

**Minutes of NDCXL General Meeting**  
**Wednesday 17 July, 2019 at 7:30pm**  
**The Red Cow, Allestree**

**Present:**

Emma Payne (Fossa) (Chair); Richard Shenton (Beeston CC) (Minute taker); Russell Cox (SPRC); Heather Wimble (Drogon RT); Maddi Smith (Bolsover and District CC); Richard Oakes (Beeston CC); John Holmes (Team Empella); Karen Lifford (British Cycling); Martin Howarth (Nottingham Clarion); Heather Howarth Downey (Nottingham Clarion) (Treasurer); Chris Watts (Matlock CC); Nick Chilton (DMRC)

1. **Apologies** – Andy Naylor, Neil Mansfield
2. **Minutes of the last meeting** were accepted as a true reflection of the discussions that took place on 21 May, 2019.

3. **Matters Arising**

3.a. ***Chair and Treasurer vacancies***

Heather D and Karen had agreed to hold off on publishing details of the treasurer's role until the beginning of the season. However, Karen was concerned that this might clash with BC's focus on the World Champs, so will aim to publicise the vacancy in an appropriate BC Club and Member Newsletters before the end of October. Later in the meeting Karen agreed to add an Excel spreadsheet expert for the Events team and a person to help with the NDCXL Buy and Sell Facebook page for the Comms team to the recruitment article. Neil to create piece for website to advertise vacant roles that the BC newsletters can link to.

**ACTIONS:**

- Neil and Maddi to send details of the vacant Comms and Events roles to Karen.
- Karen to arrange for details of the three roles to be published in BC newsletters.
- Neil to explore possibility of creating a 'Vacant Volunteer Roles' page on NDCXL website.

3.b. ***Race Calendar for 2019/20 season***

- ***Karen to contact Ashfield and Matlock re organising events*** – confirmed.
- ***Andy to contact Matt Crouch re Derby Mercury organising an event*** – confirmed.
- ***Maddi to contact Bolsover re organising a round*** – Bolsover not in a position to organise an event.
- ***Maddi to confirm details of events with organising clubs*** – all dates and venues confirmed.

3.c. ***Services to be confirmed***

- ***Richard O to confirm first aid cover with Erica Smith and Sam Amps*** – confirmed.
- ***Heather W to confirm SmarTiming's availability*** – confirmed.
- ***Andy to establish if Kyle Burleigh is happy to arrange race numbers*** – in Andy's absence it was not possible to confirm if Kyle had been contacted. Richard to contact Andy. Emma to contact Kyle
- ***Heather D to check tape supply and process with Gavin Hardwicke*** – tape has been ordered and will be delivered to Emma's address next week.
- Richard added that he had contacted Denise from Quaver Caterers and she is available to cover all events as required.

**ACTION:**

- Emma and Richard to determine position in relation to race numbers.

3.d. ***John to confirm third year of sponsorship and race logistics support with Forme.***

John spoke to Forme but the conversation concerning sponsorship was inconclusive. Emma reported that she received an email from Forme yesterday stating that they are no longer able to deliver the equipment to events as they have over the last two seasons.

**ACTION:**

- Emma to respond to email asking which of the events Forme will be attending.

**3.e. Affiliations**

- **Gavin to pass on BC login details for League rider affiliations to Heather W - completed.**
- **Heather D to amend club affiliation form and Neil to post to NDCXL site - completed.**
- **Open club affiliations in July - club affiliations are open**

**3.f. Equipment to meet new BC regulations.**

Karen is not sure about the colour of the second flag required for course safety purposes (the first is red) and is seeking confirmation from colleagues at BC. Red flags are available from Karen and Heather D is to purchase a box of whistles and first aid bibs.

**ACTIONS:**

- **Heather D to purchase whistles and first aid bibs.**
- **Karen to inform Heather of second flag colour asap so they can be purchased**

**4. Team updates: Admin**

- Sponsorship** – as discussed above in Matter Arising - 3.d.
- Login details for league**  
Richard asked volunteers to send him any login details that they use to access on-line information for league business. He is compiling a list of login details that can be centrally and securely.
- Catering** – as reported by Richard above in Matters Arising – 3.c.

**ACTIONS:**

- Heather D to securely forward bank, website hosting and Google Docs login details to Richard.
- Richard to request access to BC's league management tool. It was unanimously agreed that the chair (Emma) and secretary (Richard) should have access. Karen advised forwarding a copy of these minutes and membership numbers to BC membership and copy her in.
- Emma to provide Twitter details and to ask Lee Shunburne for Facebook.

**5. Team update: Communications**

Neil in absentia:

- Formally thanked Tim Cooper for volunteering for the league over the past few years.
- Asked for help with NDCXL Buy and Sell – see Matter Arising 3.a.
- Reported that the calendar has been published.
- Reported that the event prize allocation spreadsheet has been completed and forwarded to Maddi and Emma.
- Requested to amend event schedule so that the duration of the vet men and women races is described as “40+ minutes”. After a brief discussion in which John explained that the duration of races for elite women at UCI level is now 55 minutes it was unanimously agreed to amend Appendix C of the NDCXL's Rules so that it states that the NDCXL women's and vets' races will be 40+ minutes long.

**ACTIONS:**

- Maddi to send Neil's event spreadsheet to Richard for testing (he will the spreadsheet with data from the January 2019 Broxtowe event.
- Richard to amend Appendix C to reflect races of 40+ minutes for women and vet men

**6. Team update: Events**

- Event calendar** – published as reported by Neil at 5.c.
- Recruiting an Excel spreadsheet volunteer** – see Matters Arising 3.a.

## 7. Team updates: Results

1. Heather W reported an issue with BC's system for rider registration: the club selection is inconsistent and often displaying incorrect details. Karen advised Heather W to contact Ben Falla at BC.
2. Heather W reported that she's been contacted by a rider who wishes to register as a private member but, although he lives in north Nottinghamshire, he is unable to register on the BC system because he has a Sheffield postcode. Heather queried the inconsistency between this restriction on the BC system and item 4.1 in the NDCXL Constitution, which states "*Membership of The League shall be open to any club whose club address (as registered with British Cycling) is in the counties of Nottinghamshire or Derbyshire or to any private individual who lives within these counties.*" However, it was noted that the county vs postcode issue would need to be policed carefully.
3. Heather W asked if the new women's race will be divided into the same categories and subcategories as the vet men (V45, V55, etc.). It was noted that this question applies to both race day prize allocation and the separate league competitions. John noted that Trophy races do not incorporate the subcats. By a unanimous vote it was agreed that Rule 3.4 should be amended from:

*3.4 It is mandatory to award prizes in the following categories:*

*Children: U9B, U9G, U12B, U12G, U14B, U14G, U16B, U16G;*

*Women: Junior, Senior (incl. U23), V40 & V50*

*Men: Junior, Senior (incl. U23), V40, V45, V50, V55, V60, V65, V70+*

to:

*3.4 It is mandatory to award prizes in the following categories:*

*Children: U9B, U9G, U12B, U12G, U14B, U14G, U16B, U16G;*

*Women: Junior, Senior (incl. U23), V40, V50, V60, V70+*

*Men: Junior, Senior (incl. U23), V40, V50, V60, V70+*

and Rule 5.2 from

*5.2. Prizes in the league competitions shall be awarded in the following categories:*

*Children: U9G, U9B, U12G, U12B, U14G, U14B, U16G, U16B*

*Women: Junior, U23, Senior, V40, V50*

*Men: Junior, U23, Senior, V40, V45, V50, V55, V60, V65, V70*

to:

*5.2. Prizes in the league competitions shall be awarded in the following categories:*

*Children: U9B, U9G, U12B, U12G, U14B, U14G, U16B, U16G*

*Women: Junior, U23, Senior, V40, V50, V60, V70+*

*Men: Junior, U23, Senior, V40, V50, V60, V70+*

It was noted that the BC General Technical Regulation 18.7.1 should apply in relation to the number of prizes allocated in relation to the number of entries in each category:

*18.7.1 For Men / Women / Junior Individual Championships:*

*8 or more entries 3 Medals*

*6 or 7 entries 2 Medals*

*3 to 5 entries 1 Medal*

4. Heather W reported that 18 riders had attempted to register even though their clubs haven't affiliated. She asked for a general message to be sent out via Comms to explain that until they receive a second email from BC confirming registration they should not assume registration is complete.
5. Heather W asked Heather D to send her a list of the clubs that affiliated last season but aren't this season.
6. Heather D reported that 8point8 has affiliated with the intention of supporting an event but they have not specified one. Maddi noted that Nottingham Clarion had asked for more helpers so it was agreed that Heather D would link Clarion with 8point8.

**ACTIONS:**

- Heather W to contact Ben Falla at BC re issue with BC member registration system.
- Heather W to bring BC member registration system into line with Constitution.
- Richard to make amendments to NDCXL Rules as per 7.3 above.
- Neil to amend event spreadsheet to incorporate amendments to race day prize allocation as described in 7.3.
- Heather W to amend League competitions to reflect amendments referred to in 7.3.
- Neil to remind riders who are registering that the 'Order Receipt' is not 'not a guarantee of acceptance of league membership'.
- Heather D to send Heather W a list of clubs that do not intend to affiliate.
- Heather D to link 8point8 and Nott'm Clarion so the latter can support at HPP.

**8. Team updates: Finance**

- a. **Purchases – barrier tape** – see Matters Arising 3.c.
- b. **Club affiliations** – Heather D confirmed that 16 clubs and 8 private members have affiliated and she will continue to update.
- c. **Website hosting 34SP** – Heather D confirmed that hosting fees are due. Heather added that the bank balance is healthy.

**9. Team updates: Logistics**

Richard to inform Andy of Forme's decision to no longer deliver event equipment.

**ACTION:**

- Richard to contact Andy re event equipment delivery issue.

**10. Team updates: Officials**

John reported that commissaires have been allocated to the first three events. Karen expressed a concern about the lack of communication between comms and organisers prior to the event. Maddi agreed to forward contact details of all organisers to John so that he can inform them which comms will be officiating at their event. He will also pass organiser details to the comms team. Karen explained that sharing contact details between organiser and comms team is acceptable in terms of privacy.

Russ asked if he is still required at events. Heather W explained that SmarTiming now cover all the finish line functions. Russ offered to provide his services at certain events.

**ACTIONS:**

- Maddi to send organisers' contact details to John.
- John to provide comms' contact details to organisers and inform comms of organisers' contact details.
- Maddi to ask organisers to contact Russ to determine if he is attending.

**11. Cyclo-cross conference outcomes**

- a. **Safety requirements including kit** – see Matters Arising 3.f.

- b. **First aid requirements** – Karen reported that it is necessary for organisers to provide additional first aid cover ('first aid in the workplace' at minimum) in support of the professional cover provided by the league. She explained that without this support a race would have to be stopped if the primary first aider is treating an injured person. Requirement to purchase first aid bibs – see Action related to Matters Arising 3.f.
- c. **CX technical regs update for 2020** - Karen started a discussion about the need for club welfare officers at events. A discussion about safeguarding and coaching courses ensued that ended with Karen announcing that BC is about to publish a new code of conduct.

**ACTIONS:**

- Maddi to inform organisers that a support first aider is required at all events.
- Neil to re-publish NDCXL code of conduct prior to the beginning of the season.

**12. Communicating changes that were decided upon at the AGM**

- a. **Gridding** – After Richard distributed a draft amended version of Appendix C of the NDCXL rules Heather W pointed out that U12s are gridded by league position and not year of birth as currently stated in both Appendix C and rule 1.2.5. By a unanimous vote it was agreed that this should be amended to reflect how this category actually is gridded.

John requested a volunteer to assist with the gridding of the U12 races.

Karen suggested adding a note to Appendix C indicating that riders at the back of the race may be asked to leave the race after they cross the finish line for their last lap to ensure that races are kept to time. By a unanimous vote it was agreed that the following should be added to Appendix C:

*“The commissaire team reserves the right to withdraw riders from the race before they start their last lap in order to ensure that races finish on time. Withdrawn riders will be listed in the results in the order in which they are withdrawn from the race plus number of laps which have not been completed.”*

It was agreed that commissaires would not implement this measure during the first two events to determine if it is required.

It was agreed that an amended version of Appendix C should be published as it provides a great deal of information concerning event schedules.

- b. **Start arrangement for women’s race(s)** – Richard asked if the intention is to separate the women’s race start by category. It was unanimously agreed that ALL women should start racing at the same time.
- c. **Communicating changes** – It was agreed that changes agreed at the AGM should be published in one post and then repeated in the run up to the first event. Richard to send details of meetings to affiliated clubs.

**ACTIONS:**

- Richard to make amendments to Appendix C (U12 gridding and withdrawing riders) and rule 1.2.5 (U12 gridding).
- Recruit volunteer to assist in the gridding of U12s.
- Richard to amend Appendix C to reflect a single start for all women.
- Richard to send amended version of Appendix C to Neil for publication and to Maddi for distribution to organisers.
- Richard and Emma to draw up a list of changes agreed at the AGM which will be published by Neil.
- Heather D to send Richard contact details for affiliated clubs so he can inform them of meetings, etc.

**13. Any other business**

- **Maddi** asked if there was going to be an event organisers' meeting this year. It was agreed that Maddi should ask event organisers by email if they would like to have one.
- **Emma** noted that the 2020-2021 season will be the league's 40<sup>th</sup> anniversary. It was agreed that this should be discussed at the next meeting.

**ACTIONS:**

- Maddi to email organisers to ask if they would like to have an organisers' meeting.
  - Next meeting's agenda to include item concerning NDCXL 40<sup>th</sup> anniversary.
- 14. Date of the next meeting** – if a meeting is required before the first event then the next meeting will be held on 7<sup>th</sup> August –venue to be confirmed. If not required then the next meeting will be held on Monday 16<sup>th</sup> September at 7:30 at the Red Cow.