

# SOUTH WEST ORIENTEERING ASSOCIATION

SECRETARY: Arthur Vince, 3 Back Lane, East Coker, Yeovil, Somerset, BA22 9JN.

Tel. 01935 863429. Email: [arthur.vince@btinternet.com](mailto:arthur.vince@btinternet.com)

Minutes of the Committee meeting held at 7.30pm on 11th  
June 2013 at Ilchester Town Hall

## Those present

Officers: John Dyson, DEVON, Chairman; Richard Sansbury, QO, Fixtures Secretary; Arthur Vince, KERNO, Secretary.

Committee Members: Peter Brett, DEVON; Katy Dyer, BOK; Christine Vince, KERNO.

Visitor: John Woodall, BOF Director with responsibility for liaison with SWOA.

## 1 Apologies for absence

Jeff Butt, Committee; Erik Peckett, Committee; Mark Lockett, KERNO, Treasurer and Membership Secretary; Susan Hateley, SINS Editor.

## 2 Approval of Minutes for 23 April 2013

These were approved as correct.

## 3 Matters arising from those minutes

None.

## 4 Correspondence

4.1 An email from the UBOC club captain re event fees for students. See AOB Item 11.1 below.

## 5 Finance and Membership

*Due to computer problems the Treasurer had only been able to provide accounts until 29<sup>th</sup> May. It was hoped that a more up-to-date account sheet will be available shortly.*

### 5.1 SWOA Income & Expenditure:

Funds in hand were £4059.51. Total income was £3962.97, with levy income at £3904.70, almost two thirds of the budgeted amount of £6000. It was not clear precisely what levy income was due to come; a post meeting estimate by the Treasurer is £5468. (For 2013/2014 his estimate of levy income is £7330.) The good news was that not all the budgeted sum would be used for SINS (£900 budget, £573.09 for five issues, likely spend £700). Also the Galoppen would not cost the £300 budgeted; now that cash vouchers for prizes had been discontinued the costs per year would only be for engraving trophies and printing certificates, about £70 in all.

[Post meeting note: The Junior Squad Treasurer Trevor Bridle, in conversation with the Secretary, had said that it would be highly unlikely that the squad would take up the £1000 budgeted for them this financial year.]

### 5.2 Grants for Training Camps & Competitions:

Grants so far totalled £1618.75. £2000 had been budgeted. However if all the juniors selected for training camps applied for a grant, the total for the year would be approximately £2500.

5.3 Future Grant Level for First Aid Courses: The sum spent so far was £1010 against a budget for training courses of £1000. (Active Devon had not yet requested payment (8 x £75) for the UKCC Level One course held for Devon OC in March.) Christine Vince argued that licensed coaches were required to have a First Aid qualification and that SWOA should support them; clubs should expect to cover the cost of event First Aid themselves. It was now common practice to use club members for this rather than St Johns or the Red Cross (both of which took payment). (Grants were set last December at £50 for a two-day course and £25 for a one-day course.) Richard Sansbury proposed that grants for First Aid courses should in future be limited to licensed coaches and those wanting to become one.

This proposal was agreed nem con.

5.4 Request for Financial Help from Erik Peckett for attending an IOF Map Commission meeting.

[See Item 10.3 of minutes for 23<sup>rd</sup> April.]

Views received: From Trevor Bridle: A nominal contribution should be made. From BOK: In favour of SWOA helping, but Erik should also seek funding from other regions. Also that this issue should be looked at by BOF Map Group.

After discussion Richard Sansbury proposed that Erik should be offered a 50% grant. Agreed nem con. Noted that this would fall in the next financial year.

### 5.5 Future Level of SWOA Event Levy:

In order that expenditure should not be higher than income in the next financial year (1<sup>st</sup> August 2013 to 31<sup>st</sup> July 2014) an increase in the Levy may be necessary. This decision will be made at the next committee meeting, in September, to apply to events in 2014. The exact increase, if any, can only be decided when the income and expenditure for the current financial year is known.

## **6 Galoppen Certificates**

Joff Henley, the scorer, had agreed with the Secretary a list of those to whom certificates should be awarded. These are: course winners, the top person of the other gender, the best junior if there were one, and those who had scored in all nine events. This was approved by the meeting. The certificates would be printed by the Secretary. Galoppen trophies and certificates will be presented at the Caddihoe Chase in September.

## **7 Fixtures**

Richard Sansbury reported that due to an unfortunate oversight an event in a BOK series with a QO organiser held at Sidcot in May had not been registered with BOF. Therefore it was not covered by BOF insurance. Richard said that a unique organising body had to be responsible for event registration; he would email clubs about this requirement.

## **8 Controllers**

8.1 Mike Crockett of QO had decided to move from Grade B to Grade C.

8.2 As a result of the courses held at Haytor on 18<sup>th</sup> May, Peter Morton of KERNO had applied to be upgraded to Grade B, and William Hancock of KERNO had applied for Grade C. They both met the necessary conditions and their appointments were approved.

## **9 Succession Planning**

Officers and Committee for 2013-2014:

Chairman: No candidate had yet been found.

Secretary: Katy Dyer was willing to stand for election, but said that she was prepared to do the job for only three years.

Fixtures Secretary: Richard Sansbury was happy to continue.

Treasurer: It was hoped that Mark Lockett would continue. [Post meeting note: he is willing to do so.]

Committee: Peter Brett, Erik Peckett and Christine Vince were willing to stand again.

## **10 Coaching and Development**

Christine Vince took the meeting through her report (Appendix 1 to these minutes). She drew attention in particular to the change from the Criminal Records Bureau (CRB) to the Disclosure and Barring Service (DBS). Details of the new system are in the appendix. Not everyone who works with children and young people will need a DBS check.

## **11 AOB and Matters raised by Club Representatives**

### **11.1 Student Entry Fees:**

The UBOC club captain, Duncan Archer, had emailed about student entry fees for events. In order to avoid explaining why some members paid less than others, the club had resorted to subsidising adult (M&W21) members, which was not ideal. Event entry fees are set by the organising club, which can offer a discount to students. The Secretary will draw the attention of SWOA clubs to this.

### **11.2 BOF Young Volunteer of the Year 2012:**

Adam Potter of BOK has gained this award for his outstanding contribution to his club's activities.

### **11.3 Yvette Baker Trophy Final:**

The Chairman wished the BOK and Devon OC teams good luck.

## **12 Next Meeting**

Tuesday 17<sup>th</sup> September at Ilchester Town Hall.

This will be ten days after the AGM on 7<sup>th</sup> September.

The meeting closed at 9.45pm.

*These minutes are subject to formal approval at the next SWOA Committee meeting.*

Appendices:

1 Coaching and Development Report