

SOUTH WEST 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
29 November 2017 at the Corner House Hotel, Taunton TA1 4DQ

Those present:

Officers: Katy Dyer BOK (Secretary); Committee Members: Dick Keighley WIM; Erik Peckett DEVON; Nicholas Maxwell DEVON; Christine Vince KERNO; Jeff Butt SARUM (SWJS Manager).
Club representatives: Alan Honey BOK; Julie Astin WSX; Tom Dobra UBOC.

Chairman for SWOA meetings. In the absence of a chairman, this meeting was chaired by Dick Keighley as agreed at the AGM.

1. Apologies for absence

Richard Sansbury QO (Fixtures); Pete Maliphant BOK (SWJS Deputy Manager); Mark Lockett KERNO (Treasurer, Committee); Caroline Craig NGOC (club representative); Judith Holt DVO (Board representative).

2. Approval of Minutes for the SWOA meeting of 04 October 2017

2.1 Item 12.1 Alan Honey for the wording to include: 'Alan Honey asked that the SWOA grant of £300, previously proposed for SWOA candidates on the postponed BOK UKCC Level 2 course, be carried over for the new date March 2018.' Carried nem com. For formal proposal see item 5.3.1. **Katy Dyer**

2.2 The minutes were then approved as a correct record.

3. Matters arising from those minutes

3.1 Item 3.2 (from previous item 7.3 of Minutes dated 18 May 2017). Jeff Butt (SWJS manager) confirmed that adult females are always present when girls attend weekend camps.

3.2 Item 14.3. Report on the SportEngland grants to QO and SARUM – see [Appendix 1](#).

4. Acknowledgements

Clubs are thanked for the following events:

a. DEVON, for the Compass Sport Cup and Trophy final on 22 October 2017. **Katy Dyer**

b. BOK, for the British Schools Championships on 19 November 2017. **Katy Dyer**

5. Finance

Treasurer and Membership Secretary's report:

Income and Expenditure from 01 August 2017 to 27 November 2017. Balance in hand is £7595.82. For SWOA accounts and budget v2, see [Appendix 2](#).

5.1 Budget SWOA. The revised budget 2017/2018 v2 was discussed. It was agreed that a further £1000 was needed for course costs, raising the budget for this item to £2500; proposed Jeff Butt, seconded Katy Dyer, all agreed. The amended budget v2 was accepted. Treasurer

was requested to provide a budget v3 to show this increase. **Mark Lockett**

5.2 SWOA website costs were approved; see item 12.1. **Mark Lockett, Katy Dyer**

5.3 Grants. Requests for grants have been agreed by email. **Mark Lockett**

5.3.1 Alan Honey BOK asked for confirmation of grants for SWOA members attending the BOK UKCC Level 2 coaching course in March 2018. See item 2.1. It was proposed that SWOA grant £300 per SWOA member who attend the BOK course, March 2018, up to a maximum contribution of £1500. Proposed Jeff Butt, seconded Christine Vince; carried 8 for, Alan Honey abstained. **Mark Lockett**

5.3.2 Grants for SWOA juniors selected for BOF Talent Squad will be considered at a later date. **Christine Vince, Mark Lockett**

5.4 Expenses: none not dealt with elsewhere.

6. Fixtures

Richard Sansbury, Fixtures Secretary, was unable to attend but reported to the committee.

6.1 Three decisions on SW championships 2018 were requested in the report and were agreed as follows:

a. The SW Long Distance Champs will be on Day 1 of SARUM's Caddihoe Chase 2018. SARUM are proposing to use military land, where there is a risk that permissions could be withdrawn on two weeks' notice. Should that happen, Alan Honey BOK offered the BOK event (first weekend December 2018) as an alternative day for the SW Champs. **Richard Sansbury, Alan Honey**

b. SW Middle Distance Champs will be on Day 3 of the Tamar Triple 2018 (DEVON). **Richard Sansbury**

c. SW Sprint Champs 2018. There are no daytime sprint events in the fixtures list. The Fixtures Secretary was requested to ask clubs again. **Richard Sansbury**

6.2 SW Summer Relays. The following decisions were made:

a. It was agreed to expand the Relays to include an offer from QO of an additional relay race. Richard Sansbury was requested to thank QO for their offer and for confirmation of 17 or 23 June 2018. **Richard Sansbury**

b. The scoring system is to remain as the best 4 scores to count. **Richard Sansbury**

6.3 SWOA Fixtures' Survey: held over to next time. **Richard Sansbury**

6.4 British Sprints and Middles Championships 2018.

It was agreed a significant financial loss is unlikely. The SWOA advance funding for the championships will be returned in 2018. For coordinator's report including Finances, see [Appendix 3](#). **Christine Vince**

6.5 JK2021. Nothing further to report. **Christine Vince**

7. SW Junior Squad

7.1 Report from Jeff Butt, SWJS Manager; see [Appendix 4](#).

7.2 Pete Maliphant has resumed his role as SWJS deputy manager, but offers of help are always welcome. [Jeff Butt](#)

7.3 Jeff Butt confirmed that the SWOA grant of £1500 will be needed this year. [Jeff Butt, Mark Lockett](#)

7.4 Jeff Butt will write an advertisement about joining the SWJS and Katy Dyer will send this to clubs. [Jeff Butt, Katy Dyer](#)

8. Volunteers

8.1 Recent training courses:

a. Event Safety Workshop: BOK on 21 October 2017

b. Organisers' course: BOK 21 on October 2017. For report see [Appendix 5](#).

c. Event Organisers' course: DEVON on 22 November 2017.

d. SWOA Planning Conference, Exeter on 07 October 2017. For report see [Appendix 5](#).

e. Grade B controllers' course: SWOA on 11 November 2017. Three attended; see item 10.3 below.

8.2 Training courses arranged:

a. Event Safety Workshop: WSX, 09 December 2017

b. First Aid courses: WSX, 02 December 2017 and QO, 07 December 2017

c. UKCC Level 2 coaching course: BOK, 24/25 March and 21 April 2018.

8.3 Training courses proposed/needed: none confirmed. [Katy Dyer](#)

8.4 SWOA Volunteer Coordinator: nothing to report. [Christine Vince](#)

9. Controllers

9.1 Roger Crickmore WSX and Richard Sansbury were approved as Grade B controllers. [Arthur Vince](#)

9.2 Carol Iddles BOK and Rob Parkinson DEVON were approved as Grade C controllers. [Arthur Vince](#)
For the Recorder of Controllers' report, see [Appendix 6](#).

10. Development

10.1 BOF EGM, Club and Association Conference, Leeds on 14 October 2017. For report, see SWOA newsletter SINS (online), November 2017.

10.2 Major Events Officials Conference, Swindon on 18 November 2017. Up to 40 people attended this excellent conference, organised by Chris Phillips and Christine Vince. A vote of thanks was proposed to Christine Vince for her work. Proposed Katy Dyer, seconded Alan Honey, all agreed.

10.3 SWOA Club Conference on 08 April 2017. Report in progress. [Christine Vince](#)

11. Coaching

11.1 The UKCC Level 2 coaching course run by BOK has been rescheduled to 24/25 March and 21 April 2018. Spaces are still available. Details will be shown on BOK and SWOA websites and will be sent to clubs. [Alan Honey, Katy Dyer](#)

11.2 SWOA needs a new Coaching Representative. The job description can be found on the BOF website. [Christine Vince](#)

12. SWOA website

Katy Dyer has met and discussed improvements to the SWOA website with webmaster Nath Fernandes and work is ongoing. It was proposed to increase the monthly maintenance cost from £10 to £15 and to pay Nath Fernandes up to £200 for the refreshment of the SWOA website. Proposed Katy Dyer, seconded Julie Astin. All agreed. [Katy Dyer, Mark Lockett](#)

13. Other SWOA business

13.1 New coordinator for SWOA Relays. Katy Dyer will continue the search. The job description is advertised in the November SINS. [Katy Dyer](#)

13.2 A new SWOA Secretary is needed from the next AGM, and Katy Dyer will ask around. The job will be advertised in December SINS. [Katy Dyer](#)

13.3 It was agreed to remove the document 'Appointment of Officials for Level A and B events' from the SWOA website and rewrite 'What SWOA does' to include the current requirements. An annotation will explain the new designation of events (e.g. new Regional event is equivalent to the old Level C event). [Katy Dyer](#)

14 Any Other Business including matters raised by club representatives

14.1 Welcome to new SWOA club officials: KERNO chairman Steve Beech; SARUM chairman Brian Hart, secretary Pat Hart; NGOC chairman Tom Mills.

14.2 Katy Dyer has asked British Orienteering and Judith Holt for confirmation of the BO CEO emergency number now the CEO is part time. (Post meeting note: the number has now been confirmed.) [Katy Dyer](#)

14.3 Erik Peckett showed the new ISSOM booklet. He mentioned the new OCAD licensing package concerning OCAD 9 to 12 licensing. See the latest OCAD News. [Erik Peckett](#)

14.4 There are new data protection rules next year. BOF is reviewing them. [Dick Keighley, Katy Dyer](#)

15. Date and venue of next committee meeting

WEDNESDAY 7 March 2018

7.00pm

The Corner House Hotel, Taunton TA1 4DQ

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 - SportEngland grants for QO and SARUM

Appendix 2 – SWOA accounts and budget v2

Appendix 3 - British Sprints and Middle Championships 2018 coordinator's report

Appendix 4 – SWJS report

Appendix 5 – Volunteer Courses' reports

Appendix 6 – Recorder of Controllers' report

SPORT ENGLAND GRANTS TO SWOA CLUBS

QO grant

QO Sport England Small Grant award (Lottery Funded); £6294

Granted to assist QO to 'create a weekly Club Night which will provide a forum to meet, provide training courses and assist with the development of the 'buddying' system'. The award covers: venue hire once a week over two terms, specialist equipment, software.

Roger Craddock QO, 24 November 2017

SARUM grant

SARUM Sport England grant (Lottery Funded); £8865

Granted to provide weekly junior training, at various locations in Salisbury area on Monday nights, 5pm till 6pm. It began in September 2017 and will continue for one year. There are blocks of 6 weeks held every half term. Phil Conway GO is the paid coach.

The money also pays for Emit cards for the attendees.

It has attracted 18 juniors and 5 sets of parents so far.

A more detailed report can be found on line in SINS November 2017.

Liz Yeadon SARUM, November 2017

Appendix 2 to SWOA Minutes, 29 November 2017

SWOA ACCOUNTS and BUDGET (v2)

		BUDGET 17/18	Budget 17/18 ver 2	
INCOME				
Event Levies	£2,436.60	7700	7700	
Interest	£0.60	4	4	
Colour Coded Badges	£0.00	15	15	
BOF Major Event Conference	£435.00	400	435	
Total Income	£2,872.20	8119	8154	
EXPENDITURE				
English O.C.	£718.00	718	718	Annual Affiliation Fee to English OC
SINS	£0.00	0	0	SW Newsletter Printing and Postage (currently not being produced)
Officials Expenses	£0.00	250	150	
Committee Expenses	£152.37	600	300	Room hire, meetings and AGM, Travel Expenses, National Meetings
Competition Expenses	£0.00	250	200	Gallopopen Trophies and Certificates, SW Champs Certificates
Tour Grants	£98.00	4000	3500	Training camps, international competitions, home internationals, Interland
Junior Squad	£0.00	1500	1500	Support the running of the SW Junior Squad.
Grants for Courses	£526.15	2000	1500	First Aid Courses for Coaches, Event Safety Courses, Controllers Courses, Mapping/OCAD Courses
Web Site Expenses	£48.39	140	350	Website updates, Domain Name
Major Events/BOF Conference	£0.00	200	200	Committee/SWOA Representative at Major Events/BOF Conference
Club Conference	£148.89	150	150	
SW Planning Conference	£371.80	400	400	
BOF Major Event Conference 2017	£442.15	400	443	
British Champs 2018 Start Up Fund	£57.25	2565	2565	
JK 2021	£101.50	100	100	
Total Expenditure	£2,664.50	13273	12076	
Surplus of Expenditure	£207.70	-5154	-3922	
Balance B/Fwd 01/08/17	£7,388.12			
Surplus of Expenditure	£207.70			
Balance in Hand	£7,595.82			
Represented by:	Current Account	£1,603.28		
	Business Money Manager Account	£5,992.54		
		£7,595.82		

British Sprint and Middle Championships 2018 coordinator's report

Finances. Several questions have been asked about the financial risk to SWOA for staging these events. As coordinator, I calculated that the early costs could amount to £1500 so requested that £3000 be ring-fenced (not the £5000 that has been mentioned); my Finance Officer agreed with that figure.

I have been working with entry figures of 725 for the sprint and 765 for the middle races; this would give a small surplus; these figures have been exceeded for the past four years. There are several risks that could affect either the costs or the staging of the event itself.

- That we require something, not budgeted for, that costs serious money. This is a medium risk. I have included in the budget for the Middle race a large sum for marquees and track matting.
- That the delivery of certain items is disrupted (e.g. the driver is involved in an accident); this would cover maps, bibs, marquees, track matting, IT services and hardware.
- That we have to cancel the event. The standard Ts & Cs say that the organisers reserve the right to retain all or part of the entry fees. We might find that we have to pay cancellation fees to one or more of our providers; this needs to be known when we place orders / contracts.
- What could give rise to cancellation? (a) High risk: a weather event (such as a hurricane), either with immediate effect on the event, preventing travel (which we should know about a week or so in advance), or one that renders Stockhill un-useable and the Forestry Commission withdraws its permission (at any time in the run-up to the event at Stockhill). (b) Low risk: a terrorist incident that locks down Bath University and/or the city and renders the site un-useable; or one that prevents travel to either event area (e.g. it stops the M4 or M5).
- A risk that could affect either site is that we get an invasion of travellers. At Stockhill the site is exposed to the weather, near to the farm; there is not much parking space on the west side but, if we had the gate open for in-forest parking, miscreants could force an entry. At Bath University the risk is lower – the presence of so many buildings will tend to keep wanderers off (they've been known to invade town car parks; this happened at Cromer I think?).

The cost of SIAC hire has now been included in the budget, with juniors being offered a free SIAC.

Various members of the team attended the 2017 Championships as both competitors and helpers, which has been beneficial. A number also attended the recent Major Event Officials Conference, also to good effect.

I hope that we can issue the specification for IT Services before Christmas, and get quotations from the other major suppliers early in the New Year.

Middle Championships. Stockhill has been mapped and sample prints have been provided by BML. The planner and controller are very pleased with the new map; the Events and Competitions Committee seem to be less impressed and are talking of appointing a Map Advisor (but I have not received confirmation of that). The planner now needs to source the control stakes/boxes, and Arthur Vince is helping him with that (several SW clubs have the resources, apart from BOK and NGOC).

Sprint Championships. Bath University has been substantially mapped. There is a multi-level area which would offer a real challenge – provided it can be appropriately mapped; at the team's request, a Map Advisor has been appointed to assist them.

Christine Vince, November 2017

SOUTH WEST JUNIOR SQUAD (SWJS) report

Junior Inter Regional Championships, Guildford (JIRCs)

SWJS were placed 4th out of 12 squads, 9 points from 3rd place and a long way ahead of 5th place. The girls were 5th and boys were 2nd. The results are very pleasing and SWJS is amongst the top 4 squads in the UK. The next JIRCs are in Chesterfield in September 2018.

Jeff Butt thanked SWOA for the continuing support of the SWJS. This year's SWOA grant to SWJS is £1500.

Training weekends this season

1. On Dartmoor for two days after the Compass Sport Cup final on 22 October 2017.
2. In the Forest of Dean on 18 November 2017; a British Schools Championships training day put on by BOK. Pete Maliphant is thanked for the planning.
3. In Hawkshead, Lake District, on 25/26 November 2017; for juniors aged 16+ who have attended the JIRCs. Seven members of SWJS took part in Junior Regional Orienteering Squad (JROS) training.

Future training this season

1. In the Forest of Dean, Danby Lodge on 02/03 December 2017. The weekend will include participation in the BOK Galoppen on 03 December 2018.
2. Further training planned so far will be in early January 2018, and February half term.

General

SWJS has over 24 participants and information is sent to 30 names. The majority of participants are from DEVON and BOK.

Pete Maliphant is able to continue his role as SWJS deputy manager but any offers of help are very welcome.

Jeff Butt SARUM
SWJS Manager

Compiled by Katy Dyer from verbal report, 29.11.2017

VOLUNTEER COURSES' REPORTS

1. SWOA Planning conference on 07 October 2017

On Saturday 7th October 2017, 22 SWOA members gathered in Exeter to listen to presentations by David May, Dave Peel and Roger Hargreaves on Planning for Urban and Sprint Races, Planning for Middle Distance Races, and Planning for Night-O Races + Older Competitors, respectively. The talks were informative and interesting, and much discussion was had amongst the attendees, which will hopefully bear fruit in our future events.

SWOA has not held a technical conference for some years, so this was a good opportunity for folk to get together and discuss event technical issues. We are grateful to our presenters for giving up their Saturday to come and talk to us. This is something that SWOA really ought to be doing, every couple of years or so.

Christine Vince
23.10.2017

2. BOK Organisers' course on 21 October 2017

Seven students attended BOK's Organisers' Course. Three were from BOK and four from UBOC. The course was well received and students have gone on to volunteer to organise several events. The course material provided by British Orienteering was very useful. It was tailored slightly to include club specific information, but was an excellent base from which to do this.

Alan Honey
09.11.2017

Appendix 6 to SWOA Minutes, 29 November 2017

RECORDER OF CONTROLLERS' REPORT

1 Training courses:

A BOF Grade B course, with me as the tutor, was held at Montacute House near Yeovil on 11th November. Those attending were Roger Crickmore, WSX; Richard Sansbury, QO; and a member of SCOA.

Steve Robertson of QO, Grade B, attended the Grade A course held at the BOF Major Events Conference on 18th November.

2 Applications for appointment:

Roger Crickmore, WSX, and Richard Sansbury, QO, have applied to be upgraded from Grade C to Grade B. Carol Iddles, BOK, and Rob Parkinson, DEVON, have applied to be appointed to Grade C.

They all fulfil the necessary requirements so their applications can be approved by the committee.

Arthur Vince
28th November 2017