SOUTH WEST 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
04 October 2017 at the Corner House Hotel, Taunton TA1 4DQ

Those present:
Officers: Katy Dyer BOK (Secretary); Richard Sansbury QO (Fixtures). Committee Members: Dick Keighley WIM; Erik Peckett DEVON; Nicholas Maxwell DEVON; Christine Vince KERNO.
Club representatives: Alan Honey BOK.

Thank you to previous chairman. The committee thanked the previous chairman Christine Vince for all her excellent work as chairman over the past three years.

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

1. Apologies for absence
Jeff Butt SARUM (SWJOS Manager, Committee); Pete Maliphant BOK (SWJOS Deputy Manager); Mark Lockett DEVON (Treasurer, Committee); Julie Astin WSX (club representative)

2. Approval of Minutes for the SWOA meeting of 18 May 2017
The minutes were approved as a correct record.

3. Matters arising from those minutes
3.1 Item 5.3.4 Liz Yeadon SARUM reported that SCOA had paid half the cost of the Coaching Assessor's course (i.e. half of £101.90 stated). SWOA accounts to be amended. Mark Lockett
3.2 Item 7.3 The need for adult females to be present when girls attend weekend camps is to be confirmed. Katy Dyer
3.3 Item 5.5 BOF policy re offering student rates at events needs to be checked. Christine Vince

4. Matters arising from the AGM
AGM Minutes, Appendix 1 Chairman's Report, Para 3 headed 'In 2018', add 'QO will be hosting the CompassSport Cup and Trophy qualifying round. Katy Dyer

5. Acknowledgements
Clubs are thanked for the following events:
WIM – SWOA Sprint Championships on 21 May 2017.
BOK – Euro City Tour urban race on 10 June 2017.
KERNO – the Caddihoe and SWOA Middle and Long Distance Championships on 2 and 3 September 2017.
Katy Dyer

6. Finance
6.1 Treasurer and Membership Secretary's report.
Income and Expenditure from 01 August 2017 to 30 September 2017. Balance in hand is £8118.32.
See Appendix 1.
6.2 Budget SWOA. The budget 2017/2018 which aims to reduce the bank balance to below £3600 was discussed. It was noted that that the EOC grant was not paid last year and two payments could fall into this year. The financial risk of JK 2021 is not yet clear. Mark Lockett
6.2.1. It was proposed that a new budget with a forecast bank balance of £5000 is drawn up. Proposed Richard Sansbury, seconded Nicholas Maxwell, carried 5 for, and 1 abstention. Mark Lockett
6.2.2. The Treasurer is to be asked for more detail of junior grants. Katy Dyer
6.3 Grants.
6.3.1 Requests for grants have been agreed by email.
6.3.2 Steve Robertson QO has asked for travel and delegate fees for the Level A controllers' course at the Major Events Conference 18 November 2017. All agreed. Mark Lockett
6.3.3 Christine Vince suggested that SWOA consider offering a grant for SWOA juniors Chloe Potter, Flurry Grierson and Eddie Narbutt, who are members of the BOF Talent Squad; to be discussed next time. Current athlete contribution is about £650. Christine Vince, Mark Lockett.
6.4 Expenses. None not dealt with elsewhere.

7. Fixtures
7.1.1 Richard Sansbury reported that due to problems with permissions and conditions, there will be three consecutive Galoppen events in February 2018: 04 February NGOC, 11 February 2018 WSX, and 18 February 2018 WIM.
7.1.2 He has written to clubs suggesting greater inter-club collaboration when scheduling Level C and Level D events. Katy Dyer asked for consideration to avoid clashes of regional championships, Galoppen events and with events in other regions. Richard Sansbury
7.1.3 Dates for SWOA Relays 2018 are now agreed. Dates for events 2018–2019 are under discussion including:
a. 2018 - 2019 Galoppen series.
b. Club needed to host the Yvette Baker heat 2018.
c. SW Sprints and Middle Championships 2018. These could be part of the British Sprint and Middle Championships 2018, but it was noted this could cause problems for volunteer scheduling. Richard Sansbury, Christine Vince
7.1.4 Richard Sansbury will attend the Event Scheduling Group meeting on 14 October 2018. (The list for events 2018 is now agreed.) Items will include:
a. The Caddihoe to be offered as part of UKOL in any year.

b. SWOA to be possible host for next Yvette Baker Trophy Final 2020. Richard Sansbury

7.1.5 The Fixtures secretary was thanked for his negotiations.

7.2 Survey of SWOA Fixtures system. The survey report has been sent to all clubs. Richard Sansbury proposed to discuss the report over the next three meetings and dealt with Level C and D events at this meeting (see Appendix 2). It was agreed that SWOA should keep the current Level C event policies. He will send contact details of club fixtures secretaries to Katy Dyer and Christine Vince. Richard Sansbury

7.3 British Sprint and Middle Championships (BSMC) 2018. Key officials attended the BSMC 2017 for note taking and observations will be analysed. Mapping for the Middle race should now be complete. Sprint map of Bath University will be revised next year (to allow for building work). Outline schedule has been made. Specifications for major contracts are to be produced (IT Services, First Aid provision, marquee provision, toilets, map printing). Christine Vince

7.4 JK 2021

7.4.1 For the Day 2 Middle race at Hayle Towans, land permission application has been made and a good car-park identified. For the Day 1 Sprint in Plymouth, an Assembly area was being investigated. Officials now include: Sprint planner Gavin Clegg BOK, Middle race planner Phil Newall KERNO, Relays - two planners BOK to be mentored by Charles Daniel BOK. Christine Vince

7.4.2 A JK20121 progress report was requested for the next meeting. Christine Vince

7.5 SWOA Level B officials' appointments. Under the current (09/12/2016) BOF Rules: Appendix C, clubs have the responsibility of appointing Level B officials to an event, and not SWOA. The SWOA document relating to Level B officials' appointment by SWOA will be removed from the SWOA website. Katy Dyer

8. SW Junior Squad

8.1 Report from Jeff Butt, SWJOS Manager. Pete Maliphant (deputy SWJS manager) will be absent for some time due to illness. Jeff Butt requested admin support to cover for this absence. For a full report and details of help needed see Appendix 3.

8.2 Report from Ollie Tonge on Lagganlia training camp; see Appendix 4.

8.3 Report from Lucy Tonge on the Stockholm tour; see Appendix 5.

9. Volunteers

9.1 Recent training courses:

a. Grade C controllers' course: KERNO 17 June 2017

b. Three-part Mapping and Surveying course: WSX, 03/24/29 June 2017

9.2 Training courses arranged:

a. Event Safety Workshops: BOK 21 October 2017; WSX 9 December 2017

b. Organisers' course: BOK 21 October 2017

c. First Aid course: WSX 2 December 2017

d. SWOA Planning Conference, Exeter 07 October 2017 – see item 11.1.

See also item 12.2.

9.3 Training courses proposed/needed:

Grade B controllers' course. See item 10 below.

10. Controllers

10.1 Tom Lillicrap DEVON was approved as a Grade C controller. Arthur Vince

10.2 Arthur Vince will run a Grade B controllers' course at Montacute on 04 or 11 November 2017. He is to be asked to contact all Level C controllers. Katy Dyer (Post meeting date fixed on 11 November 2017)

10.3 For Level A and further Level B controllers' courses, see the Recorder of Controllers' report (Appendix 6).

11. Development

11.1 SWOA Planning Conference, Exeter, Saturday 07 October 2017, organiser Christine Vince. Speakers and venue in Exeter booked. 40 places available and details have been sent to club secretaries. (Christine Vince)

11.2 BOF EGM, Club and Association Conference, Leeds 14 October 2017. Christine Vince will attend for SWOA. Christine Vince

11.3 SWOA Club conference 08 April 2017. Report in progress. Christine Vince

12. Coaching

12.1 The UKCC Level 2 coaching course run by BOK will now take place in February or March 2018. There are currently four candidates and spaces are still available. Alan Honey

12.2 SWOA needs a new Coaching Representative. The job description can be found on the BOF website. Christine Vince

13. SWOA website

Katy Dyer will discuss improvements to the SWOA website with Nath Fernandes, web master. Katy Dyer

14. Other SWOA business

14.1 Online SINS. SINS is now online with new editor Christine Vince. News items are requested. Clubs are to be asked to put a link to SINS from their websites. Christine Vince, Katy Dyer

14.2 Gavin Clegg BOK was thanked for his work as coordinator of the SWOA Relays Chairman's Challenge. The job description is advertised in the October SINS and will be published again. Clubs will be reminded again of the vacancy. See Appendix 7. Christine Vince, Katy Dyer

14.3 SARUM and QO are congratulated for recently receiving large grants for club orienteering development. They will be asked to make a brief report about their grants. Katy Dyer

15 Any Other Business including matters raised by club representatives

15.1 A goodwill message will be sent to Mike Hamilton BOF CEO on his retirement. Katy Dyer

15.2 A get-well card for Pete Maliphant BOK (deputy SWJS manager) was signed by members present. Katy Dyer

16. Date and venue of next committee meeting

WEDNESDAY 29 NOVEMBER 2017
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
Appendix 2 – SWOA Fixtures system survey; Level C and D events discussion
Appendix 3 – SWJOS report
Appendix 4 – Report on Lagganlia tour, Ollie Tonge
Appendix 5 – Report on Stockholm tour, Lucy Tonge
Appendix 6 – Recorder of controllers' report
Appendix 7 – SWOA Relays coordinator – job description

Appendix 1 to SWOA Minutes, 4 October 2017
SWOA Accounts

SOUTH WEST ORIENTEERING ASSOCIATION
Accounts for the period 01 August 2017 to 30 September 2017

INCOME			**BUDGET 16/17**	
Event Levies		£891.60	7700	
Interest		£0.60	4	
SWOA Activities		£0.00		
Colour Coded Badges		£0.00	15	
Reserves				
Total Income		£892.20	7719	
EXPENDITURE				
English O.C.		£0.00	750	Annual Affliation Fee to English OC
SINS		£0.00	0	SW Newsletter Printing and Postage (currently not being produced)
Officials Expenses		£0.00	250	
Committee Expenses		£0.00	600	Room hire, meetings and AGM, Travel Expenses, National Meetings
Competition Expenses		£0.00	250	Gallopen Trophies and Certificates, SW Champs Certificates
Tour Grants		£98.00	4000	Training camps, international competitions, home internationals, Interland
Junior Squad		£0.00	1500	Support the running of the SW Junior Squad.
Grants for Courses		£44.00	2000	First Aid Courses for Coaches, Event Safety Courses, Controllers Courses, Mapping/OCAD Courses
Web Site Expenses		£20.00	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		£0.00		
British Champs 2018 Start Up Fund		£0.00	2565	
Total Expenditure		£162.00	12255	
Surplus of Expenditure		£730.20		
Balance B/Fwd 01/08/17		£7,388.12		
Surplus of Expenditure		£730.20		
Balance in Hand		£8,118.32		
Represented by:	Current Account		2125.78	
	Business Money Manager Account		5992.54	
			8118.32	

Appendix 2 to SWOA Minutes, 4 October 2017

SWOA Fixtures system survey
Part 1 discussion; Level C and D events

The SWOA Fixtures Survey report was issued to clubs in August 2017. At the SWOA committee meeting 4 October 2017 Richard Sansbury said he wished to discuss the SWOA Fixtures Survey report in three parts. Part 1 (Level C and D events) would be discussed at this meeting. The following points were raised:

1. Level D (local events).
There is no restriction on what clubs can do. Clubs do not wish to clash with neighbours and scheduling conflict may not be important as Level D are essentially for own club members.
It was agreed that SWOA should continue **not** to be involved in Level D event scheduling.

2. Level C (regional events)
The SWOA Level C scheduling policies are repeated here for clarity. See page 6 of the Survey report. Most clubs supported the current SWOA Level C scheduling policies.

Notes: Level C events include the Galoppen series, but some clubs are selecting level C status for their regular club series. Level C events are agreed on a regional basis, and the SWOA committee has policies outline below about them. Apart from these policies there is no limit on the number of events. The Galoppen series is agreed approx 12 months in advance, once level B dates are settled.

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, unless they obtain the agreement of the Galoppen club first. 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.

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 terrain suitability and the competence of the officials are delegated to the organising club and to the Controller.

Problems in Level C scheduling include:
a. Clashes with adjoining regions
b. Lack of interclub discussion.
c. Shortage of suitable areas.
d. Perception that some Level C events are run at too high a standard.
e. More Level Cs are encouraged but this can lead to more clashes.

Possible solutions suggested at the meeting:
a. Use of part only of a suitable area.
b. Use of Saturdays as well as Sundays.
c. More interclub discussion. All club fixture secretaries have the contact details of each other.
d. There is no specific criteria for a level C event so could clubs be less choosy about suitable areas.

It was agreed that SWOA should keep the current Level C event policies (shown in blue above).

Katy Dyer (from Richard Sansbury's presentation at the SWOA committee meeting 4 October 2017)
SWOA secretary
October 2017

Appendix 3 to SWOA Minutes, 4 October 2017

South West Junior Orienteering Squad (SWJOS) Report

The squad finished an excellent 4th at the Junior Inter Regionals, just 11 points behind Yorkshire and 20 behind the North West. The boys finished runners up in the relay competition overall (best two SW teams to count) and our first team of Eddie Narbett, Flurry Grierson and Jim Bailey won the race by an impressive 4.5 minutes. On the individual day, Oliver Tonge (M14), Flurry Grierson (M16) and Eddie NArbett (M18) all finished in third place.

We have a rough outline for our training this season but with Pete Maliphant being currently unable to help this hasn't been progressed as quickly as I would have liked. Suffice to say if I can find some accommodation in Devon we intend to train on Dartmoor on the Monday and Tuesday after the Compass Sport Final (Sunday 22 October)

I've bought 50 tops to sell to the juniors mainly with the funds that SWOA kindly gave to us last year. I don't think we'll be asking for a donation of the same size this year but something in the order of £750 to £1,000 would be good.

From the point of view of extra help I'd certainly welcome some administrative support while Pete is absent. If anyone is willing to help perhaps you could point them in my direction. The admin support that is needed basically involves booking accommodation, getting permissions, arranging parent helpers, cooks etc, sending out details to those who have registered an interest and collecting the contributions made by the juniors.

Jeff Butt
SWJS Manager
4 October 2017

Appendix 4 to SWOA Minutes, 4 October 2017

Report on Lagganlia junior orienteering training camp

This summer I was delighted to be chosen to attend the Lagganlia junior orienteering training camp in Scotland. It was a great week of technical orienteering on some of the most difficult areas in Scotland. 26 athletes were chosen to attend and it was great to get to know many other orienteers from my age class. I flew up to Lagganlia early in the morning – having to be at the airport by 4:30am. This got Jim and I to Lagganlia about 8 hours before everyone else which gave us time to explore the woods and find the Wi-Fi. The activity site we were staying at was also being used by the BBC for the filming of the children's TV show Raven and on the last day we were shown around the set for one of the challenges. That first evening we got to know everyone and were split up into our training groups (of 4 people) which we worked with throughout the week. Each training group had a coach and a junior coach and I was lucky enough to have Matt Fellbaum in my group who had recently come back from JWOC.

The areas we trained in varied from forest to open but they all had technical contour detail, no paths and not nearly as runnable as the Forest of Dean, as usually the forest floor was covered with heather or numerous fallen trees. The aim of all the training exercises were to improve our route choices and accuracy of our legs by using simplification – and the Scottish terrain was perfect for this.

On Sunday – the first day of training – we practised pace counting and compass bearings which was a challenge on the ups and downs of the Scottish terrain. That evening we drew sketch maps of North Granish, to be used in Mondays exercise, before we all watched the Love Island final. We tried to draw our sketch maps with as little detail as possible needed to navigate to the next control – however I still drew on too much detail on mine which confused me when I ran the course on Monday. I then went out again on my coach's sketch map and he had drawn only about two features on per control; surprisingly I found that easier to navigate by than my own sketch map. Also that day we went to Loch Vaa which although it was covered with heather and loads of ant hills and not very runnable, it was one of my favourite areas.

On our 'rest' day on Wednesday we did two sprint events which was a nice fast change from the forest. The first course was held around Badaguish on a high scale of 1:1500 which made the event even more complicated. Afterwards we went on these challenging rings over the stream which was very cold when

we fell in! We then did a sprint final in the afternoon at Glenmore Lodge which again was on the same scale. I had a great fast start and was leading the course until the third last control where I decided to run north and west off the map at the same time losing three minutes. To finish the day we went swimming in a cold loch and then went to Tesco in Aviemore where we stocked up on snacks ready to watch Beauty and the Beast in the evening.

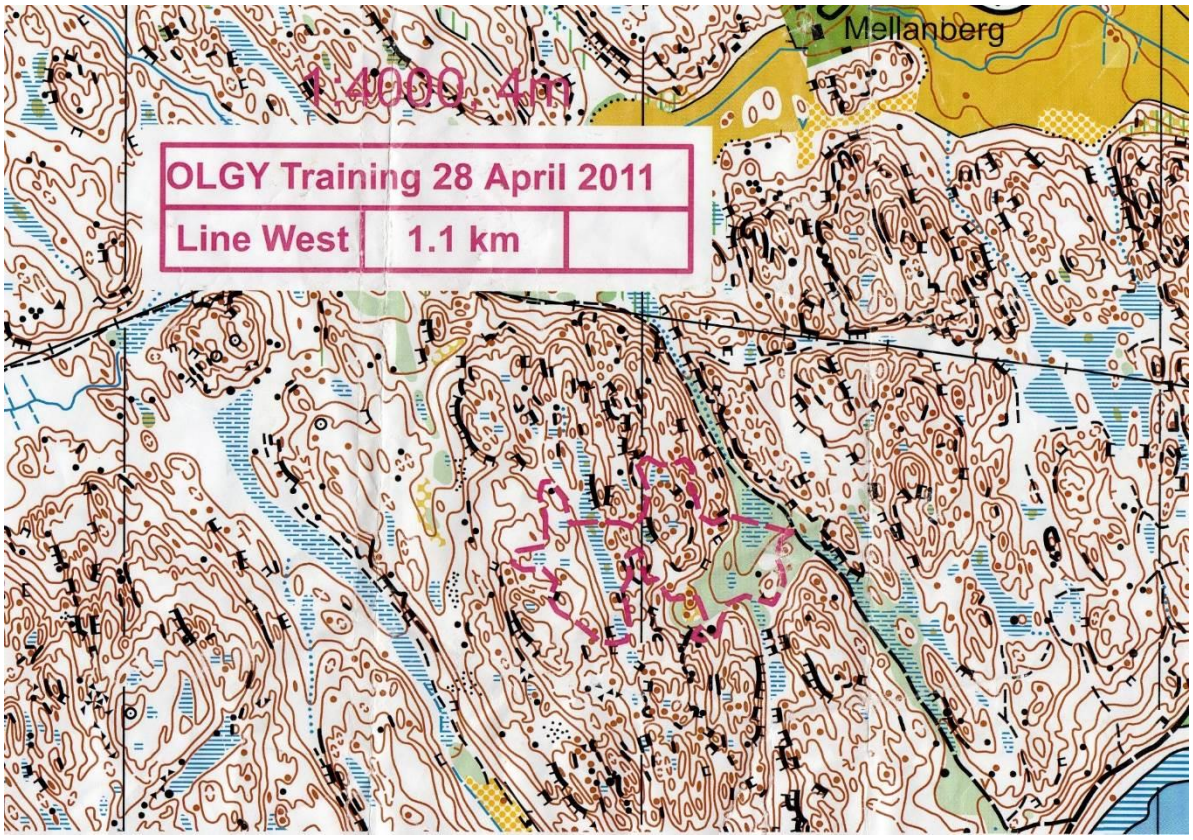
Throughout the week we did many competitive races and relays to test out skills. One relay we did was a fast paced peg relay around Roseisle where you got bonus points for collecting pegs which were spread out around the controls for the first runners who got there – however you then had to do an extra loop if you managed to get one. My favourite race was a technical forest 'sprint' in light green woods in Culbin. This really tested our ability to navigate at a high speed.

On the final day of orienteering we did a challenging classic event around Inshriach, which after a week of orienteering, was very tiring running over the heather. I was really pleased with my run and although I wasn't so fast, I was very accurate in all the intricate contour detail which paid off as everyone else made mistakes and I managed to become the Lagganlia Tour champion. On the last night, as is tradition, we all ran away and hid in the Lagganlia woods. We all tried to meet up and packed a rucksack full of food to snack on whilst the junior coaches tried to find us. It was a great way to end a great week.
I would like to thank Tony & Wendy Carlyle and Nev Myers for organising and planning the whole week and also to all the other coaches who made the week happen. I would also like to thank BOK and SWOA for contributing to the trip.

Ollie Tonge BOK 05.09.2017

Appendix 5 to SWOA Minutes, 4 October 2017

<u>Stockholm Tour 2017</u>



After thoroughly enjoying the Scottish 6 Days I had only two days of rest before flying out to Stockholm with a group of friends. After struggling with heavy bags on public transport we finally made it to the OK Ravinen hut which would be our home for the next two weeks. The first day of training we got really thrown into the

Swedish terrain, and having never run in Scandinavia I didn't really know what to expect – I was lost by number 1!! I couldn't work out why there were so many rocks and crags that just weren't on the map! Luckily one of the coaches helped me round the course and by the end I was feeling a lot more confident and was able to work out what was actually mapped. Above is one of the training maps from the first day. This is at 1:4000 and already this looks very complicated. To me there seemed to be loads of extra crags but only the crags that are actually vertical and over 1m high were mapped. The marshes were good to navigate by as they were quite obvious but you had to make sure you knew where you were at all times as it was easy to make the land around you fit the map when you could be somewhere else.

Over the course of the tour we ran many different types of training exercises. These included doing gaffled courses with a partner for relay training, corridor exercises that were really useful for compass work and fine, detailed navigation in the Scandinavian terrain. We also did a micro sprint, in the forest next to the OK Ravinen hut, where we were given a map with just contours on and joined in with the OK Ravinen club training where we had to do a clock relay. This was very difficult as finding the controls in Swedish terrain was hard enough, let alone actually having to hang them ourselves!

We did a few races whilst out there, running for OK Ravinen. The first of the big races was a four leg relay for two people. This meant we all had to run twice. This proved to be challenging after running full out to stay with the pack on the first leg, I then had to find some more energy to run the next leg. After a close race Ellie Bales and I came third which was really unexpected so a very nice surprise. On the final weekend we ran in a long and middle event. The Saturday was the long distance race and we were very lucky that the heavy rain just stopped before we headed out. I had an alright run taking it slowly, because we were using a 1:15000 map, but just trying to be accurate, and this seemed to work well for me as I came in sixth. The final day was the middle distance and although I didn't do particularly well, it was good fun and the area was really technical which tested all the skills we had learnt over the week.

However, it wasn't all orienteering as we fitted in some weight training, where we were taught by the Swedish Paralympic coach, an OK Ravinen strength and conditioning session, a 3km time trail and a hash. These were all excellent fun and many of them a new experience for us. During our free time we enjoyed swimming in the lake just across the road from the hut and then coming back to warm up in the sauna. We were also lucky enough to go to Grona Lund, the theme park in Stockholm, which was great 'adrenaline training' in Nick's words, but only a few were brave enough to go on all the drop rides!

I really enjoyed the whole trip and I think it will really benefit my orienteering. I would like to thank Nick Barrable and all the other coaches for their enthusiasm and help on the tour. Also thank you very much to BOK and SWOA for their contributions to the trip.

Lucy Tonge BOK 3.9.2017

Appendix 6 to SWOA Minutes, 4 October 2017

RECORDER OF CONTROLLERS' REPORT

1 Application for appointment:
Tom Lillicrap, DEVON, has applied to be appointed to Grade C. He fulfills the necessary requirements so his application can be approved by the committee.

2 New Grade C Controller:
Karen French, WIM, was appointed as controller for the Level C Poole Town Race on 18th June by the organiser, Julie Astin. However Karen had failed to apply for approval as a controller by SWOA and therefore did not have a Grade C licence – although she had fulfilled the necessary conditions. Before the event she made a formal application, which was approved by the SWOA committee using email.

3 Training courses:
A Grade B course at Montacute House, near Yeovil, with me as the tutor, has been proposed The date is still uncertain as 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. If the course takes place it will be on the 4th or 11th November.
SCOA [Katy Stubbs] will be running a Grade B course early next year, and Katy will be tutor for a Grade A course at the Major Events Conference on November 18th.

Arthur Vince
3rd October 2017

POST MEETING; Grade B controllers' course at Montacute House Yeovil is now confirmed for 11 November 2017

Appendix 7 to SWOA Minutes, 4 October 2017

SWOA Relays - Chairman's Challenge coordinator job description

1. Around August / September contact the six relevant clubs to get at least a date and preferably a venue for the following years competition.
2. Send the agreed fixtures to Nath to update the SWOA website.
3. Review the rules and submit any suggested amendments to SWOA.
4. Around February ask the SWOA Chairman to publicise the relays!!
5. June / July analyse the results of each relay and score according to the rules
6. Send an updated league spreadsheet and a few words about the event and league to Nath and the SWOA Chairman after each event – preferably on the day after.
7. Update the Relay History file.