

## NORFOLK ORIENTEERING CLUB

### Minutes of the Club Committee Meeting – 11<sup>th</sup> November 2015 (Norwich)

1. Mick Liston (Chair), Michael Chopping, Nicky Nicholls, Steve Searle, Kim Eden, Paul Garton, Alan Bedder, John Rushmer, Daniel Cowley

**Apologies:** Glen Richardson, Paul Goldsworthy, Trevor Nelson, Ella Gilbert, Jonathan Gilbert, Ian Renfrew

2. Minutes of the September meeting were agreed.

#### 3. Matters Arising (pre-listed)

- |     |     |   |                                     |
|-----|-----|---|-------------------------------------|
| 3.1 | 3.1 | PGa needs help with mapping woodland area for Brooke School; can't get base map on to OCAD. JG may be able to provide assistance.   | <b>PGa</b>                          |
| 3.2 | 3.3 | Registration tent erection instructions to be put on the website. Still to be done.   | <b>NN</b>                           |
| 3.3 | 3.4 | Safety of generator added to Risk Assessment Form. NN to add on website. Still to be done.  | <b>NN</b>                           |
| 3.4 | 3.5 | Review of entry forms to expedite production of results. AB has created a new form, but is using up old stock first. Trialled at Horsford. Hopefully introduced at next event. NN to check that data requested on form will meet her publicity/membership needs and amend as necessary. | <b>AB</b><br><b>NN</b>              |
| 3.5 | 3.6 | Trial of GPS Orienteering App. ML delayed by Norwich City event activities. To be undertaken as a private exercise and will report back if feels any use/benefit to the club/its membership.  |                                     |
| 3.6 | 8.1 | Publicise request in NOR News for anybody with graphic design skills/software. Still to do, but needs less pressing now. NN has invested a lot of time learning iStudio publishing application for publicity – this may be of use. AB knows of David Vincent who could also be asked.   | <b>ML</b><br><b>NN</b><br><b>AB</b> |
| 3.7 | 9.1 | Produce a template for results to ease publication on website. JG has done so.  |                                     |

#### 4. Correspondence

- 4.1 NNDC request for Bacton Wood and Holt CP maps. Issue appears to be one of copyright – NNDC can't reproduce maps as they are NOR's copyright. NOR has no problem with the reproduction for the use originally agreed. AB to contact NNDC to confirm the problem and attempt to reach a solution. **AB**

#### 5. Fixtures & Mapping

- 5.1 Request by NOR to hold Club Champs at SUFFOC's Kings Forest (22 November) accepted by them. GR intending to use a version of SUFFOC's handicapping system to avoid all running Green. Some concern that handicap system may favour the young & fast.
- 5.2 Request by SUFFOC to hold their Club Champs at Lynford event. No objections by committee.
- 5.3 Lynford (13 December): EAGAL event so AB to procure toilet. **AB**

#### 5.4 2016 provisional calendar:

- ◆ 17 Jan: West Norfolk – Roydon access requested.
- ◆ 14 Feb: Date given to SUFFOC to allow Tunstall (EAGAL) to be moved from 28 Feb which is a clash with Midland Champs (Sherwood). Concern raised over NOR missing a month without an event. WAOC have an event near by on 21 Feb (Thetford Warren).
- ◆ 6 Mar: Hockham – Forestry Commission approached for access. Would be CC and Yvette Baker Heats.
- ◆ 17 Apr: North Norwich – possibly Hockering, still tbc.
- ◆ 22 May: tbc, could be UEA
- ◆ 18 Sep: tbc, could be UEA (instead of May) & part of Race the Parks
- ◆ 23 Oct: Sheringham Park tbc
- ◆ 20 Nov: Norwich City
- ◆ 11 Dec: Sandringham tbc

Summer Series dates reserved:

- ◆ 5, 12, 19, 26 June

Race the Parks potential dates (see 5.6):

- ◆ 4, 11, 18, 25 September

5.5 AB now looking at 2017 in order to ensure NOR gets its preferred dates. Already some have been booked by other nearby clubs. He re-iterated the need for long-term planning of event dates. Swaffham being a case in point – would like to re-use but due to shooting and nesting birds mean only usable month is February, so will have to be 2017 at the earliest.

5.6 Race the Parks. Discussion was held regarding potential Race the Parks series.

- One every Sunday (to keep up momentum) in September seen as best option even though there will be some clashes with other events, however those events will most likely also be low-key or not likely to attract our target audience.
- Suggested locations are UEA, Catton (map & access should be ok), Eaton (map should be ok, last event required a £600 upfront indemnity payment (refundable if no damage)), Whitlingham (map may require some updates, car parking availability/cost may be an issue).
- Suggested courses: Long & Short
- Discussion held regarding fees – if a registered BOF event we need to cover levy at least, but it was thought that if people want to come price may not be a limiting factor.
- Keeping people at the event after their run to promote a sociable feel and to attract them to mainstream events considered biggest challenge.
- NN to liaise with AB over registering dates and access. NN, AB

5.7 Suggested that we book 19 November to enable a double-header weekend with the City event. Mousehold Heath suggested as ideal, however no OCAD maps exists and re-mapping would be a big undertaking (see also 5.8). Also potential anti-social problems encountered at the weekend as per previous experience. AB suggested Blickling due to availability of new areas, committee agreed. AB

**5.8 Mapping.** There is a lack of mappers within the club. A number of areas require re-mapping due to significant felling including Cawston Heath and Houghen Plantation. AB has asked Geoff Eagles to look at the latter. SS is to update Swaffham Heath, however this is on hold until an event date is confirmed (see 5.5). New areas are available at Blickling and AB suggested that Peter Levrington could be a candidate. Due the distance from his home AB suggested NOR renting him (and his wife) a holiday cottage for a week in Jan/Feb to act as a base from which to work if he were agreeable to it. The committee fully supported this idea and AB will discuss with him. **AB**

## **6. Norwich City Event**

**6.1** ML reported that the event went well. There was one complaint from a resident whereby a NCC lamppost that was used as a control location is placed slightly inside the boundary to his property. Significant discussion occurred on the night before the event (after the control had been placed on the lamppost) until an agreement was reached, however the resident was noted afterwards to have been taking photographs of competitors. ML decided against taking action so as to avoid further problems. The resident has informed their councillor, but ML does not expect anything to come of this.

**6.2** ML noted his appreciation of the additional help provided by PGa and controller Sarah Mansel both of whom started out very early on the day of the event.

**6.3** Many positive comments were made regarding PGa's courses.

**6.3** Many positive comments also received for the map. Two points of note for future use were to consider enlarging relevant alleyways slightly to improve clarity at speed; and (from the UKUL organiser) to replace gate symbols with gaps in the fences (but leave as a fence line if gates are closed for the event). 2x juniors noted that the combined control circles/codes at the single road crossing made interpreting the map difficult. Only two road crossings could potentially solve this issue. Some comments were heard about the quality of the map print. No major issue was discovered. AB obtained quotes for litho-printed maps which are of a higher quality. Current map cost is <£1/map; litho is £5.30/ea (for 100) or £2.65/ea (for 300). No further action to be taken.

**6.4** For 2016 it was noted that additional road crossing marshal(s) would be needed, also to break the start box up into course-based lanes.

**6.5** No issues were encountered with the safety of the SI boxes. Those in 'safe' locations were only secured with tie-wraps rather than gripples which aren't re-usable. ML asked MC if he would ask EAOA to consider a stock of supplies and tools suitable for the use of SI boxes at urban events that could be used/hired by all EAOA clubs. **MC**

**6.6** AB noted that the event currently has a £144 loss (excluding mapping cost), however additional entry fees are due from Fabian4 at the end of the month which should cause the event to break even. It was suggested and agreed that once all monies/invoices were in a full breakdown of the costings should be undertaken to learn from the event and assist in setting fees for next year. Recovery of the mapping cost needs to be factored in, as does the offer to all helpers of a free run next event (or £5 cash) which will impact on future event's takings. A full budget needs to be established for 2016. **AB, ML**

**6.7** UKUL organiser does not think that the 2016 event will suffer due to the OUOC Oxford event the day before

## 7. Club Officer Reports – see attached (pre-submitted)

### *Treasurer, Club Captain, Membership, Publicity, SI, EAOA*

- 7.1 Treasurer:** The invoice from Caroline Louth for the mapping of Norwich City centre was discussed. The base cost of the map increased from £1875 to £2100 due to a requested increase in the area mapped to provide more usable area for the future. The draft supplied with the original estimate has the grounds of Norwich School (private land) as olive green. The mapping of the school grounds was requested and this explains the additional £200. The £75 competition map preparation is disputed. CL supplied a map & overlay and then provided brief support via telephone to PGa at his request to enable him to merge these two features together. The operation failed due to problems in the colours in both parts as supplied by CL, and she then offered to undertake the merging herself. The committee consider that she did not supply a usable map due to the problems with the colours and so she should not be charging for this rectification. Further there is concern as to whether the problem has been fixed in the map permanently and/or if it only applies to the extract used for the recent event. ML is to contact CL to discuss. **ML**
- 7.2 Publicity:** NN urgently requires forthcoming event details for publicity, even if locations are unknown. AB supplied and NN to ask JG to update website. NN requested that her pre-submitted report be discussed at the next meeting due to low numbers attending today.
- 7.3 SI:** ML suggested obtaining addition dibbers following some recent breakages, possibly due to age. AB noted we have 50 original dibbers and 30 that have been re-engineered following failure and noted that these numbers are sufficient. MC noted that dibbers currently available to purchase are around £40, but expects the price to drop now new models have been introduced. Decided no further action to be taken at present. See also 7.5.2
- 7.4 Schools:** PGa noted that recent Wymondham College event was a success and enjoyed by all participants despite the weather. He thanks all those that helped.
- 7.5 Equipment:**
- 7.5.1:** Club flag and tent not seen since Scottish 6 Days. SS believes it to be with JG. AB to chase as it is needed. **AB, JG**
- 7.5.2:** SI boxes are regularly failing due to low batteries (have to be replaced by SI in Cumbria). SI checked all those below 4.0v last summer, many at 3.7v were returned with a clean bill of health. Officially battery life cut off is 3.0v, but experience seems to suggest 3.5v is absolute minimum. AB is constantly checking after each event – 12 have already been sent away, with at least 3 more to follow. Battery replacement takes approx. 1 week. ML will look into potential for (free) upgrade to contactless punching which may be of benefit at the City event. **ML**
- 7.6 EAOA:** EA Fixtures Secretary is looking for a replacement. The CompassSport Cup heat will be held in the region in 2018. BOF/EAOA/MC remind all organisers to keep copies of risk assessments for five years as there have been some high profile non-compliance elsewhere recently. **All Organisers**
- 7.7 Club Mark:** MC suggested to NN that all her Club Development ideas are added to the Club Mark document even if they do not come to fruition. **NN, MC**

## **8. NOR News**

**8.1** Copy date 27 November .

## **9. AOB**

**9.1** NN requested that event details be passed to her as soon as confirmed to enable publicity.

**9.2** AB requires TN to provide written confirmation of Scout Hall booking requests (January still to be booked)

**TN**

**9.3** AB stated the he would be unable to continue in his role as planner due to health, although he is still willing to act as assistant planner/controller should the need arise. ML offered the thanks of the club for all his efforts in this area over the years.

There being no further AOB, the meeting closed at 21.10

**Date of next meeting:** Wednesday 13<sup>th</sup> January 2015 at Sprowston