

Reports September 2024

Name: Ian Jones
Role: Chair
Report: September 2024

This is being written before the Chair's Challenge event – we can discuss how it went at the Committee.

I have received two questions from the Orienteering Foundation set out below:

We are currently reviewing what our next project(s) should be. We are about to launch one on volunteering (see <https://www.orienteeingfoundation.org.uk/volunteer-effort-project>) and I now need your assistance please in answering the two questions below.

- 1. What is the most important problem you believe clubs currently face and that you would like to see efforts made to find new solutions and/or current best practice?**
- 2. When our volunteering project starts, what aspect(s) of volunteering would you suggest as being the most important to address first?**

Could we please use some time in our committee meeting to discuss these?

IN ROLE:

Tasks Completed

- Harvester Relays: Spoken to the editor about a survey in CompassSport. It turns out that he is in the late stages of organising a Harvester event next year with Saxons, so there is no need to send out a survey.

Tasks Progressing

- Planning underway for Chair's Challenge.

Tasks Planned

- None

Update from SWOA – August committee meeting:

The following matters have been highlighted for passing on to clubs:

Club reps report to clubs:

- The Orienteering Foundation is supporting a coaching day for adults in the Lake District on November 23rd run by Derek Allison. All applications welcome <https://www.orienteeingfoundation.org.uk/coaching-day-23rd-november-2024>
- The SWOA AGM will be on Tuesday 22nd October at 8pm using Zoom. All SWOA members welcome. The SWOA fixtures secretary is standing down at the AGM, so we are looking for someone to take on this vital role as well as new committee members.
- Please can clubs let SWOA committee know whether those who took part in the recent officials course put on by BOK have yet volunteered as officials at upcoming events.

The following was also discussed:

Membership numbers are trending slightly downwards in all categories apart from the new Young Adults category, which involves very small numbers anyway. No data available at present to indicate whether the drop is same across all SW clubs. Levy income has increased, due to both increase in levies from January and increased participation. EOC contribution has now been paid (and is based on the previous year's numbers).

Financial position continues to be healthy, although the comparison with this time last year is not very helpful as so far, no grants have been paid out. This is due to later announcement of selections by BOF, some parents have not yet put in a request for a grant, the selections are skewed more to the older juniors, possibly due to the general gap in the younger squad members who missed the yellow/orange stages during covid.

Requests for grants are now starting to come in, but in some cases the total costs are not yet clear. Requests for grants received so far were discussed.

It was pointed out that our policy of excluding travel cost for seniors could be reconsidered in the case of European representation as this is a major proportion of the cost. It was agreed to pay 25% of total of competitors contribution and travel (but not food) for seniors. For EYOC in Poland, competitors had been recommended to be inoculated against Tick borne encephalitis and the committee agreed that the cost of this should be taken into consideration when grant amount is calculated.

BOK has agreed to organise the individual sprints at Bath University on 27th June 2026 and has provisional permission. BOK has suggested MOD Lyneham as a venue for the relays. It was agreed that using an MOD area for a British Championship was too risky as permission can always be withdrawn at very short notice. Further discussions will be held as to the arrangements between BOK and SWOA to decide whether BOK organise the entire weekend or whether other SWOA clubs or people are involved.

Name: Vanessa Lawson
Role: Captain
Report: September 2024

IN ROLE:

Tasks Completed

- Yvette Baker Shield Final – WINNERS! 
- British Sprint Relays 12- WINNERS! 
- Ongoing communication with parents of juniors via NGOC Juniors Parents WhatsApp group is working well.
- It was agreed with the junior parents that the Peter Palmer relays were too far away to enter a team on 7 September (Cockermouth).

Tasks Progressing

- Nothing to report

Tasks Planned

- Email to be sent out regarding the rescheduled Adams Avery and junior relays on 26 October.

NOT IN ROLE:

Other Tasks Completed

- Continuing from last meeting – liaising with named club member re the SWOA badges for juniors, with a view to identifying those who may be eligible for a badge or who are quite close.
- Planning for Flaxley league in October – to include some re-mapping. Almost complete. Seth is also a co-planner.
- Written an article for Legend.
- Contacted SWOA Recorder of Controllers about a Controllers Course – after Flaxley will have the qualifying number of events done.

Other Matters

- Looking at registering for a British Orienteering coaching course.
- **Signed up to plan Danby Lodge league with Seth in 2025**

Name: Alan Pucill
Role: Treasurer
Report: September 2024

- Current balances (at 02/09/2024)
 - Current Account £9,487.75 (Prev. report £10,229.19)
 - Deposit Account £15,868.50 (Prev. report £15,786.27)
 - **Total** **£25,356.25** (**£26,015.46**)
- Summary of larger items since last report on **06/06/2024** (rounded figures):
 - **Income**
 - Income from Fabian4 for May, June and July
 - League £1074
 - Maprun £475
 - WNL £0
 - Summer Relay £290
 - **Total** **£1,839**
 - EOD net income £76
 - Sale of O-tops and t-shirts £35
 - Café/shop income £0
 - Army Income £34
 - Interest £82
 - **Total** **£2,066**
 - **Expenditure**
 - BOF/SWOA/WNL levies £829
 - Landowners (Toadsmoor Parking) £80
 - Café Supplies £0
 - Sundries (Bank Charges & Shield Engraving) £33
 - FE admin fees (Doward & Flaxley) * £158
 - Printerbase† £7
 - Planners/Organisers/Controllers/Mappers expenses £63
 - Equipment (SI station repairs, First Aid kit, Misc mostly Croeso) £578
 - Committee Expenses (travel) £13
 - Printing Expenses (Paper, Repairs) £366
 - Donations (Maprun)° £150
 - Equipment Insurance £369
 - Courses (Officials Course) £27
 - Yvette Baker Entries (Heat and Final) £62
 - **Total** **£2,735**
- Income from Fabian4 lags a month behind.
 - Expected income at end of September (from entries made in August)
 - League (Stroud) £1,555
 - Mapruns £203

Notes:

- * Forestry England now require us to pay a non-refundable £79 admin fee before they will process an application.
- † We are only paying Printerbase for Pat's printing now as Ian's printer is out of contract. (Hence the expense of a new transfer roller @ £112.)
- ° Maprun donations are now included in the Events Report on a pro-rata basis as requested by Pat at the last meeting. These and the printing costs (both shown in green on the Event report) are illustrative amounts as the actual costs appear as payments to Maprun, Printerbase and BML in the balance sheet.
- Our finances remain very healthy.
- I am currently preparing the year-end report for the AGM. I'm away for much of September but hope to have everything ready for audit by the end of the month.

Name: Greg Best
Role: Fixtures/Permissions Officer
Report: September 2024

IN ROLE:

Tasks Completed

- Permissions for recent events held (at Toadsmoor, Stroud, Nottingham Knolls)
- Held the annual fixtures sub-committee meeting in August to plan next year's events.

Tasks Progressing

- As always, lots of event permissions and fixtures issues on-going.
- The provisional fixture list for 2025 is now ready but cannot be considered final before landowners have given preliminary permission.
- Recruitment of event organiser/planners has begun.

Tasks Planned

- Nothing to report

NOT IN ROLE:

Mapping Work Completed.

- Some map corrections for the JIRCS event at Mallards Pike

Mapping Work Progressing

- Nothing to report

Mapping Work Planned

- A further extension of the Nottingham Nooks n Knolls map to include the adjacent woodland that the landowner has offered us.
- Annual update to Cleeve Hill map following the winter gorse cutting they do each year.

Other Tasks Completed

- Nothing to report

Other Tasks Progressing

- Organiser of the double event at Mallards Pike: League event and JIRCS individual day.

Name: Pat MacLeod
Role: Equipment Officer
Report: September 2024

OUTSTANDING ACTIONS

- Feedback panel – no progress yet
- MapRun Live tracking A\$20 per 10-week licence, this is a current sale price – normal price I think is A\$30

IN EQUIPMENT ROLE:

Tasks Completed

- Various small equipment purchases for general use – small cones for the string course, extra plastic stakes for taping – no significant expenses
- A further block of 10 SI units returned to SI for repair and/or new batteries. With very few exceptions all our controls are now looking healthy power-wise

Tasks in Progress

- Ongoing discussion on replacing the club laptop with one or two new ones. Typical cost for one of a suitable spec is £4-500, so readily affordable given our current finances. The one remaining laptop we currently use is very slow, is Windows 10, and cannot be upgraded to Windows 11. Windows 10 goes out of support towards the end of this year so it would be appropriate to replace it sooner rather than later.
- Planning the next MapRun series. Turnout has been disappointing over the late summer, so I suggest that we perhaps have a mid-summer break from MapRuns next year. Hopefully interest will pick up when we get into the winter night series.

Tasks Planned

- None

NOT IN ROLE

Tasks completed

- Helped at lots of events
- Extensive help at Croeso, not only on our day but also on days 2-5 as well
- Completed the Downwards map, though it may still need corrections as the planning for the Autumn league event progresses
- Helped Greg with 2025 fixtures planning

Tasks in Progress

- Ongoing MapRun UK coordination and support, typically 2-3 requests a week from maprun developer to respond to new inquiries from UK people
- Ongoing submission of entry details to Fabian for our events, and website maintenance.
- Discussions with club point of contact for permanent orienteering courses (POC) and signage suppliers regarding new signage for Crickley Hill POC, and possible replacements for Highmeadow ones, given damage by wildlife. No recent update on this.
- Progress on event feedback has been limited, due to a lack of suitable events, but the plan is to introduce a general feedback facility with event results, for 'main' events (league etc) in the Autumn.
- Club trophies and awards – no progress since returning the sample trophies.
- Establishment of a 'panel' of experienced orienteers to be invited to offer constructive comment on courses at league and other NGOC organised events of similar or higher status.

Tasks Planned

- Update Lightning Tree Hill map to latest ISOM standard.

Name: Ian Phillips
Role: Mapping Officer
Report: September 2024

Mapping Report 1st September 2024

Maps printed since June 2024.

BOK Army Sand Point 48 x A4 maps & 10 sheets of CD's = £19.98.

Cirencester Maprun 8 x A4 maps = £3.28.

Parkend Maprun 45 x A4 maps = £18.45.

Croeso b&w course info sheets 20 x A3 = £10.00.

Croeso 15 x A4 maps and 79 sheets of CD's = £8.52.

Toadsmoor relay maps 178 x A4 = £72.98.

Toadsmoor race numbers and labels 66 x A4 sheets = £2.00.

Ledbury Maprun maps 30 x A4 = £12.30

Stroud Urban 144 x Double Sided A3 = £165.60, 143 x Single Sided A3 = £101.53, 32 x Double Sided A4 = £20.16, 22 x Single Sided A4 = £9.02, 77 sheets of CD's = £2.31. = Total cost of £298.62.

Urban Map symbol sheets – 20 x A4 pages = £8.20.

Berry Hill Maprun 30 x A4 Maps = £12.30.

Chairman's Challenge 5 x A4 sample maps = £2.05.

Test / scrap maps 14 x A4 = £5.74.

Total map costs = £474.42

Cyan, Magenta and 2 off Yellow toner replaced - £168.00 (Cost included in map printing above).

Transfer Roller Ordered at a cost of £111.94

In Stock – In the order of 2000 sheets of A4 and 200 sheets of A3 Pretex.

Printing Cost – Since last Committee Meeting report = £698.30.

Current prices:

Paper is: A3 - 27p, A4 - 19p

Ink is: No longer under contract but was - Colour 14.088p, Black 1.524p. Estimate cost increase by 50%! So 22p per A4 map, 44p per A3 map and 3p per CD (Control Description) sheet on reused paper.

Usually, CD's are printed on reused maps so no cost for paper.

Important:

Please note that I will be looking to 'hand over' the printing responsibility for NGOC maps at the 2024 AGM.

Name: Ginny Hudson
Role: Membership Secretary
Report: September 2024

Membership Figures

As at 1.9.24

Category	Current	Other
Senior	127	4
Junior	30	
Total	157	4

NO CHANGE SINCE JUNE

Name: Alan Brown
Role: Newsletter (Legend) Editor
Report: September 2024

Next issue of Legend due in October.

Name: Judith Taylor
Role: Welfare Officer
Report: September 2024

There have been no safeguarding incidents or concerns raised since my last report.

Club Welfare Officers receive regular updates from British Orienteering (BO) Lead Safeguarding Officer. The **May update** is included with this report and covers the topics listed below:

1. The national network of Sports Welfare Officers (more information about these roles is attached to BO update – Sport England funded scheme independent of BO)
2. Safeguarding checks. A reminder to anyone supporting training and coaching activities which are likely to need a DBS, to complete the eligibility form and return to BO. At the moment this is only likely to be relevant to our prospective coaches.
3. E-learning and CWO training. BO recommend that CWOs complete the Introducing Safeguarding e-learning module – your CWO needs to do this! From next year this will be a requirement.
4. Toilets and changing in public areas. A request from BO that we include a reminder in event details to competitors not to change in public view, and to change discreetly. I don't think I have seen that in any other club's event details yet.....

Welfare generally

Just an observation about the continuing demands on the club's volunteer workforce, particularly at big events, which can make for long and physically exhausting days. We want to avoid burnout where we can. Something to think about.

Name: Ian Prowse
Role: Volunteer Co-Ordinator
Report: September 2024

There has been a noticeable drop this year in club members offering to volunteer at events

One area of concern is First Aid cover. Of the 10 club members who attended the last First Aid course arranged by the club in December 2022 (certification lasting three years), the majority are no longer regular competitors.

As a result, we may struggle to comply with BOF's guidelines (attached) and how we deal with the issue in our event risk assessments.

Name: Tom Cochrane
Role: Comms Officer
Report: September 2024

- Have sent occasional emails but was mainly focused on organising/planning the Stroud UKUL event.
- I'll likely continue to have limited time for the role going forward: I'm happy to continue, but if anyone is eager to take over and provide more frequent emails (and maybe add social media) I'm also happy to pass it on.

Name: Paul Taunton
Role: Committee member
Report: September 2024

Planning League 1 2025, Lightmoor & New Beechenhurst, Level D, Sat 18th January

- The early concept was to use both Lightmoor (the NE corner of the Mallard's Pike map) and the south-eastern part of BOK's New Beechenhurst map (which has not been used at all recently) with the two areas being linked by running under the road using the bridge on the family cycle trail next to the (closed) Dilke Hospital. Whilst this is a good plan for the longer courses I have struggled to plan decent short courses, as the Lightmoor area is quite constrained (and I always have some concerns about juniors running on the cycle trail). **Any objections to us just using New Beechenhurst?** There is a good parking area at the Gloucestershire College and there is a nearby assembly area with vehicle access and scope for some helper parking.
- I have made initial e-mail contact with the Estates Co-ordinator and Duty Manager for the GC Forest of Dean Campus.
- Note that this parking and assembly location is about 2.5km north of the Dilke road crossing, so would not be compatible with the original plan using Lightmoor, other than for the Brown course.

BOF Ranking Points Calculation (unimportant, just for the record!)

- I noticed in the Croeso Day 1 results that course 17, Long Orange, with six runners, only two of whom were ranked, had generated ranking points. This was clearly wrong as the rules say courses with less than ten competitors or so should not generate ranking points. Whilst this problem was immaterial, as only two runners were affected, I thought it could be a symptom of bugs lying undetected within the ranking calculation that could have a wider effect. This was indeed the case.
- BO were informed and took steps to resolve.

Part 2: First Aid Qualifications & Requirements for Club Officials/Event Organisers

To ensure proper First Aid cover at events, clubs/event organisers should make decisions on what First Aid cover is required based on the Risk Assessment.

The quality of First Aid cover will depend on the following factors:

1. The level of qualification/s of the first aider/s present,
2. The number of first aiders present and
3. The location of the first aiders

Factors 2 and 3 will determine the speed at which the casualty can receive care (more first aiders spread around the event area will reduce the time taken to arrive to the casualty after an alert).

The table below shows the **MINIMUM** cover required for events:

Medical Cover	Competitor Numbers			
	<150	150-500	501-1000	1001-5000
Qualified* event team volunteer First Aiders	Either 2	Either 2		
First Aiders from CQC registered medical provider	Or 2	Or 2	1 per 150 (minimum 3)	1 per 350 (minimum 4)
Covered First Aid Post at Finish	Optional	Required	Required	Required
Mobile BLS (smaller races only)	Either 1			
Mobile BLS plus AED	Or 1	Either 1	Either 1	
Mobile ALS	Or 1	Or 1	Or 1	Minimum 1
Ambulances and crews	Or 1	Or 1	Or 1	1 per 2500 (minimum 1)
Paramedics (ALS trained)				1 per 2500 (minimum 1)
Doctors (ALS trained)				1 per 2500 (minimum 1)
Nurses				1 per 5000 (minimum 1)
First Aid or Medical Manager				1
Dedicated Medical Control				Required
Beds or cots		Minimum 1	1 per 500 (minimum 1)	1 per 1500 (minimum 1)

*Qualified first aiders based on risk assessment regarding hazards (access, terrain, length of courses, exposure etc).

CQC registered: Care Quality Commission registered First Aid Provider such as St John's Ambulance.

BLS: Person qualified in basic life support.

BLS + AED: Person qualified in basic life support with an automatic external defibrillator and trained in its use.

ALS: Person qualified in advanced life support + equipment.