

# Change Sheet

| Title: Standing Orders |            |                               |   |
|------------------------|------------|-------------------------------|---|
| DESCRIPTION            |            |                               |   |
| Version                | Date       | Section                       | Description   |
| V2                     | 25/08/2021 | Section 14 added              | O Safe policy wording added   |
| V3                     | 03/09/2021 | Wording in section 14 amended | New wording: "All coaches and Club members who are required to undertake DBS checks will be reimbursed for any costs incurred.) The Club Welfare Officer will assist with any safeguarding matters, ensuring that concerns are dealt with sensitively and appropriately." |
| V3                     | 03/09/2021 | New page                      | Change sheet added  |
| V4                     | 29/12/2021 | Section 14                    | Wendy West's name removed   |
|                        |            | Section 13                    | British Orienteering Federation amended to British Orienteering   |
|                        |            | Section 7                     | HMRC amended to HM Revenue and Customs (HMRC)   |
|                        |            | New paragraph                 | Signpost to the Club's policies added   |
|                        |            | Section 8                     | Signpost to the Club Constitution section of the LEI website.   |
| V5                     | 10.11.2023 | Section 13                    | <p>Wording added: Young Adult, 2 seniors and unlimited children, Young Adult any member between 21yrs and 25yrs on 31<sup>st</sup> December of the membership year</p> <p>Date change from December 2021 to November 2023</p>   |

# Standing Orders November 2023

## 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 are filled by members of the club. Currently identified roles are shown in Appendix 1.
2. The Chair is responsible for the coordination of all aspects of the club's activities.
3. The Vice Chair shall deputise for the Chair at the Chair's request or at the request of a majority of the committee. In the absence of the Chair and Vice Chair the committee may elect any of their number to exercise the role of Chair for that meeting.
4. The Secretary is responsible for arranging quarterly committee meetings and the AGM and ensuring that agendas are circulated as required. The secretary shall be responsible for the communication of minutes of these meetings 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. Entry fees shall 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 coordinator 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 HM Revenue and Customs (HMRC) rates.
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 The Club Constitution section of the LEI website).
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 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 subcommittees 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, Young Adult and Senior membership shall be as defined by British Orienteering. Family membership shall be two seniors and unlimited 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 both definitions currently are:
  - a. Senior: any member aged 21 or older on 31st December of the membership year
  - b. Young Adult: any member between 21yrs and 25yrs on 31<sup>st</sup> December of the membership year
  - c. Junior: any member aged 20 or younger on 31st December of the membership year

Membership 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, Mailchimp editor, Club Night Coordinator and other relevant role of new members so they can issue welcome pack and add details to MailChimp.

14. Leicestershire Orienteering Club is fully committed to safeguarding children, young people and vulnerable adults, as well as promoting the wellbeing of all its members. In this regard, the Club adheres to British Orienteering's 'O Safe' Policy (see link below), which underpins the Club's activities, helping to ensure that orienteering is a positive experience. In order to achieve this, Leicestershire Orienteering Club has appointed a Welfare Officer, who is a member of the Leicestershire Orienteering Club committee and works with the Club to help ensure that members working with children, young people and vulnerable adults (e.g. coaches) have undertaken appropriate training and safeguarding checks (All coaches and Club members who are required to undertake DBS checks will be reimbursed for any costs incurred.) The Club Welfare Officer will assist with any safeguarding matters, ensuring that concerns are dealt with sensitively and appropriately.

Please speak to or email the Club Welfare Office regarding safeguarding concerns.

[https://www.britishorienteering.org.uk/images/uploaded/downloads/governance\\_O-Safe](https://www.britishorienteering.org.uk/images/uploaded/downloads/governance_O-Safe)

For full details of the Club's policies please see "The Club Constitution" section on the LEI website:

1. Officials and their Roles (currently under review)
2. Access and Environment (currently under review)
3. Events (currently under review)
4. Equality and Inclusion (currently under review)
5. Safeguarding Children and At Risk Adults (currently under review)
6. Mapping (currently under review)
7. Protection of Under 16s at Urban Events (currently under review)