

# SOUTH WESTERN ORIENTEERING ASSOCIATION

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

Tel. 0117 968 4173. Email: [family.dyer@blueyonder.co.uk](mailto:family.dyer@blueyonder.co.uk)

Minutes of the Committee meeting held at 7.00 pm on  
08 September 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; Dick Keighley WIM; Jeff Butt SARUM (SWJOS); Erik Peckett DEVON

Club representatives: Julie Astin WSX

### 1. Apologies for absence

Mark Lockett KERNO (Treasurer); Carolyn Dent SARUM; Caroline Craig NGOC; Becca Jackson NWO

### 2. Approval of Minutes for the SWOA meeting of 19 May 2016

The minutes were approved as a correct record.

### 3. Matters arising from those minutes

**3.1** Item 5.2. Budget for SWOA; forthcoming SWOA Planning Conference. Money for this had not been allocated; the conference is now scheduled for the next financial year, for which money needs to be allocated.

**Christine Vince and Mark Lockett**

**3.2** Item 6.1. JK2021; see item 6.1.1 in these Minutes.

**3.3** Item 6.2. Safety Officer criteria, selection and appointment information to be checked with Events and Competitions Committee and raised at Major Event Officials Conference. (Post mtg note: not covered when we discussed Event Safety; to be progressed with ECC.)

**Katy Dyer and Christine Vince**

**3.4** Item 10.2. Need to encourage and promote more events at Level C and B via club chairmen, secretaries and online SINS. **Christine Vince**

**3.5** Item 13.3. Shadowing. Post meeting response from Mike Hamilton BOF CEO. **See Appendix 6**

### 4. Acknowledgements

The following clubs were thanked for their support: NGOC for the Harvester Trophy 25/26 June 2016; BOK for SW Sprint Championships 03 September 2016. A list of SW Sprint Champions will be sent to Richard Sansbury for SWOA website. **Katy Dyer**

### 5. Finance

**5.1** Treasurer and Membership Secretary's report  
Income and Expenditure from 01 August 2016 – 06 September 2016. Balance in hand is £9539.82. **See Appendix 1.**

### 5.2 Budget for SWOA

The origin of 'grants for courses' income of £1042.50 was queried. Post mtg note: these are monies returned from places paid for on the cancelled Level 2 coaching course.

**5.3** Grants. Clubs are reminded that all grants must be applied for in advance and are discretionary.

### 5.4 Expenses.

**5.4.1** Major Event Officials Conference, 17 September 2016: British Sprint/Middle Championships (BSMC) 2018 officials – Alan Honey, Christine and Arthur Vince, Liz and Alan Yeadon will attend (estimated costs per couple £150). Nicholas Maxwell and Roger Hargreaves will attend for CompassSport Cup (CSC) Final 2017 and will be funded from the CSC budget. It was proposed that SWOA financially supports the officials for BSMC 2018; proposed Jeff Butt, seconded Richard Sansbury. **Mark Lockett**

**5.4.2** Club and Association Conference, 29 October 2016: as officials for SWOA, Katy Dyer and Christine Vince will attend. It was proposed that SWOA funds travel (estimated £40 each); proposed Jeff Butt, seconded Julie Astin. Club representatives will be funded by clubs. **Mark Lockett**

**5.4.3** Coaching Conference 14/15 January 2017. Due to the imminent relocation of Becca Jackson NWO, Christine Vince will now continue as SWOA coaching representative and will attend. It was proposed that SWOA fully funds the fee, travel and accommodation. Proposed Dick Keighley, seconded Nicholas Maxwell. **Mark Lockett**

### 6. Fixtures

**6.1.1** JK 2021 will be hosted by SWOA on 02-05 April 2021. Richard Sansbury has asked clubs for suitable venues. The committee discussed the venues and agreed the following: JK Long race – Penhale/Hayle Towans 1<sup>st</sup> choice, Braunton 2<sup>nd</sup> choice; JK Sprint, Exeter University 1<sup>st</sup> choice, Plymouth and Bicton equal 2<sup>nd</sup> choice.

**6.1.2** SWOA Gallopen dates will be sent to Katy Dyer for posting on the SWOA website. **Richard Sansbury, Katy Dyer.**

**6.1.3** Caddihoe Chase, 22 October 2017. DEVON has agreed to hand this to KERNO who propose a training event on Friday, a middle distance event on South Hayle on Saturday afternoon, an urban sprint on Saturday evening and a long distance event on Sunday on the remaining part of Hayle. There will be no chase element and the Caddihoe winner to be decided on the total time taken for the middle and long races. The SW champion to be the winner of the long event. An embargo problem with a previously planned event needs to be resolved by the club (post mtg note: this has now been done). The change of club was agreed by the committee and needs to be agreed by the Fixtures Group. **Richard Sansbury**

**6.2** Officials for Level B events. The new version of the document 'Appointment of Officials for Level B and Level A Events by SWOA' has been circulated to clubs

(19.08.2016) and was agreed by the committee. See [Appendix 2](#). It will be posted on the SWOA website. [Katy Dyer](#)

**6.3 British Sprint and Middle Championships (BSMC) 2018.** Coordinator Christine Vince has issued a second report. See [Appendix 3](#). A Safety Officer has not yet been appointed. [Christine Vince](#)

## **7. SW Junior Squad**

Jeff Butt explained the new Junior Squad programme and finances which he has developed with Pete Maliphant BOK. He requested £1500 to fund the activities. This request was proposed by Christine Vince, seconded by Katy Dyer. All agreed. A full report will be presented at the forthcoming SWOA AGM. See [Appendix 1](#). [Jeff Butt and Mark Lockett](#)

## **8. Volunteers**

Event Safety Workshops. Clubs are reminded that all future organisers, planners and controllers must have attended an Event Safety Workshop (ESW) by 01 January 2017. Club chairmen are able to access the BOF membership qualification database to see if their officials have attended. Julie Astin suggested that regular ESWs are held throughout the year.

### **8.1 Recent training courses**

Grade C controllers' course, Montacute, 23 May 2016, tutor Arthur Vince. Three candidates attended and one has applied to be a controller; see also item 9.

### **8.2 Training courses arranged**

- a) Event Safety Workshop, Tuesday 04 October 2016, SWOC Welsh Institute for Sport, tutor – Katy Dyer BOK
- b) Event Safety Workshop, Saturday 22 October 2016, WIM, Moors Valley Country Park, tutor – Katy Stubbs BKO

### **8.3 Training courses proposed/needed:**

- a) Event Safety Workshop, possibly in November 2016, BOK, tutor – Mike Forrest BOK
- b) Grade B controllers' course in Blaise Castle, Bristol, Mike Forrest BOK to arrange date. [Christine Vince](#)
- c) Julie Astin WSX has requested a mappers' course for SWOA clubs. It was suggested she contacts local clubs to discover demand and will discuss this with Erik Peckett. [Christine Vince](#), [Erik Peckett](#), [Julie Astin](#).

**8.4 SWOA Planning Conference, 10 December 2016.** This has been postponed till October 2017 to avoid conflict with the CompassSport Cup Final. A new date to be found in October 2017. [Christine Vince](#)

## **9. Controllers**

Paul Taunton NGOC was approved as a Grade B controller. John Simmons BOK and Matthew Atkins DEVON were approved as Grade C controllers; the Recorder of Controllers report is attached; see [Appendix 4](#).

## **10. Development**

SWOA Colour Coded badges are in production and a sample will appear soon. Julie Astin suggested the scheme is relaunched. (Post mtg note: the White badges have been delivered and enough sent to Anne Donnell for her immediate needs, with a reminder that the new batch will cost £1.50 each.) [Christine Vince](#)

## **11. Coaching**

Appointment of the new Association Coaching Representative. Becca Jackson is unable to take up this role at the moment due to family relocation. Christine Vince will continue in this role and will attend the coaching conference, 14/15 January 2017. [Christine Vince](#)

## **12. Other SWOA business**

**12.1** Reorganising the SWOA website is progressing. [Katy Dyer and Christine Vince](#)

**12.2** Publication of SINS on line is hand. [Katy Dyer and Christine Vince](#)

## **13 AGM Saturday 21 October 2016**

Amendment to the constitution re Safeguarding. Wording in the O-Safe document Appendix B needs to be incorporated into SWOA and club constitutions. Amendment to the constitution regarding publicity of AGM in SINS. For more details see Appendix 5. [Katy Dyer](#)

## **14 Any Other Business including matters raised by club representatives**

Erik Peckett asked that new editions of BOF rules are better advertised. Christine Vince plans to raise this at the Major Events Conference (post mtg note: this didn't happen due to pressure of business; we need to talk to our Board representative when he/she is appointed). [Christine Vince](#)

## **15. Date and venue of next committee meeting**

**Thursday 27 October 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 – SWOA and SWOS accounts

Appendix 2 – Appointment of officials for SWOA Level B and Level A events document.

Appendix 3 – BSMC 2018 Report 2

Appendix 4 – Recorder of Controllers' report

Appendix 5 – Proposed AGM Amendments to the SWOA constitution

Appendix 6- Shadowing query response. BOF CEO

## Appendix 1 to SWOA Minutes, 08 September 2016

### SOUTH WEST ORIENTEERING ASSOCIATION

Accounts for the period 01 August 2016 to 6 September 2016

<b><u>INCOME</u></b>		<b><u>BUDGET</u></b>	
		<b><u>15/16</u></b>	
Event Levies	276.60	7700	
Interest	1.05	4	
SWOA Activities	0.00		
Grants for Courses	1042.50		
Colour Coded Badges	1.00	15	
Reserves			
<b>Total Income</b>	<b>1321.15</b>	<b>7719</b>	
<b><u>EXPENDITURE</u></b>			
English O.C.	0.00	750	Annual Affiliation Fee to English OC
SINS	0.00	0	SW Newsletter Printing and Postage (currently not being produced)
Officials Expenses	0.00	250	
Committee Expenses	12.20	600	Room hire, meetings and AGM, Travel Expenses, National Meetings
Competition Expenses	0.00	250	Galopen Trophies and Certificates, SW Champs Certificates
Tour Grants	263.00	2500	Training camps, international competitions, home internationals, interland
Junior Squad	0.00	1500	Support the running of the SW Junior Squad.
Grants for Courses	65.00	2000	First Aid Courses for Coaches, Event Safety Courses, Controllers Courses, Mapping/OCAD Courses
Web Site Expenses	10.00	140	Website updates, Domain Name
Major Events/BOF Conference	0.00	200	Committee/SWOA Representative at Major Events/BOF Conference
SWOA Activities	0.00	0	50th Anniversary Celebrations
Club Conference	0.00		
British Champs 2018 Start Up Fund	0.00	3000	
<b>Total Expenditure</b>	<b>350.20</b>	<b>11190</b>	
Surplus of Expenditure	970.95		
Balance B/Fwd 01/08/16	8568.87		
Surplus of Expenditure	970.95		
<b>Balance in Hand</b>	<b>9539.82</b>		
Represented by:	Current Account	3549.8	
	Business Money Manager Account	5990.02	

**SOUTH WEST JUNIOR ORIENTEERING SQUAD**

Accounts for the period 1 August 2015 to 31 July 2016

**INCOME**

Shared Training with SCJS	132.00
Sale of New O Tops	60.00
Shop Sales	411.45
Bank Interest	<u>0.17</u>
	603.62

**EXPENDITURE**

Junior Inter Regional Championships	228.00
Hawkshead Weekend	682.92
Christmas Weekend	<u>99.87</u>
	1010.79

**Surplus of Expenditure** 407.17

Balance B/Fwd	1289.73
Surplus of Expenditure	<u>407.17</u>
<b><u>Balance in hand</u></b>	882.56

Represented by:-

HSBC Bank Current Account	781.57
HSBC Bank Savings Account	<u>100.99</u>
	882.56

**Junior Inter Regional Championships**

Fees collected	900.00
Walton Chasers	940.00
Jeff Butt Expenses	91.75
Peter Grierson Expenses	<u>96.25</u>
	1128.00

**Loss** 228.00

**Hawkshead Weekend**

Fees collected	595.00
Dave Hanstock Expenses	140.40
Jeff Butt Expenses	182.52
Hudd's Expenses	130.00
Junior Inter Regional O Squads	<u>825.00</u>
	1277.92

**Loss** 682.92

**Christmas Weekend**

Fees collected	383.00
Louise Tonge Expenses	61.70
Jo King Expenses	157.44
Tom Butt Expenses	37.50
Peter Grierson Expenses	22.10
Pete Maliphant Expenses	173.32
BML Maps	<u>30.81</u>
	482.87

**Loss** 99.87

## Appendix 2 to SWOA Minutes, 08 September 2016

### Appointment of officials for Level B and Level A events by SWOA

Reference document: Appendix C of the British Orienteering Rules of Orienteering, version 2.3, effective January 2016; Event Officials. (If you have not already read this, then please do so now.)

British Orienteering acknowledges that not all Organisers and Planners will meet the advised requirements exactly, and equivalent experience may be taken into account.

#### Appointment of officials for Level B events

SWOA now has the responsibility for appointing the organiser, planner and controller for all Level B events in the region. Clubs are responsible for finding officials and then submitting names to SWOA for approval/appointment using the 'SWOA Level B officials' appointment form (available from the SWOA chairman).

**Organiser:** the organiser is advised to have successfully organised a minimum of two events at Level C or above. They must also have done an Event Safety Workshop.

**Planner:** the planner is required to have successfully planned or controlled a minimum of 2 events at Level C or above within the last 10 years (one to be within the last 4 years). They must also have done an Event Safety Workshop. They must also have attended a Regional training course using British Orienteering specified format and materials, with an experienced planner and a controller as course tutors, one of whom is to be course leader.

**Controller:** the controller must be a Grade B controller and from a different club to the organising club. They must also have done an Event Safety Workshop. (The requirements for the licensing of controllers are laid down in para.2 of Appendix C.)

#### Event Safety Workshops

SWOA supports an ongoing programme of Event Safety Workshops which are arranged by clubs as needed. SWOA will pay for the workshops (i.e. tutor's expenses, venue hire). Katy Dyer SWOA secretary keeps a central register of courses and is the main contact for information. Clubs are asked to advertise ESWs within SWOA and to inform the SWOA secretary.

#### Regional Planning Courses for Level B Planners

SWOA has a copy of a British Orienteering Planning Course (available from Christine Vince) deemed suitable for Level B planning.

It is expected that clubs will continue to train their own planners for Level D and Level C events.

Planners who wish to plan Level B events must attend a SWOA-organised course. SWOA will arrange Level B Planning Courses when the need arises. SWOA will pay for the courses (i.e. tutor's expenses, venue hire).

#### Forthcoming Level B Events

02 October 2016	Caddihoe Chase	WIM/WSX
06 November 2016	Salisbury City Race	SARUM
27 November 2016	Southern Night Championships	QO
05 March 2017	SARUM Saunter	SARUM
12 March 2017	CompassSport Cup/Trophy round	WIM
30 April 2017	BOK Trot	BOK
10/11 June 2017	BOK Blast	BOK
22 Oct 2017	Caddihoe Chase final	KERNO

#### Appointment of officials for Level A events

Where SWOA is the Organising Body, they have the responsibility for appointing officials for Level A events, then submitting the names to the Events and Competitions Committee for approval.

Christine Vince, SWOA chairman  
19 August 2016

**Appendix 3 to SWOA Minutes, 08 September 2016**

**British Sprint and Middle Championships 2018  
01 September 2018 at Bath University  
02 September 2018 at Stock Hill**

Progress report no.02 dated 06 September 2016

Personnel to date:

Coordinator	Christine Vince Kerno
Finance Officer	Andy Reynolds Devon
Secretary	Katy Dyer BOK
Permissions	Simon St Leger-Harris, Elizabeth Treherne, Jo Foster BOK
IT Team Leader	Pete Foster BOK
Entries	tba

Sprint Race Organiser	Alan Honey BOK	Middle Race Organiser	Liz Yeadon SARUM
Sprint Race Asst Organiser	Matthew Owen BOK	Middle Race Asst Organiser	Alan Yeadon SARUM
Sprint Race Planner	Mike Forrest BOK	Middle Race Planner	Ben Chesters SARUM
Sprint Race Controller	Alan Rosen HH	Middle Race Controller	Graeme Ackland INT
Sprint Race Technical Advisor	Mark Dyer BOK	Middle Race Technical Advisor	Arthur Vince Kerno
Sprint Race Mapper	tba	Middle Race Mapper	Trevor Crowe BOK

The Events and Competitions Committee have appointed the event controllers: Alan Rosen HH for Bath University and Graeme Ackland INT for Stock Hill. Alan Honey BOK has agreed to be day organiser for Bath University; Matthew Owen BOK will be his assistant. Liz Yeadon SARUM has agreed to be day organiser for Stock Hill; Alan Yeadon SARUM will be her assistant. Pete Foster BOK will coordinate the IT services.

Graeme Ackland has asked for a terrain assessment of Stock Hill. Arthur Vince and Christine Vince will visit on Wednesday 07 September 2016 to do this. It has already been decided that the Stock Hill map needs updating; Christine Vince to identify possible mappers.

BOK Permissions have arranged a meeting with Claire Pell at Bath University for Tuesday 27 September 2016; Alan Honey will attend, with Christine Vince, Mike Forrest and Jo Foster (and probably Simon St Leger-Harris).

BOF have been sent maps of the embargoed areas for each day.

SPORTident Air+ contactless punching will be used for both days. All competitors will need to have SIACs (SPORTident Active Cards); it is intended that these be hired from SPORTident for competitors who do not have their own (the financial implications of this have not yet been looked at). SPORTident stations manufactured since 2005 (BSF7s and BSF8s) can now support contactless punching; the stations only require a simple firmware upgrade that can be managed by clubs.

The Major Event Officials Conference is on Saturday 17 September 2016 in Loughborough. Those attending: Christine Vince, Arthur Vince, Liz Yeadon, Alan Yeadon, Alan Honey, Alan Rosen.

Christine Vince, Coordinator

## **Appendix 4 to SWOA Minutes, 08 September 2016**

### **RECORDER OF CONTROLLERS' REPORT**

Arthur Vince

1 A Level C training course was held on 21<sup>st</sup> May 2016 at Montacute, with Arthur Vince as tutor.

Three people attended:

Matthew Atkins of Devon OC, Richard Jackson of NWO and Kevin Pickering of WIM.

2 Level B Application:

Paul Taunton of NGOC has applied to be appointed. He has fulfilled the requirements for this and is recommended for approval by the SWOA Committee.

3 Level C Applications:

Matthew Atkins of Devon OC and John Simmons of BOK have applied to be appointed. They have fulfilled the requirements for this and are recommended for approval by the SWOA Committee.

4 Retirements:

Kay Sayer of WSX has retired from controlling because of ill health.

## Appendix 5 to SWOA Minutes, 08 September 2016

### Proposed Amendments to the SWOA constitution

Proposed amendments to the constitution. The current constitution is available on the SWOA website in the *Documents* section.

**Amendment 1.** Safeguarding. It is a British Orienteering requirement that the wording in the British Orienteering O Safe document Appendix B is inserted in the constitution of associations. It is proposed to insert the wording as a new paragraph 7 called Safeguarding. Subsequent paragraphs will be renumbered. The wording is shown below. It should also be included in all clubs' constitutions, substituting the name of the club for South West Orienteering Association.

#### ***'Safeguarding Children & At-risk Adults***

1. *The South West Orienteering Association agrees to adopt the British Orienteering Safeguarding Policy & Procedures.*
2. *All individuals involved in orienteering through the South West Orienteering Association at every level, including participants, Officials, Instructors/Coaches, Administrators, Club Officials or spectators (where it is feasible to manage) agree to abide by the British Orienteering Code of Ethics and Conduct ("Code") and all such individuals participating or being involved in orienteering through the South West Orienteering Association in one of the aforementioned roles or in a role which comes within the intended ambit of this paragraph and the British Orienteering Safeguarding Policy & Procedures generally are deemed to have assented to and as such recognise and adhere to the principles and responsibilities embodied in the Code.*
3. *Each and every constituent member of the South West Orienteering Association, including without limitation all clubs and disciplines, shall be responsible for the implementation of the British Orienteering Safeguarding Policy and Procedures in relation to their members.*

**Amendment 2.** Notice of the AGM in SINS. The Constitution paragraph 7 currently says that "Notice of the AGM shall be given in the Association newsletter at least two months before the proposed date. The agenda for the meeting shall be available to members at least three weeks before the meeting."

As the Association newsletter is no longer published regularly, the chairman proposes that this be changed to:

*"Notice of the AGM shall be given on the Association website at least two months before the proposed date. The agenda for the meeting shall be available to members at least three weeks before the meeting."*

(The Constitution will be a new paragraph 8 following the insertion of the new Safeguarding paragraph.)



## **Appendix 6 to SWOA Minutes, 08 September 2016**

Query from Christine Vince SWOA Chairman:

At our last SWOA committee meeting, a question was asked:

There is a rule saying “there must be two adults with a lone child”; how does this affect the ‘shadowing’ of a child by a single coach (i.e. not a family member)?

Response from Mike Hamilton BOF CEO:

Provided the child and a parent is aware of the shadowing this is ok.

I think the club or organiser/coach will also have a responsibility to ensure the person doing the shadowing is a person that can take responsibility and has no ‘blemishes’ against their name. That is, - is the decision to use this person as a shadower defensible?

email 20 September 2016