**Minutes of NDCXL General Meeting**

**Wednesday 7 August, 2019 at 7:30pm**

**Derby Arena, Derby**

**Present:**

Emma Payne (Fossa) (Chair); Richard Shenton (Beeston CC) (Minute taker); Nick Chilton (DMRC); John Holmes (Team Empella); Karen Lifford (British Cycling); A McCristal (DVATC); Andy Naylor (Fossa); Matt Payne (Bolsover and District CC); Maddi Smith (Bolsover and District CC); Chris Watts (Matlock CC)

1. **Apologies** – Neil Mansfield (MI); Steve Kirk (Belper BC); Heather Wimble (Drogon RT); Richard Oakes (Beeston CC); Martin Howarth (Nottingham Clarion); Heather Howarth-Downey (Nottingham Clarion).
2. **Minutes of the last meeting** were accepted as a true reflection of the discussions that took place on 17 July, 2019.
3. **Matters Arising**

***3.a. Chair and Treasurer vacancies*:** Work is continuing in relation to recruitment

**ACTIONS:**

* **Neil and Maddi to send details of the vacant Comms and Events roles to Karen.**
* **Karen to arrange for details of the roles to be published in BC newsletters.**
* **Neil to explore possibility of creating a ‘Vacant Volunteer Roles’ page on NDCXL website.**
* **U12 gridding co-ordinator and quartermaster (see agenda item 11 below) to be added to the list of vacant positions.**

***3.b. Race numbers:*** Emma confirmed that race numbers have been ordered and Andy noted that delivery was imminent.

***3.c. Sponsorship:*** To be discussed at agenda item 11.

***3.d. Equipment to meet new BC regulations:*** Karen confirmed that marshal flags should be red and yellow***.*** Nick has loaned 6 flags of each colour to NDCXL – they are being held by Emma. Unable to confirm if Heather D had purchased whistles and first aid bibs. Matt asked who was responsible for informing marshals and riders about the use of flags and whistles. Karen stated that BC will be publishing guidelines soon.

**ACTIONS:**

* **Richard to contact Heather D to ask if she has been able to purchase whistles and first aid bibs.**

**3.e. *Login details:*** Richard is in the process of creating a spreadsheet of login details into a spreadsheet and will chase where necessary.

**ACTIONS:**

* **Richard to chase for login details**

**3.f. *Access to League management tool:*** Emma reported that she now has access via her dashboard.

**3.g.** ***Event prize allocation spreadsheet:*** Richard now has Neil’s amended spreadsheet (incorporating amended categories for men and women). He will test with Broxtowe 2019 data.

 **ACTIONS:**

* **Richard to test spreadsheet.**

**3.h. *Appendix C amendments –*** Richard confirmed that the amendments have been made and the completed document has been uploaded to the website by Neil.

**3.i. *BC member registration issue*:** Heather W contacted Ben Falla at BC. The issue isn’t resolved (BC is working on it) but it is manageable.

**3.j. *BC member registration system*** – Heather W amended wording on the registration system to bring it into line with NDCXL Constitution.

**3.k.** ***Amendments to NDCXL Rules –*** Richard confirmed that amendments have been made.

**3.j *Prize allocation spreadsheet amendments* -** Neil has made amendments and forwarded the document to Richard for testing.

***3.k. League competition amendments –*** Heather W actioned.

***3.l Riders to be aware that ‘Order Receipt’ following league registration is not ‘not a guarantee of acceptance of league membership’ –*** Neil actioned (confirmed by Emma).

***3.m. Heather D to send Heather W a list of non-affiliating clubs -*** actioned

**3.n. *8point8*** - Heather D contacted the 8Point8 and encouraged them to work with Nottingham Clarion at their HPP event.

***3.o. Richard to contact Andy N concerning Forme –*** actioned

***3.p. Maddi to send organisers’ contact details to John –*** actioned

**3.q. John to provide comms’ contact details to organisers** – John stated that he will send details of comms teams to the organisers of the first two events. He is still building teams for the other events and will supply contact details to organisers closer to the day of the event.

**3.r. *Inform organisers that a support first aider is required at all events –*** Maddi distributed an organiser information sheet for the 2019/20 season with BC’s first aid guidance document attached.

**3.s. *Code of conduct:***  Neil will re-publish at a convenient point before the 7 September.

 **ACTION:**

* **Neil to publish NDCXL code of conduct.**

**3.t. Amendments to Appendix C (U12 gridding and withdrawing riders) and rule 1.2.5 (U12 gridding) –** Richard confirmed these changes have been made.

***3.u. Recruit volunteer to assist in the gridding of U12s –*** The recruitment process began with the inclusion of volunteer vacancy notifications in the organiser and rider information documents. See also actions at Matter Arising item 3.a..

***3.v. Amendments to Appendix C (single start for all women) –*** Richard actioned.

***3.w. Send amended version of Appendix C to Neil for publication and to Maddi for distribution to organisers:*** Richard actioned.

***3.x. List of changes agreed at the AGM to be published by Neil -*** actioned.

***3.y. Heather D to send Richard contact details for affiliated clubs –*** actioned. Richard used the list to inform affiliated clubs about the meeting.

**3.z. *Do organisers want an organisers’ meeting?* –** Maddi reported that she has emailed organisers but hasn’t had a response.

**3.a.1**. **NDCXL 40th anniversary –** To be discussed at a later meeting

1. **Team updates: Admin**

Richard stated that he had nothing to add to the actions from the last meeting.

1. **Team updates: Communications**

Neil (in absentia) had nothing to add.

1. **Team updates: Events**

Maddi reported that all twelve events are now on the BC system and that the first event will go live on 10 August. Emma offered to post a notice about this with reminders about the entry deadline, club affiliation and rider registration. Maddi also noted that once the prize allocation spreadsheet has been checked she will incorporate it within the event management spreadsheet.

**ACTION: Emma to post notice announcing that riders can enter round one from 10th August.**

1. **Team Updates: Results**

 Nothing to add in Heather W’s absence.

1. **Team updates: Finance**

There was a brief discussion concerning club affiliations, which have risen to 31, and an issue that cropped up during the week concerning the affiliation of Sherwood Pines CC and Sherwood Pines Forme.

1. **Team updates: Logistics**

Andy acknowledged the fact that his involvement over the last two seasons had been minimal because of Forme’s willingness to deliver, erect, dismantle and return event equipment to their store. Forme’s withdrawal from the transportation aspect of the process will necessitate greater involvement. See agenda item 11 below.

1. **Team updates: Officials**

John was pleased to report that he has three commissaires for the first event and four for the second. However, he is concerned about the number of trained commissaires. Karen stated that she can organise commissaire training if there is a demand for it.

1. **Logistics – event equipment**

Emma explained that she has spoken to Forme about the event equipment issue. They confirmed that they will attend Markeaton (14th September) and Chilwell (2 November). Consequently, they are able to transport the event equipment to and from these events. They also confirmed that they are able to continue to provide storage for the equipment. However, delivery and return is potentially problematic for the other rounds.

Emma suggested that she ask Forme for a list of all the equipment that they hold, so that the league can assess space requirements for transportation and storage.

Andy suggested hiring a centrally located lock-up to make collection and return as simple as possible for all organisers. He agreed to investigate the options.

Karen offered to share her storage container, which is located at Saxondale. Andy to feed this offer into his appraisal.

Richard asked if Forme has provided permission for their equipment to be stored elsewhere. It was also unclear if the equipment is used at non-NDCXL events. Matt asked about insurance and the implications of any kit owned by Forme being damaged or lost. Emma to ask Forme these questions.

In terms of transportation it was suggested that the league cover the cost of hiring a suitable

van. Andy agreed to explore.

Andy noted that the league now requires a quartermaster (team?) who would be responsible for maintaining the equipment, logging it in and out and ideally transporting it to and from events.

Maddi agreed to draw up a questionnaire for event organisers to determine how much of an issue not having event equipment delivered to events would cause and how much support they will require to make it work.

**ACTIONS:**

* **Emma to ask Forme to provide list of event equipment that they hold, about permission to store elsewhere, non-NDCXL use and damage/loss.**
* **Andy to investigate lock-up option and costs of van hire.**
* **Karen and Neil to publicise the need for a volunteer quartermaster – see action at 3.a..**
1. **Bolsover Cycling Cub’s offer to organise a round**

Matt explained that Bolsover & DCC is offering to promote an additional round at a new venue on 7th December, 2019. He was very clear that this was the only date available due to the restrictions of the NDCXL and national CX calendar and the availability of volunteers from the club. If the event was given permission to occur it would contravene NDCXL Rule 2.6 as it would share the same weekend as the E Mids regional champs. NDCXL rule 2.6 states:

 *2.6. In order to encourage League riders to progress to national level events whilst still supporting The League, no events shall be promoted on National or Regional Championship weekends.*

Andy pointed out that incentives to ride the regional champs were removed at the 2018 AGM when the opportunity to gain average points for riding them was removed. Having a NDCXL event on the same weekend as the regional champs will further disincentivise riders from entering the champs. If that were to happen the champs would eventually become unviable.

 John was keen to stress the importance of the regional champs and stressed that to further undermine them was unacceptable.

 Nick pointed out the regional champs have always been considered a stepping stone from regional to national racing. To remove it would be to block off this route.

 Nick asked if the league requires an additional round (increasing 2019/20 to 13 rounds).

 Before any decision could be made it was agreed that Emma should speak to the organiser of the champs, Dean Barnett, to discuss the issues.

 Andy suggested re-instating the average points rule for riding the regional champs. This would ameliorate any potential affects of running a league event on the same weekend and demonstrate to Dean that the decision was taken seriously.

 It was therefore agreed that the reinstatement of the average points rule should be put to a vote before a decision has been made about the event. At this point it was noted that the meeting was quorate with more than six members present, even though Mr A McCristal of DVATC left the meeting before votes were cast.

 Proposal: to reinstate rule 4.7 and related rule 4.7.1:

* 1. *Riders competing in the Regional Championships, regardless of whether the event is designated to be a round of the NDCXL, shall be awarded average league points upon completion of the race.*
		1. *Any member of a League-affiliated club who themselves happen to live outside the BC Midlands Championships area must complete their respective area championships (as per BC rules) to gain average League points.*

 The proposal was passed with a unanimous vote.

 **ACTIONS:**

* **Emma to speak to Dean Barnett**
* **Richard to amend rules according to agreed changes**
1. **Kieren Brown’s offer to provide a mechanic’s stand at each event**

Emma explained that Kieren Brown and Chris Roberts have contacted the league separately to explore the possibility of offering bicycle mechanic services at events. It was agreed that the league should continue with its unwritten policy of suggesting service providers wishing to attend events should contact organisers directly.

**ACTIONS:**

* **Emma to ask Kieren and Chris to contact organisers directly.**
1. **Any other business**
* On behalf of an organiser that had received a complaint about Quaver Catering **Maddi** asked if organisers have to use the catering service recommended by the league. It was agreed that although Quaver is recommended by the league (in order to make compliance with Rule 2.9 easier *(2.9 - All Race Organisers will be expected to provide … refreshment facilities)* this in no way prevents organisers from using alternative caterers.
* **Matt** asked if the league’s code of conduct will be publicised in the run up to the season. Emma explained that this was an action from the last meeting. Andy noted that as BC reviews its policy towards safeguarding it’s likely that the league will need to introduce new measures that could impact on organisers. Karen added that she is meeting with BC Welfare to discuss BC’s safeguarding policy.
* **Richard** reported that there are a number of inconsistencies in the rules created by amendments made at the 2019 AGM and at subsequent general meetings. He will draw up a list for consideration at a future meeting.

**ACTIONS:**

* **Neil to publish code of conduct in the run up to the season.**
* **Karen to report back on her meeting with BC Welfare**
* **Richard to identify inconsistencies in the rules and constitution for consideration at a future meeting.**
1. **Date of the next meeting: 16 September, 2019 – 7.30pm – Red Cow, Allestree**