



Minutes of the Annual NDCXL Event Organisers' Meeting

Date: Thursday 5th September 2022 at 7:30pm

Venue: Zoom

Present:

Mark Van Adrichem (Chair)	Heather Wimble (Drogon) (Results Team)
Richard Shenton (Beeston CC) (Minute taker)	Tim Berry (Empella)
Tony Donaldson (Ilkeston) (Treasurer)	Ian Bradley (Ilkeston)
Stephen Seamark (Beeston CC)	Simon Severn (Ilkeston)
Sandra Field (Beeston RC) (Events Team)	Chris Green (Matlock)
Steven Hinchliffe (Bolsover) (U12 Gridding coordinator)	Darren Topliss (Sherwood)
Maddi Smith (Bolsover Bolsover) (Events Team)	Joe Barnett (Cycle Derby)
Karen Lifford (British Cycling)	Lee Flannagan (Forme)

Mark opened the meeting at 7:35pm.

Introductions.

1) **Apologies** received from Graeme Swadling (Nottingham Clarion).

2) **Reaction to low rider numbers**

There is some concern that entry numbers for Shipley are low, with only six days left to enter. Karen stated that there are currently 150 entered, adding that there have been low entry numbers across all disciplines, with most entries occurring just before entry deadline. There were a number of suggestions to drive up numbers including awareness raising (direct emails and social media, including Instagram) and re-introducing entry on the day. Lee pointed out that a significant increase in social media and direct emailing is necessary to replace the riders that have been lost since COVID.

With low number comes the possibility of events not being financially viable. Karen referred to BC's COVID recovery fund as a possibility for support (£200 per event).

3) **Sponsorship agreement**

Lee summarised the Forme sponsorship with a focus on the how it will affect events.

a. **Podium / Announcer**

Forme will provide a podium with a branded backdrop and medals for U16 riders placed first, second and third in the various categories. The announcer at events will call riders to the presentation.

Chris stated that Matlock is unlikely to have an announcer and Steven H offered to assist if required. Ian will use Ant Arthur at Shipley and Matt at Chetwynd.

Karen stated that she has a stock of kit for regional events, including a small PA.

Joe noted that he would like to have Matt but cost is prohibitive.

b. Branded kit

Forme to provide two gazebos, including a double sized one for registration. Branded flags and scrim also to be supplied for the finish area. Branded barrier tape to be supplied (10 x 250m) for high visibility areas, such as the finish and the start area. Steven H stated he did not wish to use a registration shelter as registration would be in a building for the Bolsover event. Lee was keen for it still to be erected.

c. Race numbers

Forme has updated the logo on race numbers.

d. Forme presence at first and last event

Lee confirmed that Forme would be attending the first and last events, and have a stand with bikes on display.

e. Pre-event rider information pack

Lee is keen for the pack to be consistent across events. Forme will look at Ilkeston's pack and establish a template.

4) British Cycling – Karen Lifford

Karen highlighted a number of points for event organisers:

- a. Stressed the need for all organisers to check their event entry pages on the BC site, with a particular focus on bank accounts, venue access details and contact details. Joe asked when the club should receive entry fees. Karen explained that once the pot exceeds £50 BC transfer funds to the account on the system.
- b. Encouraged organisers to use their Event Dashboard on the BC site to store event documents, including drafts.
- c. Encouraged meeting attendees to get involved with the CX Working Group, which is re-establishing.

5) Commissaire care and communication

Darren encouraged organisers to provide refreshments for commissaires. They are volunteers that need to be looked after.

He also asked organisers to speak to their chief comm in the run up to the event, to make arrangements for their arrival and talk through any difficulties.

He went on to explain that he is having issues recruiting teams of four for each event.

However, he does have three for Shipley and all the November events are covered.

6) Safeguarding

While BC guidance on safeguarding does not stipulate that a welfare officer is required at events it does recommend that there is a nominated person at events who is in a position to deal with issues arising from under 18s and vulnerable adults.

It was agreed that NDCXL events should aim to have a nominated welfare person at events, with a view to mandating their inclusion in event teams for 2023-2024 season. This would need to be picked up during the off-season.

7) Event budget spreadsheet

It was acknowledged that the current event budget spreadsheet requires updating. Nick offered to do this.

8) Any other business

Chris asked if there is a need to have more than two toilets at events now that COVID is no longer an issue. It was suggested that this was an organiser decision.

Chris asked about first aid provision and was assured that Jay Eames at UK Medical and Event Services is organising the two first responders that will be attending the events.

Chris suggested using WhatsApp for EO comms.

ACTION: Richard to set up WhatsApp.