

MINUTES OF THE SCOA COMMITTEE MEETING, 10th DECEMBER 2009
HELD AT THE FRIENDS MEETING HOUSE, NEWBURY.

Present

Mike Bray	SN	Chairman & Club Rep	
Jerry Newcombe	BAOC	Treasurer	Minute Taker
Richard Sharp	TVOC	Fixtures Secretary	
Dave Rogers	BKO	Junior Squad and Coaching Officer	
Ian Webb	OUOC	Development Committee Rep	
Katy Stubbs	BKO	Technical Officer	
Lisa James	SOC	Club Rep	
Alan Yeadon	SARUM	Club Rep	
Denise Harper	BKO	Sports Council RDO	

832 Apologies

Apologies were received from:

Caroline Ford, Secretary, SOFA
Allan Farrington, BAOB
Liz Yeadon, BKO
Colin Hicks, SOC
Colin Duckworth, TVOC
Andy MacGregor, BADO

833 Minutes of the last Meeting

- The minutes of the meeting held on 24th September 2009 were accepted as a true record.

834 Matters Arising

- **Paragraph 775.** SCOA Newsletter: Dave Currie responded that he had no experience of producing an electronic newsletter.
The SCOA website has now been moved to a provider that has the facility to control email distribution lists.
- **Paragraph 794.** BOC post-event report has been completed and sent to BOF Major Events Chairman.
- **Paragraph 794.** SCOA letter to BOF re coherence of decisions. JN stated that since British Orienteering's Board seem to ignore comments sent to them, he did not feel it was a worthwhile use of his time to write the letter and therefore had not produced it.

835 Risk Assessment Requirements for valid insurance cover

Mike Hamilton (CEO, BOF) stated in an email on 27 October that BOF's insurers required a Controller or Coach to do the Risk Assessment in order that event insurance is valid. Subsequently he informed JN that Events Committee has decided that the Organiser should write the Risk Assessment, with input from the Mapper and Planner, and

the Controller (or a Coach) should check it. However MH has not responded to a request to confirm that this procedure has been agreed with the insurers.

The current thinking seems to be that a qualified official must review the risk assessment and that currently means a Controller or a Coach. Club activities that are 'Registered Activities' on the BOF Fixtures system must also have a risk assessment completed by a qualified official. There was some doubt over whether the BOF insurance also covered club meetings and, if so, what sort of risk assessment was required.

Post-meeting note: according to a news item posted on the BOF website on 23 February 2009, club meetings and social events are covered, subject to certain conditions.

Claims have been made under the BOF insurance policy so this is not a theoretical risk. KS described 3 claims, one of which was made four years after the event alleging that the Organiser had been negligent leading to personal injury and serious health problems.

836 Controllers at Level 2 & 3 Events

KS will compile a list of Controllers and circulate it to all clubs. Providing a Grade 3 Controller is included in the list of 'experienced' controllers, a club may use them for a Level 2 event. If a club wishes to use any controller not on the 'experienced' list for a Level 2 event, they should check with KS first.

837 Regional Policy on Level 2 event Embargoes

It was agreed that an embargo is only needed for a Level 2 event if it affects competitiveness or is required by specific event rules, for example the CompassSport Cup Final. There is no need for a global SCOA embargo policy on other level 2 events.

838 Chairman's Report

Nothing to report

839 Secretary's Report

- JN reported on behalf of CF: A complaint had been received from BADO that British Orienteering's online membership system was failing to pass on members' contact details to the Clubs (and Associations) if the member selected the option to withhold this information. This made it impossible for a Club or Association to provide the member with the benefits of membership for which they had paid.
DH reported that British Orienteering were aware of the problem and were seeking to correct it although she was not able to provide a timescale for making the change. In the meantime, it was suggested that clubs should forward any communications for affected members to British Orienteering and demand that they are forwarded to the member at British Orienteering's expense since they have clearly not fulfilled their commitment to provide a working membership system for the clubs.

840 Treasurer's Report

JN informed the meeting that British Orienteering's new membership system had failed to cater for club memberships. As a consequence, BOF did not pass on the club membership fees that had been paid to them during 2009. JN has been attempting to get the club fees paid since May 2009 and a sum of £175 was paid in September 2009 which suggested that two clubs had not paid. These clubs have now been chased and have made, or are making, arrangements to pay the amount due.

Previously the two dual-region clubs, SN and Sarum, would only be asked by BOF to pay their original region's fees and SCOA would manually collect the SCOA fee. However, Sarum advised JN that they were asked by BOF to pay both SCOA and SWOA fees and had done so in January 2009. It is possible that the same thing has happened with SN.

Once again British Orienteering has not passed on these fees.

JN has spent a considerable amount of time chasing these amounts. The new membership system and new Fixtures system were both causing a great deal of extra work despite claims from British Orienteering that they were trying to reduce work for volunteers.

JN asked if clubs were happy with the new method for deciding which events pay levy that was introduced in 2009. Any feedback would be welcome.

The main Treasurer's report was distributed prior to the meeting. Points of note were:

- JN pointed out that we had expended large sums this year and most of the money from BOC09 had been used already. Consequently, we will need to look at additional revenue either from running our own 'SCOA' event or increasing levy or membership fees.
- BAOC has requested a grant of 50% of the cost of £1,039.60 for a First Aid course for Coaches. Ten BAOC members attended plus one SN member making the unit cost £94.50. Three of the BAOC members were not affiliated through SCOA. Sarum has also requested financial help with a First Aid course for 18 of their members costing £1,800, some of whom were coaches and some were event First Aiders. JN pointed out that a suitable course was available from St John Ambulance for £75.

After some discussion, it was agreed that SCOA's policy was to provide First Aid course grants to Coaches who are affiliated through SCOA, covering 50% of the course fee up to a maximum course fee of £75. Grants must be approved in advance of the expenditure and are subject to acceptance by the committee. Clubs should finance courses for Event First Aiders through event budgets, since this is equivalent to paying for outside contractors to provide the service.

It was agreed to grant BAOC £262.50 towards the course based on 7 people at a maximum fee of £75. The SN member was granted £37.50 on the same basis.

- Bank Balances are: Current £267 and Deposit £10,073.

841 Fixtures Secretary's Report

The Fixtures Secretary's report was distributed with the Agenda. Additional points were:

- **Officials' Details in Events List.** Clubs should enter official's details in the Fixtures system otherwise the history of their activities will be missing. **Action: Club Reps**
- **Southern Championships 2014** - BKO has bid for this event.
- **UK Cup Final 2010** - will take place at the Sprint event to be held on the Bank Holiday Monday following the British Long Distance Championships. BAOC are organising.
- **SHI** (Nov 2010). Philip Gristwood (EOC) has arranged for a coordinator to run the social activities.

842 Junior Squad Manager's Report

The Junior Squad Manager's Report was distributed with the Agenda. Further points of particular note were:

- The Hawkshead weekend was very successful;
- Peter Bray attended the Start Squad weekend at Sheffield on 17/18 October;
- Squad members are increasingly joining athletics clubs as a means of improving their fitness.

843 Coaching Officer's Report

The Coaching Officer's Report was distributed with the Agenda.

844 Development Committee Rep Report

- Competitions Review – as part of the review process an online survey is being carried out and is available via the BOF website up to the end of January 2010. All members of clubs are encouraged to complete the survey. **Action: Club Reps**
- BOF Development Fund – grants are available for club development projects for those clubs not included in the 2009 funding. Applications must be received by the end of January. **Action: Club Reps**

845 Technical Officer's Report

The Technical Officer's Report was distributed. Points of particular note were:

- **Event Changes** - A briefing document on the event changes should have been agreed at the BOF Board meeting on 10 December.
- **SCOA Controller** – Dave Rogers has been appointed a Grade 3 Controller;
- **Grade 2 Controllers Course**. There were 7 attendees (1 from outside the region). Two other SCOA Controllers wish to move to Grade 2.
- **SCOA Controllers** – Following the exercise to check on the status of SCOA controllers, five controllers have asked to be removed from the list.
- **Certificate of Tutoring in Sport** – BOF has requested that KS attend a 2 day training course in Birmingham on 16/17 January so that the insurers can see we are trying to upgrade the quality of training for organisers. It was agreed to provide KS with a grant to cover 50% of the course fee and her mileage.
- KS is contributing to a project to make the BOF website easier to navigate.

JK 2013

KS has undertaken a review of available areas and produced a list of feasible sites towards the north of the region. There are a few more areas that need to be checked and these are towards the north of the region also.

The region now needs to appoint a co-ordinator who will drive the project forward. Some possible candidates were suggested and would be approached. **Action:**

RS
KS reminded clubs that there were four days of competition and all clubs would need to contribute to the event to achieve a more even distribution of work than happened with BOC09.

846 RDO's Report

The RDO's report was distributed.

847 Any Other Business

None

848 Dates of Next Meetings

11 March 2010	SCOA Committee meeting, 7:30pm at Newbury
24 June 2010	SCOA AGM followed by SCOA Committee, 7:30pm, venue TBD

J M Newcombe
SCOA Treasurer