

**Minutes of the Devon Orienteering Club Committee Meeting**  
**Ilington Village Hall**  
**7<sup>th</sup> March 2018**

**Present:** Bryan Smith (Chair), Rob Parkinson, Alan Simpson, Matt Atkins, Steve Perrelle, Helen Taylor, Damian Wilson, Roger Green, Tom Lillicrap, Andy Reynolds, Ruth & John Chesters, Graham Dugdale, Georgia Jones (Exeter Uni), Phil Conway (BOF)

**Apologies:** Tom McMurtrie, Nicholas Maxwell (SWOA meeting)

**1) Minutes of the previous meeting**

*Minutes of the previous meeting* (17/1/18) were agreed.

**ACTION**

**2) Proposal to co-opt Exeter University representative**

BS welcomed Georgia Jones to the meeting, and offered support from the club for the planned student club at Exeter University.

**3) Matters arising and CSC qualifier**

*CompassSport Cup qualifier* – the recent bad weather has forced the postponement of the QO CSC qualifier on 11<sup>th</sup> March. One suggestion has been put forward by QO, at very short notice, to re-schedule the event for 25<sup>th</sup> March, the date of Devon's Fernworthy league event. Following discussion, it was agreed that this option was not favoured by the committee, due to impact on our event and problems of getting out a full team at short notice. RP communicated this position by email to NM, and BS will send a more detailed response to QO after the meeting.

**BS**

*Orienteering in China* – It was agreed that, subject to receiving a report from Meg Somers, her recent visit would be subsidised by Devon by £100.

**BS/MA**

*Planners' Course* – AR will agree a date with John Pearce, possibly in the Autumn

**AR**

*Ausewell* – It was noted that due to access problems, this area is not likely to be available for orienteering

*First aid course* – HT reported that the one-day first aid course is taking place on 17<sup>th</sup> March at Ilington, with six attendees.

**4) O Safe**

HT outlined the need for the club to demonstrate that we comply with BOF Event Safety and Safeguarding guidance. A summary of committee members' responses to key questions was presented. The following points were raised in discussion:

*Experience of event officials* - good, no major issues

*Risk assessments* – not all were aware of club procedures (copy of RAs forwarded to RP after event by Organiser). Also noted that some RAs are not effective, and that we need to share experience – SP offered to co-ordinate.

**SP**

*Communication at events* – the need to share information consistently between event officials was noted. RAs and mobile numbers should be clearly accessible at Registration.

*Key officials* – it was agreed that key officials need to be obvious. Most favoured named bibs.

*First aid cover* - generally very good, but not all knew that there should be two FA officials at each event, to cover when one has a run

*Accident report form* - generally very good (Secretary keeps copy on file), but HT noted that the

standard BOF form does not give sufficient emphasis to individual's injury – there is a strong focus on liability.	<b>RP</b>
<i>Abuse and bullying</i> – generally positive; appropriate reporting systems are in place	
<i>Images</i> – generally very good, although not all had read the standard statement that features on every event page.	
<i>Disability</i> – it was noted that the club needs to discuss more fully on another occasion, in order to develop a clearer picture of how the club could offer more inclusive orienteering. Phil Conway, on behalf of BOF, offered to provide advice at a future meeting. Accepted.	<b>BS /PC</b>
<i>Missing competitor</i> – although we have a clear procedure, there is a need to refine further. It was noted that next of kin information was very important.	<b>BS/RP/AS</b>

**5) Permanent Orienteering Courses**

Damian Wilson noted that work is still in progress to collate and review the status of our POCs, and that he will report back at the next committee meeting. BS updated the committee on the positive developments at Haldon with the FC, including a Gruffalo course. It was noted that this is an important initiative for the club, strengthening our relationships with the FC and could introduce many people to orienteering.	<b>DW</b>
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**6) Fixtures**

The committee thanked TM for his summary paper on recent and future fixtures. Several key points were discussed, particularly in relation to the balance of moorland/other events. John & Ruth Chesters had circulated some key points prior to the meeting, particularly questioning the strong focus on moorland events during the winter months. MA stated that this strategy was adopted on a trial basis, in part to address the issue of restricted access to the moor during nesting season. It was noted that the success of our Summer Series, which is being targeted at newcomers, will depend in part on the geographical accessibility of subsequent events. To that end, TM's proposal to intersperse - perhaps 7 - moorland and non-moorland events next winter (18/19) was welcomed.	<b>TM</b>
It was agreed that all qualified /licensed members should be invited to access the Dropbox folder; this is likely to assist volunteering.	<b>TM</b>
It was agreed we should seek to retain four events in the summer series. It was noted that Core Copse needs careful consideration, due to recent felling and other changes in the woodland. RC and JC agreed to investigate further and report back to TM.	<b>RC/JC</b>
Woodbury Common was agreed as a very suitable for the Devon Relays.	
There were mixed views as to the benefit of having a fallow period in July and August. It was agreed that we should seek to have more low key events and training opportunities during the year.	
It was agreed that TM and AS discuss the co-ordination of the Fixtures and SI team information for future events in Dropbox	<b>TM/AS</b>
It was accepted that, in order to meet the club's objectives for an annual fixture programme, we should a. seek to increase the pool of organisers, planners and controllers and b. recognise some people will need to (continue to) volunteer for one of these roles two or three times per year.	
Georgia Jones asked if support could be given for transport, and to the provision of informal events in the Exeter area that members of the new Exeter Uni club could participate in.	

**7) Finance**

Matt Atkins was thanked for his clear financial statement and supporting notes. The club	<b>MA/AS</b>
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finances remain healthy, although our event income has been affected by a cancellation and also poor weather. There were still uncertainties regarding the allocation of mapping costs for the Exeter Uni event at the Tamar Triple. This will be discussed further with Kern. Grants for juniors – for budgeting purposes will be noted at £100 pp max, subject to formal application and a report.

### **8) Youth Strategy and Exeter University OC**

Phil Conway (BOF) updated the committee on progress with the Youth Development Plan, which has been accepted in draft form by the BOF Council. (A Strategy for Juniors and Youth). It is hoped that the plan will be available to clubs early in April. Phil stressed that this is a long term (2025) vision, that aims to increase the number of juniors towards one-third of active orienteers. A key issue for clubs is to define and develop “the junior offer”. He noted that in Scotland and in some European countries participation by juniors has reached this level. He stressed that juniors and their families should be able to enjoy orienteering in all its diverse forms, and that it should really be FUN! Once the strategy is available, the club will share amongst the committee, discuss at a future meeting and then agree how to incorporate key actions into our Development Plan.

Recent developments at Exeter University were explained to the committee. BS proposed and it was agreed that Georgia Jones should be co-opted to the committee in order to build links between the club and the university, which Georgia was pleased to accept. Georgia highlighted the need to target the Exeter Uni TT event and then support further developments, including use of local areas, informal training events and transport locally and to more distant events. Key equipment requirements include flags, punches and cards.

**BS**

**RG**

### **9) Membership and Recruitment: Action Plan**

Bryan updated the committee on the Action plan following the meeting on 31<sup>st</sup> January, and resulting progress with key tasks. It was re-emphasised that the Summer Series is intended to be a major recruitment focus for the club over the coming months.

### **10) Coaching and feedback from club survey**

SP reported that nearly 50 members of the club had responded to the on-line survey. It was agreed to hold discussion of the feedback from members to the next meeting.

**SP**

### **11) General Data Protection Regulations**

It was noted that BOF guidance on GDPR was now available for clubs. BS and GD agreed to consider the implications for the club, and update the committee on action needing to be taken at a future meeting.

**BS/GD**

### **12) SWOA and BOF items**

*SWOA meeting* – it was noted that the SWOA committee meeting clashed once again with our committee meeting; hence NM was unable to attend this meeting. Peter Hart, new BOF CEO was attending the SWOA meeting, and RP will circulate responses to their discussions when available

**RP**

*BOF AGM* – BS asked if any members of the committee would be willing to represent the club at the BOF AGM at 17.15 on Friday 30<sup>th</sup> March, being held at the Day 1 JK venue.

It was reported that BOF has secured sponsorship from McCains and Nestles; no specific action is needed by the club at this stage.

### **13) AOB**

*Tom Chesters Trophy* – John & Ruth Chesters proudly showed the committee the new trophy presented in memory of their son, Tom. The trophy will be awarded to a younger member of the club who has made a significant contribution over the year. This year the trophy has been awarded to Tom Snow and will be formally presented in the near future.

*Articles for the Club website/Facebook pages* – Andy Reynolds has agreed to take on the role of prompting members to submit (short) articles about recent orienteering events and activities for publication on the web and Facebook.

*Interland* – BS wished Jack Forrest and Rob Parkinson success at Interland 2018, which is taking place near Oss, the Netherlands on 10/11<sup>th</sup> March.

*Edna King* – BS reported that Edna King, one of our founding orienteers, passed away recently. Several members of the committee held fond memories of Edna and Peter, and our sympathies were expressed to the family.

**Next Meeting:** Wednesday, 9<sup>th</sup> May 2018 at 7.30 p.m.

Ilsington Village Hall, TQ13 9RG.

Major items for the agenda: Survey review, Volunteers and Officials