

### JK2019 update for 15/6/2017 SCOA Committee

Terry and Di Smith have offered to take on the role of Event Co-ordinator. Peter Entwistle has offered to be Treasurer. Katy Stubbs is drawing up details of all the key officials to submit to BO for approval. Controllers for Days 1 and 3 to be confirmed by BO.

All 4 areas have been notified and are on the BO website as embargoed areas.

Terry, Di and Peter attended a JK Co-ordinators meeting at Oxford. This was led by Helen Errington who co-ordinated JK in 2017 and has experience of this role over many years, and also attended by Co-ordinator and Treasurer for JK2018 and Dan Riley, BO's new Orienteering Services Officer. It flagged up many issues, good practice and things to avoid. As a result, we have drawn up a table (below) showing a possible structure for the weekend and we need to populate the slots with suitable key people as soon as possible.

*Contingency planning and succession planning can go hand in hand and we would like to identify assistants/back-up people who can learn the ropes/stand in at an emergency for **all** of the main roles – that includes event co-ordinator as a husband and wife team is just as susceptible to unplanned issues as a single person.*

You will see overview positions for equipment (sourcing, logistics and transport) and technical equipment (computing, PA), safety and mapping. We would expect to have the same commentary team throughout. One team managing enquiries throughout the event was recommended and it makes sense for one person to oversee the retrieval of trophies plus sourcing and presentation of any other prizes. As Safety covers so much, it was also recommended that each day has an assistant to deal with on-the- day tasks.

The 2018 JK has drawn up a partnership agreement with BOF such that the risks and profit are shared and all payments are made through BOF office. We think this would be a suitable process to copy/adapt for 2019: the alternative is for SCOA to own all of the risk and pay BOF a super-levy. For information, the 2018 agreement is attached separately. Expected budget is around £130,000.

**ACTION:** Decide spec and get quotes for mapping, equipment and technical equipment, first aid.

**ACTION:** Organisers and Planners will need to let the equipment officer know what they will need as far in advance as possible. We will need to identify what equipment is available within the regional clubs and what additional equipment will be necessary. This will also help the budget.

**ACTION:** organising clubs/officials to obtain outline permission and an indication of fees for each day (competition area and parking) and send info to Co-ordinators and treasurer.

**ACTION:** Terrain assessments to be completed.

**ACTION:** SCOA committee to decide on partnership agreement with BO.

**ACTION:** Additional roles to be filled: Safety Officer, Prize-giving co-ordinator, Equipment, Mapping.

**ACTION for all club reps** to ask clubs to identify volunteers who may have the right skills for any of the roles or as assistants/day Team Leaders.

Co-ordinator	Di and Terry Smith			
Treasurer	Peter Entwistle			
Safety officer				
Technical equipment				
Commentary				
Equipment				
Mapping co-ord				
Enquiries				
Prizes/trophies				
	Day 1.Sprint	Day 2. Middles	Day 3. Long	Day 4. Relays
Site	RAL	Windmill Hill	Cold Ash	High Moor
Land owner		DIO		Nettlebed Estate
Parking		Deepcut		
Land owner		DIO		
Organiser (s)	Jon Wheatcroft	Steve McKinley	Fiona Clough	Neville Baker
Planner(s)	Colin Duckwood	Pete Jones	Katy Stubbs Roger Thetford	Steve Long
Controller(s)	Philip Gristwood	Neil Crickmore	Mike Forrest	Hedley Calderbank
IOF advisor (if WRE)				
Start Team Leader				
Site TL				
Volunteer TL				
Safety Assistant				
Prize-giving TL				
Equipment TL				