

Leicestershire Orienteering Club



Minutes of the Committee Meeting held online via Zoom Monday 8th August 2022

Present: Libby Barber, Steve Chafer, Roger Edwards, Simon Ford, Iain Phillips, Roger Phillips, Alastair Paterson, Alan West Wendy West, Ernie Williams.

1. Apologies for absence: David Cladingboel, Jane Dring-Morris, Peter Leake, Chris Phillips, Esther Revell, Ursula Williamson.

2. Minutes of the last Committee Meeting on Monday 9th May 2022

These minutes were agreed to be a true record with the amendments listed below.

- AP noted that he had already attended a EMOA mapping course and was not planning on attending a second course.
- Initials CC should read CP under Treasurer's Report action points.

3. Items arising from the last MOM

- SF noted that the agreed payment of £50 had been donated to MapRun, but the £50 donation was still outstanding to Oliver O'Brien for Open Orienteering Map.
- IP noted that he had still to complete the documentation on the best practice to avoid spam emails.
- SF noted that the agreed raise to £0.33/mile was still to be completed on all the expenses forms.
- AP advised the committee that a new DBS application was needed for BOF. His DBS has now been completed.
- RE noted that the alternative venue for the AGM was not investigated.
- SC suggested that we continue to use Glenfield Parish Council Offices for the AGM. This was agreed.
- SF reported that £1,000 had been spent on new Si equipment for the club.
- SF reported that the club's registered address for the Santander account has now been changed.
- RE reported that £850 had been spent on POC plaques.
- SC noted that issues with Foxton Locks permissions had been resolved as a successful summer league event had been held.
- EW noted that a comprehensive risk assessment had been completed for Foxton Locks and this could be used as a generic assessment for use by the permissions officer.
- IP suggested that risk assessments and their use was a topic best suited for the events committee to discuss. This was agreed.
- IP reported that EMOA are holding a development conference at the end of October and it is hoped to include a mapping course as part of the conference.
(Post meeting addendum: EMOA Conference – 29th October 2022).

Action Points

- RE to action donation for Open Orienteering Map.
- IP to write a best practice list to avoid spam emails.
- SF to update and publish on website expense forms.
- JDM to revise the development plan (*previous action point*).
- RP to book a suitable room at the Glenfield Parish Council Offices for the AGM.
- IP to discuss club risk assessments at a future events committee.
- SC to contact new members (*previous action point*).

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

a. Climate Change/ Car Sharing

- LB reported that her article for LEI news with regard to kit exchange had yet to generate any feedback.
- RE suggested that we could signpost kit exchange on the club website or the clubs Facebook group.
- SC suggested that car sharing should be encouraged.
- IP noted that Facebook has been useful in the past for arranging car sharing. WhatsApp has also been used to arrange car sharing.
- RE noted that the CompassSport Magazine ran an article about using public transport to get to events.
- SC suggested that the events committee should look at event locations with regards to public transport and climate change.

Action Points

- IP to discuss event locations with regards to public transport and climate change at a future events committee.

b. Review of 2023 Membership fees - £6.00 Newsletter/ £5.00 Full

- SC proposed that fees for full membership be reduced to £0.00 for 2023. This was agreed. (*Note: club fees are normally agreed at the AGM*)

Action Points

- SF to advise BOF of the 2023 membership fees. Senior - £0.00, Junior - £0.00.
- SF to ensure £6.00 is charged for Correspondent (*Newsletter*) members.

c. Review of Awarding Club Trophies

- SC reported that awarding club trophies to non-members has been ad-hoc over the years.
- SC noted that there has been lots of discussion about awarding club trophies to non-members, including club correspondent members.
- SC proposed that all club trophies be awarded to full members only.
- IP noted that both the Winter and Summer leagues have been previously open events and trophies awarded to non-members.
- IP proposed that the Winter and Summer league be open to non-members to receive awards and that all other club trophies be only for full club members. (*Note: full members are Junior and Senior members only*).
- SC suggested that IP's proposal be put to the members at the AGM.

Action Points

- SC to agenda IP's proposal at the AGM.

d. CompassSport Cup Review

- SC asked the committee to advise the club captain on the questions posed by the CompassSport Coordinating Group.

“QUESTION ONE

Split Course 7 Vets Short Green M70+ W60+ and make this into 7A (M70+) and 7B (W60+) for scoring purposes. Scoring as per Course 8A and 8B

QUESTION TWO

Split Course 10 Super Vets Short Green M80+ W70+ and make this into 10A (M80+) and 10B (W70+) for scoring purposes.

QUESTION THREE

The delineation between Cup and Trophy to be changed from 125 to 100 members. There is no intention to change the number of scorers. The Compass Sport Cup is a Club participation event and so should involve as many participants as possible.

QUESTION FOUR

The CSC rules will be updated to say that for a team to qualify for the Final they must score a full team in the Qualifying Round. The CSC Group retains the right to allow a team to qualify for the Final if, in exceptional circumstances, they do not score a full team.

QUESTION FIVE

The number of Trophy clubs that qualify for the Final from the SOA event to be increased to four and more if rule 5.3.4 applies to the results (additional qualifying place or places if an automatically qualifying team finished in the top three in the Final in the previous year)."

- It was agreed to answer yes to question 1,2,4 and 5. No to question 3.

Action Points

- DC to advise the CompassSport Coordinating group of the club's response to their questions.

e. AGM

- RE suggested that the club's constitution needs updating and a discussion is needed at the AGM about the status of correspondent members as a voting member of the club.

“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 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.” – Club Constitution 2016

- SC agreed the club constitution needs amending.
- SC reported that simple catering for the AGM will be organised.

- SC noted that the club accounts will need auditing before the AGM.

Action Points

- SC to organise catering for the AGM.
- SC to review the membership structure for an amendment to the club constitution or standing orders.

5. Treasurer's Report

Please refer to the Treasurer's Report August 2022 circulated prior to the meeting.

- SF reported that he was not a signature on the clubs Mansfield Building Society account.
- RP proposed that SF should be added as a signature to the Mansfield account.

Proposal 1- "The Leicestershire Orienteering Club Committee agrees to appoint Simon Ford to replace Roger Edwards as a signatory on our Mansfield Building Society Account as soon as possible. The three Signatories to be Stephen Chafer, Jane Dring-Morris and Simon Ford."

Proposal 1 seconded by SC.

The committee unanimously accepted this proposal.

- RP proposed that the clubs registered address with the Mansfield account be changed to SF's home address.

Proposal 2 - "The Leicestershire Orienteering Club Committee agrees to change the registered address on our Mansfield Building Society Account to Simon Ford's home address as soon as possible. (Address removed for GDPR reasons on published minutes)."

Proposal 2 seconded by SC.

The committee unanimously accepted this proposal.

- SF reported that one club is still outstanding in their payment for the Yvette Baker Trophy final.
- SF reported that summer league numbers are significantly up and has generated a healthy surplus for the club.
- RE noted that a budget will need to be reported at the upcoming AGM.

Action Points

- SF to ensure the club accounts are audited.
- SF to produce budget for the AGM.

6. Delegates' Reports

- IP reported that he was unable to attend the last EMOA meeting.
- IP noted that EMOA are holding a development conference at the end of October.

7. Events Committee Report

Please refer to the Event Committee Report August 2022 circulated prior to the meeting.

- SC reported that he had been asked and agreed to be the planner for 2022 club championships. A venue has yet to be confirmed for the championships.
- IP reported that officials for the remaining Level C events in 2022 have been found.
- IP noted that dates for 2023 events have been scheduled with BOF, although the venues may be subject to change.

- IP reported that the club is running two Level B events in 2023, the regional CSC heat and the British Schools Score in October.
- RE suggested that Bagworth is not big enough for the BSS event.
- IP noted that contacting out of club controllers was an issue.
- EW suggested that EMOA could host on their website a list of active controllers.
- IP noted that the club printer was now life expired.
- IP noted that some club printing is carried out by professional printing companies.
- IP suggested that as the club only prints a limited amount of A3 maps, that the replacement printer should be A4. This would help with cost and space needed to store the printer.

Action Points

- IP to raise at the next EMOA meeting the issue of having a list of active regional controllers on their website.
- IP to discuss a replacement printer with Simon Starkey.

8. Development Team Report

Please refer to the Development Team Report August 2022 circulated prior to the meeting.

- RE reported the ITV News were going to be filming at our Market Bosworth summer league event. This was because BOF had placed a last minute appeal to East and West Midland clubs on behalf of ITV.
- RE reported that the orienteering foundation were holding a training weekend in the Lake District. As of yet, there are no club members attending.
- RE asked if IP has been granted access to upload activities to the club website.
- IP noted that he and JDM have access to the BOF database, but not the LEI database.
- RE noted that at a recent meeting, Active Together asked clubs about members health disclosures.
- RE reported that club night would be using the MapRun app in the Autumn term.
- RE suggested that the committee should make another donation to support MapRun in the new year.

Action Points

- IP to email club webmaster for database access.
- RE to discuss health disclosures at the next development meeting.

9. Safeguarding

- SC noted that a recently suspended BOF member has had their suspension lifted by BOF.
- SC asked what the club does to check the status of actual BOF members?
- IP noted that the club uses the SI database for event results and StartKite uses the BOF database for some checking.
- IP reported that for Level D's we currently collect entry data via our website and for everything else we currently use StartKite.
- SC asked if these database checks flag any safeguarding issues?
- WW noted that with online entries a visual check of suspended individuals is easy to complete.
- WW reported that she will check with BOF if any other individuals are currently suspended.

- IP noted that if a suspended individual enters an event, we would stop them from attending.
- WW reported that AP and IP have valid DBS's.
- RE noted that both Peter H and Chris B should have a current DBS if they wish to continue coaching.
- RE asked if DBS checks are needed for Peter Palmer relays?
- WW advised that adults with the Peter Palmer relays would need a DBS.
- LB noted that if LEI are not entering a team, then EMJOS will enter an ad-hoc team to the Peter Palmer relays.

Actions Points

- IP to follow up with StartKite about checks for suspended individuals.
- WW to check with BOF if any individuals are suspended. *(Post meeting addendum: No individuals currently suspended by BOF).*
- WW to check with Peter H and Chris B about DBS checks.
- SC to advise DC about the need for Peter Palmer DB checks.

10. Club Captain's Report

- No reported submitted.

11. Membership Secretary's Report

Please refer to the Membership Secretary's Report August 2022 circulated prior to the meeting.

- RE noted that a new member was not on the membership list.
- RP reported that BOF does not notify change of addresses and that a notification from BOF might not have been sent.

Action Points

- RP to check the BOF membership database for errors.
(Post meeting addendum: Membership numbers: 122, Senior: 104, Junior: 18)

12. Any Other Business

- None.

Meeting Closed at 9:19 pm

Date of future meetings:

FULL: FEBRUARY, MAY, AUGUST, November – *Normally 2nd Monday*
 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."

TREASURER'S REPORT AUGUST 2022

Club accounts have increased steadily from

JAN 1st 2002

JULY 1st 2002

Current account £5,580

£4,335

Deposit account £11,000

£14,000

Current account

Deposit account

TOTAL £16,580

TOTAL £18,335

Significant in that increase has been **the Summer League** contribution. To date after 12 events the margin over costs (almost all BOF levies) is

£2,081

For additional information the **YBT** double event at Irchester was as close to break even as I can see, with £1,605 income from Start Kite and YBT clubs, matched by the expenses of the officials, map printing and Levies.

Note;

We need a minute in the minutes to confirm my appointment as treasurer so that I can correspond with the Mansfield Building Society where our deposit account is held.

EVENT COMMITTEE REPORT AUGUST 2022

YBT Final.

Fifteen of the 21 qualified teams took part in the competition. For many of the smaller clubs, the date (set by Event Scheduling Group) was not suitable as it clashed with other activities. Apart from getting clubs to confirm their entry data, the run into the event was comparatively smooth.

The day went very much according to plan. Numbers for the morning event, at 127, were much higher than originally anticipated. With having what is effectively two events in five hours, it does make it hard work for the helpers. Many thanks to the thirty people who gave up their day, particularly those who forfeited their run in the morning to provide extra help. Congratulations to Roger E for the high-quality courses. At least one club came to the event not having had a look at the route gadget map and expected a "run in the park". Oh dear!

Summer League.

We are now nearly at the end of this year's league with, what looks to be, a record number of entries and starts for the League. As always, some great courses and first-class orienteering.

For, I think, the first time ever, we have had to postpone an event (Beacon Hill) because of the heat. Floods, snow and plague but never heat!

The presentation and buffet will take place at Anstey Nomads Football club in Anstey after the end of the Score Cup (venue is on the map). Invitations have been sent out by email to all those who have attended two or more events. No reply – no food!

Winter League 22/23.

Jane has compiled the winter league programme and is now seeking organisers/planners. A copy of the League programme is appended to this report.

Club Championships 2022.

The date of the Championships will be 9th October. Venue to be confirmed.

Level Cs for the rest of 2022.

Iain is currently working on finding event officials for the three remaining Regional events of the year. Volunteers much appreciated.

We are still having some difficulties with securing permissions, so there may be some changes to the advertised programme. Currently we are looking at moving the Hicks Lodge event to Booththorpe.

As our event official workforce is getting towards its "best before date" one of Iain's aims this winter is to recruit new event officials, who, with suitable mentoring will be able to take on the organiser and planner roles for future Regional events.

Part of the training for new officials will be an Event Safety Workshop.

Level C and B event in 2023.

Iain has submitted, to the Regional Fixtures Secretary, a list of possible dates for Level C events in 2023.

We have two level B events in the calendar for next year.

Compass Sport Cup Heat at Beacon on 26th February and the British Schools Score Championships in October.

Club Printer.

We have now had the current printer for 10 years and it has printed over 70,000 maps. It is now beginning to show its age. Apart from a growing tendency not to do what is requested (a not unusual trait in this sport!) increasingly we are having to buy replacement spare parts. Ursula and I believe that we can keep soldiering on for a few more months but its days are numbered.

The recommendation is that the club seek a replacement A3 laser printer to be purchased to be in place by the end of 2022.

It would be useful to have a volunteer who is knowledgeable about printers guiding the committee in this matter.

Chris

18.7.22

.

DEVELOPMENT TEAM REPORT AUGUST 2022

Development Co-ordinator's report committee 8 August 2022

Minutes of the last meeting on 6 June were circulated to Committee last month. Since then we've made some progress in most areas.

Publicity: we do have some useful images and we now need to work out how we can have a Facebook campaign.

Website: the new theme for our website has been introduced, there would be continuing teething issues and as before the content will continue to need regular update. If you noticed any content that is out of date then please try and get it amended.

Permanent and virtual orienteering courses

Some maintenance of permanent courses has been completed, but this is inevitably an ongoing situation. We will abandon the Snibston courses as it's not safe with such extensive mountain bike courses over most of the hillside. Peter Leake is updated the Hermitage map, but there is ongoing landscaping work so we can't quite firm up on what we can do in terms of a revised permanent course. It would seem to make sense to transfer the beginners courses from the old Hermitage to this Coalville and Whitwick leisure centre.

Virtual orienteering courses: we have some ready for the autumn club nights and several members have volunteered to provide a course for one of a dozen sessions. New areas will include Melton, Whetstone and possibly Bradgate Park.

Simon Starkey has attempted to get publicity for our Hicks Lodge Forestry Commission VOC courses. He has now been asked that there be a joint promotion with Sence Valley and he will be working on that during July. This includes adding a VOC.

Schools: this summer term we have been active providing maps and installing Permanent course plaques. We have three recent requests from Primary schools which we are still processing: Packington, Stokes Wood, Laxton at Oundle (latter two both want plaques). As we fitted/ sold so many plaques we have bought 500 new plaques.

Coaching

Club night: We are still looking at providing some technical/technology training via Zoom. eg Route Gadget -Planners and competitors making use of, possibly purple pen.

Coaches: We are getting closer to getting our limited number of coaches all to be licenced.

Orienteering Foundation Lake Coaching: We are looking to have an EMOA group again but interest from LEI is low and there is clash with JIRCs and Calke East Midlands League.

Health disclosures: At the July NW Leicestershire Sports meeting, Active Together asked clubs to explain about how they handled health disclosures! For all clubs the context seemed to be joining coaching sessions where a parent might say my child has learning difficulties. However the Active together angle was also adults coming say from social prescribing. Underlying the question was a Leicestershire Strategy to get "everyone moving" and seeking thoughts on whether clubs had any barriers to enabling participation. We have three areas where there are routes into orienteering POC, Events and coaching. We do provide downloadable risk assessments for beginner POC star and loops. We have adopted some the BOF Policy found at <https://www.britishorienteering.org.uk/keydocuments>

"Equality and Inclusion" fits in but there is more in "Including & Safeguarding People with Disability in Orienteering" - February 2015.

I don't recollect any recent discussion on how we are doing and whether there is anything needs adapting.

Does any one have any thoughts on actions we might need to be taking or how we should enable such a discussion?

Roger Edwards
19th July, 2022

MEMBERSHIP SECRETARY'S REPORT AUGUST 2022

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			103	18		121
Honorary Members	1					
Newsletter Members	4					
New Members	15					
Left The Club	24					