

# SOUTH WESTERN ORIENTEERING ASSOCIATION

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Minutes of the Committee meeting held at 7.00 pm on  
16 March 2016 at the Kings Arms, Taunton (revised 9.4.2016))

## Those present:

Officers: Christine Vince KERNO (Chairman); Katy Dyer BOK (Secretary); Mark Lockett KERNO (Treasurer), Richard Sansbury QO (Fixtures).

Committee Members: Erik Peckett DEVON, Dick Keighley WIM.

Club representatives: Becca Jackson NWO (chairman), Julie Astin WSX (chairman), Bryan Smith DEVON (club committee), Caroline Craig NGOC (club secretary), Arthur Vince KERNO, Gavin Clegg QO.

Visitors: John Woodall (BOF Director for SWOA liaison)

A period of silence was given in memory of Barbara Warren who died on October and Roger Hateley who died in December. John and Susan are also remembered.

## 1. Apologies for absence

Nicholas Maxwell DEVON; Jeff Butt SARUM; Chris Moncaster KERNO, Carolyn Dent SARUM, Alan Honey BOK.

## 2. Approval of Minutes for the SWOA meeting of 02 December 2015

**Item 6.2.1:** amended as follows:

Alan Honey BOK asked for £100 to cover costs for SWOA 50th Anniversary event, which was declined. After further discussion it was agreed that each club should receive £50 as a thank-you for putting on their Anniversary event. Proposed Katy Dyer, seconded Spencer Modica. [After the meeting, there was further email correspondence; the chairman had received a request from BOK on 26 August 2015 for a £100 grant "towards publicity costs" which was agreed to at that time, but had been forgotten. On 15 December 2015, the chairman agreed that "The SWOA minutes of 03 June 2015 (item 13.2) specified that £100 was to activate a Facebook campaign. BOK ran a good publicity campaign (including Facebook), resulting in a very successful event attended by a lot of people. For the record: no other SW club has requested a grant for publicity, and the opportunity for that has now passed."]

**Item 6.2.6 :** dealt with under Matters Arising.

With this correction, the minutes were then approved as a correct record.

## 3. Matters arising from those minutes

Re item 6.2.6 from the previous minutes: Grant for Erik Peckett to attend an IOF mapping meeting.

Following the previous committee meeting, BOK had emailed to say that the club committee were not happy with spending SWOA money in this way (they felt it

should be a matter for BOF) nor were they happy with how it was reported in the SWOA minutes (as no proper discussion had actually taken place). The SWOA chairman emailed the SW clubs (with the briefing notes for this meeting) and stated that support for our experts to attend IOF meetings was of considerable benefit to the sport, and that BOF did not have funds for this but SWOA did (at present). Following this email, there were no dissenters. The matter was raised again (on 16 March). John Woodall reaffirmed there was no BOF money available. Those present approved SWOA's support and commitment to this international meeting. A 50% grant was agreed for this request to a maximum of £300.

## 4. Acknowledgements

The following clubs were thanked for their support: for BUCS on 20/21 February 2016, thanks to UBOC, BOK and NGOC; for the CompassSport Cup/Trophy rounds on 13 March 2016, thanks to BOK in the Forest of Dean and SOC in the New Forest. **Christine Vince**

## 5. Treasurer and Membership Secretary's report

**5.1** Income and Expenditure since 01 August 2015. Balance in hand is £8827.51.

Memberships for 2016 are: senior 444, junior 67, family 225; total units 736. **See Appendix 1.**

**5.2** Budget SWOA. £3000 is to be ring fenced for British Sprint and Middle Championships 2018. £800 for SINS to be removed. New SWOA budget to be presented before the next meeting. Proposed Bryan Smith, seconded Erik Peckett. **Christine Vince and Mark Lockett**

### 5.3 Grants

**5.3.1** Grants have been approved for:

Interland - Lucy Tonge BOK, Zac Hudd BOK, Gavin Clegg QO.

First Aid (coaching) - Jackie Hallett BOK

Beginner's Planners course, 12 March 2016 - SARUM

Event Safety Workshop, 30 January 2016 - KERNO

**5.3.2** Grant request from Tom Dobra for European TrailO Championships, 24-28 May 2016. A grant for the entry fee has been given by the Orienteering Foundation (post meeting note: £200). The treasurer to discuss funding needs with Tom. **Mark Lockett**

**5.3.2** BUCS 20/21 February 2016. The treasurer to contact Tom Dobra re BUCS and levies. **Mark Lockett**

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

## 6. Fixtures

The Fixtures' Secretary gave his report. The following fixtures require host clubs: British School 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 will ask clubs for suitable venues. **Richard Sansbury**. For JK 2017, Day 2 will be a Middle race for all competitors (not just for Elites with a Long race for other competitors); Richard has been asked to gather opinion from associations on whether this should be a permanent change. The committee was split, but with a slight preference for permanently changing day 2 to be middle distance. However the committee agreed that the hosting organisation should be allowed to choose the format that was most suitable for the venue.

A Coordinator for JK 2021 needs to be identified in the next 12 months; club chairmen to be informed. **Christine Vince**

**6.2** British Sprint and Middle Championships 2018. Report by coordinator Christine Vince. See [Appendix 2](#).

## 7. SW Junior Squad

The report by SWJS manager Jeff Butt is attached; see [Appendix 3](#). SWJS Accounts: See [Appendix 4](#).

Jeff has urgently requested more help to run and maintain SWJS. Requirements will be highlighted and clubs will be asked to offer more support. **Jeff Butt and Christine Vince**.

## 8. Volunteers

**8.1** Recent training courses:

- Planners' course, KERNO 30 January 2016.
- Event Safety Workshop, BOK 07 December 2015.
- 2 BOF sponsored pilot organisers' courses, BOK 14 December 2015.
- Organisers' course and Event Safety Workshop, KERNO 30 January 2016.

Reports for all these courses, see [Appendix 5](#).

- Beginners' planning course, SARUM 12 March 2016.

**8.2** Training courses arranged:

- Two Event Safety Workshops, NWO, 07 and 23 April 2016.
- Two Event Safety Workshops, QO, 30 March and 06 April 2016.
- Grade C Controllers' course, Montacute 23 May 2016, Arthur Vince KERNO. **Christine Vince**

**8.3** Training courses proposed/needed:

- Mappers' course requested by Julie Astin WSX. To be arranged with Erik Peckett. **Erik Peckett and Christine Vince**
- Event Safety Workshop requested by Julie Astin WSX.
- Grade B Controllers' course, Moors Valley; postponed following Barbara Warren's death, may be run by Katy Stubbs BKO, date tbc.
- There are two candidates for a Grade B Controllers' course in the Bristol area; Christine Vince to contact the BOK secretary and Mike Forrest to arrange this. **Christine Vince**

**8.4** New and future BOF training requirements for officials and event safety:

**8.4.1** There is a considerable amount of information currently available (Focus, Mike Hamilton's eNews, the minutes of the Events and Competitions Committee). Of particular note is an amendment to BOF Rules Appendix C to the effect that the appointment of planners for future Level B events will have to be approved by the regional committee, also that they should have certain qualifications and experience. The chairman and secretary will produce guidelines to cover this before the next meeting. See also item 13.3. **Christine Vince, Katy Dyer**

**8.4.2** A resume of Event Safety Workshop (ESW) procedures and how to be a ESW tutor will be sent to clubs. **Katy Dyer**

However, the attention of all clubs is drawn to recent changes announced by BOF, with a regard to event safety and driven by our insurers.

- During 2016 all events must have the Risk Assessment checked and signed off by a person who has attended an Event Safety Workshop.
- By 01 January 2017 people organising, planning and controlling all events must have attended an Event Safety Workshop.
- The Risk Assessment for an event should be on display; Registration would be a good place for this.

## 9. Controllers

The Recorder of Controllers' report is attached; see [Appendix 6](#).

## 10. Coaching and Development

**10.1** Junior Development meeting, Birmingham 05 March 2016. This was a well attended meeting. A report has just been issued; Christine Vince to circulate the link to the report to club chairmen. **Christine Vince**

**10.2** SWOA Colour Coded Badge Scheme. Delegates to the Junior Development meeting expressed interest in the scheme. Christine Vince to report further at our next meeting. **Christine Vince**.

**10.3** SWOA Facebook page. This is now operational and clubs are asked to post items, especially Galoppen news. All can read the 'page' but only those with Facebook accounts can post items – ask in your club if you need help. A reminder - no photos of under-18s.

**10.4** Resignation of SWOA Association Coaching Representative. Christine Vince is resigning and a replacement is needed, preferably before the next meeting of the Association Coaching Representatives which will be in Birmingham on 04 June 2016. For job description and meeting information, please contact Christine Vince. **Christine Vince**

## 11. Other SWOA business

**11.1** BOF Board/Associations meeting, Birmingham 12 February 2016. For report see [Appendix 7](#).

**11.2** SWOA Championship Rules amendments. The following changes to the 'Rules for South West Orienteering Championships under the auspices of SWOA' were agreed.

Amendment 1. The second paragraph numbered 2.1 shall be numbered 2.2.

Amendment 2. The text shall read: 'SWOA Sprint Distance Championships: for races with a large number of competitors the BOF Rules and Appendices for Sprint Championships shall apply. For races with a small number of competitors, such that there are no heats in the Prologue, the following variation may apply:

There shall be two races, a Prologue and a Final, with the winner of each age class being determined by the total time taken. Those who mispunch or do not finish the prologue shall be allowed to start in the Final but shall be non-competitive in the championship. For ranking point calculation, total times shall be submitted to BOF.'

**Katy Dyer, Christine Vince**

**11.3** SWOA policies. It is proposed to add policy statements to the 'What SWOA Does' document as they are defined. This is the first one:

(1) *Galoppen dates, as reiterated in the minutes of 02 December 2016: If another club wishes to run a Level C on the same date as a Galoppen they must get the permission of the Galoppen hosting club first.*

An updated version of 'What SWOA Does' document to be issued. **Katy Dyer**

**11.4** SINS editor. No replacement has been found. Further advertising suggested on Facebook and directly to clubs. **Christine Vince.**

## **12. Date of AGM**

The next SWOA AGM will take place on Saturday 01 October 2016 after Day 1 of the Caddihoe Chase at Agglestone, Poole. WSX are kindly sourcing a venue.

**Katy Dyer**

## **13. Any Other Business**

**13.1** John Woodall announced his retirement from the BOF Board and will no longer be the Board rep for SWOA. He was thanked for his time and commitment to SWOA, his good work has been much appreciated. The chairman has written a letter of thanks to him.

**13.2** Letter from Chris James: 'Something Old something new'. An update to this has been issued; this

is to be issued to club chairmen, and will be an item for the next meeting. **Christine Vince**

**13.3** Report from Mark Dyer BOK: "Succession Planning for Event Officials". This has not been considered yet by the SWOA committee and, in the light of the latest minutes and appendix from the Events and Competitions Committee, this needs to be an item for next meeting. See also item 8.4. Christine Vince to issue the report and supporting information to clubs before the next meeting. **Christine Vince**

**13.4** New Constitution of English Orienteering Council. Christine Vince to read document and advise by email if any action needs to be taken; the EOC AGM is planned for 30 April 2016. **Christine Vince**

**13.5** New BOF O-Safe policy. This has been held over from previous meetings and must be dealt with at the next meeting. **Katy Dyer, Christine Vince**

**13.6** Richard Sansbury Fixtures Secretary will no longer use the SWOA email address as it has become unreliable. To contact the Fixtures Secretary now use his personal email address.

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

**19 May 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 – British Sprint and Middle Champs 2018 report

Appendix 3 – SW Junior Squad report

Appendix 4 – SWJS accounts

Appendix 5 – Volunteers' courses' reports

Appendix 6 – Recorder of Controllers' report

Appendix 7 – BOF Board/ Association meeting report

## Appendix 1 to SWOA Minutes, 16 March 2016

### SWOA Accounts

#### SOUTH WEST ORIENTEERING ASSOCIATION

Accounts for the period 01 August 2015 to 4th March 2016

<u>INCOME</u>		<u>BUDGET</u>
Event Levies	3871.80	7700
Interest	1.26	
SWOA Activities	165.00	
Colour Coded Badges	5.00	

Reserves	-	
Total Income	4043.06	7700

<u>EXPENDITURE</u>		
English O.C.	0	900
SINS	243.50	800
Officials Expenses	0	250
Committee Expenses	223.75	600
Competition Expenses	0	250
Tour Grants	852.50	2500
Junior Squad	0	1000
Grants for Courses	687.76	1000
Web Site Expenses	75.99	120
Major Events/BOF Conference	0	
SWOA Activities	1237.80	250
Club Conference		
Total Expenditure	3321.30	7670

Surplus of Expenditure 721.76

Balance B/Fwd 01/08/15 8105.75

Surplus of Expenditure 721.76

Balance in Hand 8827.51

Represented by:	Current Account	2840.39
	Business Money Manager	
	Account	5987.12
		8827.51

<u>MEMBERSHIPS</u>	<u>Senior</u>	<u>Junior</u>	<u>Family</u>	<u>Units</u>
2010	397	65	272	
2011	381	67	266	
2012	358	73	252	
2013	431	85	244	
2014	439	102	149	690
2015	385	78	214	677
2016	444	67	225	736

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

Progress report no.01 dated 03 March 2016

Personnel to date:

Coordinator	Christine Vince KERNO
Finance Officer	Andy Reynolds DEVON
Secretary	Katy Dyer BOK
Permissions	Simon St Leger-Harris & Elizabeth Treherne BOK
Entries	tba

Sprint Race Organiser	tba	Middle Race Organiser	tba
Sprint Race Planner	Mike Forrest BOK	Middle Race Planner	Ben Chesters SARUM
Sprint Race Technical Advisor	Mark Dyer BOK	Middle Race Technical Advisor	Arthur Vince KERNO
Sprint Race Mapper	tba	Middle Race Mapper	tba

The BOK Permissions officers have got permission from the Forestry Commission to use Stock Hill on this date. They have spoken to Bath University who have not raised any objection but didn't have much idea of what they would be doing three years hence.

The Events and Competitions Committee have approved Christine Vince as coordinator. The impression has been given that Event Controllers may not be formally appointed until much closer to the date, perhaps only a year in advance. With that in mind, two of SWOA's Grade A Controllers have agreed to act as Technical Advisors to reduce (and hopefully eliminate) issues that might concern the Event Controllers and thus give rise to problems at a very late stage.

The coordinator will arrange a meeting with BOK members interested in having roles in 2018.

The coordinator will also arrange a meeting onsite at Bath University with Clare Pell. This meeting would impress upon her the status of this event, and discuss some of the organisation requirements (mapping, access for officials to visit, parking, food, names of University contacts etc). The intention is to come away with a firm commitment from the University; an agreement will have to be signed at some point. Those attending – any of the following: Mike Forrest, as planner; Mark Dyer as SWOA Technical Advisor, with Katy Dyer; one of the Permissions Officers; the day organiser if appointed by then.

Andy Reynolds, Finance Officer, has looked at a copy of the accounts for the 2015 events. His opinion is that SWOA need to hold £1500 in reserve for expenses arising before there is sufficient income from entries to cover them. The coordinator will recommend to the next SWOA committee meeting that £3000 be held in reserve for contingencies.

Christine Vince, Coordinator

### South West Junior Squad Report for Meeting on 16 March 2016

Not a lot of squad activity has happened since the last meeting held at the end of last year. This being mainly due to me severely injuring one of my fingers early in December, being out of action for six weeks and now having rehabilitation two days a week which limits my time available. Apologies to the squad for this.

However I do think it shows that more support is required to enable the squad to run at an acceptable level, providing training on a regular basis for our best orienteers and would welcome the views of the committee into how this could be achieved. Perhaps the squad needs a complete restructure or perhaps a number of small tweaks will produce a result that will be better than what we currently have.

The training opportunities have consisted of a weekend in the Forest of Dean before Christmas and two days training in the February half term with the south central junior squad in the New Forest and Surrey Heathland. The planned activity early in March to train on similar areas to this year's JK with the Yorkshire & Humberside squad was unfortunately cancelled.

Three of the squad represented England at this year's Interland competition held in Belgium during February. Chloe Potter finished 6<sup>th</sup> on W20, Zac Hudd 3<sup>rd</sup> on M17 with Lucy Tonge's performance being the most impressive, winning W17. Unfortunately however despite the efforts of the South West juniors the England team didn't win For the first time for a good few years!

The Midlands Championships this year was the first selection race for juniors hoping to be selected for one of the Junior Regional Orienteering Squad's tours for 2016. These are held at Lagganlia (M/W14's), Deeside (M/W 15's & M/W 16's), Stromstad (M/W 17's) and Gothenberg (M/W18's). The selection criteria for each of the tours are different and after the first race, Flurry Grierson (Devon) and Harry Stagg (BOK) are in contention for Lagganlia, Zac Hudd (BOK) and Millie Stagg (BOK) are in contention for Deeside, Eddie Narbett (BOK) is in contention for Stromstad and Chloe Potter in contention for Stockholm. For further information on the selection policies for each tour please check the JROS website at [www.jros.org.uk](http://www.jros.org.uk)

Regarding this year's Junior Inter Regional Competition in Scotland in September I have not progressed with the travel arrangements nor their costing. I will attempt to move this forward as a priority.

Jeff Butt  
15 March 2016

## Appendix 4 to SWOA Minutes, 16 March 2016

### SOUTH WEST JUNIOR ORIENTEERING SQUAD

Accounts for the period 1 August 2015 to 6 March 2016

#### INCOME

Sale of New O Tops	60.00
Shop Sales	180.15
Bank Interest	<u>0.12</u>
	240.27

#### EXPENDITURE

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

**Surplus of Expenditure** -770.52

Balance B/Fwd	1289.73
Surplus of Expenditure	<u>770.52</u>
<b>Balance in hand</b>	519.21

Represented by:-

HSBC Bank Current Account	418.27
HSBC Bank Savings Account	<u>100.94</u>
	519.21

#### 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	30.81
	482.87

**Surplus** **99.87**

## Appendix 5 to SWOA Minutes, 16 March 2016

### Cornwall Orienteering Club Planners' course 30<sup>th</sup> November 2015; a short report

This course was held in the evening at the Victoria Inn, Victoria, Nr Roche. The presentation covered the role and expectations of the Planner as well as the interaction between the Planner, Organiser and Controller. Each of the target customer groups were identified with their individual needs. The course content covered both technical difficulty assessments of selected legs as well as control selections. The need for an agreed timetable as well as the involvement with the creation of the Risk Assessment was also covered.

A method of identifying the length of courses was shown and distributed to attendees after the course. The PowerPoint slides were given to attendees in the form of handouts.

There were 17 attendees from QO, SARUM, Devon and KERNO.

The course was delivered by Graham Pring assisted by Roger Hargreaves.

KERNO acknowledge the financial assistance given by SWOA to run this course and Katy Stubbs who created the presentation on behalf of British Orienteering.

NB – KERNO have 2 Grade A, 3 Grade B and 9 Grade C controllers

Prepared by Roger Hargreaves

### Report on the British Orienteering Event Safety and Welfare Workshop (ESW), Bristol, Monday 07 December 2015

#### Introduction

The aims of the British Orienteering Event Safety and Welfare Workshop are to help event officials:

1. To know British Orienteering's Safety procedures/policies and where to find them.
2. To recognise safety and welfare issues at an orienteering event
3. To know practical measures to reduce risk and how to complete the British Orienteering Risk Assessment form.
4. To know what to do if an incident occurs.

With all this in mind and armed with the materials from British Orienteering, I arranged to run an ESW in my home on the evening of Monday 7 December 2015. By starting at 7pm this meant most people would come straight from work. So we provided a simple supper of baked potatoes, salad and cheese from 6pm.

#### The supper

Seventeen people finally applied to come: 12 from BOK, 2 from SWOC, 1 from SBOC and 1 from NWO. It was a tight squeeze in my kitchen but the meal was a real icebreaker and I think most people would have been quite happy to stay there and chat. I had to break up the crowd and move them into another room. Fortunately I had been able to borrow some tables from my local church and with a bit of chair moving we managed to get everyone seated for the Workshop.

#### The Workshop

We started by looking in some detail at BOF rule 13 and rule 14 (Safety). I pointed out that there are many safety issues covered throughout BOF Rules and recommended a read through the lot when time allowed. I explained that Appendix E. Safety is an expansion of Rule 14 in greater detail. Even looking at this Rule 14 took some time and I broke off half way to ask the participants to create an orienteering event on the table tops. Using household items e.g. pegs for competitors, cotton reels for cars, flower pots for hills and depressions, a fairly convincing O event was pictured. We literally looked at the risks that appeared at all stages of the event including road crossings, communications between Start and Assembly and dealing with a remote Finish. The need for early and constant cooperation between event officials was emphasised – safety is not just the organiser's problem.

A good time was then spent on filling a Risk Assessment, going through page 1 and page 2, pointing out what has to be written and where, thinking through the risks, writing down the mitigating actions and naming the responsible person. Each person was **App 6 cont.**

given an example of a properly completed Risk Assessment form. I explained that not only do the BOF insurers require this form but it will become a legal document if an incident arises. It takes no longer to complete an accurate form than it does to moan



about it. Under Common Law the organiser has a 'duty of care' to all persons attending the event and the Risk Assessment form is also a useful aid memoire to ensure the organiser has considered all risks as far as possible.

Participants asked for clarification on the length of time the Risk Assessment form needs to be held ie 5 years or 7 years. An outdoor pursuits professional present said it should be 7 years.

The welfare of volunteers, children under 16 and vulnerable adults was also discussed and the publication of the new BOF O Safe document and Summary was highlighted.

The provision of First Aid provoked some discussion and it was felt that the Rule 14 wording for the provision of 'appropriate First Aid' was not clear. I think it should say what First Aid is.

This led us onto incident handling with discussion of Missing Runner and Casualty Rescue plans. I handed out various clubs' 'plans' to show how an organiser could use these to draw up on their own. The difficulty of identifying if a person is really missing provoked more queries. In particular participants disagreed on whether controls should be collected at course closing time if runners are still not back. My personal opinion is yes as long as it has been made clear in Final Details when courses close and when controls will be collected. A recent Level C event which I attended, did not state course closure time on the control descriptions and having been out some time I had forgotten if I had ever read anywhere what the course closure time was. The safety of the control collectors is as important as any other participant. Others thought that leaving flags in place was OK but then it may not be practical to go back the next day to collect these because of work commitments, insurance of the equipment, game shooting/forestry work will start etc.

The provision and difficulties of adequate communications was discussed e.g. mobile phone coverage, VHF radios, batteries running low, no phone or radio coverage. Tim Haysom (mobile phone professional) said people should call 112 when making an emergency call as it has a higher priority than 999 for older phones. (Post workshop Tim provided more information about this and concluded that 112 is best both for old and new technology phones.)

Knowledgeable participant said that if you need Mountain Rescue then you need to ask for the Police first. The Police will direct the rescue operation.

In case of a serious incident e.g. major injury, fatality, long term missing person, incident involving children, major damage, it was stressed that the BOF CEO Mike Hamilton be informed Rule 14.28. He would also handle the media contacts and event officials should not comment to the media.

The use of the BOF Accident Report form was explained together with urgent need to return the completed form to BOF office within the week.

Further important things were described on the 'What else you should know' handout e.g. person completing the Risk Assessment form must be 18 years or older, how to find various safety documents..

### **Feedback**

On the Feedback forms there were requests for :

1. More reporting of case studies by BOF so that clubs can learn what went wrong and why.
2. Reduction in the number of Safety documents.
3. A couple of people felt the Workshop only offered moderate safety instruction for their needs but the rest were very pleased.
4. One asked for a longer session than the 2 hours 45 minutes allocated but I doubt that most could have coped with any more forms or rules.

### **Conclusion**

1. The Safety Rules and Procedures are there in BOF Rules and Appendices.
2. It does need a Safety Workshop to help guide event officials through these and to help with correct Risk Assessment completion
3. This BOF Workshop was promulgated in 2011 and I would recommend a revision with more emphasis on the Risk Assessment and incident management.
4. Clarification of and for whom it is directed is overdue e.g. for Level D officials or not , for organisers or other officials too. (David Maliphant BOF director is currently looking at my paper regarding ESW/BOF rules discrepancies)
5. Safety rules, ideas and procedures are still scattered throughout BOF rules and a further collation/revision would be helpful.

Prepared by Katy Dyer BOK  
Event Safety Workshop tutor 14.12.2015

## **Report on the BOF Organiser's Pilot Course run by Dan McAuley, held in Bristol on 14-12-15**

This was held in two sessions, attendees below. Dan McAuley is a management consultant who has been employed by British Orienteering to draft an organiser's course. I don't know if comments from the first session affected the

presentation of the second session (I would hope not). I attended the course because I am the coordinator for the British Sprint and Middle Championships 2018, and I wanted to know what was being proposed. I tried not to have any preconceptions as to possible content of the course.

Dan was a good presenter and he had clearly put a lot of work into understanding the process. He looked at the role of the organiser, as it is seen by other outdoor sports (mountain biking, kayaking etc). These have similar risks to orienteering in that, if things go badly wrong, there is the chance that someone could lose their life. At present, most clubs have good organiser guides which give checklists and timelines for their new organisers.

I thought that Dan brought a fresh and much-needed perspective to the role of organiser. We should remember that we are organising public events and taking money from anyone who comes. We are not organising family outings, which is what it sometimes feels like.

We had three new organisers present in my session. I got the impression that they were hoping Dan would scatter some fairy dust over the existing guides. I certainly received a comment afterwards (from another attendee) that “he’s not an orienteer, only orienteers can understand the issues”; this is nonsense of course, but there’s a lot of it about. There had been an ESW held in Bristol a week before, so some attendees had already covered some of the same ground.

Mike Hamilton’s latest eNews (dated 18<sup>th</sup> January) has this to say:

There is no doubt we learnt a lot from the two pilots. In brief we came to the conclusion that a rethink is required and that the pilot course does not yet fully meet our needs or the needs of the participants. It is very clear to me as a ‘3rd party’ that the pilot served to raise some significant issues – which is the purpose of a pilot after all.

We are working to pull together a clear statement about this training and hope to be circulating something fairly early in 2016.

Thanks to Alan Honey and BOK for running this course. These were the attendees:

Katy Stubbs	BKO	Steve Rush	BOK
Phil Murray	BOK	Clare Howes	SO/BOK
Diana Nicoll	BOK	Ian Page	SARUM
Jim Hayward	BOK	Chris Johnson	BOK
Katy Dyer	BOK	Carolyn Dent	SARUM
Chris James	NGOC	John Fielder	BOK
Gill James	NGOC	Mike Forrest	BOK
Arthur Vince	KERNO	Tommi Grover	BOK
Christine Vince	KERNO	Tim Haysom	BOK

Prepared by Christine Vince

### **KERNO’s Event Organiser and Event Safety Workshop day, 30.1 2016**

The Event Organiser power point presentation was a standard BOF presentation including group sessions and games. The adult attendees were adequately vocal in their contributions to the discussions. Indeed several points arose that will go back to committee to update/improve protocols. That took about 3 hrs in the morning.

The afternoon session, Event Safety Workshop, was again a standard BOF presentation [supplied in January 2016 from BOF] followed by the Children and Vulnerable Adults ppt. The afternoon was finished off with a detailed run through of the search procedures.

11 volunteers attended.

Further sessions of ESW over weekday evenings are envisaged for future officials.

Information supplied by Roger Hargreaves KERNO who organised and was the lead tutor of the day.

Prepared by Katy Dyer 2.3.2016

**Recorder of Controllers Report**

- 1 I am in the process of arranging a Grade C course for 21<sup>st</sup> May, at Montacute House near Yeovil, with the National Trust who own the house and surrounding parkland.
  
- 2 Grade B controllers: Mark Saunders of BOK is listed as Grade C on the published SWOA list, and Alice Bedwell of BOK is not listed. They are also members of South Wales OC [SWOC]. They were both appointed to Grade B by the Welsh OA, and appear in the BOF qualifications database as such. I intend to include both of them in the SWOA list, as follows:  
Their club will be given as BOK/SWOC, and they will be marked as being appointed by the Welsh OA.  
  
I see little point of going into the history of why they were appointed by the WOA instead of applying to SWOA.
  
- 3 I know of two candidates for Grade B who need to complete the BOF Grade B course before they can be appointed.

Arthur Vince  
15<sup>th</sup> March 2016

**Report on the meeting between the British Orienteering Board and the Regional Associations  
in Birmingham on 12<sup>th</sup> February 2016**

There has been much grumbling over the lack of a direct Board/Association link, including by myself on numerous occasions. (I should say immediately that we have an excellent Board representative in John Woodall who attends committee meetings regularly, but it is not the same as direct contact.)

The Board agreed to a meeting with the Associations, in Birmingham on 12 February 2016. Board members in attendance were Mike Hamilton (CEO), Martin Ward (BOF Chair), John Woodall, Judith Holt and David Maliphant. (Bob Dredge had to give his apologies.) There were approximately 15 Association members present.

The morning session was spent discussing a draft of the BOF Vision and Strategic Plan. Mike Hamilton said that he was asking us to look at parts of this, not for the official Association viewpoint (that will come somewhat later when the amended Plan is sent out to clubs and Associations for comment), but because we were all committed to the sport and had a good deal of experience to share. Besides tearing some sections to shreds, it gave an opportunity for Association members to compare notes and discuss regional issues amongst ourselves.

After lunch, we were able to put Association matters directly to the Board. I raised the issue of BOF funding and we were given a draft copy of the budget which included a rise in the membership fee and also a rise in BOF levy. The reasons given for the lack of funding over the past few years were given as these. At the 2012 AGM, approval was given to move to a 'Pay & Play' model of funding, where membership fees were low but the levy went up a bit; it didn't cost much to join BOF but income from events should increase. At the same time, BOF did away with family membership and moved to individual membership. It was expected that the unit membership of 7,000 would rise to around 10,000 individuals; this did not happen, as a number of people who were on their family membership but were inactive did not join as individuals. So membership income dropped like a stone but event levies did not make up the shortfall. In fact, over the last few years, membership numbers have begun to rise again so hopefully BOF finances will improve. It should also be noted that government money pays for a good part of the National Office costs but that this is expected to stop within the next four years.

I did mention the slowness of revision of training material; also that I hoped that the Major Event Conference could be open to those of us interested but not directly involved in the major events (this was more of a personal request).

My understanding is that there will be further meetings between the Board and Associations, hopefully once a year.

Prepared by Christine Vince