

SOUTH WESTERN ORIENTEERING ASSOCIATION

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Minutes of the Committee meeting held at 7.30pm on
20 March 2014 at Ilchester Town Hall.

Those present:

Officers: Katy Dyer BOK (Secretary); Richard Sansbury QO,
(Fixtures Secretary): Mark Lockett DEVON (Treasurer);
Committee Members: Christine Vince KERNO (coaching);
Erik Peckett DEVON; Peter Brett DEVON
Visitors: John Woodall, BOF Director with responsibility for
liaison with SWOA; Richard Amman WSX (club
rep); Nicholas Maxwell DEVON (club chairman).

1. Appointment of Chairman for the meeting:

Mark Lockett was appointed chair for the meeting.

2. Apologies for absence; None.

3. Approval of Minutes for 28 November 2013

These were approved as a correct record. Prop. Richard Amman. Sec Mark Lockett.

4. Matters arising from those minutes

4.1. From item 4.2.2. Telephone Conferencing. It was agreed that less frequent meetings and use of email/phone better than teleconferencing.

4.2. From item 7.2. Event quality. Mark Lockett has produced a Galoppen feedback Questionnaire. It was agreed committee and others present would comment on this Questionnaire. **Mark Lockett to send link.**

4.3. From item 14. Tax issues. Nicholas Maxwell has produced a further 'employees/PAYE' document for committee and club consideration. **Appendix 1. All to review and comment.**

5. Correspondence

Already within the Agenda.

6. Treasurer and Membership Secretary's report.

6.1 Income and Expenditure since 28 Nov 2013 (last meeting). For SWOA accounts see **Appendix 2.**

6.1.1. Treasurer reported a healthy financial position.

6.1.2. Committee needs to discuss how to use the money: Christine Vince suggested using money to upgrade all UKCC Level 1 coaches to Level 2 (BOF aim). General support for continuing SWOA sponsored courses eg planning. See also item 11.3 below. Discussion for next meeting, **Katy Dyer to alert clubs.**

6.2. Erik Peckett thanked committee for grant to attend IOF Map Commission Jan 2014. Report at **Appendix 3.**

7. Fixtures

7.1. Fixtures report at **Appendix 4**

7.1.1. **Amendments** to Fixtures report:

- SW Mid Dist Champs 25.5.14 now at Inney Foot.
- SW Sprint Champs 5.7.14 now at Poole. WSX advised to look at SW Sprint rules regarding event Level. **WSX to action.**

7.1.2. **National Rota Survey.** See Appendix 4.

Q1 Yes.

Q2 Big events 1-10 and smaller eg South champs 11-25.

Q3 Uplands not Mar to mid July, and Forest of Dean not Apr to end Oct/Nov.

7.1.3. **CompassSport Cup Final.** See **Appendix 4.** Agreed that SWOA would host this in 2016 or 2017.

7.1.4 **Complaints.** See Appendix 4:

1. Info for record.

2. Richard asked to continue to press clubs to include more event detail. Committee noted that competitors can always ask their own club for help to access event information.

3. Committee noted that clubs can use YB qualifying rounds in other regions. Fixtures secretary dependent on SWOA clubs volunteering to host this event.

7.2. **British Orienteering Championships 2015.** Report from Dave Urch at **Appendix 5.**

7.3. **Caddihoe Chase 2014** (including VHI see item 11). Report received post meeting from Pat Macleod NGOC (organiser): budget discussions at April NGOC committee meeting; team leaders appointed by end April; map progressing; Forestry Commission concerns with vehicles in Day 2 assembly area.

8. Controllers

Martin Goddard Level C retired

Phillip Cooper Level C added (from SCOA)

Liz Yeardon Level C added (from SCOA)

Level C controllers' course proposed Sept 2014 DEVON. See item 11.2.c below.

9. South West Junior Orienteering Squad (SWJS)

No report

10. Coaching and Development

10.1 **Coaching.** National Source Group for Coaching (British Orienteering) has agreed that a weekend (Fri to Sun) Coaching Conference will take place, possibly Autumn 2014. No location as yet. Christine Vince has offered to run it.

10.2 **Volunteering.** Christine pointed out that SWOA has not addressed the Volunteer content arising from the Association and Club Conference. See BOF website. She recommends:

a. A SWOA review and prioritisation of the Volunteer material.

b. Clubs are to be asked for their 'volunteer plans' and appointment of 'volunteer coordinator'. **Katy Dyer and Christine Vince to action 'a' and 'b'.**

More information in **Appendix 6.**

11. Veteran Home International (VHI) Sept 2014 Forest of Dean. (Caddihoe Chase item 7.3 above)

11.1. John Rye requested authority for Mark Lockett to pay final accommodation bill due 11 July. Agreed. **Mark Lockett to action.**

11.2. VHI Arrangements are in hand. Draft Bulletin 1 at **Appendix 7.**

12. SWOA sponsored courses/workshops.

12.1. Courses already taken place:

a. SWOA/DEVON First Aid Sat 1 Feb 2014. Run by Steve Rose. 6 attended, mostly DEVON. Many requested an extension for another day to gain an Activity First Aid certificate. Steve happy to do this and it would be open to other clubs.

b. SWOA Lidar course. Sat 22 Feb 2014. Run by Erik Peckett. 20 attended from several clubs including SWOC.

c. SWOA/BOK Event Safety Workshop Sun 23 Feb 2014 Run by Katy Dyer. 10 attended from BOK and 1 from NWO. Report in SINS 282.

d. SWOA/BOK OCAD 11 workshop. Sat 15 Mar 2014. Run by Thomas Gloor of OCAD AG Switzerland. 23 attended from 9 clubs nationwide. Report for next SINS. **Katy Dyer to action.**

12.2. Courses yet to take place:

a. SWOA/DEVON Planning Course Sat 17 May. Details on DEVON web site.

b. SWOA/BOK mapping course. Details later, probably Autumn 2014 in Bristol.

c. SWOA/DEVON Controllers' course Level C. Details later, probably end September 2014.

12.3. Mark Lockett recognised the need to build support for SWOA sponsored courses/workshops into the SWOA budget. Katy Dyer will collate ideas. **Mark Lockett and Katy Dyer to action.**

13. Change to SWOA Galoppen rules. Gavin Clegg asked for change of Rule 4 of SWOA Galoppen rules. Change current rule 4 from 'not completed 3 or more events on a course' to 'not completed 3 or more events on **the same colour course**'. Proposed Katy Dyer and seconded Mark Lockett. **Katy Dyer to Publicise the change to Rule 4 and Joff Henley to note.**

14. Any Other Business

14.1. Richard Sansbury asked for clarification of statement in BOF Insurance FAQs, which says a person must be a BOF member by the 4th time on a taster event.

John Woodall said definition of 'taster' not clear. Katy Dyer asked about very young children on the String course. **John Woodall to investigate.**

14.2. Richard Sansbury asked how other clubs keep event records eg attendees, Risk Assessment, helpers. BOK hold records centrally. DEVON does not.

14.3 Arthur Vince had asked about the production of SWOA championship certificates and Galoppen trophies and certificates. He has dealt with all this in the past. See [Appendix 8](#). Mark Lockett offered to take on certificate production and deal with trophies. **Mark Lockett to contact Arthur and to action.**

14.4 Katy Dyer drew attention to 3 new BOF documents now on the BOF website:

1. British Orienteering Major Events Cancellation Policy and Procedure.

2. British Orienteering Major Events Insurance Policy and Procedure.

3. British Orienteering Major Events Cancellation, Curtailment and Refund Policy.

Although these 3 documents refer to Major Events they contain information relevant to smaller events too. **Clubs to note.**

14.5 Richard Sansbury suggested the SWOA website 'events' tab should be changed to 'championships'. It would link to details of winners for 2014 and if possible for previous years. **Richard Sansbury to action.**

14.6. Peter Brett suggested BOF puts out guidance regarding the legal requirements for event signage and erection. **John Woodall to action.**

14.7. SWOA 50th anniversary in 2015. Need to prepare ideas to celebrate. **Katy Dyer to action for next meeting.**

15. Next meeting

Thursday 12 June 2014 at Ilchester Town Hall

Hot drinks and biscuits will be provided.

These minutes are subject to formal approval at the next SWOA Committee meeting.

Appendices to Minutes

App 1. Orienteering clubs. Employees, PAYE etc.

App 2. SWOA accounts 1 Aug 2013 to 18 Mar 2014.

App 3. IOF Map Conference report.

App 4. SWOA Fixtures report. Mar 2014.

App 5. BOC Long/Relays 2015 report.

App 6. SWOA Coaching and Development report.

App 7. Veteran Home International . Draft Bulletin 1.

App 8. SWOA certificates and trophies