

SOUTH WESTERN ORIENTEERING ASSOCIATION

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Minutes of the Committee meeting held at 7.00 pm on
27 October 2016 at the Kings Arms, Taunton (amended 09.12 2016)

Those present:

Officers: Christine Vince KERNO (Chairman); Katy Dyer BOK (Secretary); Richard Sansbury QO (Fixtures)
Committee Members: Dick Keighley WIM; Erik Peckett DEVON.

Club representatives: Carolyn Dent SARUM; Alan Honey BOK (Club Chairman).

Visitors: Carol Iddles BOK (Club Volunteer Co-ordinator).

Post meeting note: We have been informed that the BOF Director appointed to represent SWOA to the Board will be Judith Holt DVO (who is also BOF Chair).

1. Apologies for absence

Mark Lockett KERNO (Treasurer); Nicholas Maxwell DEVON (Committee); Jeff Butt SARUM (SWJOS, Committee); Caroline Craig NGOC; Julie Astin WSX; Trevor Bridle WIM; Rob Parkinson DEVON.

2. Approval of Minutes for the SWOA meeting of 08 September 2016

The minutes were approved as a correct record.

3. Matters arising from those minutes

3.1 Item 3.3 – Safety Officer (SO) selection criteria and training. SO required for Level A events (BOF Rules, para 17.13). [See Appendix 1](#). Selection and training will be raised at the BOF Club/Association Conference on 29 October 2016. [Christine Vince, Katy Dyer](#)

4. SWOA AGM 2016 and matters arising

4.1 Those present. It was proposed to amend 'SWOA' to 'SW' and add 'Liz Yeadon SARUM, Alan Yeadon SARUM'. Proposed Christine Vince, seconded Katy Dyer. [Katy Dyer](#)

4.2 Item 4.4. Recorder of Controllers. Controllers who have stood down this year will be formally thanked by the chairman. [Christine Vince](#)

4.3 Item 2. Approval of the AGM Minutes. Clubs are reminded that the minutes of the AGM 2016 will not be approved formally until the next AGM in 2017; any comments on these minutes should be made to the SWOA secretary or chairman as soon as possible.

[Katy Dyer](#)

5. Acknowledgements

5.1 The following clubs were thanked for their support: WIM and WSX for the Caddihoe Chase on 01-02 October 2016, and the SWOA Long Distance Championships on 01 October 2016.

5.2 The chairman has thanked NGOC for hosting the British Trail-O Championships at the British Long Distance Championships 2015.

6. Finance

6.1.1 Treasurer and Membership Secretary's report. Income and Expenditure from 01 August 2016 to 25 September 2016. Balance in hand is £10,158.42.

[See Appendix 2](#)

6.1.2 It was noted that there had been an increase in membership figures.

6.1.3 Alan Honey suggested that the SWOA levy is reduced. The committee has the responsibility to set the regional levy; the result of the BOF EGM (29 October 2016) would influence any levy change.

6.2 Budget SWOA. The SWOA budget is a break-even budget.

6.3 Grants.

6.3.1 A grant of 50% of athlete's costs was approved to Lucy Butt W21 for attending the Senior Home International, 22-23 October 2016. [Mark Lockett](#)

6.3.2 A grant of 50% of expenses was requested by Erik Peckett to attend the IOF Map Commission meeting in Warsaw, 20-22 January 2017. Proposed Christine Vince, seconded Dick Keighley; carried 4 to 1. [Mark Lockett](#)

6.4 Expenses. None to be considered.

7. Fixtures

7.1.1 NGOC Galoppen is now on Sunday 22 January 2017. DEVON has a Level C on the same day, and is content.

7.1.2 Galoppen dates for 2016/2017 are under review.

7.1.3 SW Championships for 2017 are:

SW Sprint: WIM Dorset Sprint, 21 May 2017

SW Middle: KERNO The Caddihoe 02 September 2017

SW Long: KERNO The Caddihoe 03 September 2017

There will be no chasing element in The Caddihoe 2017, which contains the SW championships for 2017 only.

7.1.4 Alan Honey wishes to propose that SWOA bring SW Sprint Championship rules in line with BOF Sprint Championship rules. [Alan Honey](#)

7.2 Officials for Level B events. Requirements for appointing officials for Level B events were in BOF Rules Appendix C v3.3. The current Rules on BOF website have reverted unannounced to v2.3, which do not show these requirements. This is being investigated with BOF. [Christine Vince, Katy Dyer](#)

7.3 British Sprint and Middle Championships 2018 (BSMC). Coordinator Christine Vince said that the mappers for Day 1 at Stockhill would be Dave Peel and for Day 2 at Bath University would be Chris Johnson BOK. A meeting of the co-ordinator and day organisers

has taken place. Still some post vacancies. **Christine Vince**

7.4 SWOA Level B officials' appointment form. On hold. See item 7.2 above. **Christine Vince, Katy Dyer.**

7.5 Richard Sansbury said that he was receiving fewer offers these days to host the various SW events. (For example, only one offer to host the SW Sprint Championships this year.) Christine Vince to write to club chairmen. **Christine Vince**

7.6 SWOA fixtures' procedure. Richard Sansbury wishes to carry out an assessment of the SWOA fixtures' procedure by contacting the clubs (e.g. what works well, suggestions for improvement). **Richard Sansbury**

8. SW Junior Squad

Report from Jeff Butt. See Appendix 3. **Jeff Butt, Mark Lockett**

9. Volunteers

9.1 Recent training courses.

a) Event Safety Workshop: WIM, 22 October 2016. For a report, see Appendix 4.

b) Event Safety Workshop: SWOC, 04 October 2016. For a report, see Appendix 5.

9.2 Training courses arranged

a) Event Safety Workshop: BOK, 14 November 2016 (and also if there is demand, 16 November), tutor Mike Forrest BOK.

(Post meeting: both 14 and 16 November confirmed)

b) Event Safety Workshop: QO, 17 November 2016, tutor Richard Sansbury QO.

Christine Vince and Katy Dyer will check at the Club/Assoc meeting 29 October 2016 on how to register ESWs.

Post meeting: the answer (most likely: as an 'activity') will come in the next BOF CEO's eNews.

9.3 Training courses proposed/needed:

a) Event Safety Workshop, KERNO

b) Event Safety Workshop, DEVON, in the next few months.

c) A Grade B controllers' course will now take place at Montacute led by Arthur Vince, Spring 2017.

d) Julie Astin WSX has requested a mappers' course for SWOA clubs. Clubs will be asked for interest. **Erik Peckett, Julie Astin**

e) SWOA Planning Conference. See item 11.1.

f) SWOA Level B planning course. See item 11.2.

10. Controllers

Report by Arthur Vince. See Appendix 6

11. Development

Club and Association Conference, Saturday 29 October 2016, will be attended for SWOA by Christine Vince and Katy Dyer.

11.1 SWOA Planning Conference. It was proposed to hold this on Saturday 07 October 2017. **Christine Vince**

11.2 SWOA Level B Planners' Course. On hold till BOF Rules version problem resolved. See item 7.2 above.

12. Coaching

12.1 A UKCC Level 2 Coach Training Course via BAOC is scheduled for 8/9/10 November 2016. Pete Maliphant BOK and Becca Ellis WIM will attend. Cost about £375. No requests for grants have yet been received.

12.2 Christine Vince will investigate setting up some coach training courses for SWOA. **Christine Vince**

13. Other SWOA business

13.1 Reorganising the SWOA website is progressing. **Katy Dyer, Christine Vince**

13.2 The correct emergency number for Mike Hamilton BOF CEO is 07966 305800.

13.3 Emily Benham's award of SWOA Honorary Membership will be in the next Focus magazine.

14 Any Other Business including matters raised by club representatives

14.1.1 Richard Sansbury reported that there will be a new British Orienteering Mixed Sprint Relay.

14.1.2 The SWOA champions' page has been up dated by Richard Sansbury and he will continue to do this.

14.2 Carolyn Dent suggested increasing participation in the SW Sprint Championships by making it part of SEOUL. The discrepancies of age groupings makes this difficult. (But see item 7.1.4 above).

14.3 Carolyn Dent asked SWOA to consider support for all juniors at all levels; SARUM has difficulties getting the children from schools, where the club has been running coaching sessions, to come to club events. Christine Vince said club coaches will do this job and more club coaches are needed in general. Christine will be attending the BOF Coaching Conference 14-15 January 2017 and will raise the issue there. **Christine Vince**

15. Date and venue of next committee meeting

Wednesday 7 December 2016, 7.0pm

At the Kings Arms Inn, 22 Staplegrave 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 – Safety Officer selection and training .

Appendix 2 – SWOA accounts

Appendix 3 – SWJS report

Appendix 4 – ESW WIM; 22.10.2016 report

Appendix 5 – ESW SWOC; 04.10.2016 report

Appendix 6 – Recorder of Controllers' report

Appendix 1 to SWOA Minutes, 27 October 2016

Safety Officer selection criteria and training

The issue of ECC's role in appointing Safety Officers for Major Events first appeared in the minutes of the ECC meeting of 21 March 2015 (but not subsequently thereafter); this made mention of an "Event Safety & Welfare Module" (which may be what we call an Event Safety Workshop). BOF Rules, para 17.13 states "Level A Events:A Safety Officer must be appointed for the event." Appendix E Safety makes no mention of a Safety Officer. There has been nothing in the Board minutes of the last two years.

Christine Vince, October 2016

There is a Safety Officer job description on the BOF website: go to 'Event Officials' < Volunteers < Role Descriptions.

A useful critique of this job description is available from Katy Dyer (SWOA secretary) and was written in 2014 after her second time as JK Safety Officer.

Katy Dyer, October 2016

Appendix 2 to SWOA Minutes, 27 October 2016

SOUTH WEST ORIENTEERING ASSOCIATION

Accounts for the period 01 August 2016 to 25 October 2016

INCOME

Event Levies	1558.20
Interest	1.05
SWOA Activities	0.00
Grants for Courses	1042.50
Colour Coded Badges	1.00
Reserves	
Total Income	2602.75

BUDGET 16/17

7700
4
15
7719

Returned Grant for Cancelled UKCC Level 2 Coach x 2

EXPENDITURE

English O.C.	0.00
SINS	0.00
Officials Expenses	0.00
Committee Expenses	67.20
Competition Expenses	0.00
Tour Grants	338.00
Junior Squad	0.00
Badges	162.50
Grants for Courses	65.00
Web Site Expenses	30.00
Major Events/BOF Conference	0.00
SWOA Activities	0.00
Club Conference	0.00
British Champs 2018 Start Up Fund	350.50
Total Expenditure	1013.20

Annual Affiliation Fee to English OC
 SW Newsletter Printing and Postage (currently not being produced)
 Room hire, meetings and AGM, Travel Expenses, National Meetings
 Galopen Trophies and Certificates, SW Champs Certificates
 Training camps, international competitions, home internationals, Interland
 Support the running of the SW Junior Squad.
 First Aid Courses for Coaches, Event Safety Courses, Controllers Courses, Mapping/OCAD Courses,
 Website updates, Domain Name
 Committee/SWOA Representative at Major Events/BOF Conference
 50th Anniversary Celebrations

Surplus of Expenditure	1589.55
Balance B/Fwd 01/08/16	8568.87
Surplus of Expenditure	1589.55
Balance in Hand	10158.42

Represented by:	4168.40
Current Account	
Business Money Manager Account	5990.02
	10158.42

Membership	Senior	Junior	Family	Units
2015	385	78	214	677
2016	474	74	239	787

South West Junior Orienteering Squad report

The squad have trained on four days since the last meeting. The first session aimed at newcomers to the squad was held on Saturday 17 September at Ashton Court in Bristol following an Avon Schools League event. The following weekend, the squad met on the track at Exeter Arena for the athlete's annual fitness test followed by training at Haytor for the afternoon. Dinner was arranged at Exeter and the squad stayed at various squad members' houses in East Devon. On the Sunday the squad met at Polly Joke where KERNO hosted us for a day's racing on the sand dunes and common. It was good to see a large contingent of M/W14's in attendance.

Today (27 October, half term) the squad are training with the South Central squad on King's Garn Gutter in the New Forest. It will be the second time we have joined forces this year and we are looking at inviting the South Central squad to some of our weekend sessions in the future. There is however a funding issue in that the two squads are run totally differently. The SW squad is autonomous and runs its own bank account whereas the SC squad is run through SCOA and charges athletes £1 per day's training!! with SCOA covering all the costs. Equally our travel costs are enormous compared to SC due to the large size of the SW region. I'm addressing this today with Laurence Townley who runs the SC squad and am sure we can come to a resolution. I'll be able to report on this for the next meeting.

Looking forwards over November and December, we have our Christmas weekend on 26/27 November training on a 'still to be decided' area in the Quantocks on the Saturday, staying at Crowcombe village hall overnight then attending the QO galloper on the Sunday. The following weekend is the annual JROS Hawkshead weekend in the Lake District to which M/W16's are invited. It is likely we will be taking seven athletes to this and it is always an excellent weekend's training.

Jeff Butt 27.10.2016

Appendix 4 to SWOA Minutes, 27 October 2016

Report on Event Safety Workshop WIM Moors Valley Country Park, 22/10/2016

The workshop was led by Katy Stubbs and was attended by 15 Orienteers from WIM, WSX and QO. Using the syllabus scenarios, Katy rapidly got the group talking and this was to be the tone of the day. At every point in the review of Safety considerations, experience and opinion were readily contributed from a group most of whom have wide experience in Planning, Organising and Controlling.

Probably one of most significant issues was that Orienteering has been forced by cultural and political pressures to accept that the perceived litigation threat is an unavoidable fact of life; it was felt that BOF needed to produce evidence that demonstrated that all the bureaucracy was being put to positive use. The group recognised the scepticism expressed about the whole 'Safety Procedures', but felt that if BOF could publish evidence of the frequency that procedures have been necessary and major problems avoided by having these procedures in place, this would make Event Officials more sympathetic to the various requirements. How often has Orienteering been taken to court by third parties during the past 10 years?

As a very talkative group, the scenario exercises linked to Katy's personal experiences were a catalyst for lively and wide ranging discussion which meant that the whole day was well regarded by all members.

John Warren (WIM) 24.10.2016

Chairman's note, post meeting:

There have been a few instances where the Board has had to take action. Some of these have been mentioned in Board minutes and in Mike Hamilton's eNews; regular readers will be aware of these.

There has been one major event where several competitors were injured and there was no risk assessment in place; this disturbed our insurers greatly, but I am not aware of the outcome.

There have been no court cases that have been reported on; presumably our 'bureaucracy' is working ...

The rule of thumb is: what would *you* say to the coroner, if there was an incident?

Christine Vince, October 2016

Appendix 5 to SWOA Minutes, 08 September 2016

Event Safety Workshop for SWOC – report; Cardiff, Tuesday 4 October 2016

A British Orienteering Event Safety Workshop (ESW) took place in Cardiff at the Welsh Institute for Sport (Sport Wales National Centre) on Tuesday 4th October 2016 for SWOC. The Workshop was organised by SWOC (Pete Ribbans), funded by WOA and tutored by Katy Dyer BOK. Katy was assisted by Mike Forrest BOK who is the new ESW tutor for BOK. There were nine participants, including Roger Stein SBOC (the ESW tutor for SBOC) and Joe Parkinson NGOC.

The aims of the Workshop are:

1. To have knowledge of British Orienteering safety procedures and policies, and where to find them.
2. To provide an overview of safety and welfare issues that may arise as a result of staging an orienteering event.
3. To have awareness of practical measures that may be needed to reduce risks to an acceptable level, and how to record them.
4. To know what to do if an incident does occur.

Using materials provided by BOF and from my own resources and experience of delivering ESWs over the past 5 years, I led an in-depth discussion about orienteering event safety including casualty rescue and the proper completion of the BOF Risk Assessment form. As is usual at the Workshops there was plenty of lively talk about safety aspects, officials working well together, pre-event safety preparation and the care of volunteers and vulnerable people. I handed out folders containing useful safety information and examples of safety documents. I also included the mandatory ‘Safety Check List’ which I have updated with a bibliography of where to find the various safety procedures, forms and documents which are scattered within the BOF website. For the bibliography see below:

Event Welfare and Safety information can be found on the British Orienteering web site. See Menu at top of Home page (headings shown in bold):

1. **Events** > Rules > Rules of Orienteering:

- a.
 - i. British Orienteering Rules (2016): Safety Rules 7 and 14.
 - ii. Appendix E: Safety
 - iii. Appendix C: Officials (includes required and/or advised experience and training)
- b. Insurance (includes Proof of BOF insurance 2016 and Insurance FAQs)

2. (i) **Event Officials** > Officials Handbook:

- a. Safety (lots of docs including RA form and Accident Report form).
- b. Admin (event cancellation guide)
- c. Volunteers (job descriptions of officials including Safety Officer)
- d. O safe Policy
- e. Event check lists (during and post event – very useful)

(ii) **Event Officials** > Event Officials: More definitions of event officials.

3. **Governance** > *About British Orienteering* > *O Safe Summary* (see page 3 for how to report an O safe incident).

After the Workshop, two participants told me how their participation had helped significantly in being prepared for and dealing with subsequent emergencies at an orienteering event and at work. Good to know.

Katy Dyer BOK, 24 Oct 2016

Appendix 6 to SWOA Minutes, 08 September 2016

Recorder of Controllers' Report

- 1 Grade B controllers, correction to the AGM report:
SARUM has a Grade B controller, Chris Huthwaite, who is a South Central OA member and was appointed by that regional association.
- 2 Event Safety Training:
Five SWOA controllers have yet to do the BOF Event Safety Workshop, which will be compulsory for all event controllers, planners and organisers next year. They are all aware of this requirement.
- 3 Grade B training course:
I am willing to run a course in spring 2017, date to be confirmed, but probably in March or April, at Montacute.

Arthur Vince
27th October 2016