



# Leicestershire Orienteering Club



## **Minutes of Committee Meeting held in Room G45, Groby Community College Monday 11<sup>th</sup> February 2019**

**Present:** Chris Phillips, Jane Dring-Morris, Steve Chafer, Roger Edwards, Iain Phillips, Peter Leake, Bob Haskins, Ursula Williamson, Roger Phillips, Laurie Fluck, Ernie Williams, Anna Barber (from 8:20pm).

**1. Apologies for absence:** Ian Wilson, Alan West, Wendy West, Andy Portsmouth.

**2. Minutes of the last Committee Meeting on Monday 12<sup>th</sup> November 2018**

These minutes were agreed to be a true record.

**3. Items arising from the last MOM**

**a. Club dinner**

- There are currently 31 attendees.

**b. 50<sup>th</sup> Anniversary (Autumn 2020)**

- Bradgate as a venue is now not possible due to the East Midlands Championships.
- Which other locations do we have old maps for?
- The date needs to be set, CP advised there are no available Sundays, so perhaps hold the event on a Saturday?
- Is Cademan a possibility, does Peter Hornsby have a "heritage" map?
- CP and UW to investigate possible dates.
- The event should be for LEI members and friends of LEI.
- We would provide a Memento for all
- To be discussed in detail at the next Committee Meeting.

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

**a. Proposal from DVO to add Very Short Green courses to the EMOA League**

- DVO are to trial a Very Short Green course at some of their events. We felt if courses were planned to the correct requirements this was not likely to be needed, especially as the ratios gave very small length differences.

**b. AGM date**

- Monday 28<sup>th</sup> October 2019, to be held at Glenfield.
- CP also suggested that the May & August Committee meeting be held at Glenfield – RE to confirm. (note: All Booked 12/2)

**c. Development plan update**

- Please refer to the LEI Development Plan 2019-2021 circulated prior to the meeting.
- 2iii IP – First Aid qualifications are key. Creating a LEI members database with qualifications and skills would help with managing our team. BOF records provides a starting point. CP to action.

- A repository of useful information would help to ensure knowledge was passed on. Our wiki was not working, so may be Dropbox could be used? CP is going to make a start on the events information.
- Event Officials Handbook is to be launched by BOF.

### **5. Treasurer's Report**

Please refer to the Treasurer's Report February 2019 circulated prior to the meeting. The club was most likely to have a surplus by year end.

### **6. Delegates' Reports**

- There are new YBT/YBS rules.
- Further discussions regarding reducing the number of Level C events, to match volunteers and handle land access difficulties.
- The recent deaths of Steve Buckley and David Parkin.

### **7. Events Sub Committee Report**

Please refer to the Event Sub Committee Report February 2019 circulated prior to the meeting.

- There was a complaint made to LEI regarding trespass and verbal abuse of a member of the public by a competitor which has now been resolved.
- The Spring Cottage residential area should be marked as Out of Bounds on the map.
- The increasing costs of food and socials after events and the lack of suitable venues. The Christmas Novelty event is the least successful and has been put on hold.
- There was a mystery shopper at the Spring Cottage event. They entered as IND but were told that we didn't need their email addresses and contact details. CP reiterated that we must have contact details for all non-BOF members (either email or mobile, NOT landline). We had to use contact details at our last three level C events. We needed to take details of independents at Level D. Event Co-ordinators would amend our instructions.
- The criteria for Major & Level B events are to be discussed at the next BOF board meeting. The restructure is subject to board approval and is intended to make the rules more user friendly.
- BH – entries for the British Sprints and British Middles in September 2019 will be via SI Entries.

### **8. Development Team Report**

Please refer to the Development Report February 2019 circulated prior to the meeting.

- IP nominated as our new coaching coordinator by EW, seconded by PL.
- IP – we need to discuss how to re-engage with our adult membership. To determine what and when coaching should be provided.
- The Summer coaching promotion. RP advised needed to be careful about the target audience, what the offer was and pricing.
- BOF Incentives. There were mixed views on loading level D results and the use of colours for such courses.
- Safeguarding – new reporting requirements around Safeguarding are likely to affect British Orienteering within the next 18 months, requiring any "major incidents" to be reported. We were also likely to have to change O safe arrangements to meet the Care Act 2014.
- AB – the Youth Board are focusing on girls in orienteering. The key areas are coaching, club, promotion and role models.

- Esther Revell is looking into “away” weekends. RE provided a report detailing possible weekends – June 2<sup>nd</sup>, June 23<sup>rd</sup>, or 6<sup>th</sup> October. The committee agreed that October was the preference due to clashes on the other dates. And Saturday coaching was essential.
- RE provided a report containing an outline proposal for a junior TD5 East Midlands league and highlighted the very low numbers in White, Yellow & Orange in 2018. and noted that the number of juniors attending EMJOS trainings range from between 5 and 9.

#### **9. Club Captain’s Report**

Please refer to the Club Captain’s Report February 2019 circulated prior to the meeting. It was agreed to remove the Ashby Map Runners page from Facebook.

#### **10. Membership Secretary’s Report**

Please refer to the Membership Secretary’s Report February 2019 circulated prior to the meeting. Since the report was issued Paul and Daniel Stothard have renewed their membership and Declan McAlister has joined LEI.

#### **11. Any Other Business**

None.

Meeting closed at 9:35pm.

#### **12. Date of future meetings (TO BE REVIEWED):**

FULL:	FEBRUARY, MAY, AUGUST, NOVEMBER
Events:	JAN, APRIL, JULY, OCT
Mapping:	JUN
Development:	JAN, JULY
Coaching Forum:	MARCH
AGM:	OCT

## Treasurer Report February 2019

As Roy suggested at the AGM, our actual financial position will be better than the loss making budget, so we have a surplus of £238. I don't recollect our financial position ever deteriorating after February.

You can see from the Event summary that events are losing money, but not much. Gift aid rescues us so we are in surplus. We are however dependent on three people making up 80% of the gift aid; So we are vulnerable here. We have recently lost one member who did support us significantly.

The event picture is better than the budget because we had very low officials expenses at Spring Cottage, we had no toilet hire Martinshaw (thanks to Derek) and the November Bradgate event had a high entry.

Event	Income	Spend	Total Result
A British Sprints		-£158	-£158
C Beacon	£1		£1
C Bradgate	£2,058	-£1,273	£785
C Castle Hill		-£92	-£92
C Martinshaw	£1,223	-£515	£708
C Shepshed	£763	-£531	£231
C Spring Cottage	£879	-£263	£616
D Club Champs	£270	-£330	-£60
D Xmas Novelty	£181	-£529	-£348
NW Schools		-£18	-£18
PS Abbey	£89	-£139	-£51
PS Knighton	£46	-£96	-£50
PS Watermead	£72	-£86	-£14
PS Western	£76	-£147	-£71
SL18 Presentation		-£450	-£450
SL18 Anstey	£167	-£50	£117
SL18 Aylestone	£238	-£121	£116
SL18 Beacon	£209	-£101	£108
SL18 Foxton Locks	£147	-£72	£75
SL18 Glenfield	£214	-£68	£146
SL18 Martinshaw	£189	-£59	£131
WL1 Watermead	£149	-£55	£94
WL2 Bagworth	£213	-£75	£139
WL3 Groby	£184	-£90	£95
WL4 Swithland	£117	-£90	£27
WL5 Melton	£205	-£77	£128
WL6 Ratby	£99	-£33	£66
WL7 Hermitage	£144		£1
WL8 Quorn	£1		£1
<b>Total Result</b>	<b>£7,929</b>	<b>-£5,515</b>	<b>£2,414</b>

Donations Received Events	£311
Equipment	-£532
Equipment Timing	-£33
Map Printing	-£1,002
Map Surveys	-£328
Software	-£761
Storage Rent	-£490
<b>Total Result</b>	<b>-£2,835</b>

The Bradgate Trust wants us to make use of the normal car park machines as it means their Parking contractor can check we have paid; So our vouchers are no longer used. So for the Swithland events you put a £1 in the machine and we pay a £1 per head access fee to the trust (Much like we do at the Outwoods and City council £46 charge for using a park for small event). We haven't worked out how it's going to work for the Main Bradgate events.

**British Sprints.**

The organising team have worked through a budget with entry fees are about £25 (matching last year) and with a conservative entry numbers, we should be looking for a significant contribution to club funds. The downside risks especially things causing the cancelling of the event at any point through incidents such as foot & mouth, loss of landowner permission, loss of car parking, bad weather are lower than at Belvoir. Here we had to put so much money out up front but we did survive, through forfeiting of entry fees and we could do the same again! The upside is the marginal cost is about £5 per head so a big surplus if over target number.

Roger Edwards  
5 February

## Events Sub Committee Report

February 2019

### **1. Controllers Appointments.**

Congratulations to Steve Edgar and Iain Phillips on their appointment, by the EMOA Committee, as Level C Controllers.

### **2. Winter League 2018/19**

The final event of this winter's league is Wednesday 20<sup>th</sup> February. Permission to hold the event at Fosse Meadows has been refused, because of ground conditions and redevelopment work; the event has now been moved to Quorn.

The average attendance at the current Winter League events to date has been 34. The two night forest events had an attendance of 21 and 23. The 2017/18 League had an average attendance of 32.

Congratulations to Anna, Imogen and Libby on organising an excellent event at the Hermitage

### **3. Summer League 2019.**

Ursula has found event officials for all the Summer League Events. The first event of the League will take place on Monday 29<sup>th</sup> April.

As Iain Tebbutt is no longer a member of the club, we are now searching for a member to look after compiling the winter and summer league tables.

### **4. Level C (Regional) and Level B (National) Events 2020**

A draft Level C programme for 2020 has been submitted to the Regional Fixtures Secretary for her consideration.

It is LEI's turn to host the East Midlands Championships in November 2020. The proposed venue is Bradgate, Swithland and the Brand. The November 2019 Level C event has been moved from Bradgate to Cademan to accommodate the Championships.

### **5. British Sprint Championships 2019**

A first draft budget for the event has been drawn up. When it is finalised, it will be circulated to committee members

A quote has been received from SI to handle entries, results processing on the day and start time allocations for both the Heats and Finals. This quote has been accepted. SI will also be handling entries for the British Middles hosted by DVO on the Sunday.

Agreement has been reached with the University on access and use of facilities.

We will be using the University catering to provide food for the helpers.

### **6 Yvette Baker Cup and Trophy Final 2021.**

Provisional agreement has been received from Northamptonshire CC to use Irchester Country Park for the event.

## Development report February 2019

### Coaching

Iain Phillips has volunteered to be our new Coaching Coordinator and we need to confirm his appointment.

Iain and Peter attended the biannual National coaching conference in Nottingham in January.

Our coaching team is reducing as both Mark Sherriff and Iain Tebbutt formerly of Ashby Map Runners no longer wish to coach.

Club night at South Charnwood is working with a bigger set of coaches but fewer adult club members. It does have teenagers. The numbers attending vindicates our consolidation of all our club nights at one location to spread the coaching load and handle lower attendances.

We are still struggling to sort out first-aid and make sure we've got enough coaches with certificates. With a reduction in the number of coaches I'm promoting the one-off attendance at something put on by Leicestershire and Rutland Sports or a first aid provider. One of the pluses is that not all Qualifications expire at the same time.

### Discussion

Development minutes Jan 2019 suggests we should look at changing the day of the week for club night.

### What are your views?

### Recruitment offer

Few juniors are joining the club. We have had one, Isaac Spencer, at club night this year.

The Coaching team would like to have go at a promotion getting people to club night in the summer.

Facebook adverts did get some people to attend Park Series. We spent £50 an event for the park series but we also had a £46 access charge for use of the parks. So we want to use Facebook like the Park series;

The suggested offer Coaching at South Charnwood say 6 session for c£10. starting 13<sup>th</sup> May and include Donisthorpe event Mon 10<sup>th</sup> June.

### Discussion

**The advertising and the offer.**

### Performance Incentives

There are various incentive schemes, the basic one is the BOF Navigation Challenge and the Racing Challenge. These are automated and certificates are generate when members achieve three performances of the required standard. The system is sensitive to two factors:- result being uploaded to BOF and the right colour being used on the upload.

My own results show for over half the events I have been to the wrong colour course has been uploaded. Also hardly any level D events are recorded.

So for beginners, in particular, hardly any of our events are recorded for use in the scheme. Only the EM League tends to work correctly ie uploaded and has the correct colour.

We could make the scheme more effective for our own beginners by posting Level D results. We would need to allocate a colour to each course too. There would be a beneficial side effect if we used colours on our courses on all our levels Ds. All planners but especially new ones would then have standard guidelines to follow.

### Discussion



How can we improve the arrangement for incentives to beginners and move to colours for all events.

## Permanent Orienteering Courses

Jane reported that Stonebow and Booths Wood courses were heavily vandalised and we've now removed all the plaques. There is still the odd wooden post in position. Watermead Mammoth has been added as a revised course and eventually will have a fee. Outwoods has been repaired following feedback from Mike Napier. Good progress is being made towards an adventure playground and Peppercorn cafe/bus is still there.

Steve is asking wardens to get the course checks done so repairs can be undertaken.

I'm still working on how to do a low-cost questionnaire. I have in mind using free/ trial software sending to the last hundred downloaders and see ..

Whether they actually made use of the maps, whether they managed to find all or many of the plaques and were they intending to do another course.

**NORTH WEST LEICESTERSHIRE**  
school sports partnership



**Northwest  
Leicesters**

**hire Schools** event will be on Tuesday, 2 April and 800 primary school children are expected. Peter did a presentation last Thursday to representatives from about 25 primary schools. We are aiming to transfer as much of the support to the teachers so they will do the map walk, they will run the maze. As part of our package we usually print advertising on the obverse of the race map. This time we will be promoting Bagworth, a few days later with a free White offer, and point out other summer leagues in the North West. The actual experience is few maps actually leave the competition area but we need to try something different and schools do pay for our printing.

## Safeguarding

Sport England Club Matters has a podcast from the Ann Craft Trust, It's quite a long, with the first five minutes probably of general interest to Committee members. It might help in changing your perceptions of what safeguarding is. Generally I think we think of young girls, young boys and old people in care homes; this highlights the other people in between. If 40% of the population have mental health issues then for instance potentially these are all vulnerable adults, so it's quite possible we have some of these in our adult membership?

## Any actions?

### Meeting with British Orienteering

We were to meet with Tim Herod to discuss the Entry Forms (safety aspects), Xplorer (Bradgate Follow on) and New member post card, which they will print for free.

We are still awaiting final report from pilot survey!

Roger Edwards  
3 February





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Roger Edwards

## February 2019 Committee Report

### Club Captain

We have been drawn in the CompassSport Cup heat against DVO, SYO, NOR, DEE and EBOR at Sherwood Pines on the 17th March. Luckily if SYO wins then two other clubs progress to the final on the 20th October. So it seems to be the case as in recent years, if we can manage to get a large enough LEI team out, then we stand a very good chance of progressing to the final. There are a few omissions from the committee who have yet to sign up for the CS Cup. It does make a significant dent in my workload if I don't have to chase committee members for the cup. I will start emailing all members shortly to ask them to be part of the LEI team in the CS Cup.

The LEI junior squad will have a little while to wait for the East Midlands heat of the Yvette Baker Trophy as this is not due to take place till the 19th May at Calke Park. Hopefully, we will be able to continue our 7 year long winning streak as regional champions.

As of yet, no one has expressed an interest in forming a relay team for either the JK or the British Relays.

### Club Shop

1 Club Top sold, still lots of hoodies to sell.

### Social Media

#### LEI Facebook Page

523 Page Likes (up 4 Likes)

- Monthly Post Reach - 285 people

#### LEI Facebook Group

78 Club Members (up 4 members - some non-members have crept in)

- *Page & Group Admin Roger Phillips, Chris Phillips (Chairman)*
- *Page Editor Bob Haskins, Steve Chafer (Vice Chairman)*
- *Page & Group Moderator Wendy West*

LEI Twitter - 151 followers (down 1 follower)

- *Tweeter-in-chief Roger Phillips*

#### Ashby Map Runners Facebook Page

24 - Page Likes - no other statistics available (*Last posted 9th Feb 2018*)

- *Page Admin - Peter Hornsby*
- *Moderator - Wendy West???*

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		95	23		118	as at 06/02/19

#### New members 2019:

Porter (Sue)	Nov-18	
Shaw (Winona)	Nov-18	
Rex (Steven)	Jan-19	Inactive NOC member previously, grew up in York
Hagreen (Edward)	Jan-19	
Mead (Brian)	Feb-19	

#### Lapsed members

Ferris (Julie)	Moved to the Lakes, renewed with BL
Ferris (Oscar)	Moved to the Lakes, renewed with BL
Heaton (Liz)	Moved to the Lakes, renewed with LOC
Heaton (Chris)	Moved to the Lakes, renewed with LOC
Worth (John)	Moved to the Lakes, renewed with BL
Robinson (Nicola)	Renewed as Junior (Zoe) rather than Family
Lydon (Finn)	Renewed with EUOC
Phillips (Emma)	
Revell (Esther)	Renewed with BOF
Tebbutt (Barbara)	Renewed with DRONGO
Tebbutt (Euan)	Renewed with CUOC
Tebbutt (Iain)	Renewed with DRONGO
Brookes (Tracey)	Renewed with BOF



## **Leicestershire Orienteering Club Development Plan 2019-2021**

It is intended that the Development Plan will guide the club through the period 2019 to 2021. The plan is built upon the previous version (2016-2019) and will be regularly reviewed by the club's executive committee.

The Club Development Plan has five key elements. They are:

1. The development of the provision of coaching and training for club members of all ages and abilities.
2. The recruitment and training of event officials, volunteer event helpers, coaches, committee members and mappers. Training will include formal training courses e.g. Event Safety and Welfare Workshop, peer to peer training and self learning programmes.
3. Regular engagement with club members to understand what they require from the club in the way of training and events. To encourage a greater participation in club activities, events and major events in the UK and overseas.
4. A concerted drive to recruit new members across a wide age, social range and ethnic diversity in order to reflect areas which are covered by the club.
5. To increase the amount of publicity and marketing undertaken by the club through social and news media, with the intention of increasing the awareness of the sport in Leicestershire, Rutland and Northamptonshire. To measure and evaluate the various marketing streams undertaken by the club.

It is intended that the club will over the next three years attempt to reach these objectives by the following pathways. It should be noted that during that time the regular reviews undertaken by the club's executive committee will undoubtedly bring changes and modifications to the way we reach our objectives.

### **1. The development of the provision of coaching and training for club members of all ages and abilities.**

- i. The club will endeavour to maintain and develop its existing programme of Club Nights. We will develop the programme for club nights so that they provide a range of training and activities that will increase member's physical fitness and technical abilities. The programme will reflect member's needs and be suitable for the wide age ranges that attend club nights.

ii. The club will endeavour to offer a yearly terrain training session outside of the club night programme, (catering mainly for adult members) . The session to be combined with a level C event on the Sunday to form a weekend away.

iii. Junior members who have reached the skill level required will be encouraged to attend the East Midlands Junior Squad Training Days.

**2. The recruitment and training of event officials, volunteer event helpers, coaches, committee members and mappers. Training will include formal training courses e.g. Event Safety and Welfare Workshop, peer to peer training and self learning programmes.**

i. The club will encourage members, with suitable skills, to take on coaching roles and provide opportunities, resources and training for them to qualify.

ii. The club will encourage existing coaches to continue with their personal development and where appropriate move to a higher level qualification.

iii. The club will keep a record which will be regularly updated and presented at the club committee meetings on the status of our coaches, mappers and event officials. Aiding the identification and development of qualified club members and to focus training programmes for the coming year

iv. During the period of this plan the club's executive committee will, as one of its key tasks, establish a succession plan for the committee and the Principal Officers.

v. During the period of this plan the club will run a number of training courses for event officials and helpers. These will include Event Safety courses and courses for Organisers, Planners and Controllers. Some of these courses will be run in conjunction with the East Midlands Orienteering Association or other bodies.

vi. The club will also run courses for specific tasks e.g. Download Team.

vii. The club will create a lessons identified log, to identify both positive and negative lessons from the organisation and staging of events and activities. The log should be managed by the events sub-committee or Permissions if it relates to a specific area and disseminated to officials for action.

**3. A closer engagement with club members to understand what they require from the club in the way of training and events. To encourage a greater participation in club activities and events.**

i. The club will conduct surveys of members to seek their views on the programme of training, events and social activities run by the club. The club will endeavour to monitor participation to identify trends and to modify its programme in the light of the results shown and the response to the surveys.

- ii. The Principal Officers, the Club Captain and the Junior Captain, of the club will undertake to talk to the membership of the club to encourage them to take part in events and activities including major events outside of the region. They will endeavour to find out if obstacles and problems preclude members from taking part in events and try to find ways around any such obstacles and problems.
- iii. The club will continue to develop its use of social media, mail chimp and the Club Newsletter to inform and create a dialogue with the club's members.
- iv. Encourage participation in major events in the UK and overseas, by encouraging shared travel and accommodation.

**4. A concerted drive to recruit new members across a wide age, social range and ethnic diversity in order to reflect areas which are covered by the club.**

- i. The club's marketing plan as in 5 will have an element aimed at recruiting new members.
- ii. The club will develop a programme of events and activities, over the lifetime of this Development Plan, aimed at recruiting new members. This programme will be backed by advertising and publicity. The programme will be monitored and reported on to provide a guide on the success or failure of the activities.

**5. To increase the amount of publicity and marketing undertaken by the club through social and news media, with the intention of increasing the awareness of the sport in Leicestershire, Rutland and Northamptonshire. To measure and evaluate the various marketing streams undertaken by the club.**

- i. The club will appoint an individual or group specifically to develop a marketing plan for the club. The individual/group will be requested to examine how we can increase the present low levels of publicity and how best we can develop our use of social media.

The individual/group will be asked to suggest ways that our marketing programme can be measured against its objectives.

- ii The Executive Committee of the club are requested to find a member of the club to take on responsibility for the publicity and market programme of the club.

V1

SC 06/02/19