

**1 INTRODUCTION**

The South West Orienteering Association constitution states that the objects of the Association shall be to encourage, promote and control the sport of orienteering in the area of Sport England South West. The people in SWOA – the members of its constituent clubs – act on behalf of the Association. Therefore “what SWOA does” is what they, individually or collectively, are prepared to do.

**2 INFRASTRUCTURE****2.1 Governance**

The Association has a written constitution, last revised at the 2017 AGM. This provides for the election of an executive committee (the Committee) with a Chairman, Administrative Secretary, Fixtures Secretary, Treasurer, Membership Secretary and up to six other members. Each constituent club is entitled to send a representative to committee meetings; these have a vote. The Committee currently holds its meetings once a month on Zoom.

**2.2 Officials**

Apart from those in para 2.1, the Committee appoints an Editor for the regional newsletter, a Recorder of Controllers, a South West Orienteering League Scorer and Relay Series scorer. (For more details of these, see below.) Other officials are the Junior Squad Manager and/or Deputy, the Website Technical Manager and the Secretary of the colour-coded badge scheme; the Website Editor is usually the SWOA Secretary.

**2.3 Fixtures**

The Association provides via its elected Fixtures Secretary the means of registering events for the national fixtures list – necessary both for publicity and insurance cover. The Fixtures Secretary liaises with SWOA clubs and other Associations in order to maintain a sensible calendar of events, and negotiates at national level about the Association’s responsibility for staging major events, such as British Championships and the JK weekend at Easter.

**2.4 Finance**

The Association funds itself by means of a levy on events which is fixed by the Committee.

**2.5 Representation at National Level**

The Committee appoints representatives to British Orienteering committees and groups having representatives from constituent Associations.

**3 TECHNICAL FUNCTIONS****3.1 Controllers**

Controllers are the officials responsible for ensuring that events are organised and planned according to British Orienteering (BOF) Rules and Appendices. The Committee is responsible for appointing controllers to Grades B and C, following a recommendation from their club; the Committee is responsible for recommending to BOF those individuals wishing to attain Level A grade. The Association’s Recorder of Controllers deals with applications, maintains records for individuals, monitors their activities, and helps find controllers for events when asked. For more information, see SWOA document ‘Appointment of officials for Level B and A events’ in the ‘Documents’ section on SWOA website.

**3.2 Level A, B and C officials**

Clubs are responsible for finding officials for Level B and C. If SWOA or a SWOA club is the organising body for a Level A event, the planner and organiser nominated must be approved by the Events and Competitions Committee (EEC) of British Orienteering. Controllers for Level A events are appointed by the EEC.

Clubs are responsible for running their own courses for Level B and C planners and organisers. SWOA may run such courses from time to time. For more information, see SWOA document ‘Appointment of officials for Level B and A events by SWOA’ in the ‘Documents’ section on SWOA website. For information of SWOA Grants available for courses see the ‘Grants Table’ below.

**3.3 Rule Changes**

The Committee has the power to approve changes in the Event Structure and Level requirements for Level B events and below. The event controller must also agree to the change/s [see BOF Rules v3.9 dated 01-01-2020, para 17].

**3.4 Protests and Appeals**

In the case of an appeal against the decision of a jury following a written protest at a Level C event, the Committee is the adjudicating body. Its decision is final [ref. BOF Rules v3.9 dated 01-01-2020, Appendix A para 6].

#### **4 TRAINING**

- 4.1 The Association periodically organises Conferences on matters such as Technical, Club Development and Planning, when innovations and other matters concerning the staging of events can be aired.
- 4.2 The Association will organise and fund the training courses required by Grade B and C controllers in order for them to qualify. For funding planners' and organisers' courses, see the table below.

#### **5 JUNIORS**

The Association sponsors the South West Junior Orienteering Squad, which organises training weekends throughout the year, and takes a team to the Junior Inter Regional Championships. Those who are M/W14 and of the appropriate standard are welcome. (Juniors younger than 12 years should be with a parent). The Squad provides a pathway to competing in national representative competitions.

#### **6 GRANTS FOR VOLUNTEER TRAINING AND COMPETITIONS**

All grants are discretionary and subject to approval by the committee. The Association aims to provide support for athletes selected for national level training camps and tours, or to represent England or Great Britain, and for our volunteers to receive event official training. The Association will pay the cost of running those courses which are required by British Orienteering. Information about various grants is shown in the table below.

- 6.1 The Association will consider other grant applications; each application will be considered on its own merits.
- 6.2 All grant applications must be made to the Association **prior** to the training or event concerned and are subject to approval by the Committee. The applicant should apply to the SWOA Treasurer using the online 'Grant Application form'. Grants cannot be paid in retrospect.

#### **7 COMMUNICATIONS**

The Association has a website whose pages include contacts for officials, contacts for clubs, news of club and association courses, grant application procedure, news items, Committee minutes, a list of controllers, South West Orienteering League results and useful documents including SWOA documents related to the Appointments of Level B and A officials by SWOA, Event Safety Workshops and tutors. Links are provided to club websites, the British Orienteering website (which includes the fixtures list), and others of interest.

#### **8 LEAGUES and CHAMPIONSHIPS**

##### **8.1 South West Orienteering League**

The South West Orienteering League is an annual series of colour-coded events (usually nine), staged by different clubs, in which points are scored on the different courses. The Committee approves the rules. There is an impressive set of perpetual trophies. South West League events are Level C events and dates are protected. Another club wishing to hold another Level C event on the same date must obtain the agreement of the SW League club first; this was confirmed as SWOA policy in the minutes of 02 December 2015 para 7.1.

##### **8.2 Summer Relay Series**

The Association awards a trophy to the winners of the Summer Relay series, normally six events. The committee approves the rules.

##### **8.3 Individual Age Group Championships**

These are held for three disciplines: Sprint, Middle and Long Distance events. The Long Distance event is normally held in conjunction with the first day of the Caddihoe Festival two-day event in September.

Revised Helen Kelsey, SWOA Secretary, May 2021

SWOA grants for volunteer training, tours and competitions:

Grant for:	Applies to:	Who pays:	Amount:	What's not covered:
Selection for national level training camps and tours, or to represent England or Great Britain	Juniors, under 21 and in full-time education	SWOA grant	Discretionary up to 50% of costs	
Selection to represent England or Great Britain	Seniors	SWOA grant	Discretionary	
Volunteer training for Level D/C events (e.g. planning, organising, SI, OCAD, mapping).	Courses open to all SWOA clubs and advertised as such on the SWOA and club websites	SWOA grant	Up to £100 to the organising club towards costs (e.g. venue hire, tutors' expenses, refreshments)	Courses run by a club for its own members only; lunch or travel expenses for course attendees
Coach training for UKCC Level 1 and Level 2	SW club members	SWOA grant	Discretionary; course costs are under review nationally	
First Aid courses for Licensed Coaches (see SWOA Minutes, 02 December 2015, item 6.2.4)	SW Licensed Coaches and those working towards their licence	SWOA grant	£50 for an 8 hour course (required for UKCC Level 2) and £25 for a 4 hour course (required for UKCC Level 1)	First Aid courses for club members who are not Licensed Coaches; lunch or travel expenses for course attendees
Level C / B controllers' courses	SW club members	SWOA funded	Full cost (includes venue hire, tutors' expenses, map printing, refreshments)	lunch or travel expenses for course attendees
Level B planners' courses	SW club members	SWOA funded	Full cost (includes venue hire, tutors' expenses, map printing, refreshments)	lunch or travel expenses for course attendees
Event Safety Workshops	SW club members	SWOA funded	Full cost (includes venue hire, tutors' expenses, map printing, refreshments)	lunch or travel expenses for course attendees