

## Minutes of the NDCXL General Meeting

Date: Wednesday 15<sup>th</sup> November 2021 at 7:30pm

Venue: Zoom

**Present:** Andrew Naylor (Fossa) (Chair)  
Richard Shenton (Beeston CC) (Minute taker)  
Sandra Field (Beeston RC)  
Maddi Smith (Bolsover)  
Nick Chilton (Derby Mercury)  
Heather Wimble (Drogon RT)  
Chris Green (Matlock CC)  
Gary Strickland (VC Long Eaton)  
Andrew Humberston  
Darren Topliss  
Mark van Adrichem  
Simon Severn  
Karen Lifford (British Cycling)

### **Richard opened the meeting at 7:35pm.**

- 1) It was noted that **apologies** had been received from Tracey Fletcher (Cycle Derby) and Steve Johnson (BC).  
New attendee, Mark van Adrichem, was welcomed.
- 2) **Minutes of the general meeting held on 19th October 2021**  
Nick and Heather confirmed that the minutes are a true reflection of the discussions that took place on 19<sup>th</sup> October.
- 3) **Matters Arising**
  - a. **Auditors** – Tony not present.  
**ACTION:**
    - **Carried forward - Tony to provide update on audit progress at next meeting.**
  - b. **BC event registration** – Maddi confirmed that she would pay the outstanding registration fees and request reimbursement from the League. Andrew noted that the League is due two credits from BC from last season.
  - c. **Finance Review** – It was agreed that a review of the League's finances will occur in the new year.  
**ACTION:**
    - **Preparations to be made for finance review.**
  - d. **Sponsorship negotiations** – Richard reported that he has arranged to meet Adam Biggs of Forme on 24 November.  
**ACTION:**
    - **Richard to report back about conversation with Forme at next meeting.**
  - e. **Event commissaire coordinator** – It was agreed that this vacant role, filled temporarily by Karen Lifford, should be rolled into the volunteer recruitment process.

- f. **Volunteer recruitment** – Richard to complete work on updating the 2016 ‘volunteer map’.

**ACTION:**

- **Richard to complete work on the volunteer map.**
  - **Organise recruitment sub-group meeting. Karen offered to attend.**
- g. **‘Appendix C’ amendment** – Richard confirmed that he amended Appendix C to remove ambiguity in the event schedule concerning Under 9 and Under 12 races.
- h. **BC rule: CX8.1.1 – U12 assistance** – Query concerning the rule, which prohibits U12 riders being assisted. This was written to exclude pits from U12 races, but the outcome is, perhaps, against the spirit of U12 racing.

**ACTION:**

- **Karen to query the rule with the CX Commission.**

4) **Event Reviews**

**Round 3      30 October      Middlehills      Matlock CC**

Chris explained that the event went well, but there were a couple of issues:

● **Insurance surcharge for non-BC members (£3 / rider)**

Chris explained that the registration team did not collect the insurance surcharge from non-BC members. To avoid this in the future, he proposed taking the fee before the event. The following points and suggestions were made:

- There were 14 non-members at Middlehills.
- Karen confirmed that taking the fee at the point of on-line entry is not possible.
- Some Leagues add the surcharge to the entry fee.
- Add an extra line to the entry pages for non-member entry, but this would involve a lot of additional work for BC and the Events Team.
- Reject race entries from non-BC members.
- Organiser to contact non-BC members and request payment beforehand.

It was agreed that these points should be picked up by the finance review.

**ACTION:**

- **Pre-payment of non-BC membership insurance surcharge to be fed into finance review.**
- **Karen offered to feedback to BC HQ**

● **First Aid**

Chris explained that he felt that the first aid cover was inadequate when he discovered that the two paramedics from UK Medical & Event Services did not wish to leave their vehicle. As a compromise, they agreed to move to a different location. Richard advised that he spoke to Jay Eames at UK Medical & Event Services on the day.

This led on to a further discussion about event emergency response plans (Richard explained that Nottm City Council require him to submit one for Broxtowe and Andrew says he covers the information in his risk assessment) and consideration of where an air ambulance would land at an event venue.

**ACTION:**

- **Organisers to be advised to communicate with the first aid provider concerning the layout of the event and siting a first aid shelter.**
- **Event risk assessments to include reference to where the injured can be cared for.**

**Round 4      13 November      HPP      Nottingham Clarion**

Andy H and Darren were commissaires at HPP and both said that it went very smoothly. On behalf of Pete Lifford, who was the chief comm on the day, Karen reported that bikes were left on the racks in the pits all day, adding that riders need to be informed that this is unacceptable. In addition, an unidentified rider was seen urinating in the lake – an act that would lead to disqualification if the rider had been identified.

- 5) **Remaining event calendar and organiser update**
- Round 5      28 November    Markeaton      Derby Mercury**  
 Nick reported that preparations are going to plan.
- Round 6      15 January      Broxtowe      Beeston CC**  
 Richard reported that he submitted documentation to Nottingham City Council yesterday.
- Round 7      22 January      Chetwynd      Fossa Racing**  
 Andrew reported that he is exploring options with the Army. They will hopefully confirm in the next ten days. He is considering a 'Plan B'.
- 6) **Team updates**
- a. **Admin**      Richard was advised to explore the possibility of negotiating an improved sponsorship deal with Forme, when he meets Adam Biggs on 24 November.
  - b. **Logistics**      Nick confirmed that there is adequate barrier tape for the upcoming events. He also confirmed that the League has two large Forme pop-ups but if more are required Karen advised that she has two.
  - c. **Officials**      Karen reported that the remaining events have been allocated their commissaire teams, although a chief comm is required for Chilwell. She also noted that new trainees coming through the system, including Phil Newall.  
**ACTION:**
    - o **Karen to talk to Tony about claiming for and paying officials' expenses.**
  - d. **Results**      Heather explained that the team is focussing on prepping for the regional champs
  - e. **Events**      Andrew N referred to rider caps, which came up in relation to the HPP. He pointed out that changes to rider maximums do not require League approval. It is an organiser decision based on the event risk assessment.  
 Heather noted that a reserve rider was given a ride at HPP, which is not part of the usual process. She was concerned that if events are to be consistent, then the process also needs to be consistent. Karen pointed out that the BC system does not allow for reserves, so the addition would have been manual. She added that as long as the rider paid and he was on the sign on sheet, then he would be covered by BC insurance. The issue is about the background work required to administer the addition.
  - f. **Comms**      Richard reported that he is working with Steve K on the new email system. It was also confirmed that Facebook is being updated by the team as is Twitter, but to a lesser extent.
  - g. **Finance**      Tony not present.
- 7) **Any other business**
- a. **Sandra** – Query concerning sign on sheets that didn't include riders with surnames beginning with a 'W'. It was noted that this was likely a printing error.
  - b. It was reported that Mark Stanley has expressed an interest in organising an event next season.  
**ACTION:**
    - o Karen to contact Mark Stanley to discuss further.
  - c. **Andrew N** – Following on from a query at the October general meeting (19 Oct 2021 – item 3m) about the requirement for a manual back-up to chip timing Andrew spoke to Lee Shunburne. He confirmed that, although the CX Commissaire's Manual states that a back-up is required, it is inconsistent across CX tech regs.  
**ACTION:**
    - o Karen to bring this up at the CX Commission to resolve this issue.
- 8) **Date of next meeting – Tuesday 14<sup>th</sup> December 2021 - 7:30pm**