



Minutes of NDCXL Members' General Meeting

Date: Thursday 27th September 2022 at 7:30pm

Venue: Zoom

Present:

Mark Van Adrichem (Chair)	Nick Chilton (Derby Mercury)
Richard Shenton (Beeston CC) (Minute taker)	Heather Wimble (Drogon)
Tony Donaldson (Ilkeston) (Treasurer)	Laura Powell (Empella)
Sandra Field (Beeston RC)	Ian Bradley (Ilkeston)
John Dixon (Bolsover)	Mark Ravis (Matlock)
Steven Hinchliffe (Bolsover)	Helen Dussek (Nottingham Clarion)
Karen Lifford (British Cycling)	Darren Topliss (Sherwood)
Tracey Fletcher (Cycle Derby)	Andy Humberston

Mark opened the meeting at 7:35pm.

The meeting began with introductions.

- 1) **Apologies** received from Lee Shunburne (Fossa), Joe Barnett (Cycle Derby), Simon Severn (Ilkeston) and Steve Kirk (Belper)
- 2) **Minutes of the general meeting held on 8th September 2022** were accepted as a true record of the discussions that took place. Proposed by Mark and seconded by Nick.
- 3) **Matters Arising**
 - a. **Event organiser pack** – Simon and Richard are still working on it.
ACTION: Richard to complete review of EO pack in the next couple of weeks and share with EOs, volunteer teams and Karen for additions and corrections.
 - b. **Women's rep** – Laura confirmed that she is happy to take on the role.
 - c. **EO details for cross-checking by Event Team and BC** – To be carried forward. Karen confirmed that she has checked bank accounts for the upcoming events, and they appear to be correct. Even so, they should still be checked by event organisers as soon as possible.
ACTION: Maddi and Sandra to create spreadsheet with EO details for BC.
 - d. **Forme to supply additional images for website and socials** – Not received.
ACTION: Mark to chase Lee at Forme for images.
 - e. **Appendix C to Comms** – Completed.
 - f. **Finance actions** – Carry forward.
ACTIONS: Tony to arrange the transfer of entry fees incorrectly received by NDCXL.
Tony to raise an invoice to Forme for the annual sponsorship fee of £1,000.
Tony to refund Bolsover and Belper £100.
 - g. **Karen re under 18s as event volunteers** – Email dated 9 Sep 22 refers: BC Insurance team is happy for U18s to act as marshal if there is adequate risk assessing, safeguarding and supervision measures in place.

- h. **Signed sponsorship agreement** – Received on 20 September 2022.
- 4) **Team updates**
- a. **Admin** Richard explained that admin’s concerns are included in this agenda.
- b. **Logistics** Nick confirmed that he has everything in place for the season.
- c. **Officials** Darren reported that all events have now been allocated four-person commissaire teams. He will circulate details.
- ACTION:** **Darren to share commissaire teams info – Richard to distribute to EOs.**
- d. **Results** Heather reported that league tables will be published for the first two events in the next week or so.
- e. **Events** No one from the Events Team was present at this point in the meeting.
- f. **Comms** Steven H to change NDCXL Twitter image to the new Forme / NDCXL logo. He is also waiting for the image from Forme for Facebook (see 3d above).
- ACTION:** **Richard to provide Steven H with Twitter account details.**
- g. **Finance** Tony stated that there are no issues on the finance side. Nick reported that because of the potential for low entries at Shipley it was agreed with Richard and Tony that the League would cover the cost of Shipley’s announcer (£300). It was stressed that this was a one-off agreement, although the League is currently able to support events if they are in danger of failing financially. Karen pointed towards the BC COVID Recovery Fund, which is designed to support events that are struggling financially. Details can be found here: <https://www.britishcycling.org.uk/about/article/20220630-about-bc-news-British-Cycling-announces-new-%C2%A345-000-funding-scheme-to-support-event-organisers-0>
- 5) **Event feedback**
- a. **Shipley Park 17 Sep 2022 Ilkeston CC Organiser: Ian Bradley / Emma Pilgrim**
- Ian noted that the event went very well, although he was disappointed that riders didn’t assist with course take down. It was agreed that if this is an expectation, organisers could include a request in the rider pack; on socials and/or ask the event announcer to request assistance.
 - In Lee Shunburne’s absence Richard reported his concern about the lack of a results back-up, as there was an issue with some of the results at Shipley. Heather acknowledged that there was an error caused by the late supply of rider information to Smartiming. However, it was felt that the risk was small, particularly as there is a video back-up. In addition, there is a resource issue, as a back-up would require a further two event volunteers. It was agreed that no further action would be taken.
 - Lee also expressed concern about gridding at Shipley and Markeaton. Heather acknowledged that there were some issues caused by the automation of the gridding process. Mark Ravis offered to assist Stuart Reeves on this, although Heather thought that the issue had now been resolved.
 - Darren reported that he struggled to print out all the start lists and wondered if there is a compatibility issue.
- ACTION:** **Maddi to check with Stuart Reeve to see if he needs support with the creation of sign on sheets and gridding lists.**
- b. **Markeaton 24 Sep 2022 Cycle Derby Organiser: Joe Barnett / Tracey Fletcher**
- There was a review of the response to an incident in which a rider crashed during the women’s race, resulting in serious injury. Recommendations arising:
 - The casualty was on the ground for an extended period. This was primarily due to EMAS response times (2-3 hours). Mountain Rescue were able to respond quicker than EMAS. *It was agreed that this was out of the NDCXL’s control.*
 - When Mountain Rescue arrived, they were not guided to the casualty. *When emergency services attend a volunteer should be assigned to them.*

- Karen suggested that planning for an emergency of this kind should be included in the event risk assessment and emergency plan. RA to include details of extraction point(s).
- Karen suggested developing a shared folder for historical risk assessments, so that new organisers can draw on the work conducted by previous EOs.
- There was some concern that inexperienced event volunteers may not have the skills to deal with stressful situations. *Karen highlighted the need to ensure marshals are aware of their responsibilities. Marshals to be provided with documentation (maps, plans, explanation of role) before the event and attend a briefing on the morning of the event.*
- It was acknowledged that commissaires do not have access to event reports from previous years. They cannot, therefore, check back to see if the same issues are occurring year on year at a given venue. *Karen may be able to access historical comms' reports and she also recommended establishing a shared folder of risk assessments for venues.*
- Tony noted that if funding is required to improve safety at events, then the League would be willing to consider covering costs.
- The first responder provider, UK Medical and Event Services, is reviewing their team's response to the incident. Tony is in direct contact with the team's manager.
- Laura offered to help organisers with risk assessments (she works in safety).
- Sandra reported that in the U12 race a rider who stopped in the finish area was struck by another rider who was sprinting to the finish line. *Finish line marshals are required to ensure riders flow off the course and do not stop in the finish area.*
- Sandra reported that the sweeper rider was too close to the rear of the U12 race. *Sweepers should be advised to ride a good distance behind the last rider in any race.*
- Heather referred to an email from a mother of a 5 old who was told that he couldn't race because his bike was missing a bar end plug. The mum was particularly concerned about the way the commissaire dealt with the issue. Sandra and Steven H witnessed the incident and neither felt the commissaire acted inappropriately. However, it was agreed that the matter could have been dealt with more sensitively.

ACTION: EOs to be advised of lessons from the first two events of the season.

6) Event updates

Richard explained that recruiting volunteers for Broxtowe is proving more difficult than normal. He also noted that Chris Green was sounding very positive about Middlehills when he last spoke to him.

7) Event day prizes

Following an extended discussion about how the current prize calculator could be used to calculate prizes when rider numbers are low, it was agreed that a sub-group should meet (Nick, Sandra, Richard, Mark) to formulate a proposal for the next members' meeting.

8) On-the-day-entry

Tabled to explore the possibility of re-introducing on-the-day-entry in an attempt to increase rider numbers. However, numbers at Markeaton were high, so it was agreed that this could be re-visited in the future, if necessary.

9) Any Other Business

Steven H asked if the way he has dealt with the podium at both events was acceptable. It was agreed that it was, although Forme has suggested that the announcer be closer to the podium at future events.

10) Date of the next meeting: Tuesday 25th October 2022 at 7:30