

# Leicestershire Orienteering Club



## Minutes of the Committee Meeting held online via Zoom Monday 16<sup>th</sup> August 2021

**Present:** Steve Chafer, Jane Dring-Morris, Roger Edwards, Iain Phillips, Roger Phillips, Alastair Paterson, Esther Revell, Alan West, Wendy West, Ernie Williams.

**1. Apologies for absence:** Libby Barber, Peter Leake, Chris Phillips, Ursula Williamson, Ian Wilson

### **2. Minutes of the last Committee Meeting on Monday 10<sup>th</sup> May 2021**

These minutes were agreed to be a true record with one minor date amendment.

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

- RE noted that South Leicestershire School games should read September 2021 and not 2022.
- JDM updated the changes to the committee structure in the standing orders for further discussion at committee.
- SC had responded to the BOF - Thriving Clubs for a New Generation/ Development Plan. No further action from British Orienteering on the plan currently.
- RE noted that BOF insurance does cover our POCs and VOCs.
- RE reported that the financial policy had been published on the club website.
- SC noted that the Summer League presentation had been booked.
- RE noted that a Club Night programme had been arranged with IP.
- RP reported that a club membership list was shared with ER, rather than use the BOF portal for ER.

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

#### **a. Standing Orders**

- JDM reported that her aim for the review of the Standing Orders was to simplify and clarify the Standing Orders.
- SC noted that several of the appendices duplicated the BOF policies and could be simplified to redirect to the appropriate BOF policy.
- EW noted that only the first two pages are the Standing Orders, the rest are appendices.
- JDM reported that advice for each appendix was sought from the appropriate office holder.
- RE suggested that each of the committee roles listed should act as a minor job description.
- IP noted that the Standing Orders should be short and simple, but it was useful to have the appendices in the same document.
- EW noted that it would be useful to publish a list of changes similar to BOF documents. This was agreed by the committee.

### **Action Points**

- JDM to publish updated Standing Orders.
- JDM to track changes of the Standing Orders ready for future publication.

### **b. Online Entries**

- JDM noted that entries for events still needed to be pre-entry only.
- IP noted that EMOA is keen to have a common entry portal for regional events.
- RE suggested that using a non-LEI entry system would be easier for the organiser.
- The committee agreed that Shepshed Urban entries would be via Fabian4.

### **Action Points**

- IP to add the Shepshed Urban Event to Fabian4 entry system.
- IP to discuss with CP about adding Burbage Urban to Fabian4.

### **c. AGM**

- SC advised the committee that our AGM should be an in-person event, rather than online. The committee agreed that AGM should in-person.
- RE suggested that the following committee meeting should also be in-person. This was agreed.

### **Action Points**

- RE to book Glenfield Parish Rooms for the AGM
- RE to book Groby School for the November committee meeting.

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

*Please refer to the Treasurer's Report November 2021 circulated prior to the meeting.*

- RE noted that numbers attending the 2021 Summer League have been high, with an average of 10 more attendees than normal.
- RE noted that we have broken even on this year's Summer League.
- RE advised the committee the advice regarding the budget, would be not to change any fees. This was agreed by the committee.
- RE noted that new equipment listed in the report needs to be purchased for better mapping. The committee agreed to purchase the GPS device and replacement SI equipment listed in the report.
- SC asked when the accounts were going to audited.
- RE advised the committee that the accounts were likely to be sent for auditing within the coming week.

### **Action Points**

- RE to organise purchases of the GPS device and new SI equipment.
- RE to organise auditing of the accounts.

## **6. Delegates' Reports**

*Please refer to the Delegate's Report November 2021 circulated prior to the meeting.*

- IP reported that EMOA would prefer to have a consistent entry system across the region. A working party has been set up, but as of yet, have not met.
- IP reported that EMOA have a vacancy for a Vice Chairman. The Vice Chairman cannot be from LEI, as the chairman is from LEI.

- IP reported that views on the future of the JK are being sought by EMOA and BOF.
- IP noted that a licensed coach needs to complete the safeguarding course to remain licensed.

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

*Please refer to the Event Sub Committee Report November 2021 circulated prior to the meeting.*

- SC thanked all those members who had made this year's Summer League possible. Especially those volunteers who worked in background roles.
- SC noted that it was encouraging to see four new planners at his year's Summer League.
- SC noted that a date for the 2021 Club Championships is still to be arranged.
- RE noted an error in the Events Committee report. The YBT at Irchester will be in 2022.

## **8. Development Team Report**

*Please refer to the Development Team Report November 2021 circulated prior to the meeting.*

- RE advised the committee that the Development Team would like some Level D events geared towards novices and those new to orienteering.
- RE suggested this could be achieved with the addition of an orange course.
- SC suggested that a change to four courses would enable a better transition from POCs to events.
- IP suggested the committee would need to support planners for Level D's
- SC advised the committee that most Level D events are only TD3 areas and the addition of an orange course could be easily achieved.
- IP advised the committee that all licensed coaches should complete a safeguarding course and hold a valid first aid certificate.
- IP advised the committee that only three club coaches had completed a safeguarding course.
- SC advised the committee that he had attended a first aid course in July.
- WW advised the committee that any certificates will need adding to the BOF database of awards.
- IP advised the committee he is unable to check the status on the BOF database of the club coaches.

## **Action Points**

- RE to arrange with the Events Team suitable Level D's for trying four course events.
- WW to share BOF coaching awards and status with IP.

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

*Please refer to the Club Captain's Report November 2021 circulated prior to the meeting.*

- ER advised the committee that a location for the 2021 CSC final was still to be decided, but Cannock Chase looked likely to be the venue.
- ER advised the committee that the date of the 17<sup>th</sup> October was still the date of the CSC.

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

*Please refer to the Membership Secretary's Report November 2021 circulated prior to the meeting.*

- SC noted that it was good to see the new members regularly attending events.

## 11. Any Other Business

- **Safeguarding**
- WW advised the committee that BOF are holding regular webinars on safeguarding and all coaches need to attend safeguarding training.
- WW advised the committee that safeguarding training can now be completed online as well as in-person. This training only needs to be done once.
- WW advised the committee that BOF can now update DBS certificates.
- WW advised the committee that any DBS certificates need to be updated every three years.
- RE suggested that school mappers may require a DBS “light” system which BOF are working on.
- WW noted that the BOF advice is that any safeguarding concerns should be handled by the club’s welfare officer.
- WW noted that the club safeguarding page on the website was only accessible via the junior menu tab. The safeguarding page should be obvious to all.
- RP suggested that a separate safeguarding menu tab could easily be done.
- RE suggested that a section on safeguarding should show the club’s support for volunteers (DBS and training).
- RE suggested that safeguarding should be a standard agenda item. This was agreed.
- RE suggested that the club’s privacy policy should also be updated. However, in respect of the results, the committee view was that there was no confidential data and names could be anonymised if required.

### Action Points

- WW to arrange a separate safeguarding menu tab on the club website with Chris B.
- WW to write safeguarding update for the standing orders and to ensure that IP & RE agree. Update to be sent to JDM.
- RP to add safeguarding as a standard agenda item.

Meeting Closed at 9:30pm

## 12. Date of future meetings:

FULL: FEBRUARY, MAY, AUGUST, NOVEMBER – *Normally 2<sup>nd</sup> Monday*  
Events: JANUARY, APRIL, JULY, OCTOBER  
Development &  
Coaching: JANUARY, JULY  
AGM: 25<sup>th</sup> OCT

## TREASURER'S REPORT AUGUST 2021

### Outturn

The accounts are buried in the budget report, attached. Key figures are small surplus of £3 but money in the bank is nearly £15K. So we have survived comfortably.

I have a request for grant for Ben Glover attending Deeside 2021. This is the wrong age group but his age group's training is scheduled for October half term but not the Leicestershire one!

I have listed all the events from last year. Summer League income is up as we have been attracting members from many other clubs, as the programmes offered by other clubs has been very limited.

Just contrast this summer (events SLnn) and last (events SL20n) but you need to bear in mind we did have entry limits of 30 for some events last year.

The new invoicing entry system we used with two billings in June and July afterward the events have taken place resulted in a high level of administrative work. We had 5 unpaid invoices valued at £35 out of an income of nearly £2,000. We have £170 outstanding for the second part invoicing, some of this is due to the invoicing process failing to issue a full set of invoices. The whole collection system has required close on 400 individual emails, in a highly manual process. DVO use a prepayment system which I think has a 3% commission charge. Certainly worth more investigation.

### Budget 2021/22

Looking at the Budget for this year 2021/22 we have a big loss so we have to decide if we actually need to do anything, or just sit it out. I normally forecast a pessimistic outlook with all costs added in and some don't happen.

If we were to do things, the key options are: event fee increases, bring back LEI Subs and reduce expenditure.

My temptation would be to do nothing and wait another year.

### Equipment

For equipment we have two requests for

1 Timemaster

2 Top Display boxes for SIAC battery check

2 bottom display boxes to replace non repairable boxes  
for about £575

1 GPS Device £330

**I recommend** we authorise Simon to buy a new gps device and Chris to proceed with buying 5 boxes, including a timemaster.

Roger Edwards  
August 9<sup>th</sup> 2021

**2020-21 event summary**

Sum - Amount Data

Event Income Spend **Total Result**

B Hanging Hill 15 **-12 3**

C Bagworth 810 **-661 149**

D Club Champs 323 **-90 233**

SL1 Groby 207 **-66 141**

SL10 Burrough 142 **-75 67**

SL11 Beacon 190 **-107 83**

SL12 Willesley 86 **-51 35**

SL13 Martinshaw 211 **-69 142**

SL14 Fosse Meadows 173 **-51 122**

SL2 Cademan 236 **-96 140**

SL201 Dishley 83 **-51 32**

SL202 Quorn 83 **-45 38**

SL203 Shepshed 80 **-45 35**

SL204 Bennion 101 **-54 47**

SL205 Anstey 87 **-47 41**

SL206 Bosworth 126 **-101 25**

SL207 Beacon 181 **-80 102**

SL3 Narborough 204 **-63 141**

SL4 Donisthorpe 193 **-99 94**

SL5 Quorn 223 **-81 142**

SL6 Watermead 219 **-66 153**

SL7 Johns Lee Wood 217 **-83 133**

SL8 Melton 280 **-83 197**

SL9 Irchester 191 **-81 110**

WL1 Burbage Village 297 **-122 175**

**Total Result 4952 -2377 2575**

Note these is income still to come from the first three July events. Burrough, Beacon & Willes

## DELEGATE'S REPORT AUGUST 2021

1. An EMOA group was to be set up to discuss a common system to manage entries across the region - to provide a consistency of experience. I volunteered to be the LEI rep on this, but nothing has happened yet. (It's been a busy summer).
2. The EMOA AGM will be on Zoom. There is still a vacancy for vice-chair. 13th September. It is hoped the next EMOA committee meeting will be in person.
3. A group of various orienteering great and good together with reps from each region met to discuss the future of the JK. I attended as the EMOA rep. It was an interesting conversation and I learned a lot about other orienteers. A subsequent meeting was arranged for a subset of the original group, including me, to further consider the JK and other major events. However, this didn't take place due to illness and is still not rearranged.
4. Coaching. It was asked if there was any demand for another level-2 coaching course. We should investigate this within LEI - possibly starting off at the Development Committee, but also asking for volunteers as well as targeting our level-1 qualified coaches to see if they wished to become level 2.
5. Safeguarding. It is now a requirement that coaches have undertaken the child safety workshop. It appears that not many LEI coaches have. [[ aside: even as coaching coordinator, i have no idea of the current state of any of our coaches' qualifications. it would be nice to have this. ]]

## EVENT SUBCOMMITTEE REPORT AUGUST 2021

### Summer League.

Having forecast that we would have a difficult summer, much to my surprise, writing this after 15 events, the league has so far run very smoothly without any real problems.

Numbers have been considerably up on recent years. Not only have we attracted more than usual the number of LEI members, but there has been an influx of participants from other clubs in the area. This is almost certainly due to the small number of events being run by the other clubs.

Many thanks to Maureen for arranging permissions, Ursula for all the behind the scenes work to keep the league rolling; Roger P for devising our online entry system, and finally to Kevin Bradley and Alastair Paterson for the results and league tables.

We have had four novice planners involved in events this summer. Whilst this is good news for the club, it does provide a lot of extra work for both Ursula and myself as they all require a lot of extra support and hand holding.

Perhaps four is too many and we should only have one or two. However, as a lot of well-established event officials have not volunteered to help this year, it is the newbies that have kept us going.

### Winter League. 2021/22

Ursula will be circulating a final draft of the league in the next few weeks.

There will not be many changes to the draft that was circulated earlier in the year.

### Club Championships.

We are currently seeking a venue for the Championships for a date in October.

### Level C Events 2021.

It is, for the moment, planned to have pre-entry using the club's online system with payment on the day.

We have four Level C events planned for the remaining months of the year.

Burbage Village 19<sup>th</sup> September.

The event centre will be at Hastings Academy. I am organising, so offers of help will be gratefully received.

Shepshed 3<sup>rd</sup> October.

Iveshead school has been booked for the event centre and parking. Event Officials have been appointed.

### Booththorpe and Hanging Hill 14<sup>th</sup> November.

This is a replacement for the event that was originally planned for 2020. The same event officials will be leading the event.

Cademan and Thringstone Woods 12<sup>th</sup> December.

As many committee members will know Grace Dieu School, which we have used in recent years for parking and the event centre, closed last year. The estate has now been sold but I am not able to find out what the new owners intend for the land. I am currently looking at alternatives for parking.

Programme for 2022



Whilst it is still difficult to predict the course of the pandemic, I will be working on the basis that we should be able to enjoy a near normal year of Orienteering.

We are hosting the British Schools Score Championships in July at Irchester. The Level C programme will be our usual 2 Urbans and 5 forest events as our contribution to the EMOA.

Si Equipment.

I have asked Roger E for money in the budget to buy some additional equipment. (Extra Timemasters and SIAC battery check boxes.) Much of our Si kit is over 20 years old and is beginning to show its age and despite Simon Starkey's valiant work on repairing and maintaining the kit, it is likely that we will, in the next few years, have to spend a significant amount of money on replacing boxes.

Chris Phillips  
Events Co-ordinator.  
August 2021

## DEVELOPMENT TEAM REPORT AUGUST 2021

Minutes of meeting on 28th of June are attached. There have been a few developments since then:

2.1. BOF portal it is now operational and is meant to be mobile friendly. So the tables on every one

of our sites has had to be reformatted for narrower screens.

2.4. We have revised the Fosse Meadows Courses but haven't yet been able to revise the POC

courses for Watermead and Donisthorpe, still some mapping issues.

2.4. We've tried a first emailing to POC users (c1400) with a free dibber hire offer for attending

events and with little more chat about orienteering.

6. The Saturday sports day in the North West Leicestershire district at the Hermitage has been

postponed to September. We are waiting for decision by the Council.

Stanford Hall mapping, Simon has made an offer to map this rehabilitation centre.

Whilst it is a

military centre there is little possibility of LEI using but there are plans to take non-military

patients.

Paragraph 2.5 is for discussion by committee at this meeting.

Roger Edwards

8 August 2021

### **Development Team meeting Monday, 28 June 2021**

**Attendees:** Esther Revel, Derek Herd, Roger Edwards, Simon Starkey, Iain Phillips, Stephen Chafer, David Cladingboel

**Apologies:** Chris Bosley

1. **Minutes of last meeting:** The last meeting was in January 2020 and the minutes were not submitted/reviewed as they were far too out of date. However the discussion on recruitment was minuted in the Committee meeting in February 2020 and needs referring to when we discuss restarting recruitment activities.

### **2. Permanent orienteering courses and Virtual orienteering courses**

2.1 Peter Hart replied that we do have insurance cover for a permanent courses, but it is good practice to make sure a risk assessment is available to potential users.

The statistics for the last twelve month's downloads from British Orienteering were noted. Some key points were Irchester and Beacon Hill

were still top of the charts. (Irchester 250 and Beacon Hill 300<sup>1</sup>) There are a handful of VOC courses where more than 10 maps had been downloaded. Typically they were done by known orienteers. There are quite a few VOC where there were only a few maps downloaded. However when the area had been used for club nights, ie most of them, overall there had been reasonable usage.

It's indicating that opening up new urban areas to attract new members is not successful. This might arise from poor/no publicity. However releasing areas after they've been used for club training gives us coverage at low cost.

Today BOF announced the new POC /VOC portal will be launched in a few days and BOF are hoping to push National coverage.

2.2 POC Maintenance: We noted that little progress made on reviewing courses but now was a good time to recruit volunteers to carry out inspections and repairs. Our policy was to re-design courses to cope with missing control sites and only then undertake a minimum number of repairs. Preserving beginner White and Yellow was the most important.

Steve would start recruiting volunteers to undertake the work as soon as possible as the summer is one of the best times to check whether plaques are visible and not obscured by undergrowth. **(SC)**

### 2.3 New maps and updating the permanent courses (and VOC)

We noted that we would continue to get problems where mappers are only prepared to develop ocad maps as these don't fit well with the permanent courses and there needs to be a conversion process. We have therefore got some work to do on the latest ocad maps for Watermead and Fosse Meadows to get them into a publishable format. (RE, SS)

### 2.4 Making more of our Permanent course offer:

Lengthy discussion, noting that for some time we had sent out a mailchimp to 1,400 downloaders every six months. All addresses are extracted from BOF just prior to a mailing. Downloaders opt in to receiving further communication, and they withdraw from this by

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1 Fosse Meadows, Oakham Woodlands, Melton Country Park, Martinshaw woods, Knighton Park all had hundred or more downloads.

unsubscribe. Typically 40 open and handful unsubscribe. In lockdown Mailchimp had promoted MapRun and the repaired POCs.

We should try harder to invite people to come to our events. We will increase the message frequency (quarterly even monthly if possible.) Look more carefully at the text in the messages, and target events where we are prepared to handle beginners, (eg not night events) and pick event where the terrain which would be better's suited. (coordinate these with the Orange in Level Ds see below) If we carry on with pre-entry to events and activities this might give us a better chance of contacting beginners, but we would still need to work with beginners on a turn up and go basis too.

Suggestion there should be something covering a bit more about orienteering outwith the permanent courses. David suggested a Beginners news section, closer to the weekly members' newsletter, and inviting interested people to subscribe to this. We would move to quarterly and ideally monthly mailchimp. We would attempt to sell to people in the target middle-aged group, however we know little personal details, we do know if adults and children involved.

Prepare a test Mail chimp based on these suggestions, and circulate to Development team. (RE)

**2.5 Level D Event offer:** Our level C provide the required course/ difficulty steppingstones for beginners. However as we have so few of these, we need to be careful that our offer for beginners at Level D events is of the right standard for this group. David flagged up there is too big a gap between a short course and the medium course. (Its one of the reasons Adam is no longer attending.) We need to reinstate the policy of providing an Orange course. Previously this has been because of the junior stepping stone but it also applies to beginner adults, some who are staying on the Yellow course because the club doesn't provide something slightly easier than the Medium/Short Green. Obviously to minimise work load on the planner this would ideally be done with no extra controls, and certainly within the 30 control limit. Target ever 3<sup>rd</sup> or 4<sup>th</sup> event if too much for planners

For discussion at August Committee for probable action in the Winter league. (SC/ RE)

## 2.6 MapRun

Simon said MapRun activity was quiet at the moment. There was a four-year limit on holding MapRun data. He explained the availability of QR codes for control sites. These work very much like MapRun with the QR code replacing the GPS beep. We weren't keen on using QR codes on permanent courses because maintenance of our simple plaques is already onerous and every control site would need a unique QR printing.

Simon said we should do more to advertise the in terrain MapRuns exist, e.g. noticeboards and café's. Roger had tried this at Martinshaw and the notice disappear within a fortnight. Simon would look at doing something at Hicks Lodge and we would attempt to expand this. Roger suggested in longer term we could have a weatherproof advert mirroring the robust POC advert, but with a local QR code printed on vinyl, connecting straight to MapRun information. **(SS)**

When we update the urban MapRuns we are now adding PINS which are only found on the paid for download. At this point old MapRun results are removed.

We haven't decided whether we are going to update VOCs on a cyclical basis. This might happen naturally if the area is used for further training. It's not worth doing if the number of downloads is minimal.

## 3. Club night

We need to decide whether we going to provide beginners/juniors and adults and whether we have sufficient resources to do this. We have two licensed level 2 coaches, and a couple of other coaches who could help; this is unlikely to be sufficient to deliver a comprehensive club night programme.

We decided for the rest of 2021 we would only provide adult activities, and a few juniors, as we did earlier in the year. Start with Tuesday night as soon as possible after summer league, and the majority of cases be MapRun. Bearing in mind that people who don't wish to use their phone could just make use their watch or a "map". We would not hold club night when it clashed with the Winter League's current suggestions are on 9 November 30 November. It was noted that the Winter League wouldn't be in half term as has been customary for many years and was intended to start on 30 October.

We looked at a number of venues: Billa Barra, Western Park golf course, Loughborough University, Martinshaw. We also had three unused urban courses (Wigston, Wigston Central and Braunstone Frith) and Chris was working on Hamilton, where we would try at Gateway College start. Two of these areas may be suitable for new urban competitions.

Agreed Iain will agree with coaches what can be offered. **(IP)** Non coaches will be involved once the coaches have worked out a plan. **(RE** to make requests.) We intend to offer the quiz on 14<sup>th</sup> December may be on Zoom.

We would revisit Club night during the autumn to look at 2022.

#### **4. Coaches**

Our long standing issues with coaches not maintaining their licences not having first aid, DBS safeguarding etc. was noted.

We weren't able to identify many new coaches but Iain would talk to people who might be interested in moving from level 1 or starting from scratch. **(IP)**

#### **5. Website**

Roger Phillips had developing the new entry system and shortly be able to move back to focus on getting the new website into a releasable state.

#### **6. Club member recruitment**

The Hermitage Olympic Sports day on 31 July was our only planned activity. Our booking hadn't yet been confirmed. IP RE ER are available but others are needed,

#### **7. Other Matters**

Roger mentioned:

Every junior event had been shut down although the British Schools Championship at Stowe is still on.

NW Leicestershire schools: scheduled for Tuesday, 5 April 2022 at Donisthorpe.

The South Leicestershire schools summer 2022 we will receive further information in September.

Club training, like our last Lake District one, we would wait for the Orienteering Foundation to launch something in 2022?

No further meeting arranged.

## CLUB CAPTAIN'S REPORT AUGUST 2021

### **CompassSport Cup**

Keep watching this space - permission was not granted for Sutton Park so an alternative location is being sought.

### **Other team competitions**

We did not enter the YBT final this year (we did not participate in a qualification round), and with the Peter Palmer event cancelled, there is little to report. No interest has yet been expressed for the British Sprint Championship relays in Skelmersdale later this month.

## MEMBERSHIP SECRETARY'S REPORT AUGUST 2021

<b>Year</b>	<b>Family</b>	<b>Seniors</b>	<b>Juniors</b>	<b>Units</b>	<b>Total</b>
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	22		128

at 08/08/2021

**Newsletter Members: 6**

**New members 2021: 17**

**Lapsed members 2021: 19**