

MINUTES OF SOUTH CENTRAL ORIENTEERING ASSOCIATION
ANNUAL GENERAL MEETING HELD 17th JUNE 2004 AT THE RICHARD
ALDWORTH SCHOOL, BASINGSTOKE.

Present:

Mike Bray, SN
David Currie, SOC, Junior Squad
Allan Farrington, BAOC
Caroline Ford, SOFA, Treasurer
Denise Harper, BKO, RDO
Eric Harper, BKO
John Marston, JOK
Dave Rogers, BKO, Junior Squad
Richard Sharp, TVOC, Fixtures
Di Smith, SOC
Terry Smith, SOC
Katy Stubbs, BKO, Tech. Rep, JK

616. Apologies:

Apologies were received from Phil Brown, BKO, Coaching, Dave Stubbs, BKO, & Liz Turbin, BKO.

617. Minutes of last AGM and matters arising.

A copy of the last AGM minutes was not available, however, all issues discussed had been covered at subsequently committee meetings and there were no outstanding issues so the minutes of the last meeting were accepted.

618. Treasurer's Report.

Caroline Ford reported that SCOA share of JK profit was £7571. This would be used to fund SCOA activity until the next major event in the region. The average yearly deficit was £1500, with expenditure mainly on Juniors. There had been no Lakeside expenditure this period. The accounts had been audited and signed off.

Copies of the Profit & Loss account and the Balance Sheet had been circulated to all clubs before the AGM and are attached to these minutes.

Caroline stated that she wished to stand-down as Treasurer, but would cover until a replacement could be found and an advert for her post is also attached.

619. Fixtures' Secretary's Report.

Richard Sharp reported that attendee levels at SCOA events in 2003 were very similar to 2002, once the JK was factored out, but still down on pre Foot and Mouth levels.

He was also trying to ensure that clubs coming in from other regions to train on SCOA areas registered these events.

It is SCOA's turn to host the British Night's in 2006, which BKO will run on Hawley, with BAOC assistance. The event will now take place on the last weekend of January to avoid the English Nature restrictions on events from Feb-Aug on areas with SSSIs. The change of date had been agreed with other regions.

Copies of his report and the fixture stats for 2003 are attached to these minutes.

620. Technical Officer's report.

Katy Stubbs stated that SCOA held a successful technical conference in conjunction with SEOA again in November 2003, attended by over 30 controllers planners and organisers.

She also recently ran a colour-coded planners course with 4 BKO and 3 SOC attendees, which from the feedback was also successful.

The SCOA controllers list has been reviewed for the first time in a few years and, as a result, a number of controllers have retired or indicated that they do not wish to remain on the list. Despite appointing three Grade 3 and one Grade 1 controller in the last year, SCOA has barely enough controllers and clubs are asked to identify potential new controllers. As previously promised I will prepare an article for club newsletters in the near future and will arrange courses for anyone wished to be appointed or upgraded.

With the recent BOF reorganisation Events Standards Committee has now become Rules Group, this is still a fully representative committee as it will continue to deal with issues such as appeals, so SCOA are still represented.

On behalf of ESC I have gradually been revising and updating the BOF planners and controllers courses, in light of the new Rules and Guidelines and also including a lot more information based on feedback from previous courses. I am also preparing to run the Planners sections of the Major Events weekend which is held every year (this also acts as the Grade 1 course for planners / controllers and organisers).

621. Junior Squad Report.

David Currie reported that the squad had been training in all areas of the region, getting 5-15 per session, plus parents & helpers. Trip to Spring Cup had been successful. Lizzie Adams SOC doing well, in BOF Junior squad and attended the Junior World Champs, she had also received Hampshire School's Sports Federation award for Orienteering. Anne Edwards & Kitty Bray selected for the BOF Summer tours. Anne Edwards & Lizze Adams were selected for Interland.

Tim Booth BKO had taken over from Carol Edwards TVOC at the start of the year and Dave Rogers had then agreed to stand-in for Tim whilst he was away.

Dave & Christine Currie attended the BOF Coaching Conference in January and Jenny Bray, Carol Edwards & Dave Rodgers all attended a Level 2 coaching course with Phil Brown in late 2003. CRV disclosures had been done for all helpers.

Dave & Christine Currie were stepping down after the Junior Inter Regionals, unfortunately cannot put out full team for that event as it clashes with exams for some of the squad.

622. Coaching Report.

Phil Brown was unable to attend the meeting, but did forward a report. Unfortunately this arrived after the intended recipient had left for the meeting. A copy of the report is attached to these minutes.

It was mentioned that SN would be holding a coaching course at Alice Holt on 24 Jul 04. There was a brief discussion on paying for courses and the problems of getting the actual qualification after the course with the follow-up work & assessments.

623. Secretary's Report.

The Secretary did not attend, so no report.

625. Appointment of Officials.

The following officials were duly appointed, or re-elected:

Chairman	Allan Farrington	BAOC
Secretary	John Worth	TVOC
Treasurer	Vacant	
Fixtures Secretary	Richard Sharp	TVOC
Junior Squad	Vacant (Dave Rogers	BKO to cover)
Technical/Rules	Katy Stubbs	BKO
Coaching	Phil Brown	BKO

626. Any Other Business.

1) Denise Harper introduced herself as the newly appointed Regional Development Officer (RDO). A copy of the job introduction and working arrangements paper is attached to these minutes. Denise explained that she had still to agree her exact duties with BOF who were funding her post. She was funded by Sport England for 400 hours p.a., initially for 2 years. Main aim is to develop school and club links and work on club development plans.

2) Confirmed that 7.30pm should be the start time for SCOA meetings, including the AGM.

3) Allan Farrington confirmed trophies for JK M80 & W80 had been engraved and delivered to the recipients.

4) Dates for the next SCOA AGM was Thursday 16th June 2004, at Basingstoke and clubs were asked to publicise this date. **ACTION Clubs**
Caroline Ford will book the rooms. **ACTION Caroline Ford.**

Allan Farrington, SCOA Chairman, 12th July 2004.

**SOUTH CENTRAL ORIENTEERING ASSOCIATION
PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31ST DECEMBER 2003**

	2003		2002
	£	£	£
INCOME			
SCOA Fees	220		224
Event Levies	580		576
JK 2003	7,571		-
Bank Interest (Net of Tax)	9		39
Other Income			
	<u>8,380</u>		<u>839</u>
EXPENDITURE			
Administration			
Committee Expenses	27	34	
Committee Travel	67	115	
Meeting Expenses	<u>93</u>	<u>73</u>	
	(187)		(222)
Services and Support			
English Orienteering Council	359	236	
Maintaining Standards	77	-	
Junior Squad	460	1,061	
Development Projects	150	125	
Trophies and Badges	198	520	
Answering Machine	114	114	
Equipment Insurance	33	33	
Equipment	-	165	
Audit	212	207	
Grants	<u>138</u>	<u>57</u>	
	(1,741)		(2,518)
NET PROFIT (DEFICIT) FOR YEAR	<u><u>6,452</u></u>		<u><u>(1,901)</u></u>

SOUTH CENTRAL ORIENTEERING ASSOCIATION
BALANCE SHEET
AS AT 31ST DECEMBER 2003

	£	2003 £	£	2002 £
CURRENT ASSETS				
TSB Current Account	2,620		1,402	
TSB Deposit Account	8,999		3,991	
		11,619		5,393
Debtors		553		456
		12,172		5,849
CURRENT LIABILITIES				
Accruals		(296)		(425)
NET CURRENT ASSETS		11,876		5,424
ACCUMULATED FUND				
Balance B/F		5,424		7,325
Profit / (Deficit) for the year		6,452		(1,901)
		11,876		5,424

SOUTH CENTRAL ORIENTEERING ASSOCIATION

FIXTURES SECRETARY REPORT

JUNE 2004

Forthcoming major events in the region:

Date	Event	Comment
12/03/05	BKO UK Cup/FCC middle race	To be registered
13/03/05	TVOC national event	To be registered
03/12/05	BAOC/BADO Southern Night Champs	To be registered
4/2/06 (TBC)	BKO British Night Champs	Advance notice
5/2/06 (TBC)	BKO national event	Advance notice
5/11/06	SOC national event	Advance notice

SCOA league:

All eleven events in the 2003/2004 league have now taken place. The schedule for next season's league also includes eleven events.

Other matters:

1) Both the southern championships and SCOA championships for 2004 will be at the Caddihoe Chase in September. Notification of this has been included in publicity for the weekend.

Richard Sharp

SOUTH CENTRAL ORIENTEERING ASSOCIATION FIXTURES SECRETARY REPORT - 2003

During 2003, 132 events (2002: 104) were registered in the South Central region, attended by a total of 18,402 people (2002: 10,413), of whom 13,380 (2002: 7,295) were seniors and 5,022 (2002: 3,118) were juniors (data for two SOC events are outstanding).

The figures relating to these events are shown in the table below (with 2002 data in brackets).

Club	C1, C2, C3 & C4	Other events	Seniors	Juniors	Total
BADO	3 (3)	2 (1)	665 (616)	154 (174)	819 (790)
BAOC	0 (0)	24 (33)	1,333 (1,572)	89 (1,050)	1,422 (2,622)
BKO	3 (3)	19 (12)	2,690 (840)	1,108 (276)	3,798 (1,116)
OUOC	0 (0)	4 (2)	18 (98)	77 (37)	95 (135)
SN	1 (0)	2 (1)	848 (n/k)	292 (n/k)	1,140 (n/k)
SOC	5 (4)	7 (7)	2,890 (1,503)	853 (454)	3,743 (1,957)
SOFA	0 (0)	6 (8)	201 (152)	100 (172)	301 (324)
TVOC	7 (8)	30 (12)	3,980 (2,233)	1,855 (850)	5,835 (3,083)
WIGHTO	0 (0)	12 (10)	244 (281)	137 (105)	381 (386)
Other	0 (0)	7 (0)	511 (0)	357 (0)	868 (0)
Total	19 (18)	113 (86)	13,380 (7,295)	5,022 (3,118)	18,402 (10,413)

2003 participation figures received a large boost due to the JK being held in the region. This added a total of 7,489 (5,409 seniors and 2,080 juniors). Excluding the JK, this means that total participation increased by 5% after last year's fall of 6%. Junior participation, however, fell by 6%. All figures remain some 40% below pre-FMD levels, indicating that those people who left the sport during 2001 have not yet returned. The total number of events increased, due largely to more training and coaching activities.

As well as the JK, one national event was held in the region, organised by SOC, and three badge events took place (BADO, SN and TVOC).

The SCOA League had another successful season with 11 events taking place. The 2003/2004 season included 6 events in 2003 and 5 events in 2004. Every club based in the region held one or more series of small events at various times during the year, mainly in the summer. Nearly every club, as well as the Junior Squad, organised coaching activities.

Richard Sharp

BOF Coaching Committee March 6th

Comments for SCOA to note.

We have been reviewing all the GCSE PE orienteering boards, it is difficult to get them all to a generic base as they work in different ways. We are intending to put together a teachers guidance.

Data protection.

Legal position on photos of under 18yr olds (contrary to Sport England and NSPCC) is that if parents give permission, and it must be from a specific request ie photo to be used on website with/without name, photo to be used in magazine with/without name etc. then the image can be used. I am following up the Local Authorities legal stand which is at odds with Sport England.

Update on funding.

£98,000 offered by UKSC for performance until March 2005.

Sport England has made offer of £200,000 for potential and £63,000 for START until March 2005.

I am sharing a coaching committee representation with Keith Marsden on development group.

Looking at a regionally based coach education courses in a set calendar.

We need ideas of ways to get more coaching to develop adults and adult beginners.

I suggested that the theme for the coaching conference 2005 should look at 'participation and introduction' and we would have parallel sessions to facilitate different interests.

There was a good debate that coaching should be aimed at club coaching and not schools. Clubs etc should target those who would make suitable coaches and those who should upgrade. (schools work was accepted as important nevertheless)

Report.

Coach training.

One level 2 coach training has taken place. We are looking at another in the Autumn and I am looking at my and armies availability.

Getting the candidates assessed is more of a problem. The orienteering world thinks differently to the rest of the outdoor education fraternity. I am sending the odd communication to those who I feel should be getting there.

There is a level 3 coach training which I am running for BOF on 10-12th Sept. which some of those who went on the level 2 training should be on. They are excellent material.

The next Level 2 coach training will probably be at the end of October, please could you give me any indication of possible uptake before I open it up as a Southern UK training.

Development.

I think the future is very positive for SCOA with the appointment of a Development person, working already with the Outdoor Education Advisors and many of the sports centres in the region, the development of orienteering through the Sports Colleges and the clubs will be a key development.

Phil Brown

Appointment of a
Regional Development Officer
May 2004

JOB DESCRIPTION

DUTIES & RESPONSIBILITIES:

Reporting to the Development Manager(s) the primary aim of the Regional Development Officer is to increase participation in orienteering, particularly at club and school level.

To achieve this, the Regional Development Officer will work closely with the Regional Association, orienteering clubs, schools, Sports Councils, other BOF employees (including the BOF Marketing Manager) and volunteers:

The duties of the Regional Development Officer will include:

- Agree priorities with the Regional Association within budgets and the national development framework
- Liaise with and support the regional clubs to develop a network of links between schools and clubs as part of the PESSCL (PE School Sport Club Links) programme
- Provide and obtain support to enable teachers to develop orienteering in their schools using good practice
- Support the regional clubs to help young people move from school-based orienteering into mainstream sport as part of the PESSCL programme
- Promote orienteering in schools and other educational institutions
- Record and collate numbers of schools and students who participate in orienteering in your area
- Seek to increase participation in orienteering in line with regional objectives
- Undertake project work with clubs in addition to mainstream work and to assist clubs in obtaining funding for such work
- Agree annual operating budgets with your line manager for submission into the BOF budget
- Manage operational budgets and report on the budget when required



**British
Orienteering
Federation**

**Regional Development Officer
May 2004**

Appointment of a

INTRODUCTION AND BACKGROUND

The British Orienteering Federation (BOF) is the national governing body for the sport of orienteering in the UK. It is a federation of 12 home national and English regional orienteering associations and the British Schools Orienteering Association (BSOA) with a total membership of around 130 orienteering clubs, approximately 9,000 individuals with Senior, Junior or Family membership and over 200 BSOA member schools. Participation is around 200,000 runs per year.

BOF is managed from its National Office in Darley Dale, near Matlock. There are currently five full-time professional staff, one full-time secretary and several part-time staff. The sport is funded from membership fees and a participation levy, which provide about a third of total income, and grants from Sports Councils and the Lottery Sports Fund. The Regional Development Officer (RDO) positions are currently funded by Sport England.

Most orienteering activity is organised at club level by volunteers who provide coaching programmes, community and school links, and a variety of events totalling some 1500 a year, ranging from informal club activities through to National and Championship events. Several associations or clubs have their own part-time or voluntary development officers.

The Federation currently has 3 part-time Schools Development Officers, again funded by Sport England, managed by the BOF Development Manager(s). There is a network of schools leagues and other competitions which feed into the annual British Schools Championships, attracting up to 1500 competitors.

British orienteering is going through an exciting period. The World Class Performance Programme has seen British orienteers achieve numerous medals at major championships, and the BOF will be hosting the World Cup in 2005. Domestically, the sport is now making significant progress after the challenges created by Foot and Mouth disease. In particular, schools orienteering has seen major expansion, which is now starting to feed into open sport.

The BOF RDOs will play an important part in the Federation's aims of growing junior participation, and will make a major contribution to the healthy future of the sport. The RDOs will join a growing Development Team at BOF which offers support for development work and mutual help and advice to the individual team members.



**British
Orienteering Federation** Appointment of a
Regional Development Officer
May 2004

OUTLINE TERMS & CONDITIONS

- Salary: £4,416 for 400 hours per annum. It is expected that these hours would be worked during school terms (40 weeks per annum)
- Funding for this post from Sport England is currently available until April 2006
- Reporting Arrangements: 1. The Line Manager will be the Development Manager responsible for that region.
2. Within the budget constraints, the post holder must ensure that the needs of the Regional Association are met
- Working be Arrangements: 1. The post holder must hold a current driving licence and prepared to use their own car.
2. The post holder will work from home, based in the region/one of the regions covered by their contract
3. The post holder will be required to attend meetings of the Development Team, for which salary and expenses will be paid
4. The post holder must have email facilities and internet access
5. There will be opportunities for the post holder to carry out extra project work, for which there will be remuneration and expenses. It is expected that the post holder will be available for such extra work.
- Expenses: All travel expenses will be paid, the current car mileage allowance is 35p per mile. Other expenses for the job will be paid, as agreed with the line manager

The British Orienteering Federation aims to be an equal opportunities employer.

SCOA Treasurer

Don't miss this marvellous opportunity to enhance your C.V. with ease! Volunteer for the post of SCOA Tresurer now!

- . Average total annual transactions amount to a mere 51.
- Only 11 membership renewals to issue i.e. one per club or one push of the "send" button by email.
- . No grandiose schemes to worry about - SCOA has little money!
- . No creative accounting necessary (unless you are really the creative type)
- . A fabulous chance to meet like minded people 4 times a year.

More details available from Caroline Ford, Tel: 01329 832107, email: ceford@tcp.co.uk.