

Leicestershire Orienteering Club



Minutes of the Committee Meeting held online via Zoom Monday 8th February 2021

Present: Libby Barber, Steve Chafer, Jane Dring-Morris, Roger Edwards, Chris Phillips, Iain Phillips, Roger Phillips, Alastair Paterson, Esther Revell, Alan West Wendy West, Ernie Williams, Ursula Williamson, Ian Wilson, Maureen Webb, Simon Starkey

- SC welcomed to the meeting MW and SS from the events sub-committee.

1. Apologies for absence:

Peter Leake

2. Minutes of the last Committee Meeting on Monday 9th November 2020

These minutes were agreed to be a true record.

3. Items arising from the last MOM

- SC asked JDM to be the lead on coordinating the review of the standing orders due to issues with committee emails being filtered as spam.
- RE suggested that job descriptions should be added to the standing orders to ensure role continuity and knowledge when a committee member steps down.
- RE advised the committee we should be donating to MapRun as the club is making extensive use of this technology.
- RE proposed that the club should be donating £5.00 per month to MapRun via the MapRun website. This was agreed by the committee.
- SS noted that mappers predominately use other technology for mapping such as aerial photography and LIDAR, rather than GPS.
- RE reported that the Privacy Policy had been updated on the club website.
- IP reported the DVO had shared with him their photography policy. NOC and LOG have yet to share their policies.
- ER noted that due to further lockdowns, the idea of a winter junior social has been dropped.
- CP reported that research into insurance cover for VOC's was not yet actioned.
- IP noted that safeguarding training was now mandatory for licensed coaches.

Action Points

1. RE to donate £5.00 per month to MapRun via the MapRun website.

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

a. Getting back to orienteering

- See discussion under Events Sub Committee report.

b. Development Plan

- See discussion under Development Team report.

5. Treasurer's Report

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

- RE advised the committee that as a CASC organisation and for good financial control, the committee should adopt a financial policy and maintain a risk register.
- RE advised the committee that a risk register would help the committee understand what assets the club holds and ensure the club does not lose those assets.
- CP suggested that much of the club's equipment in storage could be considered as a consumable.
- WW suggested that the assets register should have a minimum value to be recorded on the register.
- SC advised the committee that he would coordinate with JDM any updates to the club's risk register.
- CP advised the committee that he would coordinate the update of the event equipment with RE and LF.
- RE advised the committee that the treasurer has sole control of the club's accounts. Dual control bank accounts are available, but at a cost. The committee agreed to continue with sole control bank accounts.
- RE suggested that sharing the bank statements every month with the officers would give more oversight of the treasurer's actions. This was agreed by the committee.
- RE advised the committee that we have only two signatories on the club's savings account and this could cause issues if one signatory is unavailable.
- RE proposed that the club have a change of signatures for the club's Mansfield Building Society account.

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

Proposal seconded by CP.

The committee unanimously accepted this proposal.

- RE noted that some members are having issues with the club's Dropbox account.
- SC suggested that removing old versions of documents from Dropbox would free up space.
- SS advised the committee that the Map archive server has storage for documents.

Action Points

1. RP to email reminder for comments on the draft financial policy to RE and risk register to JDM.
2. RE to add JDM as signatory to the club Mansfield savings account.
3. RE to update the draft financial policy for the next meeting.

4. CP to coordinate the adding of the Si equipment to the asset register.
5. RE to share the banks statements with bank signature holders.
6. IP and SS to discuss archive storage.

6. Delegates' Reports

- IP advised the committee that very little is happening at EMOA due to the lockdown.
- IP reported that EMOA are hoping to hold event officials training later in the year.
- CP reported that EMOA were looking at options for online event official's training.
- LB reported that JROS have held some online training, mainly in the use of purple pen.

7. Events Sub Committee Report

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

- CP noted the key to resuming events was the easing of COVID-19 lockdown restrictions. The earliest that this was going to happen was the 8th March.
- CP advised the committee that orienteering could restart mid-April, nicely aligning with the traditional start of the summer league. If orienteering does not restart then, the current plan would be to start the summer league at the earliest possible date in the league.
- CP noted that once the restrictions to events have been lifted and BOF have given permission to resume events, there would be a delay in hosting. Any volunteers who are planning an event for the summer league will need sufficient time to plan.
- IP suggested a planner needs about 6 weeks to plan for an event and this would suggest a May restart if the sport was unlocked from the 8th March.
- SC advised the committee nobody should be encouraged to break lockdown restrictions for the club.
- RE suggested that juniors are facing the same barriers as last summer and the club should look to holding events at the weekend to encourage junior participation.
- RE suggested that the club should hold a Level C Forest event in September to boost the club chances in the upcoming CompassSport Cup final.
- CP noted that many of our Level C areas are not suitable for events in September due to the growth of vegetation.
- SC suggested it would be better to use urban areas for the Summer League.
- RE suggested that MapRun could be used for Summer League events.
- IP noted that MapRun was a good app if you had the latest technology to run it on, e.g. a Garmin watch, but rubbish if you had older technology.
- IP suggested it would be better to have a MapRun event rather than no orienteering. This was agreed to use MapRun app as part of the Summer League where it is not possible to host a traditional event.
- CP advised the committee that landowner permissions for events will be a struggle as either the landowner is unwilling to allow events due to COVID restrictions or the relevant staff to authorise our use of the area have been furloughed.
- SS advised the committee that a lot of desktop work has been done to update our areas for the OpenOrienteering maps used with the MapRun app.
- EW suggested that MapRun could be used for summer league events.
- CP suggested that MW, UW, SC RE and SS should meet to discuss restarting events.

- EW expressed his thanks for those members of the club and committee who were working behind the scenes to keep the club running.

Action Points

1. CP to convene a meeting in a month's time to discuss restarting events after lockdown.
2. UW/ CP to add MapRun events to the Summer League when a traditional style event is not possible.

8. Development Team Report

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

- JDM advised the committee that there was no update to the development plan.
- CP suggested that work on the development plan be paused due to the unpredictable nature of current COVID restrictions.
- SC agreed that work should be a paused on the development plan to enable the committee to focus on dealing with COVID restrictions.
- EW suggested that the development plan could be discussed at the next committee meeting. This was agreed.
- RE reported that BOF webinar was very good and their website has lots of useful training tools for members to use.
- RE reported that the club has around 45 MapRun course in various locations around the county. The MapRun app has enabled the club to offer orienteering in the South of the county where we have very few POC's.
- RE reported that 31 schools, via their Schools Sport Partnership Managers, have been in contact about new or updating existing maps of their school grounds.
- CP expressed a concern that the club will not have enough mappers to meet the clubs needs and complete the schools mapping.
- RE advised the committee that outside mappers would be asked to complete some of the schools mapping work.
- SC asked about how much we would invoice schools for this work?
- RE reported that charges were still being negotiated.
- SS noted that a significant cost of mapping was the distance a mapper had to travel to a site.
- RE reported that South Leicestershire Schools (3 School Partnerships) were looking at orienteering as part of the nest two years primary school games. – *Post meeting (2021 event now not happening).*
- RE advised the committee that this could be a similar style event to previous North West Leicestershire Schools events.
- IP suggested that Brooks Hill would be an ideal location.
- SC suggested that club should engage with South Leicestershire Schools on hosting a school games orienteering, but that the club should be mindful of likely COVID restrictions. This was agreed that RE should pursue the school games event.
- RE reported that BOF are tendering for development for a new portal site to host POC's and VOC's.
- SS advised the committee that the Snibston map was being updated to a sprint standard map, from the current forest standard.

- SS advised the committee the QE Wood was due to start removing the rabbit fences, but this has been delayed several times before. This will have an impact on updating the map.
- RE advised the committee that Club Nights will restart once COVID restrictions are lifted.
- RE advised the committee that a contact form had been added to the club website.
- RP reported that work to create a new WordPress Theme for the club website had stalled due to amount of work needed to create a new theme.
- RE advised the committee that it would be cheaper to have a 1 year Zoom license, rather than a monthly license. This was agreed.

Action Points

1. RP – Add development plan as agenda item for the committee meeting on the 10th May.
2. RE to progress the school games event with South Leicestershire Schools.
3. RP to renew Zoom license for 1 year.
4. RP to finalise new design for website with IP and John Cooke.

9. Club Captain's Report

- ER advised the committee that due to lockdown, there is nothing to report.
- SC hoped that October's CompassSport Cup final would still happen.

10. Membership Secretary's Report

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

- SC suggested that the lack of events has impacted the club membership renewals.

11. Any Other Business

- WW advised the committee that safeguarding training is now a requirement for coaches.
- WW advised the committee that any online training with juniors or vulnerable adults, should have at least two adults present for safeguarding.
- EW thanked WW and AW for this month's excellent newsletter.

Meeting Closed at 9:25pm

12. Date of future meetings:

FULL:	FEBRUARY, MAY, AUGUST, NOVEMBER
Events:	JANUARY, APRIL, JULY, OCTOBER
Development &	
Coaching:	JANUARY, JULY
AGM:	OCT

TREASURER'S REPORT FEBRUARY 2021

Financial Position

We have a very significant loss, £1,916, principally arising for our 50th anniversary memento. Losses will continue to rise during the year as we have £1,100 of recurrent expenditure (zoom licence, storage, insurance, one newsletter) in a do nothing scenario. So we would need a surplus on club nights and events to reduce this loss or donations from club members.

Events	Income	1374
	Expenses	-646
indirect	Income	379
	Expenses	-1600
	NET	-493
Other	Income	1276
	Expenses	-2699
	OVERALL NET	-1916

This outcome is unsurprising and we are fortunate that we have reserves to handle a £3,000 loss.

Financial Policies & Risk Register

Financial policies have build up over many years but are not codified. If new members come on to Committee or were to take over the Treasurer role it would be hard to find out the history or current expectations.

Committee do not receive a report on the operation of the financial controls nor do we consider the major risks to the Club, say the top 5 risks. Charities registered with the Charity Commission have to certify both items when submitted their annual accounts. It would be good practice if we did the same.

Attached is set of policies. There will be omissions which Committee members need to identify. There will be some practices that might need adjustments or have been superseded.

- Our practices for looking after our assets is weak, we don't confirm the inventory and have a problem tracking all the SI kit as it's made up of over 200 items.

- The bank authorisation puts the whole of the funds under the Treasurer's control. We could change to a dual authorisation bank but this would cost us probably £100pa in bank charges. Members with view access on the account could help detect significant unusual items on the account during the year prior to audit.
- There loss of either signatory for the Mansfield Building Society Account would hamper withdrawals. So we ought to add a third.

So these are two areas where your views are needed. There may be more.

Recommendations

Annual report on financial controls and annual risk register be considered by Committee. Suggest Vice Chair submit the risk register and the Treasurer the financial controls report.

Financial Policies be amended following discussion at this meeting. Policy be issued to all roles named to confirm acceptable and resubmitted to the next Committee for approval.

Roger Edwards 30th January 2021

FINANCIAL POLICY FOR LEICESTERSHIRE ORIENTEERING CLUB – DRAFT VERSION

Leicestershire Orienteering Club (LEI) is a Community Amateur Sports Club (CASC). CASC gives LEI Corporation Tax benefits and allows the club to claim gift aid on donations. To maintain this status the club must have a high proportion of members who participate regularly.

LEI should determine its 'Internal Controls' for running the club, one of these is the Financial Controls. This Financial Policy documents the current procedures of the LEI.

Committee members' financial responsibilities

Responsibilities

The Committee members of LEI are responsible for:

- Safeguarding the assets of the charity.
- Identifying and managing the risk of loss, waste, theft or fraud.
- Ensuring the financial reporting is robust and of sufficient quality.
- Keeping financial records in accordance with the governing document and relevant legislation (e.g. Companies Acts, Tax Acts, etc).
- Preparing Annual Accounts in accordance with the constitution and relevant legislation.
- The accounts showing a true and fair view of the state of affairs of the Club

Committee members are jointly responsible for keeping complete financial records for the Club. To enable members to carry out these responsibilities, the financial procedures below will be followed.

2.2 Financial controls

The Committee members will review the financial controls annually and decide if the controls are appropriate for LEI. The Committee members will review the club risk register (which includes financial aspects) annually.

Banking

Bank accounts

- All bank accounts are in the name of Leicestershire Orienteering Club and operated by a few of the Committee members.
- New accounts may only be opened by a decision of the Committee members, which must be minuted.
- Changes to the bank mandate may only be made by a decision of the Committee members, which must be minuted.
- The four authorised signatories for the current account are the Chairman, Vice Chairman, Treasurer and Secretary

- All cheques exceeding £500 must be signed by two signatories, who are responsible for examining the cheque for accuracy and completeness.
- The signatories are responsible for examining the payment documentation (purchase invoice, etc.) prior to signing the cheque or undertaking reasonableness checks, such as sight of the invoice, before authorising an internet transfer.
- All bank statements are to be sent to the Treasurer directly.
- Blank cheques will never be signed by one signatory for a second to complete later.

Online banking

For our online bank accounts only Committee members approved by the Committee will have access to the facility. The security of the online system follows the arrangements offered by our bank (Santander Bank). The system has single authorisation on payments, a passcode for signing on and one time passcodes when creating the majority of payments. Operation of the online banking services are under the control of the Treasurer who has full access rights, as agreed by the Committee and in accordance with the bank mandate.

View access is granted to the¹

The Mansfield Building Society account is a Passbook savings account and all transfers out are paid into the Current account. All transfers are authorised by the Treasurer **and** Chairman.²

Payment by bank cards

The Treasurer has a bank debit card for the online account. The card is used to pay for online purchases for some goods and services eg. Printer supplies; and in person at social venues.

Payments must be supported by an invoice or receipt made out to Leicestershire OC.

Personal debit or credit cards

Prior approval must be given by the Committee for equipment to be purchased. However for incidental expenses no approval is needed, so event officials may make a purchase themselves and then claim the cost on an expense claim.

All invoices received or receipts must be issued in the name of Leicestershire OC.

¹Who?

²We have no reserve if one person indisposed.

Event and coaching finances

Event budgets

Budgets shall be prepared for all Level A & B events. Budgets shall be prepared for Level C, where there are likely to be exceptional costs, eg Bussing, High land access fees.

Event fees

Standard event fees for Level C& D events are recommended by the Events Sub-Committee and agreed by Committee. Juniors are charged between a quarter and half of the adult fees. Older full-time Students shall be charged a fee higher than the junior rate to reflect the higher BOF levy on seniors.

Coaching fees for weekend training

A budget shall be prepared by the organiser and the fees charged shall be agreed with the Treasurer.

Club night fees

A budget shall be prepared by the organiser and the fees charged shall be agreed with the Committee. There shall be a family rate which will be lower than the sum of the individual fees.

Event and activity expenses

The Treasurer will use the on-line banking to pay for hire of facilities, levies to British Orienteering and East Midlands Orienteering Association (EMOA). The Event Co-ordinators shall post on the BOF portal the participation levels for each event to determine the levy due. The Treasurer will use the figures to pay EMOA.

Event memento and coach clothing

The event organiser shall provide club members a clothing memento at their first Level A event. Level C event officials shall be provided a clothing memento at their first event. The Development Co-ordinator shall provide new club coaches with a clothing memento and Level 2 coaches shall be provided with a waterproof jacket. ³

Receipts for events/ coaching

Competitors attending an event, pay on the day and receipts are not issued receipts when the cash is handed over. **Or** entrants prepay using an on-line entry system, we use Fabian4 and SI for the largest events.

To manage the handover of cash and cheques to be paid into the LEI bank account:

- Organiser should use bank transfer from a personal account and retain the cash.
- Cash may be handed to the Treasurer

³We have club champs memento and club awards memento (not yet included? Required?)

LEI offers contactless and contact card payments at events. The machines need to be wirelessly connected to a phone and the internet. Email receipts may be given

Entry fee Refunds

Refunds for cancelled events shall be made by the Treasurer or Fabain4 and SI. For large events, eg Level A & B, where the scale of the refunds could jeopardise the existence of the club we will make a refund once the Club's own costs are covered. We will publish this policy when these events are promoted.

Review of financial situation

The Treasurer will summarise the income and expenditure of events and activities. The Events Committee will review the statements provided at each meeting. The Committee will review the outturn at least twice a year.

Gift Aid

LEI operate an event expenses scheme where members claim the full HMRC approved mileage rate and then make a donation of the difference between the standard club mileage rate (2/3 full HMRC rate) and the full rate. Where the event official collects cash at the event the claim any reimbursement out of the income and may all be combined on one claim form but are treated as three separate transactions.

Officials claiming expenses and making a donation after the event/activity must submit a claim to the Treasurer and pay the connected donation (if any) separately.

Members may claim reimbursement of expenses for travel when representing the club at an event world-wide or while training and involving journeys over two hours. Expenses cover Travel (mileage/fares) accommodation, entry fees and refreshments. The restrictions of the CASC scheme must be met.

For the travel support scheme the club expects members to make a donation of 90% of the monies received. The donation is not to netted off against the claim.

The Treasurer will submit gift aid claims to the Her Majesty's Revenue and Customs (HMRC) periodically. The HMRC will be advised if there are material changes to the basis of the data collected. Claims and Gift aid declarations will be held for all claims and if no longer current destroyed after six years.

Contracts for rooms and other services

The Mapping Co-ordinator shall arrange for safeguarding of our digital maps and will be reimbursed for costs of external storage of such maps.

The Equipment Officer shall maintain a multi-year Radio licence for using our radios in small areas.

The Electronic Equipment Officer shall maintain a licence to use results processing software. Events Committee shall agree the supplier. To

reduce costs we would normally expect to pay for a multiple year contract.

The Secretary shall maintain a licence to use software for holding virtual meetings.

The Club Night Co-ordinator shall book rooms and facilities for club night coaching and shall be reimbursed in full.

Social activities

The costs paid by members must cover out-of-pocket expenses, the costs of refreshments and venue charges.

Expenses policy

Out of pocket expenses incurred by the volunteers who are involved with running activities will be reimbursed. Expense claims must be submitted with receipts, wherever practicable, to the Treasurer.

All claims need to be made on the appropriate form (copies available from the Treasurer or the website) giving sufficient detail as to the nature of the expense.

Expense claims should reflect the cheapest travel option available. Travel by car will be reimbursed at 2/3rd of the current HMRC approved rate for the actual mileage travelled. Car parking, tolls and congestion charges can be reclaimed but parking or other fines will not be reimbursed.

Membership Subscription

The membership subscription is reviewed on an annual basis. The subs are agreed for the year starting approximately 14 months after the AGM. The subscription year is 1st January to 31st December. Subscriptions are normally collected in advance by BOF from 1st November.

LEI is committed to keeping the membership subscription low. We only charge for members of other clubs who wish to be provided with the LEI newsletter.

Sales

The Treasurer will issue Sales invoices for supply of mapping services, or orienteering markers as advised by the Development Co-ordinator or POC Co-ordinator. Sales shall be priced at a commercial rate.

The Club's Map Printing Officer shall provide maps as required by outside groups. Sums to be invoiced shall be notified to the Treasurer.

Map sales shall be made at the rates on the agreed map pricing schedule agreed by Committee. Fees may be waived if agreed by two of the four Officers.

The British Orienteering Portal shall be used for selling Permanent course maps. The prices used should not undercut the prices charge by landowners. Fees should be charged to indicate to purchasers that the map and course

have involved significant club resources, but not set so high as to significantly deter purchase. Beginner junior courses should normally be free. Periodically during the year, British Orienteering pay the club the fees charged less an admin charge.

Asset register

An asset register is maintained by the Equipment Officer⁴ which records all assets held including their initial purchase price, date of purchase, estimated nominal value and location. A copy invoice shall be retained in case required for insurance claims.

Electronic Timing equipment register shall be kept by the SI Equipment Monitor.

Coaching equipment register shall be kept by the Coaching Co-ordinator.

Loan equipment and items for Development activities shall be kept to the Development Co-ordinator.

All assets are fully written off against receipts in the year of purchase. The register is reviewed bi-annually to confirm assets are still held and in good condition. Items no longer of use may be offered to members, recycled or scrapped.

Software Licences (if any) are included in the Asset register. (Currently Results processing and ocad,)

Reserves

LEI aims to hold reserves that will cover [three] months of regular operating activity. The Treasurer must advise the Committee if reserves are likely to fall below this level.

Insurances

The Treasurer will maintain insurance for all equipment which is arranged with Richard Weston Ltd. Equipment must be stored securely, normally in a brick-built home and not be on show overnight or in a vehicle when at an event. Insurance for overnight cover of equipment and toilets/marquees at events has to be agreed by our insurers. Planners need to notify the Treasurer at least a week before the event to obtain permission.

SI download equipment and toilets shall be kept under surveillance at events.

The Treasurer will notify our insurers of any material change in equipment to be covered. (Any single or combined purchase over £500 or major write off).

Event officials shall report losses to the Police and the Treasurer will submit claims supported by relevant invoices.

There is cover for Public Liability arranged by BOF for registered events and activities.

⁴Will this work for Event equipment, esp SI Also separate Event and Development

Availability and changes to this policy

This policy is available on the LEI website. This policy may change from time to time. If we make any material changes, we will make members aware of this through the newsletter.

Queries

If you have any queries about this policy, please contact the Treasurer.

This policy was adopted on:

Signed:

Committee Role:

Print Name:

Policy Review Date February 2022

EVENT SUB COMMITTEE REPORT FEBRUARY 2021

Leicestershire Orienteering Club Event Notes for Meeting 9.2.21

These are some thoughts on the issues that face us in restarting activities and competitive orienteering. Because of other roles in Orienteering, I have been able to tap into what is happening in other areas of the UK and the information available to British Orienteering.

- **Start Date.** The PM has gone on record as saying that the earliest possible date for schools to return will be 8th March 2021, providing all goes well with driving down the infection rate. It may well be that date is postponed. Schools returning does not mark the end to lockdown and it would seem that the scientific view is that any easing of restrictions should be very gradual. The current best guess is that the earliest we may restart will be sometime in mid-April.
- When Orienteering does restart it is likely that restrictions will be in place similar to those we experienced in the summer of 2020. In the light of our experiences last summer, the two restrictions that impacted most on events were the limit on numbers and pre-entry. Facilitating a COVID secure event also requires more volunteers.
- Given the track record of the government in announcing changes to the rules at “the last minute” it is unlikely that we would be able to start up again as soon as we get the green light. Organising, planning events and setting up whichever pre-entry system we use take time.
- **Finding Volunteers.** There was a noticeable reluctance among many of our members, including some who one would regard as regular event officials, to help at events, in the summer of 2020, because of their concerns regarding COVID 19. If the same situation pertains at the restart, and I have reason to believe it may, then there will be some difficulty, at least initially, in finding members to run events.
- **Permissions.** As things stand at present the landowners for many of our Forest Areas are refusing permission for events. For some of the large landowners (Forest England, National Trust, MOD etc) this is national policy. The indication is that they will not change this policy in the near future. The other problem is that a lot of landowners have furlough many of their staff and getting responses is very slow. I am aware that other clubs have asked permission for events in the autumn and have been told no – or come back in September! One reaction to request for permission that has been related to me by several clubs is “how can we give you permission when we don’t know what the rules will be”

- Finding venues for parking, toilets, registration will almost certainly be difficult at first.
- Suggestions have been made that we could squeeze more events in later in the year. Unfortunately, that may not be possible. As you will be all aware, the Autumn programme thought out the UK is always very full. It has also been agreed by the Regional Fixture Secretaries, at the request of Events and Competitions Committee, that priority, in the programme, will be given to major events that will have to be reschedule and to any national events that have been displaced by that rescheduling. It may therefore be very difficult to fit in any more regional events at weekends. It should be possible to run some Local events on Saturdays. Weekdays will not be a problem.

In Summary the issues that we have to overcome to restart are:

Getting the green light to restart
Finding areas and getting permissions
Finding Officials
Setting up pre-entry system.

Assuming a restart after in early May the event programme for the rest of 2021 could be:

14 Event Summer League
6 Event Winter League (with another 4 in 2022)
Club Championships
3 Urban Regionals
2 Forest Regionals.

Chris Phillips
Events Co-ordinator.
31.1.21

Development Team Report February 2021

1 BOF Webinar on-line resources

The 26th January webinar is one all coaches should see. It used shared activities in the webinar but the last one crashed with 80 accessing at once!

1) Laurence (SN) engaging SCOA juniors by using Zoom to facilitate training screen sharing and allowing participants to draw on the screen and sharing maps and routes for discussion, as well as tools like Kahoot and Menti for polls and engagements.

2) Iain Embrey (INT) running the JROS "virtual" using google including Jamboard

4) Jane Mockford (DEE) managing and setting exercises virtually for examples compass/bearing exercises.

3) Lynne Walker (BASOC) using MapRunF in urban / semi-urban / open rough fields / woodland with a progression between areas to fine tune navigation skills and increase confidence.

5) Mark Nixon (FVO) World of O "runningwild" tool - a platform to facilitate athletes looking at maps and thinking about route-choice and leg planning.

... Tools we could be using at Club Nights or as preparation for in terrain training. Maprun could be set up for permanent training in forest and parks. Needs discussion by coaches.

2 Location of Mapruns and use in Events

We have taken forwards the extension of Maprun to more towns.

Attached is a full list of locations and notes on those in progress. We are aiming to use most new ones in the Leicester suburbs at Club nights.

- We have permission issues at Outwoods and Loughborough Uni where we have not established contact to discuss impact and limitations.
- We are not using Coalville ISSOM map as it would be better used for Level C first.
- We are seeking Woodland Trust permission of Maprun at QEDJW. WT did ask in 2014 for us to put in POC. Awaiting outcome from WT Head office.
- I followed up Bradgate Permission and I am told 13 consents, including ours, are at the NE office following submission in October.

There are no further plans but see above prompt from the BOF webinar.

BOF are looking to bid for Sport England recovery funds, this seems likely to involve a significant extension to Maprun. In particular targeting audiences that we are not reaching (most people!). Eg Harborough district we had Foxton Locks POC and nothing else. We now have Harborough, Little Bowden and Kibworth Mapruns which could be used if we could sell the facility.

If the bid is successful, we may participate in any BOF plans.

Any views on target audiences?

With significant permission issues it's highly likely that our summer league will have very limited range of forest locations. If we were to use all possible areas we are going to need big increase in other areas. Extending our urban courses seem a very likely outcome. Maprun provides courses low cost in *new areas* and can deliver courses for use later by the public. It saves time on deployment and collection of controls and sorts the covid issues on SI equipment.

What are members views on having Mapuns in our League programme?

3 Working with Schools- Competitions and Maps

NW Leicestershire Partnership unlikely to commission us to deliver an event in this academic year.

Lockdown extensions make social distancing PE tricky, so South Charnwood and Melton partnerships have asked for thoughts on mapping all 31 schools. I have advised on costs, supply of plaques (could take all out stock) and teacher/staff training. The BOF on-line course is an obvious route may be supplemented with a Tutored zoom meeting. The club could provide mappers but I am fairly sure we will need several professional/ amateur mappers too. Eg David Peel and Caroline Louth. Well over half the requests for information come to nothing but sometimes it can be a year before there is an order.

School Competition South Leicester (Oadby& Wigston, Harborough and Blaby) are interested in a school competition at a weekend for 90 schools. This looks a possibility in School Games week. Weekend is of more interest to LEI as parents ought to attend (and try it?) could be

combined with club event and so more volunteers. Would need to be run over long period, ?all day.

Recommendation

Agree to make a real offer to provide score event, subject to being permitted in terms of land access (Brocks Hill) and covid rules. Mid June, schools Games Week.

Mapping

School mapping work is fairly minimal, Pete Leake has done Fullhurst Community College, Leicester and we have supplied POC plaques. Job is partly completed as part of the school is out of bounds while being used for social distancing. We can only finish the remaining quarter when use of whole school is permitted.

John is finishing updates to Parks Primary and is starting on Priory Academy, Bottesford.

St Barts, Quorn request has been forwarded to Toni who got school mapped several years ago.

Peter is intending to finish off Hugglescote Primary and they will need plaques.

4 POC New portal and repairs

BOF are commissioning a new stand-alone portal.

Irchester has a new Ranger, Matt Harrel, and there is some active Management at NCC. I have invoiced Irchester for replacement plaques and two new posts are to be installed. When completed the courses will be adapted. We are pencilled in for YBT in July 2022 but this could be bumped to 2023.

Snibston: My visit at end of October found over half plaques lost. Map is being updated for Mountain bike trail and new cafe following its opening. Courses need to be reevaluated, reduced, passed to Simon for assessment. As this is County Country park should give us a usable Level D map.

5 Juniors

Our work with juniors over the last year has been virtually nil. Quite a few have not rejoined. There are things the coaches could do and these should be explored. **Thoughts on junior involvement?**

The **YBT Final** is scheduled for July but fitting in a Heat is probably not going to happen. It would be possible to allow all interested clubs to send a team without qualifications. This happened for one heat at the CSC Final 2019.

6 Club Nights

We will restart Maprun club nights when permitted, mid March? We are close to having enough new areas ready to go for all Tuesday's to end of April. The locations give us the chance to access the suitability of areas for ISSOM maps without the considerable expense.

7 Website

We have had issues where non-members have found contacting the club difficult. The LEI site now has a Contact button on the front page.

We found our web site was not well focussed on recruiting non-members. This is even more of an issue in 2021 when we need to attract newcomers. The website was under review last year but we have not reached a conclusion to enable a switch to the new format. Testing of the own coding got delayed. We should determine the steps needed to bring this work to a successful conclusion.

Recommendation

Determine what is needed to enable a switch to the improved website presentation.

8 Zoom Licence, meetings and Training

Our licence expires in May. With our recent experiences we need to evaluate which meetings/training need to be face to face and which could be conducted on Zoom. Zoom excludes some who are uncomfortable with the tech. It helps significantly with reducing carbon footprint it has a margin benefit on reducing room rents. It probably allows more newcomers to participate in training. For the Association, Region, Country it could help with sharing out limited trainer resources and improves on the economics of small group training.

It's not good on building working relationships and newcomers will find it harder to contribute.

Recommendations

Agree a one year licence, at lower cost.

Decide which small groups, large groups should continue with zoom meetings.

Roger Edwards

30th January 2021

MapRun Status – January 2021

Maprun status report January 2021							Distribution: Maprunners and ...			
Map styl	Location	Planner	Mapper	Map	Comment	BOF status	Club Night usable	Status	Key	
1	ISSOM Abbey Park	Roger Edwards	LEI archive			Published		C	Completed	
2	OOM Anstey	Chris Bosley	Chris Bosley		expand the SL courses			I	In Prep	
3	OOM Barwell	Keith Willdig	Keith Willdig			Published		C	To do	
4	ISOM Beacon Hill		LEI archive			Published		C		
5	ISOM Beaumont Leys South	John Marriott	John Marriott	new	Possible ISSOM urban			I		
6	ISOM Beaumont Leys Sprint	Roger Edwards	John Marriott	new		Published		C		
7	ISOM Bennion Pools	CP/UW /RE	John Marriott			Set up no courses		I	Newer map required	
8	OOM Birstall	Chris Bosley	Chris Bosley				y	I	courses to be checked and completed by 30Jan	
9	ISSOM Bosworth	Roger Edwards	LEI archive			Published		C		
10	ISOM Bradgate	Chris Bosley	LEI archive		Wait Carolyn Holmes			I	Needs NE approval	
11	ISOM Brocks Hill	Roger Edwards	LEI archive			Published		C		
12	ISOM Burbage	Keith Willdig	LEI archive			Published		C		
13	ISOM Braunstone	Roger Edwards	Simon Starkey		Park run 5k course- use?			I	use?	
14	ISOM Castle Hill	Roger Edwards	Peter Leake	revised				C		
15	ISSOM Coalville		Peter Leake	new	Summer Level C? Priority over Maprun?			T		
16	OOM Croft	Matt Birkett						T	can it work?	
17	OOM East Goscote	David Cladingboel			up to Medium possible			T	To do	
18	OOM Enderby / Narborough	Matt Birkett						I	In Prep	
19	OOM Fairmeadow	David Cladingboel	DEC		Courses ready to publish		y	C		
20	ISOM Fosse Meadows	Roger Edwards	Peter Leake		Forestry Works winter 20/21	Published		C		
21	OOM Glenfield Centre	Roger Edwards	Simon Starkey			Set up with courses open 9 March 2021	y	C		
22	OOM Glenfield South East	Roger Edwards	Simon Starkey		Possible ISSOM urban	Set up with courses open 2 April 2021	y	C		
23	OOM Glen Parva, Eyres Monsell, Blaby	Zeph & Sue Gray	Simon Starkey					I		
24	ISSOM Groby	Alastair	Alastair	revised		Published		C		
25	OOM Hamilton	Chris Bosley	Chris Bosley		Map and courses need checking			I	Paused until end of Leicester lockdown	
26	ISOM Hicks Lodge	Simon Starkey		revised		Published		C		
27	OOM Hugglescote	Keith Willdig						I		
28	ISSOM Irchester	Roger Edwards	Peter Hornsby		POC ned repair	Published		C		
29	OOM Kibworth	Roger Edwards	none		DJ testing			I	to be tested	
30	ISSOM Loughborough Uni	Andy Glover	LEI archive		Permission needed?			I	permission sought	
31	ISSOM Markfield West	Chris Bosley	LEI archive	revised	Suitable for daylight runs only			I	Aiming a April completion	
32	ISOM Martinshaw	Roger Edwards	LEI archive		3 plus Club night courses	Published		C		
33	OOM Market Harborough Cen	Roger Edwards	Simon Starkey			Published		C		
34	OOM Market Harborough Little	Roger Edwards	Simon Starkey			Published		C		
35	ISOM Melton	Roger Edwards	LEI archive			Published		C		
36	OOM Mountsorrel	Chris Bosley	Chris Bosley		Club night courses	Published		C		
37	ISOM Oakham Tops	Roger Edwards	Jeff Baker	new		Published		C		
38	OOM Oakham Urban	Roger Edwards		new	short only			I	to be tested	
39	OOM Oadby	Roger Edwards	Simon Starkey			Published		C		
40	ISOM QEDJ, Heather		Simon Starkey	new	Needs WT approval. Wanted a POC too. Not Level C terrain.			I	map needed	
41	ISSOM Quorn, Score	Esther Revell	LEI archive		3 courses published			I	map extension to be finished	
42	ISSOM Shepshed	Bob Haskins	Mike Hampton			Published		C		
43	ISOM The Outwoods, "Score"	David Cladingboel	LEI archive		Permission needed?			I	permission sought RE	
44	ISOM Western Park	Andy Ward	Don Moir			Published		C		
45	OOM Wiston Centre	Roger Edwards	Simon Starkey			Set up no courses	y	C		
46	OOM Wigston South	Roger Edwards	Simon Starkey			Set up short course	y	C		
47	ISOM Willersley	Simon Starkey	LEI Archive		2 courses published	Suspended unsafe		C	On Hold	

Membership Secretary's Report February 2021

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		85	14		99

04/02/2021

New members 2021:

Total numbers: 3

Lapsed members 2021:

Total numbers - 32