is likely to be needed.

Autumn Club Nights will need a range of new locations. So far I have Maprun offers for: Beaumont Leys (new start point), Leicester University, Ratby, Leicester -Rowlatts Hill, St Matthews & Glen Parva/Eyres Monsell.

Downloads from British Orienteering increase during the summer months. However our attempt at making use of QEDJW for a permanent course has been unsuccessful with only two maps downloaded in the last six months. We need to decide if a traditional course should be established here.

### 3. Schools

We have old requests which we are still processing: Humphrey Perkins and Peter is also finishing off Packington C of E, hopefully. I am still struggling to get paid for last summer's work at Charnwood College. Leicester Grammar School (Junior) is finished and would be interested in being used for one of our events.

### 4. Coaching

#### Club night

We moved from Brookvale to Markfield Community Centre for March 2023. Compass work inside a steel box (the gym) was interesting. This will be at the venue for next year starting in Jan 2024. Attendances average eight each week.

## **5. Team Events**

YBT heat was moved to Carsington in June and a team needs to be entered before end of May. British Sprint relays in September and a few are interested. Peter Palmer Relays we can probably only get a team in the Daybreak relay or jointly with another EM club. CompassSport final on 12<sup>th</sup> November, we will need to make plans to take entries and sort our shared travel.

## **6. Autumn training**

We are still discussing some terrain training probably **on Saturday 30<sup>th</sup> September.**

## **7. Website**

We have not got the best system for use on mobile phones and Roger Phillips & Chris B have been looking at a replacement theme.

Roger advised a good starter would be something based on the Understrap framework that we currently use, examples are these - <https://understrap.com/child-themes/>.

This would involve an outlay of about £100.

*Are Committee members happy to proceed with something like this?*

## **8. Recruitment**

BOF webinar on use of social media was pushing use of Facebook to the Community and there were some good results (ie runners joining the club) by PFO where they were running a monthly Street O series.

Roger Edwards  
Development Co-ordinator  
7<sup>th</sup> May 2023



## **SAFEGUARDING REPORT MAY 2023**

I attended a Safeguarding Webinar on 27<sup>th</sup> February, 2023, organised by Peter Brooke, Operations Manager at British Orienteering, held for Club Welfare Officers. This provided a useful update, with some time spent discussing the safeguarding requirements on orienteering club websites. I'm pleased to report that LEI's website safeguarding tab, along with DVO's, was held up as an excellent example. Only 6% of clubs had been given this rating, with 68% of clubs requiring urgent action. However, we can always look to improve what we have. Subsequently, Peter Brooke has provided each club with a template, requesting that clubs update the safeguarding information on their websites. Chris Bosley, Webmaster, is currently making the necessary changes to the safeguarding tab on our website so that all information is available in one click and is streamlined with other clubs. I would appreciate comments on the content.

If anybody who is an orienteering coach, and who has not yet taken the British Orienteering 'Introducing Safeguarding' course, British Orienteering are asking coaches to do so. This can be completed in place of a refresher course. It is also recommended that committee members and regular organisers undertake this course. The course helps to ensure that coaches/committee/organisers members fully understand their role in relation to safeguarding. If anybody is aware of any existing coaches who have not undertaken this course, please let me know and I will signpost them. The link to the course is: [britishorienteering.org.uk/elearning](http://britishorienteering.org.uk/elearning). It takes about an hour to complete the course and the cost is £8.00. Once the course has been completed, please email Simon Ford, Treasurer, who will be able to reimburse club members upon receipt of evidence, e.g. safeguarding certificate.

There was a sharing of ideas as to how orienteering clubs can make orienteers aware of safeguarding when attending events. One idea was to use an A frame noticeboard to add on the following information:

- Name and photograph of Club Welfare Officer, plus how to contact me
- Name of Coach(es) who coach junior club members
- QR code which directly links to LEI's safeguarding tab on the website
- eNews to give useful updates on safeguarding

This is not an exhaustive list and the committee may have other ideas/suggestions.

The webinar raised a question around whether first aiders should be DBS checked. However, this would depend upon what other roles the first aider carried out in the club, as they would need to fulfil the eligibility criteria for a DBS. However, it is worth first aiders completing a DBS eligibility form and sending this to Peter Brooke at British Orienteering in the first instance.

**Wendy West, Club Welfare Officer – 15<sup>th</sup> May 2023**

## CLUB CAPTAIN'S REPORT MAY 2023

We should note the impressive performance of Andy Simpson who won the Sprint and the Middle distance races in the British Championships in Northern Ireland last weekend (7-8<sup>th</sup> May).

Peter Guillaume has been in touch and I have confirmed with him that LEI will be sending a team to the Compass Sport Trophy final. Here is the list of qualifiers. Some may not actually attend the final but we will have to wait and see.

**TROPHY: WIM, SARUM, ERYRI, PFO, SELOC, LEI, INT, INVOC, MOR, NOR, NN, SAX, WRE, SBOC**

**The committee agreed that we would start to advertise the CST post-JK. We need to have a sign-up sheet on the website. I will write about the event for LEI news.**

**For the YBT heat at Carsington Pastures I will email the parents of juniors. I might not be able to attend the event myself due to other commitments.**

Club Captain

David Cladingboel

## MEMBERSHIP SECRETARY'S REPORT MAY 2023

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		96	15		111

Note: member left club before  
AGM

	Membership Categories:	Junior, Senior, Family, Group or Correspondent
<b>Honorary Members</b>	1	
<b>Correspondent Members</b>	4	
<b>New Members</b>	2	
<b>Left The Club</b>	13	