

SOUTH WESTERN ORIENTEERING ASSOCIATION

SECRETARY: Katy Dyer 19 Bramble Drive, Bristol BS9 1RE

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Minutes of the Committee meeting held at 7.00 pm on
19 May 2016 at the Kings Arms, Taunton

Those present:

Officers: Christine Vince KERNO (Chairman); Katy Dyer BOK (Secretary); Richard Sansbury QO (Fixtures).
Committee Members: Nicholas Maxwell DEVON.
Club representatives: Becca Jackson NWO (chairman), Mark Dyer BOK, Gavin Clegg QO (club committee).

1. Apologies for absence

Mark Lockett KERNO (Treasurer); Erik Peckett DEVON (committee); Dick Keighley (committee); Jeff Butt SARUM (committee, SWJOS); Carolyn Dent SARUM; Caroline Craig NGOC.

2. Approval of Minutes for the SWOA meeting of 16 March 2016

Para. 8.1.a should read: Planners' course, KERNO, 30 November 2015. The minutes were then approved as a correct record.

3. Matters arising from those minutes

None not dealt within Agenda.

4. Acknowledgements

None. (No events have been staged by clubs on behalf of SWOA since the last meeting.)

5. Finance

5.1 Treasurer and Membership Secretary's report.

Income and Expenditure since 01 August 2015 - 14 May 2016. Balance in hand is £9882.96. [See Appendix 1.](#)

5.2 Budget for SWOA. It was noted that no money has been allocated for a Club Conference (SWOA Planners' conference proposed for 10 December 2016). Katy Dyer asked that money for SWOA sponsored courses is shown and described in the next budget. [Mark Lockett, Christine Vince](#)

5.3 Grants

5.3.1 Grant request for Becca Jackson NWO to attend UKCC Level 2 course at Plas-y-Brenin; Becca has been appointed as Association Coaching Representative. Noted that full cost will be £695, to which all agreed. [Mark Lockett](#)

5.3.2 Grant request for Jenny Jones NWO to attend the same UKCC Level 2 course. NWO needs coaches urgently for a successful club night at Chippenham. 50% of cost agreed (i.e. £347.50). [Mark Lockett](#)

5.3.3 Grant request of £750 (athlete's contribution) from Tom Dobra BUOC for European TrailO Championships, 21-30 May 2016 (he is an adult full time student). This included £100 for food, which left £650; suggested grant of £325 (i.e. 50% of £650).

Proposed Richard Sansbury, seconded Nicholas Maxwell. All agreed. He also has a £200 grant from the Orienteering Foundation. [Mark Lockett](#)

5.3.4 Grant request from Adam Potter BOK for £360 (athlete's contribution) for World Cup Poland; (he is an adult full time student). Suggested grant of £180 (i.e. 50% of £360). Proposed Richard Sansbury, seconded Nicholas Maxwell. All agreed. [Mark Lockett](#)
Christine Vince to email all committee members and notify them of these grants ASAP.

5.3.5 Clubs are reminded that all grants must be applied for in advance and are discretionary.

6. Fixtures

Fixtures' Secretary's report. Richard Sansbury is continuing to seek host clubs for the following fixtures: British Schools Score Championships 2018; Yvette Baker Trophy Final 2019; Southern Championships 2019.

6.1 JK 2021 will be hosted by SWOA on 02-05 April 2021. Richard Sansbury is asking clubs for suitable venues. Julie Astin WSX reports the WSX committee have suggested Penhale and the coordinator should be local to that area. [Richard Sansbury, Christine Vince](#)

6.2 Officials for Level B events. The new SWOA document 'SWOA Officials for Level B and A Events' was discussed. Christine Vince proposed that sufficiently experienced Level B planners should not need to attend a regional Level B Planners' course. Officials already appointed for SWOA Level B events in 2016: Harvester Relays, Caddihoe Chase, Salisbury City race, Southern Night Championships were acknowledged. The appointment and training of Safety Officers was queried. Christine Vince to re-issue the document to the committee, asking for comments. For a fuller report see [Appendix 2.](#) [Christine Vince, Katy Dyer](#)

6.3 British Sprint and Middle Championships 2018. Coordinator Christine Vince has discussed mapping issues for Stock Hill (Middle Distance event) with Trevor Crowe BOK. Trevor has agreed to take on responsibility for the Stock Hill map and will ask BML to laser print the current map at 1:10000 and 1:7500 as samples. BOF Rules Appendix D says that the Middle Distance map scale is 1:10000, with 1:7500 for older competitors; the planner Ben Chesters SARUM has requested a variation to use 1:7500 for all competitors. Christine Vince will investigate. [Christine Vince](#)
(Continued below)

Several key posts are still not filled and Christine Vince will be asking SWOA clubs for volunteers. **Christine Vince**

6.4 Conflict of neighbouring club and association events. Richard Sansbury has agreed to send a reminder to SWOA clubs asking them to make a courtesy contact to neighbouring clubs in order to reduce potential conflict of event dates. Conflict between neighbouring associations has been experienced by NWO and other SWOA clubs on the fringes of the area. It was suggested the clubs involved should contact other associations to reduce date conflict there. **Richard Sansbury**

7. SW Junior Squad

Post meeting report from Jeff Butt; see [Appendix 3](#).

8. Volunteers

The committee noted that the current Event Safety Workshop administration information from BOF still needs updating; Katy Dyer has sent details to BOF with no response. Christine Vince said that we should raise this with our director (once s/he is appointed, John Woodall no longer being a director). **Christine Vince**

8.1 Recent training courses:

- a) Beginners' planning course, SARUM, 12 March 2016.
- b) Event Safety Workshops, NWO, 07/23 April 2016. Report as [Appendix 4](#)
- c) Event Safety Workshops, QO, 30 March and 06 April 2016; 14 candidates attended.

8.2 Training courses arranged:

Grade C Controllers' course, Montacute 23 May 2016, Arthur Vince KERNO.

8.3 Training courses proposed/needed:

- a) Grade B Controllers' course in Blaise Castle, Bristol, Mike Forrest BOK to arrange date. **Christine Vince**
- b) Julie Astin WSX has requested a mappers' course for SWOA clubs. She suggests clubs be contacted to discover demand and will discuss this with Erik Peckett in the future. **Christine Vince, Erik Peckett**
- c) Event Safety Workshops. Katy Dyer BOK will run one for SWOC in 1st week of October in Cardiff and one for BOK on 01 November in Bristol. **Katy Dyer**

8.4 SWOA Planning Conference, 10 December 2016. Proposal from Roger Hargreaves KERNO, received enthusiastically by the chairman. Principal topics: Planning for Sprint, Urban and Middle Distance Races. Speakers tba but we will invite top people to present. Of interest to planners and controllers, but open to all (including adjacent regions). Proposed that, subject to presentation of a budget by the organiser Roger Hargreaves, there be no charge (refreshments but bring your own lunch). Clubs to be notified ASAP. **Christine Vince**

9. Controllers

Julie Astin WSX was approved as Gde C controller. The Recorder of Controllers' report is attached; see [Appendix 5](#).

10. Development

10.1 SWOA Colour Coded badges. 50 off White badges have been ordered @ £3.25 + VAT . Once old stock used up, an increase in badge cost to orienteers is proposed: from £1 to £1.50 juniors and from £2 to £3 seniors. **Christine Vince**

10.2 Succession planning for Event Officials. Mark Dyer's paper and Chris James' updated letter had been circulated to clubs prior to the meeting. There was much discussion about the number of Level D and C events in SWOA and how this affects the number of officials in 'training' for higher grade events. It was agreed that SWOA should be encouraging more Level C events (i.e. more Level D events could/should be run as Level C). The benefits of Level C events are that they have ranking points, they give officials recordable experience, and therefore we are missing a great opportunity here. Galoppen dates would continue to be protected; however, we should learn to live with two Level Cs at opposite ends of the region. SWOA will ask clubs for suggestions for how this can be promoted successfully. For further detail and comment from WSX see [Appendix 6](#). **Christine Vince**

11. Coaching

Appointment of the new Association Coaching Representative. Becca Jackson has offered and been gratefully accepted to be the new SWOA Association Coaching Representative. Becca cannot attend the Coaching meeting in Birmingham on 04 June so Christine Vince will go instead.

12. Other SWOA business

12.1 SWOA document 'What SWOA does' is in draft at Issue 6. Christine Vince to issue this draft again to the committee and ask for comments. **Christine Vince, Katy Dyer**

12.2 A new SWOA document 'SWOA Guidelines for Event Safety Workshop tutor appointment and workshop administration' has been written by Katy Dyer and circulated to clubs. It will go on the SWOA website. **Katy Dyer**

13. British Orienteering O-Safe document: A Guide to Safeguarding Children and At-risk Adults.

13.1 There is a 4-page Summary as well as the 33-page main document. It is a BOF requirement that club officials read these documents. SWOA's recommendations regarding who should read these documents are given in [Appendix 7](#).

13.2 Clubs need to have the wording of O-Safe - Appendix B within their constitutions. Information will be sent before the AGM. **Christine Vince, Katy Dyer**

13.3 Richard Sansbury asked how the rule saying ‘there must be two adults with a lone child’, affects ‘shadowing’ of a child by a single coach (i.e. not a family member). **Christine Vince**

14 AGM Saturday 21 October 2016

14.1 Amendment to the constitution re Safeguarding. Wording in the O-Safe document Appendix B needs to be incorporated into SWOA and club constitutions. **Katy Dyer**

14.2 Venue still being secured by WSX; thanks to Julie Astin. **Katy Dyer**

15 Any Other Business including matters raised by club representatives

Becca Jackson asked for an alternative to a meeting as her journey is very long and expensive for her club. Skype was suggested but several members said it was not good for general discussion.

14. Date and venue of next committee meeting

Thursday 8 September 2016, 7.0pm

At the Kings Arms Inn, 22 Staplegrove Road, Taunton TA1 1DQ

Free car parking in front of the Inn after 6pm; refreshments available at the Inn.

These minutes are subject to formal approval at the next SWOA Committee meeting. You are invited to send comments on these Minutes to the secretary before the next meeting.

Appendices to minutes:

Appendix 1 – SWOA accounts

Appendix 2 – Officials for SWOA Level B events

Appendix 3 – SW Junior Squad report

Appendix 4 – NWO Event Safety Workshops’ report

Appendix 5 – Recorder of Controllers’ report

Appendix 6 – Succession planning and WSX comment

Appendix 7 – O-Safe document and Summary

Appendix 1 to SWOA Minutes, 19 May 2016

SOUTH WEST ORIENTEERING ASSOCIATION

Accounts for the period 01 August 2015 to 14 May 2016

<u>INCOME</u>		<u>BUDGET</u>	
Event Levies	5379.60	7700	
Interest	2.06	4	
SWOA Activities	165.00	165	
Colour Coded Badges	11.00	10	
Reserves			
Total Income	5557.66	7879	
<u>EXPENDITURE</u>			
English O.C.	0.00	900	Annual Affiliation Fee to English OC
SINS	243.50	244	SW Newsletter Printing and Postage (currently not being produced)
Officials Expenses	0.00	250	
Committee Expenses	317.90	600	Room hire, meetings and AGM, Travel Expenses, National Meetings
Competition Expenses	50.00	250	Gallop Trophies and Certificates, SW Champs Certificates
Tour Grants	900.50	2500	Training camps, international competitions, home internationals, interland
Junior Squad	0.00	2500	Support the running of the SW Junior Squad.
Grants for Courses	884.76	1000	First Aid Courses for Coaches, Event Safety Courses, Controllers Courses, Mapping/OCAD Courses
Web Site Expenses	95.99	126	Website updates, Domain Name
Major Events/BOF Conference	0.00	200	Committee/SWOA Representative at Major Events/BOF Conference
SWOA Activities	1287.80	1238	50th Anniversary Celebration
Club Conference			
British Champs 2018 Start Up Fund		3000	
Total Expenditure	3780.45	12807	
Surplus of Expenditure	1777.21		
Balance B/Fwd 01/08/15	8105.75		
Surplus of Expenditure	1777.21		
Balance in Hand	9882.96		
Represented by:			
Current Account	3895.04		
Business Money Manager Account	5987.92		
	9882.96		

Appendix 2 to SWOA Minutes, 19 May 2016

Officials for Level B events

There is a new SWOA document 'SWOA officials for Level A and B events' which has been circulated to the committee and to club chairmen/secretaries.

BOF Rules, Appendix C says that the Association has the responsibility for appointing Level B officials; I would hope that we can implement this with as little fuss as possible.

To begin with, this meeting (on behalf of the Association) should acknowledge those officials who are already in place for events in the immediate future (which is likely to be those over the next 12 months or so). For the future, we need to consider those who wish to officiate at Level B events and are already sufficiently experienced; I do not see a need for these people to do a Level B Planning Course, and I hope that the committee will agree with me on that.

I envisage that the Level B Planning Course will be for those people who wish to officiate at Level B events but do not yet have sufficient experience, but are ready to step up from Level D and C events. I would hope that clubs will continue to run their own courses for event officials, to train new volunteers for Level D and C events and provide a pool from which we can draw our future Level B officials.

Level B events scheduled for the near future:

26 June 2016: Harvester Relays, NGOC; organiser: Paul Taunton ; planner: Pat MacLeod; controller: Russ Fauset HOC

1-2 October 2016: Caddihoe Chase, WSX/WIM; overall organiser: Ian Sayer (WSX); Day 1 Organiser: Julie Astin (WSX); Day 2 Organiser: Chris Branford (WIM); Day 1 Planner: Dale Paget (WSX); Day 2 Planner: Eamon Staunton (WIM); Controller Day 1: John Shucksmith (WIM); Controller Day 2: Ian Sayer (WSX)

6 November 2016: Salisbury City Race, SARUM; organiser: Pat Hart; planner: Charles Bromley Gardner; controller: Chris Branford (WIM)

26 November 2016: Southern Night Championships, QO; organiser: Roger Craddock; planner: Richard Sansbury; controller: Roger Hargreaves (KERNO)

Christine Vince, May 2016

Appendix 3 to SWOA Minutes, 19 May 2016

South West Junior Squad Report for Meeting on 19 May 2016

Pete Maliphant has agreed to help Jeff with the administration of the squad for the next year, during which time they will be approaching a number of people to ask them to be regular helpers for the Squad.

Jeff has put together a programme for the Squad for the next orienteering year:
September – early October: a starter day to attract new juniors, probably in the Quantocks.
October half term: a weekend on Dartmoor, starting with an evening on the track.
Lakeside: the regular weekend for 16s
3rd/4th December: Squad Christmas weekend, in Portishead, focussing on sprint.
January: one day session, on an area at one end of the M5.
February half term: a weekend in the Lakes (the venue for BOC);
March: one day session, on an area at the opposite end of the M5 to the January session.

Other aims for the year:

To choose one race per month and encourage the juniors to target that race;
To encourage the juniors to participate in the Galoppen series;
To encourage former members (who by virtue of age have moved on to other things) to come back and help with coaching, control hanging and the like (there are ten or so who could do this).

Christine Vince for Jeff Butt
May 2016

Report On The Event Safety & Welfare Workshop
North Wiltshire Orienteers
Thursday 7th April 2016 & Saturday 23rd April 2016

Thursday 7th April - 7-10pm

Participants - 5 NWO members.

2 members were attending as a refresher course.

Saturday 23rd April - 9-12pm

Participants - 5 NWO members

1 BOK member

1 TVOC member

Both events were advertised by putting events on our NWO facebook page and on the SWOA facebook page. They were put on the BOF website. I also emailed a flyer to all SWOA club secretaries to send out to all of their members as well as to the local SCOA clubs. Despite my best efforts to advertise this as widely as possible, the take up from other clubs was disappointing.

We worked our way through the workshop booklet that I have put together using the resources that I received from BOF and from the workshop that I attended in Bristol. This involved looking at the BOF rules, Appendix E, knowledge about the insurance, risk assessments, accident report forms, missing runner search plans and creating our own event using some very well behaved Sylvanians with their tents, camper vans, toilets, cars and a very treacherous competition area.

Feedback

All of the feedback was extremely positive:-

- Very useful to be able to informally discuss all of the issues.
- Despite having attended a previous course I gained some important information on this occasion. This suggests that refresher training is of value as a reminder of responsibilities and as an update on revised BOF procedures.
- I enjoyed the practical session
- Great!
- The material provided will be fundamental to organising an event.

One question that came about was how much of this needs to be in place for activities?

Prepared by Becca Jackson NWO

Event Safety Workshop Tutor

27.4.16

Appendix 5 to SWOA Minutes, 19 May 2016
RECORDER OF CONTROLLERS' REPORT

1 Level C Training Course 21st May 2016 at Montacute:
Three people will be on the course, for which I am the tutor:
Matthew Atkins of Devon OC, Richard Jackson of NWO and Kevin Pickering of WIM.

The Fixtures Secretary of BOK, Alan Honey, has reported that they have no candidates for Level C at this time, but should have in a year or two.

2 Level C Application
Julie Astin of WSX has applied to be appointed. She has fulfilled the requirements for this and is recommended for approval by the SWOA Committee.

Arthur Vince May 2016

Appendix 6 to SWOA Minutes, 16 March 2016
Succession planning and WSX comment

Chris James sent out an update to his letter "Something Old, Something New", just before the last SWOA meeting. In addition, a paper that Mark Dyer issued last year entitled "Succession Planning for Event Officials" has not yet been considered by the SWOA committee and, in light of the latest minutes from the Events and Competitions Committee, should be discussed in conjunction with SWOA's future training course requirements.

WSX: the report by Mark Dyer was discussed at our committee meeting last night and we have the following comments to make on his deductions:

- Instead of saying "Require a Controller for all level D events etc....", we believe it should say "Make it OPTIONAL to have a Controller for all level D events....and this would count towards the requirement to become a Grade Controller"
- We agree with the next two bullet points
- We were uncertain whether the "Accept a travel-time rather than a regional restriction on simultaneous level C events" was really relevant or practical. Travel time from where? You could have an event in Cornwall and the New Forest on the same day, for example (which would meet the travel time criteria, I presume, between the event venues themselves) but the travel time of someone living in the middle would probably not meet the travel time criteria. (Hope this makes sense) Also, there is also arguably a greater issue with conflicting events in adjacent regions (this has happened on more than one occasion in recent years with Wessex events and clubs in South Central). Is there - or should there be - great liaison between adjacent regional Fixtures Secretaries?

Prepared by Christine Vince
May 2016

Appendix 7 to SWOA Minutes, 19 May 2016
British Orienteering O-Safe document and Summary recommended club readers.

There is a 4-page Summary as well as the 33-page main O-Safe document. I would recommend this:

Chairmen and secretaries of SWOA and the clubs should read the Summary and O-Safe.

The Club Welfare Officers of SWOA and the clubs must read the Summary and O-Safe.

The Licensed Coaches of SWOA and the clubs must read the Summary and O-Safe; regular helpers should read O-Safe.

SWJOS: senior Squad management must read the Summary and O-Safe; regular helpers should read O-Safe.

Club members who help frequently at club events (e.g. on Registration, Download) and who can be considered to be "known friendly faces" to children must be asked to read the Summary and should read O-Safe.

Prepared by Christine Vince
May 2016