

Leicestershire Orienteering Club



Minutes of the Committee Meeting to held online via Zoom Monday 14th November 2022

Present: Libby Barber, Steve Chafer, David Cladingboel, Jane Dring-Morris, Roger Edwards, Simon Ford, Derek Herd, Chris Phillips, Iain Phillips, Roger Phillips, Alastair Paterson, Esther Revell, Alan West, Wendy West, Ernie Williams, Ursula Williamson.

- SC thanked all for attending.

1. Apologies for absence:

Peter Leake.

2. Minutes of the last Committee Meeting on Monday 8th August 2022

These minutes were agreed to be a true record.

3. Items arising from the last MOM

- RE reported that the donation to Open Orienteering Map had been completed.
- IP noted that the best practice to avoid spam emails was still to be written.
- SF noted that the expense forms on the club website had been updated.
- JDM reported that work on reviewing the club's development plan was ongoing.
- RP noted that the AGM hall booking had been completed.
- IP reported that the events committee have not yet discussed generic risk assessments.
- SC noted that he was still to follow up with new member contacts.
- IP reported that the events committee was still to discuss events locations that are close to public transport links.
- CP suggested that Roy D be asked to look at public transport with regards to event locations.
- SC reported that IP's suggestions about club trophies for Winter and Summer leagues was raised in the open forum at the AGM.
- DC reported that the CompassSport Cup questionnaire had been submitted.
- IP noted that the issue of having EMOA controllers published was still to be raised at EMOA committee.
- IP reported that he has access to the club events database.
- RE noted that there has been no action on the issue of health disclosures.

Action Points

- IP to ask Roy D to look into public transport for event locations.

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

a. Club and committee roles

- SC suggested that it would help the committee and the club if younger members were recruited to club roles.
- SC reported that Laurie F wished to step down as equipment officer.

- CP suggested that the replacement equipment officer needed to be someone with some practical skills as repairs are often needed to the club's equipment.
- SF noted that storage of the equipment costs £74 per month.

Full list of club officials attached.

b. Constitution

- SC reported that the club constitution has not been reviewed since 2016.
- SC asked RE and CP to review and update the constitution.

Action Points

- RE and CP to review and update the club constitution ready for the 2023 AGM.

5. Treasurer's Report

- SF noted that the club has now £17,500 across the two accounts.
- SF reported that the club accounts are still being audited and he expected this to be completed very soon.
- SF noted that Start Kite are very prompt with payments.
- IP noted that using Start Kite entry system cost the club about £0.30 per entry.

6. Delegates' Reports

- IP reported that EMOA have a large cash reserve and are seeking ideas on how to use the reserve.
- CP noted that EMOA clubs have a diverse range of ideas for using the reserve and no consensus has been reached on using the reserve.
- CP noted that EMOA have about £16,000 as a cash reserve.
- RE suggested that EMOA's view is that the cash reserve was needed to help a club to smooth out large event cash flow issues.
- RE suggested that the club should have an agreed view for our EMOA delegate.
- RE suggested that the club view should be that EMOA do not need an event reserve as we are able to handle the consequences of financing event.
- SC noted that we have similar cash reserves to EMOA.
- IP suggested that if EMOA are providing a service of cash flow, would EMOA want some control on budgets?
- CP noted that level A events normally have a partnership agreement with BOF.
- DC asked if clubs had thought about event insurance.
- CP noted that insurance won't cover orienteering events as there are too many unknown variables.
- EW asked if EMOA are still giving grants to members.
- CP reported that EMOA grant applications had fallen.
- It was agreed that the club do not need an EMOA cash reserve for financing an event.

Action Points

- IP to feedback club views on EMOA cash reserve.

7. Events Committee Report

Please refer to the Event Committee Report November 2022 circulated prior to the meeting.

- IP noted that the event committee report did not contain any information about minor fixtures due to an oversight.
- IP reported that the club were due to host the JK Sprints in 2024 and the BSSC in October 2023.
- SC noted that at the events committee there had been discussion about providing toilets at all events.
- SC reported this discussion about toilets had been prompted by an article in Compass Sport magazine.
- IP noted that the specification for a level D event does not include toilets.
- IP noted that to hire toilets for an event is £250.
- SF suggested that this would make level D events unaffordable.
- CP suggested that hire companies would not hire toilets for just an evening.
- RP suggested that toilets should be listed on the event details page.
- RE noted that with online entries open till the day of the event, a map guarantee closing date should be published.
- DC asked about giving event organisers access to their web page.
- RP suggested keeping errors out of the event database would be better with a few limited authorised users.

Action Points

- IP to discuss with webpage team to improve event entry details and deadlines.

8. Development Team Report

Please refer to the Development Team Report November 2022 circulated prior to the meeting.

- RE reported that the website had been upgraded to a secure site.
- RE asked for feedback on updates to the privacy policy.
- AW noted that seeking permission for every photograph used in the club magazine would be unworkable.
- AW noted that for any photographs of under 18's used in the newsletter, consent is sought for publishing.
- IP noted that under GDPR consent must be asked and not assumed.
- DC suggested that asking for photography consent could be done via Start Kite.
- RE reported that NOC are offering a recruitment programme.
- SC suggested it would be useful to have some feedback from NOC to see if their programme worked.
- CP noted that the best recruitment for the club has always been members bringing friends.
- RE noted that SYO have been successful at recruiting members.

9. Safeguarding

- WW reported that she needs to follow up with Chris B about a DBS check.
- WW noted that Derek H has renewed his DBS with British Orienteering.
- IP noted that Derek H is not yet listed as licensed to coach on the BOF portal.
- IP suggested that this could be due to Derek H not having submitted a form.

10. Club Captain's Report

- DC noted that he had only one response for next year's relay races.
- RE noted that the British Sprint Relays are due to be held in September at Brunel University.

11. Membership Secretary's Report

Please refer to the Membership Secretary's Report November 2022 circulated prior to the meeting.

- RP reported that 11 members had already renewed for 2023.

12. Any Other Business

- SC reported that the club dinner for 2023 had been booked for the 11th March at Longcliffe Golf Club.

Meeting Closed at 8:55pm

13. Date of future meetings:

Date of next meeting: 13th February 2023

FULL:	FEBRUARY, MAY, AUGUST, NOVEMBER – <i>Normally 2nd Monday</i>
Events:	JANUARY, APRIL, JULY, OCTOBER
Development &	
Coaching:	December, March, June, September
AGM:	OCT

"A quorum at such a meeting shall be not less than 6 or 50% of the total membership of the committee, whichever is the lower number, and must include at least two officers."

EVENT COMMITTEE REPORT NOVEMBER 2022

Taking over as events coordinator has been a bit of whirlwind. I thank Chris for his hard working in this role thus far.

My first role was to find officials for the remaining 2022 events. For Bagworth, I'm grateful to Ed Chester, Steve Chafer for planning and controlling and also supporting a British TrailO League TrailO event that day. The rain was immense, but the orienteering good. A smaller than usual turnout, but with other events on the day this wasn't a surprise and the pressure on parking was reduced.

Next events this year are Boothorpe in November and Dishley in December.

For 2023 we are planning to have the following schedule, subject to permissions:

- Jan: Outwoods
- Feb: Beacon (CS heat)
- Mar: Burbage
- May: Ibstock
- June: Barrow
- September: Irchester
- October: Bradgate
- December: Ratby

For precise dates, please see the BOF website. I'll be adding information to the LEI website shortly.

In addition, we have the BSSC in October at Martinshaw (BSSC).

I have planners for most of these events and some organisers. I'll be trying to get controllers from other clubs as far as possible, but for this to work then our controllers will need to offer their services farther afield. We'll have to see how this works as all our volunteers are *volunteers* and their time is limited.

The events subcommittee is also looking to our event locations for 2024 and 2025 to see where we could go new, where we can revisit and which areas need new mapping.

We have been using thestartkite.uk for entries for all our events since the summer and the general view is this is going well. There is less work for the organiser on the day, but it is a little more work for the events secretary and the map printer in advance. However, we will end up printing fewer maps with a resultant saving in costs and to the planet.

Iain Phillips

DEVELOPMENT TEAM REPORT NOVEMBER 2022

Minutes of the last meeting on 26 September were circulated to Committee last month. Since then we've made some progress in most areas. Matters for the Events Committee are hopefully to be discussed on 7th Nov

Publicity: We do have some useful images and we now need to work out how to do a Facebook campaign. We hope to do this for the January Outwoods event.

Website: the site has been changed to a secure site. If you noticed any content that is out of date then please try and get it amended. Chris Bosley has been communicating with all pages owners do update their content. There have been discussions about copying BOF event & activity data into the LEI web site, which looks promising.

Privacy

The photograph policy has been discussed several years ago but no conclusions were agreed. We do keep club member image and we use these in our Newsletter and MailChimp and members can request usage arrangements, eg not to use. We need to make this clear in our Privacy policy. A revised policy with the most minimal changes is suggested. See revised policy (attached).

Agree a revised privacy policy.

Permanent and virtual orienteering courses

Some maintenance of permanent courses has been completed, but this is inevitably an ongoing situation. We have some significant comments on Burbage which need to be addressed. Peter Leake updated the Hermitage map, and permanent course has been installed, but the path network from the Whitwick & Coalville Leisure Centre is so minimal it's only just possible to have a White and then a Yellow+ (easy Orange) course. Area is now usable for a sprint event. As the old Hermitage Leisure Centre will be build on at some point the revised courses now make minimal use of control sites here. We have unused controls which I expect to be removed/ demolished over time.

Virtual orienteering courses: Seven members including Andy Nicholls & Ben Shannon volunteered to provide a course for the dozen club night

sessions. New areas which are now on BOF Go Orienteering are Melton, Whetstone, Bradgate Park, Beaumont Leys & QEDJW. Staff changes at BOF are delaying all changes to the site.

Simon Starkey has attempted to get publicity for our Hicks Lodge Forestry VOC courses. He met with Forestry England at Sence Valley and is updating map and will sort out the POC adding a VOC too. Simon points out that the bike trail at Hicks Lodge east is being fenced in and this makes the area even harder to use for Orienteering. So our work with Forestry England is with one hand tied behind our back!

Schools: this autumn term we have been active providing maps and Permanent course plaques. John completed Stokes Wood. We have one recent request from a school which we are still processing: Leicester Grammar School (Junior) update and Peter is finishing off Packington Cof E. Still struggling to get paid for last term's work.

Large Primary Schools Events are:

14th March 2023 Melton Country Park (for Melton & Belvoir) and possibly South Charnwood Partnership and 28th March NW Schools at Donisthorpe. New planners Matt White and Chris Bosley. We are on our limit with providing volunteers for these.

In theory, these event should link to the British Schools Score Championship at Martinshaw on 15th October. However as the event is at October half term we can't expect any Leicestershire Schools to attend. Loughborough High and Grammar students attended the BSSC at Shipley Park in October 2022, the team included non LEI members. The primary competition was soft with only two complete teams.

For the 2016 Championship at Bagworth we did offer score course training for schools but I see little value in this for 2023. If we need to do something, we need events in the Summer League.

Coaching

Club night: We are booking South Charnwood High School for Spring Term, probably adults only.

We are making no progress at providing some technical/technology training via Zoom. **eg** Route Gadget -Planners and competitors making use of, possibly purple pen. Having one club night most weeks is sufficient!

Coaches: We are getting close to getting our limited number of coaches all to be licenced.

Aimee Darley at Loughborough has asked the club for help to finish her qualification. Matt White is working with the Belvoir Cricket Trust and will improve their young person orienteering offer.

Orienteering Foundation Lake Coaching September: Two members booked a place.

Recruitment



Autumn 2022

Map
Active
Map Reading Course

The logo for 'Map Active' features a stylized black silhouette of a person running to the left. To the right of the silhouette, the words 'Map' and 'Active' are stacked vertically in a large, black, sans-serif font. Below this, the words 'Map Reading Course' are written in a smaller, black, sans-serif font.

Become a confident map reader across all terrains.

Learn navigation skills for hill walking, fell running or ultra endurance events.

Confidently explore new trails, woods or urban areas and get fit outdoors.

This 8 week course in and around Nottingham will show you how.

You may have noticed the NOC Map Active programme of 8 weeks "couch to Green" programme. This is very much in line with the programme at CLOK, I outlined earlier in the year, with practical and on-line training, includes two Level C events.

Roger Edwards
Development Co-ordinator
4th November 2022

CLUB CAPTAIN'S REPORT NOVEMBER 2022

MEMBERSHIP SECRETARY'S REPORT NOVEMBER 2022

Year	Family	Seniors	Juniors	Units	Total
2013	38	53	12	103	170
2014	38	61	16	115	183
2015	37	56	17	110	174
2016	38	60	12	110	180
2017	34	61	8	103	151
2018		108	37		145
2019		103	36		139
2020		104	26		130
2021		106	23		129
2022		104	18		122
2023					

Note: member left club before AGM

**Honorary
Members**

1

**Membership
Categories:**

Junior, Senior, Family, Group or
Correspondent

**Correspondent
Members**

4

New Members

0

Left The Club

0

LEI Club Officials

Principal Officers

	2022/2023	2021/2022	2018/19	2017/18
Chair	SC	SC	CP	CP
Vice Chair	JDM	JDM	SC	SC
Treasurer	SF	SF	RE	RE
Secretary	RP	RP	JDM	JDM

Event Roles

Event Coordinator	IP	CP	CP	CP
Events Secretary	EW	EW	EW	EW
Access Officer	RD (<i>not on committee</i>)	RD (<i>not on committee</i>)	RD	RD
Permissions Secretary	MW (<i>not on committee</i>)	MW (<i>not on committee</i>)	Andy P	LF
Minor Events Coordinator	JDM	UW	UW	UW
Map Librarian	SS (<i>not on committee</i>)	SS (<i>not on committee</i>)	SS	SS
Mapping Coordinator	SS (<i>not on committee</i>)	SS (<i>not on committee</i>)	SS	SS
Mapping Adviser	Vacant	Vacant	Vacant	Vacant
Map Printing Officer	UW	UW	UW	UW
Results Secretary	KB (<i>not on committee</i>)	KB (<i>not on committee</i>)	KB	KB
Minor Events Results Secretary	AP	AP	IT	IT
Event Entries Officer	IP	IP	UW	UW
Electronic Systems Coordinator	KB (<i>not on committee</i>)	KB (<i>not on committee</i>)	KB	KB
Electronic Systems Assistant	DC	DC	IP?	Vacant
Planners' and Organisers' Equipment	LF (<i>not on committee</i>)	LF (<i>not on committee</i>)	LF	CP
Technical Adviser	EW	EW	EW	EW
SI Equipment Monitor	CP	CP	PH	PH

Development Roles

Development Coordinator	RE	RE	RE	RE
Development Secretary	Vacant	Vacant	Vacant	Catherine Cox

Coaching Coordinator	IP	IP	IP?	MH
Club Night Coordinator	DH	DH		
DofE Award Scheme Officer	KB (<i>not on committee</i>)	KB (<i>not on committee</i>)	KB	KB
Media Liaison Officer	Vacant	Vacant	Vacant	Vacant
Permanent Courses Coordinator	SC	SC	SC	SC
Schools Liaison Officer	RE	RE	RE	RE
Club Kit	RP ???	RP ???	RP	RP
Colour Coded Awards Officer	RE	RE	RE	RE

Club Wide Roles

Club Captain & Members' Rep	DC	DC	RP	RP
Club EMOA Delegate	IP	IP	Deputy is UW	Deputy is UW
Development Plan Monitor	JDM	JDM	SC	BH
Junior Captain	LB	LB	AB	
Membership Secretary	RP	RP	JDM	JDM
Newsletter Editor(s)	AW/WW	AW/WW	AW/WW	AW/WW
Webmaster	JC (<i>not on committee</i>)	JC (<i>not on committee</i>)	JC	JC
Web Editor	CB (<i>not on committee</i>)	CB (<i>not on committee</i>)		
Club Welfare Officer	WW	WW	WW	WW
Committee Members not listed above	PL, ER	PL, ER	PL, IW, BH	PL, IW, LH, IP

KB – Kevin Bradley, JC – John Cooke, LF – Laurie Fluck, CB – Chris Bosley, SS – Simon Starkey, MW – Maureen Webb, RD – Roy Denney