

SOUTH WESTERN ORIENTEERING ASSOCIATION

SECRETARY: Katy Dyer 19 Bramble Drive, Bristol BS9 1RE,
Tel. 0117 968 4173. Email: family.dyer@blueyonder.co.uk

Minutes of the Committee meeting held at 7.00 pm on
30th September 2015 at the Kings Arms, Taunton

Those present:

Officers: Christine Vince KERNO (Chairman); Katy Dyer BOK (Secretary); Mark Lockett KERNO (Treasurer).

Committee Members: Erik Peckett DEVON, Dick Keighley WIM, Nicholas Maxwell DEVON, Jeff Butt SARUM (SW Junior Squad)

Club representatives: None from NWO, NGOC

Visitors: John Woodall (BOF director for SWOA liaison)

1. Welcome to new members

The chairman and committee welcomed new committee members Dick Keighley WIM and Nicholas Maxwell DEVON.

2. Apologies for absence

Richard Sansbury QO, Arthur Vince KERNO, Susan and Roger Hateley DEVON

3. Approval of Minutes for SWOA meeting 3rd June 2015

Item 18.2. It was agreed that WIM did not 'abandon' the Dorset Schools' League, but it 'suspended' the League. Otherwise these were approved as a correct record.

4. Matters arising from those minutes

None that were not dealt with in committee.

5. SWOA AGM 2015 and matters arising

5.1 Item 4.4. Need to confirm if Geoff Ellis (RAFO and BOK) has been appointed as Grade C controller by SCOA. **Katy Dyer, Arthur Vince.**

5.2 The chairman expressed deep concern over the poor attendance at the AGM by SWOA clubs. A discussion about how to encourage more attendance followed and ideas included:

Refreshments + AGM; SWOA Conference + AGM; tele-conferencing; Millfield school location.

The discussion is ongoing. **Christine Vince**

6. Acknowledgements

SWOA chairman and committee would like to thank clubs who organised events on behalf of SWOA:

6.1 Events since last meeting

DEVON was thanked for hosting the SWOA Long Championships at the Caddihoe Chase on 5 September 2015.

6.2 Events before last meeting

NGOC was thanked for hosting the British Trail-O Championships at the British Long Distance Championships on Saturday 18 April 2015.

7. Treasurer and Membership Secretary's report

7.1 Income and Expenditure since 01 August 2015.

Balance in hand is £7050.75.

Memberships for 2015 are: senior 385, junior 78, family 214; total units 677. **See Appendix 1.**

7.1.1 Mark Lockett reiterated his desire to reduce the balance and had proposed a reduction in the levy at the AGM. See SWOA AGM 2015 minutes Appendix 5. The future areas of expenditure were discussed:

- Future SWOA sponsored courses/conferences; e.g. mapping, controllers, coaching, safety.
- Future IOF conferences' expenditures: Erik Peckett, mapping; Mark Dyer, IOF advisors.
- 2018 BOF Sprint and Middle Distance Championships hosted by SWOA.

It was agreed that before any decision is made on a change (up or down) to the club levy to SWOA, a list will be made of possible expenditures with supporting reasons, by email. Any change of club levy (up or down) will be on the next meeting's Agenda. Concerned clubs are advised to attend the next meeting. **Christine Vince and Katy Dyer**

7.2 Success of SWOA grant form. Mark Lockett was thanked for the successful production and introduction of the SWOA grant form.

7.3 Grants. The following grants were approved:

Meg Somers DEVON. Lagganlia £175

Lucy Tonge BOK. Deeside 2015 tour £150

Cecilie Andersen BOK. Cairngorm talent development camp £150

Eddie Narbett BOK. BOF Training Camp £60

Eddie Narbett BOK. JROS Stockholm training camp £150

Chris Johnson BOK. BOK/ASOA mapping course 21st November 2015 £50

Jamie Parkinson DEVON. Senior Home Internationals 2015 £40

Flurry Grierson DEVON. Ward Internationals £47.50

7.4 SWOA/club course grant INCREASE.

Mark Lockett proposed an increase of SWOA/club course grants from £50 to £100. Approved nem.con.

8. Fixtures

In the absence of Richard Sansbury, Fixtures Secretary, his report was discussed. **Fixtures secretary's report, see Appendix 2.** Main points are:

8.1 Southern Champs 2016. SWOA will not host this.

8.2 CompassSport Cup final October 2017. Venue needed. Nicholas Maxwell said DEVON would offer Virtuous Lady with assistance from other clubs, parking OK. He will contact Fixtures Secretary. **Nicholas Maxwell**

8.3 Concurrent Level C events. Request from BOK asking that Level C and Galoppen (Level C) events can be held on the same day within SWOA.

Christine Vince drew attention to the SWOA minutes 02.10.2012 item 7.1, where it was agreed that a club wishing to hold a Level C event on same day as a Galoppen should ask the Galoppen hosting club for permission. It was agreed that committee members would discuss this by email, and agree a position for presentation to the next meeting. **Christine Vince**

8.4 BOF Sprint and Middle Champs 2018

8.4.1 Chairman has asked ECC to approve Bath University (Sprint) and Stock Hill (Middle); venues offered by BOK and accepted by SWOA.

8.4.2 Officials appointed: Coordinator, Christine Vince; Planner, Stock Hill, Ben Chesters; Finance Officer, Andy Reynolds. Day Organisers not yet assigned.

8.4.3 Awaiting decision from BOF re BOF partnership agreement or BOF super levy. **Christine Vince.** Post meeting: Mike Hamilton's Oct e-news states the BOF Board agreed that a super levy will be used after 2016.

9. SWOA Colour Coded Badge Scheme

No new developments. **Christine Vince.**

10. SWOA sponsored Club courses

10.1 BOK/SWOA mapping course 21.11.2015. Arrangements well in hand and 15 of 16 places booked. Erik Peckett requested that similar courses be put on by other clubs. **Progress report Appendix 3.**

10.2 WSX planners' course 28.11.2015. Post meeting; WSX considering whether course will go ahead as SWOA/WSX course or not. **Katy Dyer**

10.3 KERNO planners' course. Post meeting; course will go ahead as SWOA/KERNO course. **Katy Dyer**

11. Controllers

11.1 The following Grade C controllers were approved by the committee: Greg Best NGOC, Tom Mills NGOC and Peter Ward NGOC.

11.2 The following controllers' courses will be run:

Grade C. WSX. 3 October 2015

Grade B. WIM. 7 November 2015

Grade C. BOK. New Year/Spring 2015

Grade C. Yeovil area, Spring 2016

12. SW Junior Squad report

12.1 At the Junior Inter Regionals 25/26 September 2015, SWJS was 4th.

12.2 A full SWJS team is expected for the Junior Inter Regionals, Aberdeen, 24/25 September 2016.

12.3 Further training planned. **Jeff Butt**

12.4 Trevor Bridle (SWJS treasurer) reported that bank balance stood at £1289.73 at 31 July 2015.

13. Coaching and Development

13.1 Christine Vince will be standing down as SWOA Coaching Representative at the end of 2015. She will advertise the job (description of national and regional responsibilities) within SWOA (e.g. SINS, website).

13.2 No coaching courses advertised nationally. Several SWOA members want courses. Future courses may be held centrally (e.g. West Midlands), and candidates will need SWOA's financial support for travel and accommodation.

14. SWOA 50th Anniversary buffet and events

14.1 Committee thanked Christine Vince for arranging a successful 50th Anniversary buffet on Sat 5 September at Chagford. (Cost was £670.60.)

14.2 Committee thanked all SWOA clubs who are putting on an Anniversary event on the weekend 21/22 November 2015.

15. SWOA Policies

15.1 SWOA clubs and Safeguarding. Clubs should be aware of the importance of this. Mike Hamilton has spoken about Safeguarding in e-news bulletins July, September. Clubs should read these and see the BOF website link 'About Orienteering' and go to the link 'Safeguarding and Safety'. Safeguarding courses are available all over the country (e.g. local councils). Safeguarding will be on the next meeting's Agenda. **Christine Vince**

Post meeting: Latest BOF CEO e-news (Oct) says the new O-safe document has been revised and together with a summary will be published in late October.

15.2 SWOA clubs, Event Safety Workshops (ESW) and Tutors. BOF E&CC have stated all future organisers, planners and controllers must have attended an ESW by 1 Jan 2017 (Chris James - chair E&CC). Christine Vince will check the BOF database for members' teaching qualifications. Work training experience can also count as suitable experience. ESW Procedures document and tutor application forms can be supplied by BOF office. Please note that BOF rules and the ESW procedures' document need updating/clarification as there are confusing discrepancies. For a more detailed examination of these discrepancies and subsequent recommendations for EWS and tutors for BOF and SWOA see **Appendix 4.** **Christine Vince**

16. SINS editor – resignation and replacement

16.1 Susan Hateley, the SINS editor for the last 11 years, has given notice that she will be resigning after the November edition. The chairman and committee gave wholehearted thanks to Susan for all her tremendous efforts and work in producing SINS. A formal letter of thanks will be sent. **Katy Dyer**

16.2 Advertising for a new editor was discussed along with additional ways of promulgating SINS (e.g. mobile phones, Facebook, sending to secretaries for further club delivery). Mark Lockett will explore use of Facebook

and Christine Vince will advertise for a new SINS editor. **Mark Lockett, Christine Vince**

17. Any Other Business

None

18. Next committee meeting

Wednesday 2 December 2015 7.0pm

**At the Kings Arms Inn, 22 Staplegrove Road,
Taunton TA1 1DQ at 7.00pm**

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 - Treasurer and Membership Secretary's report. Page 4

Appendix 2 – Fixture secretary's report. Page 5

Appendix 3 – SWOA/BOK mapping course 21.11.2015 progress report. Page 6

Appendix 4 – Event Safety Workshops and tutors. Pages 7/8

Treasurer and Membership Secretary's report

SOUTH WEST ORIENTEERING ASSOCIATION

Accounts for the period 01 August 2015 to 26 September 2015

<u>INCOME</u>		<u>BUDGET</u>
Event Levies	384.60	7700
Interest	0.00	
SWOA Activities	145.00	
2013/14 Memberships		0
Colour Coded Badges	2.00	
 Reserves		
 Total Income	531.60	7700
 <u>EXPENDITURE</u>		
English O.C.	0	900
SINS	121.00	800
Officials Expenses	0	250
Committee Expenses	0	600
Competition Expenses	0	250
Tour Grants	725.00	2500
Junior Squad	0	1000
Grants for Courses	50.00	1000
Web Site Expenses	20.00	120
Major Events/BOF Conference	0	
SWOA Activities	670.60	250
Club Conference		
 Total Expenditure	1586.60	7670.00
 Surplus of Expenditure	-1055.00	
 Balance B/Fwd 01/08/15	8105.75	
Surplus of Expenditure	-1055.00	
Balance in Hand	7050.75	
 Represented by:		
Current Account		2564.89
Business Money Manager Account		4485.86
		7050.75

MEMBERSHIPS	Senior	Junior	Family	Units
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

Fixture Secretary's report

For information:

1. It should have been SWOA's turn to host the Southern Championships in 2016. The Southern Championships 2016 were due to be held at the Caddihoe Chase at Agglestone, but the Controller assessing the terrain on behalf of the Events and Competitions Committee decided the terrain was not suitable for a level A event. The Caddihoe will go ahead as planned but will no longer carry the Southern Championships title.

At one stage the Sarum Saunter was being considered as becoming the Southern Championship but Sarum withdrew, anticipating that neither Great Ridge nor Fonhill would be judged as suitable. It has been decided that the November Classic will be the Southern Championships instead. There has been no suggestion of adjusting the 3 year rota for the Southern Championships so I assume SWOA misses out this time.

2. Current status of scheduling:

- dates for the Galoppen series 2015-16 are all allocated
- dates for the summer relay series for 2016 are all allocated
- scheduling the Galoppen series for 2016-17 is in progress and I intend to complete this in the next few weeks
- the Caddihoe Chase is assigned up to 2017 but other competitions are not allocated
- Yvette Baker, southwest middle and sprint championships in 2016 will need to be dealt with at another time. So far I have offers for all three.

3. I am attending an Event Scheduling Group meeting on 17th October.

To discuss:

4. Some time ago you may recall I agreed that SWOA would offer to host the CompassSport Cup final on 22nd October 2017. There was a real risk of the competition not going ahead, and I felt we should step in to make sure it happens, particularly as SW clubs have done very well in recent years.

Despite asking several times I have not been able to find a club willing to take this on. I have had offers for the heats, but not the final.

We could proceed with SWOA as the organising entity. If so, where could it be? It is level A, with a 24 month embargo, but not subject to terrain assessment. BOK held the final in 2013 and had about 700 competitors. Any suggestions gratefully received. If we can't find an area we will have to pull out and the competition will probably fail.

5. BOK have proposed a policy change. I will not comment here, but will implement whatever is decided. All the current scheduling policies are below:

- SWOA intends that Galoppen events have precedence over other events in the region. For that reason SWOA does not allow another level C event in the region to be held on the same day as a Galoppen, no matter how far away. Level D events will be permitted.
- The Galoppen series will be spread across the season, and with no more than 2 events in any 4 week period (formerly this was no more than 2 per month).
- All requests for level C will be granted unless there is a clash with a Galoppen or level A or B event in SWOA or a neighbouring region.
- For level C events, the task of assessing suitability and competences are delegated to the organising club and to the Controller. [British Orienteering guidelines state: the Association assesses the suitability of the terrain for the event and Associations to require experienced officials and to assess the competency of any unknown volunteer officials.]

Early warnings:

6. Most clubs are doing something for the SWOA anniversary event on 21/22 November. I am not sure what SWOA is intending to contribute in the way of publicity. A number of suggestions have been made but I'm not sure anything has been done. Clubs may feel let down by SWOA if nothing happens.

7. SWOA is due to host the British Schools Championships on 19th November 2017. Initially I approached WIM and Torquay, but BOK are the only ones actively working on this. I keep hearing that plans have fallen through - we must be on plan "D" by now, but BOK have not given up yet. This has been allocated to our region on a rota basis. This is a 2 day event and is difficult to organise as it includes providing overnight accommodation.

8. I have had two recent run-ins with SCOA about "territory". I heard there was a move within SCOA to charge levy on outside clubs using areas "in SCOA territory". I think this has gone away due to the fact there is no agreed boundary. Secondly we had a complaint from SOA that Sarum had planned an event in Hampshire which SOA had intended to use. I believe a meeting has taken place and I hope we are still at peace!

Richard Sansbury QO 28.9 2015

SWOA/BOK Mapping course 21 Nov 2015. Progress Report:

The next BOK/ASOA mapping course will be held on 21st November at the Avon Riding Centre. Kings Weston Road, Bristol BS10 7QT.

The syllabus (see below) will approximate to the Mapping Day of the British Orienteering mapping and surveying syllabus, although we teach flexibly according to the skills and needs of those attending. We hope to have four tutors and hopefully people will be able to get hands-on experience of using the OCAD program throughout the day.

As of today (28 Sept) we have 15 registrants for the (maximum) 16 places on the course.

The venue for the course costs £144, but is well worthwhile as we get a large conference room, together with a surrounding area suitable for outside mapping and surveying exercises. We try to minimise the cost to registrants and charge £7 per head which mainly covers refreshments and a small contribution towards the resources needed to allow the course to run. BOK & SWOA both generously contributed towards the venue fee and this means that overall the course is approximately cost-neutral.

Cartography

Session	Approximate timings	Section Aim
1	10 minutes	<i>Introductions. Review of last week and overview of day 2.</i>
2	20 minutes	<i>Mappers Safety Module</i>
<i>Break</i>		
3	15 minutes	<i>To introduce orienteering mapping software on computer</i>
4	60 minutes	<i>To practice basic orienteering mapping drawing techniques</i>
5	30 minutes	<i>To practice how to use the survey base to produce the orienteering map</i>
<i>Lunch break 40 minutes</i>		
6	15 minutes	<i>Awareness of map clarity issues</i>
7	40 minutes	<i>To introduce basic elements of map design and layout</i>
8	20 minutes	<i>Introduction to other orienteering map specifications</i>
9	10 minutes	<i>Provide an overview of digital base materials: Ordnance Survey, Air Photographs and LiDAR</i>
10	10 minutes	<i>Course evaluation</i>
11	45 minutes	<i>OPTIONAL - Provide a demonstration of digital base materials: Geo-referencing, Air Photographs and LiDAR</i>

Chris Johnson BOK 28 Sept 2015

EVENT SAFETY WORKSHOPS and TUTORS

An examination of the discrepancies between BOF rules and current ESW Procedures document, and recommendations

1. Event Safety Workshops (ESW)

Event Safety Workshops (ESW) were initiated by BOF early in 2011 following the insurers' concerns that no official safety training was given to event officials.

The correct title for the workshops is 'British Orienteering Event and Welfare Safety Workshop'. Initially ESWs were conducted in strategic parts of the country with the aim that those attending would then register as tutors with BOF and conduct ESWs at local level. Attendance at ESWs is expected to be free and no funding is available from BOF.

BOF ESW Procedures published Jan 2015 (available from BOF office) states that the expected participants at ESWs will be Grade A, B, and C organisers. Controllers and planners will be 'welcome' to attend but priority is given to organisers. This statement conflicts with the requirement for **controllers** to have attended an ESW tutor to be licensed (Appendix C: Event Officials 1.2). The Procedures document also states the ESW is not suitable to Level D organisers and that online Risk Assessment training for Grade D organisers will be available Spring 2011; this training has not been published as far as I am aware.

There is no immediately obvious information on the BOF website defining an Event Safety Workshop or its syllabus. ESWs are also described as 'British Orienteering event safety training'.

ESW attendance is mentioned in BOF Rules 14.5 and 17.6 (review of Level D RA) and in more detail in:

- BOF Rules Appendix E : Event Safety.
 - 7.1.1. It is **suggested** (sic) all planners and organisers attend BOF ESW - ref. Appendix C. Event Officials. 1.2.
 - 7.1.2. New controllers and those wishing to move up a grade are **required** to attend a BOF ESW.

- BOF Rules Appendix C: Event Officials.
 - 1.2. Organisers Levels A, B, C. **Advised** (sic) attend British Orienteering 'event safety training' (sic). Organisers Level D. Safety training not required. (*In my opinion a significant safety omission*) Planners. There is **no** requirement to attend event safety training for any level of event. Controllers Grades A, B, C. **Required** (sic) to have attended British Orienteering 'event safety training'.

- BOF Officials' Handbook

All major events officials **expected** (sic) to have attended an ESW prior to appointment

2. Event Safety Workshop tutors

The BOF Events and Competitions Committee (E&CC) now requires that after 1st January 2017, all organisers, planners and controllers must have attended an ESW. (Email Chris James chair E&CC to Katy Dyer 29.9.2015).

SWOA has few ESW tutors. More are urgently needed next year to fulfil the above requirement.

Tutors are expected to have CTS/ Teacher training or other training qualification/experience plus Event Official experience preferably organiser/controller. A tutor application form can be obtained from BOF office. All materials needed for setting up and running the workshops are sent from BOF to the tutor.

Recommendations (7)

1. BOF should be urged to review its Rules and Appendices and the ESW Procedures document to specify clearly which event officials need to attend an ESW and at which event levels.

2. BOF should be urged to include ESW attendance for all officials at Level D events too.

3. BOF should be urged to review the requirement for ESW tutors to have a teaching qualification. This may be off putting. Examples of alternative other relevant training experience would be useful.
4. BOF should be asked if online Risk Assessment training for Level D organisers (ESW Procedures document) is still under consideration.
5. SWOA should promote a significant increase in the number of licensed ESW tutors and workshops in the SWOA region in 2016 and beyond.
6. SWOA should advise clubs to seek for potential ESW tutors amongst their members as a matter of urgency.
7. SWOA should assist clubs with funding for ESWs.

Katy Dyer BOK
SWOA secretary 09.10.2015