

**Minutes of the SCOA Committee Meeting on Thursday 21st June 2018
Held at the Friends Meeting House, Newbury**

Present

Eric Harper	BKO	Chair
Peter Entwistle	BKO	Treasurer
Katy Stubbs	BKO	Technical Officer
Liz Yeadon	SARUM	Coaching / Development Officer
Di Smith	SOC	JK2019 Co-ordinator
Terry Smith	SOC	JK2019 Co-ordinator
Bernie Fowler	BADO	Club Rep
Charles Bromley-Gardner	BAOC	Club Rep
Simon Moore	BKO	Club Rep
Alan Yeadon	SARUM	Club Rep
Alan Wallis	SN	Club Rep
Ian Moran	SOC	Club Rep
Caroline Ford	SOFA	Club Rep
Neville Baker	TVOC	Club Rep

1344 Apologies for absence

Bob Dredge	BOF	
Fiona Clough	BKO	Secretary
Richard Sharp	TVOC	Fixtures Secretary
Simon Kippin	TVOC	S. C. Junior Squad

1345 Minutes of the last meeting

The minutes of the meeting held on 15th March 2018 were reviewed and accepted as a true record – proposed by NB, seconded by IM.

1346 Matters arising

Paragraph 1319. **Action: Hosting club required as a matter of urgency for the BSOC on 17th November 2019.** No club has come forward willing to host this event. EH to discuss with Richard Sharp. **Action: EH**

Action: IM to draft and circulate requirements for BSOC to all club reps. Complete

Paragraph 1325. **Action: Club reps to identify candidate for role of Chair. Complete,** a Chair has been appointed at the AGM.

Paragraph 1328. **Action: IM to speak to SOC chair again to see whether the committee is willing to take the lead on this project.** Note for clarification, that this action applied to a questionnaire. SOC have agreed to do this. **Complete.**
Further Action: IM to discuss how to move forward with Phil Conway, BOF England Development Officer.

Paragraph 1339: **Action: IM to ask for correct form to be completed and submitted for officials for the SOC November Classic 2018.** KS confirmed she had received the form, officials to be considered during the Technical Officer report. **Complete**

Paragraph 1347. **Action: FC to email RS re having SCOA Champs prizegiving at an event after the actual championships.**

After discussion the committee decided that the organising club should decide in advance whether a prizegiving could be held at an event or not and if not the SCOA committee will nominate a suitable venue. **Complete**

Paragraph 1351. **Action: JOK, SOC, BADO and BKO reps to ensure BOF website updated with officials for specific events.** From the submitted Fixtures report it was noted that this appeared to have been done to date. **Complete**

Action: Club reps to review Fixtures report and discuss with committees possible hosting opportunities for PPJTR 2020, CSC round 15/-3/2020 and CSC Final Oct 2021. From the submitted report it appears that these events have had no offers from clubs.

Paragraph 1354. **Action: Club reps to promote the YB Trophy/Shield being hosted at Butter Wood in April.** As this event did not happen this action is **complete**.

Action. Club reps to ask committees to ensure that ALL results are posted on the BOF website as incentive and encouragement for juniors and novices. After discussion of some of the implications especially difficulties involved with recording data for junior groups it was agreed that clubs should do this wherever possible. See report below.

Paragraph 1357. **Action DS to work with Ken Rickets to come up with wording to change the rules.** The proposed new rules were agreed with one correction to the wording. "Individual Competition, last bullet. Event officials will be awarded 100 points..... rather thancan claim.....". **Complete**

1347 Chairman's report

The Chairman's report had been omitted from the circulated papers so DS read her report to the meeting. There were no points for discussion or action.

1348 Secretary's report

There was no report. AW asked if GDPR had been implemented by SCOA. After discussion about the extent that it might be required BF agreed to draft a policy and circulate to members for comment. **Action: BF**

1349 Treasurer's report

PE had circulated a report prior to the meeting. He commented that event cancellations had reduced budgeted levies to date in 2018 by approximately £800. The Junior Squad had received a donation of £700 from non-reclaimed entry fees from the cancelled Butter Wood event.

PE asked that people should put in expense claims no later than 1 month after the expense incurred. **Action: All**

EH asked about the current surplus levels. PE replied that the budget balances depreciation over the long term versus income from the big events i.e. JK and British Long weekends. BF said that the region should have a set reserve in case of a major issue plus

a buffer to cover loss of all levy for a year in case of something such as a foot and mouth outbreak.

1350 Updates from British Orienteering

There were no updates to the meeting.

1351 Fixtures Secretary's report

Richard Sharp had circulated a report in his absence to the meeting. It was noted that there were only 5 SCOA League events currently scheduled for 2018/2019. LY asked why couldn't urban events be included in the league. This had been discussed at the previous meeting and it wasn't practical to do so.

1352 South Central Junior Squad

Simon Kippin had circulated a report in his absence prior to the meeting.

1353 Coaching/Development Officer's report

LV had circulated both a Coaching Officer and Development Officer's report in advance of the meeting.

She repeated her previous request that clubs enter data from Level D events into the BOF results system as much as possible as this information on participation of juniors was important to BOF and allowed them to notify juniors of awards. **Action: Clubs**

1354 Technical Officer's report

A report had been circulated in advance of the meeting by KS.

The officials for the 2018 Level B November Classic had been notified to her, met the current Rules and were approved (Organiser, Jillian Devine. Planner, Andy Nash, Controller, Mike Murray).

An application had been received from Kieran Devine of SOC to be upgraded from Level C to Level B. He met all the experience criteria and was supported by both club and an appropriate referee. His application was approved.

Action: KS to inform Kieran and BOF of the appointment.

1355 Replacement Timing Equipment

All SCOA clubs had now had the batteries replaced in their controls so there was no immediate requirement for further action. EH asked whether there was an expectation that "touch-free" punching systems would be used in the near future. TS replied that experience in Scandinavia was that clubs were not generally moving to Emit touch-free for orienteering, even though the same clubs were using it for other events such as ski-O.

1356 JK2019

DS commented that the roles summary sheet circulated prior to the meeting was a previous version. She summarised the current position:

Day 1

Chris Huthwaite confirmed in the meeting that he was willing to take over the role of Organiser with Richard Barrett moving from Assistant Planner to Assistant Organiser.

This meant that there was a need for an Assistant Controller (as requested by the Controller) and an Assistant Planner to work with Colin Duckworth.

Relays

Eric Harper (BKO) had agreed to take on the lead Planner role, he needs an Assistant. Neville Baker (TVOC) and Liz Yeadon (SARUM) have agreed to take on the Organisation.

Action: Clubs to identify assistants for the above roles (2 x Planners, 1 x Controller)

Land access/permissions

MOD have agreed to the use of Old Windmill Hill, permissions were ongoing about the small privately owned link to Mytchett and both landowners for the area that would be transferred from one to the other around Easter next year. MOD permissions were also agreed for Minley and Hawley in that no military bookings will be made for those areas over Easter 2019. Natural England have been approached but no response yet. Charges were very likely to be £5:50 per person (including juniors) for the military areas apart from Aldershot Garrison.

There was a possibility that a charge may be made for parking on military land for the relays, other days parking is not on MOD land.

Other Officials

WIGHTO are probably going to take on merchandise.

One technical element missing is someone to co-ordinate all links between entries/results/commentary/commentary feeds from controls. KS suggested the Marsdens, TS also suggested Jon Darley. This person or persons need to be identified when the entries/results provider is finalised (and hence what they can supply/support).

Clubs have been asked to provide initial information about equipment they would be willing to hire to the event by 1 July and final details by 1 August to BF.

Action: Clubs

It was recommended that teams practice their roles and procedures at the larger events in late 2018 / early 2019.

Action: Clubs / Team Leaders

LY was arranging for A0 posters to be produced for display at events. She asked that clubs let her know as soon as possible if clubs wanted these.

Action: Clubs

1357 Any other business

KS was asked about how clubs get information about SCOA controllers. She said that all fixtures secretaries had been sent a list and she supplied one to relevant people when requested to do so. It was agreed that this process should be described on the SCOA website. KS to provide the information and contact the webmaster(s) to put it on the site.

Action: KS

Due to the cancellation of the event hosting the SCOA prizegiving LY circulated the 2018 SCOA championship medals to relevant club officials for presentation.

1358 Dates of next meetings

Future meetings are scheduled for:

20th September 2018

6th December 2018

There being no further matters for discussion the meeting closed.

Katy Stubbs
Technical Officer - SCOA