

## Welland Valley Cycling Club

Minutes of Committee Meeting

Monday 13 May 2019

Held at Kibworth Grammar School Hall

Members present:

Jon Durnin (chairman), Stuart Dawkins, John Welsford, Chris Dainty, Kevin Mills, Rob Moore, Claire Moore and Phil Rayner.

Also present:

Mark Chapman, Lucy Smith, Tim Smith and Peter Riley.

- 1) Apologies had been received from Kevin Nicholls, George Barnett, Adrian Killworth, Lorna Marlow and Dave Birch. Jon welcomed Mark, Lucy, Tim and Peter to the meeting.
- 2) Minutes of the Committee meeting on 25 February 2019 were approved.
- 3) Matters arising
  - 3.1 The proposed night-time hill-climb will be discussed at a future meeting with a view to inclusion in the 2020 Calendar. **(Action: Phil & Chris)**
  - 3.2 Chris has created a 'welcome email' for new members. This will be progressed and sent to new members. **(Action: Chris)**
  - 3.3 The March club night had taken place re encouraging racing by Club members. Bill Barrie has set up a WhatsApp group to encourage Open time trialling, and the Thursday evening chain gang is now taking place weekly.
  - 3.4 The Club has been re-accredited for Clubmark by British Cycling, this accreditation lasts for a further three years to 27 March 2022. Jon noted that British Cycling had stated that WVCC's application was an 'exemplar of good practice' for ClubMark, and thanked those responsible for pulling the application together, notably Kevin N and Stuart.
  - 3.5 The sponsorship money from Climate Care Systems has been received.
- 4) Club History Project
  - 4.1 Peter Riley has completed a number of chapters of a Club history, based on archive material. These currently cover the period from the Club's formation to 1991. The drafts of these had been circulated to Committee members. Peter had also given a presentation on his findings to the first of the club nights.
  - 4.2 Peter explained that the best source has been the minute books of the Club, although these have some years when they are not too revealing – coinciding with periods when the Club was less strong. He has also looked in the archives at the Harborough Mail. There are also results sheets and dinner menus and other documents that are helpful.
  - 4.3 The Committee were very pleased with the work done so far, and happy for Peter to progress this as best he sees fit. This might include more on Whizz Kids and on road racing. The final output from the project might take a number of forms, including a possible private publication. It was also likely that the material can be

used for a future club night presentation. Jon will keep in touch with Peter and bring back anything further for the Committee in due course. **(Action: Jon & Peter)**

4.4 The Committee thanked Peter for the excellent progress made to date.

4.5 Peter left the meeting at this point.

5) Welland Valley Sportive – in aid of MacMillan 2019

5.1 Mark updated the Committee on progress for the event, which will take place on Saturday 25 May 2019.

5.2 All volunteers have been identified, the venue and feed stop arrangements are in hand. There has been Facebook advertising, coverage in the Harborough Mail and posters, as well as liaison with local cycling and tri- clubs, etc.

5.3 There was a discussion of the number of entries registered to date, noting that the event would typically attract more entrants in the last week before it happens, and that the weather forecast has an impact on numbers.

5.4 The Committee thanked Mark and his team for the work done on this event.

6) Race organiser responsibilities

6.1 Kevin M had circulated a paper on this item, which had originally been raised as a result of the prosecution of the race organiser, British Cycling and a Marshall involved in a mountain bike race in Wales at which a spectator had died. It was noted that all three defendants had subsequently been found not guilty. The paper is **attached** as an Appendix.

6.2 In addition, Stuart had circulated to members updated guidance which had just been released by British Cycling re a number of organisers' responsibilities.

6.3 The discussion noted that the protocols to ensure safety at events varied according to which organisation is responsible for the event – for example, British Cycling, LVRC or CTT.

6.4 The key in each case is to ensure that risk assessments are up to date, and that there is an ability for real-time changes to those risk assessments if required.

6.5 The Committee concluded that it was satisfied re current arrangements for events, noting that currently each event is being organised by a Club member with experience of the correct protocols. It was agreed that when the Calendar of events is created for 2020, the Committee seek specific assurance from each event organiser that they understand their responsibilities. **(Action: Stuart for agenda later in the year)**

7) Long-term replacement for Rockingham

7.1 Chris is liaising with Stoughton airfield and the Go Kart track re a visit to check the arrangements for the Club-only road races in 2019, to include Phil and Jon.

**(Action: Chris, Phil & Jon)**

7.2 Jon had circulated a paper on the current status of the longer-term project to create a new venue in the area. The next steps will be to meet with other groups who may be interested in the project. Jon asked for comments on the paper and on the groups who we should contact. **(Action: All)**

7.3 The Committee agreed that a sub-group would be set up during the Summer to progress this. **(Action: Jon)**

- 8) Nev Brooks Memorial Trophy
- 8.1 Jon noted that the Nev Brooks Memorial Trophy is now up and running, with the first four events completed. Nev's family are pleased with the way the Club has progressed this trophy.
- 8.2 Nev's family have expressed an interest in contributing money towards the purchase of a trophy. In addition, it was agreed that an email be sent to Club members asking whether they wished to contribute. Club funds can also be used as required. **(Action: Jon and Chris to do copy for an all member email)**
- 9) Awards dinner 2019
- 9.1 Claire led a discussion of three possible venues for the 2019 dinner: The Three Swans, Kilworth Springs and Kibworth Cricket Club.
- 9.2 After consideration of pricing and other details, it was agreed that the event would take place at Kibworth Cricket Club. Claire would liaise with them re dates. [Post script: the date has now been set for Saturday 23 November 2019]
- 9.3 Phil agreed to source a guest speaker. **(Action: Phil)**
- 9.4 It was agreed to include the speed raffle again.
- 9.5 It was agreed that the presentation of the awards might be spread amongst relevant members of the Committee. **(Action: Stuart to bring forward for next Committee meeting)**
- 10) Ride for Rosemary
- 10.1 Tim and Lucy talked through an outline of an evening event for Tuesday 30 July 2019, as a Ride for Rosemary evening.
- 10.2 Ideally, this would be at Husbands Bosworth, with some catering available (eg a fish & c chip van). Ideas discussed included possible short off-road races behind the hall.
- 10.3 Tim and Lucy will research further and come back to the next Committee with their conclusions. **(Action: Tim & Lucy)**
- 11) Treasurer's report
- 11.1 John had circulated a summary of the club's financial position as at the end of April. The Deposit Account has a balance of £16,021.35. The additional current account balances were £1,529.85. Whizz Kids balances were £550.49. Youth Development balances were £4,637.99 and the Club's general balance was £12,362.72.
- 12) Membership Secretary's report
- 12.1 John had circulated an update on the number of club members at 10 May 2019, this totaled 241 members, an increase on the figure of 230 at the same point last year.
- 12.2 The Committee also noted a list of new and re-joining members, and a list of last year's members who had not yet rejoined.

- 13) Web Secretary's Report
- 13.1 Lorna was an apology for the meeting.
- 13.2 Lucy and Jon talked through the significant increase in social media activity, which had been greatly helped by Lucy's involvement.
- 13.3 There was a discussion of how to handle postings regarding items for sale. It was agreed to continue not to allow general business postings (with possible exceptions, on a case by case basis, for businesses which are Sponsors of the Club). It was also agreed a forum widget on the website for Club members wishing to buy and sell individual items was acceptable. It was agreed to research the possibility of including a widget on the website for Club members wishing to buy and sell items.  
**(Action: Lorna)**
- 14) Off-road Secretary's report
- 14.1 Adrian was an apology for the meeting, but had sent Jon an update.
- 14.2 The Friday night social mountain bike rides had continued, although the commencement of the FNSS events will take over from those.
- 14.3 Volunteers and arrangements are well in hand for the Club's FNSS race on 31 May 2019.
- 14.4 Adrian had attended the AGM of the Leicestershire Cyclo-Cross League. The event schedule for the next season is likely to be similar to last time, with WVCC likely to be hosting the County Championships at Misterton.
- 15) Time trial secretary's report
- 15.1 Chris noted that all was going well in the time trials run to date, with particularly good attendance at the Tuesday evening events.
- 15.2 Chris agreed to source laminated copies of maps of each route to be available at signing on for each race. **(Action: Chris)**
- 15.3 It was noted that William and Trevor Wise have been competing in the evening 10s on a tandem. It was agreed that their results would be eligible for the New Brooks Memorial Trophy.
- 16) Road Race secretary's report
- 16.1 Phil noted that the Club is providing two teams for the Ride London Challenge.
- 16.2 The AA Brown race will go ahead on 8 June. The number of entries is going well. The NCRA series of races went well.
- 16.3 The Duncan Murray Wines Road Races are now live on the BC website.
- 17) Youth Development Secretary's Report
- 17.1 Kevin N was an apology for the meeting.
- 17.2 John and Jon noted that they had been attending Whizz Kids events this year, and that the events are going well.
- 18) Correspondence
- 18.1 Jon had received a response from Northants County Council re his letter about the poor surface on the road between Naseby and Sibbertoft. This noted that the road was on a priority list, but that there are also other significant priorities in the County.

18.2 Stuart noted that he had received the formal certificate of the Clubmark re-accreditation.

18.3 Jon had written a letter of thanks, on behalf of the Club, to the Doctor who had helped Simon Ward after his crash in the warm up for the Club's Time Trial at Medbourne.

19) Any Other Business

19.1 Chris noted that 23 Club members had not yet signed up for a Marshalling slot. It was agreed that these would be approached on a one-by-one basis to encourage them to sign up.

19.2 It was noted that volunteering to support a Club event was part of the agreement that Club members agree to when they join the Club. It was agreed that a policy be adopted for 2020 and beyond, that any member who has not volunteered for something would not be eligible for points/prizes/etc at Club events. This would be communicated to members at the time renewal forms are sent out.

**(Action: John & Chris)**

19.3 Tim and Kevin M agreed to look into sourcing items such as a club pin-badge and car sticker. **(Action: Tim & Kevin M)**

19.4 Claire has liaised with Vanelli re leisure wear. It was noted that a polo shirt was likely to cost £14 and a hoodie £21. There would be minimum order quantities of 50 for each. A Survey Monkey survey of members' preferences would be undertaken.

**(Action: Claire)**

19.5 It was agreed to put Ladies Rides on the next Committee agenda. **(Action: Stuart for agenda)**

19.6 Rob noted that there are still some Club bidons that need to be sold.

19.7 It was noted that Rowland Summerlin would attend the next meeting to provide feedback on ideas to encourage talented racers to stay with the Club.

**(Action: Stuart for agenda)**

Meeting closed at 9.30pm

Next meeting: Monday 1 July 2019

Stuart Dawkins 31/05/19

## **Appendix**

### **Race organisers responsibilities**

Kevin Mills

13<sup>th</sup> May 2019

Prepared for WVCC Committee meeting

### **Summary**

In August 2014, a spectator was killed following a collision with a competitor at a downhill MTB event in Wales. The event organiser, British Cycling and an event marshal were all prosecuted over the incident. The prosecution alleged that the spectator's death was avoidable and cited health and safety failings and inadequate risk assessments.

All 3 parties were found not guilty following the trial, but it does throw into sharp focus that race organisers need to fully understand their responsibilities and need to follow guidelines. A concern was raised at committee that event organisers need to be fully cognisant of their obligations for health and safety.

It is recommended that when new organisers of events seek approval from the committee, they should confirm that they fully understand their responsibilities.

### **Background**

I have contacted British Cycling to discuss the position relating to health and safety at the various events that we organise. I have not contacted any other cycling authorities.

For any event a risk assessment will need to be carried out. This will either be by BC or by the event organiser, depending on the type of event. A BC Risk Assessment form should be used.

Immediately prior to the event, and preferably on the day, the organiser should carry out a further risk assessment to ensure that the risk profile hasn't changed. Evidence that this has been carried out needs to be kept.

### **Responsibilities**

Although a little inconsistent between events, it is clear that BC expect the event organiser to be responsible for health and safety. Unsurprisingly, the handbook for MTB events is most detailed on the subject and cites the organiser as being responsible for:

Producing a risk assessment

Reviewing the risk assessment

Completion of a dynamic risk assessment

Demonstrating a duty of care for all present

Maintaining course safety

Amongst the Chief Commissaires responsibilities:

Review risk assessment

Demonstrate duty of care for all present.

In addition, for Cyclocross events the Chief Commissaire will inspect the course and venue and he has the power to order any necessary alterations to be carried out.

**Conclusion**

It is imperative that event organisers carry out and document risk assessments to a high standard and that they pay close attention to the safety of all attendees: competitors, helpers and spectators.