

Minutes of the NDCXL General Meeting

Date: Wednesday 18th August, 2021 at 7:00pm

Venue: Zoom

Present: Emma Payne (Fossa) (Chair)
Richard Shenton (Beeston CC) (Minute taker)
Steve Kirk (Belper BC)
Maddi Smith (Bolsover)
Nick Chilton (Derby Mercury)
Heather Wimble (Drogon RT)
Tim Berry (Empella)
John Holmes (Empella)
Andrew Naylor (Fossa)
Ian Bradley (Ilkeston)
Tony Donaldson (Ilkeston)
Jo Gretton (VC Nottingham)
Andy Humberston
Sandra Field (Beeston RC)

1) It was noted that **apologies** had been received from Gary Strickland (Long Eaton), Tracy Fletcher (Cycle Derby), Steve Johnson (British Cycling), David Gretton (VC Nottingham), Karen Lifford (British Cycling).

2) **Minutes of the general meeting held on 30th June, 2020**

Andy H noted that his surname should be spelt without an 'e'. Otherwise the minutes were accepted as a true reflection of the discussions that took place.

3) **Matters Arising**

- **Recruitment of comms volunteers** – Sandra Field of Beeston RC has offered to assist in the running of the League.

ACTION: Richard to discuss possible roles with Sandra.

- **Organiser manual** – Maddi reported that she is yet to distribute an amended version of the organiser's manual that is to include:

- Advice for organisers to read BC event organiser info on organiser's dashboard
- The 9 x C-19 mitigation measures
- Details of logistics: tape, radios, first aid, rider numbers
- Rider numbers and chips will not be pre-packaged- single point of contract in registration
- Importance of risk assessment to identifying and mitigating risk
- Treat commissaires well
- Code of Conduct

ACTION: Maddi to amend organiser manual and distribute.

- **Code of conduct** – Richard distributed an amended version of the Code of Conduct before the meeting. Andy N suggested some further amendments:

- "...and events are promoted under BC rules"

- "...inclusive and safe environment..."

ACTION: Richard to make suggested changes, send to BC Compliance for final approval then distribute to meeting attendees for approval by a simple majority vote.

- **Auditors** - Tony reported that last year's accounts are yet to be audited. He will chase the auditor.

ACTION: Tony to provide update on auditing of 2020-2021 accounts.

- **Anniversary - merchandise:** Emma distributed findings prior to the meeting.
- **Email options** – At a team leader meeting on 16 August it was agreed that team email accounts that can be accessed by all team members should replace the current system. This would enable team members to share email responses and avoid the need to respond to enquiries using personal email accounts.

ACTION: Steve to distribute explanation of how to use email accounts.

- **Setting up event entry pages** – Maddi confirmed that she and Mark Nulty at BC have set up the events pages but she acknowledged that switching from pre-C-19 to C-19 event days part way through the season would be problematic. It was agreed that the League would underwrite the cost of cancelling U12 races (incurring a cost of £1 per entrant) if necessary.
- **Event prizes and event financial support** – Tony, Emma and Richard had not had an opportunity to meet to discuss. Nevertheless, it has been agreed that race day prizes will not be awarded.

ACTION: Tony, Emma and Richard to meet to discuss event financial support package for transparency. They will also consider profit-making events.

- **C-19 mitigation measures** – listed and distributed by Emma and to be included in event organiser information distributed by Maddi.
- **Commissaires** – John confirmed that only the first two events have a full complement of commissaires. He will explore other options for the other events.
- **First event on BC entry system** – Maddi confirmed that the first event is now live.
- **Publish draft calendar and race structure** – Steve confirmed that he has uploaded all the information he's been sent and has updated the age category table. Sandra mentioned that the date is incorrect on the list of affiliated clubs and Andy N suggested that there needs to be a note about affiliations being carried over from last year on the same page.

ACTION: Steve to amend the club / team affiliation web page: correct the season it relates to and add a note about affiliations being carried over from last year.

4) Team updates

- **Admin** Richard reported that he has no updates that won't be discussed elsewhere.
- **Logistics** Andy N stated that he has rider numbers and will get them to Ilkeston CC. He is liaising with Karen about radios. Nick reported that he has enough Forme barrier tape for one event. John to follow up with Adam at Forme for additional rolls of tape. Nick confirmed that the League has adequate sanitisation kit but will purchase more for the organising teams.

ACTION: John to speak to Forme re barrier tape.
Nick to purchase C-19 sanitising materials as required

- **Officials** John had nothing else to add to his earlier comments.
- **Results** Heather reported that 333 riders have affiliated compared to 475 in the 2019-2020 season. Heather asked if rider numbering should be in gridding order and Emma confirmed that this would be a positive thing. Heather added that riders will be gridded by their 2019-2020 league results before the first league table is published. She reported that there have been age category issues with the BC entry system. Maddi asked for details to be sent to her and she'll pass on to BC.

ACTION : Maddi to query race entry system issues with BC.

- **Events** Maddi reported that Bingham (event 2) is going live, Chetwynd (event 3) is about to go on and Middlehills (event 4) is ready to go. Ian expressed concern about Chetwynd and advised Maddi to postpone going live with the event.
- **Comms** Steve had nothing to report.
- **Finance** Tony had nothing to report.

5) Event calendar and organiser updates

Round 1 4 September Shipley Park Ilkeston CC

Ian was so concerned about event volunteer numbers that he hasn't ruled out the possibility of cancelling. It was strongly agreed that affiliated clubs that have paid the lower rate should be assisting at events or be charged the higher rate. Ian explained that the Shipley course will be exclusively in the top field with the middle field being used as a buffer to reduce pressure on entrances and exits. He added that he is concerned about rider numbers (currently 210) and is hoping for more entries. Andy noted that the CX commission is aware that numbers are down across the country.

ACTION: Tony to contact clubs / teams that paid the lower affiliation rate to determine which event they are helping at.

Emma to use social media to drive up rider numbers at Shipley.

Round 2 2 October Bingham VC Nottingham

In Dave's absence Jo reported that everything is ready to go at Toot Hill. She asked about catering and Emma explained that event organisers can make their own decision about the caterer in line with event risk assessments. Jo also asked about event equipment and Nick explained that once he has it back from Shipley he will make it available for collection from the storage unit at Markeaton Park.

Round 3 23 October Chetwynd Ilkeston CC

Ian stated that he is not sure if this will run. Will confirm after 4 September.

Round 4 30 October Middlehills Matlock CC

No representation at the meeting.

Round 5 13 November HPP Nottingham Clarion

No representation at the meeting

Round 6 28 November Markeaton Derby Mercury

Nick reported that he has submitted documents to Derby City Council and is awaiting feedback.

Round 7 15 January Broxtowe Beeston CC

Richard reported that he is unable to submit documents to Nottingham City until mid-November

Round 8 22 January Chetwynd Fossa Racing

Andy reported that he will speak to the barracks closer to the time.

First aid – Richard stated that the first aider is in contact with Ilkeston CC.

Smart Timing – Heather confirmed that the chip timers are ready to go.

6) Volunteer vacancies

On 3rd August Emma submitted a formal notice of resignation to Richard, as Secretary of the League, to inform him of her intention to step down from her role as chair of NDCXL as of the middle of September. Emma explained her decision and Richard referred to a discussion that took place with team leaders on 16th August about how to manage the various areas that Emma covered and how they might be shared across the existing team:

- **Social Media**
Because of limited capacity across the current volunteer team it was suggested that social media as a form of communication will need to be 'mothballed'.
- **40th anniversary of the League**
Because of limited capacity across the volunteer team it was agreed that anniversary celebrations should be postponed until the 50th anniversary.

- **Forme Sponsorship**
John offered to contact Forme in relation to the supply of barrier tape
Richard to be main contact for issues relating to sponsorship
- **Chairing meetings**
Andy offered to chair meetings until another chair has been recruited and Richard will continue to deputise as required.

Emma's resignation has highlighted a deep capacity issue in the running of the League. Over the last two years attempts to recruit another member of the Comms team have been unsuccessful, resulting in the chairperson administering social media accounts. This is one of many examples of roles being shared across fewer and fewer volunteers as the teams get smaller over time. In addition to existing volunteer vacancies in Comms, Events and Admin the issue will be exacerbated at the AGM when Richard stands down as Secretary and Maddi as Events team leader. In view of this it was agreed that a sub-group should be established to develop a proactive recruitment strategy. Subsequently, there was some discussion about possible methods of recruiting that could feed into sub-group discussions.

ACTION: Recruitment sub-committee to meet (Richard, Sandra, Andy and Heather)

7) Any other business

- **Heather** – how many dropped rounds this season? There are currently eight rounds planned. Rule 4.1.8.2 states that:
If there are fewer than 10 League events in The League programme, the 2 lowest scores will be disregarded.
- **Emma** – confirmed that there would be average points for those who race in the Regional Champs. Rule 4.7 states:
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.
- **Andy N** – announced that GB CX coach Matt Ellis is establishing a youth inter-regional event which could be held at Chetwynd after the NDCXL event. Various members attending offered their assistance.
- **Nick** – concerned about minimising the risk of spreading COVID-19 at events and wanted to share good practice he had experienced at other events. Emma suggested that he respond to Maddi's imminent email to event organisers so that organisers can be made aware of the good practice. Nick agreed.

8) Date of next meeting - 8 September, 2021 - 7:00pm