

# SOUTH WEST ORIENTEERING ASSOCIATION

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

Tel. 0117 9684173. Email [family.dyer@blueyonder.co.uk](mailto:family.dyer@blueyonder.co.uk)

## MINUTES OF 2016 ANNUAL GENERAL MEETING

(amended 7.12.2016 as per SWOA meeting 27 October 2016 item 4.1)

Held at the

National Trust Discovery Centre, Knoll Beach Studland BH19 3AH at 4.45 pm on Saturday 1 October 2016

### Those present:

**Officers:** Christine Vince Kerno, Chairman; Katy Dyer BOK, Secretary; Richard Sansbury QO Fixtures Secretary; Mark Lockett DEVON, Treasurer and Membership Secretary

**Committee:** Dick Keighley WIM, Jeff Butt SARUM

**SW members:** Mark Dyer BOK, Arthur Vince Kerno, Alan Honey BOK, Ken Stimson NWO, Bryan Smith DEVON, Richard Thornton SARUM, Charlotte Thornton SARUM, Ian Peirce SARUM, Freda Peirce SARUM, Liz Yeadon SARUM, Alan Yeadon SARUM.

### 1 Apologies

Nicholas Maxwell DEVON, Erik Peckett DEVON, Trevor Bridle WIM

### 2 Approval of Minutes of 2015 AGM

These were accepted as a true record. Carried nem.con.

### 3 Matters arising from those minutes

Geoff Ellis RAFO/BOK has been approved by SCOA as a Grade C controller.

### 4 Reports

4.1 **Chairman's report.** Christine Vince presented her report. [\[Appendix 1 to the minutes\]](#)

Post meeting note; the 2017 CompassSport Cup round will be hosted by Wimborne not BOK.

4.2 **Fixtures' Secretary's report.** Richard Sansbury presented his report. Despite a fall in the numbers of events and activities, SWOA clubs put on an average 6 events/activities per week. SWOA continues to play a significant role in putting on national fixtures.

BOF is concerned that club events should not be registered as activities. [\[Appendix 2 to the minutes\]](#)

4.3 **SW Junior Squad Manager's report.** Jeff Butt presented his report. A busy programme of coaching is arranged. [\[Appendix 3 to the minutes\]](#)

4.4 **Recorder of Controllers' report.** Arthur Vince presented his report. A list of SWOA controllers is posted on the SWOA website. [\[Appendix 4 to the minutes\]](#)

### 5 Treasurer and Membership Secretary's report.

Mark Lockett presented his report and the audited accounts for the year 1<sup>st</sup> August 2015 to 31<sup>st</sup> July 2016. [\[Appendices 5 and 6 to the minutes\]](#)

It was noted that:

Grants to juniors for training and competitions amounted to £2070.50. Grants for volunteer development amounted to £1997.51. The income from event levies for the year 2015 to 2016 was £7221.20. SWOA has budgeted £3000 for startup costs for the British Sprint and Middle Distance Championships 2018.

SWOA has budgeted £1500 to support the South West Junior Squad activities. Squad funds at 31 July 2016 stood at £882.56; provided by Trevor Bridle. [\[Appendix 7 to the minutes\]](#)

The accounts were audited by Matt Atkins DEVON on 26 August 2016.

### 6 Membership fees for 2016

The Treasurer was not proposing that membership fees be re-introduced for 2016; the levy income is enough to fund SWOA costs.

Proposed by Mark Dyer, seconded by Christine Vince, that no membership fees be charged for 2016. Carried nem.con.

### 7 Amendments to the Constitution

Two amendments were proposed:

Amendment 1. Safeguarding. Insertion of wording of British Orienteering O Safe document.

Amendment 2. Notice of AGM in SINS.

[\[Appendix 8 to the minutes\]](#)

Proposed by Charlotte Thornton and seconded by Arthur Vince. Carried nem.con.

### 8 Election of officers

8.1 Chairman: Christine Vince Kerno

8.2 Administrative Secretary: Katy Dyer BOK

8.3 Treasurer and Membership Secretary: Mark Lockett Kerno

8.4 Fixtures Secretary: Richard Sansbury QO

All the above were proposed by Alan Honey and seconded by Charlotte Thornton.

In the absence of other nominations, the above were elected.

### 9 Election of Committee

9.1 All of the following had previously said that they would be willing to continue to serve on the committee: Dick Keighley WIM, Jeff Butt SARUM; Erik Peckett DEVON; Nicholas Maxwell DEVON. All four were proposed by Christine Vince, seconded by Richard Sansbury. In the absence of other nominations, these four were elected. Two committee posts remain vacant; the constitution allows the Committee to co-opt members as necessary.

Recorder of Controllers: Arthur Vince is happy to continue in this post. (It has been confirmed that Spencer Modica QO will continue as Galoppen Scorer.) Christine Vince would like more committee members and club representatives.

#### **14 Any other business**

14.1 SWOA Roll of Honour. Christine Vince proposed:

(1) That SWOA displays a Roll of Honour of those people who have been awarded Honorary Life Membership of the Association.

(2) That the achievements of Emily Benham be recognised by awarding her Honorary Life Membership of the Association.

Proposed Christine Vince, seconded Jeff Butt. Carried nem.con. [\[Appendix 9 to the minutes\]](#)

Emily has replied: "Thank you for your wonderful email. I would be honoured to be a lifetime member of SWOA, thank you for thinking of me.

SWOA have always been incredibly helpful and kind in helping me to reach my goals, and I probably wouldn't

have stayed in the sport if it wasn't for SWOA. I feel I can never repay this kindness and assistance, but if there is ever anything I can do to help SWOA then please let me know, and I will do my utmost to help. Whether that's opening my home in Norway to a handful of young junior foot orienteers or coming along for a chat with some up and coming talents."

The meeting closed at 5.35pm.

Minutes recorded by Katy Dyer.

*These minutes are issued subject to formal approval at the 2017 AGM.*

#### **Appendices:**

- 1 Chairman's report.
- 2 Fixture Secretary's report
- 3 Junior Squad Manager's report
- 4 Recorder of Controllers' report
- 5 Treasurer and Membership Secretary's report
6. SWOA accounts for the financial year to 31st July 2016
- 7 SWJS accounts for 1 Aug 2015 to 31 July 2016
- 8 Proposed amendments to the SWOA Constitution
- 9 Any Other Business: Chairman's proposal re SWOA Roll of Honour

## **Chairman's report**

Thank you to all the SW clubs who put on events in support of Regional and National Championships:  
NGOC for the British Trail-O Championships at the British Long Distance Championships 2015  
DEVON for the Caddihoe Chase and the SWOA Long Distance Championships 2015  
UBOC, BOK and NGOC for BUCS 2016  
BOK (Forest of Dean) for the CompassSport Cup/Trophy round  
BOK & ASO for the Yvette Baker qualifying round 2016  
DEVON & KERNO for the SWOA Middle Distance Championships 2016  
NGOC for the Harvester Trophy 2016  
BOK for the SWOA Sprint Championships 2016

In 2016:

QO will be hosting the Southern Night Championships

In 2017:

WIM will be hosting the Compass Sport Cup round

BOK will be hosting a round of Euro Tour at the BOK Blast City Race

KERNO will be hosting the Caddihoe

BOK will be hosting the British Schools Orienteering Championships

DEVON will be hosting the CompassSport Cup/Trophy Final

In 2018:

WIM will be hosting the British Schools Score Championships

SWOA will be hosting the British Sprint and Middle distance Championships

Courses held in the last year:

Courses held in the last year:

Planners' course – KERNO, 30 November 2015; beginners – SARUM, 12 March 2016

Organisers' course – KERNO, 30 January 2016

Mapping course – BOK, 21 November 2015

Grade C controllers' courses – Moors Valley Country Park, 03 October 2015; Montacute, 23 May 2016

Event Safety Workshops – BOK, 07 December 2015; KERNO, 30 January 2016; QO, 30 March and 06 April 2016;  
NWO, 07 and 23 April 2016

Courses planned for the forthcoming year so far:

Event Safety Workshops – SWOC Welsh Institute for Sport, 04 October 2016; WIM, 22 October 2016; KERNO, 12 October 2016

Courses proposed for the forthcoming year:

Event Safety Workshop – BOK, November 2016

Grade B controllers' course – Bristol; (the WIM course planned for November 2015 was cancelled)

Mapping course – WSX, 2017

Clubs are reminded that all event officials (organiser, planner, controller) need to have attended an Event Safety Workshop by 01 January 2017. SWOA will pay for and organise more Event Safety workshops (via the clubs) for as long as is needed.

The SWOA committee wishes to encourage more Level C events within the region (i.e. more Level D events could / should be run as Level C). The benefits of Level C events are: they carry ranking points; they give officials recordable experience; they should attract more entries. It is felt that we are missing a great opportunity here, particularly for our club officials who wish to move up from Level D to Level C events, and that we should learn to live with two Level Cs at opposite ends of the region.

Thanks to Nath Fernandes for keeping our website up to date.

Thanks to Spencer Modica QO for his hard work scoring the Galoppen series.

Many thanks to Susan Hateley who has been at the helm of SINS for the past 11 years, but has now stood down.

**Fixtures' secretary's report**

This has been my fifth year in the role of SWOA fixtures secretary. My job is to develop an orderly programme of orienteering across the region and to assign major competitions. I do this by frequent liaison with club fixtures secretaries, by representing SWOA on the national Event Scheduling Group and by giving equal opportunity to SW clubs to bid for major competitions.

Over the 12 months from 1 Sept 2015 to 31 Aug 2016 SWOA clubs held a total of 340 events and activities.

Club	Number of events/activities 2015-16					
	Level A	Level B	Level C	Level D	Activities	Total
BOK	0	1	5	27	26	59
DEVON	0	2	6	13	6	27
KERNO	0	0	10	10	1	21
NGOC	0	1	2	23	5	31
NWO	0	0	1	6	39	46
QO	0	0	2	12	14	28
SARUM	0	0	3	3	27	33
WIM	0	0	4	16	3	23
WSX	0	0	3	12	57	72
<b>TOTAL</b>	<b>0</b>	<b>4</b>	<b>36</b>	<b>122</b>	<b>178</b>	<b>340</b>

It must be noted there has been a decline in the number over the last 5 years. Typically there has been a year-on-year reduction of around 5%, mostly in the number of activities.

Year	Number of events/activities across SWOA					
	Level A	Level B	Level C	Level D	Activities	Total
2011-12	1	5	23	147	275	451
2012-13	1	6	27	132	240	406
2013-14	1	9	37	145	230	422
2014-15	2	5	30	131	227	395
2015-16	0	4	36	122	178	340

However I've not heard any complaints that there are not enough orienteering opportunities - after all the region still has over 6 events or activities per week on average. This is a huge achievement, and represents a lot of volunteer effort. My thanks to everyone who has contributed to this total.

SWOA has continued to do more than its fair share of the national fixtures programme. We are grateful to NGOC for stepping in to support the Harvester Relays, hosted in our region for the second year running. This is particularly hard work for the organising team, and I am personally very grateful to them for an excellent event. Next year Devon have stepped in to host the CompassSport Cup final to make sure the competition takes place even though it was not "our turn".

Unusually we have not had any level A events in the SWOA region over the last 12 months. Today was to be the Southern Championships but this was scuppered by an unfavourable terrain assessment. However we are looking ahead to some major events over the next few years. Plans are well under way for the British Sprint and Middle Distance Championships in 2018 and we have already started thinking about the JK festival which comes back to our region in 2021.

**South West Junior Squad manager's report**

Jeff Butt reported that 2015 had been a quiet year for the squad. He himself had suffered a significant injury to a finger that needed six months of treatment and physio, and Pete Maliphant had been building a house. The JIRC's for 2016 (which had been held in September) were held near Aberdeen. Long discussions had taken place about the feasibility of taking a team; the major issues were the travel time (which would have meant juniors missing a day of school plus arriving back exhausted) and the cost (around £6000). Jeff was unwilling to commit a team for two main reasons: the time and costs involved might well have meant leaving some members behind, which he considered to be unfair; he felt that such a large sum could be better spent on more training days and weekends for the whole squad, down here in the SW or in other areas as appropriate to training for forthcoming competitions. He was supported in this view by the parents of the squad athletes and by the SWOA chairman.

Jeff asked the SWOA committee to approve a grant to the squad for this year of £1500, if required; the committee was pleased to agree to this. The squad has not asked for monies for some years now (although a number of grants have been given to individual athletes who have been selected for training camps and for competitions). He outlined an extensive programme of training for the athletes over the coming months.

## Recorder of Controllers' Report

### **TRAINING COURSES**

WSX organised a Grade C training course on 3<sup>rd</sup> October 2015 at Moors Valley Country Park with Katy Stubbs [BKO] as tutor. Five SWOA members attended. This resulted in three new controllers being appointed. The Grade B course which was due to be held by WIM on 9<sup>th</sup> November had to be cancelled.

A SWOA Level C training course was held at Montacute on 21<sup>st</sup> May, with Arthur Vince [KERNO] as tutor which resulted in one new controller being appointed.

### **CONTROLLERS in the SW**

SWOA clubs have 67 currently licensed controllers: 7 at Grade A, 17 at Grade B and 43 at Grade C. A list of controllers is on the SWOA website in the *Officials* section.

Changes to the list in the past year are:

**GRADE B** Mark Saunders [formerly Grade C] and Alice Bedwell of BOK have been appointed to Grade B by the Welsh OA; they are members of SWOC as well as BOK.  
Paul Taunton of NGOC has moved up from Grade C.

**GRADE C** The following have been appointed to Grade C:  
Julie Astin, WSX  
Matthew Atkins, DEVON  
Roger Crickmore, WSX  
Ian Pierce, SARUM  
John Simmons, BOK

**RETIREMENTS** Mike Crockett of QO, David Livsey of DEVON, Kay Sayer of WSX, and Roger Venn of KERNO have retired from controlling.

CLUB	Number of licensed controllers in club			
	Grade A	Grade B	Grade C	Total
BOK	3	4**	5*	12
DEVON	1	None	10	11
KERNO	2	3	9	14
NGOC	None	2	5	7
NWO	None	1	1	2
QO	None	2	6	8
SARUM	None	None	2*	2
WIM	1	2	3	6
WSX	None	3	2	5
Total	7	17	43	67

\*\* Two licensed via WOA \*One licensed via SCOA

### **EVENT SAFETY TRAINING**

As from 1<sup>st</sup> January 2017 it will be mandatory for controllers – as well as all event planners and organisers – to have completed a BOF Event Safety Workshop before officiating at an event. Those SWOA controllers who have not done so have been made aware of this requirement.

*Arthur Vince, KERNO*  
30<sup>th</sup> September 2016

**Treasurer and Membership secretary's report**

We started the year with a balance of £8105.75, had a total income of £7404.31 and expenditure of £6941.19. So an overall surplus of £463.12 and an end of year balance of £8568.87.

This year SWOA awarded grants to 11 individuals from four SW clubs for Tours and Competitions totalling £2070.50. Also SWOA made grants totalling £1997.51 for various courses for volunteer development, including Event Safety, Controllers, Planners and First Aid for coaches.

SWOA had budgeted £2500 to support the SWJS Squad, which would have included a trip to Scotland for inter-regionals, however due to logistics and cost this money was never required. However SWJS have approached SWOA for support in the coming year.

We also have a budgeted for £3000 as a start up cost for BOC 2018 Sprint and Middle Distance and this money was not needed in this accounting year.

I would like to thank Matt Atkins (Devon) for auditing the SWOA Accounts this year.

This concludes the treasurers report, I am happy to take any questions.

Mark Lockett  
SWOA Treasurer

**Tour and Competitions Grants 2015 – 16** £2070.50

Lucy Tonge (BOK) – Deeside 2015  
Meg Somers (Devon) – Lagganlia 2015  
Cecilie Andersen (BOK) – Cairngorm Talent Development 2015  
Eddie Narbett (BOK) – BOF Training Camp 2015  
Eddie Narbett (BOK) – JROS Stockholm 2015  
Jamie Parkinson (Devon) – Senior Home Internationals 2015  
Flurry Grierson (Devon)- Ward Internationals 2015  
Gavin Clegg – (QO) Interland 2016  
Zac Hudd (BOK)- Interland 2016  
Lucy Tonge (BOK) – Interland 2016  
Tom Dobra (UBOC) – European Trail Orienteering Championships 2016  
Eddie Narbett (BOK) - Stromstad  
Adam Potter (BOK) - World Cup Poland 2016  
Zak Hudd (BOK) - BOF Talent and JROS 2016

**Grants for Courses 2015 – 16** £1997.51

Mapping Course - BOK	Event Safety Course - KERNO
K Stubbs - Controllers Course	Planners Course - SARUM
Controllers Course - Wessex	Ken Stimson First Aid NWO
Planners Course - KERNO	Controllers Course
Event Safety SWOA/BOK	Jenny Jones - UKCC Level 2
E Peckett IOF Map Commission	Becca Jackson - UKCC Level 2
J Hallett - First Aid	

**SWOA accounts for the financial year to 31st July 2016**

**SOUTH WEST ORIENTEERING ASSOCIATION**

Accounts for the period 01 August 2015 to 31 July 2016

<b><u>INCOME</u></b>		<b><u>BUDGET 15/</u></b>
Event Levies	7221.20	7700
Interest	3.11	4
SWOA Activities	165.00	165
Colour Coded Badges	15.00	10
Reserves		
<b>Total Income</b>	<b>7404.31</b>	<b>7879</b>
<b><u>EXPENDITURE</u></b>		
English O.C.	664.00	900
SINS	243.50	243.5
Officials Expenses	0.00	250
Committee Expenses	501.89	600
Competition Expenses	50.00	250
Tour Grants	2070.50	2500
Junior Squad	0.00	2500
Grants for Courses	1997.51	1000
Web Site Expenses	125.99	<u>125.99</u>
Major Events/BOF Conference	0.00	<u>200</u>
SWOA Activities	1287.80	<u>1237.8</u>
Club Conference		
British Champs 2018 Start Up Fund		<u>3000</u>
<b>Total Expenditure</b>	<b>6941.19</b>	<b>12807.29</b>
Surplus of Expenditure	463.12	
Balance B/Fwd 01/08/15	8105.75	
Surplus of Expenditure	<u>463.12</u>	
<b>Balance in Hand</b>	<b>8568.87</b>	
Represented by:	Current Account	2579.90
	Business Money Manager Account	5988.97
		8568.87

**AUDIT REPORT**

I have reviewed the statement of receipts and payments and balance of funds and these are consistent with the underlying accounting records and explanations given.

Signed *M. J. Atkins*

Matt Atkins – DEVON OC Treasurer

Date: *29/08/2016*



**SWJS accounts for 1 Aug 2015 to 31 July 2016**

**SOUTH WEST JUNIOR ORIENTEERING SQUAD**

Accounts for the period 1 August 2015 to 31 July 2016

**INCOME**

Shared Training with SCJS	132.00
Sale of New O Tops	60.00
Shop Sales	411.45
Bank Interest	<u>0.17</u>
	603.62

**EXPENDITURE**

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

**Surplus of Expenditure**

407.17

Balance B/Fwd	1289.73
Surplus of Expenditure	<u>407.17</u>
<b><u>Balance in hand</u></b>	882.56

Represented by:-

HSBC Bank Current Account	781.57
HSBC Bank Savings Account	<u>100.99</u>
	882.56

**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	<u>30.81</u>
	482.87

**Loss**

**99.87**

## **Proposed amendments to the SWOA Constitution**

### **Amendment 1.**

Safeguarding. It is a British Orienteering requirement that the wording in the British Orienteering O Safe document Appendix B is inserted in the constitution of associations. It is proposed to insert the wording as a new paragraph 7 called Safeguarding. Subsequent paragraphs will be renumbered. The wording is shown below. It should also be included in all clubs' constitutions, substituting the name of the club for South West Orienteering Association.

#### ***'Safeguarding Children & At-risk Adults***

1. *The South West Orienteering Association agrees to adopt the British Orienteering Safeguarding Policy & Procedures.*
2. *All individuals involved in orienteering through the South West Orienteering Association at every level, including participants, Officials, Instructors/Coaches, Administrators, Club Officials or spectators (where it is feasible to manage) agree to abide by the British Orienteering Code of Ethics and Conduct ("Code") and all such individuals participating or being involved in orienteering through the South West Orienteering Association in one of the aforementioned roles or in a role which comes within the intended ambit of this paragraph and the British Orienteering Safeguarding Policy & Procedures generally are deemed to have assented to and as such recognise and adhere to the principles and responsibilities embodied in the Code.*
3. *Each and every constituent member of the South West Orienteering Association, including without limitation all clubs and disciplines, shall be responsible for the implementation of the British Orienteering Safeguarding Policy and Procedures in relation to their members.*

### **Amendment 2.**

Notice of the AGM in SINS. The Constitution paragraph 7 currently says that "Notice of the AGM shall be given in the Association newsletter at least two months before the proposed date. The agenda for the meeting shall be available to members at least three weeks before the meeting."

As the Association newsletter is no longer published regularly, the chairman proposes that this be changed to: "Notice of the AGM shall be given on the Association website at least two months before the proposed date. The agenda for the meeting shall be available to members at least three weeks before the meeting."

(The Constitution will be a new paragraph 8 following the insertion of the new Safeguarding paragraph.)

**SWOA Roll of Honour**

The names currently on the Roll of Honour are:

Trevor Bridle  
Brian Johnson  
Erik Peckett  
John Shucksmith  
Cris Tween

Emily Benham has, this year, become World MTBO Champion and double Gold medal winner in the Sprint and Long Distance races, and Silver Medallist in the Middle distance race. She won the World Cup competition in 2014 and 2015 and is leading the competition this year.

Emily's previous results:

World MTBO Championships

- Silver Middle 2014
- Silver Middle 2013
- Silver Sprint 2012
- Bronze Sprint 2014
- Bronze Middle 2015
- 4th Sprint 2015
- =4th Long 2015
- 4th Long 2013

European MTBO Championships

- Gold Middle 2013
- Gold Long 2015
- Silver Sprint 2015

World Cup

- Gold – World Cup overall winner 2016
- Gold – World Cup overall winner 2015
- Gold – World Cup overall winner 2014
- 4th overall 2013
- 10th overall 2010