

Name: Gary Wakerley

Role: Chairman

Period Covered

April 2016 – June 2016

IN ROLE:

Tasks Completed

- Responded to calls and emails
- Attended 2017 Fixtures planning meeting
- Helped at club events

Tasks Progressing

- Liaison with GB short track skating team re their weekend in the FoD
- Planning for CC
- Liaison with HOC about use of their areas on the Malvern Hills for 2017 Fixtures

Tasks Planned (but not yet started)

- Succession planning

NOT IN ROLE:

Tasks Completed

Tasks Progressing

- Looking at ways of implementing online Legend

Tasks Planned (but not yet started)

Name: Caroline Craig

Role: Secretary

Period Covered: April - June 2016

IN ROLE:

Tasks Completed:

- Responded to enquiries and forwarded as appropriate.

Tasks Progressing:

- Proposing numbers and ordering more club O tops
- Absorbing SWOA's guidelines on ESWs and discussing who does what with Pete and Gill.

Tasks Planned (but not yet started):

- Investigate possibilities for club jackets, including asking Trimtex and the various shops which have emailed to advertise various clothing.
- Suggesting people to read the O Safe document (or summary) on the British Orienteering website. SWOA's recommendations are as follows:

There is a 4-page Summary as well as the 33-page main O-Safe document. I would recommend this:

- Chairmen and secretaries of SWOA and the clubs should read the Summary and O-Safe.
- The Club Welfare Officers of SWOA and the clubs must read the Summary and O-Safe.
- The Licensed Coaches of SWOA and the clubs must read the Summary and O-Safe; regular helpers should read O-Safe.
- SWJOS: senior Squad management must read the Summary and O-Safe; regular helpers should read O-Safe.

- Club members who help frequently at club events (e.g. on Registration, Download) and who can be considered to be “known friendly faces” to children must be asked to read the Summary and should read O-Safe.

NOT IN ROLE:

Tasks Completed:

- Planning string courses

Tasks Progressing:

- Planning Minchinhampton League event

Tasks Planned (but not yet started):

- Finally managing to make some cakes for an NGOC café tent!
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Name: Carol Stewart

Role: Treasurer

Period Covered: April-June 2016

IN ROLE:

Tasks Completed

Financial report for 13 June

Current account (includes monies to be banked and deductions for o/s cheques): £14409.31

Deposit account: £3465.64

BOF/SWOA Levies paid up to and including 2 June.

Galoppen (almost) final result:

Income: £1542

Expenditure including refunds to overcharged juniors: £792.70

Surplus: £749.30

No expenses from John?

Harvester: Some expenses to date for club entries, Compass Sport ads, flyers and Borderloos, totalling £727. Agreed helpers will get a free run, other club entrants pay £5 as usual for subsidised relay/team entry.

Still waiting for the costs from Ellen Starling for updating our First Aid kits.

Tasks completed: Nothing to report.

Tasks Progressing: New bank mandate.

Tasks Planned (but not yet started): Prepare accounts (end of FY - 31 August).

NOT IN ROLE:

Tasks completed: Help at various events.

Tasks Progressing: Club kit: agreed a list of O-top sizes/styles with Caroline, who will order around 30.

Tasks Planned (but not yet started): None

Name: Simon Denman

Role: Membership Secretary

Name: Steve Robinson

Role: Fixture Secretary

Name: Paul Taunton

Role: Mapping Officer

IN ROLE:

Tasks Completed and ongoing

- Printed lots of maps
- Recent purchase of stock of 1000 sheets A3 Pretex (150gsm) and 2000 sheets A4 (120gsm) total invoiced cost £402 inc. VAT delivered.

HARVESTER ORGANISATION PROGRESS:

(Pat to report on Planning and John on Computing)

Tasks Completed (not all by me - with assistance from others!)

- 2000 flyers (cards) printed (£85) and distributed at British Champs, Scottish Champs, event in mid-Wales, Tamar Triple and hopefully at the British Middle Champs.
- Entry system running on Fabian 4, **33 teams (195 competitors)** by first closing date of 5 June, none since. Final closing date is 19 June. Entry fee set from original budget, assuming 250 entries, so could make a slight loss, (dependent on actual costs and final entries).
- Compares poorly with min. 38, max. 65 over last 5 years and 83 for the NGOC Harvester in 1999 – HOPING FOR LATE ENTRIES! **Quite a few clubs one would expect to enter have yet to do so e.g. FVO (winners in 3 of last 5 years), ShUOC, EUOC.**
- Two of last year's trophy winners **SO** and **Devon** have advised they will **NOT** be coming to defend their trophy!
- Been in touch with BAOC – as they have run the event 2 years in the last 5 they really ought to be competing! Have managed to get a Harvester notice put on the front page of the BAOC site.
- I have e-mailed reminders to some club captains. ***It would be useful if BOF could supply a database of Captain's e-mail addresses?***
- An early draft final details is available on the web and a Final version will be issued, probably just after entries close.
- Risk assessment completed and approved by controller
- SARA have been instructed to provide first aid and emergency rescue cover, £650 for a team of 6 people.
- Made plywood/wire mesh boxes to hold rolled maps – 1 holding 18 sets of 5 maps, 2 holding 18 sets of 7 maps, so sufficient for 54 teams.
- Two sets of Harvester lights passed on by last year's organiser
- Mike Farrington to loan his genny for £10.
- Two toilets ordered (Ladies) @£60+VAT ea.
- Arranged Simon Lewis (friend of Samuel T.) to run a Saturday evening quiz, us to pay him £50 from (£5 a team) entry fees as expenses. **Should we have a decent prize(s) such as a CompassPoint gift voucher??**
- Bespoke Brewery (Steve Williams) will have a bottle store on site, and thanks to them for providing beer as prizes
- Lucozade / Ribena / Suntory have agreed to supply 10 cases of (sports?) drinks free of charge, me to collect from Coleford 23 June.

- Plenty of volunteers for event setup, but may be difficult to man map issue and download all night!
 - Sent **dozens** of e-mails.....
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Name: Pat MacLeod

Role: Equipment and Development Officer

Period Covered May – June 2016

IN EQUIPMENT ROLE:

Tasks Completed

- Spare tent poles received, for new club tents. One fitted, the others held in reserve – the current ones appear workable although cracked. The tents erect OK as long as it's not windy.

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Tasks in Progress

- Re-numbering some spare stakes to provide duplicates for Harris/Harvester
- Sorting out kit requirements for Croeso 2016

IN DEVELOPMENT ROLE

Tasks Complete

- Attended fixtures sub-committee meeting, and agreed 2017 schedule.
- Help with Training Days

Tasks in Progress

- Slow progress on Christchurch POC and a new PC for Christchurch campsite. However, FC have agreed to the implementation of QR codes on the existing permanent course, so I will carry on with that. Still need help with preparing marketing material for the courses..
- Creating daft map of the Christchurch campsite
- Adviser training programme – no progress yet.
- Help with the training programme
- Working (slowly) on developing better tools for publishing Legend.

NOT IN ROLE

Tasks completed

- Initial Harvester technology run through with John Fallows

Tasks in Progress

- Harvester planning. Courses nearly finalised – final meeting with Controller on 14 June. Kit logistics for Harris and Harvester pretty much sorted. Currently purchasing labels for Harvester maps
 - Redraft of the Highmeadow/Headless Hill base map – base nearly ready, still to add existing features, and need to extend the overall area to include Western parts of Headless we have not hitherto used. No progress in this report period
 - Day 2 organiser at Croeso. Still recruiting volunteers, though have enough volunteers now from other clubs. NGOC response poor, though not too many people entered at the moment. Still need pre-day 1 helpers
 - League 7 (Gloucester) planning and permission. Still waiting for Council permissions. Cant do much until I have that. Have spoken to them, and sent application forms twice, to different people. Will chase soon.
 - Helping with the Summer evening series
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Name: Greg Best

Role: Captain

Period Covered: Apr -Jun 2016

IN ROLE:

Tasks Completed

- Organised British Relays teams

Tasks Progressing

- Organising Harvester teams – 5 of them

Tasks Planned

NOT IN ROLE:

Tasks Completed

- Have now added the lovely Thrift Wood to the Cleeve map, and hope to use it the first time for the league event I'm planning in October. Still haven't asked for permission yet!!

Tasks Progressing

- New Leckhampton Hill map. No progress for a long time, but should soon be able to get going again. Needs to be ready for event next year.
- Mapping of the eastern part of the Witcombe Estate woodland. I have pushed this up the priority list, following the restrictions that Natural England has placed on us. When complete, this will give us quite a sizeable area when combined with the Tysons' Cranham woods, and we will hopefully be able to use this throughout the year. It will also allow passage to Coopers Hill without touching NE woods.

Tasks Planned

Name: Gill Stott

Role: Legend Editor, coach

Period Covered

IN ROLE:

Tasks Completed

- trawl for articles next edition

Tasks Progressing

- longer trawl for articles

Tasks Planned (but not yet started)

- writing articles myself

NOT IN ROLE:

Tasks Completed: training event, Parkend

Tasks Progressing:

Tasks Planned (but not yet started)

Name: Gill James

Role: Welfare Officer

Period Covered 14th April To 13th June 2016

IN ROLE:

Tasks Completed

- Nothing to Report
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Name: Gill James Role: Acting Volunteer Coordinator

Period Covered 14th April to 13th June 2016

IN ROLE:

Tasks Completed

- Inviting volunteers to offer help with various events and helping at them.

Tasks Progressing

- Updating spreadsheet of volunteers to offer help with Harvester Weekend and with Croeso and local events. Good response so far.
- Still hoping to find someone to take on the Coordinator Role no luck so far. Hils does not want to take it on again at present.

Tasks Planned (but not yet started)

- Attending meeting of Enquiries team for Croeso on 29th June. Will be helping on all days, including the Saturday before the event
- Attending next E&CC meeting on 2nd July in Birmingham

NOT IN ROLE:

Tasks Completed

- Attended John Disley's Memorial Service in London on 21st April. A report by Jennie Taylor will appear in Focus

Tasks Planned (but not yet started)

- Attending Club & Association Conference in Autumn which will include the EGM and discussion on membership fees/levies