

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
8 May 2018 at the Corner House Hotel, Taunton TA1 4DQ

Those present:

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

Club representatives: Carol Iddles BOK

Visitor: Helen Kelsey BOK

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

Helen Kelsey BOK was welcomed as a prospective committee member.

1. Apologies for absence

Mark Lockett KERNO (Treasurer, Committee); Pete Maliphant BOK (SWJS Deputy Manager); Julie Astin WSX chair; Caroline Craig, NGOC secretary.

2. Approval of Minutes for the SWOA meeting of 07 March 2018

The minutes were approved as a correct record.

3. Matters arising from those minutes

3.1 Item 12.2 James Crickmore WSX has volunteered to be the new scorer for the SWOA Summer Relay series.

4. Acknowledgements

4.1 QO is thanked for hosting the Yvette Baker Trophy qualifying round at the QO Galoppen on Sunday 08 April. Clubs are reminded that Juniors should be entered within the correct category. **Katy Dyer**

5. Finance

5.1 Treasurer and Membership Secretary's report: Income and Expenditure from 01 August 2017 to 07 May 2018. Balance in hand is £6795.58. Nicholas Maxwell said the accounts are within the budget so far. For SWOA accounts and budget, see [Appendix 1](#).

5.2 Grants. Requests for grants have been agreed by email. Grant request from Tom Dobra UBOC is still outstanding and Christine Vince will discuss this with him. **Christine Vince, Mark Lockett**

5.3 Expenses: none not dealt with elsewhere.

6. Fixtures

6.1.1 Richard Sansbury attended a meeting of the Events Scheduling Group on 10 March 2018.

6.1.2 SWOA Fixtures:

a. The SW Long Distance Championships will be on Day 1 of SARUM's Caddihoe Chase 2018. SARUM are proposing to use military land, where permissions could be withdrawn on two weeks' notice. Other possible

venues are the Galoppens of SARUM, DEVON or WIM.

Richard Sansbury

b. The Compass Sport Cup/Trophy (CSC) round (QO) on 11 March 2018 was cancelled due to snow. A new date (07 October) has been offered but the competition coordinators seem likely to decline this offer. (Post meeting: the coordinators have now formally declined the offer, so no qualifier will take place and all clubs competing in the SW round can enter the Final).

c. BOK have offered to host the Yvette Baker Trophy final on 05 July 2020.

d. Junior Home International (JHI) 2020. No offers from SWOA clubs received so far.

6.2 SWOA Fixtures' Survey. The Committee confirmed the current policy of delegating the appointment of suitable officials and finding suitable areas to clubs. Richard Sansbury is asked to find out why one club objected to this policy. A final (Part 2) report on the Survey was given by Richard Sansbury. [See Appendix 2](#)

6.3 British Sprints and Middles Championships 2018. For report see [Appendix 3](#). **Christine Vince**

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

6.5 Access. Nicholas Maxwell reported problems with a land owner about land access/insurance and will send a report when all is resolved. **Nicholas Maxwell**

7. SW Junior Squad

No report.

8. Volunteers

8.1 Recent training courses:

a. UKCC Level 2 coaching course: BOK, 24/25 March and 21 April 2018. [See Appendix 4](#)

b. Event Safety Workshop: BOK, 28 April 2018. [See Appendix 4](#)

c. Advanced Mapping course BOK, 10 April 2018. [See Appendix 4](#)

8.2 Training courses arranged (all open to SWOA clubs, see SWOA website):

a. Grade C controllers' course: BOK, 12 May 2018.

b. Organisers' course: SARUM, 02 June 2018.

c. Event Safety Workshop SARUM, 21 June 2018.

8.3 Training courses proposed/needed:
None identified.

8.4 SWOA Volunteer Coordinator: nothing to report. **Christine Vince**

9. Controllers

Nothing to report.

10. Development

Nothing to report.

11. Coaching

11.1 British Orienteering Coaching conference 12/13 January 2019, Nottingham University. Details in September on BOF website.

11.2 BOK Trail to Terrain; orienteering course for athletic beginners. For a report by Helen Kelsey BOK (coach), see Appendix 5.

11.3 SWOA needs a new Coaching Representative. See item 11 in SWOA Minutes 07 March 2018. **Christine Vince**

12. Insurance and Data Protection

12.1 Association/Club Employer Liability Insurance. See BOF email sent to Associations and clubs dated 5.03.2018

12.2 General Data Protection Regulation (GDPR). See BOF emails sent to Associations and clubs dated 09.03.2018 and 24.04.2018

13. Other SWOA business

13.1 Committee succession planning. Christine Vince has volunteered to stand as chairman at the next AGM. No one has volunteered to be secretary. **Katy Dyer**

13.2 The new scorer and coordinator for the SWOA Relays is James Crickmore WSX.

13.3 AGM 2018. This will take place on Saturday 22 September 2018 after Day 1 of the Caddihoe Chase. **Katy Dyer**

13.4 AGM of the English Orienteering Council. Katy Dyer attended on behalf of SWOA. Report on the BOF website.

13.5 Nath Fernandes SWOA webmaster, featured in an excellent article on the BOF website.

13.6 Tom Dobra UBOC was congratulated for being part of the Bronze Medal winning relay team at the European TrailO Relay championships on 13 April 2018.

13.7 At the BOF awards made at the BOF AGM 2018, BOK was named 'club of the year', Trevor Crowe BOK was awarded the Bonnington Trophy for the best contribution to mapping and Pat Macleod NGOC was awarded a certificate for the Silva Award recognising his long standing commitment and dedication to orienteering. Congratulations to all.

14. Any Other Business including matters raised by club representatives

14.1 The BOF Club and Association Conference will take place on 20 October 2018. Christine Vince and Katy Dyer are likely to attend.

14.2 World Orienteering Day, 11 May 2018. BOK expecting 380 school children.

14.3 Mars Milk Fund. Money available to clubs. See BOF email dated 04 May 2018.

15. Date and venue of next committee meeting

TUESDAY 09 October 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 - SWOA accounts and budget

Appendix 2 - SWOA Fixtures Survey final (Part 2) report

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

Appendix 4 – Volunteer Courses report

Appendix 5 – BOK Track to Terrain report

Appendix 1 to SWOA Minutes, 08 May 2018 - SWOA Accounts and Budget

SOUTH WEST ORIENTEERING ASSOCIATION

Accounts for the period 01 August 2017 to 7 May 2018

INCOME		Budget 17/18	
Event Levies	5950.20	7700	
Interest	1.20	4	
Colour Coded Badges	0.00	15	
BOF Major Event Conference	435.00	435	
Total Income	<u>6386.40</u>	<u>8154</u>	
EXPENDITURE			
English O.C.	718.00	718	Annual Affiliation Fee to English OC
SINS	0.00	0	SW Newsletter Printing and Postage (currently not being produced)
Officials Expenses	58.00	150	
Committee Expenses	190.42	300	Room hire, meetings and AGM, Travel Expenses, National Meetings
Competition Expenses	15.00	200	Gallopen Trophies and Certificates, SW Champs Certificates
Tour Grants	504.00	3500	Training camps, international competitions, home internationals, Interland
Junior Squad	0.00	1500	Support the running of the SW Junior Squad.
Grants for Courses	2266.15	2500	First Aid Courses for Coaches, Event Safety Courses, Controllers Courses, Mapping/OCAD Courses
Web Site Expenses	508.39	350	Website updates, Domain Name
Major Events/BOF Conference	0.00	200	Committee/SWOA Representative at Major Events/BOF Conference
Club Conference	148.89	150	
SW Planning Conference	371.80	400	
BOF Major Event Conference 2017	442.15	443	
British Champs 2018 Start Up Fund	1654.64	2565	
JK 2021	101.50	100	
Total Expenditure	<u>6978.94</u>	<u>13076</u>	
Surplus of Expenditure	<u>-592.54</u>	<u>-4922.00</u>	
Balance B/Fwd 01/08/17	7388.12		
Surplus of Expenditure	<u>-592.54</u>		
Balance in Hand	<u>6795.58</u>		
Represented by: Current Account	802.44		
Business Money Manager Account	5993.14		
	<u>6795.58</u>		

Appendix 2 to SWOA Minutes, 08 May 2018

SWOA Fixtures system survey v1

Part 2 discussion; National (Level B) and Major (Level A) events

The SWOA Fixtures Survey report was issued to clubs in August 2017. At the SWOA committee meeting on 04 October 2017, Richard Sansbury said he wished to discuss the SWOA Fixtures Survey report in three parts. Part 1 comprising Regional events (Level C) and Local events (Level D), was discussed at the meeting in October. See Appendix 2 to SWOA Minutes 04 October 2017.

At the SWOA meeting on 08 May 2018, the remainder of the Survey was discussed under one part known as Part 2 and concerned National events (Level B) and Major events (Level A).

Before that discussion took place, Richard asked the SWOA committee to confirm the current SWOA policy of delegating the finding of suitable areas and the appointment of suitable officials, from SWOA to the clubs. All agreed.

One club has objected to this in the Survey and Richard is asked to find out from the club what their particular objection is.

The common issues for clubs when staging events have been identified in Part 1 and are:

- a. Finding helpers and officials
- b. Finding suitable areas and gaining permissions
- c. Finding spaces in the calendar

1. National events (old Level B)

Nationals are intended to appeal to a wider national audience. Clubs were asked if National events are worth aspiring to. Six said yes and three said no. Reasons against included a perception that there was little difference between Regional and National events and embargoes tied up club areas. Some clubs (e.g. BOK and DEVON) have aimed for more National events (BOK Trot and Tamar Triple respectively) but there was little appetite among clubs across the region to have more Nationals.

It was noted that all the Galoppen events in SEOA are at National level.

2. Major events (old Level A)

Clubs were asked if the club or the region (SWOA) should take on a Major event. Most said SWOA should (e.g. British Sprint and Middle Championships 2018). But it was noted that DEVON with KERNO (2017) were able to host the Compassport Cup final with 750 entrants and BOK (2013) with about 800 entrants. *Secretary's note: average entry is 900 and entry can depend on the location of the Final and the Scottish attendance.*

Clubs felt that the scale and need for quality at Major events were big challenges.

Concluding questions

1. Did clubs think the SWOA fixtures system worked well?

Answers. There was not much confidence that all worked well. But few clubs came up with specific reasons why they thought that.

2. What improvements could be made?

Answers. (Not all suggested improvements would work and are not included).

a. Share the SWOA fixtures list (sent by Richard to all clubs as part of his Fixtures bulletins) as a live document. But the committee pointed out that the BOF Fixtures list is a good source and clubs need to register events as soon as they can to keep the BOF list up to date.

b. Fix the Galoppen dates earlier. *The Fixtures Secretary agreed to do this.*

c. SWOA needs to consider events outside the region when assigning dates.

d. More consultation between clubs. *Secretary's note: clubs have already been requested; see item 7.1.2 in minutes for SWOA meeting 04.10.2018.*

e. More coordination with neighbouring regions. *Secretary's note: the Fixtures Secretary attends the Event Scheduling Group. Clubs adjoining SCOA are in consultation with each other.*

Fixtures' secretary's suggestions

1. To counteract the problem of shortage of officials, a waiting list of officials within SWOA could be offered. *Secretary's note: Nicholas Maxwell DEVON said DEVON has problems finding planners for any event but has organisers and Carlo Iddles BOK said BOK has the opposite problem.*

2. "Because of the shortage of locations suitable for major events, a region could run an event in another region." *Secretary's note: this has been done before (e.g. JK 2014 and at CROESO events).*

The Fixtures Secretary was thanked by the Committee for all his work in preparing, conducting and analysing the Survey.

Prepared by Katy Dyer 14.05.2018
SWOA secretary

Appendix 3 to SWOA Minutes, 08 May 2018

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

Progress report no.04 dated 08 May 2018

Personnel to date:

Coordinator	Christine Vince Kerno
Finance Officer	Andy Reynolds Devon
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	Charlotte Thornton SARUM
Sprint Race Planner	Mike Forrest BOK	Middle Race Planner	Ben Chesters SARUM
Sprint Race Asst Planner	Clare Howes BOK	Middle Race Controller	Graeme Ackland INT
Sprint Race Controller	Alan Rosen HH	Middle Race Technical Advisor	Arthur Vince Kerno
Sprint Race Map Advisor	Tony Thornley AIRE	Middle Race Mapper	Peel Land Surveys
Sprint Race Mapper	Chris Johnson BOK	Middle Race Asst Mapper	Trevor Crowe BOK

Contractors:

IT services. SPORTident have been appointed as supplier of the online entry system, start lists and results service. They will be supported by Pete Foster BOK. Pete will have a team from BOK for the Sprints and a team from WIM/WSX (led by Dick Keighley WIM) for the Middles. Entries opened on 13th April. Considerable thought was given to the level of entry fees. We are being asked to provide two events at the same standard as the JK but with far fewer entries (JK entries @ 2500, BOC entries @ 800 approximately) which results in a lower spend per head for BOC. Therefore fees have been raised from £22 per senior (cheapest entry) to £24 per senior. We will be using mixed contact/contactless punching; SIACs will be available to hire with your entry.

Race commentary and radio controls. Chris Poole will be doing the race commentary; at Bath University he will use the local system (probably) and at Stockhill we have engaged Amplified Sound. GPProjects will provide the radio controls at both events.

Contractors have been sourced for barriers (both events), toilets, marquees, track matting and traffic management (Stockhill). BML will be printing the maps.

Sprint event: the map is nearly complete; the mapping advisor has been a great help in mapping a multi-level area. The course planning is well underway and the controller has visited site. Bath University already has the basic facilities like toilets and parking.

Middle distance event: Peel Land Surveys have completed the map and it has been handed over to Trevor Crowe BOK for final pre-event changes. The Planner has a draft of the courses and the Controller will visit after the Tamar Triple weekend. The Starts team have visited site and begun their planning. Team Leaders for the other tasks (arena etc) have been found from the other SW clubs. The assembly field has held up well to the winter snow; the Parking Team Leader has visited; there is a track matting supplier on standby. The entrance to the field is from a fast B-road; a traffic management company have quoted for road signs; the Safety Officer will be attending a meeting of the local Safety Advisory Group at the end of June. The estate is supportive and the farmer who farms the land adjacent to Stockhill is being very helpful.

Volunteers will be offered a drinks voucher each day, and those who help but do not get a run will also be offered a food voucher. A team of BOK juniors leafleted cars on one day of the JK (for chocolate).

Christine Vince, Coordinator

Appendix 4 to SWOA Minutes, 08 May 2018

VOLUNTEER COURSES REPORTS

1. BOK UKCC Level 2 Coaching Course 24/25 March and 21 April 2018

Helen Kelsey took part and said it was excellent. Attendance was: BOK 4, DEVON 1 and three from outside SWOA. Led by Derek Allison LOC.

Helen Kelsey BOK 08 May 2018

2. BOK Event Safety Workshop: BOK, 28 April 2018

Attendance was: BOK 5 and one from outside SWOA. Led by Mike Forrest BOK.

Carol Iddles BOK 08 May 2018

3. BOK Advanced Mapping Course 10 April 2018

The evening was aimed at experienced mappers seeking to improve their skills and included discussion about the availability and production of Lidar data, advanced uses of OCAD downloads and methods of transforming Ordnance Survey vector data into orienteering maps. On the whole, not for the faint hearted!

The event was advertised to those people who I know as mappers that have previously been to a basic OCAD course and subsequently produced a map, so it was a closed rather than openly advertised course. Eight people attended: 5 from BOK and 1 each from SBOC, QO, and NGOC.

Discussions were led by myself and Pat Macleod.

Chris Johnson BOK 11 April 2018

Appendix 5 to SWOA Minutes, 08 May 2018

BOK Track to Terrain orienteering course for adult beginners

BOK has organised an orienteering course for adult beginners consisting of four weekly 2-hour sessions, two of which have already been held in Ashton Court. The course was widely advertised amongst running clubs and via social media. Attendance in week 1 was 22 and in week 2 was 16, with 5 absent participants aiming to attend week 3. Sessions have ended in the local pub (car parking) and here the social interaction has been of great importance in generating enthusiasm and learning reinforcement with discussion exercises.

The course was instigated by Alan Honey and then initial plans put together by Jackie Hallett, Helen Kelsey and Mike Skehel with the support of Phil Conway, English Development Officer.

Concurrent with this course is the BOK urban series. Two participants attended event 1 and four attended event 2.

Participants are older than anticipated, mostly 40-60 year olds. The cost per person is £10 for the whole course, which is reimbursed if BOK membership is taken out before the end of the course.

Ten of the participants have now joined BOK.

As a further development, a session with juniors from Dursley running club is planned. (Post report: 30 youngsters took part, aged between 7 and 15)

Coaches are : Helen Kelsey BOK and Mike Skehel BAOC (both having recently completed their Level 2 coaching course)

Mentor coach : Jackie Hallett BOK

Assistants: Sophie Gordon, Matt Pickering UBOC and Alison Simmons, Carol Iddles, David Hunt, Jamie Hayward (all BOK)

Collated by Katy Dyer from verbal report by Helen Kelsey BOK 08 May 2018