

**Minutes of the SCOA Committee Meeting, Thursday 18th September 2014
held at the Friends' Meeting House, Newbury**

Present

Alun Jones	TVOC	Acting Chair and Club Rep
Jerry Newcombe	BADO	Treasurer
Liz Yeadon	SARUM	Development Officer
Alan Yeadon	SARUM	Club Rep
Dave Rogers	BKO	Coaching Officer
Richard Sharp	TVOC	Fixtures Secretary
Katy Stubbs	BKO	Technical Officer & Club Rep
Mike Bray	SN	Club Rep
Allan Farrington	BAOC	Club Rep & British Sprints Organiser
Ian Moran	SOC	Club Rep
Fiona Clough	BKO	Secretary

1122 Apologies

Apologies were received from:

Gillian Mann	BADO
Charles Bromley-Gardner	BAOC
Caroline Ford	SOFA
Jamie Parkinson	OUOC
Bob Dredge	British Orienteering

1123 Minutes of the last meeting

The minutes of the meeting held on 19th June 2014 were accepted as a true record other than showing Alun Jones as Acting Chair throughout.

1124 Review of the Minutes of the AGM (19/6/2014)

Para 10 is to be altered to show that Alun Jones agreed to accept the role of Acting Chairman on an interim basis for up to a further year.

1125 Matters arising

- 1097 – Changing banks **Action: JN ongoing**
- 1097 – change of venue for committee meetings – the Friends Meeting house has been booked for the meetings in December and March. They will give 6 months notice if they are closing. Closed
- 1112 – AF is currently setting up a new system to ensure all MLS levies are paid promptly. Closed.
- 1114 – Completed.
- 1116 – Activity on 13th Sept was a typo, should have read SOC – Closed.
- 1119 – Completed.

1126 British Sprint and Middle Distance Championships 2015

Both Allan Farrington and Neville Baker had provided progress reports to committee members prior to the meeting. A number of points were raised.

- Other SCOA Clubs would be needed to help with both events. It was agreed the BKO would help TVOC with the Middle Distance Champs and

SARUM/SN/BADO/SOC would help BAOC at Aldershot. **Action: Club Reps**

- Helpers discount/benefits would be the same for both days. This needed to be resolved by the Organisers when concluding the budgeting for the events.
- In relation to the Sprints only – AF stated he wanted to arrange a variety of childrens activities on the day all set within the Rugby Stadium in Queens Avenue (well within the event area). He hopes to provide a maze, bouncy castle etc. LY offered SARUM to help in this area.
- AF would also require a specific team to deal with car parking for the Sprint event although this was not relevant for the Middle Distance event.
- There was a question regarding the role of JN in the event budgeting but JN responded that he would be unable to review them until December at the earliest due to work pressures.
- BOF require 3 quotes to be obtained for any service provided from outside therefore Entry System was going out to tender.
- All accounts would be paid through Sally Pygott who is the major events co-ordinator for BOF.
- AF stated he is working on a maximum of 1,200 competitors for the Sprint although he has capacity for more.
- The catering for the Sprint event was discussed but has not been confirmed at this time. AF will update at the next meeting.
- The Controller for the Middle Distance Race is Philip Gristwood who has asked for an assistant controller. AJ to try to source from TVOC in the first instance. **Action: AJ**
- The final issue related to mapping standards, which is being reviewed at the moment.

1127 Chairman's Report

AJ asked for two volunteers to attend the Association and Club conference on 25th October 2014 – LY and AY agreed to attend on behalf of SCOA.

1128 Treasurer's report

JN provided three reports to committee members prior to the meeting:

- SCOA Membership Fees and Levies 2015
- Spreadsheet showing the SCOA Budget v Actual figures
- Treasurer's Report

This year JN set a substantial amount of money aside for the Junior Squad as it was expected they would go to Sweden. How much they need for next year depends on whether they run a successful midweek army event. The cake stand also usually nets them several £100 pounds.

There has been an increase in applications for grants. Some of the costs of events have increased and those increases have been queried. JN awaits an update from the organisers (Junior Regional Orienteering Squad Training camps and Junior European Cup). JN suggested we review the criteria for making grants but for the time being the committee agreed to accept the draft budget.

The decision has already been made to change fee to £2 per senior club member affiliated to SCOA. This payment is due by 01/01/2015.

PLEASE TAKE THIS AS NOTICE THAT THE PAYMENT IS DUE ON THAT DATE.

This is to be paid by clubs on behalf of members and provides SCOA with approximately £1,300 income.

JN estimated that SCOA needs income of £3,000 total P/A to keep afloat (not including major events income) as we spend over £4,000 P/A therefore we need to increase income.

- Options
1. Continue to levy every event (lots of admin involved)
 2. Levy only Level A, B and C events (less admin involved) but increase the levy. The suggested increase being from 18p per event to 45p per event.

The options were discussed at length and it was agreed that the best course of action would be to adopt Option 2 from 2015.

To implement such a change it is necessary to call an Extraordinary General Meeting (requiring 14 days notice to all clubs affiliated to BOF via SCOA) – this will be held on the same day but prior to the next committee meeting on 4th December 2014. Notice will to be sent out with the Agenda. **Action: FC**

Item 3 on the Treasurer's report related to Grant Applications – Junior European Cup and a decision was required whether and to what extent we are prepared to support the applicants. It was discussed at length and agreed that the committee would grant the request for funding to the Junior European Cup.

1129 Update from British Orienteering

There was no update at this time as the new representative from BOF was unable to attend and had sent his apologies.

1130 Fixtures Secretary's report

Forthcoming major events in the region:

<u>Date</u>	<u>Event</u>	<u>Comment</u>
02/11/14	November Classic (UKOL)	Kings Garn Gutter
15/11/14	Southern Night Championships (BADO)	Silchester
14/12/14	CompassSport Cup final (SN)	Long Valley
09/05/15	British Sprint Championships	Aldershot
10/05/15	British Middle Distance Championship	Naphill and Park Wood

SCOA league:

Five events are scheduled in 2014 and a further two in 2015. Additional dates are available in 2015.

Other matters:

1) SOC have withdrawn their offer to host the CompassSport Cup round on 15th March 2015 so a new host club is required.

There followed a discussion on alternative venues, either join SWOA at Font Hill or SEOA at Furness Ponds. KS suggested there might be a HH area. The Fixtures Conference on 14/10/14 will resolve this matter.

2) RS is holding a SCOA fixtures conference on 14th October 2014 (as mentioned).

There followed a discussion on where to hold the 2015 SCOA Championships and various events considered. LY suggested the SARUM Saunter being held at Sidbury Hill as if an event off the area is used then all SCOA members can participate. It was agreed that the SCOA Championships 2015 would be held at the SARUM Saunter on 08/03/15.

MB stated that a point had arisen at the recent SN AGM. Why had there been no SCOA Yvette Baker qualifying round this year. RS responded that he had asked for a club to volunteer to host, no clubs were willing to host and no one was planning to take part. There followed a discussion into the issue that without a SCOA round being held then two SCOA clubs could attend two separate heats and both could qualify.

1131 Junior Squad Manager's report

Craig was not present for the meeting but a report was provided:

- The squad will be sending a team of 16 juniors to the JIRCS this year (end of September in Lakes). We have found enough runners in each age category, but only by running up a number of juniors., but we are short of W12/W14's (who can run a light green) – Do you know of any girls in your clubs who could join the junior squad?
- Squad numbers around 25 mark, with about 15 regular attendees.
- Current squad balance is £493.90 after paying for the JIRCS entry (£765). After taking junior contributions for JIRCS (£30 each) and paying transport costs we will have approximately £350 left in the account.

Junior Squad Activities, June to September 2014:

- 21st/22nd - June 4 squad members attended SBOC event in South Wales
- 19th July – Roger Thetford planned, based upon TVOC training, including 5 to 10 km run to start training at Nettlebed. 6 juniors attended.
- 16th August – 11 juniors took part – 8 juniors (and a few coaches) ran the Brutal 5km or 10km races before attending the training. 11 juniors then took part in the contour only training which included drawing their own

contours on a section of the map (with mixed results). Minley – with thanks to the Brutal Run team for letting everyone use the area.

- 13th September – the proposed training on the SN area of Horsell Common was cancelled due to low numbers (too many clashing events).

Planned Junior Squad Activities

27 th /28 th September	Lakes	JIRCS
4 th or 18 th October	TBC – BKO or SN	Date and locn tbc
November	TBC – New Forest area	
6 th December	SN Frith Hill	Date and locn tbc
10 th January	SN Long Valley	Date and locn tbc

KS pointed out that some Junior Squad activities were shown as club events without asking the club whether it would be possible. KS agreed to email CB regarding this point.

Action: KS/CB

1132 Coaching Officer's Report

DR had distributed his report prior to the meeting.

The main point of note was that DR is organising a coaching course for aspiring coaches. It is intended that the course be streamlined into 2 days (over a weekend) with pre-reading and post reading followed by a subsequent assessment over 6 planned activities.

There have already been a number of volunteers to attend the course with 4 names coming from SWOA.

DR asked that the details be circulated to club members and pass details of anyone interested to him

Action: Club Reps

LY identified that there were issues for candidates getting the assessments afterwards as a group is needed – discussion followed regarding support groups.

1133 Technical Officer's Report

KS stated she had not done a report as nothing much had happened.

TVOC have an Event Safety Course scheduled for 15/11/14. Attendees from other clubs are very welcome.

MB stated he had spoken to SN members and mentioned at the AGM issues regarding the SN Event Officials having current Event Safety qualifications.

LY had attended the SWOA AGM. Katy Dyer is interested in coaching/planners/organisers courses in other regions and asked to be notified if any are taking place.

AF has lost the controller for the Winchester Urban Race on 01/11/14 (CB-G is planner – level C) – MB volunteered.

1134 Development Rep's Report

LY stated she had nothing of note to report.

1135 Any other business

FC raised the Annual Association Return that needs to be completed and returned to BOF. It was agreed who would be shown in which role and FC will submit it.

FC asked if there were any Role Descriptions for the committee. AJ agreed that it would be helpful and would either locate one or draft one. **Action: AJ**

MB asked whether the 'What does SCOA do for us?' could be re-circulated.

Action: AJ

A discussion followed regarding BOF insurance and the issues with it only covering non-members for three events. The question was how member clubs dealt with this issue. AF stated that he is currently arranging public liability insurance for 'MLS' as the BOF insurance is too expensive. It was noted that one of the biggest risk areas is Urban Events. It is necessary for Planners, Controllers and Organisers to do due diligence prior to any urban event.

AJ has asked Bob Dredge about the issue of what action clubs should take regarding the lack of public liability cover for non-members after three events. AJ was also asked to seek confirmation from BOF that the latest insurance documents are on the BOF website.

Action: BD

AJ informed the meeting that Mike Shires has received an email from the National Trust stating they plan to set up permanent orienteering courses at 25 properties in the South East – the first being at Stow (MB questioned insurance on permanent courses but was informed that it is covered by the insurance of the location).

AJ also informed the meeting that Jon Wheatcroft is organising some volunteers for the W.O.C. 2015. No specific role has been set at this time. AJ asked that club reps mention to their members that they would be welcome to join Jon's team.

Action: Club Reps

JN informed the meeting that the group committee email addresses were still having problems, as are any of the @SCOA emails that suffer with delays. All members of the committee were having issues with emails addressed to official titles. He is investigating.

1136 Dates of next meetings

Thursday 4th December 2014 – 7.30pm Newbury

Thursday 19th March 2015 – 7.30pm – date and venue to be confirmed.

Fiona Clough

Secretary – SCOA

V3 30th October 2014