



Berkshire Orienteers

Minutes of the Committee Meeting

7.30pm 10th Mar '16
The Cricketers, Cricketers Lane.
Warfield. RG42 6JT

Present: Fiona Clough (Fixtures), Derick Mercer (Secretary), Brian Sewell, Andrew Graham, Mark Foxwell, David Jukes, Ken Ricketts (Development), Peter Entwistle (Treasurer) & Brian Burt.

Apologies; Ian Hudson (Membership), Andy Parry.

Fiona kindly agreed to Chair the meeting.

1. Minutes of the Last Meeting (14th Jan) / Matters Arising

- The minutes had been circulated and were agreed.
- The minutes will be displayed on the club website.

Matters Arising

- Mapping Courses – *Fiona has asked and had a reply back from Phil Batts who runs the Army courses. At present they are not specific about dates. Fiona is collating more info.* Update – Fiona informed the meeting that the courses are displayed on BAOC website. David agreed to put the dates of the courses into the BKO updates.

Action: DJ

- *Derick to become a Club signatory. Awaiting confirmation from the Bank.* Update – Derick is now a Club signatory and awaiting card and card reader for online access.

Action: PE - Complete

- BKO Event Handbook – Andy has already set up Event guides on the website including an Organisers Guide for Saturday events, the details will require ongoing updates and additional pages as lessons are learnt.
 - All Organisers and Planners require access to this info – This is available at the following link <http://bko.org.uk/bko-event-handbook>
 - Entry forms are to be finalized. **PE & BS**

Action: PE, BS- Ongoing

- *Fiona to check on permissions and restrictions (SSSI) for Bramshill. Forestry Commission in principle yes. Need to progress parking & Natural England.* Update – Fiona, no restrictions in principle, parking has been found (school), natural England to follow and the mapping will be offered to Katy.

Action: FC - Ongoing

- *Ken to ask if St Andrews School would take part in the Compass Sport Cup. Martin W has been in contact with St Andrews and he is hopeful of some entrants. David raised the issue that St Andrews pupils would have to become BKO members. The Committee voted on the Club paying their fees of £1 each which was voted in unanimously. Ken to talk to Glyn & Martin on eligibility and the benefits.* Ken stated that St Andrew's would be competing in the CSC for the Club.

Action: KR - Complete

- *Brian & Andy to resolve website hyperlinks not working.*

Action: BS/AP – Ongoing

- Place an advert for the vacant Committee roles in the next BKO update. Chair & Fixtures.

Action: Complete

- Kit Storage - Fiona to email out to Organisers & Planners the details for when Eric is away.

Action: Complete

- *Derick to contact Denise for availability of holding an event on World Orienteering day- Wed 11th May.*

Action; Moved to agenda item.

- Committee to review and comment on the proposed 2 day training event (discussions page).

Action; ALL – Ongoing

- Brian to email the results team for volunteers to run the timing system at our level C at Bloom Wood and give training if required.

Action; BS

- Fiona to find out how long Fabian4 keep/archive entries for insurance purposes.

Action; FC

2. Chairman's Update

2.1 Chair's Update

There was no Chair update for this meeting.

3. Membership

- 3.1 Numbers as of 1st March; Those that have renewed so far this year 148 National members, 7 Local and one group (St Andrews).

4. SCOA Report

- 4.1 Fiona gave the following update.

- JK 2019. Planners in place for days 1, 3 and 4 Organisers still needed for all days. More importantly Event Co-ordinator and Event Treasurer are still required. Current location proposals are; Sprint – Rutherford Laboratories, Middle – Windmill Hill (reserve Minley), Long – Cold Ash, Relay – Bradenham Woods.
- There is now a 'Resources' tab on the SCOA website where SCOA clubs can place information about equipment they are willing to share.

SCOA League survey

Many thanks to the 129 people who responded to the survey. We concluded that

In terms of regional championships,

- There was a strong desire to continue with the Long Distance Championship - the date for the 2016 championships will be announced shortly
- There was also quite a strong desire for a Middle Distance Championship. We would welcome offers from clubs to host this, both for 2016 and for future years.
- There was less support for a Sprint Championship, a score championship, relays or other form of interclub competitions. We will not therefore pursue those.

In terms of the SCOA League,

- There was a clear desire for continuing with the league, and broadly in its current form.
- There was no appetite to switch to using level B events for the league
- There was little desire to move to an age-based league
- There was strong support for greater publicity and promotion.

So, even though we ended up making few changes as a result of the survey, at the least the results validated that the league seems to be as good as we can make it - except for improving the promotion.

To help raise the profile and identify the events as part of a league, we will ask event organisers to ensure the SCOA logo is on fliers and that the events are shown as SCOAL1, SCOAL 2, etc.

Supporting Volunteers

To maintain event standards and meet insurance requirements, event officials (Organisers, Planners and Controllers) need to attend Event Safety and Welfare workshops before taking on those roles, ideally now but mandatory from Jan 2017. So if you are thinking of, or have already volunteered for such a role, and have yet to attend this short workshop, please let your club know and look out for forthcoming workshops around the region.

Level B Officials

Please note that under the new rules, officials for level B events now require approval by the SCOA committee and that this will be managed by Katy Stubbs. technical@scoa-orienteeing.org.uk

SCOA AGM

The next SCOA committee meeting will follow the AGM on Thurs 2 June, 19.30, Society of Friends Meeting House, 1 Highfield Ave, Newbury, RG14 5DS.

All members are welcome to attend, but please let the secretary know beforehand so that she can provide papers.

4.2 BOF O-Safe Policy.

David gave a brief update on the main points of the policy;

- Defined wording for the disciplinary section is being finalised by BOF.
- A Club Welfare Officer will be required. (possible, Denise or Glyn)
- Photo Policy, David is taking this forward with 2 key aspects. Always gain written permission for taking photographs and you cannot name a child on a photo.
- Before commencing any actions BKO will await further guidance from BOF & SCOA.

Action: ALL

5. Events and Mapping

5.1 Fixtures & Mapping

Date	Location	Level	Comments	Officials
Sat 23 April	Langley Park	D	Permissions - Yes Mapping – Andrew Charmers (TVOC)	Organiser – Lynne Moore Planner – Simon Moore
Sat 14 May	TBC	D	BKO Summer ‘Come and try’ series	
Sat 21 May	TBC	D	BKO Summer ‘Come and try’ series	
Sun 22 May	Bloom Wood	C	Permissions - Yes Mapping – Awaiting update (Stefan)	Organiser – Colin Godbold Planner – Stefan Stasiak Controller – Pete Riches TVOC
Sat 18 June	TBC	D	BKO Summer ‘Come and try’ series	
Sat 9 July	Lower Earley	D	BKO Summer Series	Organiser – Planner – David Jukes
Wed 3 Aug	Gt Hollands	?	Great Hollands fun day	
Sat 6 Aug	Dinton Pastures	D	Launch POC. Summer Picnic	Planner – Ian Hudson
Sun 23 Oct	Cold Ash	C	Permissions - Mapping –	Organiser – Planner – Controller -
Sun 29 Jan	Hawley & Hornley Concorde Chase	B	Permissions - Mapping –	Organiser – Planner – Controller -
Sun 12 Mar	Cold Ash	B	Permissions – Yes, in principle. Mapping –	Organiser – Planner – Mark Foxwell Controller
Sun 21 May	Black Park	C	Permissions - Mapping –	Organiser – Planner – Controller -
Sun 21 April	Cold Ash	A	JK – Long Distance	Organiser – Planner – Controller -

- A query was raised on why there were no control descriptions at the Swinley East Saturday event. After a brief discussion on the pros and cons of having them at Saturday events, the main pro being that there are a useful training tool for the youngsters. It was decided that control descriptions would only be published on the website prior to the event (Thursday evening at the latest). All agreed.
 - David also suggested that Whiteknights as a possible venue for a New Years Day event.
- 5.2 Results System - Hardware & Software
Update from Brian.
- Brian has now purchased a new Emit reader, one of our readers may have been suspect rather than the cards.
 - 20 new cards have been purchased at a reduced price.
 - He raised some concern on running our own level C event at Bloom Wood with suitably trained volunteers. Brian will email the results team for volunteers and members if required. He will also give training on the system.
- Action; BS**
- New electronic Emit / SI system will be released shortly which will have touch free facilities. We will wait to see which system is best/pricing. SCOA & TVOC are also looking at both systems.

6. Treasurer's Report

- Peter circulated the updated accounts and ran through the current statement. Some invoices for the Concorde Chase have not been received and therefore yet to be paid.

7. Development Matters

- 7.1 Ken ran through the development plan and will update the changes as required. Of note raised by David was that Officials (including Organisers and Planners) will need to have attended the Event Safety and Welfare Workshop.

8. Secretary's Report

- 8.1 Club Championship format.
This item is ongoing with further discussion planned for later in the year.
- 8.2 World orienteering Day 11th May '16 (Wed)
Fiona gave an update on World Orienteering Day is on the 11th May. The target is to have 250k participants. She has been in touch with Glyn from St Andrews and they show an interest in hosting the event and with others schools could have 300 +. BKO support would be required for the morning.
- Action; FC**
- 8.3 Derick had circulated the draft AGM minutes for comment. No issues were raised.

9. Publicity Report

- 9.1 Website.
- 9.2 Newsletter.
- David informed the meeting that the next issue should be out at the beginning of May.

10. Coaching

- Mark and Katy have put together a Wednesday evening training plan which has been added to the BKO fixture list in conjunction with SN. The first event will be on the 24th April hosted by

Sn with the 27th by BKO at Swinley East. The schedule runs through to July. They will be looking for Planners & Organisers to assist.

- Mark has progressed the training weekend away and is looking at the 5th or 19th June on Merthyr Mawr for one or two days.

11. Youth League (Ken)

- Ken stated that there is still confusion on ages on entries for the Youth League and that next season we will use age classes.
- Normally for the Youth League we would hold 8 events. With limited available slots the Club will only be holding 7 events for next season.

12. Next Meeting

12.1 Date of next meetings

5th May '16 & 7th July '16

12.2 Location of next meeting

The Cricketers @ 1930 (both dates booked)

13. AOB

- Peter raised the topic of Emit hire card costs and it was agreed that for BKO events hiring would be free for Juniors and £1.50 for others at all events.
- A small discussion then took place on entries & archiving for insurance purposes. Brian is keeping all entry forms for Saturday events. Fabian4 entries – How long do they keep records? 5 years?

Action; FC

- Eric Harper has forwarded to the Committee, details of a permanent O Course at Hawley from Colin Dickson. There are currently 35 posts out with possibly another 10 to be added. Colin is happy for BKO to advertise the course on the website and to carry out small informal training on the area. Colin is also planning permanent courses at Barossa & Minley.
- Fiona asked if she could order some more Club tops for sale to Club members. Agreed.