

**Minutes of the SCOA Committee Meeting on Thursday 1<sup>st</sup> December 2016**  
**held at the Friends' Meeting House, Newbury**

**Present**

Di Smith	SOC	Chair
Katy Stubbs	BKO	Technical Officer
Alun Jones	TVOC	Club Rep
Bob Dredge		BOF Rep
Simon Kippin	TVOC	SCJS
Julian Hartwell	SOC	Prospective JK 2019 Co-ordinator
Peter Entwistle	BKO	Club Rep & JK 2019 Treasurer
Kevin Bracher	SOC	Club Rep
Alan Wallis	SN	Club Rep
Fiona Clough	BKO	Secretary

**1265 Apologies for absence**

Liz Yeadon	SARUM	Coaching/Development Officer
Alan Yeadon	SARUM	Club Rep
Ian Moran	SOC	Club Rep
Caroline Ford	SOFA	Club Rep
Richard Sharp	TVOC	Club Rep and Fixtures
Charles Bromley Gardner	BAOC	Club Rep
Bernie Fowler	BADO	Club Rep

**1266 Minutes of the AGM on 2<sup>nd</sup> June 2016**

The draft minutes of the AGM held on 2<sup>nd</sup> June 2016 were reviewed and accepted as a true record. This should be confirmed at the 2017 AGM.

**1267 Minutes of the EGM held on 15<sup>th</sup> September 2016**

These minutes were reviewed and accepted as a true record of the meeting. The updated constitution has been placed both on the SCOA website and also in 'Dropbox'.

**1268 Minutes of the Committee Meeting held on 15<sup>th</sup> September 2016**

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

**1269 Matters Arising**

- Paragraph 1222 (relating to club reps checking list of coaches and confirming which ones are still active) - response received from BADO, still awaiting reply from SN and SOC **Action: SN and SOC club reps to chase up.**
- Paragraph 1223 – Club Reps to check levels for Organiser and planners and to confirm and changes of levels with KS – SOC have completed this, no changes for BADO. LY has now completed this. **Action: KS to send the current list AW who will check SN members.**
- Paragraph 1251 – SCOA Treasurer post vacancy – Peter Entwistle from BKO has volunteered to take on this role, he was proposed by FC, seconded by DS and voted in unanimously to take over from 01/01/2017.

- Paragraph 1253 – SCOA policy on providing grants to seniors. DS explained the context that this action had arisen (an application for funding had been received from a Senior who had been selected to represent GB). Various changes to wording had been circulated but Jerry Newcombe (the outgoing Treasurer) has requested that there be strong and specific guidelines so that a decision could be made without having to wait for to a committee meeting every time. Suggested guidelines needed further work. **Action: DS and IM to finalise wording in conjunction with PE and bring to next meeting.**
- Paragraph 1255 – SCOA Champs to be promoted on the SCOA website – complete.
- Paragraph 1257
  - i) LY to circulate date of coaching conference to association coaches – complete.
  - ii) Requirement for tutors/assessors for coaching courses to be circulated to clubs – complete.
  - iii) Details of coaching courses available to be circulated to club members – complete.
- Paragraph 1258
  - i) Officials for 2017 CSC Heat to be submitted to KS **Action: FC to ensure completion and submission of form to KS – ongoing as Organiser and Controller yet to be confirmed.**
  - ii) **Action: KS to re-send SCOA Controllers contact list to LY – complete.**
- Paragraph 1259 **Action: DS to consult Fiona Bunn regarding submission of her article to one of the sport magazines – complete.**
- Paragraph 1260 – Co-ordinator required for JK 2019 – to be covered in the JK section of the meeting.
- Paragraph 1261 – O-Safe policy and its implementation at club level.
  - i) TVOC – done
  - ii) SN – Will be done at AGM Sept 2017
  - iii) BKO – in the process of updating the constitution and will include O-Safe policy to be confirmed at AGM in February 2017.
  - iv) SOC – have included the long wording from O-Safe already.  
**Action: Club Reps – all clubs are to be encouraged to ensure that the British Orienteering O-Safe policy is included in their constitutions.**
- Association Return 2017 due – **Action: FC to complete and send to BOF – complete.**

### **1270 Chair's Report**

The Chair had circulated a report to members prior to the meeting.

A short discussion on Badges followed after the Chair asked whether SCOA had a stock of colour badges and whether clubs still include colour standards in their results. Club reps from TVOC and BKO confirmed that they did. Ken Ricketts from BKO maintains the stock of badges on behalf of the region and would provide them to people applying for them. AW confirmed that SEOA still

maintain and provide colour badges. It was felt that perhaps they should be better publicised on the website.

There followed a discussion regarding increasing problems with permissions and access to areas from certain landowners and authorities. All members present felt this did not correspond with current experiences of Fixtures/Permissions Secretaries.

### **1271 Secretary's Report**

Nothing to report.

### **1271 Treasurer**

This position is currently vacant therefore no report was produced however a new Treasurer has been recruited (Peter Entwistle – BKO) and takes over the role on 1<sup>st</sup> January 2017.

DS asked that AW to make sure the SN Treasurer paid the SCOA Levy payable from the SN Trophy before the end of the year so that we can close the SCOA accounts promptly (to facilitate the hand-over from JN to PE).

### **1273 Update from British Orienteering**

BD wished to convey his thanks to those who supported the board's position at the recent EGM. The decisions regarding the BOF levy and membership fees are an improvement but still don't fill the funding gap.

BD asked for views on the Club Conference and all present who had attended agreed that it had gone well and been productive.

BD explained that British Orienteering are currently in the middle of discussions with Sport England over future funding as the current funding cycle ends on 31<sup>st</sup> March 2017. Sport England have given an indication what the BO funding bid should be for the next 4 year period and it is substantially less than have previously been granted. This reduction in funding will have impact on performance and development within the sport.

BO is currently working on the 2017 budget and also the 3-year budget. 'Focus' magazine is under review, whether it should be produced as hard copy, online or not at all. Staff numbers are also being reviewed.

It is not known when BO will get the decision from Sport England on future funding but as a matter of interest, BO are perceived as a high performing governing body.

In the last week as a result of the recent football child abuse scandal safeguarding has become an even more critical. BO are re-reviewing the current situation and also revisiting previous allegations to confirm they were properly dealt with.

The GB Junior Squad has been announced – Fiona Bunn is the only SCOA member included. Selection has been on performance related assessment, looking at overall performance rather than performance at one or two specific events.

The next BO Board meeting is on 8<sup>th</sup> December 2016.

DS stated that she had mentioned the Club Mark accreditation to Mike Hamilton and the Club Conference but had not yet received a reply, as he is obviously busy with other matters.

A discussion followed regarding Club Mark Accreditation and in particular criteria 2.3 - 'The Club records participants' contact, medical and emergency contact details and these are accessible to the coach/organiser'

DS stated she has a document that Bristol Orienteers use. AJ stated that he has talked to Fabian4 to include these details in the entries but the problem is around getting the details to First Aid/Medical Services as soon as possible should someone fall ill at an event. JH stated that it is an issue for Organisers. Fabian 4 provide a number of reports from online entries and organisers need to ensure they download both reports (starters and also contact details) prior to the event.

There is a medical form on the BOF site that can be completed by a competitor, left in a sealed envelope to be destroyed after the event.

SK mentioned that they have a form they use for the SCJS for this purpose.

DS asked BD to bring this up with Mike Hamilton and Craig Anthony at BO on our behalf **Action: BD to discuss Club Mark criteria 2.3 with Mike Hamilton/Craig Anthony.**

### **1274 Fixtures**

RS had circulated a report detailing forthcoming major events and the 2016-17 SCOA league events prior to the meeting and had sent apologies for his absence.

1) AJ informed the meeting that 2020 Southern Championships might still be hosted by TVOC but the final decision has not yet been made. He will tell RS when it has. The alternative option would be to hold the British Night Championships the night before the Concorde Chase and then to hold the Southern Championships at a later date. Discussions are still on going.

2) DS informed the meeting that the SCOA championships are being held at the SN Trophy event on 11<sup>th</sup> December 2016. The requirements to participate in the championships were agreed in 2013 but had not previously been available on the SCOA website but they have now been made available. One crucial point is that to be eligible competitors must pre-enter the event. DS has a quantity of medals for the event, medals to be given for the top 3 competitors per age group (SCOA members only).

3) RS has noted in his report that for the forthcoming TVOC level C event the controller (Colin Duckworth) is also from TVOC and therefore needs committee approval. It was discussed; KS recommended approval and it was approved unanimously.

4) The SOC event scheduled for 15<sup>th</sup> January 2017 has no officials shown on the BO website. **Action: KB to establish officials for SOC event 15<sup>th</sup> January 2017 and ensure the BO website is updated.**

5) BADO event on 19<sup>th</sup> March 2017 has no controller shown so there is a risk that approval by email may be required if a BADO Controller is appointed. **Action: BF to confirm the controller (FC to email BF).**

6) SN event on 14<sup>th</sup> January 2017 is not a SCOA league event despite being listed on BO site as so. As it is a Saturday event it does not fulfil the SCOA league criteria. AW responded that there is still a question as to whether/where the event will be held.

### **1275 Junior Squad**

A report detailing the activities of the SCJS was circulated to members prior to the meeting. DS confirmed with SK that the review of the finances/budget preparation had been done with JN. It was considered to be very positive that the junior squad had been joining up with other regional junior squads from other regions to train together. The squad had increased in size with several new members although 4 will be leaving at the end of the year.

The planned trip to Sweden/Norway is not taking place now however the squad are planning to go to the training camp being run by Dane Blomquist in February 2017.

### **1276 Coaching**

LY sent her apologies for absence and had not produced a report for this meeting due to other commitments.

### **1277 Technical Officer's Report**

KS circulated a report prior to the meeting and emphasised the following points:

- 1) E&CC have recommended that it become a requirement for Level 'A' events there should be a named deputy for all officials. KS suggested this be taken into account for JK2019.
- 2) There have been discussions on whether day 2 of the JK should remain a Middle Distance event or revert back to a Long Classic Distance event for all competitors except for elites. JK 2017 and 2018 will be holding a Middle Distance on Day 2 and KS strongly recommended that we propose to E&CC that SCOA will also do this for the JK 2019. It was agreed. **Action: KS to propose to E&CC that Day 2 remain a Middle Distance event for JK2019.**

AJ asked whether the area has sufficient Controllers in the region and KS explained that 4 controllers on the list have not completed the Event Safety

Course and therefore would no longer be able to fulfil the role from 2017 onwards until they have done one. There is one controlled from BKO (who lives in the US) and three (possible 4) SN Controllers who have not done the course.

It was agreed that clubs should be encouraging more people to be Controllers.

There followed a short discussion around the training available for people wanting to become controllers and also the frequency and availability of Event Safety Training. Such courses would normally be advertised on the website of the club providing the course and also the SCOA website in addition to being featured on the SCOA Bulletin. It was also mentioned that BAOC do provide regular training that is also available to civilians at a fee. This can generally be found on their website – [www.baoc.info](http://www.baoc.info)

### **1278 Development Officer's Report**

LY had sent her apologies.

### **1279 JK 2019**

DS introduced Julian Hartwell from SOC who was considering taking on the role as Co-ordinator for JK2019 as he has organised various events for SOC over a considerable period although never a multi-day event.

JH then explained that if he were to take the role he would need considerable support from all the clubs within the region and in particular from British Orienteering. He expected that BO would enter into a partnership agreement to provide professional expertise and to underwrite part of the financial risk (and share any surplus/loss). BD made it clear that a partnership agreement was NOT on offer and that the region needed to take on all the financial risk of organising the event.

BD explained that it was not BO but their auditors that took the view that previous partnership agreements/risk sharing had not worked. This followed a JK held several years ago where the clubs organising individual events just did what they wanted without prior consultation with BO. BO took on the risk but had no say in how the events would be operated.

JH said that this matter caused him great concern but BD reassured him that no major event had ever made a loss (except a recent British Champs held in the NE which had been anticipated). JH explained that his concerns were around there potentially being a catastrophic event that caused the cancellation of the whole weekend and the financial implications of that.

BD stated that as the Treasurer of JK2018 he has ensured that any contracts relating to the event are only signed with conditional clauses to minimise losses in the case of cancellation. It is not possible to insure for such losses.

AJ pointed out that for an event run by SCOA that the officers would not be personally liable as long as it can be shown that they have acted 'reasonably' in the circumstances.

It was discussed whether it would be possible/practicable to incorporate SCOA or perhaps 'JK2019' as the Scottish6days have been.

JH stated that he would require:

- 1) The SCOA committee to take ownership; and
- 2) Background support from BO.

JH stated there could be no question of clubs running up costs until SCOA has approved the budget, etc. Without the support of BO and the shared risk JH stated he had serious misgivings about taking on the role of Co-ordinator.

BD explained that the only significant early expense is that of mapping the areas, as that needs to be agreed/commenced 1 year before the event. PE asked when the key team members are decided; BD stated that that has already been arranged for JK2018.

JH stated that he had not agreed to take the Co-ordinator role and was now reluctant as he had serious concerns about the general organisational structure and how risk is managed.

BD undertook to link JH up with the JK2018 co-ordinator. JH stated he would take it away from the meeting and discuss it with PE (JK2019 Treasurer).

Discussions then moved onto the various events and specifically the issues regarding obtaining permission for the use of army land. Apparently the way long-term bookings are made through 'Landmarc' is changing, as is the main contact point. They are setting up a new online booking system although that is not expected to be working any time soon.

Windmill Hill - has been proposed for the Middle event. This is a very small area from the perspective of army training and therefore it is very unlikely that they will be using it over Easter weekend even if something significant happens involving the army therefore as an event location it is pretty safe. A licence to use the area will not be forthcoming until a few months before the event and Minley could stand as a back up (but would have the same licencing issues as it is also army land). The land use charge would be in excess of £5 per head but with this scale of use there might be some room for negotiation.

AW then made the point that both Bagshott and Windmill Hill are in fact Southern Navigator areas and therefore part of SEOA rather than SCOA. The SN committee had not been aware that the BAOC representative had suggested these areas. DS stated that it came as a surprise as the SN rep had been present at meetings when these areas had been discussed. AW said he had no major problems with the areas being used for the JK2019 but would have liked to have known in advance.

The possible plan so far:

	Venue	Organiser	Planner
Sprint	RAL	Jon Wheatcroft	Colin Duckworth
Middle	Windmill Hill (back up Minley)	BAOC or SN	
Long	Cold Ash	Fiona Clough	KS/Roger Thetford
Relay		Neville Baker?	Steve Long?

AJ informed the meeting that TVOC was still exploring other potential locations for either the Middle Distance or the Relay. Nettlebed could be an option with parking in the field in the middle of the area or an area on the Wormsley Estate (owned by the Getty Family) that is North of Hambleden, south of junction 5 of the M40. AJ has scheduled a meeting with the Estate just before Xmas.

AW stated that Bagshott would be a possible option for the Relays, parking at Frith Hill or nearby then bus or walk competitors to the area however it would involve a very long walk. AJ mentioned that if the Relays were located too far away from the TVOC area then the committee would need to find non-TVOC officials. AW suggested that SN might take over the roles of officials if Windmill Hill is the location. A discussion followed around locating the Relays further north to help with post event dispersal of competitors.

KS pointed out two important points:

- i) The areas need to be decided and confirmed 2 years before the event (Easter 2017); and
- ii) Mapping – it is necessary to book professional mappers 1 year before the event so that they can commence their mapping around Easter. A discussion followed regarding professional mappers v amateurs.

### **1280 Level B SCOA events – appointment of officials**

Concorde Chase – BKO 29<sup>th</sup> January 2017 – the Controller has not completed the Event Safety Course and needs to have completed it or another Controller located.

CSC Heat – BKO 12<sup>th</sup> March 2017 – needs both a Controller and Organiser.

Southampton Urban – SOC 4<sup>th</sup> November 2017 – officials have been identified and will be submitted to KS.

### **1281 Any other business**

- SCJS Minibus hire – this will be resolved out of the meeting between FC and SK.
- Clubmark accreditation – this has already been covered in the British Orienteering update.
- Interclub Competition – It was discussed at the Club Conference that Juniors particularly enjoy running for their clubs and it has been suggested that SCOA consider holding an Interclub competition. Ken Ricketts from BKO has produced a document detailing several



possible scoring systems. **Action: All to review this document for discussion at the next meeting.**

**1282 Dates of next meeting**

Thursday 2<sup>nd</sup> March 2017

Thursday 15<sup>th</sup> June 2017

Fiona Clough

Secretary – SCOA

13th January 2017