



Oxfordshire Cross Country League

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Oxford Mail

2018 Draft AGM Minutes

Date: Wednesday, 16th May 2018

Time: 19:30hrs

Venue: Small Hall, Exeter Hall, Kidlington

Present:

League Officers:

Dene Stringfellow (*League Manager*)

Richard Stocking (*Treasurer*)

Club Representatives:

Alchester RC: Vincente Bayliss, Richard Francis

Banbury Harriers AC: Ian Robinson

Bicester AC: Emma Gould, Richard Gould

Cherwell Runners & Joggers: Clare Curnow, Dawn Osborne

Eynsham RR: Jacky Pinnock

Haedington RR: Kit Villiers

Hook Norton Harriers: David Bannister

Kidlington RC: Liam Hosier, Michael Search

Team Kennet T&AC: Colin Price

White Horse Harriers AC: Paul Jégou, Simon Leech

Witney RR: Fraser Howard, Jan Johanson

Woodstock Harriers AC: Neil Preddy, Mike Shipway

Voting Members: 12

1) Apologies

The following apologies were recorded:

Abingdon AC: Clifford Penton, Gary Richards

Eynsham RR: Hugh Morris, Benedict Pollard

Great Milton AC: Emily Johns

Newbury AC: Phil Marshall, Andy Tuttle

Oxford Brookes R&AC: Nathan Collings

Oxford City AC: Richard Hart

Radley AC: Rose Webb

Oxon AA: John Sear

2) Minutes of 2017 AGM

The minutes of the last AGM held on 3rd May 2017 were unanimously accepted as an accurate record of the meeting albeit with the following provisos: a couple of reference omissions relating to **section 3) Matters Arising** to be added, the omission of the word "charity" from the last sentence of **Proposal i): Bank Account Surplus Funds** to be rectified as well as a number of other minor grammatical errors to be corrected.

3) Matters Arising

EA Parental Consent Requirement – No response was forthcoming from EA. However, issues that arose during the 2017-18 season relating to race photography and the General Data Protection Regulation (*GDPR*) have forced the issue to be addressed. The decision taken on the matter is covered later in these minutes.

The replacement of the word "requirement" by "target" under **item 6.2** of the **Constitution** has been dealt with.

The Entries/Results Tool has been updated so that the races are numbered Races 1 to 9, rather than Race 0 to 8.

The enhancement of the men's and women's perpetual Division 1 shields was completed and photos posted on the website.

No responses were received from clubs regarding suggestions with respect to how the OXL should deal with surplus funds when the bank balance exceeds £1,500.00.

A poll was taken during the course of the 2017-18 season to establish whether or not clubs were in favour or not of the introduction of chip timing as agreed. The results were presented in the 2018 AGM documentation provided ahead of the AGM.

The potential for block booking of services remains under consideration.

4) Manager's Report

My report will be short this year owing the amount administration to be covered at this meeting.

Four fixtures were successfully laid on again over the past season. Unfortunately the final fixture was lost despite sterling efforts owing to adverse weather conditions. I'd therefore like to take the opportunity to thank the combined efforts of Banbury Harriers AC, Bicester AC, Newbury AC and Swindon Harriers for all their hard work in organising the fixtures, not forgetting all the time and effort invested by Eynsham RR and Woodstock Harriers AC in preparing for the ultimately cancelled final fixture.

I'd also like to thank everyone who volunteered to help make the Round 2 fixture at Carterton possible, with particular thanks to Emma and Richard Gould, Owen and Pete Stepney and last but not least my colleague Richard Stocking. I would also like to thank both West Oxfordshire District Council and Mr. Jim Cover (*owner of West Oxfordshire Business Park*) for all their assistance in helping to allow the Round 2 fixture to take place. The response we received from the local community was overall very welcoming despite our concerns.

Another two applications were received to join the OXL for the 2017-18 season from Harwell Harriers and Oxford Tri. The customary initial trial season was offered to see how the clubs and athletes would fare. This time round the clubs that were offered the trial season clearly demonstrated their commitment to the League by the consistent turn out of athletes at the fixtures, prompt responses to all correspondence and also by offering to provide volunteers at the Round 2 fixture.

As a consequence both of the clubs have met the criteria to be put forward to the vote to be allowed to join the OXL at this meeting. That will be dealt with later in this meeting.

All the fixtures held went ahead largely without incident with the weather conditions by and large very favourable.

Points to note were that a known paedophile was spotted and challenged at the Round 1 fixture. It is a sad sign of the times, but I think clubs must take the step to ensure that at least one adult club member is stationed at the club tent to keep an eye on the young athletes in particular.

A number of incidents arose during the course of the season relating to athlete behaviour both out on the course and in the finish funnel. As a result, additional marshals were introduced to deal with such incidents should they arise. Thankfully that measure appears to have had the desired effect.

The incidents and appeals that were raised over the course of the 2017-18 season were dealt with amicably and swiftly.

The number of entries once again exceeded the previous season's entries and despite having ordered extra numbers at the beginning of the season extra sets of numbers had to be ordered in time for the January fixture. The total number of entries received before Round 5 was 1981. If Round 5 had gone ahead, additional 25 would have been issued taking the total to 2006. The total number of athletes that ran at least once during the past season exceeded the totals of 2 of the past 3 seasons despite a lower than normal turnout at the Round 2 fixture that was held at such short notice.

It is worth reiterating that the fixtures are only possible because of the volunteers that organise the fixtures, help set up the courses and marshal on the day. Without the volunteers it would not be possible for the League continue. I also note that once again no nominations have been forthcoming to join the League committee for the forthcoming season.

I would like to thank my colleague, Richard Stocking (*League Treasurer*), for all his assistance and support over the past season. His contribution has been invaluable.

Finally, I note that Michael Search (*Kidlington RC*) is handing on the baton of Team Manager after a good number of years' service. I'd like to wish Michael a happy retirement and thank him for his support over the years.

5) Treasurer's Report

- a. The League's finances remain in a reasonably healthy position albeit there has been decline of approximately £200.00 in the League's bank balance as compared at the time of the AGM last year. The current bank balance exceeds £1,000.00.
- b. The decline in bank funds is attributable to lower club membership receipts, the perpetual Division 1 shields enhancement costs, the photography expenses contribution to Barry Cornelius (*official fixture photographer*) and event and cancellation costs.
- c. The sponsorship received from the Oxford Mail for the 2017-18 season remained the same as the previous season: £200.00. An attempt will be made to increase the sponsorship for the forthcoming season.

Questions:

- i. The matter of the late notification of how car-parking fees were to be collected was raised.
The decision was taken due to the extremely short timeframe within which the fixture was organised.
- ii. The increased cost of the prizes was noted.
If not for the perpetual Division 1 shields enhancement, the trophies and medals costs would have been lower than that for the previous season. The perpetual shield enhancement costs are a one-off cost, which was acknowledged.

6) Entry & Results Secretary's Report

- a. The fixtures averaged in excess of 700 participants over the course of the season.
- b. The total number of athlete entries continues to rise. An additional 100 race numbers were required for the 2017-18 season.
- c. The lack of Oxon XC Championship numbers combined with the failure to brief the timekeepers at the Round 3 combined fixture resulted in significant issues for the delivery of timely and accurate results. This was eventually resolved and steps will be taken to ensure the repeat of such an occurrence is avoided in future.
- d. Given this was the first season Dene managed the entries and results and despite the changes required the results system worked largely without any real hitches.
- e. Dene took the opportunity to thank both Frank Briscoe (*WHH AC*) and Fraser Howard (*Witney RR*) for their assistance in helping to produce the final results ahead of the season-end presentations.

7) GDPR Overview & Compliance

a. Compliance Requirements:

i. Proposed Privacy Policies

The proposed compliance privacy and cookies policies were discussed briefly and it was agreed that those drafted should be reviewed and implemented as outlined and agreed – ***action Dene to implement.***

ii. Current Entry System Review

The current entry system was reviewed and discussed in the light of the light of the General Data Protection Regulation (*GDPR*) coming into force on 25th May 2018 along with the proposal for change regarding the League affiliation fees. It was agreed that the current entry system via exchange of email is not *GDPR* compliant and will need to be significantly changed to meet compliance.

iii. Online Entry System Proposal

It was agreed that the enforcement of *GDPR* requires the implementation of an online entry system where team managers can manage the entries of their own club athletes in a secure manner. It was felt that the entry of athletes individually themselves is wholly impractical and make the process of team management significantly more onerous and time-consuming. In terms of the parental consent aspect of athlete entries it was unanimously agreed on the suggestion of Emma Gould (*Bicester AC*) that the best approach would be for the clubs to take responsibility for parental consent themselves as they should already have that covered as part of their club membership procedure and that Team Managers should be responsible for ticking the necessary athlete entry parental consent checkbox with respect to athlete entries as required.

David Bannister (*Hook Norton Harriers*) suggested alternative off-the-shelf entry systems should be investigated as an alternative to a custom developed entry system – ***action Dene to investigate the options.***

b. Fixture Photography:

It was agreed unanimously that the League and member clubs wish for photographs to continue to be taken at the League fixtures in future. In line with the decision regarding athlete parental consent for entries it was agreed that Team Managers will be responsible for ticking the photography consent checkbox for all athletes and that any athlete not consenting to their photograph being used in the press or being published online will be required to mark a clearly visible (*red*) **X** on their race number.

8) 2018-19 Season Notices

The following notices ahead of the 2018-19 season have been confirmed:

a. Dates & Venues for 2018-19 Season

All the fixtures are scheduled for the first Sunday of the month including the combined Oxfordshire County Championships fixture. The following venues and host club(s) are provisionally confirmed for the 2018-19 season:

i. **2018-19 Fixtures:**

Rnd 1: Sun, 4 Nov 2018 – Newbury Showground (*Newbury AC*).

Rnd 2: Sun, 2 Dec 2018 – Cirencester Park (*White Horse Harriers AC/Didcot Runners*).

Rnd 3/OxonXC Champs: Sun, 6 Jan 2019 – Horspath Stadium, Oxford (*Oxford City AC/Headington RR*).

Rnd 4: Sun, 3 Feb 2019 – Bo Peep Caravan Park, Adderbury (*Banbury Harriers AC/Bicester AC*).

Rnd 5: Sun, 3 Mar 2019 – Newbury Showground (*Abingdon AC/Radley AC*).

ii. **2019-20 Provisional Fixtures:**

Rnd 1: Sun, 3 Nov 2019 – Newbury Showground (*Newbury AC*).

Rnd 2: Sun, 1 Dec 2019 – Venue and host tbc.

Rnd 3/OxonXC Champs: Sun, 5 Jan 2020 – Bo Peep Caravan Park, Adderbury (*Banbury Harriers AC/Bicester AC*).

Rnd 4: Sun, 2 Feb 2020 – Lawns Park, Swindon (*Swindon Harriers*).

Rnd 5: Sun, 1 Mar 2020 – Venue and host tbc.

b. **Divisions for 2018-19 Season**

Following the restructuring of the senior divisions as agreed at the 2017 AGM the following team promotions and relegations were confirmed on the basis of the four-up-two-down for the end of the 2017-18 season only. The normal two-up-two-down ruling as voted at the 2016 AGM will apply at the end of the 2018-19 season.

Women	Division 1:	promoted: Banbury A, Eynsham A, Woodstock A, Radley A relegated: Witney A, Team Kennet A
	Division 2:	promoted: Didcot A, Headington A, Highworth A, White Horse A relegated: Kidlington A, Oxford City B
Men	Division 1:	promoted: Bicester TC A, Newbury B, White Horse A, Woodstock A relegated: Swindon A, Witney A
	Division 2:	promoted: Didcot A, Eynsham B, Newbury C, Radley A relegated: Cherwell A, Kidlington A

c. **Member Club Affiliation Fees Review**

The League affiliation fees for the 2018-19 season were discussed at some length and the affiliation fee proposals put forward reviewed. The general consensus among the assembly of representatives was that clubs were not in favour of significant change to the fees or the fee structure. On that basis a motion (**Proposal a**) was voted on later in the meeting as detailed under the **Proposals for Discussion & Voting** section of these minutes.

9) **Proposals for Discussion & Voting**

The following proposals were discussed and voted upon during the meeting:

Proposal a): 2018-19 Member Club Affiliation Fees

A discussion and review considered the following proposed options:

- **Option A** – Switch a **total club entries basis** and keep the fees associated with the current affiliation fee bands the same: **£50, £100 and £150**.
- **Option B** – Retain the **unique runner basis** and increase the fees associated with the current affiliation fee bands from: **£50, £100 and £150** to: **£80, £130 and £180**.
- **Option C** – Introduce a **flat-rate affiliation fee** for all member clubs. **£140 per member club, for example**.
- **Option D** – Introduce a **block-booking fee model** for all member clubs. **£5 per runner entry, for example**.
- **Option E** – Introduce a **alternative affiliation fee structure** – *member clubs invited to put forward an alternative fee structure proposal*.
- **Option F – No change**. Keep the existing fee structure and basis upon which fees are allocated.

As detailed previously indicated the consensus among the club representatives present was for minimal change to existing fee structure. The decision was for the unique runner basis to be retained and the fees to be moderately increased by £30.00 for each band. The overall votes for the proposals were cast as follows:

Votes for Proposal a):

Option A:	Option B:	Option C:	Option D:	Option E:	Option F:
For: 1	For: 10	For: 0	For: 0	For: n/a	For: 12
Agnst:10	Agnst:1	Agnst:12	Agnst:12	Agnst:n/a	Agnst:0
Abst: 1	Abst: 1	Abst: 0	Abst: 0	Abst: n/a	Abst: 0

Proposal b): New Member Clubs Proposals

The following clubs have successfully completed the initial trial period over the past season and have proved their commitment to the OXL with consistent athlete turnout as well as offering support at the Round 2 fixture:

- *Harwell Harriers*
- *Oxford Tri Club*

The proposal is therefore to invite those clubs to join the OXL.

Votes for Proposal b):

For:	12
Against:	0
Abstention:	0

Proposal c): GDPR Compliance Proposals

The following decisions were reached following the discussion and review of the GDPR and its impact on the OXL:

- i. Are member clubs in agreement with the proposals presented in the **GDPR Overview & Compliance** document to meet general GDPR compliance?

Votes for Proposal c-i):

Yes: 12

No: 0

Abstention: 0

- ii. Are there any objections to the proposed OXL **Privacy Policy**?

Votes for Proposal c-ii):

Yes: 0

No: 12

Abstention: 0

- iii. Are there any objections to the proposed OXL **Cookies Policy**?

Votes for Proposal c-iii):

Yes: 0

No: 12

Abstention: 0

- iv. Are there any objections to the proposed OXL **Online Entry System** and, if not, are there any volunteers that may be able to assist?

Votes for Proposal c-iv):

Yes: 0

No: 12*

Abstention: 0

** Bearing mind the agreements reached at the end of the earlier discussion and review of the **Online Entry System Proposal** – action Dene to implement an online entry system.*

- v. Are there any objections to the proposed OXL **Athlete Photography Consent** process?

Votes for Proposal c-v):

Yes: 0

No: 12**

Abstention: 0

*** Bearing mind the agreement reached at the end of the earlier discussion and review of **Fixture Photography** – action Dene to implement consent within the online entry system framework.*

Proposal d): League Constitution Amendments

The following amendments to the League Constitution were proposed.

- a) **Amendment to item 4 (General Meetings section):**

Note: *The numbering of the items specified in the 2018 AGM documentation was incorrectly copied from the 2017 AGM documentation (from which AGM this proposal was held over) without allowing for the Constitution amendments that were passed at the 2017 AGM. The item numbering has therefore been corrected accordingly below.*

It is proposed that the existing General Meetings section, dealing with three separate subjects: General Meetings, Voting Rights and Constitution, should be split and amended as follows:

6 General Meetings

- 6.1 An Annual General Meeting (AGM) shall be held not earlier than six weeks and not later than 12 weeks after the date of the last race in the preceding season.
- 6.2 The Agenda for the AGM, including any proposals tabled in accordance with this Constitution, and the names of those standing for election as officials of the OXL shall be circulated to member clubs not less than 7 days prior to the meeting.
- 6.3 An independently audited annual financial statement shall be presented at the AGM.
- 6.4 An Extraordinary General Meeting (EGM) shall be called by the League Secretary upon receipt of a request signed by five member clubs and stating the object of the meeting, or upon being directed to do so by the Management Committee.
- 6.5 The League Secretary shall give at least four weeks notice of such an EGM to all Affiliated Clubs and such notice shall state the object of the meeting.

7 Voting Rights

- 7.1 Each club affiliated to the OXL is entitled to send one voting delegate to the AGM.
- 7.2 Non-voting delegates may attend and speak.
- 7.3 Vote shall be carried by a simple majority of the voting delegates.
- 7.4 Neither proxy voting nor postal voting shall be accepted.
- 7.5 The meeting shall normally be chaired by the League Manager who may exercise a casting vote in the event of a tied vote. Otherwise league officials shall not have a vote in that capacity.

12 Constitution

- 12.1 No alterations or additions may be made to the Constitution except at the AGM, or at any EGM called for the purpose.
- 12.2 Proposals to change this constitution may only come from member clubs and shall be sent to the League Secretary not less than 14 days before the meeting.
- 12.3 This Constitution was approved and adopted at the AGM held on *dd mmm yyyy*.

Votes for Proposal d-a):

For: 12

Against: 0
Abstention: 0

b) GDPR Compliance Policies Integration into the Constitution

Following the discussion earlier in the meeting regarding the impact of GDPR and the compliance policies presented, the proposal to integrate the League's GDPR compliance policies into its Constitution was voted on as follows:

Votes for Proposal d-a):

For: 12
Against: 0
Abstention: 0

Proposal e): Category Prizes for V65+ Women and V70+ Men

The question was raised during the course for the past season as to why veteran prizes are only available for Women age 55+ and Men age 60+. The correspondent felt there are sufficient veteran athletes aged 65+ and 70+ respectively to justify the addition of these categories. It was also felt the introduction of the 65+ and 70+ would increase competition among those qualifying athletes.

Option A:

Should additional 65+ Women and 70+ Men categories should be created?
... and, if so ...

Option B:

Should prizes be awarded for 1st, 2nd and 3rd places?

Option C:

Should prizes be awarded for 1st place only?

Following a short discussion where the general indication from the assembly was that it was in favour of the proposal in principal the votes cast were as follows:

Votes for Proposal e):

<i>Option A:</i>	<i>Option B:</i>	<i>Option C:</i>
Yes: 10	Yes: 2	Yes: 10
No: 1	No: 7	No: 1
Abstention: 1	Abstention: 3	Abstention: 1

Proposal f): Senior Divisional Promotions & Structure

A concern was raised during the past season as to the validity of the existing senior divisional and promotional structure owing to an instance of a team in the 3rd Division (Women) outperforming all but one of the other teams in all the divisions. Although the 2017-18 champion team won by a significant margin in this instance, it does not preclude the situation where a team in a lower division could outperform all other teams and yet not be crowned OXL champions. The question was whether or not anything should be done to address this issue?

The following options were proposed:

Option 1:

Division 1 - A teams only

Division 2 - B teams only
Division 3 - Remaining teams

Option 2:

Allow a team to be promoted to a division on the basis of the points achieved, not position.

Note: The decision was taken at an earlier AGM to remove the possibility to gain promotion based upon the points total achieved at the end of the season. Any decision to approve Option 2 would mean backtracking on that earlier decision.

Option 3:

Leave things as they currently stand (2 up/2 down).

This proposal was briefly considered before the votes were cast as follows:

Votes for Proposal f):

Option 1:		Option 2:		Option 3:	
For:	0	For:	2	For:	11
Against:	12	Against:	7	Against:	1
Abstention:	0	Abstention:	3	Abstention:	0

Proposal g): Chip Timing Survey Results & Review

The chip timing survey requested at the 2017 AGM was carried at the beginning of the year to canvas opinion from member clubs as to the general opinion regarding the proposed introduction of chip timing to the OXL. The results of that poll clearly indicated that there was an even split amongst member clubs for and against the proposal. On that basis and as a result of discussions at this AGM it was felt that chip timing should not be introduced for the 2018-19 season and the current system should be kept as it is.

Given the even split of opinion amongst clubs and the over-riding concern about rising entry costs it was suggested that one way to resolve the cost issue would be for a significant rise in sponsorship income to cover most, if not all, of the chip timing costs. Although the introduction of chip timing was voted out for the 2018-19, its introduction in future has not been discounted.

Votes for Proposal g):

Option 1:		Option 2:		Option 3:	
For:	0	For:	0	For:	12
Against:	12	Against:	12	Against:	0
Abstention:	0	Abstention:	0	Abstention:	0

Proposal h): Fixture Costs & Cancellation Insurance

Some concerns were raised in the aftermath of the past season's Round 2 fixture that was scheduled at very short notice and the decision taken not to collect car parking fees on the day at a remote location potentially putting marshals at risk. The decision was taken by the League Committee to subsequently cover the cost of the fixture by requesting that clubs collect and submit an apportioned contribution from their club members that attended the fixture. While some clubs may have done so, others may have taken the decision for the club to cover the cost itself. Where the latter has been

the case the concern has been raised as to whether or not the League Committee should be able to make a request at such short notice without any forewarning.

- i. The proposal is therefore whether or not it is within the remit of the League Committee to make such requests to cover costs?

Votes for Proposal h-i):

Yes: 11

No: 1

Abstention: 0

Additionally, in the light of the cancellation of the final fixture of the season the following proposal has been put forward in an effort to alleviate the burden on clubs hosting fixtures.

- ii. A review of the OXL entry system proposed to investigate the possibility of switching to either a club or individual entry system (*mirroring that of the Mota-vation series*) with future income (*to include chip timing*) meeting the set up costs of all events (*for the season*) and retaining any surplus funds as a cushion against future seasons. The suggestion is that this would allow clubs to still help set up events, but without the financial risk. The League could then cover all the events financial risks with cancellation insurance. It would also remove the need to collect car park fees would release more volunteers to marshal elsewhere.

Votes for Proposal h-ii):

Yes: 12*

No: 0

Abstention: 0

**** It does need to be borne in mind that adding projected event organisation costs to the already perceived high entry fees to allow the introduction of chip timing will inevitably require the entry fees to be further raised to cover those costs. This proposal is to be investigated – action Dene to liaise with Jacky Pinnock (Eynsham RR).***

10) Election of Officials

Once again the request for additional volunteers to fill the vacant Entry & Results Secretary role or additional management personnel roles received no response. It was pointed to the assembly that it is not in the OXL's interest for its management committee to reach decisions by consensus.

Richard Stocking (*for another year*) and Dene Stringfellow agreed to stand again for the 2018-19 season.

The following officials were therefore unanimously re-elected and voted in:

<i>League Manager:</i>	Dene Stringfellow
<i>League Treasurer:</i>	Richard Stocking
<i>League Entries/Results Secretary</i>	Dene Stringfellow

11) AOB

No other business was raised.

Close

The meeting was brought to a close at 22:25hrs.

Dene Stringfellow

League Manager

08 September 2018