

## NORFOLK ORIENTEERING CLUB

### Minutes of the Club Committee Meeting – 11<sup>th</sup> March 2015 (Scarning Village Hall)

1. Mick Liston (Chair), Alan Bedder, Nicky Nicholls, Steve Searle, Les Jarrald, Jonathan Gilbert, Paul Goldsworthy, Michael Chopping, Paul Garton, Daniel Cowley, Trevor Nelson

**Apologies:** Glen Richardson, Ian Renfrew, John Rushmer, Kim Eden

2. **Minutes of the January meeting** were agreed and signed by the Chairman.

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

- 3.1 3.1 AB to speak to Peter Leverington re a lower level mapping course for those (typically planners) who undertake relatively simple updates to existing maps. **AB**
- 3.2 3.3 PGa needs help with mapping woodland area for Brooke School as he missed mapping course due to illness. AB will ask Geoff Eagles/Julia Paul to help out. **AB**
- 3.3 3.5 AB will liaise with Sue Vine and Julia Paul re permanent course at Fritton Lake c/fwd
- 3.4 3.6 MC requires map of Old Catton to proceed with training event. JP & KE will be invited as they are keen to take up coaching (under MC guidance). **MC**
- 3.5 5.5 AB has all necessary details for DBS and is a registered coordinator.
- 3.6 6.5 AB has contacted Whitlingham re permanent course but no response as yet. c/fwd
- 3.7 7.2 Response received from BOF (see attached) re showing maps on the website.
- 3.8 8.1 AB has identified courses and trainer for first-aid training comprising 2 sessions (£15 & £25) – certification for 2<sup>nd</sup> session. Ideal number is 12 for each session. Most committee members keen to undertake training. AB to pursue with trainer. **AB**
- 3.9 8.2 Quotes for provision of toilet facilities at events are in the range of £150-£200+ for delivery/collection on the day. This would necessitate extra £1 per entry fee. Committee agreed to provide toilets for level B, EA and regional events (where fees can be set accordingly) but considered unjustified for level C (and below).
- 3.A 10.1 Scarning village hall to be used for “West of area” committee meetings instead of Dereham. Another success for Mr Bedder!

### 4. Correspondence

4.1 JG and ML to liaise with GR re potential entries for Yvette Baker trophy.

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

*Treasurer, Captain, Membership/Publicity, SI, Schools, Juniors, Club Mark: nothing to add*

- 5.1 **Equipment:** Registration tent erection instructions will be put on the website. **NN**  
All NOR equipment is covered by our insurance policy but PG to check wording to determine confirm the conditions of cover (e.g. adverse weather limitations).  
AB noted that an area around the generator should be taped off for safety reasons and included on the Risk Assessment form. **MC**
- 5.2 **EAOA:** It was noted that date for Planners course clashes with London City Race **MC**  
All controllers, planners and organisers must attend an Event Safety workshop in future. MC can run a training course, certificate attendees and advise BOF. **MC**  
Care needs to be taken in negotiations with Xplorer Challenge in the use of our maps as they assume copyright of any maps they make from them.

## 6. Fixtures & Mapping

6.1 Good turnout for Cockley Cley and Pond Hills with 149 and 157 participants respectively, including 20+ juniors at each

6.2 AB provided an updated list of future events (paper copy filed), confirmed events being: Ken Hill – 19 April; UEA – 10 May; Lynford – 13 December. He has also provisionally booked Horsford Heath – 20 September; Sheringham Park – 18 October.

UEA and Horsford will be designated Try O, the plan being to have two different Yellow courses (between 2 and 3km), a Light Green/Green course c. 4km plus a Score, probably split between 2 maps to provide length.

4 summer events proposed for June: Bacton Woods and Holt are confirmed; Poringland Wood and Ling Common (aka Wooton Woods) are awaiting confirmation.

### Norwich City Centre event (potential):

The working party have met to discuss the options but there are a number of issues to be resolved before any final decisions can be made re mapping, scheduling, event centre, etc.

It was agreed that a comprehensive Event Management Plan is needed which must include risk, health and safety (running on public roads, juniors, etc) as well as written permissions from the City Council, the cathedral authorities and other interested parties.

Liaison is required with the City Hall events team (contact Claire) and it was suggested that demonstrating safety features of SI to the team would help allay any concerns in this area.

The timing of the event is also an issue, the original proposed date being armistice Sunday, which is thought best avoided, not least because of the added complications of road works in the area. Saturdays are also best avoided with regard to traffic considerations.

The preferred/possible option is Sunday 1<sup>st</sup> November but AB needs to speak to HAVOC with regard to a possible clash. If the event goes ahead, it will be very low key (aimed at NOR club members) and not widely advertised. This should allow any “wrinkles” to be ironed out and issues resolved with minimal fuss before any national league event in 2016.

It was thought that both City Hall and Norwich School would provide good event centres; ML will speak to both. He will also speak to representatives of the Cathedral. **ML**

All of the above need to be resolved with some urgency if we are to get the area mapped and an event arranged in November of this year.

## 7. Website

*Due to the extended discussion re the above and the imminent closure of the village hall there was limited time for discussion re the website. However, committee members had had access to the website in advance of the meeting and all expressed total satisfaction with the result.*

*The committee thanked the working party for their time and effort in producing the new site, with reference to JG for technical/hands-on development and NN as the major contributor to the design of the site. Issues and actions follow:*

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|-----|--|-----------|
| 7.1 | AB to review Organiser, Planner and Controller pages.                        | <b>AB</b> |
|     | DC to attempt OCR scan of Organiser handbook.                                | <b>DC</b> |
| 7.2 | ML to speak to Leanne Bailey re need for a “volunteer coordinator”.          | <b>ML</b> |
| 7.3 | NN to review photos policy (e.g. CLARO). 2 to 3 line disclaimer in meantime. | <b>NN</b> |

*With the arrival of the man to close the village hall the meeting then closed at 22.05!*

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