

SOUTH WESTERN ORIENTEERING ASSOCIATION
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Minutes of the Committee meeting held at 7.30pm on 3rd
December 2008 at the Ruishton Inn.

Those present

Officers: Trevor Bridle, WIM (Treasurer); John Shucksmith, WIM (Fixtures Sec.); Arthur Vince, KERNO (Secretary).

Committee Members: Scott Collier, KERNO; John Fallows, NGOC; Erik Peckett, DEVON; Christine Vince, KERNO.

Club Representatives: BOK, Robin Walker; DEVON, Graham Dugdale; QO, Bob Lloyd; WSX, Richard Arman.

1 Apologies for absence

Jeff Butt, SARUM (Committee); Roger Hargreaves, KERNO (Chairman); Susan Hateley, DEVON (SINS Editor); Celia Watkinson, BOK (RDO).

2 Approval of Minutes for 1st October 2008

These were approved with this amendment to Para 13.2: The last part should read "UKCC Level 1 courses are coming online. WSX have had a Level 2 course already; the club has no other courses planned at present."

3 Matters arising from those minutes unless on the Agenda

None

4 Correspondence

4.1 The Treasurer had received an email from John Butler, the Welsh OA Treasurer, claiming that a levy payment of £115.55 was due to the WOA for the BOK (Gallop) event at Headless Hill on 23rd November as the area used was predominantly in Wales. John Butler cited the example of DEE running events in North Wales and paying levy to WOA, and a payment being made to WOA after JK 2007 when the relays were held in Wales. The email was sent after the event.

The SWOA officers took the view that levy was due to SWOA and not the WOA. The committee agreed for the following reasons:

- a) The area had been mapped and the event organised by BOK, a club affiliated to SWOA.
- b) Money paid to the WOA after JK 2007, when the Relay was held in Wales, was not strictly a levy payment – although it may have appeared as such. It was paid only because JK 2007 made a considerable surplus and this was distributed to those who played a part in the weekend.

c) WIM had an arrangement with SOC on the use of an area in the New Forest in the SCOA area. If SOC organised an event there the levy went to SCOA, if WIM did then it went to SWOA.

d) For the 0007 weekend in May 2009, SWOC would be putting on an event in England. The event was registered via the WOA and the SWOA Treasurer was happy for WOA to get the levy payment.

e) BOK had in the past organised events in Wales – west of the Wye – without attracting any claim for levy by WOA.

The Secretary to email John Butler with the Committee's decision.

5 Chairman's Statement and News from BOF Board of Directors

Roger Hargreaves had sent a statement, which was read to the meeting. This is attached as Appendix 1 to these minutes.

6 Finance and Membership

6.1 SWOA Accounts

The accounts for 1.8.2008 to 3.12.2008 are attached as Appendix 2 to these minutes.

There was a surplus of expenditure over income of over £1600, but a large amount of membership fee money would shortly be arriving from BOF.

The new BOF computer system produces membership updates by club, no updates broken down by senior/family/junior being sent.

6.2 SW Junior Squad Accounts:

An injection of £500 (budgeted for) to the Squad funds was agreed.

6.3 JK 2010: agreed to make a loan of £500 so that expenses already incurred could be paid, with a further £500 if required, while money from BOF was awaited.

6.4 Grants: a further £73.48 to Emily Benham for the European MTBO Champs.

6.5 SWOA Levy System: the Treasurer suggested that a possibility would be for all senior runs to be charged at 25p, with all juniors free. The meeting was not sure whether or not the Committee could change the levy charges or if they had to be voted on at the AGM.

[Post meeting note: Paragraph 2 (c) vii of the constitution requires the amount of the levy to be approved at the AGM.]

7 Fixtures

7.1 JK 2010:

Erik Peckett, the coordinator, reported that slow progress was being made. A Race Day Manager for Day 2 at Cookworthy was still needed – not such an onerous job as it appears as the necessary teams will be provided. An Equipment Manager (Pat Macleod of NGOC) had been found. Erik is investigating using the Army training camp at Fremington near Barnstaple for accommodation. The Day 2 forest at Cookworthy had been approved for the elite middle races.

7.2 Other Events (John Shucksmith):

John had attended the BOF Fixtures Group meeting on 18th October: the minutes had been sent to clubs.

7.2.1 DEVON Compass Sport Cup round:

This is to be held on 29th March 2009 at Bullers Hill and has (current) Level 3 status, which attracts a 12 month embargo on events on the area beforehand. The DEVON event on 28th December is also arranged for Bullers Hill, breaking the embargo and raising the issue of the competitive status of those who run in that event for the CS Cup. Graham Dugdale would take this problem back to the club committee; it would be advisable to consult Peter Guillaume, the National Fixtures Secretary.

7.2.2 SW Middle Distance Champs:

WIM will be staging a C3 event on 15th February 2009 at Gore Heath which they want to be the SW Middle Distance Championships. The committee agreed to this request. John will publicise this to clubs. The proposed controller was Ian Sayer of WSX. The Secretary thought that Ian was Grade 3, not Grade 2 as is required for a C3; this needed to be checked.

7.2.3 Gallopens:

John proposed that under the new fixtures structure, Gallopen events should be at Level 2 whenever possible. The meeting concurred. However the final decision was up to the promoting club, and could be affected by embargo issues and the availability of a Grade 2 controller. He proposed leaving the 2009 events alone. John now has to bid for Level 2 events to avoid clashes.

Level 3 events will be registered by clubs using the imminent online system: there is information on the BOF website about this.

7.2.4 Risk Assessments:

These are required for all registered activities such as coaching days, as well as for events.

7.2.5 Junior Only Events and BOF Levy:

If the BOF Junior Competitions Group agree that an event has “Junior Only” status – for which it has to be a junior specific competition – then it is free of BOF levy for the juniors. If some seniors also run then levy is payable for them.

7.2.6 Forestry Commission charges for the new event structure are being negotiated.

8 Controllers

8.1 Application for appointment:

Chris Branford of WIM had applied to be appointed to Grade 3; he had fulfilled the necessary requirements and his application was approved.

9 SWOA Technical Conference 2008

Arthur Vince reported that 24 would be attending, plus the seven speakers. It was agreed that, speakers excepted, those attending would not be paid travelling expenses by SWOA, but should look to their club for reimbursement.

10 BOF Committees

10.1 International: Jeff Butt had volunteered to represent SWOA as a Corresponding Member.

10.2 Coaching (Christine Vince):

There is a coaching report in the current SINS. The first UKCC Level 1 courses are running successfully; one is planned in the SW next autumn.

CRB Checks: at present there is only one authorised CRB checker in SWOA (Celia Watkinson); two more people are applying for authorisation for this role, Roger Hargreaves and Christine Vince. Disclosure forms can also be sent to BOF: information about applying for “enhanced disclosure” can be found on the BOF website.

10.3 Development (Scott Collier):

New Ranking Scheme: Scott is on the working party looking into a ranking scheme for the new event structure. He reported that the idea for Level 2 colour coded events is for an individual to be ranked against all other runners on the same course, but with the published list being sorted into age classes. Details of the scheme had yet to be worked out.

Grade 2 Controllers: Scott has the job of producing a discussion paper on the finding of sufficient Grade 2 controllers for Level 2 events in the new structure.

11 SW Junior Squad Report

Jeff Butt had sent his report to the Secretary:

Two training days since last meeting: The first on 1st October for 24 of the squad plus coaches at Ramscombe. On 28-30th November the annual training weekend for M/W16 was held in the Lake District with training organised by Tony Carlyle at Tarn Hows, Holme Fell and Claiffe Heights. The squad members were Tom Butt, Tom Stubbs, Sophie Davie and Jack and Lucy Benham from SARUM; Isla Simmons and Jess Milne from BOK; Matt Ryder and Duncan Taylor from DEVON.

The next activity will be a New Forest weekend on 13-14th December, then a day on 17th January in the Forest of Dean with attendance at the WNL event at Symonds Yat.

Five Squad members have been selected to represent English Schools at the World Schools Champs. in Madrid following next Easter. They are

Isla Simmons (Senior girls), Lucy Butt (Junior Girls), Tom Butt (Senior Boys) and Jack Benham and Sam Giles (Junior Boys). The cost is expected to be £600 each which potentially will result in funding of £1500 being requested from SWOA for those involved.

Noted that JK 2010 should result in money for the Squad as they will be helping with staging events.

12 SWOA Development Plan

The current plan (version 6) is attached as Appendix 3 to these minutes.

Christine Vince informed the meeting of the current situation:

Item 1: Action completed; the conference will be on 6th December.

Item 2: Celia Watkinson still wants this to take place.

Item 3: There is lots of useful material on the BOF website. Erik Peckett spoke of the need for information for mappers, and the need to train them; BOF Map Group will be dealing with this.

Item 4: SW clubs need to go after this funding. WSX was getting funds as a "Participation Club". Noted that not all projects were eligible for funding.

Item 5: The Elsie Ward fund can give money for specific purposes. For example £25 per person for the SWJS, and money for an Yvette Baker Trophy round.

Items 6 -9: Closed.

13 "Best Galloper Course of the Year Competition"

This had been proposed by Bill Vigar of QO. Bill's paper outlining the idea had been sent to SWOA officials, committee and club secretaries. Bill had been invited to the meeting to argue for his idea; in his absence the discussion was inconclusive. Opinions ranged from: "grotesquely complicated", via "How do you measure the success of an event?" to "Why ask what people think". It was decided to ask Bill to write an article for SINS, complete with a set of rules, in order to determine if there would be enough support to make such a competition meaningful, and to ask Bill to the next meeting.

14 AOB and Matters raised by Club Representatives

14.1. Erik Peckett will be asking Susan Hateley to highlight SWOA Galloper events in the SINS fixture list.

15 Next Meeting

Wednesday 1st February 2008 at the Ruishton Inn.

The meeting closed at 9.57pm.

APPENDICES TO MINUTES

- 1 Chairman's statement to meeting.
- 2 SWOA and SWJS accounts 1.8.2007 to 3.12.2008.
- 3 SWOA Development Plan, Version 6.

SWOA Development Plan

	Item	Action	Actionee	Supporting information
1.	Volunteer training – Technical Conference	Arthur Vince proposes to run a Technical Conference on Saturday 06 December at Millfield School.	Arthur Vince	Previous Controllers' Conference held in December 2004.
2.	Volunteer training – Club Development Conference	Consider running a Conference in 2010.	Committee	Previous Conference held in October 2006.
3.	Provide SWOA website access to documents to help Event Officials	Find out what documents already exist in clubs to assist their Event Officials.	Christine Vince	Several helpful documents have come to light which could be made more widely available (with the author's consent); subject raised in conversation at JK 2008.
4.	BOF development funding for clubs	Talk to club chairmen and encourage them to apply for funding.	Christine Vince / Scott Collier	Funding for various projects is available via the BOF Development Fund.
5.	BOF development funding for SWJS	Talk to Jeff Butt about funding for SWJS athletes.	Christine Vince	The Elsie Ward Fund provides support for juniors selected for certain events.
6.	Volunteer training – Grade 3 controllers	No further action.	Closed	Arthur Vince ran a Grade 3 Controllers' course on 05 July 2008 at Priddy Village Hall (near Stock Hill); two new controllers.
7.	Volunteer training – Event Officials' Conference	No further action.	Closed	A Conference for organisers, planners and map makers was considered. Many clubs already run courses for their own or neighbouring volunteers. The Technical Conference covers a variety of topics (not just for controllers).
8.	Contact each club and ask what they want from SWOA.	No further action.	Closed	SINS and the website are the public face of SWOA to most clubs, particularly if they do not regularly send a rep to meetings. A précis of replies (v.3) received to date is available; all clubs (open and closed) contacted.
9.	Welfare Officers for clubs	No further action.	Closed	BOF are encouraging clubs to appoint a Welfare Officer (as it was not possible to have Association Welfare Officers). SWOA to support clubs.

Christine Vince and Scott Collier on behalf of SWOA.