

ANNUAL GENERAL MEETING OF THE NOTTINGHAMSHIRE ORIENTEERING CLUB

Tuesday 31 October 2000, at 7.30 p.m.

Chilwell Olympia, Chilwell, Nottingham.

AGENDA

1. Apologies for absence.
2. [Minutes of the 1999 AGM.](#)
3. Matters arising from the minutes.
4. Chairman's report.
5. Treasurer's report.
6. Election of auditor.
7. 2001 Membership fees.
8. Election of officers and life members.
9. Plans for the new year.
10. Any other business.

Proposed items of business - NOC event fees for helpers

Adoption of Club Ethical Document (as attached below)

Changes to the Constitution — none have been received by the Secretary :

The following nominations for committee posts have been received:

Chair	Anthony Donaldson
Secretary	Helen O'Neil
Treasurer	John Dalton
Fixtures Secretary	Ray Barnes
Coaching Co-ordinator	Hilary Palmer
EMOA Rep	Pauline Olivant
Team Manager	Catherine Hughes
Mapping Co-ordinator	<i>Position vacant</i>

Helen O'Neil (Secretary)

*The following code is almost verbatim to the code used by our good friends and neighbours DVO.
Many thanks are due to DVO for allowing NOC to use their wording.*

Nottinghamshire Orienteering Club

Code of Ethics and Conduct

Nottinghamshire Orienteering Club (NOC) is a voluntary association. NOC committee members act on behalf of NOC members and in the best interests of orienteering. There may be times, however, when potential conflicts of interest make impartial action difficult. Similarly, there are actions which may be carried out by Club members that would bring the Club into disrepute or harm orienteering's good name. The following code has been designed to clarify appropriate action in such situations.

Confidentiality

The formal business of NOC conducted through the Committee is not confidential. An item of business may be made confidential to protect the interests of the Club or an individual member in relation to an external body, agency or individual. Papers relating to such confidential business, including the minutes of its discussion, will be clearly marked, and members will observe that confidentiality.

Declaration of Interest

All committee members will declare at the earliest possible stage any financial or other beneficial interest they, any member of their immediate family, or any organisation they represent, may have in any transaction or proposed transaction between NOC and a third party. The declaration of such an interest will be made to the Chair when it is relevant to that business or when they are in doubt that it might be relevant. Members will declare an interest to the Chair if in the course of the business of a meeting they become aware that they, or any member of their immediate family, have or may have a financial or other beneficial interest in a specific item of business to be transacted at the meeting. All such declarations will be recorded in the minutes of the meeting.

Personal Benefit

Officers and members will not use their office for improper personal gain and will act at all times in good faith in the interest of the Club.

Relations with Others

Officials and members must not abuse positions of trust and responsibility when dealing with others taking part in orienteering. In particular, when dealing with young people, those of the opposite sex or those of a different ethnic group, all actions must be proper, within the law and not likely to bring the club into disrepute.

Instructing and Coaching

All members must follow the current BOF Safety Guidelines when organising training and/or coaching events. These include provision of First Aid cover, the holding of appropriate BOF qualifications for the area being used and the use of appropriate equipment. All events, competition and training must be registered with the Fixtures Secretary.

Breach of this Policy

Breach of this policy may lead to removal from committee membership or membership of Nottinghamshire Orienteering Club.

October 2000