

## Minutes of the NDCXL General Meeting

Date: Wednesday 18<sup>th</sup> June, 2020

Venue: Zoom

Present: Andrew Naylor (Fossa) (Chair)  
Richard Shenton (Beeston CC) (Minute Taker)  
Heather Downey (Nottingham Clarion)  
Helen Dussek (Nottingham Clarion)  
Kevin Fearnshaw (Barbarian CC)  
Jo Orgill (Cycle Derby)  
Phil Newall (Cycle Derby)  
Nick Chilton (Derby Mercury)  
Dave Gretton (VC Nottingham)  
Peter Lifford (VC Nottingham)  
Tim Berry (Empella)  
John Holmes (Empella)  
Alicia Lisle (Empella)  
Chris Watts (Matlock)  
Matt Payne (Bolsover)  
Maddi Smith (Bolsover)  
Heather Wimble (Drogon RT)  
Ian Bradley (Ilkeston)  
Tony Donaldson (Ilkeston)  
Stuart Allan  
Steve Kirk (Belper BC)

- 1) **Apologies** were received from Emma Payne (Fossa); Tracy Fletcher (Cycle Derby); Karen Lifford (British Cycling); Stuart Reeves (Coalville Wheelers)
- 2) **Minutes of the general meeting held on 29<sup>th</sup> January, 2020** were accepted as a true reflection of the discussions that took place.
- 3) **Minutes of the AGM held on 8th April, 2020** were accepted as a true reflection of the discussions that took place.
- 4) **Matters Arising from the general meeting held on 29<sup>th</sup> January, 2020.**
  - **Amended version of Rules to be sent to Comms for posting on website.**  
**ACTION: Richard to complete.**
  - **British Cycling guidelines on holding events on animal grazing land**  
**ACTION: Carry over to next meeting – Karen Lifford.**

- **Purchase larger warning flags** – Nick acknowledged the requirement and will order with other items once he has completed an equipment stocktake.  
**ACTION:**      **Nick to conduct equipment stocktake and order items as required.**
- **Event organiser meeting and information pack** – The decision to hold an EO meeting to be deferred until COVID-19 mitigation guidelines have been published by BC.  
**ACTION:**      **EO meeting and creation of information to be decided on.**  
                         **Following details to be included in info to EOs:**
  - **Following unacceptable behaviour at events during the last season it was agreed that shower facilities at all future events would be closed to riders.**
  - **Unregistered rider levy added to levy form by event management spreadsheets even if an entrant doesn't ride.**
- **Race numbers to reflect rider gridding order**  
**ACTION:**      **Carry over to next meeting – general discussion**
- **BC guidelines for medical provision** – Richard reported that Sam Amps has confirmed that he does not wish to continue providing professional medical provision at events. He gave Richard contact details of another provider: Jay Eames, who is the director of UK Medical and Event Services. As the number of events is still to be confirmed it was agreed that Richard would continue the conversation with Jay and, at the next meeting, discuss costs involved.  
**ACTION:**      **Costs of medical provision - Richard.**
- **All actions relating to the Presentation Evening and AGM were completed.**
- **Event calendar** distributed by Maddi.
- **Smartiming** – Heather confirmed that she has been in touch with Smartiming and they are waiting to be informed of event dates.
- **BC CX survey** – In Karen's absence, Andy explained that for various reasons the survey was not conducted.

#### **Matters arising from the AGM held on 18<sup>th</sup> June 2020:**

- **Improve on event equipment logistics**  
**ACTION:**      **Carry over to next meeting – general discussion**
- **Event organiser meeting** - as above
- **Comms volunteers.**  
**ACTION:**      **Emma to update at next meeting**
- **Auditing of accounts** – Heather D and Tony reported that Connagh Doohan conducted the required annual audit of the League's accounts. Connagh had a number of queries that Heather D was able to explain.
- **U12 gridding role to be formalised as part of the results team.**  
**ACTION:**      **Carry over to next meeting.**
- **Streamline affiliation and gridding procedures** – see Item 7 below.
- **Consider proposal to remove clause 4.1 from the League's Rules.**  
**ACTION:**      **Carry over to next meeting.**
- **Review affiliation and race entry fees for the 2021-22 season**  
**ACTION:**      **To be discussed during early 2021.**
- **Confirm event calendar including regional champs** – See Item 10 below.

- **Discuss methods of remitting prize money** – It was agreed that a cashless prize system would be a sensible precaution against COVID-19 transmission.  
**ACTION:** Carry forward to next meeting.
- **Move affiliated rider entry to the Sunday preceding the unaffiliated entry deadline.**  
**ACTION:** Carry forward to next meeting
- **Addition of a rule that acknowledges that Armed Forces employees and students can race in NDCXL** – As “The League shall ... operate in accordance with the rules of [British Cycling]” (NDCXL Constitution - clause 4.6) it was agreed that clauses G5.8.3 and G5.8.4 of BC’s General Tech Regs (to paraphrase: *Riders in the Armed Forces or in further education can represent their employees or education providers*) apply to the functioning of the League.  
**ACTION:** If a specific clause is required in the League’s rules then this should be discussed further.

## 5) Team Updates

- Admin** - Richard stated that any admin related issues will be covered during the meeting.
- Logistics** - Andy noted that race numbers should be ordered asap, although he was concerned that they will bear the sponsor’s name and could be used during the 2021/22 season.  
**ACTION:** Emma to determine Forme’s intentions concerning ongoing sponsorship before purchasing race numbers.
- Officials** - John reported that he has not contacted members of the commissaire team concerning the upcoming season.
- Results** - Heather W was very keen to establish club affiliation deadlines.
- Events** - Maddi noted that MTB and CX staff at BC returned to work from furlough at the beginning of the week.
- Comms** - Steve was concerned that he is the only person able to update the website. Richard offered to assist.  
**ACTION:** Steve and Richard to arrange website training
- Finance** - In lieu of Item 9 on the agenda (*Access to NDCXL bank account*) Andy confirmed that he has received signed documents from Mary Gill and the process is moving forward. Later in the meeting Stuart confirmed that he would re-send a relevant document to Andy.  
**ACTION:** Complete bank signatory process – Tony and Stuart

## 6) Impact of COVID-19 on 2020/2021 season

The discussion began with reports from club reps concerning the current state of their events.

12.09.2020 Shipley Country Park Ilkeston CC

Ian Bradley reported that Derbyshire County Council is prohibiting events on their parks until 31 August. In view of this and the lack of communication with the council the event is unlikely to go ahead.

19.09.2020 Markeaton Park Cycle Derby

Jo Orgill reported that having considered the obstacles the club has decided to cancel the event. She stressed that the club is keen to support other organisers.

03.10.2020 Alfreton Park Belper CC

Steve Kirk reported that earlier today the club decided to cancel the event.

10.10.2020 *Bingham* *VC Nottingham*

Dave Gretton explained that Toot Hill School is unable to make a decision about the CX event until September. In view of this the club is cancelling the event but intends to explore the possibility of putting on an event later in the year.

17.10.2020 *Chetwynd Barracks* *Ilkeston CC*

Ian Bradley stated that the club has had no contact with the barracks but is positive about the event occurring.

31.10.2020 *Middlehills Farm* *Matlock CC*

Chris Watts reported that the club has not discussed the difficulties of running the event but he was able to confirm that the landowner is happy for it to occur.

07.11.2020 *Berry Hill* *Ashfield RC*

Ashfield not represented at the meeting.

**ACTION: Richard to contact Russ Forsdick to determine status of event**

14.11.2020 *Holme Pierrepont* *Nottingham Clarion*

Helen Dussek confirmed that the landowner is happy for the event run. The club is open to changing the date, adding that another event could be run at the venue.

28.11.2020 *Markeaton Park* *Derby Mercury*

Nick Chilton explained that the club has not had any communication with Derby City council. He added that there is a possibility of moving the event to Moorways but there are many unanswered questions. Club is happy to run an event as long as risks of spreading COVID-19 can be mitigated to acceptable levels.

10.12.2020 *Long Eaton* *Empella*

Tim Berry explained that following issues that arose as a result of holding an event on grazing land the team had identified an alternative venue at Long Eaton.

However, because it is a new venue the team has decided against running the event.

02.01.2021 *Sherwood* *Bolsover & DCC*

Matt Payne stated that the club is fully intending to run the event if they can comply with guidelines. The venue is flexible.

16.01.2021 *Broxtowe Country Park* *Beeston CC*

Richard Shenton explained that the club has instructed him to plan for the event in the normal way and make a decision about the viability of the event in October. He has contacted Nottingham City Council but not had a response.

23.01.2021 *Chetwynd Barracks* *Fossa Racing Team*

Andy Naylor noted that team is happy to promote but will be dependent on the venue and guidelines.

Andy summed up, stating that based on these reports there are seven potential events.

There followed a number of wide ranging discussions. In recording this element of the meeting I have initially focused on the substantial conversations that occurred. These fell under the headings of *Finance, Affiliation Process* (item 7) and *Communications* (item 8). Issues that were discussed but not concluded (mainly concerning detail) have been included as bullet points in item 10 – AoB and should be picked up at a later date.

#### *Finance*

Tony suggested that the League's financial position is strong enough to underwrite events that are in danger of making a loss. Matt stated that event organisers take a financial risk every year and went on to propose that the League could cover

additional costs that are a direct result of mitigating the risk of COVID-19 – such as extra toilets and cancellation costs.

Andy pointed out that if entrants are not ‘accepted’ in the BC system then they can be ‘rejected’ at a late stage with no financial transaction occurring.

Tim was concerned about rider numbers, which would have an impact on event income. Andy noted that BC may limit the distance travelled to events by competitors, which could reduce the number of entrants and potentially make events unviable.

**ACTION: Finance to be taken into account when discussing the possibility of running the NDCXL.**

**Consider if it is appropriate for the League to underwrite events and how this might be managed.**

#### **7) Affiliation process and pre-season timeline**

There was some concern about payment and potential need to refund both club and rider affiliation fees.

Club affiliation - It was clarified that the club affiliation transaction is an internal League process. A number of options were proposed:

- a) Clubs express an intention to affiliate but do not make payment until it is clear if the League will run.
- b) Clubs affiliate in normal way and if the League does not run affiliations would roll over to the 2021/2022 season
- c) Clubs affiliate in the normal way and if the League does not run then affiliation fees would be refunded in full.

It was agreed that in view of the relatively small number of clubs that affiliate the refund option (c) would be preferable.

Rider affiliation - Peter Lifford confirmed that payments from riders can be held until a decision had been made about the League.

In answer to a question concerning when affiliations should open Heather D explained that the shortest time taken to accept and process affiliations in the past was six to seven weeks. Heather W suggested that ideally two months is required; a month for club affiliations and a month for rider affiliations. After some discussion and working backwards from the first possible event (17<sup>th</sup> Oct – Chetwynd) Heather W suggested opening club affiliations in early August.

#### **8) Communications**

There was some concern about public relations, particularly in terms of the use of public spaces and an outbreak being traced back to a NDCXL event. In view of this we need to ensure that all communications are well thought through.

It was agreed that a statement outlining the League’s intentions should be distributed early next week:

- a) The intention is to run a League from mid-October if possible.
- b) The club affiliation window will open on 1 August.
- c) Review League events in run up to 1 September.
- d) Open rider affiliations on 1 September if a League is considered feasible.

Heather D suggested notifying clubs that the affiliation window will open on 1st August in mid-July.

Andy suggested working with the Leicestershire and Lincolnshire Leagues on a joint statement. However, Matt pointed out that both have already made announcements.

Heather W suggested amending the information on the rider affiliation page on the BC website so that it is clearer about eligibility and warns that incorrect affiliations will be rejected without explanation and that the £2 BC admin fee (£1 for entry, £1 for rejection) is not refundable. Hopefully this would reduce email traffic. Heather has sent draft text to Richard who will amend and post on to site.

Maddi pointed out that setting up the events on the BC entry tools could be problematic as they are normally set up in July. Mark Nulty's time is key.

**ACTION: Emma to contact Mark Nulty to determine his availability and discuss the League's intentions.**

**Richard to amend rider affiliation text on BC website.**

**Richard, Matt and Andy to collaborate on writing League statement of intent.**

#### **9) Access to NDCXL bank account**

See Item 5g - Team Updates – Finance.

#### **10) AOB**

The main focus of the meeting was to determine an initial way forward. Other issues highlighted but not discussed in any detail are outlined below. These should be considered at a later date:

- Question over what constitutes a league. Is 7 adequate?
- Query around the number of rounds that could be dropped by riders.
- Possibility of altering calendar: push the end of the league into March; use December; some EOs have indicated that their events are moveable.
- Possibility of doubling up at venues over a single weekend – Chetwynd and Sherwood are possibilities.
- A large number of trained commissaires are in the 'clinically vulnerable group', which could influence their decision to officiate at events.
- Potential changes to National Trophy dates and clashes with NDCXL events.
- It was agreed that a decision on race formats couldn't be made at this meeting but there was a short discussion about the possibility of having cyclocross time-trials.
- Although NDCXL was scheduled to host the Regional Champs it was acknowledged that this would not occur this season but would be carried forward to the 2021/2022 season.

- **Date of next meeting**

It was agreed that the next NDCXL general meeting will be held in mid-July.