

Minutes of NGOC Committee Meeting 19th September 2016

Present: Greg Best, Roger Coe, Carol Stewart, Gary Wakerley, Caroline Craig, John Fallows, Simon Denman, Paul Taunton, Judith Austerberry.

1. **Apologies:** Pat MacLeod, Gill James, Gill Stott, Stephen Robinson
2. **Minutes of previous meeting:** Minutes of the 13th June meeting were accepted. Simon enquired about the minutes (and also Legend) being uploaded to the website. Caroline responded that she was aware she was very behind and hoped to be able to rectify this soon. Gary offered to upload Legend.
Action: Caroline will upload the backlog of meeting documents.
3. **Matters arising/Actions not completed or covered elsewhere:** None.
4. **Chairman's Report:** Nothing to add.
5. **Secretary's report:** Caroline read out a message from Gill Stott, explaining that she had decided to stand down from the committee. Gary extended a vote of thanks to Gill, from the club, for all her hard work, both in producing Legend and developing the coaching together with training events.
6. **Treasurer's report:**
 - (a) **Harvester weekend:** Carol noted that we had made a profit on the Harvester part of the Harvester weekend, but a slight loss overall. This was not as bad a loss as we thought at all, so it is a good result. We achieved a positive impression of the Harvester without eating into our money for doing other things.
 - (b) **Bank account signatories:** Roger was a little concerned about moving to a single signatory, given the amount of money in the account. It was suggested we have a deposit account, with two signatories required to move money from there into the current account, then one signatory on the current account.
Action: Carol will look into the options for this.
7. **Membership Secretary's report:** Membership is about the same as this time last year. Simon had asked lapsed members why they had decided not to join this year and the responses are in the spreadsheet circulated to the committee, although most people didn't respond.
8. **Events:**
 - (a) **Current status of 2017 fixtures:** Roger updated the committee on the status, after Gary had asked him to help Steve get things sorted. The list that had been circulated before the meeting was basically the list from the fixtures subcommittee meeting back in May, with a few changes that had been suggested shortly after that. None of the list had yet been sent to British Orienteering, the Forestry Commission or other landowners (with the exception that the New Years Day and Galloppen events were registered with British Orienteering). No events have planners.
 - (b) **Successful assignments of planners to most urgent 2017 fixtures:** Gary offered to plan the NYD score event. Paul offered to plan League 2 at Mallards Pike on Saturday 11th February (and will probably use the southern part of the area). Greg offered to plan League 5 at Leckhampton on Saturday 22nd April. Caroline enquired as to whether all these people had attended an Event Safety Workshop, since they are mandatory for all event officials from 1st January 2017. Gary responded that they all have (including those suggested in part (c) below).
 - (c) **Remaining assignments of planners to most urgent 2017 fixtures:**
League 1 (and 3):
Gary will ask Dave Hartley whether he can plan League 1 at Coopers Hill and Cranham on 7th January. Gary will help with permissions. It is difficult knowing where to park for this event, because the cricket pitch is too risky in winter, the campsite is poorly located for Coopers Hill and that area has been used a lot in recent years, while Prinknash Bird Park has a busy road crossing. Another suggestion for 7th January was to swap the locations of League 1 and League 3 and to use Pete's Galloppen courses for League 1, which would then be at Danby Lodge. This would only work if Pete is happy for (four of) his Galloppen courses to be used for a League event and if Pete can do 7th January.
Action: Gary will ask Dave Hartley about planning the Coopers Hill and Cranham event, on 7th January or 25th February.
Action: Roger will ask Pete about planning Danby Lodge on 7th January (or 25th February if not), using his Galloppen courses.
WNL 3:
Judith suggested that Andy Creber be asked to plan a WNL event.
 - (d) **Galloppen 2017:** It was noted that the conservation people at Cleeve Hill had asked for events to happen in the Spring, to avoid orchid season.

Action: Paul will ask the people at Cleeve Hill whether our proposed date is okay with them.

(e) Urban and Level C events in 2017: Paul highlighted that there weren't many urban events in the list, and that these are good candidates for making Level C. SWOA are encouraging clubs to put on more Level C events so that future event officials can gain the experience needed to get qualifications. Gary suggested that in light of the current situation regarding permissions and planners, we concentrate on rectifying that first. Roger suggested we decide on which events to raise to Level C once we have planners.

(f) Training events: Since losing Gill Stott, we need to decide what to do about Training events. For Child Protection reasons, we can only do coaching with a Level 2 coach being in charge of the event. We therefore need to find someone willing to become a Level 2 Coach. In the interim, it was suggested that we could say there is training for over 16s and under 16s can take part under the care of their parents. Another suggestion was to return to having Informal events instead of Training events, but Caroline noted that a lot of work had gone into providing quality training events and as a result they were growing a good reputation, so it would be a shame to lose all this. It was agreed to continue to call them Training events, but to cut down on the number for now, with fewer training exercises, and for them to have more emphasis on training rather than coaching. John noted that Informal events had previously been a stepping stone for new planners, so that their first event needn't be a League event, so having Informal events would at least provide that benefit. Paul suggested that the urban evening events in the summer could go some way to providing that.

(g) Issues with permissions in 2016: Several people had noted that when contacting the landowner for their non-FC event, the landowner had no knowledge of the event being agreed. This was surprising and alarming for the planner, because it was thought that initial permissions were agreed by the Fixtures Secretary shortly after the initial fixtures list was proposed and before the list was finalised and the planner identified. We have been lucky that this has not resulted in needing to rearrange these events due to clashes with other events on the land or simply the lack of enough notice. This issue needs addressing and rectifying before 2017 (though it is noted that we are already behind on agreeing initial permissions so that we can finalise the fixtures list, as we are already at the stage of identifying planners, urgently).

Action: Gary will talk to Steve about his plans for 2017.

Action: Greg will send details of all the Cranham and Coopers Hill landowners to Gary, for League 1, but also to Steve because it is believed he no longer has access to them.

(h) British Sprint Champs 2018: Roger had been asked by BOK whether NGOC would help them at the British Sprint Championships, which BOK are organising at Bath University on Saturday 1st September 2018. We are happy to do this.

Action: Roger will reply to BOK to say yes.

(i) Roger's committee position: Roger announced that he had decided to retire from the committee, after 20 years, though he is happy to continue with FC permissions for now and will register the 2017 fixtures with British Orienteering (even if some have location TBC). Gary thanked him for all he has done over many years.

9. Mapping:

(a) Royal Signals' use of our maps: The committee were happy with this request. We can have a few places on the coaching session. Gary suggested that Judith would be a good person to identify people who would benefit.

Action: Paul will reply to Steve to say that the committee had approved his request and to ask how many people could join the coaching and what level it would be.

Action: Judith will then invite people who may benefit from the coaching.

(b) National Navigation Award Scheme: Judith suggested also proposing the POCs. John noted that if we print new maps for them, this is a great opportunity to publicise our club and fixtures on the back.

(c) SW Sprint Champs ranking points: This was discussed and the conclusion was that the committee were not wholeheartedly in favour of either option, though it seemed that SWOA and British Orienteering Sprint Champs should use the same system. Because there was known to be a discussion happening at national level, regarding sprint events contributing to ranking points, there was little appetite to discuss it more.

Action: Paul will respond to Alan Honey with our view.

10. Equipment Officer's report: Nothing to report.

11. Captain's report: Greg showed his extension to the Cleeve Hill map, to include a butterfly reserve close to the aerals. This will make it easy to get courses starting and finishing close to the new parking field he has found.

12. Legend Editor:

(a) Purpose of Legend: Judith asked "What is the purpose of Legend?". Gary thought it was to tell our members what's happening and how well we're doing, but also to promote our events more widely (through other clubs reading it). Greg

noted that the website is probably a better place for advertising our events. Judith thought the purpose of Legend was to promote team spirit, encourage participation and promote performance. But she noted that this is hard to do when only one person produces it and it's hard to get people to send contributions.

(b) Judith's plan for Legend: Judith was thinking that it needs to be more frequent, i.e. every two months. Caroline noted that this was the frequency a few years ago and seemed to work well, with it only becoming less frequent due to extenuating circumstances combined with a lack of contributions. Judith thought that in a two-monthly Legend there would be fewer articles, but lots of photos (for which Judith has bought a new camera), more comedy, an editorial (like in Compass Sport) and member profiles (of a range of people, including new people). Judith wants to get some software to format Legend (as Gill and Pat had found this was very time-consuming without software).

Action: Judith will check how much software costs and let the committee know. It is expected to be around £60.

(c) Obtaining contributions: This was known to be difficult, particularly in recent years. Gary noted that we had considered online submission of articles, though we weren't sure whether more people would submit them there than send them to the Legend editor. Judith reported that Chepstow Harriers have an active forum, which is good for discussion, and where people know there is an audience, though it is not good for the promotional aspect. It was also noted that the forum medium seems less well-used these days, with the example of Nopesport, the national forum for orienteering, where there are a few posts a day, from very few people. Paul suggested asking a specific person to write about a specific event, in addition to putting out general requests. John noted that this can be extended to all elements of the sport, not just events. Judith will begin with the Legend as she proposed above, using these ideas for getting more contributions, and if she finds not enough people contribute then it will be time to rethink the format.

(d) Paper copies: John questioned whether we still need to produce paper copies. One is needed for the archive and there are about 12 others for people without web access. Judith also hopes to put some out at League events, for people to pick up and read through. Several people commented that they prefer to print it than read it on screen.

13. **Welfare report:** Nothing to report.

14. **Development Officer's Report:** Nothing to report.

15. **Volunteer Coordinator's Report:** Nothing to report.

16. **SWOA Committee Feedback:** Caroline had hoped to attend the meeting but had to cancel at the last minute. There was nothing on the agenda of particular importance to have an NGOC representative.

17. **AOB:**

(a) EGM votes: Gill James had asked whether people will vote by proxy at the EGM, or whether her and Chris should vote on behalf of the club as a whole. It was agreed that it would be better for members to vote individually, so that everyone's opinion can be represented.

Action: Once the membership and levy proposals have been published, along with the instructions for proxy voting, Caroline will email club members to encourage them to vote.

(b) Club and Association Conference: Gill James had asked whether there was anything they should bring up when representing NGOC at the conference. There was nothing suggested.

(c) Club Dinner: A number of people had approached Gill James to ask why NGOC does not have a club dinner, with January being a good suggested time. This was thought to be a good idea, provided we can identify a venue of a suitable size in a central location. Judith will say in Legend that we're thinking of doing it in 2017 and will ask whether anyone has ideas of places they want to go or entertainment they want. This can also be discussed in the informal discussion period prior to the AGM.

Action: Judith will write about the club dinner in Legend.

(d) Club Championship: Richard Cronin had contacted Gary to propose a new idea. Richard had said: "I've been putting in a little bit of thought regarding how we can try and encourage our members to attend races held by other clubs (and at same time, compete in more "ranking" races - to make the club's presence on national ranking look better). My running club (as per most others) has a club championship series where, in essence, one race per month is selected with the intention of testing a range of disciplines. With little effort at our end, I feel that we can do similar. I've previously already calibrated pretty much every combination of course into a single scoring system so *should* be easy to pick from anything. Small prizes available to winners in some broad age bands." He had provided an example list of events for the first half of 2017. Gary suggested that this could be a new way to award the Terry Bradstock trophy. John provided background on the scoring system for the trophy: It combines the best three results from the JK, British Champs, BOK Trot and Caddihoe Chase and the original intention was to encourage travel outside of the county. The calculation is made difficult by the fact that all but the BOK Trot are based on age classes. John noted that we would have this problem more by combining many

events with different types of course. The idea of changing the Terry Bradstock Trophy in this way was agreed to be good in principle. Judith suggested we could add the BOC and JK too.

Action: John will look at how we could make the scoring work, in consultation with Richard.

(e) Road crossings on Green courses: Samantha Watson had asked Caroline about the rule that states Under 16s must be accompanied whenever they run a course that includes a road crossing. This was because Peter Watson runs Green and is under 16, but is significantly faster than either of his parents, so when they accompany him he cannot be competitive. They had found that a large proportion of the recent events had road crossings on the Green course. If they were allowed to say that he can run unaccompanied (because he is clearly competent at crossing roads), then they would do so. Caroline had looked up the rule on the British Orienteering website and concluded that unfortunately it was non-negotiable and required for insurance. She intended to enquire with British Orienteering whether it would be acceptable for the parent to wait at the road crossing, rather than accompany the child for the whole course, but Simon reported that he had asked this when planning the Cranham League event. Simon had been told the only way this could happen was if the parent was officially made a helper for that event and the crossing point was marshaled for the duration of the event. Even if the parents had been happy for their child to cross roads unaccompanied, the organiser would be liable if anything happened.

Roger suggested that organisers should be aware of the problem of road crossings on Green courses. Judith suggested that (when there has to be a road crossing on the Green course) the event details say that if any family has an Under 16 running Green they should get in touch with the organiser beforehand and say whether they can offer to marshal a road crossing for part of the event, so that it can be arranged for the event duration to be covered by marshals. If not enough parents are available, the organiser should hopefully be able to find an additional helper to cover the gap. [Post meeting addition: Caroline asked Gill James whether non-parents can accompany a child, with the parents' agreement and Gill confirmed that this was fine, so another option is for someone else to run with an Under 16 (after their own run, if they are running competitively themselves)]

Action: Caroline will contact future planners about the consequences of road crossings on Green courses and suggest these solutions.

(f) League scoring: Now that we only have 11 League events in 2016, John suggested that 7 out of 11 scores count. This was agreed, so needs to be announced. Organisers' and advisers' scores will be added as of Saturday, as they could not be added until people's average scores over the first six events were known.

(g) SI units: There is a bit of a shortage and there are a number with a low battery, so it was suggested we buy some more so that we have more in reserve. They previously cost about £83 but due to Brexit this is more likely to be about £90. It was agreed to buy about 10 more units.

(h) POC Portal: Caroline had registered herself as POC Portal Manager and had intended to explore what possibilities there were for making good use of the portal, but had not yet had any time to do so.

(i) AGM: Carol and Caroline will arrange the buffet. This will be at 7, followed by an informal discussion at around 7:30 and the official AGM at around 8pm. The AGM invitation needs to go out at least 21 days before the AGM. Caroline intended to do it very soon after the committee meeting, having checked there was nothing else AGM-related to draw people's attention to. The invitation should include the proposed changes to the constitution, since they need to be notified before the AGM, to be agreed at the AGM. The positions of Chairman and Volunteer Coordinator need filling, but also general committee members are welcomed, especially with Roger standing down.

Action: Caroline will send out an invitation to the AGM, including the proposed changes to the constitution.

18. Next Committee Meeting: Monday 5th December 2016 at 7:30pm at Oxstalls Campus.

AGM: 17th October at Oxstalls Campus.

The meeting closed at 9:40pm.