

Minutes of the NDCXL General Meeting

Date: Wednesday 1st September, 2020 at 7:00pm

Venue: Zoom

Present: Emma Payne (Fossa) (Chair)
Richard Shenton (Beeston CC) (Minute Taker)
Tony Donaldson (Ilkeston) (Finance)
Ian Bradley (Ilkeston)
Andrew Naylor (Fossa)
Phil Newall (Cycle Derby)
Nick Chilton (Derby Mercury)
Christine Kelly (Derby Mercury)
Tim Berry (Empella)
John Holmes (Empella)
Matt Payne (Bolsover)
Maddi Smith (Bolsover)
Heather Wimble (Drogon RT)
Andy Humberston
Karen Lifford (VC Nottingham)
Helen Dussek (Nottingham Clarion)
Jo Orgill (Cycle Derby)

- 1) **Apologies** were received from Stuart Reeves (Coalville Wheelers) and Steve Kirk (Belper).
- 2) **Minutes of the general meeting held on 29th July, 2020** were accepted as a true reflection of the discussions that took place.
- 3) **Matters Arising from the general meeting held on 29th July, 2020.**
 - **Communications volunteer recruitment** – to be picked up at a later date.
 - **U12 Go-Ride events** – no formal communications with Go-Ride clubs. Bolsover and Derby Merc are interested in organising.
 - **Forme to be informed of meeting outcomes** – Emma has spoken to Adam Biggs of Forme who stated that sponsorship for 2021/22 is almost in place.
 - **NDCXL statement** – written and distributed
 - **PPE to be purchased** – to be agreed at this meeting
 - **Processing of event entry pages** – Maddi has spoken to Mark Nulty and they are happy to process in about a week.
 - **Event day schedule** - reviewed and to be circulated.
 - **Working group** – outcomes to be discussed later in the meeting.
- 4) **Event organiser updates**

17.10.2020 / 02.12.2020

Shipleigh / Chetwynd

Ilkeston CC

Ian explained that club has agreed that it will only organise one event this season. The barracks has confirmed that the event cannot be held at the barracks in October. Still no update from

Derbyshire County Council concerning Shipley. Ilkeston CC will make a final decision about Shipley on 12 September. Emma and Maddi stressed that race entry would need to open by 12 September for an event on 17 October. Ian acknowledged the importance of the date. He went to explain that if 17 October at Shipley doesn't occur then focus will shift to Chetwynd on 5 December. Meeting about unessential activity at the barracks to be held on 1 October.

31.10.2020

Middlehills Farm

Matlock CC

No Matlock CC representatives present.

ACTION: Richard to contact Chris Watts to check current status of the event.

14.11.2020

Holme Pierrepont

Nottingham Clarion

Helen reiterated that the venue owner is still very supportive of the event. She has not started to think about the practical elements of running it but did mention that she was concerned about one-bike racing if the course is muddy and it was suggested that they could include alternative sections where the course is expected to become muddy.

20.11.2020

Markeaton Park

Derby Mercury

Nick recently had a very positive meeting with Derby City Council but the council's current policy limits all events on their land to a maximum of 30 people. He intends to submit the events COVID-19 risk assessment to the council in the coming fortnight. If the response is negative then the club will consider moving the event to a privately owned venue.

02.01.2021

Sherwood

Bolsover and DCC

Matt stated that the venue owner and the club are very positive about the event. However, he noted that the club will not host an event that is not part of a series.

23.01.2021

Chetwynd

Fossa Racing

Andy echoed Ian's concerns about Chetwynd but if the venue is available then the team is committed to putting on an event.

- Emma summed up stating that while HPP, Middlehills and Sherwood are looking very positive there are still question-marks over Shipley, Chetwynd and Markeaton.

5) Event day working group proposals

As chair of the working group Christine provided an overview of the aims and outcomes of the working group, noting that it is hoped that the outcomes spreadsheet can act as a framework on which to base COVID-19 event risk assessments.

Emma asked if attendees had read the document, which was distributed with details for this meeting. Most had; there were no questions. It was agreed that proposal made by the working group should be addressed and voted upon. The numbering against the proposals below refer to numbering in the outcomes spreadsheet.

- 1b Proposal to adopt National Trophy cancellation policy (**proposal unanimously accepted**)
- 1b Proposal not to offer refunds to riders unable to race (**proposal unanimously accepted**)
- 1b Proposal to open race entry window six weeks before events where possible (**proposal unanimously accepted**)
- 1c Matt Payne offered to write event day manual template
- 1d There was an extended discussion about the requirements of Track and Trace and the expectations of BC and the venue owner. The conversation necessarily included how to capture attendee details - see 2p below
- 1g Proposal to purchase radio earpieces for all commissaires – to be retained by the official during and after the season (**proposal unanimously accepted**)
- 1h It was proposed that the NDCXL should provide an announcer (as opposed to an presenter) for each event for crowd control and highlighting COVID-19 risk measures (**proposal unanimously accepted dependent on quotes**)

ACTION: Richard to seek three quotes and feedback

- 2g A number of measures were proposed for creating a COVID-19 secure sign on area, to include the usual gazebos, Perspex screens, socially distanced queuing parallel to the tables, riders to maintain distance from tables (**proposal unanimously accepted**)
 - 2g Proposal for rider numbers to be the same as gridding position. Maddi expressed concern about being able to achieve this. On the understanding it is technically possible the **proposal was unanimously accepted**.
ACTION: Maddi to check with Stuart concerning rider/grid numbers.
 - 2i Proposal to create a socially distanced queue for riders awaiting to conduct their sighting lap (**proposal unanimously accepted**)
 - 2j Proposed dimensions of rider gridding boxes: 1 metre x 3 metres (**proposal unanimously accepted**)
 - 2l Proposal that riders be extracted after “race finish + 5 minutes” (**proposal unanimously accepted**)
 - 2p The proposal to capture the departure time of riders generated an extended discussion that focussed on where the responsibility for providing information for track and trace should lie: event organiser or rider. It was agreed to postpone any decision until more information is available. Karen agreed to confirm details on behalf of BC, including where responsibilities rest.
ACTION: Karen to investigate BC’s requirement for track and trace.
 - **Other – Race order** The following race order was **unanimously accepted**, although there was some discussion about which category would most likely accompany youth riders.
 - Race 1 – V50
 - Race 2 - Youth
 - Race 3 – V40
 - Race 4 - Women
 - Race 5 – Senior / Junior
 - **Other – Finance** A proposal for NDCXL to underwrite the first two events was **unanimously accepted**, although it was agreed that there needed to be checks and measures in place to ensure that the league only covered over-spends that were a result of circumstances imposed on the organising club/team by COVID-19.
 - **Other – marshal briefing template** Karen suggested using standard text for marshal briefings that can be signed and dated following delivery.
ACTION: Matt to write marshal briefing template
ACTION: Karen agreed to read and comment on the event day working group proposals.
- 6) Team updates**
- a. Admin**
Richard noted that the admin team’s primary focus has been the NDCXL’s aim of supporting event organisers to create COVID-19 secure events.
- b. Logistics**
Andy recommended buying a eight sets of race numbers with a range of 1-700 (this will replenish the stock of spares). **This proposal was unanimously accepted.**
Emma ran through the list detailing the equipment to be purchased for events. Face shields, spray disinfectant and tissues were added to the list.
There was some concern about the distribution of equipment purchased for use at events and it was agreed that Nick would arrange with the organiser.
Karen referred to the issue of rubbish disposal and Christine agreed to distribute Derby City’s waste disposal document.
Christine suggested that the League should encourage the responsible disposal of face coverings throughout the event.
ACTION: Andy to arrange for the purchase of rider numbers
Christine to Distribute DCC waste disposal doc.

c. Officials

John to send event dates to commissaires. His intention will be to arrange for three comms at each event.

d. Results

Heather was primarily concerned about the process of riders affiliating with NDCXL.

ACTION: Heather to provide text for Steve to add to website and Emma to publish on social media.

f. Communications

It was agreed to open rider affiliation on 7th September, if possible. Before opening individual affiliation the schedule of race and calendar need to be published.

Tim was keen to ensure that any comms about events are clear about their provisional nature.

e. Events

Maddi had nothing further to add.

g. Finance

Tony reported that twenty-eight organisations have affiliated with the league.

7) Next Steps

- a. Comms required to remind clubs and teams to affiliate
- b. Prepare to open rider affiliation on 7th September, if possible.
- c. Purchase items on purchase list.

8) Communications

Covered above.

9) AoB

Peter Lifford referred to the BC East Midlands AGM, which will be held on 24th September.

Richard Kirkham of RAM CC thanked everyone involved for all the effort that is going into making cyclocross racing possible in the East Midlands.

10) Date of the next meeting

It was agreed that the next general meeting of the NDCXL membership should be held on 29 September at 7pm.