



## Minutes of the Meeting of Directors of the Scottish Orienteering Association, held on 26 October 2013 in Perth.

**Present:** Roger Scrutton (RS) - Chair, Colin Matheson (CDM), Ian McIntyre (IM), Terry O' Brien (TOB) Anne Hickling (AH), Bill Melville (BM), Ross McLennan (RM), Megan Griffiths (MG)(sportscotland), Pauline McAdam ( PM) – minutes.

### 1. Welcome and Apologies for absence

RS welcomed Ross McLennan to his first meeting as Marketing and Communications Director. Apologies from Claire Macpherson (CMac), Marsela McLeod (MM) and Martin Ward (British Orienteering)

### 2. Register of Interests & Key Dates

The register of interest was checked. **Updates from RM, CDM and BM to be sent to PM . Action 5**  
Key dates were checked and deadline for sportscotland investment application noted.

### 3. Minutes of meeting on 7<sup>th</sup> September 2013

Minutes of previous meeting were accepted.

#### a. matters arising and audit action sheet

Matters arising and actions are covered under other items.

### 4. Directors reports

#### a. President

- The new draft of the SOA-FCS Agreement is expected in the next few weeks.
- Staff appraisal scheme now in operation.
- On 14<sup>th</sup> Sept RS met with Hilary Quick (HQ), PM and Paul Frost to discuss feasibility of creating an SOA one-stop-shop documents archive that will contain essential historic and governance documents. It will incorporate the updating of HR policies and job descriptions. **RS to progress. Action 1**
- On 17<sup>th</sup> Sept. RS attended a meeting of the Scottish Parliament Cross-Party Group on Sport discussing "Investment in Sport beyond 2014". A short report was presented.
- Since no one from Scotland is attending, RS & HQ submitted a short document on volunteering to the BOF Clubs and Associations Conference on behalf of SOA, largely based on outcomes of Volunteer Activities Weekend.

## **b. Marketing & Communications (inc. plans for SCORE)**

- Sally Lindsay from ESOC has agreed to edit Score on a trial basis.
- Official handover meeting with Andy Paterson still to be arranged.
- Plan to review SOA marcomms over next month to understand current position and key areas to focus on over the next year. **RM to pursue this.** **Action 6**

The Board agreed that **RM could explore the possibility of outsourcing and paying for the production side of Score and report back in January.** **Action 7**

## **c. Operations**

TOB presented Graeme Ackland's (Competitions) proposed response to SEDs/elites requests about SOL. SEDs should be asked to clarify which course they want for 21E and alterations to the SOL course structure should be minimised. **TOB to respond.** **Action 23**

Issues with SOC 2014 are being progressed.

- Douglas Murray downgraded to Grade C at his own request. **RS to write with thanks.** **Action 2**
- Rob Hickling (Controller of Controllers) had provided information on recent Grade B&C Controllers courses and the list of Controllers on the SOA website has been updated. A Grade A controller is needed for SOC 2014 and finding controllers for major events in 2014 is ongoing.

## **d. Development (inc. SOA Development Fund Applications at 01/10/13)**

- Scottish Student Championship – Sarah Tullie and EUOC have the championships scheduled for 9<sup>th</sup> Nov. (Individual) combined with ESOC event, and 10<sup>th</sup> – a relay event plus a social get together.
- BM has initiated a study into the possibility of introducing SOA Orienteering Attainment Certificates with a view to attracting outdoor education students at colleges etc into taking more interest in orienteering and becoming SOA/ BOF members. The scheme will be based on the BOF navigation and racing incentive certificates. **BM to pursue and report back.** **Action 10**
- Grant applications from ESOC and GRAMP on behalf of Aberdeen University OC were discussed. **BM to feedback comments and decisions.** **Action 11**  
ESOC will be asked to explore other sources of funding but the Board agreed to support the application with £1000.

The proposal to give GRAMP £500 to support Aberdeen University OC with a caveat that equipment reverts to GRAMP if AUOC fails was supported. The UKCCL1 fee due to the SOA from A. Murgatoyd will be waived.

- BM will continue to liaise with Perth College on reciprocal support. It was pointed out that this should not add to HQ's workload. **BM to pursue and report back.** **Action 12**

## **e. Partnership (presented by RS)**

- Updated SOA membership numbers from BOF website to 30 September were shown. Membership for 2013 is down by approx 8.5% on 2012. The proposal was made that the report includes basic participation information as well as membership for including in the Annual plan. **CMac to arrange for this.** **Action 14**

This raised questions about whether all event participations were being recorded and if / how school participation is recorded.

- CMac had received a request from Duncan Hamilton at Scottish Sports Aid for nomination for best performing orienteer (supported by SSA) over the last 12 months. After liaising with Lorna Eades and Maureen Brown nominated Alexander Chepelin. Grants committee will meet shortly.
- Gift aid letter sent to club secretaries asking them to confirm if they were willing to assist us with obtaining gift aid declarations. Responses so far in the positive from CLYDE, MOR, ESOC, ECKO, INT, KFO and TINTO. Waiting for responses from AROS, AYROC, BASOC, ELO, EUOC, FVO, GRAMP, MAROC, RR, SOLWAY, TAY and STAG. Once the majority of clubs respond, **gift aid declaration will be distributed** . **Action 16**

A Request was made for the partnership director to clarify the potential for claiming gift aid against unclaimed expenses

#### f. Performance (presented by RS)

- **Selections for the British Orienteering Squads**

Performance Squad – is focused on preparing athletes to deliver medals and Top-10 performances over the next one to three World Orienteering Championships.

- Men – Scott Fraser and Murray Strain
- Women – Claire Ward and Tessa Hill (Scottish based)

Elite Development Squad - is focused on preparing athletes to deliver Top-20 performances at the World Orienteering Championships in two to five year's time.

- Men - Hector Haines, Alasdair McLeod, Mark Nixon and Douglas Tullie
- Women - Hollie Orr

Talent Development Squad - is the entry point for athletes on to British Orienteering's Talent and Performance Pathway and athletes are expected to confirm that they possess the required foundation of sport-specific skills and then progress to in-depth specialisation.

- Men 17-20 Christopher Galloway,
- Men 16 – Andrew Barr (NEW), Alexander Chepelin, Matthew Galloway (NEW), Daniel Stanfield (NEW), Thomas Wilson (NEW) and Callum White
- Women 17-20 – Rhona McMillan
- Women 16 – Jennifer Ricketts

- **Results**

This year's Junior Home Internationals took place in South Wales, near Merthyr Tidfil over the weekend of 14/15 September. Results were a win for England, with Scotland 2nd, then Wales 3rd and Ireland 4<sup>th</sup>.

The 2013 Junior Inter Regional Championships were held in Dorset over the weekend of September 28th/29<sup>th</sup>. The weekend was largely dominated by the Scottish team who took the overall title and won the Boys relay and took three of the six individual age group classes.

The Senior Home Internationals were held in Ireland over the weekend 28/29 September in County Louth in the Republic of Ireland. The competition was closely fought with Scotland coming out winners by 4 points.

- **Veterans Team Manager**

Members were informed that there would be a request on the SOA web-site for a Veteran team manager. **MM to advertise for Vets Manager.** **Action 17**

#### **g. Development Officer (presented by RS)**

- September Activity Weekend: hit full capacity then a few cancellations. Little doubt as to success in all respects. A particular success was the “Coaching Foundation Course”.
- Started structured, regular programme of contact with all clubs, devised profile document for each club to allow their needs to be noted, but open discussion also encouraged
- Planned course schedule for 2014; fitting things in with Glenmore Lodge, O fixtures and school holidays!
- Attended Highland Region sportscotland RDO meeting and sportscotland Coach Community discussion of coach licensing
- Planning is well progressed for second Coach CPD day for 2013 (2<sup>nd</sup> November, Glenmore Lodge)
- Mapping: Inshriach update now complete. Significant change to magnetic north (as was the case with Loch Vaa). Need to update all maps. **HQ to propose updates. Action 19**
- Recent idea raised by Bill Melville for recognition of participation and volunteering by students (specifically at Perth College) under consideration and discussion.
- Safeguarding/child protection: more progress with retrospective PVG applications.

The Board agreed in principle with the proposed 2<sup>nd</sup> Volunteer Activity Weekend in Spring 2016. The suggestion it should be combined with the AGM was considered but it was felt more appropriate to retain the AGM on the SOC weekend.

#### **h. Professional Officer**

- The staff-appraisal process is now well under way.
- Following a notice on the SOA website about LiDAR over 25 sites for new mapping and/or revision have been identified by clubs including ELO, Moravian, Solway, FVO, Clyde, STAG and Maroc. LiDAR captured for Highland 2015 is excellent and has/will hugely benefit the mapping programme. **CDM will progress. Action 20**
- In view of LiDar developments and some copyright issues, **TOB will review the ways and means of SOA providing support for club mapping. Action 24**
- Moray 2013 activity is nearing completion with a final report submitted to EventScotland with the final version of the Economic Impact Assessment soon to follow.
- CDM attended a SAAF meeting at Glenmore Lodge – occasional items do come up relating to SGBs and it is good to keep up the profile of orienteering in this and other fora, e.g. Outdoor Pursuits Group, time permitting.

#### **i. Treasurers Report and Financial Plan**

- Equipment insurance is now completed.
- 2013 Budget – no major changes from previous meeting.
- 2014 Budget still unfinished. **Directors asked to consider what they expect to do in their area, cost it (as best they can) and inform treasurer if any of the numbers need updated. Action 9**

## 5. Major Events Update

### a. WOC 2015 (CDM)

Highland 2015 activity over the past few weeks has increased as trying to finalise event arenas and parking and move forward with agreements with landowners, pursue further funding and seek assistance on bridge(s) and access improvements.

### b. Race the Castles (RtC) 2014 (RS)

Report to release first tranche of funding submitted. Budget in reasonable shape.

WOC IT needs testing and RtC would be ideal for this but funding needs to be identified. Event advertising now beginning to happen.

## 6. Risk Register (Colin)

This was reviewed and small adjustments made to “loss of SCORE editor” and “volunteer burnout”. Both reduced to the likelihood of “possible”.

## 7. Updates to Strategic Plan 2012-2015 and intro. of an Annual Plan (Roger)

- The Strategic Plan (SP) will now support the Annual Plan (AP). **RS to prepare AP for 2014.**

**Action 7**

- The Board reviewed the SP with a view to supporting some key areas over the remaining period of 2012-2015. Areas considered for support were:

- employ admin support at Glenmore Lodge with focus on membership, press releases, gift aid, making financial management more professional, other services that encourage people to join the sport. **CDM was asked to prepare a case for employing such a person.** **Action 21**
- It was agreed that Mike Rodgers Morayshire RDO post should be extended to August 2014 to align with that of Aberdeenshire and City. **CDM to communicate this to Mike.** **Action 22**
- Consideration was given to the continuation of the regional development officer positions beyond August 2014 to capitalise on WOC and other opportunities. In order to make a case for this we will need to demonstrate tangible benefits from the existing posts. **BM was asked to consider how this might be done and prepare an option for continuation.**

**Action 13**

- Further support for performance.
- Raising public awareness of the sport.

## 8. 2014 Budget (IM)

The budget is in a healthy position with the possibility of using one or more of the options raised in 7. above to more rapidly to accelerate the development of the sport and make effective use of the high level of reserves.

## 9. Sportscotland investment 2014 (MG)

The application documents should be submitted by 5<sup>th</sup> November. Funding profile is moving to coincide with tax year and so figures given should be 15 month equivalent for Jan 2015 – March 2015. Targets still 12 months. Possibilities existed to secure more funding for coach and official training and the RDO positions. **RS to progress this together with IM.** **Action 4**

## 10. Report from BOF (Martin - by e-mail)

Summary of issues from British Orienteering:

- We are in the process of appointing two independent directors to the board of British Orienteering with a third independent director recruited towards the end of 2013
- The levy income from the early part of 2013 was below budget. This was largely due to a lower than expected level of participation caused by the bad weather.
- A major re-structuring of the Rules has just reached another milestone, with the publication of the 2014 Rules (applicable from January). The rules documents have been simplified, and split between rules for competitors and rules for officials.
- The board is finalising the proposed 2014 budget. It is challenging, partly because the income model (changes to the structure of levies and membership) is still relatively new. We also face a challenging position in regard to the funding income
- Volunteer Needs Workgroup Plan. The recent club and association conference at Stratford-upon-Avon was dedicated to the needs of volunteers, and the need for clubs to attract and retain them in order to deliver events and the governance of the sport. The outputs will be published via the website.
- Talent Development and Performance Programme. The board recently received an update from Sarah Hague that summarised the 2013 outcomes, and proposed a number of scenarios for the 2014 programme (subject to available funding).

## 11. Revisit Key Dates; Dates of Meetings in 2014

First board meeting on Saturday 18<sup>th</sup> January in Perth (exact venue to be determined).

## 12. AOB

Tayside Orienteers have raised concerns with SOA Operations Director about the scheduling of Roseisle/Level C event on the same day as the Score Championships which are being run by TAY on behalf of SOA. **Repercussions from this will be investigated by TOB.** **Action 25**

## New Actions from meeting

No	Item	Action	By	Due Date
1	4a	Progress creation of document archive	RS	Ongoing
2	4c	Letter of appreciation to Douglas Murray	RS	ASAP
3	7	Communicate with all directors to populate AP and prepare AP for 2014	RS	End of 2013
4	9	Explore possibilities to secure more funding from sportscotland	RS/ IM	18/01/14
5	2	Updates for register of interest to PM	RM/BM CDM	18/01/14
6	4b	Review SOA marcomms	RM	18/01/14
7	4b	Follow up on possibility of outsourcing and paying for production side of Score.	RM	ASAP
8	4b	Suggest ideas for interesting articles and possible advertising for Score	All	Ongoing
9	4i	Review 2014 budget expectations, cost them and inform treasurer if updates needed	All	End of 2013
10	4d	Pursue and report back on proposal for SOA attainment certificates.	BM	18/01/14
11	4d	Feedback boards comments and funding decisions to ESOC and GRAMP	BM	ASAP
12	4d	Continue to liaise with Perth College	BM	Ongoing
13	7	Prepare case for continuation of RDO post beyond present end-date	BM	End of 2013
14	4e	Provide information on participation as well as membership for including in AP	CMac	Ongoing for board meetings
15	4e	Download membership data by club from 2009 to identify clubs that have been most successful at retaining members	CMac	18/01/14
16	4e	Distribute gift aid declarations to clubs	CMac	Ongoing
17	4f	Advertise for Vets manager	MM	ASAP
18	4g	Progress club development conference for 2014	BM/ HQ	Ongoing
19	4g	Propose maps needing updated	HQ	18/01/14
20	4h	Progress requests from clubs for LiDAR	CDM	Ongoing
21	7	Construct rationale for Admin post at Glenmore Lodge	CDM	End of 2013
22	7	Communicate with Mike Rodgers regarding his RDO post.	CDM	18/01/14
23	4c	Respond to request about SOL courses for elites	TOB	18/01/14
24	4h	Review SOA support for club mapping	TOB	18/01/14
25	12	Look into fixture clashes with Score Championship event	TOB	ASAP