

## Minutes of the Meeting of Directors of the Scottish Orienteering Association, held on, 2017 in AK Bell Library, Perth.

**Present:** Roger Scrutton(RS) - Chair, Roos Eisma(RE), Ian McIntyre(IM), Ross McLennan(RM), David Henderson(DH), Richard Oxlade(RO), Anne Hickling(AH), Marsela McLeod (MM), Claire Macpherson (CMac), Colin Matheson(CDM) - for Stef Lauer, Pauline McAdam(PM) - minutes.

### 1. Welcome and Apologies for absence

Apologies from: Stef Lauer(SL), Dave Kershaw(DK), Megan Griffiths(MG)( [sportscotland](#)), Pamela Carvell.

RS welcomed Pamela Finch of Children First and as this was the first meeting for new members appointed at the recent AGM, members introduced themselves around the table.

### 2. Update on Safeguarding Children in Sport

Pamela Finch delivered an informative talk on the upcoming legislation and the Safeguarding Standards which are due to be launched in October 2017 with a phase-in period of 18 months.

She stressed:

- The importance of Board members being informed on the section on Board responsibility.
- The need for a review panel and suggested that sports should 'buddy up', with Ramblers being a possible 'buddy' for Orienteering.
- A series of 8 Master classes will be run and the first two need a board member to attend.
- Records must be kept indefinitely.
- The cut-off for responses to the briefing paper is 27<sup>th</sup> June.

The question of insurance was raised then Pamela provided members with some printed information. RS thanked her for her input. She then left the meeting.

**Action 1**

### 3. Register of Interests & Key Dates

Members and particularly new members were reminded to check and up-date their entries in the register of interest which is available in Dropbox.

**Action 2**

The Key Dates document has been tidied up

**Action 3**

### 4. Minutes of meeting on 25<sup>th</sup> March 2017

RS pointed out that this meeting was not quorate and so no decisions could be taken. Minutes were accepted.

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

Matters arising are dealt with at the relevant place during the meeting.

### 5a. Chief Operating Officer's Report (SL presented by CDM)

**Action 4**

HR:

- Support with the selection of directors - welcome to the new board members!
- Registered outgoing and incoming directors with Companies House.

## Governance:

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- Preparation for 2017 KPMG Development Audit on July 25
- Adding Conflict of Interest Policy to register & several other policies to SOA policy bundle soon

**Finance:**

- Requested new bank mandates in preparation of handover from IM.

**Child Protection:**

- Attended Children In Scotland conference in Glasgow on Safeguarding Children in Sports.
- Pamela Finch of Children First to give a presentation at the June board meeting.
- Filed 17 applications to the PVG scheme since March.

**Marketing:**

- New website: second design draft, sorting through content. Launch in July or August.
- New SCORE format with latest edition.
- Social media guidelines issued (thanks to Sarah H).
- New SOA t-shirts for staff & board.

**sportscotland:**

- Progress Tracker to be updated by late June.
- Official contract received re the £80K development funding.
- Megan hands over Partnership Management to Jane Scott (sportscotland, Stirling) with immediate effect.

RS expressed the Board's appreciation of the help and support provide by MG during her time working with them and wished her well in her new role.

Members were asked for comments on the Development Audit response to the 2015 audit. RS advised that he and SL should be able to manage this but members may have to respond to questions.

**Action 5**

There was discussion around the feasibility report on Club+SOA membership. IM pointed out that costs for insurance quoted were a factor of 10 to large. Issues around eligibility to compete at BOC and the JK were discussed. It was agreed to proceed with the current insurance quote to cover the current pilot and to extend the membership to all clubs from October 2017. CMac requested that the Gift Aid declaration be integrated into the on-line membership option.

**Actions 6, 7&8**

**b. Education Manager (Hilary Quick -HQ)**

- A breakdown of courses delivered since the last Board report showed 11 courses delivered with a total of 89 participants.
- Our "Introducing Orienteering" course has now been delivered several times and can now be considered settled.
- Much time and effort is now going to the review of formal coach qualifications; useful meeting with SQA enabling good progress with the re-structure, helped by the working group of senior coaches.
- The second tutors' update/CPD day on 31 May attended by 5 enthusiastic folk including useful contact at Lochgoilhead Scout Centre. He has links with schools in Glasgow, and his Centre could be suitable for junior coaching weekend.
- Coaching weekend 17 & 18 June -8 people expected on each day,
- Working with Sarah (Hobbs) to provide content for new website.
- Bookings for Volunteers' Weekend are steadily coming in. A request for an additional £1000 of funding to help reduce the cost for this was discussed by members but was rejected. **Action 9**

### c. Event Manager (CDM)

- **Glenmore Lodge and National Orienteering Centre** - map updated and available for use. Seasonal orienteering course set out- has been used by a number of groups and individuals
- **Permanent Orienteering Courses** - ongoing project. Forestry Commission (FCS) want to set a standard for markers. To discuss with FCS on review of FCS agreement
- **Data and Access**
  - Assistance given to INVOC dealing with new landowner who was looking to charge for access for SOC 2018.
  - Scottish Government has asked me to help test new website making LiDAR data available in the public domain. This should assist clubs/mappers to download data directly.
- **Junior Development** - agreeable to helping organise future Scottish Schools Championships.
- **Event Insurance** - worked through the complexities of this. Landowner questioned BOF Insurance for S6D. MAROC had to register events. Prefer future situation whereby SOA register/insure events. Additional insurance required for campsite and for hired in equipment.

### Major Events

- **British Orienteering Championships 2018** - dates changed to 19/20 May 2018. Balmoral (Individual) planning and controlling progressing well, and estate is supportive. Planning and controlling also progressing well for Relays (Torphantrick).

Board discussed issues created by the lack of clarity from BOF in relation to this event and agreed to plan and budget for a Category A event while RS will seek to clarify the situation with BOF.

**Actions 10 & 11**

### Royal Deeside 2017 Scottish 6 Days

- agreements in place with all main stakeholders and arena layouts agreed
- Organisation and planning for all days progressing well with all main posts filled
- Equipment moved from Glenmore Lodge to temporary storage facility in Ballater
- Payments and deposits out for toilets, showers, trackway etc. Planning site visit shortly with suppliers
- Equipment team managing fence crossings (construction needed)
- Event enhancements progressing - looking for daily video clips including drone footage. SEDS to provide GPS tracking but currently not much momentum in this area (generous funding offered). EventScotland contact Emma Wilson leaving organisation this month - new contact Callum Mackinnon. They are approving use of logos (Scotland the Perfect Stage) on maps, bibs and programme.
- Assistance given to Anne Hickling (bracken bashing for Trail O)

### Strathearn 2019 Scottish 6 Days

- Logo in preparation by Rock Solid Designs.
- Area selection not yet finalised.
- Contact established with Loch Lomond & Trossachs National Park. Contacts given for Perth & Kinross Councils as well as Stirling - still to follow up
- Comrie Croft very supportive and good location for campsite.
- Disappointed by number of refusals from land managers, mainly on the basis of pheasant rearing

### d. Development Report (Johannes Peterson -JP)

- **Focus Clubs** - 3 responses from North Clubs, none from South, looks like this scheme will initially be concentrated in the North.

**Action 12**

- **Winning Scotland Foundation (WSF) Positiv+ Orienteering** -Rona Lindsay & I have held several meetings with Grant Small, Programme Manager at WSF and are now committed to taking the Positiv+ Orienteering programme forward in partnership with them. There will be a one-year period during which WSF staff will conduct analysis and training workshops with one trial club, in conjunction with both Rona and I. At the end of this trial period we will work with WSF to produce an orienteering-specific version of the Positive Coaching Scotland educational materials. These can then be disseminated throughout other SOA clubs, most likely being delivered by Rona and I. Rona & I decided to approach ESOC as the trial club.
- **BASOC A4All Grant** - BASOC has had a successful Awards4All application, receiving £7500 towards new maps in the Kingussie/Newtonmore area, historically the less well represented end of Strathspey for this club. Andy Kelly (sportscotland) commented that BASOC's constitution was the best he had seen from any club in any sport, requiring just 2 minor technical changes to meet the Lottery funding criteria. A promising sign of sportscotland continuing to recommend further investment in orienteering. Well done James Tullie for leading on this application.
- **Development Summit follow up** - A range of follow up action points were agreed at Aberfoyle. These were circulated to staff members, and an abbreviated version posted on the website. There were some excellent ideas, but unfortunately it has proved extremely difficult to get any traction.

Board members discussed issues raised by this latter point. It was agreed that the Jamie Stevenson Trophy would be included in the event calendar review being undertaken by RE while MM will take forward the proposal that Scotland be represented at JIRCs as 2 regions: North & South, whilst still retaining the current 3 regions for JIAs.

**Actions 13 & 14**

## 6. Directors reports

### a. President (RS)

- **Working Group on BO-SOA relations.** This has met twice, first to discuss the current Agreement and then membership arrangements. This fed into the meeting with BO on 9<sup>th</sup> June (see below). One more WG meeting is envisaged, then a Report to the Board.
- **27<sup>th</sup> March.** Attended the Team Meeting at Glenmore Lodge. A very well run and constructive meeting between the staff. Reports elsewhere.
- **Early April.** Conducted interviews for the Independent Director helped by SLand MG. Successful outcome with Pamela Carvell appointed.
- **6<sup>th</sup> April.** Met with MG to discuss revisions to Articles and membership models.
- **Late April.** Conducted interviews for the Finance Director helped by Ian McIntyre. Successful outcome with David Henderson nominated and voted in unanimously at AGM.
- **9<sup>th</sup> June.** Met with Judith Holt and Craig Anthony at BO Office in Matlock to discuss where BO is with its restructuring and what this means for SOA, how BO can help SOA with membership growth, and GB squads funding.
- **BO restructuring.** BO has reduced its core-funded activities to the four or five that only a GB governing body can do: maintaining and promulgating the Rules, Guidelines and Standards in the sport; a GB-wide Fixtures and Results service; managing its own Major Events; support for GB squads; and a membership service for BO members. In addition, there are some Sport England funded development projects. This is more-or-less the package of activities that SOA has been working to in recent years and therefore the implications of change for us are small. BO is ambivalent about having any sort of more formal arrangement with Associations. Our BO-SOA Agreement might be replaced by a Concordat.
- **BO help with SOA membership.** BO is happy that we go ahead with the Club+SOA option (in fact, sees it as sensible). There is some interest in recasting the joining and renewing process

as being in the Club name rather than BO name, which will be a more friendly approach. However, there is little interest in going over to rolling membership because it is seen as too difficult. SOA need to keep pushing in this area.

- **BO squad support.** In the eyes of the athletes the support has reduced significantly. BO claims that it is still providing support as before. The implications for SOA are that we are very likely to be approached for funding. Sport England funding for the Talent Squad can no longer be spent on Scottish members of the Squad as it has been up to now (the position is that Talent funding has been .. reduced from £711,000 for the period 2013/17 to £266,000 for 2017/21 and .. will cease .. in 2021). We may, in due course, be asked to make a financial contribution per athlete - given that at present eight of the 20 Talent athletes are from Scotland, the potential cost could be significant. But, unlike England, here in Scotland we do not receive any Talent/Performance funding from **sportscotland**.

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

- New website: still under development, launch has been delayed and is likely to be August.
- Another bumper issue of SCORE just published, now full colour. Congrats to Sheila Reynolds.
- Twitter 1232 (+3.4%) followers, Facebook 732 (+8.1%) page likes, best reach so far post “A comprehensive write up about using a compass (3.9k reached), best engagement: ‘junior selections’ post saw 382 clicks, 91 “reactions”.

#### **c. Operations (RE)**

- Controllers B course planned for September volunteers weekend
- SICC guidelines updated before SOC; prizes awarded. Further review of format planned.
- Sally Lindsay has now taken on trophy coordinator role.
- Met with HQ to discuss CPD and support for event officials
- SS printer agreement not renewed when they purchased new printer, as printer landscape has changed. Note sent to all clubs.
- Competition Coordinator role updated and advertised.

Board approved Controller C applications from Carol Burnapp, Kevin Holiday and Marsela McLeod. The board discussed a submission from Anne Thom regarding issues with clocks at the recent SOC event and agreed to review the situation after Deeside. There was further discussion around insurance for SOA activities and events. **Action 15**

Following the vote at the AGM there is confusion over whether there should be Score Championships in 2017 & 2018. It was agreed to let the designated organising clubs decide. Already conveyed to Moravian for 2018.

#### **d. Development (AH)**

Development Grant applications from EUOC, FVO and MOR were discussed with those from FVO and MOR being approved. **Actions 16 & 17**

Coaching Convenor Lynne Walker has requested to step down. The Board approved the proposal that Hilary Quick and AH share the responsibilities

#### **e. Partnership (CMac)**

Nothing to report that has not been discussed elsewhere.

#### **f. Performance (MM)**

1. Successful Junior Development Summit with good attendance and positive outcomes.

2. GB Senior Selections for WOC2017 Hollie Orr, Jo Shepherd, Jess Tullie, Alan Cherry,

3. GB Junior Selections for international competitions

European Youth Orienteering Championships:

29th June - 2nd July 2017; Banská, Bystrica, Slovakia

Freddie Carcas INT

Eilidh Campbell MAROC

Grace Molloy FVO

Finlay Todd INVOC

Junior World Orienteering Championships: 10th - 15th July 2017; Tampere, Finland

Alexander Chepelin GRAMP

Alex Carcas INT

Finlay Todd INVOC (reserve)

Grace Molloy FVO

Jenny Ricketts MAROC

GB Summer Talent Camp: 23rd - 29th July 2017; Badaguish, Scotland

Alistair Chapman MAROC

Eilidh Campbell MAROC

Matthew Gooch MAROC

Peter Molloy FVO

Lizzie Stansfield FVO

Alice Wilson CLYDE

Junior European Cup: 29th September - 1st October 2017; Fürstenfeld, Austria

Alex Carcas INT

Freddie Carcas INT

Finlay Todd INVOC

Grace Molloy FVO

Lindsay Robertson CLYDE

Pre-JWOC 2018 Camp: 13th - 19th August; Kecskemét, Hungary

Alex Carcas INT

Freddie Carcas INT

Grace Molloy FVO

Lindsay Robertson CLYDE

Finlay Todd INVOC

The Board supported the proposal for a self-funded non-ScotJOS weekend early in 2018. It was proposed that it be held at the National Centre and treated like a course. This enables the money to be handled through the National Centre account. **Action 18**

The present ScotJOS Manager, Elizabeth Furness intends to stand down after next summer's camp. The Board agreed that the position should be advertised at the end of this summer.

The situation around funding the Elites was discussed and it was agreed to offer those Scottish athletes selected for WOC 2017 £200 each and to develop a strategy for the future. **Action 19**

#### g. Treasurers Report (IM)

- May cost report circulated on 5/6/17. 2017 on track. See e-mail for details.
- 2016 annual accounts issued. External reviewer overloaded at present and is subcontracting our review. No concerns with this. I will close this out with his contractor.
- All hand-over documents drafted and issued to Finance Director/COO. Will arrange follow up face to face to answer any queries.
- Finance policies updated for governance review and passed to COO/FD
- National Centre bank account mandate not yet updated (about 3 months now). Will need to do the same with main SOA account and savings account. I'll support FD until these changes take effect.
- Salary updates processed (all bar minor pension adjustments for 2 staff)
- COPE/Leader data request from Sarah also to be closed out.
- sportscotland payroll payment requests have been erratic this quarter. Following up with them.

Board members were advised that the Accounts were approved at the AGM but will still need Directors to approve by email. **Action 20**

#### **Note**

It was acknowledged that there was insufficient time to cover items 7-13 on the Agenda and that many of them had featured as part of other reports. SL will be present at the next Board meeting and will be able to up-date Directors then on the Risk Register, Annual Plan, **sportscotland** Target Tracker and KPMG Development Audit. Anything urgent could be managed by email.

#### **14. Report from Scottish 6-Days Co. (DK)**

- Current entry for Deeside is 2541 (age classes - 2370, colour coded - 171)
- Projected entry level is 2850 which would lead to a loss of £40000. Campsite has 400 bookings compared to expected 700 +
- Contactless punching is not being offered at Deeside
- Areas still being identified for Strathearn 2019 as access problems with some otherwise suitable areas. Campsite will be at Comrie Croft.
- Discussion has started re area to be used in 2021.

#### **15. Revisit Key Dates and Actions (PM)**

30<sup>th</sup> September is the proposed date for the next Board Meeting with 7<sup>th</sup> October as a fall-back date.

**Action 21**

#### **16. AOB**

There was no other business.

<b>New Actions from meeting</b>				
<b>No</b>	<b>Item</b>	<b>Action</b>	<b>By</b>	<b>Due Date</b>
1	2	Check how insurance policy stands in relation to historical abuse claims and discuss with SL	DH	30/9/17
2	3	Keep Register of Interests entry up-to-date	All	ongoing
3	3	Add 'Renew contents cover' to Key Dates document under September	RS	ASAP
4	5a	Follow up on request that staff at the National Centre do not zip files sent to Board members, unless absolutely necessary	SL	ASAP
5	5a	Respond to questions relating Development Audit response.	All	17/7/17
6	5a	Check with Harper McLeod whether Club +SOA membership can go ahead from October 2017	RS	ASAP
7	5a	Scope out situation with regard to insurance for club+ SOA	DH	ASAP
8	5a	Review with BOF situation regarding BOC and JK for club+SOA members & insurance cover for event officials	RS	ASAP
9	5b	Explain Board's reasons for rejecting funding claim	AH	30/9/17
10	5c	Present budget for BOC to go ahead based on current 2x levy proposal and find an organising club	CDM	30/9/17
11	5c	Try to clarify situation re BOC 2018 with BOF	RS	ASAP
12	5d	Clarify position re Focus clubs with JP	AH, SL	30/9/17
13	5d	Inform JP that Jamie Stevenson Trophy will be included in the event calendar review	RE	30/9/17
14	5d	Take forward suggestion that Scotland be represented by 2 regions in JIRCs	MM	30/9/17
15	6c	Discuss insurance for SOA events and Activities document	SL & DH	30/9/17
16	6d	Contact EUOC re. outstanding levy payments and Development Grant application decision	DH	30/9/17
17	6d	Contact FVO and MOR re. results of Grant applications	AH	30/9/17
18	6f	Establish if there is staff time to cover proposed non-ScotJOS weekend and how money might be managed.	MM	30/9/17
19	6f	Develop a strategy for SOA funding of Scottish elites	MM & DH	30/9/17
20	6g	Approve accounts by e-mail when requested	All	30/9/17
21	15	Check if larger meeting room available for 30 <sup>th</sup> September meeting and confirm date in Key Dates doc	PM	ASAP