

**MINUTES OF THE SCOA COMMITTEE MEETING, 5th DECEMBER 2013 HELD AT
THE FRIENDS' MEETING HOUSE, NEWBURY**

Present

Charles Bromley-Gardener	BAOC	Club Rep
Nick Bosbury	SOC	Working Party Member
Scott Collier	KERNO	British Orienteering – SCOA Liaison
Alun Jones	TVOC	Chairman & Club Rep
Gill Mann	BADO	Club Rep
Dave Rogers	BKO	Coaching Officer
Richard Sharp	TVOC	Fixtures Secretary
Terry Smith	SOC	Club Rep (Minute Taker)
Katy Stubbs	BKO	Club Rep & Technical Officer

1078. Apologies

Apologies were received from:

Mike Bray SN Club Rep

Jerry Newcombe BAOB - Treasurer

Alan Yeadon (SARUM Rep) & Liz Yeadon (SARUM - Development Officer)

1079 Minutes of the last meeting

The minutes of the meeting held on 5th September 2013 were accepted as a true record.

1080 Matters arising

a. Paragraph 1016c: Proposals to fill vacant officials' roles. Club Reps to continue canvassing for candidates for the position of Secretary.

Action: Club Reps

b. Paragraph 1041b: Closed

c. Paragraph 1053d: SCOA Long Distance Champs – These were held successfully within SOC's November Classic. Closed.

d. Paragraph 1055b: Carried forward. SN Events & Levies – JN had contacted the SN Treasurer over outstanding levies. MB still has to speak to the SN Fixtures Secretary over registering events in SCOA.

Action: MB

e. Paragraph 1057a: British Sprints & Middle Distance Championships 2015. See item 1086 below.

f. Paragraph 1062a: Limits of British Orienteering Insurance – TS has circulated the feedback he received from British Orienteering to the rest of the committee. Closed

g. Paragraph 1067b: British Orienteering Club & Association Conference. See item 1084 below.

h. Paragraph 1069b: BAOB Levies. See item 1082.

- i. Paragraph 1071a: British Sprints / Middle Distance Championships 2015. – Superseded.
- j. Paragraph 1071b: Southern Nights 2014. BADO Have volunteered to run this event.
– Closed.
- k. Paragraph 1075: Club Leaders website to be shared with Clubs. Liz Yeadon has circulated a website address for Club Reps to circulate within their clubs. Closed.
- l. Paragraph 1076a: SCOA Working Group – See item 1085 below.

1081 Chairman

AJ had distributed his report prior to the meeting (see Appendix A).

a. SCOA 2014 Long Distance Championships will be incorporated into TVOC's Chiltern Challenge.

b. Level B Event Questionnaire. Di Smith, Organiser of SOC's 2013 November Classic, provided the first feedback using the questionnaire. TS clarified that the confusion over which class to enter was mostly due to a pre-event table that showed Short Age Classes for information, although B and Short Age Classes were not available.

It was agreed that completed forms should be sent to the Technical Officer annually to identify any common items and opportunities for improvement.

It was agreed that individual forms could be placed in the DropBox folder limited to SCOA Committee members but only a depersonalised annual summary should be made public.

1082 Treasurer

JN had distributed his report prior to the meeting (see Appendix B).

a. Levies: C B-G agreed to chase up reported late BAOC levy payments and participation figures and update JN.

Action: C B-G/JN

1083 British Orienteering Update

- a.** British Orienteering have appointed two Independent Directors; one is a Lawyer. A third is to be appointed by the end of Dec and will take up his or her post after the next AGM.
- b.** Participation figures are improving. The Xplorer Scheme has been a success and we may meet or exceed our Sport England target.
- c.** Some were surprised at the (high) age of participants at the Association and Club conference.
- d.** British Orienteering plan to publish their budget for 2014 to help members understand the Federation's finances.
- e.** There have been a number of staff changes with a number leaving.
- f.** British Orienteering is hoping to generate more untied funding to spend as they wish.
- g.** Scott will chase up the National Source Group for Coaching on behalf of SCOA Coaching Rep.

Action: SC

1084 Report on British Orienteering Club and Association Conference

- a. LY had distributed her report, which summarises issues for clubs, prior to the meeting (see Appendix C).
- b. LY is seeking feedback from clubs.

Action: Club Reps

- c. A general discussion followed with a number of topics raised:
 - a. The conference spoke a lot about "Games-Makers" but little about main officials.
 - b. A good presentation was made by David Maliphant.
 - c. Another participant (Judith Holt) gave a good presentation noting that problems relate to specific issues.
 - d. There was discussion about the need for an 'HR manager' role; to monitor whether one's club has enough organisers, planners, coaches and controllers, and in some way to encourage people for roles and training?
 - e. British Orienteering is reviewing improvement opportunities for future conferences.
 - f. British Orienteering is looking at ways of providing Coaching (cheaper) internal courses.
 - g. A number of items in Liz's report slot into ClubMark.
 - h. The Club Leaders organisation (Sport England / PricewaterhouseCoopers (PWC) provide free seminars, face to face or online, including help for developing Marketing and Management plans.

1085 Report from, Working Party regarding SCOA's structure, constitution and preferred method of funding.

A draft report was circulated prior to the meeting.

- a. SCOA needs better publicity to communicate its roles and accomplishments.
- b. Need to sort the constitution by the AGM.
- c. Need club input, i.e. what do clubs and their members want from SCOA?

Action: Club Reps

- d. Coaching was active until information from British Orienteering dried up.
- e. Could publish coaching reports. Dave Rogers will check if he has access to the SCOA website to achieve this or contact the SCOA webmaster, Tim Booth for access.

Action: DR

- φ. It was suggested that the item in the draft report referring to "SCOA's intention to impose an individual affiliation fee..." may need rewording as it was felt it might give the impression that the intention was to discourage people from becoming SCOA members.
- γ. It was noted that the original boundaries of the Regional Associations was based on the then current Sport England county boundaries. At that time, SN existed as a club and had members living in an area that straddled the SEOA and SCOA boundary that was later established.
- η. It was noted that there may be alternative options to the current basis for funding the EOC. These include options that might more directly align club event income with contributions to the EOC through clubs / regions.

Action: Working Group

- ι. Voting at SCOA meetings needs to consider the outcome if voting is split. As currently written, because SN and SARUM are not registered through SCOA, they are not eligible to vote under the current SCOA constitution. It was suggested that voting rights might be split:
 - a. If a proposal just affects activities, all reps of all clubs may vote.
 - b. If a proposal affects organisational matters, only those clubs affiliated to British

Orienteering through SCOA may vote.

- φ. It was indicated that our current preference is to operate within the existing constitution (albeit this is not how SCOA has historically operated), i.e. SARUM and SN club reps may continue to attend meetings but may not vote.
- κ. It was noted that some SOC members are not happy with a SCOA affiliation fee but will accept a higher levy rate.
- λ. The Working Group agreed to share a revised draft with the SCOA Committee before the next SCOA meeting.

Action: Working Group

1086 Fixtures Secretary

RS had distributed his report prior to the meeting (see Appendix D).

- a. **CSC Round 2015 (Provisionally 15th March):** Clubs are invited to take on this event.

Action: Club Reps / RS

- b. **BNC 2017 26th Feb (flexible)** . Clubs are invited to take on this event, perhaps combining it with another event to make a weekend of competition.

Action: Club Reps / RS

- d. **British Middle Distance Championships 2015:** Some potential areas have been identified for this event. Neville Baker has offered to organise. Sally Piggot should be asked to embargo Naphill for this event.

e. Action: RS

- f. **British Sprint Championships 2015:** A suitable area has yet to be identified. KS will confer with BKO committee about a possible area.

- g. **SCOA Middle, Sprint and Relay Championships:** The committee felt that there was insufficient interest to justify the effort required to put on events to run these championships. However, RS was invited to check if a neighbouring region(s) could provide a suitable Middle Distance and / or Urban that could be used to hold a SCOA Championships in the respective discipline.

Action: RS

1087 Junior Squad Manager

No report received and no comments made.

1088 Coaching Officer

DR had distributed his report prior to meeting (see Appendix E).

1089 Technical Officer

KS had insufficient input to warrant a report but reiterated her offer to run courses for officials for any club requesting them.

1090 Development

LY had distributed her report prior to meeting as notes from the British Orienteering Club and Association Conference.

1091 Any Other Business

None.

1092 Dates of next meetings

Thursday 6 March 2014 – 7.30 pm, Newbury (Committee meeting)

Thursday 19 June 2014 – 7.30 pm, Newbury (AGM & Committee meeting)

CHAIRMAN'S REPORT – SCOA MEETING 5 DECEMBER 2013

This report is mostly for noting. Comments / views are sought to the issues raised at the end of point 1 and the end of point 2.

1. SCOA CHAMPIONSHIPS

The 2013 Long Distance Championships were held at the November Classic in early November. The weather did not encourage people to hang around, so the prize-giving was not well supported.

Following the exchange of emails earlier this month, the 2014 Long Distance Championships are now confirmed as taking place at the Chiltern Challenge, to be held at Nettlebed on 9th February.

The Committee has yet to identify potential events to host the Middle Distance, Sprint and Team Championships.

2. LEVEL B EVENT QUESTIONNAIRE

The Committee will recall that, earlier this year, it agreed to introduce a level B event questionnaire, to monitor that such events were at an appropriate quality.

The November Classic was the first level B event to take place since the report was introduced. Di Smith, the organiser of the November Classic, has kindly completed the questionnaire, and a copy of her response is attached [not attached to this copy of the report]. I have no particular observations on the event, other than a perception that it was well organised and ran smoothly. The issue highlighted in the questionnaire regarding the confusion caused by offering a choice of Age classes and open Colour classes may be relevant to the organisers of the Southern Championships and the SCOA Championships.

I have placed this questionnaire on dropbox, in a folder entitled 'Level B events questionnaire'. My intention is that future such completed questionnaires should also be placed here. I would welcome comment on whether it would be valuable for any key findings to be highlighted to the committee.

Alun Jones
Chairman
29th November 2013

TREASURER's REPORT – SCOA Meeting 5 December 2013

All items are for note, no decisions required.

- Bank balances currently stand at £13,342. The JK2013 money has been received from British Orienteering and is included in this figure.
- Grants
 - a. I have paid the grant agreed at the September meeting to Tamsin Moran (SOC) for attending JWOC.
 - b. Since the last meeting I have also received and paid grant requests towards First Aid Courses for Coaches to Carol Edwards (TVOC) - £50 and Katy Stubbs (BKO) - £43.
- Levies – I have received payments from SN and BAOC which brings their levy payments up to date. However, BAOC is not showing any figures for events from September onwards and don't appear to have paid British Orienteering for events since May onwards. All other clubs are up to date.

Jerry Newcombe, Treasurer
1 December 2013

SCOA Development Officer Report

SCOA meeting - 5th December 2013

1. Association & Club Conference 2013 -

The theme of the Conference was Volunteering – covering a wide range of areas within three main themes –

- Volunteering activities within Orienteering Clubs
- Recruiting new folk as a source of progression
- Sources of Volunteers from outside Orienteering

1. Volunteering activities within Orienteering Clubs

	Comment	Action
Volunteer capacity	Many Clubs actually run with a small proportion of their members & keep their activities to a level that this small band can cope with. The face of Orienteering is changing and Clubs need to move with this or they are likely to decline. Clubs need to think how to encourage, enthuse, commit & develop our members	a. SCOA Clubs perhaps need to look at themselves & ask how they could expand or if they want to! b. We perhaps need to look at how much time people can commit to volunteering, given the demands of work and family and give appropriate tasks, with support, to fit in with this.
Succession Planning	If we do not plan how our Clubs are going to develop in the future, they could just sink as current members age & possibly leave orienteering Mentoring new volunteers within a Club. There is a tendency to stay with the same faces doing the same jobs at every event or on the committees. This needs to be addressed to bring in new blood to take over as the stalwarts move on! Clubs also need to be aware of how this appears to a newcomer or outsider – as it can appear very cliquey or the task hard to do. Someone within each Club needs to have an overview of the numbers of Officials there are and that a plan is in place to ensure that sufficient people are being encouraged to train to move into potential vacancies.	α. The Clubs should have a plan to encourage new people to take on tasks – with help and training to demystify things. β. Clubs need to work out how to keep new folk once they have become members, to encourage them to take on tasks, however small, to feel part of the Club. This can then lead to more involvement as they become accustomed to things. To work on barriers to new people taking on these commitments.
Roles & Responsibilities	Roles of tasks within Events & Committees need to be analysed & simplified to ensure a spread of responsibilities	SCOA Clubs – can ask their members why, or why they don't take up the various tasks & see if there are strategies to overcome their fears or approach things differently. Again discussion about the findings of this analysis could be shared between the Clubs.
Events v Committee	It is (slightly) easier to get volunteers to take on roles of responsibility for specific events rather than on to committees; specifically Organisers are hard to come by. Breaking down tasks to lighten the burden – although the requirements for overall	a. Simple lists of tasks & responsibilities b. Mentoring by experienced members c. Breaking down tasks to share the load

	responsibility still lie with the Organiser.	d. Raise the profile of Organisers by offering courses & grades as with Planners & Controllers and encouraging people to do them! We need to give them some status!
Volunteer Co-ordinator	The idea of having a person, either within a Club or an Association, responsible for promoting the needs of volunteers was mentioned several times during the day. Clubs tackle work with Volunteers in many ways but maybe different approaches are needed to look at the situation from different angles – it is easy to remain with the status quo!	a. Consider having someone within the Association to facilitate discussions regarding Volunteers – ideas for recruitment/ encouragement of current Club members/ sharing of good practice b. Clubs could pair up to share good practice & ideas but this might leave some Clubs on their own.
Perceived level of bureaucracy	There is a feeling that there are an increasing number of rules & regulations to be adhered to which can be very daunting to an Organiser who bears the brunt of actioning them .	a. The distinction between requirements of areas such as Insurance/ Health & Safety/ safeguarding and the BOF Rules needs to be made clearer by BOF b. Task allocation amongst Event officials needs to be looked at and reviewed to see what can be delegated to other people, thus lessening the Organiser's task – BOF are looking into this but so could SCOA!
Development	Training for all levels of Officials needs to be increased, particularly for Organisers. There is also a need to encourage different people to serve on committees with posts mentored if necessary to develop the members and discover new talents. This also ensures progression within the Clubs Looking at what people do in their 'other' lives can bring in different talents.	Clubs to discuss & share what success they have had in encouraging people to take on a share of both organising events & serving on the committees and how they achieved this.
Motivation & recognition	There was much discussion about how volunteer work is & could be recognised – through social aspects; team work, making it fun to be part of things!; material rewards; simple courtesies. One major idea that was discussed was a weekend conference, arranged by SOA for all of their Clubs after one of their Scottish 6 days. Members from all of the Scottish Clubs were all brought together and a wide variety of courses & activities put on to offer courses for Officials, Mappers & Coaches with practical activities for those not wishing to do any of these. Great fun was had, we were told!	a. SCOA Clubs could share what is appreciated by their own volunteer groups. b. Ask members what motivates them to volunteer & what rewards please them. c. A SWOA rep & myself are looking into the viability of arranging such a Conference between SWOA & SCOA.

2. Recruiting new folk as a source of progression/ succession

Comment	Action
Clubs have been working on many ways to get people to participate but getting them to join and then keeping them has been a different matter.	Discussion of real issues that prevent people joining and perhaps come at them from a different angle?

We need to look at what makes people join a group rather than just partake of their activities and thus hover at the fringes.	• Keeping them – look at how we appear to outsiders
Clubs need to look at who they want to attract, why and in what numbers	Discuss & plan to target specific groups – share ideas of how to do this

3. Volunteers from outside Orienteering:

The general feeling about using volunteers from outside the Sport is that there is a use for them for specific events – large and/ or special events (eg. Urban, WOC 2015) where quantities of help are required non-specialised jobs – control watching/ car parking/ marshalling for example. There was a feeling that for most smaller events, their lack of knowledge of Orienteers & Orienteering could be a potential barrier.

Sources of external volunteers were given:

- <http://www.do-it.org.uk/partners/>
- <http://vinspired.com/>
- <http://www.wvv.org.uk/>
- <https://www.joininuk.org/>
- <http://www.sportmakers.co.uk/>
- Local county sports partnerships
- Local groups – Scouts/ cadets/ Forces bases
- Duke of Edinburgh Awards programmes
- School Community Sports Leaders Awards

The Dof E Award attracted a lot of interest as the young people taking part require skills & practice before they can do their Expeditions which orienteering can fulfil. Clubs should contact their local schools to discuss this.

BOF has produced an action plan of their own, considering putting on courses, collecting data, highlighting Volunteering with regular articles in Focus; however, as an Association, we could do a lot to decide what SCOA Clubs need and achieve in-house! To look hard at where we are ; to share what we are doing; what we are doing well; how we achieve that; succession issues – how we all move our Clubs forward as the current bunch of stalwarts starts to retire!

Items from the Conference should be available on the BOF website by the coming weekend.

2. Medals – a new batch of medals has been purchased and we now have enough for all of the SCOA Championship events for 2014. In consultation with the Treasurer, we have decided to abandon the idea of using the small first batch purchased as they have a date specific inscription on the reverse.

Liz Yeadon
SCOA Development Officer
December 2013

SOUTH CENTRAL ORIENTEERING ASSOCIATION

FIXTURES SECRETARY REPORT

DECEMBER 2013

Forthcoming major events in the region:

Date	Event	Comment
26/01/14	Southern Championships (BKO)	
16/02/14	CspCup round (SOC)	
08/11/14	CompassSport Cup final (SN)	Long Valley
15/11/14	Southern Night Championships (BADO)	Greenham Common?
09/05/15	British Middle Championships	Nap Hill?
10/05/15	British Sprint Championships	Bisley or RMAS?

SCOA league:

The 2013/2014 season currently has a full programme of 11 events scheduled (5 in 2013 and 6 in 2014).

Other matters:

- 1) The next ESG meeting is in Birmingham on in March 2014, where bids for level B events through to the end of 2015 will be taken.
- 2) Dates have been agreed for the BSpC and BMC for 2015. Areas have yet to be confirmed and officials are now urgently sought.

Richard Sharp

SOUTH CENTRAL ORIENTEERING ASSOCIATION COACHING OFFICER
REPORT TO SCOA COMMITTEE MEETING, 5TH DECEMBER 2013
FOR INFORMATION

Junior Squad Activities:

- Refer to junior squad manager's report

Club Coaching Updates:**SOFA:**

- SOFA coaching will commence again in April 2014.

TVOC:

[No update since June 2013]

- TVOC Saturday series continues with coaching available for beginners at all events. The series this covers the full 12 months, to address the 'blank' period over the summer when newcomers often want to come along. We have continued to attract good numbers of beginners despite increased entry fees, several have joined as new members.
- TVOC Schools league continues its 3rd season alongside the Saturday series.
- TVOC have been approached by several schools over the past few months with regard to mapping, volunteers for this are being found.
- TVOC's Roger Thetford planned urban courses for the SCOA junior squad training at Didcot (9th March).

BADO:

- Craig Blackford organised some night training on 30th November 2013, for BADO and the junior squad. It was attended by 11 adults and 9 juniors.
- One positive to take from BADO's regular club night is that they have two more regulars at local events as a result, including one junior who has started training with the junior squad.

BKO:

- Wednesday Club Nights will be continuing in the autumn and winter at [Birch Hill Primary School, Leppington, Birch Hill, Bracknell, RG12 7WW](#). Last session for the year will be on 18th December 2013.
- Dave Rogers has been offering coaching alongside the club's Saturday morning events. Most recently at Cold Ash, 28 persons attended – mostly from the junior regional squads.
- Katy Stubbs has renewed her First Aid qualification.

BAOC:

- Run a Saturday afternoon coaching session which is linked into the Royal Military Academy again the numbers of 40 some weeks - this ends in December 2013.
- Have had a Performance coaching weekend which was over-subscribed and well received - it was attended mainly by local club members.
- Have run stand alone 2 Urban days coaching - both were well-subscribed and received.
- Ran a 4 day Skills courses in September, October and November - all courses were full. Also ran a Planner's course and an Intermediated Skills course in September 2013.

SN:

Fleet Community Orienteers (run by Sue Bett, Dawn Williamson, Megan Bett):

- 8 sessions Sep-Nov 2013 – based in different parks/schools. Much lower attendance than in summer possibly due to a number of the children having moved schools and having different after school activities available. Did not do any real publicity as couldn't have coped with much larger group.

SOC:

- Here is a list of the Coaching SOC coaches have been involved with recently and also their plans for the future.
 - Saturday, 14th September 2013: SCOA Juniors used the SOC Acres Down event for Coaching activity.
 - Saturday, 12th October 2013: provided a series of coaching activities for SOC members at the SOC Hincheslea Event.
 - Saturday, 9th November 2013: put on coaching activities for SOC members at Knightwood near Lyndhurst.

- Sunday, 8th December 2013: plan to provide coaching activities for SOC members at the Busketts Event.
- Saturday, 18th January to Saturday, 1st February 2014: two more Coaching dates are planned for the new year.
- Kevin Bracher renewed his First Aid qualification on the 25/26th November. We will also provide coaching for beginners at all of the SOC Summer Series 2014.

SARUM

- Sarum has held the first School Forest League event of the season where years 5 and 6 children are coached in orientation and basic map reading to White and Yellow standard in woodland conditions. We were pleased to get this series going again this season as funding has changed yet again and these events require a commitment from the schools. There is a bit of a carrot as this League is being used as the heats for the final event at the Wiltshire Schools Games in July where Orienteering is actually one of the Sports events rather than just demonstration. This first event was actually held in a local Park in Salisbury as we have had difficulties with permissions due to shooting/ forestry work, etc. 9 schools attended on this occasion and the next event will be in a wood in February.
- Some sessions were held in November in a local primary school, introducing basic orienteering to some 6 year olds as part of a Geography day.
- Sarum has won a bid to purchase some Maze equipment and we are planning on rolling out a series of local events in the Spring using the new equipment which will involve coaching newcomers & improvers in basic orienteering.
- We are also hoping to provide coaching for the Scouts in the Salisbury area towards their Orienteering badge, in the Spring.
- A third U3A Orienteering series is under way in Pewsey with a group of about 15 mature adults who are mainly walkers. A basic coaching programme is offered which includes cross country work and it is a joy to see them develop and tackle the forest!

WIGHTO:

- No response (to initial and reminder emails).

OUOC:

- New contact is Carl Bootland, President of OUOC
- OUOC do not do a lot of active coaching, but here is what OUOC does do:
 - Weekly club run, mainly aimed at newcomers or people who are not members of the cross-country club, as a way of building up running fitness.
 - Introductory event at the start of the academic year in University Parks for university students. Club members are available to explain what to do.
 - Cuppers (inter-college) competition in May in University Parks where Club members are available to explain what to do.
 - Joint training tour with Cambridge to the Lake District in December. This allowed freshers to train intensively on some technical areas.

Other:

- No additional information to add from the June 2013 report, due to the summer period and no coaching matters to pass on from British Orienteering.

Dave Rogers, SCOA Coaching Officer

3rd December 2013