

**Minutes of NDCXL General Meeting**  
**Monday 16<sup>th</sup> September, 2019 at 7:30pm**  
**The Red Cow, Allestree**

**Present:**

Emma Payne (Fossa) (Chair); Richard Shenton (Beeston CC) (Minute taker); Nick Chilton (DMRC); John Holmes (Team Empella); Karen Lifford (British Cycling); Andy Naylor (Fossa); Maddi Smith (Bolsover and District CC); Heather Wimble (Drogon RT); Heather Howarth-Downey (Nottingham Clarion); Martin Howarth (Nottingham Clarion); Hannah Davis (Cycle Derby); Joanna Orgill (Cycle Derby); Steve Kirk (Belper BC)

1. **Apologies** – Neil Mansfield (MI); Richard Oakes (Beeston CC); Chris Hunt (Nottingham Clarion); Jo Barnett
2. **Minutes of the last meeting** were accepted as a true reflection of the discussions that took place on 7 August, 2019.
3. **Matters Arising**
  - 3.a. **Chair, quartermaster and treasurer vacancies:**
    - Karen has received description of vacant role within the Events team
    - U12 gridding role has been filled by Jo Barnett (who was assisted by Heather W at Shipley and Markeaton) and Stephen Hinchcliffe.
  - ACTIONS:**
    - **Emma will post vacancy details on Facebook**
    - **U12 gridding role description to be sent to Richard and saved on Google Drive. Neil and Maddi to send details of the vacant Comms and Events roles to Karen.**
    - **Heather D to send on treasurer role description**
    - **Once all descriptions have been received Neil to create web page and Karen to link to it from article in BC newsletter.**
  - 3.b. **Whistles and bibs:** Heather confirmed that whistles and bibs have been purchased.
  - 3.c. **Login details:** Heather D and Steve K to forward on login details for bank and website respectively.
  - 3.d. **Event spreadsheet:** Richard confirmed that he tested the event spreadsheet and it functioned well.
  - 3.e. **Code of conduct:** Emma confirmed that the League's code of conduct was posted in the run up to the first event.  
**ACTIONS:**
    - **Karen to work with BC welfare to write code of conduct text for display at registration.**
    - **Karen to send link of conduct video to Richard for him to pass on to Neil for publicising.**
  - 3.f. **First event:** Emma confirmed that she posted a reminder concerning entering round 1.
  - 3.g. **Stocktake of NDCXL equipment held by Forme:** Emma noted that Forme had not provided details but this can be conducted once the equipment is held by the League.
  - 3.h. **Storage options:** See item 9 below.
  - 3.i. **Bolsover date clash with E. Mids Regional Champs:** Bolsover confirmed date change to avoid clash.
  - 3.j. **Regional Champs average point allocation rule change:** Richard still to do this.  
**ACTIONS:**
    - **Richard to amend rules.**
  - 3.k. **Mechanics at events:** Emma advised Kieren, Chris and others to contact organisers directly.

**4. Team updates: Admin**

Richard reported that the secretary details on the League's BC dashboard have been changed from Heather D to Richard.

**5. Team updates: Communications**

Despite the fact that Facebook Buy and Sell has been restricted to members only traffic has increased. Steve queried how pre-race information is sent out. Karen suggested using the BC system to email pre-race information to riders. Karen happy to provide organisers with support. Andy mentioned that some contact details included in the logistics group email are no longer relevant. Steve asked for details and he'll amend the details.

**ACTION:**

- **Karen to provide details on how to use BC email system on event dashboard and ...**
- **... Maddi to distribute details to organisers.**
- **Steve to provide details of email addresses linked to group emails so that they can be rationalised.**

**6. Team updates: Events**

Maddi reported that the Sunday entry closure is really helping the process. Event organisers have experienced some issues with late entries, prior to the event and on the day - this is no different to any other year. Maddi apologised for including the sub-cats V45 and V55 in the sign on sheets for Shipley; this was a 'cut and paste' error. She asked about rider refunds and it was suggested that they are issued at organisers' discretion. Maddi is receiving lots of queries concerning event kit – this will be picked up at item 9. Emma reported that Derby Merc have been informed by Derby City Council that their event at Markeaton Park on Nov 30 clashes with a previously booked family day. Matt Crouch to report back.

**ACTION:**

- **Matt Crouch to report back re availability of Markeaton Park on Nov 30.**

**7. Team Updates: Results**

Heather W reported that last season 427 riders affiliated to the League. This season that number has risen slightly to 429.

**8. Team updates: Finance**

Heather D reported that the League account balance is £11,467.06. Waiting for levies from round 1 and 2. All payments are up to date. Moore and Large sponsorship invoice to be raised. Heather W noted that Ashbourne Cycling Club, which affiliated at the reduced rate with a view to supporting at round 2, did not assist at Markeaton. It was felt that Ashbourne had considered paying the higher rate so it was agreed that Heather D would raise an invoice to cover the balance for non-supporting club affiliation of £125.

**ACTION:**

- **Invoice to be raised to cover balance of Alfreton CC's non-supporting affiliation.**

**9. Team updates: Logistics**

Andy reported that all the kit is with NDCXL now with a view to storing it in the League's own storage facility. Two providers responded to request for a quote for 660ft<sup>3</sup>:

Big Yellow: £230/month

Derby Self Storage: £59/month

Emma noted that only 5 months of storage is required during the season.

Nick offered to ask Derby City Council about the possibility of using their container at Markeaton Park. He also offered to be the League's quartermaster with a view to reviewing the arrangement at the end of the season. Emma official thanked Nick. The question of insurance for the equipment was discussed and it was agreed that the League would accept the risk.

Responses to Maddi's event organiser questionnaire suggest that a small number of clubs will need to hire a van to collect and return the equipment to the store. It was felt that clubs without access to a suitable vehicle would be able to work around the issue.

**ACTION:**

- **Nick to contact Derby City Council**

**10. Team updates: Officials**

John reported that he is struggling to find commissaires for events, for instance he does not have a chief comm for Alfreton. He acknowledged that there are enough trained comms but not enough are offering their services. Andy agreed to swap his chief comm role from HPP to Alfreton to plug an immediate hole.

**11. Rule amendments**

Richard asked to postpone discussion concerning this item.

**12. Commissaire training**

Karen announced that there is a comm training course scheduled for 6 October. Based on the subsequent discussion she will look to possibly change the date and distribute details so that the League can publicise.

**ACTION:**

- **Karen to provide details of commissaire training course for publication**

**13. Grants for NDCXL member competing abroad**

Richard reported that he has received two requests for funding from young riders intending to race abroad. Along with John he explained that a number of riders applied for and received funding from Frank Griffiths' legacy (£2,000) last season. At the time there was a discussion about developing a process (application – race – report – payment) and application form, but this didn't occur. With £1,800 left of Frank's legacy it was agreed that it should be used to assist riders to a maximum of £100 per rider per season. It was noted that there were some issues to be resolved (EMCCA/NDCXL funding=double funding; per trip or per individual; family with two riders). Even so, it was agreed that Richard and Emma would put a process and application form together very quickly.

**ACTIONS:**

- **Emma and Richard to put together process, application form and guidance**
- **Emma to contact Harry Gould to report on use of Frank Griffith's legacy**

**14. Event reviews**

**i. Round 1 – 7 Sep – Shipley**

Registration issue caused by printing last season's sign on sheets.

**ii. Round 2 – 14 Sep – Markeaton**

John, who was chief comm at Shipley and Markeaton, identified the early morning practise period (10am to 10:30) as potentially dangerous when both U12s and all other categories attempt to recce the course. There were a number of solutions discussed including creating a separate U12 course but it was agreed that as a trial:

- Comms prioritise checking U12 courses so they can be opened by 9:30
- 9:30 to 10:00 - U12 courses open for practise by U12s only
- 10:00 - full course open for practise by Youth and above only

Because of the time pressure on the event organisers were advised to keep lap times short (senior men's race – 6 minutes).

John also recommended reducing the senior/junior men's race to 50 minutes, which was agreed.

As proposed by John and Heather W it was unanimously agreed to give V60 men a separate start and league table.

Emma noted that the sweeper system at the back of races is working well although they must maintain gap behind the last rider.

**ACTIONS:**

- **Richard to amend Appendix C to reflect reduction of senior race to 50 minutes.**
- **Richard to amend Appendix C and Rules to reflect the addition of a V60 men separate start (within the vet men's race) and separate league table.**
- **Steve to locate original pre-race text and forward to Emma to write standard text**

**15 Any other business**

- **Maddi** noted that Vale of Belvoir CC and RAM have not established a link with an event organiser to support them and justify lower affiliation rate. Karen suggested that Vale of Belvoir should contact Dave Gretton of VC Nottingham direct. RAM possibly working with Fossa at Chilwell.

- **Andy** stated that there will be a requirement to purchase more medals for the end of season prize presentation evening. Prices drop as quantity increases:

>249 medals	£3.75
250 to 499 medals	£2.75
500+ medals	£2.00

Andy estimated that there about 100 medals used per year. It was agreed that the League should purchase 500 medals at the lowest price.

- **Andy** also stated that he is happy to organise the next presentation evening at the John Godber Centre. It was agreed that the presentation evening would be added to the agenda of the next meeting.
- **Joanna and Hannah** were concerned about unclaimed prizes. It was stressed that the onus is on the rider to collect.

**ACTIONS:**

- **Maddi to ask Belvoir to contact VC Nottingham**
- **Andy to purchase 500 presentation medals**
- **Include prize presentation evening on agenda of next meeting.**

**16. Date of the next meeting: 23 October, 2019 – 7.00pm – Red Cow, Allestree**