

SOUTH WESTERN ORIENTEERING ASSOCIATION

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

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Minutes of the Committee meeting held at 7.00 pm on
23 March 2017 at The Plough, Taunton

Those present:

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

Club representatives: Julie Astin WSX; Carol Iddles BOK.

1 Apologies for absence. Mark Lockett KERNO (Treasurer); (Committee); Jeff Butt SARUM (SWJOS Manager, Committee); Pete Maliphant BOK (Deputy Manager; Trevor Bridle WIM; Robert Buckby NWO; Rosie Wych QO; Caroline Craig NGOC; Judith Holt DVO (BOF Chair and Director representing SWOA to the BOF Board).

2 Approval of Minutes for the SWOA meeting of 07 December 2016

The minutes were approved as a correct record.

3 Matters arising from those minutes

3.1 Item 7. Change to the SWOA Constitution re voting rights for the SWJOS Manager and Deputy. Proposed change: where the SWJOS Manager is an elected member of the committee, in the event that s/he is unable to attend a meeting, then the Deputy Manager may attend instead and exercise the associated right to vote. This to be an agenda item for the next meeting (being the meeting prior to the AGM). (Christine Vince)

3.2 Item 14.1. Alan Honey BOK noted that final results for UKOL 2016 were not mentioned by BOF. Judith Holt (BOF chair) reported that Martin Ward is now UKOL coordinator and will ensure future results will be publicised.

3.3 Item 14.2. Erik Peckett reports that the new ISOM document is circulating for checking. (Erik Peckett)

4 Acknowledgements

The chairman has thanked WIM for staging this year's round of the CompassSport Cup and Trophy competition.

5 Finance

5.1 Treasurer and Membership Secretary's report. Income and Expenditure from 06 December 2016 to 22 March 2017. Balance in hand is £9723.13; see Appendix 1.

5.2 Budget SWOA. Shown in the balance sheet.

5.3 Grants. Requests for grants have been agreed by email.

5.4 Expenses. Coaching Conference 14/15 January 2017 expenses agreed previously (see item 12.2, previous minutes).

6 Fixtures

6.1.1 Richard Sansbury attended a recent meeting of the BOF Event Scheduling Group and reported that SWOA is up to date with its national commitments.

6.1.2 The Welsh Orienteering Association (WOA) has raised concern that the SW Sprint Championship at Blandford Forum and the WOA Tenby UKUL event are both on 21 May 2017. The committee agreed that this clash of Level C events could not be helped in adjacent Associations; the locations are a very long way apart.

6.2 The proposed British Mixed Sprint Relay Championships (BMSRC). BMSRC 2018 will be in the North East on 09 June 2018. It is expected that at some time in the future there would be a Sprint Individual/Relay Championships weekend, with the Middle Distance Championships at another time of year. Richard Sansbury expressed concern that this new championship increases fixtures congestion.

6.3 British Sprint and Middle Championships 2018 (BSMC). Coordinator Christine Vince gave progress report no.3. See Appendix 2.

7 SW Junior Squad

7.1 No report from Jeff Butt, SWJOS Manager.

7.2 O Safe. A written statement on how the SWJOS implements the BOF O Safe policy is pending (see item 8.3, previous minutes). (Jeff Butt, Pete Maliphant)

8 Volunteers

8.1 Recent training courses

a) Event Safety Workshops (ESW): QO, 17 November 2016; NGOC, 22 February 2017; for reports see Appendix 3.

b) BOK Planners' course Level C and D, 11 March 2017; for report see Appendix 3.

c) BOK Squad leaders' seminar 25 January 2017; for report see Appendix 3.

8.2 Training courses arranged

Grade B controllers' course, led by Arthur Vince, Spring 2017 at Montacute; see Appendix 4.

8.3 Training courses proposed/needed:

a) Julie Astin WSX is organising a mapping/surveying course for SWOA clubs on two separate days in June 2017, based at Godshill. (Julie Astin, Erik Peckett)

b) SWOA Planning Conference – see item 11.2.

9 Controllers

Report by Arthur Vince; see Appendix 4.

10 Development

10.1 SWOA Club Conference, 1030 – 1600, Saturday 08 April 2017, Puriton Inn, Puriton Somerset; for details see Appendix 5. (Christine Vince)

10.2 SWOA Planning Conference, Saturday 07 October 2017, Exeter in hand. (Christine Vince)

11 Coaching

11.1 National Coaching Conference (14/15 January 2017) – no report yet on BOF website, expected soon.

11.2 Liz Yeadon SARUM is applying for a refresher course as a coaching assessor.

12 Other SWOA business

Matters for BOF Board representative:

A letter was sent to Judith Holt BOF chair expressing serious concern about the frequent version changes to BOF Rules (three in the last year), which have been made without adequate consultation and notification. Changes to requirements for Level B officials are of particular concern. *Judith has replied: "I am sorry that you were frustrated by the way rule changes were made and announced last year. Having checked out what happened I understand that there was a hiccup in the*

process last year. Changes were properly made and announced but then the wrong documents up loaded and when that came to light and correct copies uploaded, this was not announced. I do apologise for your dismay."

13 Any Other Business including matters raised by club representatives

Richard Sansbury said a survey will be sent to clubs reviewing the fixtures' system within SWOA. It will be issued by Christine Vince to whom all replies should be sent.

14 Date and venue of next committee meeting Thursday 18 May 2017, 7.0pm

Venue in Taunton to be confirmed

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 – BSMC 2018 Progress report 3

Appendix 3 – Reports on training courses in SWOA

Appendix 4– Recorder of Controllers' report

Appendix 5 – SWOA Club Conference 08 April 2017

Appendix 1 to SWOA Minutes, 23 March 2017 – SWOA Accounts

SOUTH WEST ORIENTEERING ASSOCIATION

Accounts for the period 01 August 2016 to 22 March 2017

<u>INCOME</u>		<u>BUDGET 16/17</u>	
Event Levies	5461.2	7700	
Interest	2.37	4	
SWOA Activities	0		
Grants for Courses	1042.5		Returned Grant for Cancelled UKCC Level 2 Coach x 2
Colour Coded Badges	9.5	15	
Reserves			
Total Income	6515.57	7719	
<u>EXPENDITURE</u>			
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	211.20	600	Room hire, meetings and AGM, Travel Expenses, National Meetings
Competition Expenses	133.54	250	Gallop Trophies and Certificates, SW Champs Certificates
Tour Grants	2747.00	2500	Training camps, international competitions, Home Internationals, Interland
Junior Squad	0.00	1500	Support the running of the SW Junior Squad
Badges	204.60	0	
Grants for Courses	1221.05	2000	
Web Site Expenses	78.39	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	96.15		
Coaching Conference	234.18		
British Champs 2018 Start Up Fund	435.20	3000	
Total Expenditure	5361.31	11190	
Surplus of Expenditure	1154.26		
Balance B/Fwd 01/08/16	8568.87		
Surplus of Expenditure	1154.26		
Balance in Hand	9723.13		
Represented by:	Current Account	3731.79	
	Business Money Manager Account	5991.34	
		9723.13	

Appendix 2 to SWOA Minutes, 23 March 2017

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

Progress report no.03 dated 23 March 2017

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
Equipment Officer	Colin Metcalfe SARUM/BAOC
Safety Officer	Richard Sansbury QO
Entries and Enquiries	Carol Iddles BOK

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	Chris Johnson BOK	Middle Race Mapper	Peel Land Surveys
		Middle Race Legacy Mapper	Trevor Crowe BOK

The following posts have now been filled:

Chris Johnson BOK – Sprint Race Mapper
Colin Metcalfe SARUM/BAOC – Equipment Officer
Richard Sansbury QO – Safety Officer
Carol Iddles BOK – Entries and Enquiries

Sprint event: the day organiser has received a quotation from Bath University for the use of their facilities, and will be formalising a written agreement shortly.

Middle distance event: the day organiser has had fruitful discussions with the farmer who owns the land adjacent to Stockhill, and who is being very helpful. Once the location of the assembly area and parking is established, the planner will start work on the outline of the courses.

There is an ongoing discussion about the use of mixed contact/contactless punching. The technical information so far:

SPORTident Air+ contactless punching could be used for both days. All competitors would need to have SIACs (SPORTident Active Cards); these could 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. It is very likely that SIACs would be offered free to juniors.

JK 2017 will be using mixed punching, so the coordinator will be looking at that experience. Also, the coordinator will be helping on the Start team for the Sprint Championship event at Campbell Park, Milton Keynes on 30 September 2017, and will offer to help at the Middle Distance Championships the next day.

Christine Vince, Coordinator

Appendix 3 to SWOA Minutes, 23 March 2017

Reports on training courses in SWOA

a) QO Event Safety Workshop, 10 March 2017

Ten people attended and the course was well received. The ESW tutor was Richard Sansbury QO.

Richard Sansbury QO

NGOC Event Safety Workshop, 22 February 2017

I had three NGOC members attend the ESW at my house on 22 February. All went well, with positive feedback. Having just 3 attendees meant that they all had to participate in the discussions and exercises, leading to a full 3 hours workshop. The ESW tutor was Peter Ward NGOC.

Peter Ward NGOC

b) BOK Planners' course, 11 March 2017

I delivered the standard BOF level C & D Planners course at Henbury Village hall with a short practical exercise in the Blaise Estate. A large part of the course is about the technical difficulties of legs and courses. It also covers things like the role of the planner and that of the organiser and controller, layout of start and finish, control site taping, control hanging and final map and description production.

We had seven BOK attendees plus one each from NGOC, QO and SARUM. Most attendees were novice planners, whilst one was reasonably experienced but still got some things out of the course.

Mark Saunders BOK, course leader, 22 March 2017

c) BOK Squad leaders' seminar, 25 January 2017

All squad leaders bar one attended this evening, and we had other deputies and interested individuals to make fourteen in all. Redland Bakery provided plenty of food for us, and we could not do justice to it. Actually, we were talking so much; there was little time to eat.

I had set out some questions for the group to consider and we did not have time to consider them all. We were not looking for a definitive answer to each question; but the opportunity to raise consciousness within each squad of the issues discussed.

The evening demonstrated what a diverse group of individuals the squad leaders were, and how disparate (not desperate) each squad was – in the tasks it had and the way it carried them out.

It was clear that we have four types of members within the Klub, and we need to focus on the last two groups:

- those who help a lot and are happy helping a lot
- those who don't help and either don't want to help or cannot spare the time at present
- those who would like to help and don't feel they are being used much
- those who feel they are being called on too much

It was suggested that a more personal approach be made to squad members, and that squad leaders try to use members local to the event when forming a team. It transpired that squad leaders did not have information on where members live, or contact phone numbers for them; to this end, I have provided each squad leader with contact details from the BOK membership list for each of their squad members. We spoke about the assignment of members to an event in light of how many were required; and that those volunteers would then be given the code to receive 50% discount on entry. The entry code should be given early enough for the helper to enter the event before the deadline.

We discussed the idea of a one-page summary of what their squad does – to give to new squad members. We also discussed record keeping.

We discussed the idea of a reward system for volunteering. Ideas such as a T-shirt, or gift voucher for Tom's Burger Van were mentioned, but a system needs to be devised that is fair (as I mentioned in the membership report), bearing in mind that the job of organising an event takes much more time than 3 or so shifts on a squad, for example.

We did not manage to speak about training requirements, as we ran out of time.

One thing that I took from the evening was that some squad leaders felt that their squads would be stretched to provide cover for the large number of BOK events planned for this year (probably 37).

Squad leaders were encouraged to read the BOK Organisers' manual, as it contains important information. It would also be useful if they checked their squad section to ensure it is accurate.

Thanks to all the squad leaders for attending; and to those, along with Miffy and Simon, for contacting me after the meeting with their thoughts. Thank you to Katy Dyer for suggesting the venue, liaising with the hall; then ordering and collecting the food.

Carol Iddles BOK volunteer coordinator

Appendix 4 to SWOA Minutes, 23 March 2017

RECORDER OF CONTROLLERS' REPORT

- 1 Changes to list of SWOA Controllers;
John Warren, WIM, has moved from Grade A to Grade B.
Bill Vigar, QO, has retired from controlling.
- 2 Alan Simpson, DEVON, Grade C, has applied to be upgraded to Grade B. He fulfils the necessary requirements so his application can be approved by the committee.
- 3 Grade B training course:
I will be running a course as the tutor at Montacute House, near Yeovil. The date – in May or June – has to be confirmed; it depends upon the availability of the facilities provided by the National Trust, and the availability of those who have declared an interest in attending.

Arthur Vince
22nd March 2017

(Post meeting note: the Grade B course will now not take place until autumn 2017.)

Appendix 5 to SWOA Minutes, 23 March 2017

SWOA Club Conference, 08 April 2017

Judith Holt has been appointed as Board representative for SWOA. Judith is BOF Chair, and has a long-standing interest in supporting our volunteers. For her first visit, she wishes to talk to SWOA representatives about the BOF Strategic Plan, and how it will be implemented by the clubs and associations (this was the main topic at the recent Club & Association Conference). Link to BOF Strategic Plan here

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<https://www.britishorienteering.org.uk/images/uploaded/downloads/British%20Orienteering%20Strategic%20Plan.pdf>

Location: Puriton Inn, Puriton, Somerset TA7 8AF. 01278 683464. Just off Junction 23 on the M5.

Programme proposed:

- 1030 Coffee
- 1100 Presentation on BOF Strategic Plan by Judith Holt. Discussion groups and questions
- 1300 Lunch
- 1345 Volunteering in the South West; what clubs do now, what they want, and how to achieve future goals; role of the Volunteer Coordinator (Christine Vince)
- 1515 General questions to Judith Holt
- 1600 Close

Participants:

BOK - Mike Forrest and Carol Iddles; DEVON – Bryan Smith, Alan Simpson; KERNO – none; NGOC – Chris and Gill James; NWO – Rob Buckby, Ken Stimson; QO – Steve and Julia Robertson; SARUM – Liz and Alan Yeadon; WSX – Julie Astin; WIM – Chris and Lynn Branford
SWOA committee: Christine Vince, Katy Dyer, Dick Keighley; Erik Peckett
(apologies: Richard Sansbury)