

MINUTES OF THE SCOA COMMITTEE MEETING, 16th JUNE 2011
HELD AT THE FRIENDS MEETING HOUSE, NEWBURY.

Present

Alun Jones	TVOC	Chairman & Club Rep
Caroline Ford	SOFA	Secretary & Club Rep
Jerry Newcombe	BAOC	Treasurer
Katy Stubbs	BKO	Technical Officer & Club Rep
Richard Sharp	TVOC	Fixtures Secretary
Dave Rogers	BKO	Coaching Officer
Liz Yeadon	Sarum/BKO	Development Committee Rep
Charles Bromley Gardner	BAOC	Club Rep
Colin Hicks	SOC	Club Rep
Alan Yeadon	SARUM	Club Rep
Mike Bray	SN	Club Rep

922 Apologies

Apologies were received from:

Mike Forrest (British Orienteering Director)
Andy MacGregor (BADO Club Rep)
Ian Moran (SOC)
Terry Smith (SOC)

923 Minutes of the last Meeting

The minutes of the meeting held on 3rd March 2011 were accepted as a true record.

924 Matters Arising

a. **Paragraph 909 - Request for SCOA Newsletter editor.** It was confirmed that there had been no volunteers to take up this post.

b. **Paragraph 914 – SCOA Champs Trophies.** Jerry agreed to assess the number of trophies needed for the SCOA Champs 2011. It was agreed to present the awards at the first SCOA league event on 11th September 2011. **Action: Jerry Newcombe.**

925 JK 2013 Progress Report

See report distributed prior to the meeting. Points to note:

a. **Day 1 Sprint.** Two areas are still under consideration: RAF Halton, which unfortunately is a long way away from Hambleden and Cold Ash; and Hermitage station (School of Military Survey), which unfortunately does not have suitable parking on site.

b. **Event Officials.** Offers for the Day 3 (Classic) planner and organiser roles have been accepted but planner(s) and organiser(s) are still required for the other 3 days. Also required are a Treasurer, Equipment Officer and Deputy Coordinator. **Action: Club Reps.**

c. **Trail-O.** It was confirmed that it was up to the Trail-O committee to organise appropriate courses should they want them.

926 **Chairman's Report**

a. There was nothing to report as the Chairman was new in post.

b. Alun agreed to approach Tim Booth regarding options for managing the website.
Action: Alun Jones.

927 **Secretary's Report**

Nothing to report.

928 **Treasurer's Report**

See report distributed prior to the meeting. Points to note:

a. **Grants.** It was agreed to award grants as requested to Julia Blomquist, Tim Morgan (SOC), Katie Blackford (BADO) and Peter Bray (SN). It was also agreed to award a grant of £100 to Emily Benham (SARUM) who has been selected for British MTBO team to World and European Championships. A grant of £1,300 was awarded to the Junior Squad.

b. **Protection of Clubs and their Members.** It is advisable for all clubs to consider whether they should incorporate their club in order to protect the assets of the club, the club's officials and the wider membership. A Limited Company status for the club will increase administration but should protect the members against claims which may not be covered by BOF or Club insurance. Liz Yeadon agreed to raise this issue to the Development Committee as it is of relevance to Community Clubs.

c. **Data Protection.** It is recommended that entry forms, fliers and other documentation contain wording similar to the following:

"The personal data you give will be used by the event organisers only for the purpose of processing/publishing entries & results & as required by our insurers."

d. **Member Contact Details.** Members can opt to have their contact details withheld from their nominated club. Clubs should consider whether this allows them to fulfil their constitutional obligations to inform members of club meetings and, also, if they can satisfy their Clubmark responsibilities to protect children and vulnerable adults if they don't have full details of all club members. Appropriate changes to club constitutions may be necessary to require disclosure.

929 Fixtures Secretary's Report

See report distributed prior to meeting. Points to note:

a. **British Schools Championships.** It was noted that SCOA has been scheduled to host the British Schools Championships in 2013 – the same year as the JK and only 5 years since SCOA had hosted it previously. Richard agreed to find the reason for this.
Action: Richard Sharp.

b. **SCOA Championships 2012.** It was agreed to host the SCOA Championships at the SARUM Saunter event on 26 February 2012. **Action: Alan Yeadon.**

930 Junior Squad Manager's Report

See report distributed prior to meeting. Points to note:

a. **Land Access.** Training events have been cancelled due to access problems to military training areas. Although Colin Dickson can no longer book areas for the squad to use it was suggested that he would be able advise who to approach in Landmarc for information on licensing.
Action: Dave Rogers.

931 Coaching Officer's Report

See report distributed prior to meeting.

a. The following points were gleaned from the British Orienteering Coaching Committee meeting held in Birmingham on 11th June 2011.

- **Community Clubs.** This initiative has increased the demand for coaches.
- **Level 3 Coach Course.** This new course is expected to be endorsed soon.
- **Coaching Newsletter.** A revival of the coaching newsletter is imminent.
- **Coaching Days.** There is a demand for more coaching days.

932 Technical Officer's Report

See report distributed prior to the meeting. Points to note:

a. **Level B Events.** There has been a review of the Level B events in 2011 by Helen Errington following the revision of Event Guideline A. Most events complied with the Guideline, the most common deviations being lack of facilities, especially traders, a lack of a direct link to the event flier from the BOF website, presentation of results both by course and age class, use of start blocks rather than allocated start times.

b. **Green Courses.** Clubs are urged to provide either Short Green or Very Short Green at all Level C events and above.

c. Event Safety Workshops.

- A prospective trainer has come forward from TVOC but none so far from SOC or SN. Club Reps were asked to find a suitable venue for the workshops. **Action: TVOC, SOC and SN Club Reps.**
- All Level C and B Organisers will need to attend a workshop by the end of 2012 as well as any Controller wishing to go up a Grade or be newly appointed. Organisers of Level D events should have either attended the workshop or be supported by a mentor who has done so. There will eventually be an on-line training module on Risk Assessment for this level of events. **Action: Club Reps.**

933 Development Officer's Report

See report distributed prior to the meeting. Points to note:

- a. Governance Review.** It was strongly felt that the Development Committee needed its representation from the Associations in order to maintain grassroots input upwards and to facilitate requirements downwards.
- b. Development Strategy Document.** Ed Nicholas has produced a strategy document which will be circulated to Clubs very soon.

934 Any Other Business

a. BO Governance Review. The Governance Review has raised some important issues which need to be addressed. It was agreed that SCOA would raise its concerns to BO and that clubs and individuals should be encouraged to do likewise. As the review is expected to be endorsed in early July 2011 speed was essential. Alun agreed to co-ordinate the SCOA response with the following timescales:

- By Monday 20th June – committee members to send Alun a few bullet points focusing on the key concerns that they and their clubs have on the proposals.
- By Wednesday 22nd June – Alun to circulate a draft response for comments.
- By Sunday 26th June – suggested changes to the wording back to Alun.
- Monday 27th June – Response sent to British Orienteering, in time for their deliberations at their Board meeting on 6th July. **Action: All**

935 Date of Next Meetings

Thursday 15th September 2011 – 7.30 pm, Newbury.

Thursday 1st or 15th December 2011 – 7.30pm, Newbury. TBC. (Afternote: confirmed as 1st December 2011).

C E Ford
SCOA Secretary