

**Minutes of the SCOA Committee Meeting held on Thursday 21st March 2019
at the Friends' Meeting House, Newbury**

Present

Eric Harper	BKO	Chair
Peter Entwistle	BKO	Treasurer
Ian Moran	SOC	Club Rep
Richard Sharp	TVOC	Fixtures Secretary
Alan Wallis	SN	Club Rep
Caroline Ford	SOFA	Club Rep
Liz Yeadon	SARUM	Coaching & Development
Simon Kippin	TVOC	SCJS
Fiona Clough	BKO	Secretary & Club Rep

1390 Apologies for absence

Alan Kersley	BADO
Bernie Fowler	BADO
Alan Yeadon	SARUM

1391 Minutes of the last meeting held on 6th December 2018

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

1392 Matters arising

- Paragraph 1378 Concerns over the number of events in the calendar
Action: FC to ensure RH aware of the committee's concern/wish to have input. RH emailed – Complete.
- Paragraph 1382 Level C events without officials registered, officials to be confirmed and BOF site updated – Complete.
- Paragraph 1384 **Action: Club Reps to ensure all coaches aware of coaching conference 12th/13th January 2019.** Date now passed – Complete.
- Paragraph 1386 – Concorde Chase/Chiltern Challenge/CSC Heat - approval of officials. All events now passed or cancelled – Complete.
- Paragraph 1388 GDPR - IM stated he has done a 'Privacy Statement' and has edited the draft policy **Action: IM to circulate Privacy statement and policy to committee.** SK stated that the SCJS Coaches do need to keep some personal data on squad members and in particular details of medical conditions. For this they use the BOF forms from the website and direct people to the BOF site for the BOF policy. LY commented she uses a section of the BOF policy but has added a section regarding giving permission for photography **Action: LY to send her copy to both IM and SK.** It was mentioned that new people joining BOF on completing the forms online give permission for the organisation to make contact with them.
- Paragraph 1388 SCOA League **Action: Club Reps to discuss with committee to ensure they hold 1 or 2 SCOA league events per season** - complete. **Action: RS to review events held by clubs adjoining SCOA to identify possible additional SCOA league events.** RS said that they could use SARUM events, possible NWO, WSX and SN events if they are

close to the boundary but that it would be difficult to fix the calendar at the beginning of the year. EH suggested that we contact the clubs in advance and RS said that he would, depending on what information is available on forthcoming events. EH commented that the SN event held at Wellington College had the 12 courses for the SCOA league and also additional courses required by the SEOA league, which is based on level B courses. LY said that the SWOA league has the same course requirement as the SCOA league.

- Paragraph 1388 **Action: IM to inform SOC committee that the November Classic 2019 will host the SCOA Champs** – complete.

1393 Chair's Report

EH had circulated a report prior to the meeting covering the following points:

SARUM

The SARUM committee has taken the decision to totally affiliate to British Orienteering through SWOA. There were apparently 15 members of SARUM who had affiliated through SCOA. As this decision has been made after the renewal of membership for 2019 this will take effect next year. A discussion followed regarding the way in which SCOA charge for clubs rather than individuals for membership of the region. This is dependant on the constitution of the regional association. There are two ways that it can be set up:

1. Member pays for – BOF – Regional Association – Club; or
2. Member pays for – BOF – Club and NOT Regional Association. This is the system used by SCOA. The Regional Association then charges the Club per member.

AW pointed out that only 2 English Regions charge an explicit fee and that next year SEOA are adopting the same system as SCOA.

EH asked whether as this year 15 SARUM members have affiliated via SCOA should SARMU make payment to SCOA as opposed to SWOA. Apparently SWOA do not charge clubs and their only income is through levies and donations.

AW pointed out that SCOA have to pay a fee to EOC for the number of members affiliated based on figures provided by British Orienteering and therefore for 2019 SCOA will still have to pay for the 15 SARUM members. It was decided that this was a discussion to be continued outside the meeting.

BSOC 2019

EH provided an update on the BSOC to be held in the region this year. Permission for Greenham Common was refused. There will be further negotiation between the BADO committee and Natural England.

EH has been in contact with Buckinghamshire CC and has obtained permission to hold the event at Black Park, an area well suited to this competition. Officials are needed although EH stated he was prepared to either be Organiser or Planner but not to do both. EH has been in contact with Melanie Elkington, the Secretary

of the British Schools. Apparently last year there were major problems with permissions and British Schools ended up officiating the event themselves. All the schools pre-enter and Mike Napier does the results. EH explained that he was told that BSOA would deal with entries, publicity etc. EH was going to discuss with Allan Farrington whether it would be possible to use the EMIT touch free.

One of the issues around this event is that there is a need to provide some low-key training on the day before the event. We could use Langley Park but cannot bring coaches. There are no other areas locally that would be suitable. IM commented that there would be more minibuses than coaches. EH said that he was told that last year there were 9 coaches and 24 minibuses. Using these two parks would prove expensive to participating schools for the parking but that land charges were low.

RS mentioned that in the ESG they are trying to strip back extraneous events like the Saturday training event.

DIO Land Charges

EH stated that discussions between Peter Hart at British Orienteering and DIO regarding land charges do not appear to have progressed but are ongoing.

1394 Secretary's Report

Nothing to report

1395 Treasurer's Report

PE circulated a report prior to the meeting and handed out copies of the SCOA Account Summary for 2018 – year end and also the Account summary for March 2019.

PE explained that he had reformatted the accounts by adding extra detail to the Junior Squad accounts. These he had further divided into Core Activities and Development Activities, the latter funded by donations and fundraising. This was to clearly show the use made of donations.

SCOA currently has a balance of £14,695, which includes Junior Squad funds of £1,411.

PE stated that the accounts will be audited by the time of the AGM. SCOA affiliation fees are currently £1,138 and await a payment from SN for their members affiliated to SCOA. A total of £523 have been received in levies from several recent SOC events and the TVOC Chiltern Challenge. A number of grants have been made for Interland, a Junior Squad Talent camp and for a First Aid Course. A further 3 people have been selected to take part in Interland and they may also apply for a grant. Thus the net surplus so far is £1,243 however this is because membership fees have been received and other payments that will become due have not yet been paid.

PE provided a draft budget for 2019 that included a estimated surplus from JK2019 of £10K. He suggested that if the JK2019 produced the expected surplus then we could afford to maintain the event levies at the same level at the AGM. Entry levels were looking good and that they closed on Sunday.

AW asked what events were levies payable on and PE explained that all level A, B and C events were subject of levy if they were registered as a SCOA event with British Orienteering.

PE said that if anyone wanted any further information regarding the accounts that they should feel free to ask or email him.

1396 Updates from British Orienteering

There was no update from BOF.

1397 Fixtures

RS circulated a report to the committee prior to the meeting detailing the forthcoming major events in the region, the current status of the SCOA League and raising a number of other matters to be considered.

RS said he was pleased to see that all the SCOA Level C events for the next few months all have officials shown.

The Southern Champs 2020 are to be held with BKO's Concorde Chase in January at Long Valley North and there was a discussion around the need to be a Saturday event nearby in order that the event be listed on UKOL.

There are several major events that require host clubs:

Compass Sport Cup Round 2020
Southern Night Championships 2020

It is SCOA's turn to host the VHI in 2021 and it was suggested that it may fit well with the November Classic. The VHI weekend is a forest relay on one day and an individual race on the other. Although it is preferred to hold the individual event first when the event is 'shoehorned' into another event it can be done the other way around.

Although it is not SCOA's turn to host them there is a gap in the rota for the British Middle Distance champs in 2021. This can be either in the spring or the autumn.

Action: Club Reps to take back to their committees - need a host for the CSC Round 2020, Southern Nights 2020 and the British Middle Distance Champs 2021?

Action: IM to see whether SOC committee prepared to host VHI with the November Classic 2021

1398 Junior Squad

SK had circulated a report detailing the activities of the SCJS since the last meeting in December. Several training sessions had taken place but unfortunately due to a lack of both juniors and coaches available for other dates a number of other sessions had been cancelled.

SK explained that as a region we are still very short of juniors and asked for clubs to continue to recommend their juniors to the squad. They had got some positive replies from St Andrews children (BKO) and some of the parents are keen to support them.

JIRC's 2020 are scheduled to be hosted by SOC and SK asked who the organiser was. He suggested that they might be interested in observing JIRC's 2019 (Barnsley). There have been problems in particular with regards to accommodation. Schools are less willing to allow the use of school halls and that they have had to start using outdoor centres although this increases the cost to participants. Additionally there have been issues with DBS checking (LY mentioned that she is a designated DBS checker).

SK also presented to the committee the SCOA Junior Squad Development Plan, which was generally acknowledged as an excellent piece of work. It details the key goals, and action-plan and proposed a budget for 2019.

They want to continue to work with other regional squads and are looking how to get into particular areas. Alun Jones (TVOC) has approached the Orienteering Foundation - a charity - for financial support. Unlike most events, coaching sessions do not charge a fee for participation but are often charged for running sessions on an area, sometimes just an Admin fee. It is possible the charitable status of the Orienteering Foundation might facilitate a reduction of fees in this area.

The most important point from the Development plan is that currently there are not enough juniors in the 'pipeline' to sustain the SCJS and currently it is 50% lower in numbers than other regional squads. It is vital that this is addressed as a matter of urgency. SK requested that all committees continue to monitor their membership to identify possible juniors for the SCJS

In the proposed budget SK had included the purchase of CONDES. AW said that at SN they now use Purplepen almost all the time for planning rather than OCAD or Condes. SK explained that CONDES had better functionality for planning coaching exercises, which was why they wanted to purchase a licence.

1399 Coaching

LY said that she had not had the opportunity to gather reports from the regions coaches and recirculate them as she usually did as she had been in hospital but that she would do so for the next meeting. LY also had not been able to attend the 2019 Coaching Conference as it clashed with an important JK meeting. She

had asked for the recent British Orienteering Coaching e-newsletter to be forwarded to committee members for their information.

One point that had emerged from the Coaching Conference was that it was no longer necessary for the Regions Coaching Representative to gather CPD's from the coaches every three years. The issues are mainly getting coaches to keep their CPD up to date and also knowing when their 3 years are up. SCOA coaching officer asking clubs for coaching updates quarterly is now sufficient.

LY suggested SCOA organise a coaching day for adults perhaps covering two regions some time in the autumn, possibly applying for funding from the Orienteering Foundation. LY would look further into it as an option and report back.

SK said that he had attended the Coaching Conference and that the aim of checking the CPD is to ensure that an individual is actively engaged in coaching. The question to be asked of the coach at the beginning of the year is 'What are your aims for the forthcoming year?' and at the end of the year the question would be 'Did you achieve those aims?' The Area Coaching Rep will monitor these.

LY stated that British Orienteering are producing a series of training modules to support coaches – they can be found on the British Orienteering website under – Get Involved – Coaching Resources.

1400 Development Officer's Report

LY circulated a report prior to the meeting and updated the meeting on the Junior Development Group Meeting held on 15th March.

Although there is not an Yvette Baker Trophy/Shield qualifier in SCOA there is one on 7th April 2019 being held at Savernake Forest (NWO).

Clubs are invited to host the Yvette Baker Trophy Final and the Peter Palmer relays in 2022 **Action: Club Reps to discuss with their committees and fixtures secretary the possibility of hosting either the Yvette Baker Trophy Final or the Peter Palmer Relays in 2022.**

LY explained that there is a project spear headed by Phil Conway to progress an Annual Youth Camp concept for M/W12 age group. The purpose is to encourage juniors from club level to the Junior Squad. LY would like to pull together a small working team with a representative from each region to create a proposal.

A discussion followed around the suggestion to introduce ranking points for M/W14 – 16. Issues being around the jump in distance from M/W14 to M/W16 given the difference in ages, physical development between these age groups. In addition that a junior who had a birthday at the end of December could be 13 and running against 14 to 16 year olds who are potentially far more advanced.

1401 Technical Officer's Report

KS sent a message to the meeting stating that she had nothing to report to SCOA at this time.

She asked that Club Reps contact her if they have training requirements for Controllers or other officials (Event Safety, Planner or Organiser) or Controllers who wish to be appointed to a higher level.

Once the JK2019 is over KS will be in a position to run courses as necessary.

Action: Club Reps to check with committees on training requirements for event officials and any Controllers wishing to be appointed to a higher level.

1402 JK 2019

Di Smith had circulated an update on the organisation of the forthcoming JK.

There were two actions from the last SCOA meeting:

Action: All Clubs to identify Team Leaders for on-the-day roles asap for the Team Leaders meeting on 12th January. This was completed in time for the Team Leaders meeting held on 12th January.

Action: SCOA Club Volunteer Reps to continue to recruit club members and feed their lists to Mary Nixon. This action is still on going.

EH said the main issue for helpers is to find people to help with the setting up for the relay. Neville Baker wants to set up the relay on Sunday afternoon, as there is a lot of tape and stakes to put out. He hopes for people who lived close to the area. He also needs helpers on the day.

Action: Club Reps to encourage members to volunteer to support the event in particular the Relay day (Monday 22nd April).

1403 Any other business

There was no other business.

1404 Dates of next meetings

Further meetings are scheduled for:

20th June 2019 AGM and committee meeting

5th September 2019

5th December 2019

All dates to be confirmed as the venue might become unavailable due to local demolition.

There being no further matters for discussion the meeting closed.

Fiona Clough

Secretary – SCOA

24th March 2019