

Standing Orders August 2015

Standing Orders

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Standing Orders

1. At the first committee meeting after the annual general meeting, the Club Committee will ensure that the roles required for the efficient organisation of the club and its affairs and to act as custodians of its various assets are filled by members of the club. Currently identified roles are shown in Appendix 1.
2. The Chair Person is responsible for the coordination of all aspects of the clubs activities.
3. The Vice-Chair Person shall deputise for the Chair Person at the Chair Person's request or at the request of a majority of the committee. In the absence of the Chair Person and Vice-Chair Person the committee may elect any of their number to exercise the role of Chair for that meeting.
4. The Secretary is responsible for arranging all meetings and ensuring that agendas are circulated as required. The Secretary shall be responsible for the communication of all minutes of the meetings of the Club to appropriate members and the communication as required, of details of club activities to Club members, appropriate orienteering bodies and organisations and to other interested parties.
5. The Treasurer shall be responsible for all the financial affairs of the club and may be called upon at any time to give a report on the prevailing financial circumstances of the club. He or she is required to prepare a simple form of report for each meeting. The Treasurer is responsible for ensuring that the club's officers and members are protected by suitable third party insurance when in pursuit of activities on behalf of the club.
6. Membership fees are to be kept low to encourage new members and shall be set at the Annual General Meeting. Event entry fees are to be set by the Club Committee and it is policy to cover all the anticipated direct and indirect costs of any event and to endeavour to provide surpluses to assist in the general administration and development of the club. The Treasurer shall produce, as guidance to the members of the Club Committee, a projected budget and any proposals for standard event fees. Budgets and entry fees for unusual and Level B events shall be proposed by the organiser/ Events Co-ordinator and agreed with the Treasurer. An adequate reserve fund is to be maintained to cover any foreseeable shortfalls outside the club's control.
7. Committee members and members working on behalf of the club may be reimbursed for all out-of-pocket expenses. Receipts should be produced where possible and agreed car mileage will be paid at a rate set by the Club Committee up to the prevailing Inland Revenue 'Low User' approved rate.
8. The Club Committee will establish and maintain as part of the Club's standing orders, policies on specific areas of the Club's affairs where appropriate (See Appendices).
9. The Club Committee will promote and ensure the maintenance of a number of Permanent Orienteering Courses (POC) to bring the sport to novices and otherwise disadvantaged parts of society and as a potential source of revenue for our activities. Where any POCs are being set up we should endeavour to have an involvement to ensure the courses comply with appropriate orienteering standards.
10. The Club Committee will establish a development plan and the Vice-Chair Person will monitor

progress towards achieving its aims. The plan will be reviewed annually by the Club Committee and updated.

11 The Club will maintain a Development Committee to promote the aims of the Club and develop activities to encourage the involvement of new and existing juniors, adults and families and to maintain support for the already established school / community orienteering links. It will also organise such coaching as may be required. This Committee will monitor athlete performance and development.

12 In accordance with clause 5.7 of the constitution which authorises the Club Committee to delegate its powers to sub-committees the committee authorises the officers of the club acting together as a sub-committee to take such decisions as they deem necessary between formal meetings of the full committee.

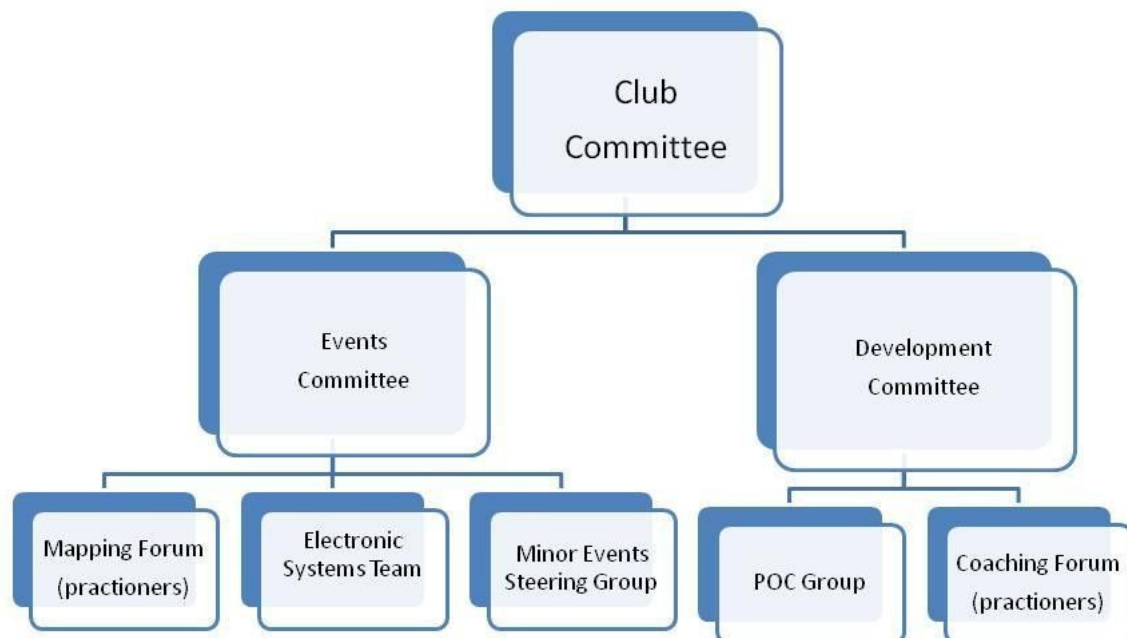
13 Membership: Junior and Senior membership shall be as defined by British Orienteering Federation. Family membership shall be seniors and children under 21 living at one address. Correspondent membership shall be for members already members of the British Orienteering Federation and joining as a further club to receive the club newsletter. Groups are organisations approved by the Club Committee. Note BOF definitions in 2012 were

- Senior - any member aged 21 or older on 31 December of the membership year
- Junior - any member aged 20 or younger on 31 December of the membership year

Standing Orders Appendix 1 - Officials & Roles:

The Club will operate the following committee structure.

Club committees



In addition to the four officers of the club (Chair Person, Vice Chair Person, Secretary and Treasurer) and the President the following roles have been identified:

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 Co-ordinator) 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 be normally 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 any information discovered about an area by event organisers, planners, controllers, mappers / surveyors etc. is recorded for future reference.

Minor Events Coordinator: Coordinates the activities of the Minor Events Steering Group, responsible for the Winter and Summer Leagues and the 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 back up to the back-up custodians, the Permissions Secretary, Events Co-ordinator 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 back-up map custodian holding an electronic copy of the Club's maps. * will change when Appendix 6 amended.

Mapping Adviser: Advises and assists the Club's mappers on technical points and organises training as required. Acts as a back-up 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 co-ordinating 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' & Organisers' Equipment: Buys, stores, maintains and monitors equipment used by planners and organisers for non Level D events.

Technical Adviser: Advises on technical matters e.g. rules - controlling - suitability of new areas etc. Organises 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 Club's SI equipment. (Purchases made by the Treasurer.)

Development Roles

Development Co-ordinator: Chairs the Development Committee and co-ordinates the work of the Club's development team. Arranges for new activities in collaboration with Local Authorities and seeks funding. Is 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. Adds details of new members to MailChimp.

Development Secretary: (Minutes) secretary.

Club Captain: 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. Represents the interests of the ordinary members at the Club Committee. Arranges for the Club's Junior awards. Coordinates purchases and sales of club clothing.

Coaching Coordinator: Organises coaching for members, coordinates the activities of the Club's coaches and encourage new members to become coaches and existing coaches to qualify at a higher standard. Coordinates the Club Night Administrators and Lead coaches programmes part of the Club's development team. Nominates qualified members to the East Midlands Junior Orienteering Squad. Advises on 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.

Junior Team Mentor: Advises juniors on their competitive programme

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

Membership Secretary: Maintains membership records of Life & 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 Co-ordinator, Club Night Administrators and other relevant role of new members so they can issue welcome pack and add details to MailChimp.

Permanent Courses Co-ordinator: Provides design advice and arranges for or undertake maintenance of existing courses established at the club's expense. Maintains downloadable versions of courses where permitted by the landowner, and sells POC maps directly or through the landowner. Advertises courses and maintain statistics on usage. Records email addresses for use in MailChimp.

Permanent Course Warden Co-ordinator

Coordinates the activities of course wardens.

Schools Liaison Officer: Arranges for schools to be mapped and provided with permanent courses, seeks approval for access to schools for club competitions. Arranges for members to deliver paid coaching on request. Arranges for training to be offered to teachers and advises teachers seeking to introduce orienteering into the curriculum. Co-ordinates 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 newsletter to Leicestershire schools using MailChimp. Publishes the club's involvement through Northamptonshire Schools Sport organisations.

Club Night Administrators: Arranges for training activities in terrain or indoors, 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.

Club Mark Monitor: Submits the evidence folder for the renewal of Club Mark (next in 2016) and ensures achieve the required standard annually.

Colour Coded Awards Officer: Prepares and arranges for presentations of certificates for members achieving (EMOA) colour coded standards.

Web Content Manager: Reviews the content of the LEI web pages and advises page owners of updating required. Undertakes reorganisation of web content. Improves web content to attract new members and encourage existing members to participate in the club's activities. Has update rights to events and activities.

Other Roles

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

Club Archivist: Maintains old records of the Club.

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 Person.

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

MailChimp Editor: Compiles regular e-mail newsletter to Club members and other interested parties.

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

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

Webmaster: Maintains the Club web site with input from other members (especially Club Captain, Development Co-ordinator, Fixtures Co-ordinator, Minor Fixtures Co-ordinator, Junior Captain) and publicises the Club, its events and results.

Club Welfare Officer: this officer must remain independent.

Reminds DBS checked members to renew their certificate and as a British Orienteering Nominated signing officer authorises applications or renewals. Responds to reports of inappropriate behaviour.

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 4 of the Club's Principal Officers are ex-officio members of all sub-committees)

Events Committee

Normal meets January, April, July and October. A comprehensive review each January with regular updates.

Reports to the Club Committee.

Events Co-ordinator, Events Secretary, Mapping Co-ordinator, Permissions Secretary, Access Officer, Club Captain, Minor Events Co-ordinator and Development Co-ordinator, Map Adviser

Minor Events Steering Group

Meeting as required but to present a programme to the Events Committee by each January (summer) and June (winter).

Reports to the Events Committee

Minor Events Coordinator (Chair), Events -Coordinator (Secretary), Minor Events Results Secretary, and the Development Co-ordinator.

Mapping Forum

Meets at least once each year

Reports to Events Committee.

The Mapping Adviser (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 Co-ordinator (Chair), Development Secretary (or Club Secretary), Coaching Co-ordinator, Club Captain, Club Night Administrator(s), POC Co-ordinator, Club Welfare Officer, Talent Club Organiser, Colour Coded Awards Officer, Media Liaison Officer, Club Mark Monitor 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 Club's 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. Ensures Club Mark status is maintained and renewed. 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 Co-ordinator (Chair), POC Coordinator, Mapping Adviser and any course wardens. Considers new developments, promotes usage and monitors existing provision, appoints course wardens.

Standing Orders Appendix 2 - Access and Environment Policy:

As a sport Orienteering is entirely dependent upon the existence of suitable areas on which we can hold events, which unfortunately are fairly scarce and do of course come under many apparently competing pressures. Whilst the sport can be demonstrated to have a low environmental impact, the general public and some officers of other interest groups do not always see it that way. As orienteers we must protect wildlife and the habitats that support them and avoid any perceived conflict between ourselves and other parties.

We must recognise our part to play in maintaining the integrity and beauty of the countryside which we enjoy and ensure that it is still there for future generations to do likewise.

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.

Standing Orders Appendix 3 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 first closing date.

Standing Orders Appendix 4 Equity Policy and Inclusion Policy

The Club has an ongoing commitment to treating all people fairly. The Club will do this by adopting and promoting the British Orienteering Equity and Inclusion Policy which currently reads:

Objectives

- To make orienteering an activity that is open to anyone who wishes to take part in whatever capacity
- To provide the framework for everyone to enjoy orienteering, in whatever role the individual desires
- To ensure that the services offered by British Orienteering, including training schemes, are accessible to all, whether under-represented in the past or not.

Policy

British Orienteering is committed to treating all people fairly and providing equality of opportunity. British Orienteering aims to ensure that all people irrespective of age, gender, ability, race, religion, ethnic origin, creed, colour, social status or sexual orientation have a genuine and equal opportunity to participate in orienteering at all levels and in all roles. This includes job applicants, employees, participants, volunteers

and spectators. No person will be deliberately placed at a disadvantage.

Implementation

British Orienteering will:

- Promote this policy and commitment to it to all employees, members and volunteers
- Require employees, members and volunteers to respect, act in accordance with, and thereby support and promote the spirit and intentions of this policy
- Ensure there will be open access to all its services
- Eliminate the effects of prejudice against any group by adopting a planned approach to removing barriers which create inequality or discrimination
- Monitor and review British Orienteering's selection criteria and procedures in relation to participation and employment to ensure people are treated solely on the basis of merits and abilities which are appropriate to the position
- Recruit, select, promote and train all personnel working for or on behalf of British Orienteering on the basis of merit & ability and by adapting facilities and equipment where necessary
- Meet its obligation to make training opportunities available to all employees and volunteers
- Make every reasonable effort to prepare, produce and market materials that are produced by British Orienteering appropriate for all persons in respect of language, format and style
- Modify any existing rules and regulations that may inhibit the inclusion of any groups, provided this does not result in the deterioration of equality required by British Orienteering
- Adopt a planned approach to taking positive action towards groups which are currently under-represented in the employees, volunteers, membership, and orienteering in general

British Orienteering will operate with due regard to all relevant legislation ⁽¹⁾ or any subsequent amendments or re-enactments thereof.

Monitoring & evaluation

- British Orienteering will regularly monitor and evaluate the policy, practices, procedures and operations and inform employees, members and partners of their impact and of any resulting recommendations
- Council delegates responsibility for implementation of this policy to the Chief Executive and monitoring progress to the Management Committee.

⁽¹⁾ Equal Pay Act 1970; Rehabilitation of Offenders Act 1974; Sex Discrimination Acts 1975, 1986, 1999; The Race Relations Act 1976; Equal Value Amendment Regulations 1983; The Disability Discrimination Act 1995; Human Rights Act 1998, 2000; Employment Protection (Consolidation) Act; Gender Recognition Act 2004

British Orienteering regards discrimination, harassment or victimisation as serious misconduct and likely to bring the sport into disrepute. Thus, any complaint on any of these grounds against employees will be dealt with under the Disciplinary Rules and Procedures. Any complaint on any of these grounds against any other person will be dealt with under Bye-Law 1 of British Orienteering's Articles of Association.

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 "Guide to Safeguarding Children and At-risk Adults in Orienteering" also known as O safe.

The British Orienteering policy is:

British Orienteering regards the safeguarding and welfare of everyone and specifically children and at-risk adults to be of paramount importance. In order to protect them from abuse, British Orienteering is committed to taking all reasonable steps to provide a safe environment for them to participate in orienteering activities held under the auspices of British Orienteering and its partners. To this end, British Orienteering will establish, operate, review and update procedures:

- which promote the safety from abuse of children and at-risk adults,
- which provide a channel through which concerns and allegations can be reported
- for responding speedily to any reports of concerns and allegations.

In addition, British Orienteering will establish, operate, review and update procedures:-

- for advising adults on how to interact with children and at-risk adults in ways which are beneficial for all concerned
- which support anyone who reports concerns that a child or vulnerable adult may have been or may be at risk of being abused
- which provide support to and the fair treatment of anyone against whom allegations have been made
- for responding appropriately if it is established that someone is unsuitable for work with or has behaved in an unacceptable manner towards children and at-risk adults

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.

Approved by LEI Executive Committee on 9 May 2016

To be reviewed by Events Committee as many changes not reflected in this policy.

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

When the Access Officer suggests 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 should be monitored by the Events Committee with reference to the advance 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 Map Group should meet each June to update the mapping programme to accommodate the fixtures. This should identify probable 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 mappers should be identified and then invited to tender for the work with references and / or 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 will be treated on exactly the same basis as any other commercial mapper. The Events Committee will, make a recommendation to the Club Committee who will make the final decision. This will usually involve a special meeting convened for the purpose but where urgency dictates, the Club Chairman and Officers may jointly make this decision. The decision will not be merely on cost but will consider experience, quality of work and timescale.

Events Committee/ Events Co-ordinator will decide the scale of maps in order that the appropriate symbol set be used for the usage expected.

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 will be appointed by the Events Committee and may include 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 are discovered the immediate area should be avoided in event planning.

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 Co-ordinator 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.

Event officials shall provide map corrections to the Map Archivist and any extensions or corrections

brought to his attention are added to an evolving version of the map held by him and periodically copied to the other back-up map custodians. Any other discrepancies identified on the map should also be reported to the Map Achivist, preferable by use of annotated Purple pen overlay on the existing map. This information can then be made available to the new mapper.

Third party mapping

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 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 the Inland Revenue 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 Inland Revenue 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

In the interest of consistency and cost reduction any members producing a map for the Club not owning their own OCAD licence may be loaned one of the current Club versions of OCAD (where stored on a portable device).

Allocation of OCAD licences will be determined 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 to use an earlier freeware version. Club members are required to transfer the Club version of OCAD to another member when they have completed the mapping projects for which it was allocated.

Map naming format

We need to have a reliable way of identifying any particular version of any map. We must be able to identify which version of OCAD any particular map is in and to this end we use uniform file naming protocol. File names must all be lower case and without spaces. The first up to 8 characters will identify the area. Separated by a dash - 4 characters will then date the map (YYMM) followed again by a dash followed by up to 5 characters giving the scale.

After this an underscore dash may optionally be followed by any additional information the mapper wishes to add to the file name.

e.g. bradgate-0810-10000_mappeddm

This would imply a map of Bradgate updated October 08 to be used at 1:10000 and mapped by Don Moir

Printing of Maps - For all events only maps printed commercially or on the Club's laser printer, should be used. 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 based on ISOM 2000 or ISSOM 2007 together with Appendix D and IOF specifications is 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 Co-ordinator 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 also owns a GPS location device, several different sighting compasses, two laser distance measurers, a contouring level, a measuring wheel, a set of editing and amalgamating utilities and other mapping aids which can all be borrowed from the Mapping Co-ordinator. Electronic versions of all Club maps will be held by the Map Archivist and two other back up map custodians, entirely separately for security reasons. These back up holders are presently the Mapping Coordinator and the Mapping Adviser. Copies are also held by the Events Co-ordinator and the Permissions Secretary.

(For further reference see British Orienteering Rules Appendix D: 2014)

Appendix 7 Protection of Under-16's at Urban Events

This document details the steps that should be taken to protect under-16's running at Urban Orienteering events organised by Leicestershire Orienteering Club. It identifies responsibilities for the Club's Chair of Events Committee, the event planner and the organiser. The responsibilities apply to all levels of event. There is also a responsibility on the Club Events Committee to review urban events and ensure that procedures are being followed. These procedures will add to the total time to complete preparation for an event and organisers and planners must ensure that they leave sufficient time for the procedures to be correctly followed.

In this document under-16's means under the age of 16 years old on the day of the competition.

These steps should be taken for all urban events and any other event that may involve competitors running along or crossing roads in an urban environment.

Chair of Events Committee: When an event is assigned to a planner and organiser then the Chair of Events Committee will ensure that the planner and organiser are aware of these rules. The Coordinator will liaise with the Minor Events Coordinator to ensure that minor events are also governed by these procedures.

Planner: Any course that under-16's will be allowed to run must be submitted, in advance, to the Chair of Events. The chair will then apply a standard set of criteria (based on current British Orienteering Rules, Guidance and other best practice) and ensure that there is consistency across all the club's urban events. The chair must approve the courses in writing (email is acceptable) to planner, organiser and controller. If the courses are not approved then under-16 must not be allowed to take part in the event.

Organiser: Two additional risks must be entered into the risk assessment.

1. Courses are inappropriate for under-16. Mitigation for this risk is that the courses which under-16's will be allowed to run must be approved by the chair of Events Committee and the organiser notified which courses have been approved for under-16's.
2. Under-16's enter and/or run a course (e.g. Men's Open) which under-16's are not permitted to run. In order to mitigate this risk the organiser must detail a process that ensures that under-16's are not able to enter/start an unapproved course.

The risk assessment must be sent to the Club's Chair of Events Committee prior to the event and the Chair must approve the procedures in writing (email is acceptable) to the organiser and controller. If the risk assessment is not provided then the event must not take place.

Events Committee: As part of the regular review of events the Club Events Committee must review the courses and risk assessment from every urban event over the preceding period to ensure that the procedures in this document are being complied with.