

## Minutes of the NDCXL General Meeting

Date: Friday 1<sup>st</sup> July 2022 at 7:30pm

Venue: Zoom

### Present:

Mark van Adrichem (Matlock CC) (Chair)	Christine Chilton (Derby Mercury)
Richard Shenton (Beeston CC) (Minute taker)	Heather Wimble (Drogon)
Sandra Field (Beeston RC)	Mark Ravis (Matlock CC)
Steve Kirk (Belper)	Tina Farr (Matlock)
John Dixon (Bolsover)	Helen Dussek (Nottingham Clarion)
Stefan Partridge (Bolsover)	Martin McShane (Worksop Wheelers)
Nick Chilton (Derby Mercury)	Andy Humberston (Commissaire)

### Mark opened the meeting at 7:30pm and welcomed the new volunteers.

- 1) **Apologies** received from Ian Bradley (Ilkeston), Joe Barnett (Cycle Derby), Steven Hinchliffe (Bolsover), Simon Severn (Ilkeston), Alan Parsons (Bolsover/Jewson), Karen Lifford (BC), Steve Johnson (BC).
- 2) **Minutes of the general meeting held on 14<sup>th</sup> June 2022** were accepted as a true record of the discussions that took place.
- 3) **Matters Arising**
  - a. **Sponsorship** – To be discussed at agenda item 6.
  - b. **Chip timing** – Heather has contacted Smartiming and is waiting for a response.  
**ACTION:** Costs for chip timing to be reported at the next meeting.
  - c. **Race day schedule (Appendix C)** – To be discussed at agenda item 5b.
- 4) **Team updates**
  - a. **Admin** Richard explained that he has been pairing up new volunteers with existing teams. He has also been working with Sandra and Nick on amending Appendix C and discussing changes to the website with Steve.
  - b. **Logistics** Nick is considering how best to utilise the skills and time of new volunteers. He also highlighted the urgent need to order rider numbers and barrier tape. As this is bound up with the sponsorship deal it will be discussed at agenda item 6.
  - c. **Officials** In the absence of Darren and Karen, Christine reported that commissaires have received an email from Karen making them aware of the calendars for the three leagues in the region.  
Nick and Christine proposed that events should be commissaired by four-person teams. This would give commissaires an opportunity to take a break. Andy thought this was excessive but Nick recommended trialling it at the beginning of the season.  
**ACTION:** Andy to discuss the possibility of four-person comms teams with Darren.
  - d. **Results** Heather stated that with the addition of Mark Ravis and Joe Barnett to the team she intends to step away from processing individual league tables and focus on coordinating the final league tables.

- e. **Events** Sandra reported that the first event of the calendar has been created on the BC system and forwarded to Madddi to check over. The aim is for the first event (Shipley) to go live on 6<sup>th</sup> August.
- f. **Comms** Steve K explained that he has moved some web developments forward following a conversation with Richard. He intends to work with new volunteer, John Dixon, who has offered to take over from Steve when he steps down in Spring 2023. He also requested that website hosting costs be covered via the League's credit card rather than his personal card, which is the position currently.

**ACTION:** Speak to Tony concerning the addition of the League's credit card details to the website hosting account.

- g. **Finance** Richard read Tony's finance update, in which he reported that on 30<sup>th</sup> June there was £16,461.50 in the League's account. He also reported that the 2021-2022 accounts have not been audited and is concerned that there might be a need to appoint another auditor.

**ACTION:** Decision to made about appointing a new auditor to work on the 2021-2022 accounts.

## 5) Preparations for upcoming season

### a. Publish calendar

The provisional calendar was published on June 25<sup>th</sup>.

### b. Appendix C – race day schedule

Sandra shared her screen in order to discuss a number of issues relating to the race day schedule:

- i. Commissaires pulling riders: It was agreed that the text at the top of Appendix C should reflect the fact that riders will not be pulled until the winner has crossed the finish line.
- ii. Event timings: It was acknowledged that it is impossible to allocate adequate time to practise periods for all categories when there are six events included in the day. Stefan noted that seniors had very limited practise time during the 2021-2022 season.

Timings were tweaked and the final version (attached) was unanimously accepted.

### c. Uploading events to BC

Sandra had a number of queries concerning uploading events to the BC system.

- i. Rider entry confirmation email – this is set by BC, so the League cannot amend it.
- ii. Event overview – current wording was agreed
- iii. Agreed that the 'No entries on the day' notice should be retained.
- iv. Agreed that the request for riders with COVID-19 symptoms to stay away should be retained.
- v. Query around safeguarding.

**ACTION:** Sandra to contact Karen Lifford concerning BC's event safeguarding requirements.

- vi. Christine suggested including a notice that highlights the need for riders to have a race licence (not provisional) to accrue national ranking points.

**ACTION:** Nick to provide Sandra with text that explains the type of licence required to accrue national ranking points.

- viii. Christine asked about maximum rider numbers per category. It was agreed that the maximum for any event should be kept at 160. There was some discussion about the way in which the rider maximums should work across the Vet40 and Vet50 men categories. It was agreed that they should be split evenly: 80 per category.

### d. Club affiliations

Clubs and teams that affiliated for the 2021-2022 season were invited to re-affiliate by an email from Tony dated 19<sup>th</sup> June. Clubs and teams that didn't affiliate were invited to do so

via a Facebook post dated 30<sup>th</sup> June. Tony's finance update noted that five clubs/teams have affiliated so far.

There was some concern about clubs/teams that take advantage of the lower affiliation rate for clubs/teams that support events (£25). It was suggested that the higher rate of £125 should be applied to all affiliations and £100 credited when supported an event. It was agreed that this should be discussed with Tony, who would need to process the refunds and, in the meantime, there should be greater effort in identifying clubs that pay £25 but don't support an event.

**ACTION:** Tony to comment on proposal to charge £125 for affiliations with agreement to credit £100 if the club/team supports an event.

**ACTION:** Establish mechanism to identify clubs/teams that pay £25 but don't support an event.

e. **Individual affiliations**

Heather requested that rider affiliations not be opened until Monday 18<sup>th</sup> July, which was agreed.

Sandra asked if the rule relating to affiliation deadlines should be changed, but Heather stated that she is happy with the current arrangement (refer to Constitution item 4.4).

6) **Sponsorship offer**

The draft proposal from Forme was distributed with the minutes for this meeting. Mark ran through the main points, noting that he has confirmed with Forme that the barrier tape is 'Superstrong' (length yet to be confirmed) and rider numbers will be the same spec as the 2019-2020 order. Some queries were discussed:

- i. Concern about the need for an announcer, if there is a requirement to have a podium for the children's categories.
- ii. Obtaining consent for the use of photographs of children should be Forme's responsibility
- iii. Difficulty of including Forme branding on automated emails from BC
- iv. Possibility of reducing the minimum number of events from 8 to 6 to bring the sponsorship in line with NDCXL rule 2.1
- v. Plans for the website. It was agreed a sub-group should be formed to generate of list of requirements.

Mark to go back to Forme to discuss these queries.

**ACTION:** Nick to speak to Matt Payne about the possibility of him acting as the announcer at events.

**ACTION:** Mark to go back to Forme to discuss:

- i. Photography compliance issues
- ii. Cost of announcer or option for Forme to provide announcer
- iii. Forme branding on BC generated emails
- iv. Reduce minimum number of rounds to 6
- v. Agreement to acknowledge the volunteer status of the League

**ACTION:** Establish sub-group to discuss website requirements

7) **Event organiser meeting**

Richard explained that item 10.2 of the NDCXL Constitution states that, 'An Organisers' and Commissaires' Meeting should take place before 1st September', adding that that the meetings not only support organisers but also promote consistency across League events.

Mark suggested holding a face-to-face meeting alongside the last of a series of training session for women that Karen Lifford is organising. The last session will be held on 10 September at Derby College and will include a test race. Forme is very keen on the suggestion and would like to use it as a photo opportunity. However, it was felt that because it is difficult to bring people together it would make sense to organise a mid-week EO Meeting at the end of August on Zoom, rather than on a Saturday in Derby.

In addition, Nick suggested that Forme may wish to attend the first NDCXL event at Shipley to oversee the way in which branding is displayed.

Heather referred to the importance of the organisers' pack, that is long out of date.

There was some concern about supporting new EOs, with Cycle Derby being the greatest concern because it is the second event.

**ACTION:** Richard and Simon to contact Joe Barnett (Cycle Derby) about any support he may require.

**ACTION:** Mark to discuss the possibility of Forme attending the Shipley event on 17 September to agree branding set up.

**ACTION:** Richard and Simon to contact organisers to determine preferred date for EO meeting and subjects to be discussed.

**ACTION:** Richard and Simon to review the organisers' pack.

8) **Provisional calendar**

It was noted that Bolsover's event on 21 January has lost its venue, but Steven H is feeling positive about finding an alternative. Darren is considering organising an event at Derby College after Christmas.

9) **Volunteer recruitment**

Most of the new volunteers have been linked with a team. Stefan agreed to be 'the voice of the senior riders' and was happy to help Heather with affiliations.

10) **Any other business**

**Steve K** asked if there were plans to hold face-to-face meetings in the future. It was agreed that this should be an aim for certain meetings but, with a rise in COVID-19 cases, it was felt that face-to-face should only occur when the risk of transmission was low.

**Nick** asked if it was possible to recruit someone who could represent women at meetings. Helen was happy to take up the role if now one else could be found. Nick articulated the difficulty of representing the various levels in women's racing: novice, regional league level, national level - difficult to know where the best rep would come from. Richard stated that Empella was the team most represented by women at the last meeting. He therefore contacted John Holmes to see if there was anyone in his team that would be interested in the role. Nick was concerned that national level racing might not be representative of the wider category at regional league level.

**ACTION:** Attempt to recruit women's rep on social media.

11) **Date of the next meeting** to be held on 21 July at 7:30 on Zoom.