

Leicestershire Orienteering Club



Agenda of Committee Meeting online via Zoom Monday 26th February 2024

Present: Steve Chafer, David Cladingboel, Jane Dring-Morris, Steve Edgar, Roger Edwards, Simon Ford, Alison Hardy, Derek Herd, Chris Phillips, Iain Phillips, Roger Phillips, Alastair Paterson, Ernie Williams.

1. Apologies for absence:

Ursula Williamson.

2. Minutes of the last Committee Meeting on Monday 14th November 2023

- These minutes were agreed to be a true record.

3. Items arising from the last MOM

- SC noted that the British Orienteering Trans Policy was to be discussed at this meeting.
- IP noted that the events committee still had to discuss the Trans Policy.
- CP reported that SPORTident do not have any old dibbers in stock.
- RE noted that a £50 donation had been paid to MapRun.
- SC reported that RE had managed to log in to the clubs forwarding phone number and this could now be printed on event maps as a safety contact number.
- DC reported that the club had entered the CS Trophy at Cannock Chase.
- CP noted that club dinner has been booked and the information has been circulated to the membership.

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

a. British Orienteering Trans Policy

- SC hoped that members of the committee had spent time reading the British Orienteering Trans Policy.
- CP noted that EMOA had adopted the British Orienteering Trans Policy eligibility to compete in the female category for EMOA events, e.g. the East Midland Championships and the EMOA league events.
- SC suggested the club follow EMOA and British Orienteering on the eligibility to compete in the female category for all club competitions. This was agreed.
- RE noted that this policy decision should be perhaps visible on the club website.

Action Points

- IP to ensure the eligibility to compete in the female category is more visible on the club website.

b. OCAD License and SPORTident Box replacement

Please refer to the OCAD License and SPORTident Box replacement report circulated prior to the meeting.

- SC noted that mapping software and the SPORTident controls are vital to the running of the sport.
- SC reported that the officers had met to discuss the purchase of 40 controls and 60 locks and this was unanimously agreed by the officers.
- SC noted that due to the rescheduled committee meeting, an order for new Si boxes had to be placed to ensure their arrival before the JK at Easter.
- SC also noted that an OCAD software license for 4 users had been purchased for use by mappers.

c. British Orienteering Levies

- RE noted that the clubs use of the MapRun app, meant that for levy purposes this would be classed as an event.
- RE suggested that as a MapRun is now classed as an event, this probably should be arranged by the events sub-committee.
- RE noted that both MapRun and OpenOrienteeringMap suggest donations in return for their use.
- RE suggested that the fees the club charged for MapRun's should revert to the original fee of £3.00 for BOF members. This was agreed.
- IP suggested that the club event fees should also be considered.
- SC suggested that due to the rise in attendance at all our events to pre-pandemic levels, we should maintain our event fees. This was agreed.

Action Points

- RE to ensure the new MapRun fees are applied to MapRuns. £3.00 for BOF members and £5.00 for non BOF members.

5. Treasurer's Report

Please refer to the Treasurer's Report February 2024 circulated prior to the meeting.

- SF reported that the club has spent around £14,000 since the last meeting.
- SF noted that high event numbers have contributed to a surplus of around £4,000.
- SE asked if the £5,513 was for the 40 new Si controls?
- SF confirmed that 40 new Si controls were purchased.

6. Delegates' Reports

- IP reported the EMOA hope to have a development day in October. Provisionally the 12th October at Groby Community College.
- IP noted this will be a training day for organisers, planners, controllers and mappers.

7. Events Committee Report

Please refer to the Event Committee Report February 2024 circulated prior to the meeting.

- IP noted that the club had held two level C events where the event was only possible due to some last minute appointment of the event officials.
- AP asked about scoring of the Winter League due to the cancellation of the Fosse Meadows event.
- JDM reported that the upcoming Summer League has been fully registered, with 3 events still requiring planners.

8. Development Team Report

Please refer to the Development Team Report February 2024 circulated prior to the meeting.

- RE suggested some updates to the development plan.
- RE noted that the first aid training course would likely to be required at the end of the 2024.
- RE noted the EMOA are hosting a mappers training as part the regional training day in October.
- RE asked the committee if a club survey should be carried out.
- SC suggested that the survey could ask the membership what they require.
- CP suggested that some orienteers avoid technical training, even though it would benefit them.
- RE reported that the forwarding phone number had finally been accessed.
- SC suggested that this number be shared with JDM and IP to use with events as the club's event safety phone number.
- RE reported that BOF are planning to promote POC's on the BBC. This may help uptake with club POC's.
- RE suggested that use of Dropbox could be improved.

Action Points

- RE to agenda the membership survey at the next development meeting.
- RE to arrange a club wide survey of members views.
- RE and IP to create Dropbox folders for the Development and Events committees.

9. Safeguarding

- AH reported that she had attended the British Orienteering webinar on safeguarding.
- AH reported an idea from the webinar was to have a safe space for juniors to meet after their runs at events.
- SC noted that it would be the parent's responsibility for their child at an event.
- SC also noted that the club has a duty to ensure that courses are safely planned.
- IP reported that the events committee had decided to facilitate a separate quiet start, alongside a normal start to help those who are neurodiverse.

10. Club Captain's Report

Please refer to the Club Captain's Report February 2024 circulated prior to the meeting.

- DC reported that new junior club member Cara had scored highly for the club at the CS Trophy event at Cannock Chase, scoring an impressive 98 points.
- IP noted that course lengths for CS Trophy were too long and this was proved to be correct based on the winning times.
- SE suggested that the club should formally complain about course lengths at both the 2023 CS Trophy final and the 2024 CS Trophy heat.
- RE noted that if the committee doesn't voice the concerns about course lengths, then nothing will change.
- CP noted that IP wrote a good summary of the issues about course lengths for the CS Trophy.

- DC reported that 5 people had expressed an interest at taking part in the JK Relays on Easter Monday.
- DC reported that no one had expressed an interest for the British Relays.

Action Points

- DC to write on behalf of the club to ensure course lengths are correct in future CompassSport heats and finals. SC and IP to advise DC on the content of the letter.

11. Membership Secretary's Report

Please refer to the Membership Secretary's Report February 2024 circulated prior to the meeting.

- RP reported that 13 members had not renewed their membership. 5 members, all from one family had moved to Spain.

12. Any Other Business

a. Belvoir Family Fun Day

- SC reported that Matt W would like to borrow the clubs Si kit for the Belvoir Family Fun Day in the summer hosted by Belvoir Cricket Club Trust.
- CP reminded that in the past the BCCT had approached the club a number of years ago for something similar.
- SF noted that unless it is a BOF registered event or activity, then our insurance would not cover the SI equipment.
- IP noted that if this is a BOF registered event, then levies would need to be collected.
- SC suggested that the club was happy to lend the Si equipment to the BCCT, via Matt W with the proviso that equipment is insured and that the club should have written hire agreement with the BCCT. This was agreed.

Action Points

- RP to inform Matt W of the committee's decision on the hire of Si equipment.

b. JK

- CP noted that British Orienteering had released a promotional video for the JK 2024.

13. Date of future meetings:

- RP suggested the date of the next meeting be Monday 13th May 2024. This was agreed.

Meeting Closed at 9:08pm

TREASURER'S REPORT FEBRUARY 2024

Year start accounts were £ 17,000 deposit, £3,235 current, totalling **£20,235**.

Current balance is £9,000 Deposit and £1,444 current, totalling **£10,444**.

Total spend in the period is therefore **£9,791**.

One off items included are;

- | | |
|-----------------------|-------|
| • New Printer and ink | 2,436 |
| • New O tops | 1,186 |
| • Replacement dibbers | 1,266 |
| • New SI boxes | 2,231 |
| • Club Banners | 456 |
| • Club beanie hats | 780 |
| • New Si Boxes | 5,513 |

Total

13,868

So, the rest, of our activities have made a surplus of **£4,071**

EVENT COMMITTEE REPORT FEBRUARY 2024

Since the last committee we have completed the winter league. Thanks to all the organisers and we look forward to applauding the winners at the Club Dinner later this year.

We have run Level C events at Martinshaw, Bagworth and Beacon. Thanks to our organisers: Derek, Roger P and Alison, planners: Chris P, John, Ed, Esther and controllers: Roger, Chris B, Peter H and Doug from DVO. Special additional thanks to:

- Chris P for his work in fast planning Martinshaw (aided by the BSSC control locations) after we had to pull away from Ratby and to Roger E and Chris B for their work controlling.
- Chris, Ursula and Roger P for taking over some duties from John at Bagworth after his injury.

Our level C and D events are beginning to attract larger numbers than I've seen in my 12 years of orienteering.

We provisionally plan 2 more level C forest events next year, Cademan and from South Charnwood High School. We also provisionally plan to hold 2 urban Level Cs at Ibstock and Whitwick.

Of course, our big event for the year is the JK Sprint at Loughborough University.

We continue to use thestartkite.uk for entries and now can use this to provide credits when we cancel an event as we have had to at Fosse Meadows (twice!)

As soon as the JK is over the jobs for the Events committee will be:

- The EM Champs in February at Beacon Hill or Martinshaw/Ratby TBD
- a further 4 level C forest and 2 urban events for 2025.
- Looking to developing new areas for 2026 and considering our contribution to major events in 2026 and beyond.
- Updating our guidance for organisers, planners and controllers in the light of our increased numbers.

Iain Phillips

DEVELOPMENT TEAM REPORT FEBRUARY 2024

1. The development plan

The development plan, this was updated at the development committee and is **attached** for discussion. This comes under the remit of the Vice chair.

2. Generic phone number (Minute 9. from November)

I managed to get access to the generic phone number we had set up for use on our orienteering kites. It is possible to change the forwarding number, currently all come to my landline. There is a cost of about 25p per minute if calls are received.

Minutes of the last Development Committee meeting on 4th December have been circulated.

3. Schools events

We will put on Melton & South Charnwood Schools event on Tuesday 12th March 2024 and the NW Leicestershire Schools a week later. We are using the same team of volunteers as last year. That is a few Melton people for the Melton one, and for the North West people those who have done it for nearly 10 years!

There is a 2024 levy system and Junior pairs still only count as one 55p levy, but this is 10% more than last year.

4. Permanent and virtual orienteering courses

Ben Shannon is struggling to pick up the POC Co-ordinator's role, some personal issues need addressing first. Then is going to sort the new OOB in Bradgate Park. He is going to need help to review and repair courses. Downloads from British Orienteering continue apace.

Beat the Street

We don't know if there will be a further collaborations this year, it's dependent on their funding. I wait for Beat the Street to approach us. We are being encouraged to work with Leicester City Council.

MapRun donation, I will be making a further £50 donation shortly.

5. Schools Mapping

We were paid in January for Charnwood College as invoiced in July 2022! Still waiting for Peter Hornsby to sort out Packington. Pete Leake re-mapped Orchard Mead (formerly Hamilton) and we have extended the permanent course. We are aiming to map Upland's Junior in Leicester city centre and provide a permanent course by Easter.

6. Coaching

Autumn Club Nights we have used a range of new Maprun locations. Burbage Village at 19 and Bradgate Park at 20 had the highest numbers and

the weekly average is 12. This all seems suggest we should do a repetition in autumn 2024.

There are new rules for the levy from 1 January, and our Map runs are now included as Events under this system. So, either we need to be paying the £1.65 levy for all Club night map runs, and even more for the unattached. The costs under this system are map printing 50p, MapRun donation 50p, levy £1.65. All pointing to a £3 charge. **OR**

We could avoid this by not using Maprun but using the same maps. There would of course be no beep at the control site and no way of comparing routes and times.

We need to decide which of the above two options were going to use. If we pay the levy, we are effectively running a series of events at club night. So there is a case that they should be registered as events and managed by the Events committee, and Events could be registering on start kite to ensure we collect the fees.

Recommendations: decide the way we would like to run future autumn club night Map runs/ runs with real maps. Decide on changes to the management and administration (if any).

We are using Markfield Community Centre for club night. Derek is continuing to provide a variety of warm-up routines and exercises which we haven't done before. Attendance is averaging six per week. There might be a need to increase the Autumn Club night Maprun prices to cover the losses here.

7. Recruitment

NOC are repeating Map Active.

There have been a number of things promoted during the BOF Development Conference series in January.

Belvoir Cricket Trust Open day in Sunday 16^h June, Matt White attended the last planning meeting on Tuesday 12th February. Our SI kit will be borrowed but its the bigger issue is the presence of Orienteering helpers.

8. Dropbox

Maureen Webb asked me about access to Dropbox documents. Currently we have a couple of folders and the access is predominantly given to Executive committee. It seems to me better if we actually had three folders with documents connected with each of the three committees: executive committee, events committee and development committee. Owners being Secretary, Events coordinator and Development coordinator.

This would allow non-committee members access to documents which they ought to have carry out their functions. E.g. In Maureen's case risk assessments.

I've done a tiny bit in Dropbox to create folders, but the owners Iain and I need to do a little more. See appendix A for some more details.

Recommendations:

Create three folders in Dropbox with files matching the committee roles and populate with documents to share. Owners to be Secretary Events Co-ordinator and Development Co-ordinator.

9. Members Survey

We last did a survey recently and about 6 year ago. I think there were 30 responses. We need a new one to cover the areas that Committee would like feedback on.

As an example: One of the BOF event surveys 2018/19 we had ... issues

Results at the end were... Poor at D's as no check on the course on the night. Only once you have gone home. Volunteers able to advise? Poor. Car parking? Poor. Discounts and value for money? we don't have any!

What areas would you like to have feedback on? What areas would member input help us improve the offer to members?

Roger Edwards
Development Co-ordinator
14 February 2024

Appendix A

Owner is in bold

LEI committee: AP, AH, CP, DC, DH, EW, IP, JDM, **RE**, RP, SF, SC (aol), SE, UW

Sub folders: Committee administrative, club night, LEI events committee

LEI Development (New folder in February):

sub folder LEI club night coaching: CP, DH, **IP**, PH, RE

LEI Web documents: CB, **RE**

Maprun POC: SS, PH, CB, **RE**,

POC: Ben Shannon, SC, **RE**

Development Plan status report December 2023

The key Objectives	Key tasks	What we have done	What we are going to do	Who
1. The development of the provision of coaching and training for club members of all ages and abilities.	A 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 members' physical fitness and technical abilities. The programme will reflect members' needs and be suitable for the wide age ranges that attend club nights.	Maprun autumn Indoors Spring c dozen each week. Maprun training Feb 2023, PC &UW planned, Nothing for juniors 90% of members do not attend.	Carry on with format 2024-25.	Dev
	B. 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.	Orienteering Foundation (OF) Lakes coaching offered and BOOST. 3 went to Lakes!	Rely on OF	Dev
	C. Junior members who have reached the skill level required will be encouraged to attend the East Midlands Junior Squad Training Days.	Cara T and Daniel S invited via School	Ensure new juniors are invited to squad (Who?)	Dev
2. The recruitment and training of event officials, volunteer event helpers, coaches, committee	A. The club will encourage members with suitable skills to take on coaching roles and provide opportunities, resources and training for them to qualify.			Dev

members and mappers. Training will include formal training courses e.g. Event Safety and Welfare Workshop, peer to peer training and self-learning programmes.				
	B. The club will encourage existing coaches ¹ to continue with their personal development and where appropriate move to a higher level qualification.	We have no coaching Instructors moving to level 2	Ask lapsed coaches if interested in Progressing (DH and..)	Dev
	C, 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.	2023 Replaced Newsletter Editor, POC Co-ordinator, Club Shop	Carry on with sorting out as required.	Committee
	D. 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.	Event safety Jan 2023 - Maprun February 2023 Planners & Controllers 2024 with EMOA	Offer Purple pen training Organisers training? Extend mentoring	Events
	E. The club will also run courses for specific tasks, e.g. Download Team.	Last ran download? First Aid May 2022	Download to be scheduled First aid needed early 2025	Events
	F. The club will create a lessons identified log (to		Include on Events	Events

1 Level 2 Derek, Iain, Chris (missing some licencing aspects,) ?Alastair)

	be managed by the events sub-committee) to identify both positive and negative lessons from the organisation and staging of events and activities.		agenda,	
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	A. The club will conduct surveys of members to seek their views on the programme of training, events and social activities run by the club and will endeavour to modify its programme in the light of the response to these surveys.	Last survey in January 2023, looked at new web site Also participation in big events, lead up to JK2024 volunteering (Committee Feb 2023)	Do one in 2024 re member expectations	Committee & Development
	B. 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 round any such obstacles and problems.	No Junior Captain.	Initiate something more proactive in 2024. Decide in Feb 2024	Committee
	C. The club will continue to develop its use of social media, mail chimp and the Club Newsletter and create a dialogue with the club's members.	We have small dialogue on Facebook. Few eg Matt White Ben Shannon and Roger Phillips initiate conversations	Encourage Facebook postings	Committee

	D. Encourage participation in major events in the UK and overseas, by encouraging shared travel and accommodation.	Passive: Car share page for local travel	Look at in 2024	Development
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	A. The club's marketing plan as in 5 will have an element aimed at recruiting new members		Belvoir Cricket Trust event Bring a friend at Melton	Committee
	B. The club will develop a programme of events and activities, over the lifetime of this Development Plan, aimed at recruiting new members. The programme will be backed by advertising and publicity.	Occasional new members come to events.	Experienced Members should befriend newcomers. (ALL)	Committee & Development
5. To increase the amount of publicity and marketing undertaken by the club through social news and 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	A. 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.	Not established.		
	B. The Executive Committee of the club are requested to find a member of the club to take in responsibility for the publicity and marketing programme of the club.			Committee

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revised December 5th 2023

CLUB CAPTAIN'S REPORT FEBRUARY 2024

Relays response

JK: 4 x M55 and 1 x W35 have shown interest through the club website. Teams of 3 are required to enter. Possibilities now are 1 JK Trophy OR 1 Men's Short OR 1 Men165+ OR 1 mixed ad-hoc. Entries need to be made by 10th March at £75 per team.

British Relays: No registered interest. Closes 24th March.

David Cladingboel

MEMBERSHIP SECRETARY'S REPORT FEBRUARY 2024

Year	Family	Seniors	Young Adults	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		105	-	18		122
2023		96	-	16		112
2024		85		5	14	104

Honorary Members

2

Membership Categories:

Correspondent Members

3

New Members

5

Left The Club

13

MAPPING SOFTWARE

For many years now we have been using the OO Mapper software to create our orienteering maps. At the time it was developed it offered a superior drawing interface and portable Android support. It was driven by some of the leading mappers in the orienteering community. We were getting updates every six months and the product was evolving well. And the major benefit was that it was free being open source software.

The problem now is that development has stalled. We have been waiting for 2 years now for the map layers feature to be finished. John Marriott met the lead developer (Kai Pastor) at a recent radio O event. He sounded like he had no more enthusiasm for the product.

In the meantime Ocad has been beavering away improving their product. They now have an Android and an iOS offering allowing data to be captured on portable devices. They have the ability to bring data directly from LiDAR rather than having to use a GIS package. New planning resources allow best fit routes to be analysed in urban areas.

I think LEI has no alternative but to move back to Ocad (a move that will please Don as he has steadfastly refused to migrate to Mapper). Ocad offers a 'Team' license. This allows multiple users to have the product installed, but only a certain number active at any one time. A 'License Manager' program allows licenses to be easily moved (so the literature says) between the active mappers. A system of discounts applies based on the number of seats purchased and the length of the license (see attached price table which is in CHF; CHF nearly has parity with GBP). We currently have 4 active mappers (Don, Peter H, Peter L and me). I would suggest we need at least 3, preferably 4 seats. We get an additional discount if we go for the 3 year license. A 3 seat 1 year license is CHF363.49 (£329.64). A 4 seat 3 year license is CHF1,235.88 (£1120.78).

Please can you get committee approval for me to purchase the necessary Ocad license.

Simon S

LEIOC

SI Controls

LEI currently has 5 control sets:

Set	Controls	
A1	31-60 (blue)	36 controls
A2	31-60 (Red)	36 controls
C	62-96	36 controls
Maze	62-96	?? controls
D	101-104	4 controls

The numbered controls are all BSF8 controls (blue or red). The technical controls (start/finish) in sets A1, A2 and C are BSF9 controls. The maze controls set is around 20 controls and varies as we use them for spares. The BSF8 controls are at least 15 years old. Currently battery life is around 6 years, meaning each control has had at least one battery refresh. There is nothing in the electronics, other than the batteries, that ages unless there is moisture ingress. Some of the plastic cases are aging and cracking. We can obtain replacement casings; in fact, we have a stock of red cases and the worst cases have already been replaced. This BSF8 controls currently have a high reliability level but they do have to be monitored closely. SI have released an updated control unit, the BSF9. This is more robust, quicker and the batteries are easier to replace. The decision has already been taken not to buy any more BSF8 controls.

We now have 20 BSF9 controls in stock.

We currently use relatively cheap luggage locks to secure the BSF8 controls. These locks are beginning to fail due to moisture in the mechanism and damage to the plastic. The locks are relatively easy to break open with a sharp tug.

We also have the gripple system. This has not been widely adopted because of the difficulty of unlocking the grips. The unlocking tools that we have use a long spike which is worrying from a safety perspective. A more suitable tool has been seen used in SYO areas, but we have been unable to source a similar tool. The cables unravel easily at their cut ends. We have tried a number of solutions, but none has been satisfactory.

The luggage locks do not work with the new BSF9 controls, the gripple system does. SI have found a combination lock system that works and is significantly more secure compared to our present system. It is very effective, but also expensive (£19.08 per lock).

The point of this note is to start a discussion about how we move forward with SI kit.

Option 1: We stick with the BSF8 controls. We accept there will be a steady level of battery replacement (10-20 per year based on past averages). This translates to a level of unreliability particularly during the Summer Leagues when less experienced planners are deploying the equipment. We use the BSF9 controls for technical controls and critical points on large events. This option creates the largest (but not unsustainable) load on the repair team. We stick with BSF8 until the failure rate becomes too high for reliable use at events.

Option 2: We move over to BSF9 controls. We can decide how quickly we take this step:

Option 2a: We convert 1 'A' set to the new controls. This requires 10 controls and 30 locks = £1660. This set is deployed for level D whenever possible, increasing our reliability. It does mean slightly more work for the SI co-ordinator as the set allocation needs to be more carefully planned.

Option 2b: We convert 1 'A' set and the 'C' set. This requires 40 controls and 60 locks = £5495.20. These become the sets we use for Level B/C events. It means that only one control type is deployed in the forest, simplifying the planner's task. Again, the SI Coordinator has to be more careful in the deployment of the sets to ensure the correct A and C sets are matched.

Option 2c: We convert everything to the new control type. I do not think this is sensible or viable. The cost will be prohibitive to cover an eventuality that is never needed. We would be left with a large stack of unused, but functional equipment.

If we go with option 1 we will eventually be forced down option 2, though this could easily be 10 years in the future.

Simon Starkey
January 2024