

**Minutes of the SCOA Committee Meeting, Thursday 3rd December 2015 held
at the Friends' Meeting House, Newbury**

Present

Di Smith	SOC	Chair
Alun Jones	TVOC	Club Rep
Liz Yeadon	SARUM	Coaching Officer
Alan Yeadon	SARUM	Club Rep
Richard Sharp	TVOC	Fixtures Secretary
Katy Stubbs	BKO	Technical Officer
Allan Farrington	BAOC	Club Rep
Terry Smith	SOC	Club Rep
David Jukes	BKO	Club Rep
Gillian Mann	BADO	Club Rep
Simon Kippin	TVOC	SCJS
Fiona Clough	BKO	Secretary

1198 Apologies for absence

Bob Dredge	British Orienteering Rep	
Charles Bromley-Gardner	BAOC	
Caroline Ford	SOFA	
Ian Moran	SOC	
Jerry Newcombe	BADO	Treasurer

1199 Minutes of last meeting

The minutes of the last meeting held on 17th September 2015 (apart from a number of 'typo's') were accepted as a true record.

1200 Matters arising

- **1160** RS summarized the current situation regarding issues with the proposed planner for the Southern Champs 2017. At the meeting on 17th September the committee did not reach a decision on the officials for this event therefore RS held a voting process by email. Mary Nixon as organizer was agreed and it was also agreed by a narrow majority to endorse Nick Bosbury as the planner. RS then sent both endorsements to E&CC. They replied that Nick was both not sufficiently qualified to fulfill the role and did not have sufficient recent experience competing in Level 'A' events. RS forwarded this to Ian Moran asking the SOC committee to consider this response and make a proposal on how to move forward.

TS responded on behalf of the SOC committee:

'The committee support Nick Bosbury as planner for our November Classic in 2017 and would like to maintain the event as a Level 'A' event (the Southern Champs) for 2017. SOC are happy to put in place an experienced assistant planner from within SOC and would point out that all event officials get as much support and help from the club as is required. SOC have a long and tested history for providing good quality events and competition. Our confidence in Nick should go a long way

towards reassuring both SCOA and the BO E&CC that he is capable of delivering a first class event. After all we in SOC know Nick Bosbury the man.'

TS then read out a further lengthy document from the SOC committee that has been placed on the SCOA website as an addition to the minutes.

The committee discussed this issue at length and TS explained that the proposed assistant planner was Simon Bevan (SOC). RS explained that it must first be established whether Simon is sufficiently experienced to fulfill the criteria of E&CC to plan a Level 'A' event. Additionally he must be the 'co-planner' rather than assistant planner. If he is not then SOC must propose a suitably qualified person as co-planner. If SOC do not propose a suitably qualified person then the Southern Champs will be moved to a different event. This is not a good option as the other Suitable events are either the TVOC's Chiltern Challenge (the week before the JK) or BKO's Concorde Chase (in 13 months time). Both these present major timescale problems. **Action: TS to establish Simon Bevan's CV and liaise with RS to confirm whether or not he is suitable as co-planner.**

- **1174** JK 2019 will now be an agenda item for all future meetings until the event and will be discussed at that point.
- **1180** Review of Coaching Officer's role description for discussion (to be completed before March 2016) **Action: LY - ongoing**
- **1187** Second person to be identified to update/maintain the SCOA website in addition to Tim Booth - Andy Parry from BKO volunteered for this - closed.
- **1191** This discussion had taken place and the conclusion was that TVOC cannot hold both the British Night Champs and the Southern Champs on the same weekend and on the same area in 2020 therefore it will be the British Night Champs and a Level B event and the Southern Champs will be at another event elsewhere on that year - closed.
- **1192** Attracting juniors to the SCJS is ongoing and really requires focused discussions with the parents of suitable juniors - closed.
- **1193** This had not been done following the last meeting but will be after this one - closed.
- **1196** Comments were been fed back to DJ within the timeframe and the questionnaire has been sent out. DJ has done limited analysis at this time that has been circulated. DJ to undertake further analysis and circulate the results prior to the next meeting. The questionnaire results to be an agenda item for the next meeting **Action: DJ**
- **1196** Event Safety Course 3rd October has taken place - closed.

1201 Chair's Report

DS circulated a written report to committee members prior to the meeting with several points for discussion.

1. There are 2 rolls of matting (2m x 50m) available to borrow for events within the region. Are there any other assets available and is there a list of them anywhere?

It was decided that a tab for Assets is to be added to the SCOA website detailing SCOA assets and also other items owned by SCOA Clubs that are available to loan out **Action: TB/AP to add 'Asset' tab to website.**

2. DS identified that there are issues surrounding regional boundaries where clubs have members affiliated to BOF through different regions. The main problems lie at regional championships when trying to establish whether a club member is entitled to a prize or not, this depends on whether or not they affiliate to BOF via SCOA or another region. The Chair asked two questions:

'Do we want to do anything about negotiating over this point with clubs that have members split over two areas?'

It was agreed that negotiations might be useful. **Action: DS to liaise with relevant club chairs**

'Do we agree that prizes at SCOA championships are NOT given to people not from the SCOA region? '

This was agreed unanimously. It was suggested that the clubs who have split membership be invited to assist producing the results for the prize-giving for the next SCOA Championships **Action: DS to invite SN/SARUM to assist in this way for the next SCOA Champs**

1202 Secretary's Report

Nothing to report

1203 Treasurer's Report

The Treasurer had circulated a report to the committee prior to the meeting and sent his apologies, as he was unable to attend. There was no action required as a result of the report.

1204 Updates from British Orienteering

BD sent his apologies for not attending the meeting and asked that any matters the committee wished him to bring up with BOF be emailed to him.

1205 Fixtures Secretary's Report

RS had circulated a report prior to the event but emphasized point 3 – the requirement for Risk Assessments to be completed for every event.

The committee also needed to consider an application from TVOC to use a TVOC controller for their event on 5th June 2016 at Kingswood. The proposed controller was Peter Riches. This was discussed and approved unanimously.

1206 Junior Squad Manager's Report

SK had circulated a report to committee members prior to the meeting detailing the activities of the SCJS over the last 3 months.

A discussion followed around the JIRCS 2016 being held near Aberdeen and the fact that additional funding may be required to support squad members because of the distance involved in attending.

1207 Coaching Officer's Report

LY had circulated a report detailing the club coaching activities that have been taking place across the region prior to the meeting but mentioned that there had been no response from SOC to her enquiry. DS stated she would confirm who the correct contact would be for the club. LY stated that she would feed back her coaching report to the coaches that had responded.

1208 Technical Officer's Report

KS had circulated a report to the committee prior to the meeting. There followed a short discussion on the reducing pool of available qualified controllers and how to identify and train new people to take on that role. This is to be added to the SCOA Development Plan. KS stated that BOF recently sent out a directive to Level 'A' controllers that when they are controlling a Level 'A' event that they arrange a Level 'B' Controller to be appointed as their assistant controller in order to train some more Level 'B' controllers to Level 'A' standard.

It was decided that it would be useful to have a list of active qualified Organisers, Planners and Controller (and the level they are qualified to) on the SCOA region.

Action: KS to compile a list of the regions Organisers/Planners/Controllers.

KS stated that more Event Safety Courses would be required.

KS mentioned the Volunteer Organiser Training Project (VOT Project) intended to develop training for Level 'D' and 'C' events. It is a training package delivered over 3 - 4 hours and includes some aspects of planning. Two trial workshops are being held in Bristol, the first being on the evening of 14th December 2015.

1209 Development Officer's Report

LY stated that there are plans to hold a meeting in early March 2016 in Birmingham to discuss ways of getting juniors out of schools and into the forest and then to keep them orienteering. There is an issue with funding the meeting, as BOF are unable to support it financially. Would SCOA fund a rep to go to the meeting? Should it be a club rep of a SCOA rep? There is no action required at this time but it is a developing idea.

1210 JK 2019

SCOA are hosting the JK 2019. It is necessary to have everything in place by April 2016 (officials and permissions).

Friday 19th April 2019 - Sprints

To be held at RAL (TVOC) preliminary permission granted

Saturday 20th April 2019 – Middle distance event

Possible location Bradenham (TVOC) or use Bradenham for the Relays and then use a BAOC area for the middles (Bramley/Hawley/Long Valley North).

Sunday 21st April 2019 – Long distance event

Only suitable location in SCOA Cold Ash (BKO) permission to be sought asap. Katy Stubbs has agreed to plan.

Monday 22nd April 2019 – Relays

The location has yet to be decided. The requirements are good parking (potentially 1000 vehicles), no bus-ing and no road crossings. It does not need to be a large area. Bradenham would be suitable in which case another area would need to be identified for the Middle Distance event.

It is therefore necessary to identify either a suitable Middle Distance or Relay area as a matter of urgency. **Action: Club Reps/BAOC Rep (in particular).**

There are several roles required for the JK in addition to organisers, planners and controllers for each day. There needs to be a Co-ordinator appointed who would need to attend SCOA Committee meetings or submit a report for every meeting. **Action: KS to draft and circulate a job description of this role (as she has done it a number of times) and include the time commitment involved.**

The other event specific role is that of Event Treasurer. **Action: Club Reps to identify potential candidates for these two roles in addition to daily officials as a matter of urgency so that possible candidates can be considered at the next meeting in March 2016 and appointments made.**

1211 Any other business

AJ discussed the potential use of www.racelifts.org for future orienteering events and plans to trial it at the forthcoming TVOC event at Park Wood on 13th December 2015.

AJ also asked how long the EMIT controls should last – the answer being around 10 years. If '99' appears after the split time in results then that control is on the way out.

DJ mentioned that he has circulated a temporary BKO photography policy to the committee for review. AJ stated that British Orienteering has just published the updates Safe-O Policy that includes a photography policy.

1212 Date of next meeting

The next meeting had been scheduled for 3rd March 2016 however most of the committee had had issues with parking today due to the fact that Thursday is late night shopping in Newbury and it was suggested that consideration be given to changing the day of the week the meeting is held. The following meeting is

due to take place in June as is the AGM. **Action: LY to check availability of the venue for a different day of the week.**

Confirmation - next meeting date Thursday 3rd March 2016 - parking to the rear of 2 Highfield Avenue accessed via the small driveway that runs to the side of the friends meeting house.

Fiona Clough
9th January 2016