

Minutes of the NDCXL General Meeting

Date: Wednesday 29th 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)
Phil Newall (Cycle Derby)
Nick Chilton (Derby Mercury)
Christine Kelly (Derby Mercury)
Tim Berry (Empella)
John Holmes (Empella)
Maddi Smith (Bolsover)
Heather Wimble (Drogon RT)
Andy Humberston
Karen Lifford (British Cycling)
Peter Lifford
Helen Dussek (Nottingham Clarion)
Jo Orgill (Cycle Derby)
Stuart Reeves (Coalville Wheelers)
Chris Watts (Matlock CC)
Steve Kirk (Belper)
Gary Strickland (VC Long Eaton)

- 1) **Apologies** were received from Chris Green (Matlock CC) and Matt Payne (Bolsover).
- 2) **Minutes of the general meeting held on 1st September, 2020** – amendments suggested by Matt Payne prior to the meeting:
 - Item 1 – Apologies** – Although Matt acknowledged that he joined the meeting briefly to provide an update on the Bolsover event, he had made his apologies via the chair and would prefer not to be recorded as being at the meeting.
 - Item 5 – Event day working group proposals - 1b – Cancellation Policy** – Matt suggested amending to “Proposal to adopt *proposed* National Trophy cancellation policy.” The addition of the word ‘*proposed*’ acknowledges that the NT cancellation policy adopted by NDCXL was not adopted by the National Trophy.
 - Item 5 – Event day working group proposals – 1h – Announcer** – Having identified a conflict of interest in relation to this subject both Emma Payne and Matt Payne removed themselves from the meeting for the duration of this discussion.
- 3) **Matters Arising from the general meeting held on 1st September, 2020.**
 - **Matlock CC event**– Richard and Emma received updates from Chris Watts and Chris Green.
 - **Event day manual** – Prior to the meeting Matt Payne provided an update: the manual will “be based on the Bolsover 2019-20 race manual and should be available approximately two weeks prior to the first event to minimise the amount of information that would be

outdated by any changes between completion and the organiser needing to personalise and distribute it.”

- **Announcer** – See Item 7 below.
- **Rider/gridding numbers** – Stuart stated that there is code in the existing start list spreadsheet that will allow for this adjustment to occur. He will work with Heather on this.
ACTION: Stuart to work with Heather W so that rider numbers are aligned with gridding positions.
- **Track and trace** – See Item 6 below
- **Marshal briefing template** – In an email received prior to the meeting Matt clarified that he will try and source the marshal briefing document that Bolsover used in 2019, which could act as a template for briefings at other NDCXL events.
- **Karen to comment on event working group proposals** – Notes distributed by email on 2 September, 2020.
- **Procuring race numbers** – In Andy’s absence Emma confirmed that the numbers have been delivered.
- **Waste disposal at events** – Incomplete.
ACTION: Christine to distribute details for inclusion in event day manual.
- **Text for individual affiliation procedure** – Completed.

4) Event organiser updates

31.10.2020

Middlehills Farm

Matlock CC

Chris Watts noted that at the last meeting of the Matlock CC committee it was agreed that the event should go ahead. Chris Green is leading on the organisation and arrangements are where they should be. It was noted that the rider notes distributed by the organisers of the Westmoreland National Trophy event will make a good template for NDCXL events. Chris G has expressed concern about enforcing C-19 mitigation measures.

14.11.2020

Holme Pierrepont

Nottingham Clarion

Helen was positive about arrangements although she has some questions that she will discuss with Nick, Emma and Maddi outside the meeting. She also asked about the NDCXL’s attitude towards holding separate U12 racing at the venue on the same day. There was some concern about ‘mixing populations’ of riders and maintaining a ‘unified approach’ across all events. Helen acknowledged that all the events should be the same. Other event organisers at the meeting stated that while they would not be running U12 races on the same day they would consider running them on other days. Helen stated that Nottm Clarion would not, therefore, include U12 races in the event day schedule. Karen offered to create a spreadsheet reflecting interest in running U12 events.

ACTION: Karen to compile prospective U12 CX events and clarify position in relation to maximum rider numbers.

20.11.2020

Markeaton Park

Derby Mercury

Nick reported that they have received a response from Derby City Council requesting six points of clarification in relation to documents submitted. DMRC have since replied and are waiting for a final response. Nick stated that if DMRC were unable to use Markeaton they would seriously consider using Darley Moor, which is available.

17.10.2020 / 05.12.2020

Shipleigh / Chetwynd

Ilkeston CC

Ian explained that Derbyshire County Council has closed Shipleigh Park to all events until at least the new year. In view of this Ilkeston CC will focus its efforts on organising an event at Chetwynd on 5 December. The barracks will make a decision about holding sporting events on its land on 1 October.

02.01.2021

Sherwood

Bolsover and DCC

In an email received before the meeting Matt reported that the venue owner is still very positive about the event, although they have stipulated that contractors must supply all relevant documents. He asked for all contractors engaged by NDCXL to send details to him. He also

stated that BDCC require the total of number of competitors to exceed the number of event volunteers to justify the club's involvement.

23.01.2021

Chetwynd

Fossa Racing

Although Fossa was not represented at the meeting it was acknowledged that their event will be subject to the decision about sporting events at the barracks that will be made on 1st October.

5) Next steps – C-19 and affiliations

Richard asked if event organisers were still happy to proceed given the rise in COVID-19 cases, the introduction of the 'Rule of 6' on 13 September and the inherent responsibility that the NDCXL and clubs/teams have to people who attend and encounter the events.

Karen noted that BC guidance in relation to CX events hasn't changed and that the Westmoreland National Trophy (3/4 Oct) will test out some of the issues. There was no response from organisers, presumably because they stood by their predominantly positive updates as described above.

Richard then referred to rider affiliations to date. Heather W reported that 186 riders had affiliated. Emma put this into context noting that there were 475 affiliated riders for 2019-20. There was some speculation if the number of affiliated riders will be an indication of the number of riders that will enter. It was agreed that there should be another push to encourage affiliations with a focus on the fact that only affiliated riders would be gridded.

ACTION: Emma to use social media to encourage riders to affiliate.

Next steps – setting up race entry

Maddi reported that the Middlehills event's entry pages were ready to be published. Richard pointed out that maximum field sizes had not been agreed. Nick noted that league-wide maximums should not apply but be determined by event risk assessments. However, Maddi was concerned about being able to limit field sizes using the BC entry system, because of the different categories within a single race. Karen suggested merging the various categories so a maximum can be applied. She acknowledged that the cats in the senior and junior races are not possible to merge as entry fees differ. However, this should not be a problem as rider numbers are relatively low in these races.

Chris W agreed that races at the Matlock CC would not exceed the 70 per race maximum that was recommended by the event day working group.

ACTION: Maddi to discuss with Mark.

Chris W to discuss maximums at Middlehills with Chris Green.

6) Track and Trace

It was agreed that the information in Karen's emails concerning Track and Trace should be consolidated and distributed.

Christine offered to update and maintain version control of the event day working group outcomes spreadsheet to capture changes.

ACTION: Richard to summarise Track and Trace information and distribute.

Christine to look after the event day working group outcomes spreadsheet.

7) Announcer

Due to a conflict of interests Emma left the meeting before the discussion concerning the appointment of an event announcer began.

Richard explained that although he contacted more than three people who might be qualified to take the announcer role only two responded: Matt Payne and Gary Coltman. Richard briefly described Matt and Gary's experience and their costs per event: Matt - £400 and Gary - £100. Event organisers at the meeting stated that they would prefer to work with Matt – mainly because of his experience and his close involvement with the NDCXL.

At the general meeting held on 1 Sep 2020 it was agreed that NDCXL would cover the costs of an announcer. Tony was concerned that the League could not justify £400 per event. Therefore, Richard wondered if it would be acceptable, to both the league and organisers, for NDCXL to

cover the first £100 of the cost of the announcer at each event. Tony considered it a reasonable compromise. All organisers at the meeting agreed that this would be acceptable. It was therefore proposed that NDCXL would contribute £100 to the cost of the announcer. **Proposal was unanimously accepted.**

ACTION: Richard to contact Gary and Matt and pass contact details of both to organisers.

8) Team updates

a. Admin

Richard reported that the first aid company he'd contacted to cover the events, UK Medical & Event Services, had not responded to his recent emails. He'll attempt to contact them again and explore other options if unsuccessful.

Emma reported that she has spoken to Adam at Forme who has indicated that the company will make an upfront payment to cover the next period of sponsorship.

b. Logistics

Nick has taken delivery of 100 rolls of red and white tape but more Forme tape is required. Rider numbers have been delivered to Andy Naylor.

Other than Andy researching radio ear pieces there has been no further progress on ordering items from the purchase list that was agreed at the last meeting.

ACTION: Next week Emma, Nick, Andy and Tony to discuss who will order what.

c. Officials

John Holmes reported that he has organised commissaire teams for the first two rounds but intends to wait until the third round has been confirmed before recruiting a team for it.

d. Results

Heather wanted to clarify the arrangements around gridding. When sorting riders into grid positions should she take into account last year's National Rankings? It was agreed that riders should be gridded on NDCXL results only and that only affiliated riders should be gridded.

ACTION: Emma to publicise gridding arrangements using social media.

e. Events

Stuart reported that there is code in the rider spreadsheets that should enable riders to be numbered in gridding order.

ACTION: Stuart, Maddi and Heather to discuss process of numbering riders.

f. Communications

Emma noted that there is a need to recruit Communications volunteers.

ACTION: Steve and Emma to work on Comms recruitment.

e. Finance

Tony reported that the club affiliation process is nearing completion.

9) AoB

Phil Newall asked Karen if there are plans for commissaire training. Karen explained that there are no plans at the moment, probably next year.

Nick asked if the event budget spreadsheet has been amended to account for the changes to the finances. Emma confirmed that it hadn't and will need to call on Stuart's Excel knowledge to make the changes.

ACTION: Ask Stuart to look at event budget spreadsheet.

10) Date of the next meeting

It was agreed that the next general meeting of the NDCXL membership should be held on **3rd November, 2020 at 7:15pm**

Addendum to the minutes of the NDCXL General Meeting held on Wednesday 29th September, 2020 at 7:00pm.

Meeting to clarify position in relation to aligning rider and grid numbers – see the following items from the minutes of the meeting held on 29.09.2020 (above):

Item 3 – Matters arising - Rider / gridding numbers

Item 8d – Team updates - Results

Date: Thursday 8th October, 2020 at 8pm
Venue: Zoom
Present: Emma Payne (Fossa) (Chair)
Richard Shenton (Beeston CC) (Minute Taker)
Stuart Reeves
Maddi Smith (Bolsover)
Heather Wimble (Drogon RT)

1. Heather explained that adjustments made to the sign on sheets to automatically align rider numbers and gridding positions produces a number of anomalies. While manual adjustment is possible it would be longwinded.
Following a brief discussion Stuart suggested that he adjust the Excel formula slightly so that it includes rider names.
ACTION: Stuart to make further adjustments to the Excel spreadsheet.
2. Those at the meeting confirmed that riders not affiliated with the league will NOT be gridded, as stated in item 8d in the minutes of the meeting held on 29.09.2020 (above).
3. It was agreed that start lists should be sent to event commissaire teams as well as event organisers and the chip timing team.