

**Minutes of the SCOA Committee Meeting on Thursday 3rd March 2016 held
at the Friends' Meeting House, Newbury**

Present

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|------------------|-------|------------------------------|
| Di Smith | SOC | Chair |
| Alun Jones | TVOC | Club Rep |
| Liz Yeadon | SARUM | Coaching/Development Officer |
| Alan Yeadon | SARUM | Club Rep |
| Richard Sharp | TVOC | Fixtures Secretary |
| Katy Stubbs | BKO | Technical Officer |
| Ian Moran | SOC | Club Rep |
| Bob Dredge | WCH | BOF Rep |
| Allan Farrington | BAOC | Club Rep |
| Caroline Ford | SOFA | Club Rep |
| David Jukes | BKO | Club Rep |
| Fiona Clough | BKO | Secretary |

1213 Apologies for absence

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|----------------|------|-----------|
| Gillian Mann | BADO | Club Rep |
| Simon Kippin | TVOC | SCJS |
| Jerry Newcombe | BADO | Treasurer |
| Mike Bray | SN | Club Rep |

1214 Minutes of the last meeting

The minutes of the meeting held on 3rd December 2015 were accepted as a true record.

1215 Matters arising

- **1160** The SOC committee and planners have accepted a way forward with an independent (non-SOC) 'Planning Advisor' appointed by E&CC to aid and advise them prior to proposed courses being submitted to the controller – closed.
- **1180** The Role Description for SCOA Coaching Officer has been circulated prior to the meeting and will be discussed in the Coaching Officers report – closed.
- **1201** DS circulated an e-mail containing a link to the proposed page on the SCOA website. If clubs have equipment of some sort, available to loan to other clubs they should email the details of the equipment to DS or JN and they will put it on the website. **Action: Club Reps to consider with their club committee whether they have suitable items they are willing to loan.**

DS has completed the action relating to members from the same club affiliating to BOF via different regions – closed.

As a result of different members of SN/SARUM being affiliated to BOF via different regions it was suggested that DS invite SN/SARUM to assist with SCOA League/Championship prize giving – **Action: DS – on-going.**

- **1208** KS has compiled a list of the regions Organisers, Planners and Controllers – closed.
- **1210** JK 2019 KS was to draft and circulate a job description for JK Event Co-ordinator – due to computer issues KS has not yet completed this but will do so shortly. **Action: KS to draft and circulate job description for the JK Event Co-ordinator.**
Action: Club Reps to identify potential candidates for roles of Co-ordinator, Event Treasurer, daily Organisers and Planners.
- **1212** Parking issues for the Friends Meeting House on a Thursday night have been resolved by alternative parking being identified – closed.

1216 Chair's Report

DS circulated a written report to committee members prior to the meeting. There was a short discussion regarding clubs who affiliate to BOF through two regions and the registration of events on the BOF website.

1217 Secretary's report

Nothing to report.

1218 Treasurer's report

Although unable to attend JN had circulated a report prior to the meeting. One point of note was that JN has taken over as treasurer of SCJS.

AJ asked whether any SCOA closed clubs had not yet paid their dues. **Action: AJ to check with JN**

1219 Updates from British Orienteering

BD informed the committee that in preparation for the AGM, the annual report papers were published today. The news on finance was positive as the technical profit from the previous year was in excess of £9,000. It would have been a small loss but there had been some changes to the accounting standards relating to holiday leave that have created the excess.

Everyone needs to be aware that as we move into 2017 and the new Sport England funding cycle, that funding for orienteering will be nowhere near as generous as it has in the past. Sport England is moving the focus to funding more community-based activities with a tapering decrease of funding into developing talent. The current funding cycle ends at the end of the 2016-2017 financial period at which time funding will probably not cease completely but will be substantially reduced. As a direct result of this there will be a proposal at the BOF AGM to increase the membership fee and also the event levy.

1220 Fixture Secretary's Report

RS had circulated a report prior to the meeting and the point requiring discussion relate to where to hold the host events for both the 2016 and the 2017 SCOA Championships. It was decided to ask Southern Navigators to host it at the SN Trophy at Long Valley on 11th December 2016. **Action: RS to contact SN.**

AJ informed the committee that TVOC were keen to host the 2017 SCOA Championships at the Chiltern Challenge at Hambledon. The committee agreed that this was a suitable event to host the 2017 Championships.

1221 Junior Squad Manager's Report

SK had circulated a report detailing the recent activities of the SCJS and the proposed future activities – the report was reviewed and there was no further action required.

1222 Coaching Officer's Report

LY had circulated a report covering coaching activities undertaken by SCOA clubs since the last meeting. Of the clubs within the SCOA region BADO was the only club that had not responded to the request for information. It was suggested LY make contact with GM to confirm who the correct coaching contact was for the club. The report would be re-circulated back to club coaching officers for their information.

LY mentioned that licenced coaches should be completing their Continuous Professional Development (CPD) logs as they go along and that their CPD logs need to be submitted to the Association Coaching Officer every 3 years. The Association Coaching Officer then confirms this with BOF who should then update the licence.

LY asked Club Reps to check her list of coaches and confirm which ones are still currently active in the role. It would be useful to know how many qualified coaches there are in the region before setting up any future training courses

Action: Club Reps to check list of coaches

LY informed the committee that a coaching meeting is planned for June 2016 and also the regular bi-annual conference will also be held in February 2017.

1223 Technical Officer's Report

KS circulated a report for review prior to the meeting with a number of points and two requiring a decision from the committee:

1. Applications for appointment as Grade C controllers from Peter Stewart (SOC) and Alan Kersley (BADO) – both appointments agreed. KS will update BOF;
2. KS has circulated two lists, firstly officials recorded by BOF as having controlled, organised or planned at SCOA events since 2008 and secondly the SCOA members licenced as Organiser at Level A, B, C or D events by BOF for review. **Action: Club Reps to take lists to respective Club Committees to check levels for Organisers and Planners and send justifications for changes to KS..**
3. KS also reviewed the changes to the Rules of Orienteering from the 2016 update. The two main changes are that event officials from 2017 MUST have attended an Event Safety and Welfare Workshop. During 2016 all events must have the Safety and Risk Management checked and signed off by a person who has attended a workshop. There are also significant

changes relating to 'Experience required' as opposed to 'Experience advised' as it was previously.

4. The final point requiring a decision related to changes in the wording of the rules relating to who appoints officials to an event. The changes mean that now the Regional Associations apparently have responsibility to appoint officials to Level B events (with some differences in the wording for Planners as opposed to Organisers and Controllers). JN had expressed concerns in the Treasurers report over whether SCOA was covered by insurance but BD was able to allay those concerns and confirmed that both the region and the clubs would continue to be covered.

The next question was how the SCOA committee intended to deal with this requirement. After some discussion it was agreed that details and CV's of nominated officials should be sent to KS as the Technical Officer to review whether they have sufficient experience before raising it at the next committee meeting for approval. Normally officials for Level B events are appointed around 12 months before the date of the event. If there is a delay for any reason it can be dealt with by an exchange of emails by the committee. **Action: KS will produce a nomination form that clubs can use for this purpose; Club Reps to take this back to Club committees for their information.**

1224 Development Officers Report

LY informed the committee that a Junior Development Meeting is being held on Saturday 5th March to consider the progression of juniors on into mainstream clubs (with their associated families) and this may produce the need for additional coaching /training activities. The meeting is a result of the Development Meeting held in October 2015 and the intention is to pull together reports from a variety of areas in the UK to get more ideas of how to increase the numbers of juniors within the sport.

1225 JK 2019

- Friday; Sprint to be held at RAL (SOC to help with this event)
- Saturday; Middle Distance to be held at Windmill Hill with parking at Frith Hill (with Minley as a reserve venue if there are any permissions problems). SN to be invited to take this on.
- Sunday; Long Distance to be held at Cold Ash, permission in principle given, KS and Roger Thetford to jointly plan, no Organiser identified at this time.
- Monday; Relays to be held at Bradenham.
- AJ stated that there are plenty of volunteers to plan both the Sprint and the Relay and also some potential organisers (SOC to be invited to provide general help with the Sprint).

It is now urgent to identify candidates for the Co-ordinator and Treasurer. BD mentioned that he is the treasurer for the 2018 JK and that he will find out whether there is a Role Description available. **Action: BD circulate Role**

Description for Treasurer; All to identify possible candidates for both Co-ordinator and Treasurer.

1226 O-Safe Policy and its implementation at Club level

AJ gave a brief overview of his report/review of the changes required by the revised O-Safe Policy and the committee discussed it at length.

BD reminded the committee that it is necessary to comply with the Child Safety requirements otherwise BOF will be struck off as the orienteering governing body.

There are actions required by Clubs and Associations:

1. Clubs and Associations must include certain defined wording into their Articles of Association, byelaws and constitutions.
2. They must include certain defined wording into their Disciplinary Rules and Procedures.
3. They must also include certain defined wording into their membership forms. It is assumed that British Orienteering has or will make this change for the online membership application process.
4. Clubs are obliged to notify members that they are deemed to have read, understood and assented to the British Orienteering Code of Ethics and Conduct and as such recognise and adhere to the principles and responsibilities embodied in the Code. Again, it is assumed that British Orienteering will assist in this notification process. The Code of Ethics are difficult to find on the BOF website at this time.
5. Clubs must appoint a Club Welfare Officer.

Regarding point 2. (Disciplinary Rules/Procedures) Mike Hamilton has said that BOF will create the appropriate wording for Clubs to ensure a standard throughout the country. **Action: BD to confirm the wording and establish the time line for these changes.**

It was agreed that the details of the Photographic Policy needs to be at the point of entry i.e. Fabian4 (and at Registration). **Action: BD to take to BOF for discussion/consideration.**

1227 SCOA League Survey Results

The results of the survey were discussed at length and it was agreed that it is vital that there be increased publicity and promotion of league events. No changes were needed to the league itself but that the following steps would be taken to raise the leagues profile:

1. SCOA league events would be numbered; SCOL1, SCOL2 etc.
2. Clubs will be asked to put the SCOA logo on the flyers/final details for SCOA league events;

There was also quite a strong desire for a Middle Distance Championships. We would welcome offers from clubs to host this, both for 2016 and for future years.

Action: Club Reps to inform Committee's and Organisers.

1228 Level B SCOA Events – appointment of officials

AJ on behalf of TVOC provided the details of the proposed John Dalton as Organiser and Carol Edwards as Planner for the Chiltern Challenge Level B event on 24th April 2016 and detailed their experience. The committee agreed their appointment.

1229 Any other business

KS mentioned the ‘Organiser Training Project’. She recently attended a training day held at Bristol run by an external trainer. It was not a good training package; covered some Event Safety Workshop details but nothing about entries or the results process.

1230 Date of next meeting

The AGM will be on Thursday 2nd June 2016 at 7.30pm at the Society of Friends Meeting House, 1 Highfield Avenue, Newbury.

This will be followed immediately afterwards by the Committee Meeting.

Future meetings: Thursday 15th September 2016
 Thursday 1st December 2016

Fiona Clough
16th April 2016