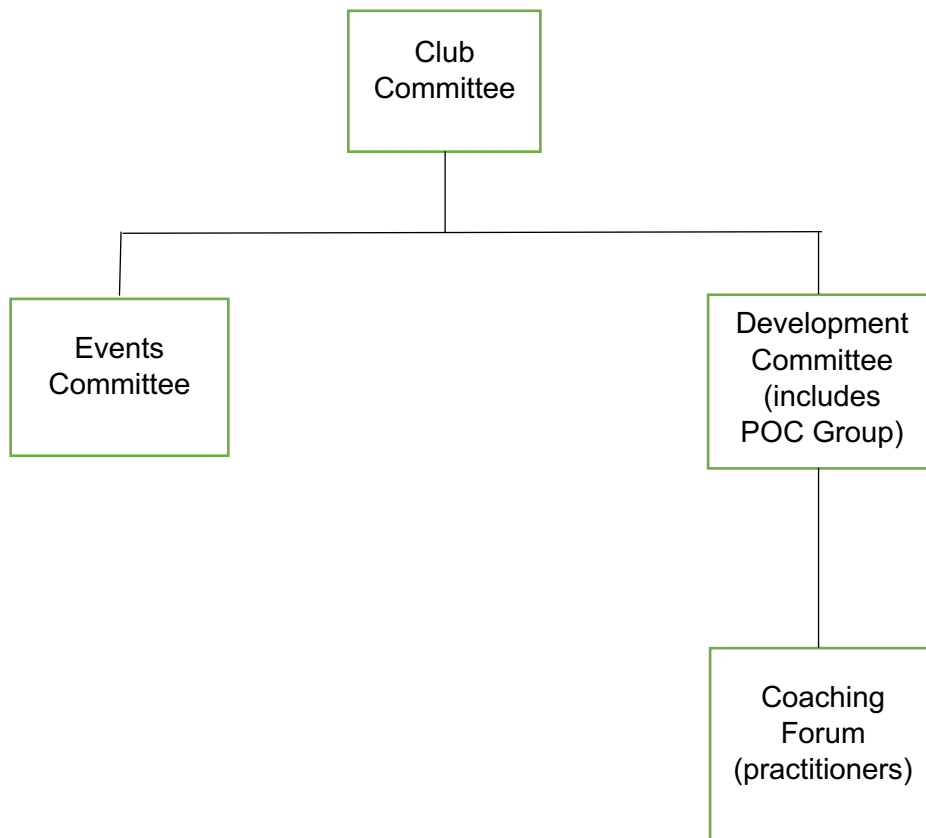


Appendix 1 Officials & Roles (revised March 2021)

The Club will operate the following committee structure:



Events Roles

Events Coordinator: Chairs the Events Committee, coordinating the programme, permissions and availability of maps. Ensures that club members receive the necessary training to be event officials. Has responsibility for all events and finding officials for these events (except where managed by the minor events coordinator) and is one of the club's two nominated officials authorised to register events and activities with BOF.

Events Secretary: Maintains a record of planned events assembly areas etc and liaises with the East Midlands regional events coordinator. Produces and distributes flyers publicising those events.

Access Officer: Seeks out and negotiates use of new areas and extensions to existing ones. Maintains relationships with landowners and institutions having an influence on land ownership / access and acts as the nominated contact with the Woodland Trust of which the club is a member.

Permissions Secretary: Obtains access permissions for all club events including car parks and toilet blocks where available. Detailed discussions re car parks, toilets, which areas are to be avoided, etc. Booking premises to support events will normally be done by the organiser of the specific event or the minor events coordinator. Maintains a register of connections and access times of year for all areas and to ensure that all information discovered about an area by event organisers, planners, controllers, mappers / surveyors etc is recorded for future reference.

Minor Events Coordinator: Responsible for the Winter and Summer leagues and Score Cup. Recommends a programme to the Events Committee for assimilation into the full club programme. Finds organisers to run minor events and coordinates their work; registers these minor events and stores, maintains and monitors equipment used for them (by Minor Events Results Secretary below). Arranges for League award ceremonies. Is one of the club's two nominated officials authorised to register events and activities with BOF.

Map Archivist: Holds, catalogues and maintains the Club's master electronic record of Maps. Issues ocad maps to officials when required. Provides an electronic backup to the backup custodians, the Permissions Secretary, Events Coordinator at least annually.

Mapping Coordinator: Monitors production of new maps and ensures they are to ISOM / ISSOM standards. Stores and monitors Club's mapping equipment. Acts as a backup map custodian holding an electronic copy of the Club's maps.

Mapping Adviser: Advises and assists the Club's mappers on technical points and organisers training as required. Acts as a backup map custodian holding an electronic copy of the Club's maps.

Map Printing Officer: Houses and maintains the Club's printer(s) and produces in house maps.

Results Secretary: Works with the Webmaster to correlate and publish the results of all non level D events and the Club League. Responsible for loading level C, B and A events results to the BOF database.

Minor Events Results Secretary: Processes results for all minor events and produces Summer and Winter League tables.

Event Entries Officer: Receives and collates entries for all pre-entry events. Allocates start times.

Electronic Systems Coordinator: Leads a team coordinating use of electronic systems at non level D events and processing the results of electronic events. Organises the training of other members in these processes.

Electronic Systems Assistant: Is a member of the electronic systems team and deputises for the coordinator.

Planners' and Organisers' Equipment: Buys, stores, maintains and monitors equipment used by the planners and organisers for non level D events.

Technical Adviser: Advises on technical matters eg rules, controlling, suitability of new areas etc. Organisers such training courses as required. This role is held by one of the Club's senior controllers.

Sport Ident Equipment Monitor: Oversees and coordinates the acquisition, maintenance and protection of the clubs SI equipment. Purchases made by the Treasurer.

Development Roles

Development Coordinator: Chairs the Development Committee and coordinates the work of the Club's development team. Arranges for new activities in collaboration with Local Authorities and seeks funding. Registered as the Club's Publicity Officer with British Orienteering and produces publicity material if not undertaken by the Media Liaison Officer or Club Captain. Nominates athletes for junior, senior or Club performance awards made by external bodies. Uses update rights for posting news, events and activities on the LEI website. Reviews LEI website to keep development content up-to-date. Updates Orienteering activities on Leicestershire and Rutland Sports. Dropbox Administrator for LEI Shared Committee folders. Sources Club coach clothing and Key officials clothing.

Development Secretary: (Minutes) secretary.

Club Captain and Members' Representative: Acts as a conduit for inter-club fixtures to be arranged and publicises and coordinates activities of members entering as teams in relays or inter-club competitions. Updated section (e.g. CSC, British champs and JK relays, Peter Palmer, YBT). Represents the interests of the ordinary members at the Club Committee. Arranges for the Club's Junior awards, eg incentive awards. Assist the Junior captain with organising the junior social. Arranges for the Club's Junior awards, including nominations for the rising star award.

Training Weekend Organiser: Organises the club training weekends. (This may be the Club Captain.)

Coaching Coordinator: Organises coaching for members, principally via the Club night coordinator, but also weekends away. Coordinates the activities of the Club's coaches and encourages new members to become coaches and existing coaches to qualify at a higher standard. Nominates qualified members to the East Midlands Junior Orienteering Squad. Advises on coaching equipment and training requirements for all coaches. Promotes attendance at external coaching activities.

Duke of Edinburgh Awards Scheme Officer: Acts as point of contact with the scheme organisers and arranges programmes for any applicants. Maintains details on LEI website.

Media Liaison Officer: Promotes the club and its events by use of whatever media can be utilised. Registered as the Club's Publicity Officer with British Orienteering.

Permanent Courses Coordinator: Provides design advice to landowners and arranges for/ or undertakes maintenance of existing courses established at the club's expense. Maintains downloadable versions of all courses where permitted by the landowner, and sells POC maps through BOF portal or directly. Advertises courses and maintain statistics on usage. Updates BOF website with known issues and suspends courses if unsafe. Provides specimen risk assessments where beginner, star and loops are available. Records email addresses for use in half yearly MailChimp newsletter and removes if unused after four years. Sources plaques for use by the club and schools.

Maprun Administrator: Registered as Leicestershire Administrator with Maprun. Issues instructions on good practice and publishes courses on the maprun server.

Maprun Coordinator: Obtains permission for usage from landowner. Seeks Maprun planners, publishes maps for courses on British Orienteering. Registered as a POC updated on BOF. Updates the LEI web site with minimum details. Reviews courses annually to

ensure safe and appropriate. Sends Mailchimp when significant changes to the maprun availability, coordinates with POC mail shots.

Schools Liaison Officer: Arranges for schools to be mapped and provided with permanent courses (if required), seeks approval for access to schools for club competitions. Advises teachers seeking to introduce orienteering into the curriculum by encouraging use of BOF courses. Coordinates events provided by the club for schools and other corporate bodies and ensures they are registered with British Orienteering or covered by the school's insurance. Liaises with the Leicestershire & Rutland Sports. Sends termly Mailchimp newsletter to some Leicestershire schools. Publishes the club's involvement through Northamptonshire Schools Sport organisations.

Club Night Coordinator: Arranges for training activities in terrain or indoors, books school facilities, finds the instructors and ensures permission obtained for in terrain activities. Ensures collection of activity fees, register of attendees and participation details are submitted to BOF. Ensures any Maprun training courses are removed or published for permanent usage.

Colour Coded Awards Officer: Arranges for presentations of certificates for members achieving (EMOA) colour coded standards. Advises MailChimp Editor of new awards.

Website editor: Oversees the content of the LEI web pages.

- Liaises with the Club Webmaster and other officials to ensure content and links are attractive, relevant, current and accurate. Ensures each page has a club official allocated responsibility, or 'ownership' for its content.
- Monitors the site design and content to ensure it attracts new members and encourages existing members to participate in the club's activities.
- Seeks members views of the website.
- Annually reviews the structure and navigation of the site to ensure the site meets the needs of the club and its members.
- Monitors events and activities pages and liaises with event officials to ensure details are accurate and complete.
- Makes amendments and advises responsible officials about amendments needed.
- Liaises with the Webmaster on web structure or design changes.
- Liaises with the club official responsible for social media communications, to ensure consistency and effective links.
- Has responsibility for the 'Introduction to Orienteering' page.

Other Roles

Club Delegate (and deputy): Represents the Club at meetings of EMOA and /or any British Orienteering representative meetings and reports back to the committee.

Club Archivist: Maintains old records of the Club.

Club Shop: Coordinates purchases, including design of, and sales of club clothing. Uses card reader to take payments. Sources clothing for Club Champs mementos.

Development Plan Monitor: Maintains Club's Development Plan, updating it with Committee decisions and publicising it annually. Brings appropriate matters to the attention of the Committee for discussion and coordinate an annual review of the plan. This role is normally fulfilled by the Vice Chair.

Junior Captain and Members' Representative: Represents the interests of the members of the junior squad on the Committee, supports the Club Captain in arranging team and junior social events.

MailChimp Editor: Adds new administrators to Mailchimp. Adds details of new members to MailChimp. Sends regular e-mail newsletter to Club members and other interested parties, promoting events and activities and policy changes and requests for help. Removes leaver members annually and inactive POC email addresses more than 4 years old.

Newsletter Editor: Compiles and publishes Club newsletter. Regular letters to go out in late January, May and September and additional ones as required. Also feeds appropriate material to the website.

Social Media Administrator: Monitors the club's social media accounts to ensure the accounts reflect the views of the club and respond to any queries. Promotes club events on social media. Ensures the club Chair is an account administrator for all social media accounts. Current social media platforms are: Facebook Page, Facebook Group and Twitter.

Social Secretary: Organises the Annual Presentation Dinner, recommends social venues for events and organises social activities with help as required.

Webmaster: Maintains the Club website with input from other members (especially Club Captain, Development Coordinator, Events Coordinator, Minor Events Coordinator, Junior Captain) and publicises the Club, its events and results.

Club Welfare Officer: this officer must remain independent. Remind DBS checked members to renew their certificates and as a British Orienteering nominated signing officer authorises applications or renewals. Responds to reports of inappropriate behaviour.

Principal Officers

Chair:

- Overall organisation and running of the club including promotion and club development
- Chairs meetings including regular committee meetings and the club AGM
- Strategic planning and key decision-making duties
- Uphold Club Constitution and National Governing Body regulations
- Delegating, leading and motivating club volunteers towards club goals/objectives

Vice Chair:

- Ensure that the Club Development Plan is produced and targets set within the plan are achieved
- To support the chair in their role as 'service champion' for the functions falling within the remit of the committee
- In the absence of the chair to lead formal and informal meetings connected with the work of the committee and ensure that such meetings are conducted fairly, efficiently and in accordance with standing orders and other legislative requirements

Secretary:

- Organising meetings
- Plan club meetings with the chair and agree an agenda with all club officers
- Circulate details of meetings (time, location, agenda etc.) to club members

- Take minutes and circulate to meeting attendees
- Follow-up with relevant parties on key actions arising from meetings
- Ensure meetings adhere to procedures of the club constitution (e.g. quorums and election procedures)
- Club Correspondence & Communication
- Initiating and responding to all club correspondence (dealing with queries, official correspondence etc.)
- Filing all club correspondence (incoming & outgoing)
- Adhere to Governing Body rules on communication (e.g. format/timing of response to written communications)

Membership Secretary (comes under remit of Secretary): Maintains membership records of life and honorary members, extracts membership details from the British Orienteering database and reminds lapsed members to rejoin. Issues EMEWS to members by email or printed copy, notifies Newsletter Editor, Development Coordinator, Club Night Administrators and other relevant role of new members so they can issue welcome pack and add details to MailChimp.

Treasurer: Reports to Committee on overall financial position and event accounts.

- Maintains ledger and produces annual accounts for inspection.
- Maintains sales ledger and follows up unpaid event, activity or social meeting fees.
- Makes payments via bank transfer or cheque if required. Pays event levies to BOF and EMOA.
- Holds a debit card to make payments on-line or in person.
- Updates iZettle with new clothing prices, event and activity fees.
- One of the two signatories on Building Society savings account.
- Updates bank mandate on change of signatories.
- Issues sales invoices for commissioned work eg school mapping.
- Annually checks insurance cover. Submits event insurance proposals to agree arrangements outwith standard insurance cover. Eg controls out overnight
- Publishes audited accounts on the LEI website and adds event fees.
- Submits periodic gift aid claim to HMRC and keep register of those willing to make gift donations. On request, issues to a member the detail of gift aid claims made.

Note - some of these roles may be shared between members from time to time and more than one role may be held by one member. Members holding these roles are normally invited to join the committee but are not obliged to do so. Members in the smaller roles might only attend their sub-committee(s).

The composition of the Club's sub-committees etc are as follows (all four of the Club's Principal Officers are ex-officio members of all sub-committees:

Events Committee

- Normally meets January, April, July and October
- A comprehensive review each January with regular updates reports to the club committee
- Events Coordinator, Events Secretary, Mapping Coordinator, Permission Secretary, Access Officer, Club Captain, Minor Events Coordinator, Development Coordinator, Map Advisor

Mapping Forum

- Meets at least each year
- Reports to Events Committee
- The Mapping Advisor (Chair), the Mapping Coordinator, Map Archivist and all active and prospective club mappers
- Encourages development of mappers and shares good practice

Electronic Systems Team

- Meets occasionally
- Reports to Events Committee
- Electronic Systems Coordinator, Electronic Systems Assistant and other members of the team
- Purpose: coordinates our use of electronic systems at events and the processing of the results of events
- Organises training of members in these processes

Development Committee

- Meets twice a year normally to plan Summer and Winter activities
- Reports to the club committee
- Development Coordinator (Chair), Development Secretary or Club Secretary, Coaching Coordinator, Club Captain, Club Night Administrators, POC Coordinator, Club Welfare Officer, Colour Coded Awards Officer, Media Liaison Officer and other members of the club and by invitation British Orienteering community orienteering representative
- Purpose: coordinates the Club's development work in liaison with British Orienteering. Acts as point of contact for schools and youth groups and coordinates the clubs work in supporting senior groups developing and organising activities in the sport. Assists in publicising the Club, its events and the sport in general. Liaises with the POC Group, the Minor Events Steering Group and East Midlands Orienteering Association in respect of coaching and development. Encourages members to compete at events other than the club leagues and monitor the performance of club members. Arranges for coach training and encourages existing members to be coaches and maintain CPD. Encourages or arranges the use of shared transport to events

Coaching Forum

- Meets at least once a year
- Reports to the Development Committee
- The Coaching Coordinator (Chair) and all licenced or prospective coaches
- Encourages development of coaches and shares good practice

Permanent Orienteering Courses Group

- Meet as required but at least biannually
- Reports to Development Committee
- Development Coordinator (Chair), POC Coordinator, Mapping Advisor and any course wardens
- Considers new developments, promotes usage and monitors existing provision, appoints course wardens

Appendix 2

Access & Environment Policy (revised March 2021)

Please refer to the following British Orienteering policy:

www.britishorienteering.org.uk / About / Key Documents / Overview of all Policies / Environmental Policy

In addition:

The Permissions Secretary should involve the Access Officer at the first hint of difficulties as he or she should be best placed to resolve issues.

Our area includes North Northamptonshire with many blocks of mature woodland often of non native species which Forest Enterprise amongst others is working to restore to something more akin to a natural environment. This does involve areas being felled and new areas being fenced off to the detriment of our current usage but we must support such efforts in the long term interests of both the natural environment and our sport. We also take in Rutland where we have few opportunities to stage events. This county also has some blocks of mature woodland but most are closed to us either by virtue of protected status or shooting rights. We must work to get closer to all parties involved in the use and management of these areas to try and promote the fact that our interests need not conflict. Leicestershire Orienteering Club will therefore continue to take on board all environmental considerations when staging any events. We will seek out new areas at the development stage and work with landowners to accommodate our needs without negative impact on wildlife or other users. We will continue working in partnership with landowners, government / local authorities and agencies, wildlife and environmental organisations in avoiding any conflicts of interest. We will also work to the environmental policies of both the British Orienteering and the International Orienteering Federation.

The Access Officer will cultivate contacts with as many landowners as possible to seek out areas and to promote such developments as favour our sport. In what might be deemed our core area it is essential this includes the Forestry Commission, the National Forest, the Woodland Trust and Charnwood Forest Regional Park together with the various local authorities.

Appendix 3 Events Policy (revised March 2021)

Please refer to the following British Orienteering policy:

www.britishorienteering.org.uk / Go Orienteering / Rules and Competition Rules / British Orienteering Rules and Appendices issue 3.9 / 17 Event Structure and Level Requirement

In addition:

Registering of Events

The two Coordinators are the two event registrars permitted by British Orienteering.

The club is permitted to register Level D events.

Level C Events have to be agreed with the Regional Fixtures Secretary (RFS) who will then register events.

Level B and A registrations are submitted to the RFS who if they approve will submit them for further consideration by the National Fixtures Secretary and in the case of Major Events, additionally, to the Chair of Events and Competitions Committee.

Team Events Policy

The club will pay 50% of the senior and 75% of the junior entry fees for relays where representing the club eg JK, British, Harvester and Peter Palmer relays. The entry fee will be the lowest offered eg rate before the 1st closing date.

Appendix 4

Equality Policy & Inclusion Policy (revised March 2021)

Please refer to the following British Orienteering policies:

www.britishorienteering.org.uk / About / Key Documents / Overview of all Policies / Ethics and Behaviour, Equality and inclusion

Appendix 5 Safeguarding Children and At-Risk Adults

Please refer to the following British Orienteering policies:

www.britishorienteering.org.uk / About / Safeguarding and Safety, O-Safe Child Safeguarding Policy, Safeguarding Regulations

In addition:

The club is intent that children and at-risk adults will find orienteering a safe environment in which to have fun learn and develop. The club will do this by adopting and promoting the British Orienteering Federation policy on Safeguarding Children and At-Risk Adults in Orienteering which is published in the Guide to Safeguarding Children and At-Risk Adults in Orienteering also known as O safe.

Everyone, whether employee or volunteer, involved with young and vulnerable people within orienteering has a responsibility to follow these procedures. This includes acting as specified in the procedures if they have reason to believe that such a person has been or is in danger of being harmed.

if members have concerns about implementation of these policies then the Club's Welfare Officer should be contacted.

Appendix 6 Mapping Policy (revised March 2021)

Please refer to the following British Orienteering policy:

www.britishorienteering.org.uk / Go Orienteering / Rules and Competition Rules / British Orienteering Rules and Appendices issue 3.9 / Appendix D: Mapping

In addition:

Mapping shall be overseen by the Club's Events Committee.

Maps shall be produced using the appropriate IOF standards, the latest BOF rules of orienteering and BOF mapping advice. The IOF standard used shall be appropriate to the potential events. Note that an area may have two maps depending on the final scale. No mapper should deviate from the IOF standards without agreement of the mapping coordinator and/or the events committee.

The Events Committee / Events Coordinator will agree the scale of new maps in order that the appropriate symbol set be used for the usage expected.

All maps must acknowledge the source of any external detail with the appropriate copyright notice. For example, Ordnance Survey (OS) data or Environment Agency (EA) LiDAR data. Maps must contain creation date and ownership information. A map legend may be included if space allows. It is acceptable to make the legend available to users on a separate sheet. Where possible there should be space on a map to fit a copy of the control descriptions. The OS map reference of the centre of the map or the likely event parking should be on the map. New maps should be geo-referenced and geographically accurate. Minor distortion of geographical accuracy may occur to provide clarity for the map user.

When the Access Officer, or others, suggest an extension to an existing area or a new potential area, the Events Committee should decide whether and when to include it in the surveying programme. Existing areas shall be monitored for changes by the Events Committee with reference to the future event programme.

Mapping of larger areas, where commercial printing is required by BOF Rules Appendix D, should be commenced such that the map can be printed at least six months prior to first usage.

The Events Committee should meet every January to map out a medium-term events programme and meet as required throughout the year (normally quarterly) to keep the programme up to date. The Mapping coordinator shall review the program with Map Group to update the mapping programme to accommodate the fixtures. This should identify potential events up to three years ahead to enable long term map planning to be put in hand.

Commercial mapping

If no suitably qualified club volunteer is available, potential commercial mappers should be identified and invited to tender for the work. Mappers new to the club shall provide references and examples of their work. Tender documents and contracts are held by the Club in a format which should be used for commercial mapping. Club members may tender for such contracts on a commercial basis, but they will be treated on exactly the same basis as any other commercial mapper. The Mapping Coordinator shall make a recommendation via Events Committee to the Club Committee who will make the final decision. Where urgency dictates, the Club Chair and Officers may jointly make this decision. The decision will not be merely on cost but will consider the mapper's experience, their quality of work and timescale.

Mapping Supervision

Whenever a map is being prepared for an area which could sustain a larger event a Mapping Supervisor will be appointed by the Events Committee to monitor progress and have the work checked on the ground. The Mapping Supervisor may be the Mapping Adviser or Mapping Coordinator. The role of a Mapping Supervisor is to assist the mapper both technically and with local knowledge as and where appropriate and also as a 'quality controller'.

For smaller areas volunteer mappers should always be sought but their work should still be checked on the ground and the finished cartography checked by the Mapping Adviser or another of the Club's experienced mappers. The planner or controller of a forthcoming event may suggest features to be included but once the mapper has signed off his or her map it should not be further altered, and any subsequent discrepancies discovered in the event area should be avoided in event planning.

Event Interaction

Planners and Controllers are requested not to make changes to maps themselves. Changes must only be made to maps by mappers authorised by the club. If they require changes to be made to a map, they must refer to the original mapper, the Club's Map Archivist or Mapping Coordinator who will arrange for the necessary changes to be made. If such changes are to be considered the mapper should be involved at least 28 days prior to the event to allow adequate time for proper surveying and the final version of the map must be produced no later than 14 days before the event. This protocol has been introduced to avoid the confusion of more than one edition of a map existing and to avoid changes being made to maps that produce other "side effects". The updated map must be passed to the Map Archivist, to keep the Club's library up to date.

Following the event, the event officials shall notify the Map Coordinator of any corrections and possible extensions to the map. The Map Archivist maintains a list of changes required to each map. Corrections shall be notified on a marked up map or by an annotated Purple Pen overlay on the existing map.

Mapping for third parties

Where the Club is requested to arrange mapping for third parties e.g. Local Authorities or Schools, the Club will endeavour to assist and wishes to maintain access to as many areas as possible. The Club will invite all club mappers to offer their services and will then be selected in rotation from the pool to ensure no undue preference. Mappers on the third-party rota are expected to undertake voluntary (expenses only) mapping for the club. If no one is willing then the mapping requirement will be offered to non-club members.

The club will contract with the third party to provide a map, at a cost agreed by Schools Liaison Officer with the mapper, bearing in mind the expenses he or she is likely to incur. The cost will also be dependent on the availability of aerial photographs and/or good quality base maps.

If the map is to be used for club competitions, British Orienteering insurance protection is provided for the mapper. Otherwise the third party's insurance and OS/EA copyright provisions apply. Once the third party has confirmed that the mapping has been completed to specification, the Club will pay the mapper his expenses up to the agreed price less the Club's overhead charge of 10%.

Any volunteer mapper is responsible for accounting to HMRC for any profit element in these arrangements. If in the light of personal taxation circumstances, a volunteer mapper, working on a map for a third party, may claim at the current HMRC maximum rate for casual users (45p). Whenever entering into any contract of this nature with a third party, the contract shall whenever possible, provide access to the area for Club Orienteering at least once a year.

Software Licences

All new maps should be created using Open Orienteering Mapper (OOM) software. This is open source software with a free to use license. Older club maps are in Ocad format. The club has a number of Ocad 9 and 10 licenses which are allocated by the Mapping Coordinator dependent upon the needs of the individual mapper. Allocation of OCAD licences will be overseen by the Club Committee on the advice of the Club Mapping Adviser. When a club member is making minor changes or updating a map, they will normally be expected use OOM. All new mappers are encouraged to use OOM.

Map naming format

Mappers may use any map file naming convention which allows them to work without confusion. Mappers are encouraged to show the date of the last alteration in the bottom right hand corner of each map. This will allow the correct map to be identified even if the file name gets changed.

When the file is archived by the map archivist the file name will be lost, though information is transferred to the notes section of the archive.

Printing of maps

For all events maps must be printed commercially (by an approved map printer, preferably Halsall & Lucking) or on the Club's laser printer. This is to ensure that a uniform and acceptable quality of map is produced, including paper of the correct type and weight and that the correct colour tables, as specified in the relevant IOF specification are used. Map and course files should be with the Map Printing Officer at least 7 days before the event. Event Officials must agree printing timescales with the Map Printing Officer to avoid any potential delay during holiday, absences, etc.

Planners are obliged to consult the Events Coordinator or Minor Events Coordinator who will, in discussion with the Club Treasurer, give advice on numbers of maps to be printed for which courses based on historical records etc.

Equipment

The Club has several different sighting compasses and two laser distance measurement devices.

Appendix 7 Protection of Under 16s at Urban Events (revised March 2021)

Please refer to the following British Orienteering policy:

www.britishorienteering.org.uk / Go Orienteering / Rules and Competition Rules / British Orienteering Rules and Appendices issue 3.9 / Appendix B: Course Planning / 11 Urban