

MINUTES OF THE SCOA COMMITTEE MEETING, 6th DECEMBER 2012 HELD AT THE FRIENDS' MEETING HOUSE, NEWBURY

Present

Richard Barrett (RB)	British Orienteering	Participation Manager, South
Scott Collier (SC)	British Orienteering	SCOA Liaison
Alun Jones (AJ)	TVOC	Chairman & Club Rep
Richard Sharp (RS)	TVOC	Fixtures Secretary
Terry Smith (TS)	SOC	Club Rep
Katy Stubbs (KS)	BKO	Technical Officer & Club Rep
Alan Yeadon (AY)	SARUM	Club Rep
Liz Yeadon (LY)	SARUM	Development Committee Rep

1018 Apologies

Mike Bray (MB)	SN	Club Rep
Charles Bromley Gardner (CBG)	BAOC	Club Rep & Acting Secretary
Gill Mann (GM)	BADO	Club Rep
Jerry Newcombe (JN)	BAOC	Treasurer
Dave Rogers (DR)	BKO	Coaching Officer

1019 Minutes of the Last Meeting

The minutes of the meeting held on 6th September 2012 were accepted as a true record.

1020 Matters Arising

- a. **Paragraph 966:** SCOA Committee e-mail distribution list. It was agreed to set up a SCOA Committee group e-mail distribution list.

Action: JN
- b. **Paragraph 989.** 2013 SCOA Relays. Need to agree if we will hold the SCOA Relays in conjunction with the SEOA or SWOA relays but the decision is dependent on those regions finalising their plans. Hold over.

Action: JN
- c. **Paragraph 1005a.** Streamlining SCOA Prize-giving. Addressed under Chairman's report, Item 1022.
- d. **Paragraph 1014c.** Feedback on EmiTag punching from SOC event. TS summarised the results of a survey of competitors' response to the Emit Touch-free Punching system used at the Southampton Urban event, 3rd Nov 2012. All those surveyed would be happy to use it again. Some special considerations need to be made when planning and organising events using the system and these will be included in a final report.
- e. **Paragraph 980c.** Awards for SCOA Sprint & Middle Distance Champs. Addressed under Chairman's report, Item 1022.
- f. **Paragraph 1016c.** Proposals to fill vacant Officials' Roles. Club Reps to continue canvassing for candidates.

Action: Club Reps

1021 JK 2013 Progress Report

KS had distributed her report prior to the meeting. Further points to note:

- a. **Whiteknights.** Some issues have arisen with access to the site due to concerns that the event may interfere with access for students leaving site for vacation and some other students who may remain on site studying during the vacation. BO has been advised.
- b. **Volunteers.** Alun Jones noted that a Car Park Team Leader had been identified for Day 2 and the string course is OK for the three days. Club Reps were asked to help identified more volunteers.

Action: All Club Reps

1022 Chairman's Report

AJ had distributed his report prior to the meeting. Further points to note:

- a. **British Orienteering Groups.** Terry Smith has been nominated to chair the Technology Advisory Group and will sit on the Event Systems Group. Richard Sharp has been invited to sit on the Event Programme and Publicity Group and the Event Scheduling Group.
Noting the emphasis on electronic rather than physical meetings of the Event Scheduling Group to save costs, Liz Yeadon highlighted her feeling that physical meetings had been beneficial for the Fixtures group. Liz suggested that Associations might consider funding physical meetings. Alternatively, video conferencing should be considered.
- b. **Forestry Commission Agreement.** The existing British Orienteering / Forestry Commission agreement has been rolled forward while negotiations continue.
- c. **SCOA Championships 1 – simplifying identification of prize-winners.** The meeting agreed to defer this topic until the March meeting to give Club Reps more time to seek feedback on the Working Party Report from their clubs.

Action: All Club Reps

- d. **SCOA Championships 2 – prizes for Sprint and Middle Distance.** The meeting agreed to adopt the SEOA prize system for the SCOA Sprint and Middle Distance Championships. Gold, Silver and Bronze medals for the events will cost about £120. A similar approach could be adopted for the SCOA Classic Distance Championships. To be discussed at the next meeting. Alun Jones to add this item to the agenda for the March meeting.

Action: AJ

- e. **YBT.** BKO and SN were congratulated on qualifying for the YBT Final. KS noted that BKO were given less than two weeks' notice before the event, and therefore would be unable to field a team.

1023 Secretary's Report

With no appointed Secretary, there was nothing to report.

1024 Treasurer's Report

JN had distributed his report prior to the meeting.

- a. Report items 1 to 3 were noted. **Item 4.** See Fixtures Secretary's report, items 1026a.h, 1026a.i and 1026a.j
- b. **Grant Requests.** Noting the potential costs of supporting possibly four SCOA orienteers who may be selected to attend the World Schools Championships, the

meeting agreed to grant Fiona Bunn (TVOC) £150. This may be topped-up with an additional amount of up to £50, provided no more than three SCOA members attend.

1025 Updates from British Orienteering

Scott Collier provided an update of Board activities:

- a. **Strategic Plan.** A draft is being prepared for the 2013 AGM.
- b. **Event and Competitions Committee.** Groups have been formed, including “Needs” groups for Coaching and for Volunteer Needs.
- c. **Club Conference.** There was discussion about the role of Associations but little consensus and some discussion about merging some Associations. TS relayed some feedback that SOC attendees thought that there was a low attendance of people who were purely representing their club. KS noted that some information had been sent out early with a second mailing near to the event. KS suggested that it might have been more effective to resend the earlier information so people got a complete package just before the conference. There was little discussion about the Whole Sport Plan.

Scott agreed to circulate the Conference Report to SCOA Committee members.

Action: SC (Done)

d. **Other Items discussed.**

- (1) There had been a presentation of Independent Directors, something requested by Sport England.
- (2) How to capitalise on WOC2015
- (3) Improved Communication from BO to Clubs. Example: Sending Clubs a one page BO News page for pasting into club magazines.
- (4) The form of BO Committees
- (5) Associations

Richard Barrett reported:

- e. **Development support** will stay until 31/03/2013. Afterwards, support will depend on funding however, there will be a contact officer at the very least. Priority will go to the Midlands and the North for the roll-out of Xplorer and Run Challenge Products. There may be some local funding opportunities via the County Sports Partnerships or direct assistance to clubs e.g. SN’s Urban race at Woking had got help with access / permissions via the Local Authority, facilitated by the Country Sports Partnership contact.
- f. **2013 -17 Whole Sport Plan.** Two products are currently being rolled out; **Xplorer**, mostly park orienteering for families with young children and **Run Challenge**, in concept a “Long-O” score of 45 minutes aimed at 16+, students and young adults. There are two other products at an early stage of planning: **O-Maps Made Easy** and **Virtual-O**. The latter is an activity where you trace your route with a smart phone and upload your results to compare / compete with others.
- g. **Clubmark.** Richard noted that SOC is due renewal (expired Mar 11), other clubs are in the process of renewing their Clubmark qualification. British Orienteering will assist clubs with this process.
- h. **Participation data.** SARUM data is logged against SWOA and majority of SN data against SEOA. BAOC have more data to register as do one or two other clubs. All SCOA Junior Squad data is registered through BKO. Richard offered to send a spread-sheet of participation data to all SCOA committee members.

Action: RB (DONE)

- i. **Funding.** Scott noted that the Sport England award announcement date has slipped (now 17th Dec), but that Sport England have awarded British Orienteering a special one-off grant for marketing consultancy..
- j. **SARUM.** Liz stated that SARUM were interested in getting funding for participation initiatives based on the Xplorer product and would pass on details to Richard Barrett.

Action: LY

1026 Fixtures Secretary's Report

RS distributed his report prior to, and the SCOA Fixtures Planner, at the meeting. Further points to note:

- a. The venue for the **YBT round** is yet to be confirmed. An alternative may be at Coombe Hill (near Wendover).
- b. **YBT Final July 2014** has now been opened up to any club as no SCOA club are able to take it on.
- c. **CSC Final 2014.** The date for the event is being debated.
- d. **Level B events.** BOF board asked if the Regions have a role to play to ensure Level B events have the prominence they deserve. Associations should provide quality control. The criteria include that the three main officials are in place well before the event. SCOA should remind clubs of the criteria that their officials need to meet (British Orienteering Appendix C – Event Officials). There was a discussion on how to improve the competence of organisers and bring them on. Alun Jones agreed to develop a checklist, based on Event Guideline A: Overview of Event Structure, which should be sent, prior to the event, to Level B event Organisers and the promoting Club Chairman.

Action: AJ

- e. **Level B Areas.** The Controller should assess the area and the Region should approve it. The time of year may influence the decision. Suitability of areas is not considered to be an issue for SCOA.
- f. **ESG Minutes.** It was noted that the Event Systems Group (ESG) minutes were not yet on the BOF website. Scott will check if the item was covered in Board minutes.

Action: SC

- g. Concern has been raised about Area Championship status. What characteristics should they have or would the characteristics of Level B events be appropriate? This topic is being considered by Event Programme and Publicity Group.
- h. With regard to boosting SCOA finances, RS asked if SCOA should ask for a major event, e.g. BOC before 2019. It was agreed that Alun would ask the treasurer for a financial projection.

Action: AJ

- i. Club Reps were invited to ask if their club would like to pitch for BOC 2017 or BOC 2018.

Action: Club Reps

- j. A possible alternative would be to raise SCOA levy. LY noted that SWOA senior levy is £0.50.

1027 Junior Squad Manager's Report

CB had distributed his report prior to the meeting. There were no issues discussed.

1028 Coaching Officer's Report

DR had distributed his report prior to the meeting. There were no issues discussed.

1029 Technical Officer's Report

KS reported that she had held an Event Safety Workshop and is planning a Controllers course. The 2012 November Classic may generate a "How to manage event cancellation" module.

1030 Development Rep's Report

LY had distributed her report prior to the meeting. There were actions arising.

1031 Any Other Business

- a. RS advised that the recent membership form from **BOF** is the formal **renewal notice** but the formatting had been corrupted.
- b. **JK2013 Volunteers.** AY said that SARUM have 13 volunteers to help at JK2013. However, another group of SARUM members want to know if SARUM would get funding if they volunteer. SCOA do not distribute funds arising from major events directly to clubs as some other regions do. The meeting suggested that Alan tell those SARUM members that they will get a £5.00 entry fee reduction and food voucher at each JK race they help at. It was also pointed out that they benefit from a lower levy element in the entry fee for SCOA events and their club members benefit from SCOA grants.

1032 Dates of Next Meetings

Thursdays 7th March, 6th June (also AGM), 5th Sept and 5th Dec 2013 at the Society of Friends Meeting House, 1 Highfield Avenue, Newbury commencing at 7.30 pm.

Action: LY