

# Leicestershire Orienteering Club



## Minutes of Committee Meeting held online via Zoom Monday 11<sup>th</sup> August 2025

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

**1. Apologies for absence:** Alison Hardy

**2. Minutes of the last Committee Meeting on Monday 12<sup>th</sup> May 2025**

These minutes were agreed to be a true record.

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

- RP reported that Glenfield Parish Rooms has been booked for the AGM.
- SC noted that he had yet to speak to IP about forming a working group for a recruitment drive.

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

**a. Event Fees**

- CP reported that due to the rising cost of printer toner & paper, along with the ageing Si boxes, the club should consider a planned increase in event fees to cover future costs.
- UW noted that the club's current supplier of waterproof paper may no longer be able to supply waterproof paper. This may lead to a substantial increase in paper costs due to shipping charges.
- IP noted that the club will need to use professional mappers to remap club maps due to aging club mappers.
- SC proposed a rise to £10.00 for level C events and £6.00 for BOF seniors.
- UW proposed that the fees should be £10.00 for level C's and remain at £5.00 for level D's. This will help match the 50% helper discount to level D fees.
- SC proposed that all level C events will have an increase to £10.00 for seniors & £12.00 for non – BOF seniors and other fees to remain the same. This was agreed.

**b. 2026 Summer Series (recruitment drive)**

- IP noted that in the events committee report, he had written about a lack of time to commit to the role without adding additional time commitments.
- CP noted that the club is good at promoting our events within the sport, but no so good at promoting our events to potential newcomers.
- CP suggested that the club could use social media to promote events.
- UW suggested that the club could hold another event where members bring friends to try orienteering.

- IP noted that the club doesn't have the time or the personnel to do a meet and greet at all events.
- CP noted that our neighboring club have struggled to convert newcomers attending their map active to members.
- SC suggested that the club could do better with its social media and perhaps a volunteer could be found within the wider membership.

### **c. Concussion Policy**

- EW noted that in a previous role working for a teaching union it was really important to record any incidents, especially if the incident could lead to an insurance claim or court proceedings.
- EW noted that the committee's decisions should be reflected in accurate minutes and this is vitally important.
- EW suggested that the club should have an official policy on what to do with a competitor who suffers a serious fall, especially those incidents with head wounds.
- EW noted that this area of concern about concussion and falls has been brought about, due to an elderly competitor suffering a series of bad falls at our events.
- SC noted that any first aid incidents should be recorded by the event organiser and submitted to BOF in case of any future insurance claims.
- EW reported that Sport England have a very comprehensive guide on what to do for suspected concussion. However, this guide is likely to be tailored for those sports held in enclosed arenas and not open countryside typically used by orienteering.
- CP suggested that the advice from EW is that the club should record all incidents.
- IP suggested that the club should also record what advice was given by the first aider. eg "you should attend the local walk-in centre/ A&E".
- UW suggested that a record book could easily be obtained for each first aid kit. It was agreed to purchase a record book to record first aid incidents.

### **Action Points**

- IP to update the club website with the fees increase of level C events to £10 for seniors & 12 for non-BOF seniors from the 1<sup>st</sup> January 2026.
- SC to look for a social media officer from the club membership.
- CP to supply incident/ first aid record books for each of the club's first aid kits.
- IP/JDM/RE to inform event organisers & activity organisers of the need to record any incidents during club run events.

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

*Please refer to the Treasurer's Report August 2025 circulated prior to the meeting.*

- SF reported that the club have £9,000 in the deposit account (Mansfield Building Society) and £6,386 in the current account (Santander).
- SF reported that around £408 had been claimed from the JK 2024 volunteer voucher scheme.
- SF noted that the surplus in the club accounts is due mainly to the JK 2024 profit share.
- SF noted that some of our level C events have made a loss, but our level D events generally make a profit.

- IP noted that the losses on level C's could be due to our event official having higher expenses due to travel costs.
- SF reported that Gift Aid also helps to keep the club finances healthy.

## 6. Delegates' Reports

- IP reported that EMOA have created a new post of Safeguarding officer and are looking for a volunteer.
- IP reported that EMOA still have a vacancy for the vice-chair position.

## 7. Events Committee Report

*Please refer to the Event Committee Report August 2025 circulated prior to the meeting.*

- IP reported that there are five forest and two urban level C's planned for 2026. Some of these still require officials.
- IP reported that the club is due to host the Midland Championships in 2028 along with the British Night Championships.
- IP noted that the 2027 Midland Championships does not yet have a host.
- SC reported that Irchester Country Park are very keen to support us hosting the British Night Championships in 2028.
- RE asked about hosting the Midland Championships at Grace Dieu school and whether this would be suitable for the 2027 championships.
- CP noted that the last time we used Grace Dieu was for an East Midland Championships and the area might not be large enough for the longer courses.
- IP suggested that those areas would need an update on the maps. This would likely need to be a professional mapping contract.

## Action Points

- IP/Simon S to draw up a mapping proposal for areas that will require professional mapping.

## 8. Development Team Report

*Please refer to the Development Team Report August 2025 circulated prior to the meeting.*

- RE reported the Soar Valley College was being remapped, with a view to reinstating their POC.
- RE reported that Mike D had now taken over as POC coordinator.
- RE reported that the Tuesday training nights will be initially MapRuns, with a move to the Markfield Community Centre in January.
- RE reported that Matt W is now a qualified and licensed BOF coach. This qualification was self-funded.
- RE reported that several of the new club members had expressed an interest in club led coaching.
- RE noted that the Orienteering Foundation were hosting a national training day on the 1<sup>st</sup> November in the Lake District. *(Post meeting note – 2<sup>nd</sup> training day on the 8<sup>th</sup> November also).*
- RE reported that the club hosted a 2<sup>nd</sup> first aid course this year, with the cost shared with another club.
- SC noted that not everybody who attended the first aid course had shared their certificate with BOF for them to add to the qualifications database.

- RE reported that volunteers are always a struggle to find and that perhaps the club could look at the SYO model and have a volunteer coordinator.
- CP noted that SYO are a big club and have a need for a volunteer coordinator.
- RE suggested that the committee should be looking at competitor safety during urban courses.
- SC noted that some of our urban courses had issues where local sensitivities were probably not taken into consideration.
- IP suggested the club should encourage planners to think about how our neighbors see us.

#### **Action Points**

- RE to forward first aid certificates to British Orienteering to add to the qualifications database.

#### **9. Safeguarding**

- SC reported that AH will be standing down as safeguarding lead and thanked her for her stime in this role.
- SC reported that there were currently no safeguarding concerns within the club.

#### **10. Club Captain's Report**

- DC reported that we have two teams entered into the British Mixed Sprint Relays at the end of August.
- DC reported that we did not have a team for the YBT final.
- DC reported that due to the distance of the Compass Sport Cup, the officers had agreed to pay members entry fee for the final.
- SC suggested that the standing order in appendix 3 be amended to include the Compass Sport Cup/Trophy as a team event.
- SC suggested that the club pay 50% entry fee for the Compass Sport Cup/ Trophy for the heat and final. This was agreed.

#### **Action Points**

- JDM to amend the standing order, appendix 3 – Team Events policy to include 50% fee reduction for Compass Sport Cup/ Trophy entry fee for team members.

#### **11. Membership Secretary's Report**

*Please refer to the Membership Secretary's Report August 2025 circulated prior to the meeting.*

- RP reported that three new members had joined the club since the last meeting.

#### **12. Any Other Business**

- RE asked about the 2026 presentation dinner.
- CP noted that dates for the presentation dinner where not normally arranged till after the AGM.

#### **13. Date of future meetings:**

- RP suggested that the date of the next meeting should be Monday 17<sup>th</sup> November 2025. This was agreed.

Meeting Closed at 9:16pm

TREASURER'S REPORT AUGUST 2025

Account is £9,000 deposit and £6,386 current

**Totalling £15,386**  
(£3,390 more than this time last year)

Year end accounts being prepared for auditing.

**Since last meeting.**

- All summer league events, to date, included.
- £408 of £735 JK vouchers claimed.
- £1500 gift aid received.
- No outstanding bills.

Simon Ford  
August 2025

## EVENT COMMITTEE REPORT AUGUST 2025

Events continue to happen. The always successful summer league continues to be so, and it's been a good programme this year. The level C event at Irchester went well, with some long runs, no doubt due to the nature of the terrain. Our level C programme continues with our two summer Urbans at Lutterworth and Leicester Hamilton, and three forest events taking us through to the end of the year at Burbage, Beacon Hill, and some new parts of Martinshaw.

I will plan the club champs on a new area in November. More details to come. As we prepare for the winter league, we will give additional thoughts to the safety of our organisers, possibly helping them with finding a team of helpers and control collectors for each event. I'll talk to Jane and Steve shortly about the best way to do and reward this.

As we plan for the future, we have a series of five Forest and two Urban events in the plan for 2026 with one of the Urbans shared with OD.

We still have the opportunity to plan the 2027 Midlands Champs; it won't happen otherwise. However, we will be planning the 2028 version alongside the British Night Champs, so we will have to consider available areas and personnel. The potential to organise the British Sprints in 2030 with the Sprint Relays could come to us too.

Personally, my life is pretty full, which means I can't dedicate the time I would like to improve our events; it takes all the time simply getting the personnel in place. If someone else wants to take over, then I'd be happy to relinquish.

Iain Phillips

## DEVELOPMENT TEAM REPORT AUGUST 2025

### Development Committee progress report 11 August 2025

#### 1. Schools

Melton & Belvoir and South Charnwood Partnerships event was held on Friday 6<sup>th</sup> June at Belvoir. 200 Children attended. The course offered was enjoyed by the schools but the orienteering experience for beginners, involving contours and no path area was poor. I am expecting the location to be used again in 2026 as it's a safe environment and on-site facilities are good.

NW Schools Championship was rescheduled for Monday 9<sup>th</sup> June. It was very tight moving kit from Belvoir to Whitwick with the Irchester event on the Sunday in between. However, it turned out fine.

An onsite post mortem was held in July and next year's event is Tuesday 24<sup>th</sup> March 2026, at Whitwick Leisure Centre.

We are remapping Soar Valley College and reinstalling the POC. Total Fee is about £800. Pete is also remapping the LOPC.

#### 2. POC

Mike Dallaway has taken over the Co-ordinator role and has yet to collect plaques from Ben Shannon. Repairs to courses is ongoing but we have no systematic programme. Sence Valley, Whitwick, Bosworth and Watermead have all had some repairs undertaken when other activities have been held on location.

#### 3. VOC

I'm working with North West Leicestershire Council and NW Schools partnership to offer a VOC at Ellistown and Sence Valley as a part of a get people walking campaign. Eg Encouraging people to make less use of their cars. There is £100 of County funding for us to support this project. Ellistown is will probably have some printed maps available at one or two community locations. Sence Valley will get promoted in August. The Sence Valley VOC/POC uses existing easy permanent course control sites. The majority of the technical controls here are now lost, buried or taken out by forest workings.

#### 4. Club night

We will need a lot more VOC courses again for the autumn club night programme. We have about a third of those needed already planned. Offers so far from Peter Chick, Keith Willdig (new locations) Alastair Paterson and Chris Bosley. The first one will be at Watermead on Tuesday 19<sup>th</sup> August. We will use Markfield Community Centre from Mid-February 2026 to Easter. However it's not booked yet.

#### 5. Coaching

##### 5.1 New coach

Matt White qualified as a coach. I am unsure how we will be able to use his qualification.

## 5.2 New members

There is some interest from new members to provide coaching. We will look at this at our new Committee meeting, beginning of September.

## 5.3 First Aid

Course held on 17<sup>th</sup> May more LEI and members from other clubs. I do not know if these attending have registered their qualification on BOF. We need to be mindful that the room hire charge went up by £80 since we did the January course. However, I charged member from other club about half the total costs. Otherwise, the full cost to the club would have been close to £200 per head.

## 6. Events Committee March 2025 referred items

The March Events Committee minutes refer to two/three matters which were overlooked. There was a delay in the issue of minutes and therefore items were not put on the May Executive Committee agenda:

### 6.1 Volunteer Coordinator

The SYO Volunteer Coordinator as referred to in Buddle "newsletter". (Sport England). A separate role to contact new members and existing members to encourage a contribution to club tasks and roles. Might we benefit from such a role and how would we establish it?

### 6.2 Recruitment

In 2024 we were intending to reformat the Summer League to have a Saturday series in Leicester parks. Since then we have been stalling on how to move forwards. There are two major factors: our track record of attempting things like this has a chequered history and we are short of volunteers to actually deliver a new activity.

Also note

### 6.3 Urban Safety

Issue seems to have missed Committee too.

**Roger Edwards**

6th August 2025

## MEMBERSHIP SECRETARY'S REPORT AUGUST 2025

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		87		5	15	107
2025		95		6	12	113

Note:  
member left  
club before  
AGM

	Membership Categories:	Junior, Young Adult, Senior, Family, Group or Correspondent
<b>Honorary Members</b>	2	
<b>Correspondent Members</b>	3	
<b>New Members</b>	16	
<b>Left The Club</b>	9	

## REPORT FOR COMMITTEE DISCUSSION 4c AUGUST 2025

Hi All – A number of ‘car park conversations’ (especially speaking for myself at the Nottingham/Lincoln Weekend!) and recent emails, have acted as a catalyst for me to search out information about ‘Concussion’, ‘Head Injury’, and ‘sporting accidents’ from national sources. As a sport we can, for right or wrong, be seen as “an ageing sport” but a fall can happen literally at any time to any competitor/participant, young or old. This information can also be seen as an ‘aide-memoire’ about ‘Concussion’ and has given rise to a range of questions. I also appreciate that I might, to coin a phrase, “Be teaching Grandma to suck eggs” or something similar – for this please accept my apologies in advance! Also interesting to note that BOF is forming a ‘new British Orienteering Safety Advisory Group’ and is looking for interested and committed orienteers to take part!

At our next Committee Meeting on the 11<sup>th</sup> can we please particularly address sections (1) to (4) which I firmly believe need formally minuting. This is particularly because, at any time in the future, if there are queries from a member of LEI or their representative, or from another non-LEI individual, Club, or Group, as to whether or not the Club has in place the necessary protocols or has taken, in advance, the appropriate actions, then the Minutes of our meeting on 11<sup>th</sup> August 2025 can show that, as a Club, we will have done all that can be done with regard to an individual’s safety and welfare, be they a member of our Club, of another Club, or a non-Club ‘Independent’ – this is also linked to the mandatory ‘Risk Assessment completed in advance of each Event. Sections (5) to (7) are questions that arise from comments and suggestions made recently.

### **(1) NHS website re ‘Head Injury and Concussion’:**

There is an informative and useful two page set of advice statements regarding injured adults and children from a nationally recognised body and website.

<https://www.nhs.uk/conditions/head-injury-and-concussion/>

### **(2) ‘Concussion protocols’**

The Government and Sport England are very concerned about ‘Concussion injuries and the after-effects’ and the use of ‘Concussion protocols’ i.e.

***“The steps taken to evaluate and manage an individual who has sustained a concussion, ensuring their safety and proper recovery. This typically includes immediate removal from play, medical evaluation, monitoring symptoms, and a gradual return to activities only after being cleared by a healthcare professional.”***

This highlights the necessity of advising an orienteer to seek a doctor/hospital check-up as soon as is possible and definitely within 24 hours of the accident occurring, and could be seen by others at the least that a qualified/certificated ‘First Aider’ can do, whilst also checking, cleaning wounds, applying plasters, bandaging, completing a ‘Medical Incident Report’ etc. The recent advice provided by from Howard

Blackman, BOF Club Support Manager, reiterates the need for first aid action and advice a.s.a.p, further advice as to next and/or future actions, and completion of a 'Medical Incident Report. He also stresses the need for a competitor, post-fall, to provide a medical clearance from a qualified healthcare professional, preferably in writing and from the Doctor that the orienteer is registered with, in order to resume orienteering activities when the effects of head injury/concussion have fully ceased.

As orienteers invariable travel to Events and many enjoy post-event 'social activities', this leads to questions such as:

"Is there a hazard for the orienteer and others because of the possibility of a non-diagnosis of concussion?"

"What about driving and/or drinking alcohol after a fall or collision resulting in possible concussion?"

"If an orienteer is involved in an accident post-Event would an Insurance Company or "One of my Learned Friends" seek to blame the host Orienteering Club for allowing the injured competitor to drive and, probably worse, to be able enjoy a convivial drink between the Event site and home, even if advice as a verbal warning has been given?"

(3) National 'Concussion Guidelines' entitled 'IF IN DOUBT, SIT THEM OUT', UK Concussion Guidelines for Non-Elite (Grassroots) Sport, November 2024' have been developed and published by an expert panel of domestic and international clinicians and academics in neurology and sports medicine, and these guidelines are the first UK-wide Concussion Guidelines for Grassroots Sport. The full document is available at: <https://www.sportandrecreation.org.uk/files/uk-concussion-guidelines-for-non-elite-grassroots-sport---november-2024-update-accessible-version-061124084259.pdf>

**Importantly, this document has a list of 'Red Flags' regarding preliminary diagnosis of 'Concussion' – this I have attached as an 'Appendix' at the end of this document.**

The 'Introduction' to the Guidelines says that:

**"The following guidance is intended to provide information on how to recognise concussion and on how it should be managed from the time of injury through to a safe return to education, work and playing sport**

**This information is intended for the general public and for individuals participating in all grassroots sports – primary school age and upwards - where Healthcare Professionals are typically not available on site to manage concussed individuals. This information is for all those participating in grassroots sport, including disabled people. However, where impairment-specific issues arise further advice should be sought.**

**This document contains general medical information, but this does not constitute medical advice and should not be relied on as such. Nor is this guidance a substitute for medical advice from a qualified medical practitioner or healthcare**

**provider. You must not rely on this guidance as an alternative to seeking medical advice from a qualified medical practitioner or healthcare provider. In particular, if you have any questions or concerns about a particular medical matter you should immediately consult a qualified medical practitioner or healthcare provider. If you think you may be suffering from a medical condition you should seek immediate medical attention. You should never delay seeking medical advice, disregard medical advice or discontinue medical treatment because of information contained in this guidance.**

**At all levels in all sports, if an individual is suspected of having a concussion, they must be immediately removed from play.”**

The ‘Key Points’ that are made in the document are:

- **Most people with concussion recover fully with time.**
- **A concussion is a brain injury.**
- **All concussions are serious.**
- **Head injury can be fatal.**
- **Most concussions occur without loss of consciousness (being ‘knocked out’).**
- **Anyone with one or more visible clues, or symptoms of a head injury must be immediately removed from playing or training and must not take part in any further physical sport or work activity, even if symptoms resolve, until assessment by an appropriate Healthcare Professional or by accessing the NHS by calling 111, which should be sought within 24 hours.**
- **Return to education/work takes priority over return to sport.**
- **Individuals with concussion should only return to playing sport which risks head injury after having followed a graduated return to activity (education/work) and sport programme.**
- **All concussions should be managed individually, but there should be no return to competition before 21 days from injury.**
- **Anyone with symptoms after 28 days should seek medical advice from their GP (which may in turn require specialist referral and review)**

Sport England has also said about ‘Concussion’ that:

*“Along with the publication of the guidelines comes a request to all those involved in grassroots sport to read the guidance in order to:*

- *recognise the signs of concussion*
- *remove anyone suspected of being concussed immediately*
- *return safely to daily activity, education/work and, ultimately, sport”.*

#### **(4) First Aid Provision at LEI Events:**

To give the Club some form of protection should any enquiry be made re availability and use of First Aiders and First Aid Kits it is suggested that it be formally ‘Minuted’ that the Club’s named ‘First Aiders’ have been trained and certificated, and that the available First Aid Kits have been recently upgraded (which they have after the Lubbesthorpe S/L Event and for which many thanks) and that there will be a ‘refreshment check’ of each Kit every 6 months – I’m sure that this happens already but believe it to be better to have it formally ‘Minuted’, perhaps giving a specific timescale e.g. before the start and then after the finish of the annual Summer League.

**The British Red Cross advises that as a minimum there needs to be:**

- *a suitably stocked first aid kit,*
- *an appointed person to take charge of first aid arrangements,*
- *and information giving details of first aid arrangements.*

**Although it was written and distributed some time ago, an extract from a BOF document ‘SAFETY GUIDELINES on ORIENTEERING ACTIVITIES AND TRAINING for Squads, Clubs, Outdoor Centres, Organisations and Schools’ (dated May 2008) states:**

*5. First Aid Kit Should be kept at an appropriate point near to the action, along with other accident response resources (such as a mobile phone, where reception is known to be available). All participants and helpers should know the location of this accident response kit. Properly completed consent/medical forms should be readily available in respect of each person taking part.*

**(5) A mobile phone number on every LEI Level D, C, B, and A Event map re Organiser contact?**

It has been recently suggested by Club members that an ‘Emergency Mobile Number’ should be on every LEI map. This lead to questions such as:

Will it be a Club mobile account or one belonging to an individual Club member, and are there personal/privacy issues in using an individual’s mobile number?

In an emergency is it for the competitor to use, for another competitor to use, or for a member of the public to use during a competition?

At present do only a minority of competitors carry their mobile with them during a competition?

(5) is linked to:

**(6) BOF Rule 8.8 A competitor may be required to carry a tracking device and/or a GPS data logger supplied by the organiser.**

Initial questions:

Would this be for all competitors? **or** Only those in specific age groups? **or** Only those individuals believed to be at risk, and who will decide – the Organiser, the Event Safety Officer, the Controller?

Does BOF have any further guidance on this rule?

Secondly, how?

Mobile phone, on a Garmin or other GPS watches, using RFID tracking tags to aid location and identification of athletes and orienteers in races, or even a possible future SI card / SIAC upgrade!

**(7) BOF Rule 7.10 Competitors are required to give help to an injured competitor even if this means giving up their own race.**

This Rule is generally known but would it be worthwhile bringing it to the attention of Club members, either on the Club website or in the Newsletter or both?

**Appendix: Red flags – requiring urgent medical assessment:**

*If any of the following 'red flags' are reported or observed, then the player should receive urgent medical assessment from an appropriate Healthcare Professional on site or in a hospital Accident and Emergency (A&E) Department using emergency ambulance transfer if necessary:*

- *Any loss of consciousness because of the injury*
- *Deteriorating consciousness (more drowsy)*
- *Amnesia (no memory) for events before or after the injury*
- *Increasing confusion or irritability*
- *Unusual behaviour change*
- *Any new neurological deficit e.g.*
  - *Difficulties with understanding, speaking, reading or writing*
  - *Decreased sensation*
  - *Loss of balance*
  - *Weakness*
  - *Double vision*
- *Seizure/convulsion or limb twitching or lying, rigid/motionless due to muscle spasm*
- *Severe or increasing headache*
- *Repeated vomiting*
- *Severe neck pain*
- *Any suspicion of a skull fracture (e.g. cut, bruise, swelling, severe pain a site of injury)*
- *Previous history of brain surgery or bleeding disorder*
- *Current 'blood-thinning' therapy*
- *Current drug or alcohol intoxication*