



## orienteering

### **Minutes of the Meeting of Directors of the Scottish Orienteering Association, held on 27 June 2015, in AK Bell Library, Perth.**

**Present:** Roger Scrutton (RS) - Chair, Ian Doig (ID), Colin Matheson (CDM), Ian McIntyre (IM), Anne Hickling (AH), Marsela McLeod (MM), Terry O' Brien (TOB), Claire Macpherson (CMac), Pauline McAdam (PM) – minutes.

#### **1. Welcome and Apologies for absence**

RS welcomed those present and listed apologies from: Megan Griffiths (MG) ( [sportscotland](#)) and Ross McLennan (RM)

#### **2. Register of Interests & Key Dates**

The register of interest was checked. Johannes Felter has been sent a copy of the register. Key Dates document was checked. A reminder about university clubs has been added.

#### **3. Minutes of meeting on 22 March 2015**

Minutes were accepted: RS will sign them off electronically.

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

Matters arising and actions are covered under other items.

#### **4. Directors reports**

##### **a. President (RS)**

- The Gravitare HR Healthcheck, received end-March, has been on the back burner while the KPMG Governance Development Audit has been underway. The KPMG Report is due any day now, after which we must decide on a timetable for responding to both. Both cover HR policies, for example. Thanks to Directors for cooperating with the draft Annual Review proforma I sent round.
- No further news on the BOF Organogram, or on the GB Strategy Working Group.
- RS has been invited to become, and accepted, the Chair of the Scottish Sports Association Outdoor Pursuits Group.
- CDM, AH & RS have arranged for the Minister for Sport in the Scottish Government, Jamie Hepburn, to participate in a GRAMP local event in July so as to understand better what will go on at Highland 2015, although he cannot attend H2015 itself.
- Aberdeen University OC (AUOC) has formally requested affiliation to SOA and has submitted its Constitution. There was a short discussion about this and the circumstances of other university orienteering clubs.

As most members of AUOC are not members of Scottish clubs, RS will contact them regarding their relationship with BOF as this has implications for insurance. Some points were raised regarding the Constitution: the club needs to abide by the SOA Child Protection Policy and it was pointed out that there was no mention of people (other than students) who might be eligible to join.

**Action 1**

## **b. Marketing & Communications (RS for RM)**

- Good section on orienteering on the Adventure Show with Jess and James Tullie
- 862 Twitter followers, 441 Facebook page likes
- Website, Score and newsletter progressing
- RS has worked hard to get Tiso to support us re posters for community sports hubs
- RS expressed concern that there has been no invoice from Paul Frost detailing work undertaken on the web-site. **Action 2**
- IM acknowledged that the ongoing publicity is a success but the marketing plan is still missing. **Actions 3&4**
- RS up-dated Board members of the lack of progress with the Tiso posters. He will continue to pursue the matter. (Note added after the meeting: posters now ready)

## **c. Operations (TOB)**

- No objections were raised to a request for the copyright of the Culbin map to be transferred from SOA to MOR. However as Culbin is a reserve area for WOC the transfer will happen after WOC. MOR will then be responsible for up-dating the map.
- BOC 2018 will be at Balmoral on 12<sup>th</sup> May 2018. The event will be run by SOA but the involvement of the Professional Officer, insurance and BOF structure will need to be clarified. Future communications regarding the event should include the phrase: "subject to BOF structure." **Action 5**
- Balmoral will be used for the Scottish Championships in 2016.
- 2015 Score event is waiting for permission from Tay Forestry.
- There has been no response regarding club allocation for events over the next 10 years.
- Now BOC date has been confirmed, dates for the 2018 fixtures will be drafted.
- No progress on the appointment of Fixtures and Competitions Convenors.

## **d. Development (ID)**

Focussing on Permanent Orienteering Courses (POCs) within Forestry Commission (FC) Land, the main problems seem to be:

- Lack of up to date information i.e. where to collect maps; parking; prices.
- Control sites missing due to felling operations, weathering and vandalism.
- Lack of monitoring or maintaining the POC by FC or club.
- No club information i.e. who to contact to progress or do more.
- Listed but totally obliterated i.e. Carbisdale.

We need to provide an up-to-date list of all POCs within FC land.

A full inspection is required of at least one site (proposing Kirkhill in Aberdeenshire) to look at and report back to FC on how to improve information of where maps are available; which club takes ownership; what need replaced or upgraded. Whose responsibility is it for upgrading, monitoring and maintaining of the sites.

Decide whether a POC is appropriate or would a semi-permanent course be suitable.

Timescale for report will be September 2015 for inclusion in the report for October SOA board meeting.

#### e. Partnership (CMac)

- Annual plan updated with membership and participation statistics. We are well ahead with membership. Participation in activities is ahead. Events are difficult to assess because the majority of participation will be during the 6 days.
- Membership for June is up 16%. All RDO clubs are showing a membership increase.

The fact that up-to-date membership information is available on Dropbox prompted a short discussion on members' use of Dropbox. Several members find it useful but all agreed that it needs more management.

**Action 6**

#### f. Performance (MM)

- Bill Stevenson and Maureen Brown have advised MM that they will give up ScotJOS at the end of the year. MM intends to meet them and go over splitting of their roles into Team Manager and Head Coach so that we can advertise for the two posts.
- SEDs athletes on Adventure Show.
- Recruitment for SEDS management is ongoing with most posts taken. IM requested to be kept informed of details of SEDS finances and praised James Tullie's management of these.
- 12 SEDS athletes selected for various World Cup races in Norway and Sweden in early June.
- **Selection for WOC2015 is ongoing.** So far Scott Fraser, Hollie Orr, Murray Strain, Claire Ward and Alasdair McLeod have been pre-selected. Final selection races at beginning of July in Deeside. Hopes for a further 3 Scots for selections.
- **Other selections:**
  - Antwerp Sprint Meeting 5/6<sup>th</sup> September**  
Chris Galloway, Kirstin Maxwell
  - Euromeeting, Estonia 24/27<sup>th</sup> September**  
Alan Cherry, Alasdair McLeod, James Tullie, Jo Shepherd, Jess Tullie
  - JEC, Germany 10/12<sup>th</sup> October**  
Andrew Barr, Alex Carcas, Daniel Stansfield, Thomas Wilson, Jenny Ricketts
- James and Jess Tullie both won the British Middle Distance Championships in May, Jess Tullie won the British Long Championships

#### g. Development Officer

- Paid free-lancer enabled schools etc. to do O at Glenmore, as approved by last Board meeting.
- Modest continued uptake of "New Member" packs and packs for potential members; direct enquiries to clubs indicate that the most important factors were interpersonal ones.
- Dates in schedule for 2016 Teaching Orienteering courses
- BOF have adopted the "Find Your Way to Orienteering" scheme. Modest workload implications but it's "development" and could be very effective
- Still awaiting comments progress on A4 tri-fold leaflet. SOA has no leaflet to hand out, but lots of opportunities to do so. 3 Teaching Orienteering courses have been taught – total 33 people attended
- 3 Coaching Foundation courses have been taught– total 20 people attended
- 1 UKCC Level 2 course has been taught (by Lynne Walker & Jon Musgrave) – 5 attendees. UKCC L3 course pack and assessment structures & criteria nearly ready for External Verifier on 30<sup>th</sup> June. This should be the final hurdle.

- Set up 2 iOrienteering courses (they use QR codes) at Glenmore. Moved in to new office in April (May?), got satellite broadband installed and numeric keysafe installed for 6-Day Store.
- Ran 1 more Coach CPD session; BOF Talent Manager Jackie Newton attended latest and was very impressed
- Child Protection/Safeguarding: no issues to report.
- The Board was asked to approve funding for a project for a young member to learn mapping skills. Members liked the idea but felt that it needed more structure. **Action 7**

### Updates from RDOs and CDOs

Reports received from the Regional and Club Development Officers showed that their development activities with their clubs are ranging across publicity, work with schools, families and local communities, providing opportunities for participation and showing evidence of significant growth in club membership. Looking forward to post-WOC, there are plans to focus on volunteer development, initiatives that might improve member retention and further publicity. There is good evidence that best practice is being shared between the officers.

The Board was very pleased with these reports and asked the Development Director to express their thanks to the RDOs and CDOs for their excellent work. **Action 8**

### h. Professional Officer (CDM)

- LiDAR2 data received from **sportscotland**/Scottish Government. Coverage more limited than first tranche but fills some gaps
- Requirement to renew Foundation Level of Equality Standard for Sport. Cannot attend 30 Jun session so one-to-one follow up.
- The Board approved signing up to the first ever LGBT Sports Charter launched at the **sportscotland** Equality Seminar in May. It was proposed that clarification should be sought about rules for transgender competition.
- All Directors were reminded that the SOA Annual Plan needs reviewed for this year. **Action 9**
- The Board received a progress up-date on the SOA start clocks.

### i. Treasurers Report (IM)

- 2014 accounts issued in time for AGM. Still to be independently reviewed. Due to personal circumstances, the SOA Reviewer has declined this year. An alternative reviewer has been identified but will charge for the service. Board accepted this.
- 2015 costs running slightly ahead of budget (now approx. £8,000) – no surprises.
- Delays in addressing Mel's pension contribution (needed letter of authority – now received)
- **sportscotland** have now paid 2015/16 grant. Many thanks to MG for all her help and support.
- 6 Days volunteer liability insurance resolved. Competitors cover being addressed via organising clubs registering through BOF.
- Enlisted with the SSA scheme for auto enrolment pensions
- ScotJOS treasurer now transitioned from Iain MacLeod to Marjory Mason – smooth handover
- Proposal to increase levy defeated at AGM. No change for 2016.
- The Board approved the SOA 2014 accounts and the RTC final accounts.

## 5. Major Events Update

### a. WOC and Highland 2015 (CDM)

Board were informed that there have been quite a few issues requiring a lot of extra work.

Formal permissions for Nairn are due.

Next meeting with Highland Council should be the final one.

Issues with licensing are causing concern.

Still one set of courses for WOC not approved.

### b. JEC 2016 (RS)

Everything is currently on-track.

## 6. Risk Register (CDM)

The status of some risks was discussed but no changes were made.

## 7. Annual Plan (CDM)

Current version was reviewed and discussed. It was agreed that Objective 2.2 be split between the Development and Performance Directors: the former responsible for “volunteers” and the latter for “athletes. Directors were reminded of the significance of the green, yellow and red colour coding.

## 8. Report from Scottish 6-Days Co. (AH)

- Highland 2015. We are close to reaching the target of 5000 entries.
- Insurance. The six day events and all the extras have now been registered by the organising clubs and so are covered for civil liability by the BOF insurance.
- 6 Day Company business. Anne Hickling and Lindsey Knox will be standing down from the Board after Highland 2015. We have a replacement lined up for Lindsey, and I am confident that one of the existing Board members will step up to take on the chair. One further new Board member will be required.
- Deeside 2017. Good progress is being made with areas and with appointing MAROC & INT people to the COT.
- 2019 event. Dave Kershaw (6 Day Co technical director) is to make an assessment of the areas proposed for a possible 6 Days in southern Scotland. Some individuals in the southern clubs are keen but there does not seem to be a high level of commitment from clubs. A fallback area has been identified and discussions will be held with the relevant clubs.

## 10. Open discussion on Strategy 2016-2020 (RS)

This took up the whole after lunch session with Board members identifying and discussing the perceived strengths, weaknesses, opportunities and threats for Scottish Orienteering over the next 4 years and their priorities for inclusion in the new Strategy. RS will maintain a dialogue with board members and others over the summer in order to have a draft Strategy / Action Plans ready for the October Board meeting.

**Action 10**

There was no time to revisit Key Dates and Actions nor for AOB.

**The above is accepted as a true representation of the meeting.**

**Signed:** ..... (President)

**Date:** .....

## New Actions from meeting

No	Item	Action	By	Due Date
1	4a	Contact AUOC regarding their relationship with BOF	RS	10/10/15
2	4b	Request report from Paul Frost on work done on web-site	RM	31/8/15
3	4b	Respond to HQ's request for comments on A4 tri-fold leaflet (under 4g).	RM	ASAP
4	4b	Provide Board members with information on how taking forward the marketing strategy.	RM	10/10/15
5	4c	Establish dialogue with Jon Musgrave regarding future plans for BOC.	TOB	ASAP
6	4e	Tidy up the Dropbox folder and make up set of guidelines for using it.	PM	ASAP
7	4g	Communicate back to HQ about the results of the discussion on the mapping project	RS	ASAP
8	4g	On behalf of the Board, thank RDOs and CDOs for their excellent work	ID	ASAP
9	4h	Up-date latest version of Annual Plan	All	ASAP
10	10	Maintain a dialogue with Board members and others over the summer in order to have a draft Strategy / Action Plans ready for the October Board meeting.	RS	10/10/15