



# Leicestershire Orienteering Club



## **Minutes of Committee Meeting held at The Conference Room, Groby Community College Monday 14<sup>th</sup> November 2016**

**Present:** Chris Phillips, Roger Phillips, Ursula Williamson, Roger Edwards, Jane Dring-Morris, Laurie Fluck, Bob Haskins, Wendy West, Alan West, Peter Leake, Ernie Williams, Iain Phillips, Ian Wilson, Liz Heaton, Anna Barber, Mark Hardy.

### **1. Apologies for absence:** Steve Chafer, Roy Denney

CP welcomed Liz and Anna to their first LEI committee meeting.

### **2. Minutes of the last Committee Meeting on Monday 8<sup>th</sup> August 2016**

These minutes were agreed to be a true record.

### **3. Items arising from the last Minutes**

Item 9 – CP is in ongoing discussions with Andrew Ward regarding marketing.

### **4. Request for inclusion in ‘Urgent and important items’ on the agenda**

#### **a. Review of officials’ roles**

There have been the following changes since the last meeting:

SC – appointed POC co-ordinator

LF – continuing as permissions secretary

UW – appointed minor events co-ordinator

JDM – appointed membership secretary

SS – probably taking over as mapping co-ordinator

### **5. Treasurer’s Report**

Please refer to the Treasurer’s report November 2016 circulated prior to the meeting.

#### Gift Aid scheme

New item to be discussed further at the next committee meeting in February 2017.

It’s the club’s policy to pay subscriptions for committee members. There is a very low uptake of this. Only RD in the last 5 years.

EW – suggested members provide receipts to validate a claim and not to allow retrospective claims.

CP – potential cash flow problem between paying expenses and receiving donations/gift aid. Rules need to be specific to cover this. Example: for the JK we could get lots of claims once club members are aware of the scheme.

RP – scheme needs to be promoted to members with queries being referred to RE. Care needs to be taken to avoid cash flow problems.

EW proposed to accept RE’s recommendation that the travel scheme be extended to include payment for full accommodation expenses and flights on submission of receipts/payment advice. Donations of 86% of the expenses to be invited on all payments including mileage.

Seconded by CP, motion carried by unanimous committee vote.

### SI Air contactless dibbers

PL – at a recent DVO event the take up was low.

WW – not many dibbers are hired at events, most orienteers have their own.

CP – using an Air dibber allows orienteers to “jump the queue” at controls during events.

RP – proposed to retain the hire charge of £1 and replacement charge of £30.

CP – clarified the IOF position: in the context of fairness, clubs need to ensure there are sufficient contactless dibbers available for hire at events. There is a risk of an event being voided if a protest regarding lack of contactless dibber availability being upheld. Some orienteers have experienced failed contactless dibbers (Derek Herd, Tanya Taylor for example) which have had to be sent back to SI to be replaced.

EW – SI are promoting contactless very hard.

RE – proposed that sprint events are a good opportunity to promote contactless punching. Proposal accepted by the committee.

### Entry fees

For level C suggested the following:

- £7.50 for adults on light green and above. Adults on white to orange to be at junior rate
- £4 for helpers on light green and above
- £3 for juniors
- £1.50 for junior helpers

CP proposed the committee accept the above, motion carried by unanimous vote. Changes to be effective from 1<sup>st</sup> January 2017.

Season ticket proposal – committee agreed not to pursue this.

## **6. Delegates' Reports**

BH attended the East Midlands meeting:

- Treasurer (Mark Webster) and development co-ordinator (CP) to continue for 1 more year
- To promote a national coaching conference
- To promote the East Midlands Championships
- Urban league low attendance – 98 for Bourne, better attendance for Nottingham City and Lincoln.  
IP and CP – housing estates are not popular  
IW – less likely to go back to the same area  
PL – there is a core of orienteers who favour urbans  
IW – should the idea of urban orienteering be sold to running clubs?  
Other points – There will be a new map of Shepshed next year. Families are put off by the U16 issue. Main issues to be discussed are the U16 issue and the housing estate issue.
- EMEWs will be published early December
- The BOF EGM vote was discussed.
- 04/03/17 – Planners and Controllers conference

Charnwood Forest regional park (RE):

- Now in phase 2
- Wanting ideas for the use of Charnwood Forest
- Outwoods and Beacon – possibly cafes and more parking
- Proposed to put in a Heritage lottery bid
- RE circulated a map of the area during the meeting

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

UW distributed the 2017 v3 Summer League events list.

CP reminded everyone of the Christmas Novelty event on 03/12/16.

MH offered a Santa outfit for Simon Ford.

## **8. Development Team Report**

MH advised there is a coaching conference on 15/01/17 in Crewe.

IP, MH and Peter Hornsby have indicated they wish to attend.

Cost is £55 per person for the weekend, £30 per person for a day. Accommodation costs are in addition this.

CP – proposed the club funds attendees travel and accommodation costs. Motions carried by committee vote.

RE – the junior development framework, its aim is to increase membership, sustainability is the key.

Monday club night is successful for juniors.

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

Please refer to the November 2016 Committee Report circulated prior to the meeting.

## **10. Membership Report**

UW reminded all to renew annual memberships.

## **11. Any Other Business**

CP – should we have a coach available at all level C events? An “ask me for help” person.

Suggested organisers ensure they have 1 coach when recruiting volunteers. A list of coaches (who will also be first aiders) is available on the LEI website.

Next meeting 2<sup>nd</sup> Monday in February in the Conference Room at Groby Community College.

Development plan to be on the agenda for the February meeting.

Meeting closed at 8:50pm.

## **12. Dates of future meetings:**

FULL: FEBRUARY, MAY, AUGUST, NOVEMBER

Events: JAN, APRIL, JULY, OCT

Minor events: MAR, SEP, DEC

Mapping: JUN

Development: JAN, JULY

Coaching Forum: MARCH

AGM: OCT

## **Treasurers' report November 2016 Committee**

### **Gift Aid Scheme**

### **Gift Aid Volunteer expenses scheme**

### **SI-Air Dibbers - Charging review**

### **Entry Fees**

### **Accounts to date**

### **Gift Aid Travel scheme**

A handful of members make use of the Gift aid scheme. Compared with most sports clubs, Orienteering is unusual as so many competitions are at a distance rather than being local, so we have more opportunities to travel over 2 hours (when travel payments can apply).

Our travel scheme is based on using the maximum tax allowance for mileage ie 45p per mile. With members claiming this sort or rate but then making a voluntary donation at a much lower rate (of 37p).

However the CASC regulations allow us to pay more than this, such as subsistence, flights and accommodation. If we extend the scheme, the Treasurer would need to see receipts to ensure payments satisfy the HMRC, that there was no cheating.

For mileage we pay the donation X 1.17. We could change this so all expenses were on the same basis.

See the table below where I have shown the impact of having donations of between 85% and 90% of expenses. The changes are fairly dramatic in this range. If we wanted a 2:1 ratio; member to get double the club's share then we need to have donations at 85.7% of expenses.

For mileage I have shown the current scheme and a possible new scheme at 86%.

Increased payments lead to a slightly increased risk of no matching donation.

Rate	Expense	Payment	Donation	Gift Aid	Club share	Member share	Pay-don	Member club ratio		
90.00%	500		500	450	112.5	62.5	50	0.8		
89.00%	500		500	445	111.25	56.25	55	1.0		
88.00%	500		500	440	110	50	60	1.2		
87.00%	500		500	435	108.75	43.75	65	1.5		
86.00%	500		500	430	107.5	37.5	70	1.9		
85.00%	500		500	425	106.25	31.25	75	2.4		
86.00%	500		500	430	107.5	37.5	70	1.9		
85.70%	500		500	428.5	107.125	35.625	71.5	2.0		
85.60%	500		500	428	107	35	72	2.1		
85.30%	500		500	426.5	106.625	33.125	73.5	2.2		
85.00%	500		500	425	106.25	31.25	75	2.4		
ppm	miles	Payment @1.17								
0.37	400	173.16	148	37	11.84	25.16	25.16	2.1		
86.00%	0.45	400	180	180	154.8	38.7	13.5	25.2	25.2	1.9

### Recommendation

**The travel scheme be extended to include payment for full accommodation expenses and flights on submission of receipts/ payment advice. Donations of 86% of the expenses be invited on all payments including mileage.**

### Gift Aid Volunteer expenses scheme

Our other scheme is related to paying 45p per mile for events organisation mileage and travel to Official meetings (such as this Committee meeting) and hoping to get back one third in a donation or with a full donation respectively.

Very few do the later so you are invited to claim occasionally.

### SI-Air Dibbers - Charging review

We have 12 SI Air contactless dibbers (when delivered). SI offered a 20% discount off Si AIR dibbers (contactless) for families. We took this up and ordered 10 dibbers. Some Committee members think this may be too many. However if we want to offer our Level C with SI-Air we need to be able to provide such dibbers for hire. For Level D we probably should offer. For both levels with only 12 we cannot guarantee every newcomer to be able to hire but we should be able to meet a high level of demand

BOF seem to be moving to prohibit mixed punching events. So would like all SI-Air events to have such dibbers available to all and used by all. Like BMD 2015 with Emit touch free.

This might work at the occasional event. However with a small personal take up SI cannot supply sufficient hire dibbers for all clubs to switch.

A BOF ban on mixed punching seems highly like to delay a move to new style punching as people would not be keen on buying SIAir only to be able to use them conventionally.

Precedent in the region eg LOG and DVO is to ignore the BOF recommendation and operate multi-punching. LEI have done the same over the summer at level D, but have had big battery problems which might be aggravated by SIAir, so our adoption is on hold.

However we can get round having one style only by not following the BOF suggestion. I think a lot of people will be ok with their own dibber and won't bother to hire one. So it's predominately going to be newcomers who need to hire. So, we need to be working out when we are going to offer contactless at B?C/D events.

These dibbers are likely cost £62 to replace. So this could have an impact on our dibber hire arrangements. We generally have a full price replacement policy. So many Type 5 were about £30 new although a high proportion (the 260000 range) were bought at the original £15.

**Our loss record** is -I can't remember losing one and have people pay the lost dibber fee of £30. So very few. One of the reasons for having the £30 was to deter people stealing them through non-return. Anyone using a stolen dibber has a good chance of being detected at our or another clubs event.

### **Hire charges by other clubs**

Old style EMIT bricks are say £50 but OD still have a £1 hire fee.

DVO have £2 for contactless.

Those needing to hire are likely to be newcomers and a new £2 hire fee starts to make the total entry fees rather high; esp at level D.

I would propose no change so a Hire Fee £1 and replacement at £30. However if we start losing then we need to review.

We have two main SI sets A and B, so we probably need to put 6 dibbers in each for use at Level D.

### **Recommendations**

**Confirm Hire fee for any dibber at £1.**

**Identify/review our approach to SIAir usage at events (may be by Level).**

## **Entry Fees**

In August we put Level C for review once we knew the EGM decision. We agreed to 50p across the board, but I have suggested an alternative later on.

The AGM Forum raised issues about entry fees and expectations of Level D and C.

We have made several changes over the recent years to fees.

- We bumped up Level D by £1 (in two stages) when the new levy formulae applied from a zero base rather than about 100
- We abandoned the £2 surcharge (discount) for non members on the basis it made our offer unattractive and we have so few non members attending. We hope people join the club because they want to be part of the group and we have the dibber collector card/refund incentive.
- We have offered short courses (White to Orange) at lower fees for adults.

- Our level D have had this **offer since 2013** but our short course is Yellowish. This may be unclear as officials do not always display the Fees sign.

We currently have a promotion on the schools league where a family can do the event (white) for £5. at this stage of course no idea of impact.

We could have a first year offer for new members joining the club. Eg another loyalty card based on attendance giving free entry later on. (This has some similarities with our helper discount.) Any offer is likely to reduce income unless compensated for by increased participation. However the money side is likely to be relatively trivial.

#### Level C alternative

We could reduce Level D and increase Level C by 50p to £4 and £8. We had 900 entries at Level C and slightly more than this at Level D, so this would be income neutral.

#### Summer League season ticket

Suggestions about a season ticket for Summer league have been around for several years. We have 22 members with 10 or more appearances (including organising).

<u>Events</u>	<u>People</u>
2	34
3	19
4	10
5	5
6	4
7	7
8	9
9	2
10	4
11	2
12	2
13	4
14	4
15	3
16	3

If we offered a cap at ten events this would lose us income as below.

No events	15	14	13	12	11	10
Loss if 10 event season ticket	13.5	40.5	85.5	148.5	220.5	301.5
people benefitting	6	10	14	16	18	22

We would need those currently attending under this limit to take up the offer (effectively over pay) and there are not really enough in the 5 to 9 range to make up the difference. Most of our summer leaguers are occasional attenders.

### **Recommendations**

**We extend our Short course offer to Level C and B. White to Orange be offered at Junior Rate for Level C (which is to be £3 from Jan.)**

**LEI Web site to display this information and Fees notices be used.**

**Decide if to remain with Level C at £7.50/ £3.**

## Accounts to date

Overall surplus is £500. This is unusually high for this point in the year! The BSSC has estimates so I am waiting for real expenses from the Controller, Results processing, vouchers, etc. Next two events before 14<sup>th</sup> Nov Committee put in as a notional item.

B BSSC	£2,298.00	-£1,713.27	£584.73
B Peter Palmer	£2,979.00	-£2,330.22	£648.78
C Ashby Urban		-£128.28	-£128.28
C Bradgate	£1.00		£1.00
C Dishley	£580.75	-£272.05	£308.70
D Club Champs	£441.00	-£493.11	-£52.11
SL16 Donisthorpe	£174.50	-£401.45	-£226.95
SL16 Fosse Meadows	£181.00	-£54.50	£126.50
SL16 Glenfield	£229.75	-£115.50	£114.25
SL16 Loughborough Uni	£172.50	-£65.35	£107.15
SL16 Melton	£120.00	-£73.90	£46.10
WL1 Watermead	£356.00	-£110.35	£245.65
WL2 Burbage	£1.00		£1.00
<b>Total Result</b>	<b>£7,534.50</b>	<b>-£5,757.98</b>	<b>£1,776.52</b>

Equipment	-£265.91
Equipment Timing	-£502.90
Room Hire	£0.00
Storage Rent	-£240.00
<b>Total Result</b>	<b>-£1,008.81</b>

**Roger Edwards**  
**Treasurer**  
**5 Novmeber 2016**



## **Events Sub Committee – Report to Committee November 2016**

### **Peter Palmer Junior Team Relay**

A very successful weekend. Despite some problems with team managers not getting their act together before the event, the event itself went very smoothly. With 22 entered (last year's event only had 10 teams) we made a reasonable surplus. There had been concern that given the high cost of putting on the event we would make a substantial loss. Many thanks to Iain and Ursula for planning and organising.

### **British Schools Score Championships.**

The event itself went very smoothly with the LEI team pulling out all the stops. Watching the start being rolled up and packed away seconds behind the last starters was pure magic. Similarly walking back to the assembly area after the presentations to find the site clear was equally pleasant.

Unfortunately one or two things made the day more difficult than it should have been. As those of you who were there will know we had problems with a member of the BSOA Committee who seemed to think she was in charge and spent much of the morning haranguing people including the competitors. I have made a formal complaint to BSOA about her. The second area was some of the school team managers who did not have the wit to understand that the rule "No Entry on the Day" means just that. This gave Ursula much "grief".

### **Minor Fixtures.**

The winter league is well under way and all the organising slots are filled. Ursula, who has taken over from Bob as Minor Fixtures Coordinator, is well advanced with the plans for the 2017 Summer League. This should be published some time in the next few days.

### **EMOA Championships. Wakerley.**

The organising and planning are virtually complete. By the time of the meeting will be complete. A little bit more frost before the event would be welcome to kill off the bracken.

At the time of writing entries are still very low and it may be that we extend the pre entry deadline by a few days from the current date of 13<sup>th</sup> November.

### **Event Officials Training.**

As was mentioned at the AGM it is intended to run an Event Safety Workshop and a Download training course early in the 2017.

There will be a regional Planners and Controllers Conference in March 2017. Any suggestion for topics will be warmly welcomed by the Regional Development Coordinator!

**2017 Level C Events**

Officials have been appointed for the first two events and other “volunteers” have been sourced for the events later in the year.

**2018 Events**

Jeff Baker is well on the way with the new map of Leicester Castle and the Newarke and the first draft should be completed in early 2017.

Chris is trying to arrange a further visit to Belvoir to talk to the estate staff about access for the planner and mapper during 2017.

**Access**

Roy is in the process of arranging a meeting for himself and Chris with the “new” landowner of both Lount and Rough Park and Rising Wood.

CP 4.11.16

## **Development Co-ordinator's report - Committee Meeting 14 November 2016**

### **POC**

Stephen Chafer is in the process of taking over and understanding what we offer. Eg BOF portal, Dropbox archive, etc. The abandoned Wakerley POC used to be a top seller, so needs to be re-activated after the Level B. QEDJW POC for Woodland Trust requested in 2014 is still pending.

We need to redo warden list for Jane's work on POC maintenance. We are considered another app for POC based on GPS and QR. Something that makes POCs competitive- like races would be a bonus.

### **Coaching**

National Coaching conference in January 2017 several are interested in attending.

We tried a more integrated approach to September Club nights, this worked in terms of reducing coach workloads. Attendance was less.

Following the 2015 members survey request, we tried three sessions, TD3 and above coaching at Cademan in April. We need to look at this again for next year. Participation was generally poor. One way might be to extend the summer league so that the training session formed part of the league at least in terms of Participation points.

*What are your thoughts?*

### **BOF Junior Development**

English clubs are developing a template and a recent draft version is **attached**. This has been used as a framework for setting up a "schools league" in NW Leicestershire. We are trying to link into their primary Championship which had 450 last March.

In HH something similar is called a Youth League. Peter Hornsby and I are managing programme of monthly races and trying out a large number of "devices" and different practices. Eg re-using same courses at next event, allowing shadowing, two goes at the practices course and bribes/incentives. Mainly to see if they can be more effective in getting parents to bring family to events and for whole family to participate. The ideal is for such families to take over some of the running of these events.

We need some experienced juniors and senior to come in order to provide numbers and perhaps they can treat the medium course as a practice environment.

We (may) also need more helpers to offer improved meet and greet.

### **British Schools Score Championship**

Our summer practises in Mid Leicestershire after school failed to get any new schools to attend the Championship. Only three schools seemed interested. For the two secondary schools it clashed with the more important County Cross country League and the independent Primary school seems to have fallen by the way side.

### **Schools Mapping**

Rawlins map submitted. Oadby & Wigston -Langmoor and Glenmere Primary near completion. Park requested November.

### **Teacher Training**

Pauline Olivant ran Teaching Level 1 ran 13<sup>th</sup> October. Possibly another one in Melton next year. Roger Edwards Development Co-ordinator 5 Nov

Copy of Membership Report for committee Nov 2016

Membership numbers have stayed the same since the last meeting. Renewals have started coming in for 2017; there are 5 of these.

Year	Units	Total	Family	Seniors	Juniors
2013	103	170	38	53	12
2014	115	183	38	61	16
2015	110	174	37	56	17
2016	106	173	37	58	11
2016 August	109	179	38	59	12
2016 Novem	110	180	38	60	12

**Lapsed Membership for LEI 2016**

**Notes**

Name	YOB	Gender	Grade	
<b>Bell (Euan)</b>	2000	m	Junior	
<b>Brand-Barker (Christopher)</b>	1991	m	Senior	
<b>Brown (George)</b>	2004	m	Junior	
<b>Coolican (Kiran)</b>	1990	m	Senior	Working Abroad
<b>Miskin (Stuart)</b>	1968	m	Family	
<b>Miskin-Young (Felix)</b>	2000	m		
<b>Miskin-Young (Finn)</b>	1998	m		
<b>Miskin-Young (Flora)</b>	2004	f		
<b>Young (Katie)</b>	1966	f		
<b>Pollard (Joseph)</b>	2000	m	Junior	
<b>Schmid (Nicole)</b>	1989	f	Senior	Returned to Switzerland
<b>South (Marie)</b>	1950	f	Family	
<b>South (Larry)</b>	1950	m		Intermittent orienteers
<b>Andrew Henderson</b>	To WAOC			
<b>Camilla Darwin</b>	To WAOC			
<b>Hebe Darwin</b>	To WAOC			
<b>Alex Darwin</b>	To WAOC			
<b>Shirley Moir</b>	Deceased			

## November 2016 Committee Report

### **Club Captain**

17 juniors of the LEI Junior squad attended the Peter Palmer Relays on the 11th September 2016 at Martinshaw Woods, hosted by LEI. Once again we had two full teams of 8 and this year we had a travelling reserve. As per the club policy, the junior relay teams were subsidised by 75% (of the entry fee) from the club.

Sadly we missed out on retaining the Joan George Trophy for a third year running by a mere 90 seconds, this after 3½ hours of racing is very impressive. This did mean we were awarded 2nd place in the Peter Palmer Trophy competition.

After discussion at the open forum at the AGM, it was agreed that next year's CompassSport Cup heat will be Burwell & Haugham on the 12th March 2017, which will be hosted by LOG.

### **Club Shop**

Nothing to report

### **Social Media**

Facebook Page - 388 Page Likes (up 8 Likes), Weekly average reach of 95 people  
Facebook Group - 58 Club Members (up 2 members)  
Twitter - 87 followers (up 7 followers)