

**Minutes of the SCOA Committee Meeting held on Thursday 15th March 2018
at the Friends' Meeting House, Newbury**

Present

Di Smith	SOC	Chair
Peter Entwistle	BKO	Treasurer
Ian Moran	SOC	Club Rep
Alan Kersley	BADO	Club Rep
Katy Stubbs	BKO	Technical officer
Peter Hart	BOF	Chief Executive BOF
Terry Smith	SOC	
Fiona Clough	BKO	Secretary & Club Rep

1344 Apologies for absence

Richarp Sharp	TVOC	Fixtures Secretary
Liz Yeadon	SARUM	Coaching & Development
Simon Kippin	TVOC	SCJS
Alan Yeadon	SARUM	Club Rep
Caroline Ford	SOFA	Club Rep
Simon Moore	BKO	Club Rep (FC in lieu)
Alan Wallis	SN	Club Rep
Bernie Fowler	BADO	Club Rep (AK in lieu)

1345 Minutes of the last meeting held on 7th December 2017

The minutes of the last meeting were reviewed and accepted as a true record.

1346 Matters arising

- Paragraph 1319 **Action: Hosting club required as matter of urgency for the BSOC on 17th November 2019.** Various different possible locations were discussed and it became apparent that it would be useful to circulate the specifications in terms of event area and parking requirements. **Further Action: IM to draft requirements for BSOC for circulation to all Club Reps with a view to identifying a hosting club and area for the BSOC 2019.**
- Paragraph 1325 – **Action: Club Reps to identify a candidate for the role of SCOA Chair** - a replacement is still required for the SCOA Chair who is at the end of her tenure at the AGM in June – ongoing.
- Paragraph 1328 **Action: TS to take feedback project back to SOC committee** – TS stated he had discussed the project with the SOC chair and other committee members but had no firm response **Action: IM to speak to the SOC chair again to see whether the SOC committee are prepared to take the lead on this project.**
- Paragraph 1339 **Action: Correct form required for November Classic 2018 (Level B) regarding officials.** IM will chase this up with the new SOC Fixtures Secretary – ongoing.
- Paragraph 1341 – **Action: Update from Robin Bishop (TOV) on the working party into replacing the timing equipment.** Although unable to attend the meeting Robin had provided a summary update that DS passed to the committee. “The timing group discussions are on going.

The focus is now on evaluating the systems available, though for the longer term rather than a rapid decision' – Octavian Droobers have referred a question to the IOF technical group regarding both touch free systems available and are still waiting for their response. As all the SCOA clubs have now had or are in the process of having their batteries replaced this discussion is no longer as urgent.

1347 Chair's Report

DS circulated a report to the committee prior to the meeting detailing a suggestion in relation to the SCOA Championships to be considered for future implementation:

On the day of the 2018 SCOA championships (Concorde Chase) it was difficult to confirm the results in time for the prize giving whilst there was anyone still around. It was eventually decided to hold the prize giving at the following SCOA league event on 8th April. This has the advantage of a relaxed ceremony where the results have been verified and this can be held earlier in the day when hopefully more people can attend. This suggestion was discussed by the committee and generally felt to be a good idea **Action: FC to email RS to confirm whether this idea is practicable so that when he identified the event to host the SCOA Champs he also identifies a later event at which to hold the prize giving.**

The English Orienteering Council is holding their AGM at the JK and DS has volunteered to represent SCOA (it is on the Saturday of the JK weekend).

1348 Secretaries Report

Nothing to report

1349 Treasurers Report

PE had circulated both a report with a brief précis of 2017, an explanation of the proposed 2018 Budget and details of the actual income and expenditure so far in 2018. Additionally PE circulated a spread-sheet 'account summary' including the SCJS comparing the 2017 figures with previous years.

AK observed that SCOA appeared to be in strong position compared to previous years (he had previously been the auditor). PE explained that previous budgets had been pessimistic and that the actual figures were better than expected. Additionally clubs are now holding events for the benefit of the Junior Squad who have also been raising their own funds with the cake stalls. The SCJS want to purchase some of their own equipment, which will use some of the surplus they have accumulated.

PE pointed out that the proposed budget was a discussion document for this committee to consider and make any suggestions, as it has to be presented at the AGM in June for approval.

The SCJS had been on a successful trip to the Gower where the athletes paid for their own accommodation and food and the Coaches expenses were paid by SCOA.

PH asked whether SCOA fund any national athletes and was informed that the association only funds the regional junior squad at this time.

PH mentioned that there is an organisation called the 'Regional Sports Aid Foundation' that provide some funding and it may possibly provide some funding at a regional level but this needs to be explored.

1350 BOF Update

PH had already introduced himself to the committee and given a brief resume of his experience within sport in the UK. He said that the issues are in general the same across all sports but the context may be different.

PH stated he wished to touch on a number of points:

1. GDPR comes into force on 25th May 2018 and impacts on entry forms and membership forms. These MUST conform and be encrypted. If a club/association is asked to remove details then they must remove them. Regarding results – keep the names but get rid of the addresses. KS said that they had been informed that for insurance purposes we must keep 2 identifiers for 5 years. PH said he is in contact with Legal Advisors for the BOF Insurers having already received this question and is looking for the answer. It is necessary to inform members that their data is shared with SI, EMIT, Fabian4, clubs and associations. PH stated he would keep everyone updated with any conclusions reached. IM pointed out the need to use the BCC rather than just CC on emails.
2. This years AGM is being held on the Friday of the JK as usual. IT has been proposed to increase membership fees. Although BOF currently has £32K surplus this is due to a gap in employing people so the increase is necessary.
3. There is a bid to host the World Sprint Champs in 2022 in Edinburgh. This has been submitted to the IOF and the result is expected by the end of August if we have been successful. There may also be a bid for the World Masters Orienteering for the same year.
4. The Youth Strategy should be out soon. A discussion followed around the lack of youngsters in all sports and various possible reasons were considered.

1351 Fixtures Secretary's Report

RS had sent his apologies for absence and had circulated a report prior to the meeting detailing the forthcoming major events in the region and making a number of points to be considered.

Four forthcoming level C events organised by SCOA clubs up until the end of 2018 are missing officials:

JOK Chasing Sprints on 2/03/18 – no organiser

SOC 50th Anniversary Event 24/03/18 – no planner
BADO SCOL7 Butter Wood 08/04/18 – no organiser or planner
BKO Urban 17/06/18 – no officials

All representatives of those clubs were asked to chase up the officials for those events and make sure they have been entered onto the BOF website. **Action: JOK, SOC, BADO and BKO reps to ensure BOF website updated.**

At the recent ESG meeting bids were invited for the PPJTR in 2020 and the Compass Sport Cup final in October 2021.

RS is seeking a club to host the 2020 CSC round for SCOA on 15/03/2020 and additionally needs to know of all the SCOA league events for the 2018/19 season. At the moment RS is only aware of 2 from SOC and 1 from TVOC.

Finally it is the time to select the event to host the 2019 SCOA championships and RS proposed the November Classic on 03/11/2019. Possible alternatives being the Concorde Chase (27/01/2019) or the Chiltern Challenge (17/02/19).

Action: Club Reps to review the fixtures report and action as appropriate.

1352 SCJS Manager's Report

SK had sent his apologies for being unable to attend the meeting and had circulated a report detailing the recent activities of the SCJS. In addition a report from Adam Methven on the trip to the Gower had been included which was of great interest to the committee.

The only action relating to the SCJS is on-going for all clubs to recruit and support junior orienteers and to promote the Junior Squad.

1353 Coaching Officer's Report

LY had likewise been unable to attend the new meeting date but had circulated a report detailing coaching activities that had taken place on the area in the past few months.

TS also mentioned that he had run a practical planning day for SOC members last weekend that had been well received.

1354 Development Officer's Report

LY circulated a short report to the committee prior to the meeting. One point of particular note is that the Yvette Baker Trophy/Shield is being hosted at the BADO event at Butter Wood in April. **Action: Club Reps to promote the event and encourage junior participation.**

It has been asked as an incentive and encouragement for juniors and novices that clubs post ALL of the events they run that produce results (including Level D) to enable the juniors to qualify for more certificates and for BOF to get them sent out to them. **Action: Club Reps to ask committee to ensure that ALL results are posted on the BOF website.**

1355 Technical Officer's Report

KS informed the committee that she had three applications from individuals wishing to become Controllers:

Grade B – Mark Foxwell from BKO

Grade B – Bernie Fowler from BAOC

Grade C – Robin Bishop from TVOC

KS stated that all three met the necessary criteria and she supports all three applications. After a short discussion the committee approved this.

PH asked what monitoring is done once a controller has been appointed to a certain level. KS explained that she does a periodic review of how many events they have done. TS explained that he has been pushing for competency assessments at E&CC and they want to come up with a simple and effective process for example perhaps the jury at an event offering a view on the Organiser/Planner/Controller? PH suggested the IOF advisor at World Ranking events perhaps. TS explained that it is not easy as there needs to be balance. Managing the volunteers' v people wanting a highly professional event (without paying for it).

KS stated that every couple of years she looked at what people had done. Previously it was possible to download this from the BOF website together with a list of qualified officials but that information now appears to be no longer accessible (PH commented – at the moment) however she is only able to view SCOA events.

Grade A controllers need to be approved by Major Events Committee.

1356 JK2019

DS informed the committee that she received a very positive call from Allan Farrington today. He has spoken to the permissions person from DIO and he is happy for the Middle Distance race on Saturday to us to use Windmill Hill plus the extended area. DIO is also happy for use of Mytchett (parking at Stoney Castle) as a back up as long as we liaise with Natural England.

For the Relay the DIO is happy for us to apply for Minley and Hawley (that is more technical but has some SSSI issues) and again we need to liaise with Natural England. (This covered the JK 2019 actions from the last meeting).

Charles Bromley Gardner will complete the necessary forms as he is still a serving officer. KS pointed out that all the areas will need controllers assessment AND to get quotes for mapping urgently if we want to use the same mapper for days 2, 3 and the relay. Having a different mapper for the sprint race is not a problem.

DS said that theoretically we need the Partnership Agreement with BOF agreed before we can commit to any spending – this was circulated for comments a month ago and lots of very useful comments were made. DS printed 2 copies of the agreement and proposed to sign them and give them to PH this evening.

PH stated he was not comfortable with how the events are run with issues around overall health and safety and also the financial risks. In his view BOF is in a very vulnerable position but it is too late to stop. TS stated that the draft Partnership Agreement was provided by Dan Riley on behalf of BOF. PH accepted that it is a bit too late to change.

DS informed the committee that Mike Shires (TVOC) is doing some design work and that we will be issuing vouchers to winners of the juniors and the elite races and the winners of combined days 2 and 3 will get free entry to the following years JK (this has been agreed with the following years JK organisers).

A new logo is needed for the vouchers and that is currently stuck at the designers. DS asked PH to see whether he could do anything to help progress this.

Flyers are being produced and details will also be included in the JK 2018 programme. The meeting agreed they were most useful for overseas competitors, so should target major and multi day events and some overseas events.

Current Vacancies

- Organisers for the Sprint
- Organisers for Relays
- Planners for Relays (two BKO members have shown an interest but not confirmed).

Action: Club Reps to proactively identify and recruit organisers/planners for these days – AND – back up or assistant planners/organisers.

Additionally required:

Overall Safety Officer

Prize Giving

Technical (to pull together interface with the technical service provider to make sure everything works together.

Action: Each club also needs to provide a Volunteer Co-ordinator.

It is vital to identify people for these roles now so they can start training on the various aspects of each role e.g. silent start, download etc.

SOC have agreed to staff the Relay day.

PE informed the committee that he is currently budgeting for the same numbers as for JK2017 – 7372 entries in total. We need to expect lower numbers than Cannock Chase is considered a better area.

KS asked who signs the contracts with the mapper? PE stated that expenditure must go through the BOF accounts. PH said that as BOF are dealing with the finance then a BOF representative should sign the contract.

1357 Any other business

Prior to the meeting DS circulated a document suggesting an update to the SCOA League rules to commence at the start of the next season.

This update would specify for anyone to score points in the SCOA league then they must be a member of SCOA. The same rule applies to similar regional leagues. Ken Ricketts who administers the league has said he has the software to be able to filter non-SCOA members from the league results.

This change to the rules was discussed and agreed. **Action: DS to work with Ken Ricketts to come up with wording to change the rules.**

KS informed the committee that she had compiled a 4-page document as a guide to what to do when you are volunteering at an event. If the committee felt it appropriate she is happy to circulate it. DS said that would be valuable and asked KS to circulate it to Club Reps and committees.

At the conclusion of any other business PH asked what committee members expected from him in his new role. The following subjects were discussed:

- Permissions/liaison with landowners regarding access (Forestry Commission, DIO, Landmark, Crown Estates)
- Volunteers rewards/training
- Liaison with local authorities and support.
- Discussion on the future running of the JK – putting it out for tender, perhaps JK using the same volunteer pool every year for consistency.

DS thanked PH for attending the meeting.

1358 Dates of next meetings

Further meetings are scheduled for:

21st June 2018 – AGM and committee meeting (Secretary unable to attend)

20th September 2018

6th December 2018

There being no further matters for discussion the meeting closed.

Fiona Clough

Secretary - SCOA

10th April 2018