

# SOUTH WESTERN ORIENTEERING ASSOCIATION

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Minutes of the Committee meeting held at 7.30pm on  
21 January 2015 at the Kings Arms, Taunton

## Those present:

Officers: Christine Vince KERNO (Chairman); Katy Dyer BOK (Secretary); Mark Lockett DEVON (Treasurer); Richard Sansbury QO (Fixtures Secretary);  
Committee Members: Erik Peckett DEVON.  
Club representatives: Dick Keighley WIM, Nicholas Maxwell DEVON  
Vistor: John Woodall (BOF director with SWOA liaison responsibility)

## 1. Apologies:

**1.1 For absence:** Gill James NGOC; Jeff Butt SARUM.  
Peter Brett KERNO has notified the committee of his resignation

**1.2 For resignation:** Peter Brett (KERNO) has notified the committee of his resignation. The chairman thanked Peter for his several years of service and asked the secretary to write a letter of thanks. **Katy Dyer**

## 2. Approval of Minutes for SWOA meeting 16 October 2014:

These were approved by all as a correct record.

## 3. Matters arising from those minutes:

3.1 John Woodall is deleted as seconder and replaced by Christine Vince.

## 4. Correspondence:

None.

## 5. Treasurer and Membership Secretary's report:

**5.1.1** Income and Expenditure since 16 October 2014 (last meeting). Balance in hand is £8573.25. [See Appendix 1, separate PDF file.](#)

Mark Lockett reminded the Committee that the VHI accounts cover 3 accounting period. A final small surplus was given to English Orienteering for future events.

**5.1.2** Memberships for 2015 are: senior 385, Junior, 78 Family, 214, Total units 790.

## 5.2 Grants:

### 5.2.1 World Schools Orienteering Championships 2015

SWOA are very pleased to see that so many SW athletes have been selected for the 2015 World Schools Orienteering Championships in Turkey; we have 13 successful athletes plus one reserve. SWOA normally gives grants towards the athlete contribution (but not for travel costs). In this instance, athletes have been told that their contribution (including travel) will be over £800 (and no further breakdown of the figure is available). It is therefore suggested that SWOA give a grant of £150 to each athlete. This gives a total grant figure of £2100 (including the reserve, less if she is not called to attend).

**5.2.2** It was confirmed that candidates for the new UKCC Level 2 (coaching) course which costs £375 would receive

£150 (40%). Agreed by email 8.11.2014. To be added to 'What SWOA does' **Katy Dyer and Christine Vince.**

**5.2.3** Gill Stott NGOC requested UKCC Level 2 funding and it was agreed. **Mark Lockett**

## 5.3 Grants for First Aid (FA) courses:

**5.3.1** After considerable discussion it was agreed that for a trial period of one year:

- A noncoaching SWOA member attending a club/SWOA one day FA qualification course, would be eligible for £20 grant.
- A noncoaching SWOA member attending a club/SWOA First Aid refresher course would be eligible for £10.
- Coaches attending 2 day First Aid course would be fully funded as before.

Proposed Mark Lockett, seconded Christine Vince.

Add to 'What SWOA does'. **Katy Dyer, Christine Vince**

**5.3.2** Accordingly it was agreed that SWOA participants in the BOK/SWOA First Aid refresher course (25.1.2015) would be eligible for £10 each. **Mark Lockett**

**5.3.3** Rules regarding the age at which a First Aider can practise to be investigated. **Katy Dyer.** For First Aid age rules. [see Appendix 2](#)

**5.3.4** Christine Vince reminded the committee that the SWOA coaching representative would probably require full funding for a 2 day First Aid course in the future; she is currently the Association's Coaching representative as a UKCC Level 1 coach – her replacement is likely to be a Level 2 coach.

**5.4** Nicholas Maxwell said VAT is not chargeable on land access fees. He will prepare a note for SWOA clubs. **Nicholas Maxwell.**

**5.5 New SWOA grant form and procedure:** Mark Lockett has drawn up a form for applying for grants, in Googledocs. All grants must be applied for before the relevant course/event.

**5.6** List of grants available and amendments to 'What SWOA does' to be published in SINS and clubs informed directly. **Katy Dyer and Christine Vince.**

## 6. Fixtures

### 6.1 Fixtures report:

#### 6.1.1 Main points:

a. NWO Galoppen 26 Apr 2015, now in an NGOC area. (The committee was appreciative of this example of good club cooperation).

b. Galoppen series 2015-2016, timetable complete (including 4 events in 6 week period, all agreed).

c. SWOA 50<sup>th</sup> anniversary CATI all agreed now Sun 22 Nov 2015 (or could be Sat 21 Nov to suit clubs). CATIs are an activity so there will be no BOF levy. A press release will be prepared. **Erik Peckett**

d. Yvette Baker heat 22 Mar 2015, allocated to WSK

- e. SW Middle Champs 2015 2 May, allocated to NGOC.
- f. Compass Sport Cup 2016, allocated to BOK.
- g. Caddihoe Chase Oct 2016 (WIM/WSX), agreed now to include SW and Southern Championships.

#### 6.1.2 Further points:

- a. British School Champs 2017, allocated to BOK.
- b. Compass Sport Cup final 2016 or 2017 still undecided.
- c. Southern Night Championships 2016, open to offers.
- d. Date needed for British Sprints and Middle by March.  
**Richard Sansbury.**
- e. Caddihoe Chase Sept 2017 DEVON, will be UKOL event.

#### 6.2 British Orienteering Championships 2015:

All aspects on schedule; SWOA clubs about to be contacted re helpers; British Trail O Championships now included. For report see [Appendix 3](#).

**7. Colour coded badge scheme:** The scheme needs an administrator (who would require a job description); possibility of the scheme being run and/or supported via club coaches. For report by Christine Vince see [Appendix 4](#). Christine Vince to contact club coaches, SWJOS and BKO Development officer. **Christine Vince.**

#### 8. SWOA sponsored club courses:

- 8.1 a. NGOC are looking into running a Grade C controllers' course, and have consulted Arthur Vince about it.
- b. KERNO/SWOA First Aid course planned February 2015
- c. KERNO are looking into running an Organisers' meeting.
- d. BOK/SWOA First Aid refresher to take place Sun 25 Jan 2015. 10 candidates including 2 from NGOC.

8.2 Reminder to clubs about the SWOA sponsorship to be sent. **Christine Vince (general) and Erik Peckett (mapping)**

#### 9. Controllers:

Nothing to report.

#### 10. South West Junior Squad:

No report. Accounts see [Appendix 5](#)

#### 11. Coaching and Development:

**11.1 Coaching:** The National Coaching Conference will be held this weekend in Swindon 24/25 Jan.

#### 11.2 Development: Volunteer training:

Christine Vince has spoken to the chairmen of NGOC, KERNO, WSX and WIM; they are all very keen to run more courses to train our volunteers. She intends to talk to Hilary Nichols, the NGOC Volunteer Coordinator. Chris James (chairman of the Events and Competitions Committee) has been tasked by the Board to pursue Strategic Long-term Issues. At the next meeting on 21<sup>st</sup> March, he has proposed that they discuss one key issue, which is Volunteer Development. He has written two documents to support this, which have been circulated round the associations (he does not want to reinvent the wheel, if the associations are already working on this). Chris has asked that SWOA keep him informed of our progress in putting on volunteer training courses. One aspect that is currently receiving attention is the availability and currency of training programmes (i.e. they should be up-to-date and readily available on the BOF website).

SWOA have been asked to collate information on courses: attendees, tutors etc, and pass this back to Chris. More details at the next meeting. **Christine Vince and Katy Dyer.**

**12 Reports from juniors receiving SWOA grants:** Katy Dyer has received 4 reports from Grey Grierson, Zac Hudd, Millie Stagg and Lucy Tonge. Reports sent onto SINS. 5 other reports still outstanding.

**13. SWOA 50<sup>th</sup> Anniversary dinner:** Proposal for a celebratory buffet on the evening of Day 1 of the Caddihoe Chase. Possible venue – the Plume of Feathers at Princetown. It is considered that SWOA pay 50% of the cost (making it affordable for families). **Christine Vince**

#### 14. Any Other Business:

**14.1 BOK** will put on an Event Safety Workshop in 2015. **Katy Dyer**

**14.2 WOC 2015** – volunteers required. Christine Vince will ask the club chairmen. There are a number of volunteer jobs available on the WOC website (Volunteer Information >> Opportunities), quite a few of which do not require club involvement (i.e. the club puts together a team of workers, like KERNO have); for instance, marshalling for the three Sprint events which involves sitting in a chair, guarding a control. **Christine Vince**

**14.3 Erik Peckett** suggested clubs should put on mapping courses every year to encourage new people into mapping and develop skills of inexperienced mappers.

#### 15. Next committee meeting:

**Date to be confirmed.**

**At the Kings Arms Inn 22 Staplegrove Road, Taunton TA1 1DQ at 7.30pm.**

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. Treasurer and Membership secretary's report**  
See separate PDF file.

**Appendix 2. Regulations for Junior First Aiders.** Page 3

**Appendix 3. British Orienteering Championships progress report.** Page 4

**Appendix 4. Colour coded Badge System.** Page 5

**Appendix 5. SWJS accounts.** Page 6

### **Rules governing junior First Aiders**

**From St. John Ambulance: '...**

At 16 years old a Cadet may want to convert their 'Cadet first aider' role to the adult 'First aider' role but will have to undertake the current adult joining and induction procedure and evidence to prove they have covered all modules for a role which can be started at the age of 16 years old.....'

**And: '....Following completion of level 2 (Youth first aid course and assessment) the Cadet is qualified to undertake the role of 'Cadet first aider' and should be recorded as such on their records. Cadets will be able to treat casualties on duty**

**but must have a clinically competent adult (over 18 years old) mentor available (someone at least qualified to adult first aider level).....'**

**Event Safety Guide (Purple Book) Chapter 20:**

'.....759 . First aiders, ambulance and medical workers should:

- be at least 16 years old and not over 65 years old;
- have no other duties or responsibilities;
- have identification;
- have protective clothing;
- have relevant experience or knowledge of requirements for first aid at major public duties;
- be physically and psychologically equipped to carry out the assigned roles.
- Also, first aiders under 18 years old must not work unsupervised.....'

So, junior First Aiders need to do an 'adult' course basically (EFAW or FAAW) and must be always working with someone else over 18.

Information supplied by:

Rob Umney

Merlin First Aid Services Limited

### **British Orienteering Championships Progress Report**

Pleased to report that on almost aspects we are there or thereabouts on schedule.

Still lots to be done however and big drive currently underway to recruit helpers (looking for 100 bodies each day). Very good response from BOK members and we are now in the process of writing to all SWOA clubs reminding them of earlier requests for help and seeking names.

Working to a very tight budget but have managed to reduce, albeit slightly, the Long Distance early and late rates (and to keep the early rate open longer to 8 March) as well as to keep the early rates for the Relays (and Junior late rate) at the same level as in 2014.

We will also be running the British TrailO Championships (BTOC) on the Saturday of the BOC weekend. Arrangements are almost complete and details will appear on the BOC website ([www.boc2015.org.uk](http://www.boc2015.org.uk)) and entries will open, via Fabian4, very shortly.

Dave Urch

BOC 2015 Weekend Co-ordinator

## **Colour coded badge system report**

### **1. Account from Hilary Quick SOA.**

We have a modest uptake of colour-coded badges in Scotland - in fact we've just put together bundle of 32 for one club. About half of the clubs in Scotland used them to a greater or lesser extent, we charge clubs for them at cost (£1.50 each).

Perhaps more popular though are our badges for "courses completed" - awarded for 5, 10, 25, 50 and 100 courses completed - at any level, regardless of time. They're great for absolute beginners and kids who have reached a plateau at Orange standard, but need the incentive to keep at it. We fund these from SOA budget (they also cost £1.50 each) and are described at [http://www.scottish-orienteeing.org/documents/natcen/06\\_Awards.pdf](http://www.scottish-orienteeing.org/documents/natcen/06_Awards.pdf) One of the important factors of this scheme is that it rewards persistence and continued participation rather than achieving specific results, which we believe then helps people get into the idea of getting satisfaction just from the doing.

Some of our clubs also use a "Star Award" scheme that we devised largely as a coaching tool, where it's all about skills acquisition. PDF of the 1-star is attached (the tailored version for one club), it goes up to 4-star with the wording changing and new skills appearing so that 4-star completion is full TD5 competence.

### **2. Further information.**

SEOA use the scheme regularly; also EAOA and NIOA. SCOA report that the BKO Club Development Officer (Ken Ricketts) is looking at reviving the scheme there, and I am in touch with him.

### **3. Ways forward for SWOA.**

The scheme could very well be promoted via the club coaches; they are in contact with the juniors and could encourage them to work towards a badge.

What level would you have to achieve in order for a run to count? The old badge standards seem to have disappeared (winner's time + 50%, or finishing in the top half of the runners). Do we count all event results, or only Galoppens? I like the idea of having an award for completing a set number of courses. There would be no standard for this – just that you completed the course.

We have two choices here:

We either devise a proper scheme, promoted and publicised on the SWOA website, with a job description for the person managing it.

Christine Vince

**SOUTH WEST JUNIOR ORIENTEERING SQUAD**

Accounts for the period 1 August 2014 to 31st July 2015

**INCOME**

Sale of New O Tops	40.00
Coast Path Relay	75.00
Shop Sales	279.27
Hawkshead Weekend	207.17
Bank Interest	<u>0.04</u>
	601.48

**EXPENDITURE**

Junior Inter Regional Championships	434.50
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**Surplus of Income** 166.98

Balance B/Fwd	1794.78
Surplus of Income	<u>166.98</u>
<b><u>Balance in hand</u></b>	1961.76

Represented by:-	
HSBC Bank Current Account	1861.02
HSBC Bank Savings Account	<u>100.74</u>
	1961.76