



## 2014 ANNUAL GENERAL MEETING BOOKLET

The Annual General Meeting of the Scottish Orienteering Association will be held at 6.00 pm on Saturday 24th May 2014 at Blair Atholl Village Hall, Blair Atholl, PH18 5SG (GR NN871653)

### AGM AGENDA

1. Apologies for absence
2. Approval of the Minutes of the 2013 AGM (Reconvened)\*
3. Annual Reports of Association Activities for 2013-2014
  - a. President's Report – Roger Scrutton
  - b. Reports from Directors
    - Operations- Terry O'Brien
    - Development – Bill Melville
    - Performance – Marsela Mcleod
    - Partnership – Claire Macpherson
    - Marketing and Communications – Ross McLennan (co-opted)
    - Professional Officer – Colin Matheson
    - Treasurer – Ian McIntyre
  - c. Scottish Orienteering Six Day Event Co Ltd Report – Anne Hickling
4. Proposals
  1. Special Resolution – Change to Articles of Association
5. Discussion – Membership Options
6. Election of the Board of Directors
7. Proxy Voting Form

Appendix A Financial Statement

\*Copies of the minutes will be available at the meeting. The minutes are available on the Scottish Orienteering website. They can also be obtained from the National Orienteering Centre on submission of a stamped addressed envelope to Scottish Orienteering, National Orienteering Centre, Glenmore Lodge, Aviemore PH22 1QU

Colin Matheson  
Company Secretary  
Tel: 0781 4398145  
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National Orienteering Centre  
Glenmore Lodge  
Aviemore  
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1. **Apologies for Absence**
2. **Approval of the Minutes of the 2013 AGM\* (Reconvened)**
3. **Annual Reports of Association Activities 2013-2014**

**3a President –Roger Scrutton**

Some important areas mentioned in last year’s report have progressed over the last year or so:

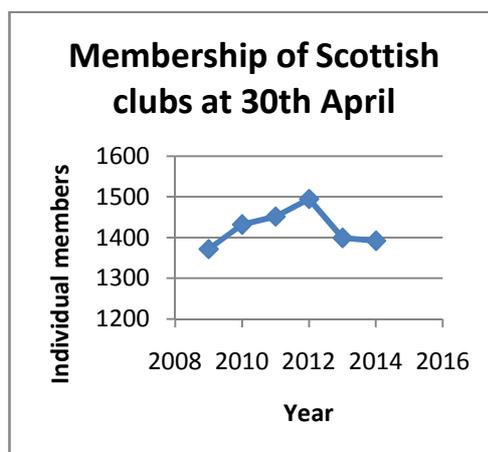
- Our Governance Development Audit returned a “Satisfactory (with comments)” grading, which means our governance is satisfactory but there are documentation and procedures of “Low” or “Medium” priority that should be improved. I should like to thank directors, staff and key volunteers for their input to this and for contributing to the successful outcome.
- Committee restructuring at BOF is progressing in order to give home nations representation and input to strategic developments as of right. Events and Competitions and its sub-groups, Coaching, Performance and TrailO are now operating; Development and Welfare & Safeguarding are on the verge; but progress is slow with the overarching BOF GB Strategy group, which is still to be constituted.

SOA has been particularly active over the past year in the areas of governance development, coach development, club development (including universities), training of event officials and teachers, talent development and performance, the delivery of SCORE and in supporting the Moray 2013 6-Days event and the forthcoming 2015 World Championships. Our charitable status has brought us a number of advantages, not least securing substantial funding to support ScotJOS and our Regional Development Officers. Again, I would like to gratefully acknowledge the enormous amount of dedicated work the SOA directors, staff and many volunteers do to bring about this level of activity. We have continued to receive significant financial, advisory and moral support from **sportscotland**, which is vital to us being so active. **Sportscotland** provides our core funding around which everything else is built. We have also continued to receive financial support from the Scottish 6-Days Company, without which our programme of activities would be more restricted. For more details of these activities I refer you to the other reports in this AGM booklet.

During the year Pauline McAdam joined us as Board Secretary and Ross McLennan as Marketing and Communications Director, in succession to Kate Robertson and Andy Paterson. Pauline and Ross are proving to be valuable Board members. The composition of the Board continues to be good in terms of skills, gender and age, and was acknowledged as such in the Governance Audit. The Board meets five times a year and on a couple of occasions recently we finished our meetings early (!). We continue to look at ways of streamlining our meetings, however.

Over the past year the long-term projects that I started - related to improving the content and archiving of key SOA documentation that we use for strategic decision making - have taken a back seat as I focus on what we might do to recover from the step-change loss of membership when the BOF membership structure was changed at the end of 2012. Across the UK membership fell by 9-10% (c.8% in Scotland - see Figure). For us here in Scotland,

unlike most other parts of the UK, this is a very serious issue, given that sportscotland’s key performance indicator is membership growth set at 2.5% per year. This issue has been addressed by a discussion thread on the SOA website, a discussion at last year’s AGM, an email consultation with club Presidents, and a further discussion at the recent Club Development Conference. Progress is proving to be slow, but to be frank, it would be a dereliction of the duty of the SOA Board if we did not find a way to regain growth, and soon.



During the rest of 2014 SOA will be developing its next 4-year Strategy to cover the period 2015-2019. I would like to conduct a club consultation during this process. Securing a participation and membership legacy from Highland 2015, rolling out our Regional Development Officer programme to other parts of Scotland, hosting another major international event, reaching a steady state in our coaching workforce, up-skilling more volunteers and the sustainable delivery of orienteering in schools are possible target areas, amongst others. Very best wishes to everyone for the year ahead, and thanks again for your input and support.

### **3b Reports from Directors**

#### **Operations- Terry O'Brien**

Reports to be submitted by Coordinators and Convenors.

*Controllers Coordinator – Rob Hickling*

Report in preparation

*Competitions Convenor – Graeme Ackland*

Report in preparation

*Fixtures – Paul Caban*

Report in preparation

#### **Development - Bill Melville**

Record of Club Development Grant Transactions:

- Badenoch/ Strathspey - paid £1000 grant towards equipment (paid 2013)
- Badenoch & Strathspey - agreed second £1000 (2014) grant towards equipment (awarded Mar 2014)
- Clyde - £500 for mapping development at Croy Hill (Paid Mar 2014)
- Edinburgh UOC - agreed £550 towards coaching course for 10 (awarded Mar 2014)
- Edinburgh Southern OC - £1000 awarded for event equipment. ( paid Jan 2014)
- Grampian - Awarded £500 to aid its universities development programme. Equipment/ Club strips. (paid 2013)
- Mar OC - paid £750 towards setting up semi-permanent courses (paid Mar 2014)
- Tayside - paid £750 for new website. (paid Feb 2014)

In addition grants were made as follows-

- November 2013 Scottish Student Championships - £80 for medals.
- February 2014 - Scottish Students - £180 towards Scottish students at BUCS (paid Mar 2014) Funding also came from Edinburgh Uni., and Strathclyde Uni. This was organised by Edinburgh UOC but since they were funded by their sports union, they did not require SOA funding.

SOA Development Projects:

- Response to UHI Perth College queries our interest in using Perth College for Orienteering groups. Discussions ongoing.
- Perth College - Introduction of self-organised orienteering qualification. Perth College is just one of a number of colleges which offer qualifications in Tourism and Outdoor education with graduates going on to work in these spheres.

The thinking behind this project was that if we could get a number of these students taking a low cost, experience based qualification in orienteering this would give orienteering a stronger, knowledge based foothold in the "outdoor" organisations. Based on the BOF Navigation and Racing Challenge incentive schemes with TG5 silver level taken as the bench mark, plus a measure of organisation/planning with local clubs, the college will issue its own certificates. Further SOA support will depend on the students becoming SOA members.

- General orienteering development in Tertiary Education sector.

Responding to initiatives from Edinburgh University and developments in Glasgow and Aberdeen it was decided to support and advise on setting up a Scottish Student Orienteering Championships in October. Edinburgh Southern OC played a role in that their November event hosted the student championships. The SOA bought medals valued £80. One of the prerequisites was that there should be a beginners championship included on the programme. Forty-one students attended from Edinburgh, Heriot Watt, Strathclyde, Glasgow, Aberdeen, Robert Gordons, Dundee. Results are available on the Edinburgh Univ OC website.

An Interdisciplinary (mixed college) relay was held on the second day. The championships were a success and are to be repeated this year with Glasgow students organising the event.

*Development Officer – Hilary Quick*

Coach education continues to be a major focus; a significant improvement has been achieved in the last year in the number and speed of completions of the UKCC Level 2 qualification. We put this down to improved clarity of what's required, and better support from course tutors and mentors.

The UKCC Level 1 course continues to attract a steady number of participants; in 2013 we ran a pilot "Coaching Foundation course" which comprised elements of the L1 syllabus and offered a stand-alone introduction to coaching as well as the option for participants to complete the L1 qualification in 2 days. (Most of those who did the Coaching Foundation course have now completed the L1.) We will definitely repeat this format.

Moves are afoot to offer modules of UKCC Level 3 in the near future, with the flexibility for people to select modules that interest them, without obligation to do the complete qualification.

Coach CPD (Continuing Personal Development) for 2013 focussed on physical aspects, particularly hill running techniques. For 2014 we have started a series of active and creative sessions that will result in useful resources for all coaches in Scotland.

We are most grateful to sportscotland for subsidies and direct funding for coach education and CPD.

Teaching Orienteering courses continue to grow in popularity; we've run them in all corners of Scotland and still have people wondering why they hadn't heard of orienteering before, it's so good for youngsters! Many courses are run locally in response to local demand, often on "in-service" days. The course provides teachers with the skills and tools to deliver the basics of the sport in school, which is a much more sustainable approach than having club volunteers go in and deliver "taster sessions". Clubs can then focus their efforts on putting on local events, coaching and training for all.

We have now also introduced the "TOpup" course, a half-day refresher of Teaching Orienteering part 1, at which participants receive the updated and much improved resource CD, which includes details of how orienteering links with the Curriculum for Excellence.

For me the highlight of 2013 was the Volunteers' Activity Weekend at the end of September. Nearly 90 orienteers of all ages and levels of experience converged on Glenmore Lodge for the weekend, and enjoyed a wide range of activities and courses. Comments afterwards showed how valuable and enjoyable the weekend was as an opportunity for people to chat informally as well as learn technical skills. We will be repeating this in May 2016.

The PVG (Protection of Vulnerable Groups) Scheme is now nearly three years old, and most clubs are making good progress in getting membership of the scheme for those of their members who require it.

This year we are looking forward to another Club Development Conference (17th May), with discussion around WOC development opportunities, membership structure and skills transfer.

*Regional Development Officer – Mike Rodgers*

The Moray RDO, Mike Rodgers has been in post since April 2012. The post has allowed volunteer-led work that was started in 2006 to be significantly enhanced. "BOF" membership of Moravian has increased steadily from 104 at the end of 2010 to 171 today. Many of the newer members have yet to progress to competing outside Moray, but the increased popularity of the orienteering is reflected in the average attendance at local Saturday-morning events which has increased from 54 to 105, with the number of juniors almost trebling.

While the post remains funded, the priority will be to develop the impact of the Moray Schools Project "WOC2015 and Beyond" to maximise the legacy benefit from WOC. This project was launched at the official WOC2015 launch on Day 4 of Moray 2013 and saw a full suite of EMIT equipment event equipment procured for 5 of the 8 school clusters in Moray. Each school cluster contributed £1000 of their own money. The challenge now is to support these schools as they get to grips with using the equipment in conjunction with their school maps. All 8 of Moray's secondary schools have their own map, or access to an adjacent area, while just 10 of the 45 primaries remain to be mapped. Mike has recently been appointed to a 2-day-per week post as Active Schools Co-Ordinator (Primary) in East Moray in to which it is hoped that he can dovetail his 2 days a week orienteering work. This will be particularly important during the Moray schools orienteering festival "season" after the summer holidays.

Mike has, wherever possible, been working with Moravian to develop the skills of event officials and support the club's Saturday Series and Moray Schools League. The Schools League was opened up to Nairn-area schools this year. He has continued the relationship with INVOC, developing and promoting the Moray & Highland Junior Championships which took place on 11th May. Through this event, and others, several juniors have gained valuable experience in course planning and event organisation which Mike hopes they will continue to develop. He has also developed relationships with the Moray press resulting in virtually continuous coverage in the local papers and will be working with the various editors during the build-up to WOC.

*Regional Development Officer – Jess Halliday*

Key progression in the last year (2013-14)

- Semi-permanent courses implemented and better advertised, including an official opening evening.
- Partnership with Active Schools Coordinators has strengthened. Many teachers trained to teach orienteering. Level of orienteering ability amongst children at the festivals has noticeably improved.
- Holiday programmes delivered in both summer and October. Due to take place again this year, the October one to run in conjunction with Race the Castles.
- Grampian Adventure Challenge is up and running – a corporate series running in conjunction with the summer series.
- Facebook groups and advertising set up and run for both clubs. Difficult to quantify how much this is helping, but publicity is always a good thing.
- Alford primary school is fully engaging with orienteering in the curriculum, this is a big step forward in developing orienteering in this area of Aberdeenshire.
- A new semi-permanent course in an Aberdeen park, fully supported by the council and the adjacent school – all part of an increasing awareness of orienteering and opportunities in this school cluster.

### **Performance – Marsela Mcleod**

2013/2014 has been a very busy year for all the squads. Scotjocs enjoyed a busy domestic season coming runners up in the JHI and winners at the JIRCs. Several juniors were selected to compete abroad for GB and continue to be well represented in the GB Junior Squads.

SOA was delighted to be able to support our senior athletes in the form of a WOC 2015 Elite Fund. Grants have been distributed to ten athletes as they train and compete this year with the goal of WOC 2015 selection. Again we have 6 athletes selected for WOC2014

The VHI team now have a new TM Janice Nisbet. Janice has taken over from Rob Hickling who stepped down after many years in post. Good luck to Rob in his retirement and Janice in her new role.

Thanks to all the squad managers, coaches and helpers for their hard work, encouragement and coaching.

### *Scottish Junior Squad Report for 2013*

In 2013 ScotJOS held 4 training weekends – based at Pitlochry (February), Oban (June), Speyside (August) and South Queensferry (November). The 16's also took part in the annual Junior-Regional Squads training at Hawkshead at the end of November. In addition, the Squad travelled to the Lake District in April for two days of competition and sent teams to the Junior Home Internationals (September, in South Wales) and the Junior Inter-Regionals (two weeks later, in south-west England).

This was a successful year for the Juniors. As reported on the SOA website, Scotland retained all the JIRCs trophies – Individual, Relays, Boys, Girls, plus the Overall Trophy. This really was a great team effort. Highlights were wins for Chris Galloway (M18) and Sasha Chepelin (M16) and a clean sweep of the medals in W14 from Emma Wilson 1st, Grace Molloy 2nd and Lindsay Robertson 3rd. In the Relays, first team home were the SOA boys' team of Chris, Sasha and Finlay Todd. Our girls' teams were 2nd (Frances Brown, Kathryn Barr and Roanne Lilley) and 3rd (Briony Kincaid, Jenny Ricketts and Emma Wilson).

In the JHI we were without our M18's due the clash with their inaugural weekend at University and their places were taken by some of our very strong group of M16's. In spite of this, Scotland were a very close second to England in the Individual competition, where there were wins for Rowan White (M14), Matthew Galloway (M16), and Jenny Ricketts (W16); there were second places for Jake Chapman (M14), Emma Wilson (W14) and Rhona McMillan (W18), and Sasha Chepelin was 3rd in M16. Scotland were 2nd overall. This year will see the JHI take place in Scotland, in Argyll and organised by members of ECKO at the end of August.

SOA were well-represented in the annual summer tours. Chris, Rhona, Sasha, Matthew, Jenny, Andrew Barr, Daniel Stansfield and Callum White were all selected for the National Talent Development Camp in Speyside. (These plus Thomas Wilson were then selected to the National Talent Development Squad.) There were a record 9 Scottish selections for the annual JROS camp at Lagganlia for 14's – Kathryn, Emma, Lindsay, Abigail Mason, Clare Stansfield, Rowan, Finlay, Freddie Carcas and Callum Hunter. Alex Carcas and Samuel Galloway took part in the JROS tour for 16's in Deeside; and Sasha and Jenny attended the Stockholm camp.

International honours went to Chris Galloway who was selected to represent GB in the Junior World Championships in Czech Republic, and also to Rhona, Andrew, Sasha, Jenny, Daniel and Callum White who

were selected to the GB team for the European Youth Championships in Portugal (Thomas Wilson was selected as reserve). As reported previously, the Scots all performed well, with Andrew, Daniel and Callum achieving a podium place in the Relays.

ScotJOS continue to fundraise, mainly by selling cakes and drinks at the SOLs and other competitions. We organised another successful Jamie Stevenson Trophy in 2013 at Muirward Wood (won by MAROC) and preparations are underway for the 2014 event which will take place at Deuchney Wood, Perth, on 15th June. We have been very fortunate to obtain further sponsorship from Apache, which will allow the squad to take part in a summer training camp to Sweden and the O-Ringen later this year.

As always, I would like to thank all the adult helpers, without whom none of this would be possible: our lead coach Bill Stevenson, treasurers Iain and Carolyn McLeod, the parents for all their help with driving, catering, fund-raising and generally making sure that their children can take part, all the coaches who have helped throughout the year, the clubs and their members who have helped us to gain access to their areas for training and of course the Juniors themselves who really are tremendous to work with.

Maureen Brown  
(Squad Manager)

### *SEDS report, AGM 2014*

#### Jukola trip 2013

Team Scotland got lots of mentions on the loudspeakers both in the men's and women's classes. Hollie came back in 19th, with the team finishing 62nd after the 4 legs. Murray finished in 7th position after leg 1. The team finished in 96th after 7 legs, with a mixture of experience and youth (some of our best runners were running for their international clubs).

The team stayed out in Finland, training and preparing for the WOC selection races.

#### WOC 2013 - Finland

Sprint: Scott Fraser, SILVER medal. Murray Strain 9th

Middle: Hector Haines, 26th (Mark Nixon qualified, but DNF the final). Hollie Orr 21st, Claire Ward 28th.

Relay: Murray and Hector in the team that finished 11th. Hollie and Claire in the team that finished 8th.

#### Eurometing - Scotland

Alasdair McLeod, Hector Haines, Douglas Tullie, Jamie Stevenson, Hollie Orr and Jo Shepherd all running for GB. Best position was Douglas in 15th in the long.

#### SHI – Carlingford, Ireland.

Mist right down over Carlingford mountain for the individual gave for some tricky conditions. Scotland battled hard and came out with many podium places:

Alasdair McLeod 2nd, James Tullie 3rd in M21.

Jessica Tullie 2nd in W21

Andrew Lindsay 2nd, Jack Gomersall 3rd in M20

Katrina McLeod 3rd in W20.

Scotland 3rd in women's relay and 2nd in men's.

Scotland won the overall SHI.

15 SEDS weekends between September and April (roughly 2 a month). All athletes named in the squad have these weekends subsidised.

#### So far in 2014:

European Championships – Hollie, Claire, Murray, Scott, Doug and Hector all competed. Podium for the boys in the relay, Claire qualified for the long and middle final and finished 34th and 42nd respectively, Hollie had a great run in the middle final and finished 25th. Murray finished in 20th in the sprint.

WOC selections – Scott, Murray, Hollie, Claire, Hector, Doug (4 out of 6 men) (2 out of 6 women) Graham Gristwood and Tessa Hill were also selected, who both live and train in Scotland and with SEDS.

World University selections – Kirstin Maxwell, (Rhona McMillan-still a junior!), Alan Cherry and Scott Fraser.

World Cup Races – Norway – In addition to established GB squad runners Doug, Scott, Hector and Hollie, Jess and James Tullie have also gained selection to these races in June.

Top 2 in men's and women's elite at the JK were Scottish (Claire, Jess, Hector and James).

#### Fundraising:

Squad support grant – we were successful in applying for funding from the GB squad support fund to help towards the Finland trip in summer.

SOA – we are very grateful for the support from the SOA.

Jigsaws – these were sold at the 6 day – profit ~£1000 (including postcards)

Postcards – of the 6 day areas, were sold during the week of the 6 day.  
11-man relay – organised at Ganavan near Oban. ~£500  
Six Day training + sprint (sprint split with Scotjos) – profit ~£2000 (Ian may have accurate figures on this)

Next year is set to be an exciting year. We will be having a planning weekend in September where we will decide on the calendar. This is likely to include warm weather training for a small group of athletes going for WOC plus many training weekends and we intend to enhance these. Watch this space!

James and Jess Tullie  
(Team Managers)

### **Partnership – Claire Macpherson**

The Partnership Director is responsible for day-to-day relationships with partner organisations, funding and awards bodies, national and local government bodies and liaising with British Orienteering in matters pertinent to the SOA. Most of this activity is with **sportscotland**, the Scottish Sports Association, nature & access bodies and national & local government. Additionally as the SOA is now a registered Scottish Charity, this also now involves liaising with the Office of the Scottish Charity Regulator (OSCR).

I have also continued to maintain the SOA's membership data and participation data and additionally have been involved in a number of matters where I have been able to assist with legal knowledge.

We continued our relationship with the Scottish Sports Association and the Scottish Sports Aid Trust with the latter continuing to support some of our young athletes (under 23 years) in their applications for funding. Three of our athletes have been awarded grants in the first round of awards in 2014 – many are not in fact eligible due to receiving "Winning Students" funding. We are hopeful that more young athletes will be awarded a grant in the second round of awards.

A major development for the SOA in 2012 was becoming a registered Scottish Charity. This has already proved advantageous with regards to obtaining sponsorship and grants and we will continue to maximise the advantages of this in the future. One of these advantages is being able to claim 'gift aid' on member subscriptions. We hope, with the help of club secretaries to be able to claim this on an annual basis and have agreed that in response to their help we will pass the proceeds of the gift aid claim to clubs for a minimum of the first three years. Members who are eligible and who wish to assist their club with this extra source of funding are encouraged to speak to their club secretary to obtain a gift aid declaration to complete.

**sportscotland** has continued to invest in orienteering. Thanks are due to Megan Griffiths, our **sportscotland** Partnership Manager, for her work on our behalf.

### **Marketing and Communications – Ross McLennan (co-opted)**

I was sorry to hear last year that Andy Paterson was stepping down from his post as Marketing and Communications Director for Scottish Orienteering; he had been doing an excellent job. Hopefully I will be able to continue his good work.

I must, too, commend the first class work of Paul Frost, responsible for the highly professional Scottish Orienteering websites. It is easy to underestimate the huge effort that goes into producing and maintaining these but, believe me, I do not, and I know we are very lucky to have Paul's expertise - our online presence is crucial to the marketing and communication of our organisation. I must, too, congratulate Sally Lindsay on the first-rate job she has been doing as the editor of Score magazine, particularly the smooth way she managed its transition online, an excellent read.

There is no doubt this is a fascinating time to be involved in marketing; it is rapidly evolving, continually presenting new challenges and opportunities. I am quite sure the marketing of Scottish Orienteering will see significant change in the next few years.

In particular, digital and online tools present huge possibilities for small organisations like Scottish Orienteering. They give us a chance to showcase our sport like never before. With Race the Castles and of course the World Orienteering Championships 2015, the spotlight can be ours. Interesting, stimulating, relevant, timely content will enable us to benefit from these events; achieving legacy is challenging, but for orienteering in Scotland this is the opportunity of a generation. This, too, is the challenge of our generation.

How are we going to create this content? How can we possibly have the resources to create enough material for the online content monster and its voracious appetite?! We don't! But then again, we do; it's not a task for me, or Paul, or Sally, it's a task for all of us! Including you. Definitely You. And Your Club. We all need to be the voice of orienteering, we all need to open a window into our wonderful orienteering world. You have an amazing tool in your pocket, your phone, get it out and use it - take a photo, send a tweet, make a snappy video. Don't go orienteering without doing one of these, preferably all three!

Marketing now is about fresh, online content; pictures and videos are even more powerful than text, we all have an amazing opportunity - let's get out there and embrace it! #orienteeringisthebomb

### **Professional Officer – Colin Matheson**

Over the course of the last year I have been “reporting” through three different lines – the SOA Board, the Scottish 6 Days Board and the WOC Event Director. There is a lot of overlap, and the boundaries get very blurred at times.

A few key examples include:

- LiDAR data – data for mapping Highland 2015 areas was purchased by the SOA at a reduced price through **sportscotland** from the Scottish Government as part of a wider initiative part sponsored by Councils, SEPA and Scottish Water. The success of this data (you will see new quality maps) led me to approach Richard Lochhead MSP to see if other LiDAR data (ultimately purchased by the taxpayer) could be made available free of charge. It is a long and complicated story and there have been many obstacles, but we will soon be in a position where I will have access to all the data in Scotland (17% of the total land area, but near 100% coverage in the Central Belt). Thanks go to **sportscotland** for helping in negotiations.
- Forestry Commission Scotland Agreement – Agreement was finally reached (after nearly three years of discussions) with the FCS for administrative charges relating to orienteering on the FCS estate. It is stressed these are not access charges, and we have negotiated a deal which we think is affordable and does not impact smaller events and juniors. Hand-in-hand with this Agreement is a Concordat, and the FCS have now agreed to some financial assistance for Highland 2015 and for Moray 2013 supplied materials and manpower. They recognise the importance of major events, and see these as a good platform to showcase the FCS.
- Capercaillie – a revised agreement was signed, including addition of a statement that “The Agreement does not advise a blanket ban on orienteering in capercaillie woods”. I worked closely with the BAP Group Capercaillie Project Officer to free up areas for Moray 2013 and have also had a common sense approach to one of the Highland 2015 areas (nearly all a Special Protected Area).
- Orienteering Development – The success of Moray 2013, and Highland 2015 not too far away, seemed an ideal opportunity for me to submit a funding application to the local (Nairnshire) Davidson Trust. Funding for mapping has been agreed as well as assistance towards employing an RDO part-time for a year.

Helping stage Moray 2013 was a pleasure, and I was very pleased that the initiative of taking on a professional event services company was so well received by clubs. We did not do everything perfectly, but will build on the experience for next year. Funding from EventScotland helped us with initiatives including filming (arena production) and useful footage for promotional material.

A lot of activity has been taking place behind the scenes for Highland 2015, both for WOC and the Scottish 6 Days. Bridges will be involved, spanning even greater distances than the ditches of 2013 or the river in 2011. I am sad that John Colls will not be around to savour the moment and commit the event to print.

I am pleased at the level of activity of the Development staff, and look forward to the appointment of a part-time administrative assistant at Glenmore Lodge. Thanks go to the Boards and Committees who have supported me in my work over the past year, rarely questioning my judgement and decisions and occasionally nudging me in the right direction.

## Treasurers Report – Ian McIntyre (see Appendix A for Financial Statement)

The Scottish Orienteering Association is heavily reliant on the support of Sport Scotland and the tireless work of volunteers in organising events from which we derive an income. For the year to 31st December 2013, the total income of the charity was £173,221, 5% down on 2012. The greatest proportion of this income was from our SportsScotland grant (£59,250) and the support from the 6 Day Event. (£33,800). In 2013 we benefited from a further £10,000 sponsorship award from Apache to our Junior Squad. There were also grants from Moray Leader and Aberdeenshire council to support out Regional Development officers (£6617). Both the Senior and Junior Squads demonstrated considerable self-help efforts, using the opportunity of the 6 days, SOLs and other activities to raise funds. Membership subscriptions showed little impact of the change in structure last year but levies were down.

The total expenditure for the same period was £155,934, on a par with 2012. Staff salaries increased compared to 2012 due the RDO posts incurring a full year of expenditure and staff increments. General administration costs were almost flat on last year, increases in marketing & web related costs being largely off-set by reduction in newsletter costs (3 editions in 2013 vs 4 in 2012). National Centre costs were similar to 2012. Junior Squad spend was substantially lower than in 2012, in the absence of a foreign tour and with prudent cost management. The surplus on funds generated in 2013 will be used to support another summer tour in 2014. Likewise the surplus on Senior Squad activity will be carried forward to support them in the run up to WOC 2015. Development fund applications were similar to 2012 but again, less than we would like to see. UKCC and Tops training courses were well attended and thanks the SportsScotland subsidy and Hilary's support in running several of the sessions we made a modest profit. Net profit for the year was £17, 287, ahead of plan for the third straight year.

The SOA is currently in a very healthy financial position with £170,112 of reserves. In fact, this is far more than we need to hold and the board are taking steps to reduce this in 2014 and 2015. It is proposed to extend the tenure of the RDO post to early 2016. (We have recently won Robertson Trust & Davidson Trust support for this). We have offered additional support to Scottish Elite athletes with a prospect of making the GB team for WOC 2015 and we are also recruiting a part time admin assistant to support Hilary and allow us to introduce a local membership scheme. The next four year tranche of SportsScotland funding is due in 2015. It is essential we obtain a favourable settlement in order to maintain this momentum. Key to this is our ability to attract new members. I would urge all clubs to do what they can to support us in this objective through 2014 and early 2015. Success or failure in this will be the difference between carrying forward the legacy of WOC and the SOA making expenditure cuts post 2015.

### SOA P&L Track record and forward outlook to 2015

Income £					
Source	2011	2012	2013	2014	2015
SportsScotland Support	52,500	47,850	49,250	62,010	62,010
Regional Development Officer (SportsScotland & LA/Leader. 2 yr tenure, conditional on post.)	10,000	15,221	16,617	2,300	15,000
Colin WOC Recovery				8,000	6,000
Subscriptions	7,292	6,875	6,720	6,800	6,970
Levies	4,479	5,053	2,816	3,000	3,000
Newsletter	235	10	60	100	100
6-Day Company	32,340	32,340	33,800	33,800	33,800
Laser Printer	2,049	2,121	2,022	0	0
Coaching Contributions (UKCC/TOPS)	5,213	7,052	10,409	9,200	9,200
Other	3,856	23,406	21,344	0	0
Race the Castles Income			3,200	54,000	
National Centre (non UKCC/TOPS)	2,468	2,950	2,370	1,500	1,500
ScotJOS	0	39,850	24,614	21,200	9,745
<b>Total</b>	<b>120,432</b>	<b>182,728</b>	<b>173,221</b>	<b>201,910</b>	<b>147,325</b>

Assumptions
SS funding held flat on 2013.
£20k from Robertson Trust (£10k in 2015) & £5k from Davidson Trust included. 2 year agreement from 4Q13 (2013 money is in unbudgeted income)
Assumes membership increases at 2.5%/year from 2013
Held flat on 2014
To be confirmed
Fixed every 2 years. Held flat for now but look to increase by 4.5% (=2.5% pa)
No income planned but potential for slight surplus
Assume programme as per 2013
Unbudgeted income
As per event budget
Held Flat on 2013
Tour in 2014. Assume no sponsorship 2014

Expenditure £					
Item	2011	2012	2013	2014	2015
Salaries: PO & NDO	-61,399	-60,302	-60,222	-73,000	-76,875
Regional Development Officer	0	-13,344	-24,911	-27,000	-27,675
Performance squads	-3,361	-3,066	-10,447	-8,500	-8,500
Coaching & Development (non UKCC/TOPS)	-10,350	-6,886	-11,891	-11,300	-11,891
Coaching & Development (UKCC/TOPS)	-4,143	-4,557	-7,915	-9,500	-9,500
Mapping	-4,689	-5,171	-2,000	-7,000	-7,000
Newsletter, AGM & Other Communications	-8,579	-5,511	-6,058	-10,150	-10,150
Equipment Maintenance & Insurance	-5,146	-8,206	-11,405	-7,200	-7,560
Race the Castles			-861	-56,500	
National centre Costs	-3,732	-9,857	-2,922	-2,200	-2,255
ScotJOS	-9,481	-37,025	-17,302	-34,500	-17,130
<b>Total</b>	<b>-110,880</b>	<b>-153,925</b>	<b>-155,934</b>	<b>-246,850</b>	<b>-178,536</b>

Assumptions
2.5% increase starting April 12 per year
Assumes tenure to March 16. also 2.5% salary increase
£3k SEDs, £500 Vets, £5k WOC grants
SOA conference every 2 years. Costs held flat on 2013
Held Flat on 2013 plan
Held Flat on 2013 on plan.
Flat on 2013 budget
Assumes insurance will be self funded going forward
As per event budget
Held flat on 2013
Tour in 2014

Funding Shortfall	2011	2012	2013	2014	2015
	9,551	28,803	17,287	-44,940	-31,211

SOA Year End Reserves (Total)	2011	2012	2013	2014	2015
SOA Reserves (SOA)	95,711	124,498	135,026	99,086	71,015
SOA Reserves (Natcen)	17,036	12,380	11,828	11,128	10,373
SOA Reserves (Scotjos)	13,102	15,947	23,259	14,959	12,574

Target Reserves about £70k - £100k by 2015 (excludes fixed assets)
Assumes SOA subsidises Scotjos £5k/y 2013 & 2014
Natcen account
Assumes SOA subsidises Scotjos £5k/y 2013 & 2014

### **3c Scottish Orienteering Six Day Event Co Ltd Report – Anne Hickling**

It has been a busy year for the 6 Day Company, with the highlight undoubtedly the very successful Moray2013. Our thanks go to everyone involved with the event: George Esson and his central organising team from Gramp and Mor; planners, organisers, controllers and helpers from all the Scottish clubs; and friends from clubs outside Scotland (and in some cases outside orienteering) who volunteered their time to help us out. We are also grateful for support from Event Scotland, Moray Leader, sponsor Gordon & McPhail, campsite hosts Brodie Castle (National Trust for Scotland) and assistance from Moray Council and the local community.

Each 6 Day event includes some innovations, and this year a professional event services team was brought in to deal with the construction, dismantling and moving of the assembly area equipment. This greatly reduced the burden on the organising clubs each day and was well received. Some useful lessons were learned which will enable us to make more efficient use of these services in the future. Funding from Event Scotland also supported event enhancements in the technology field. As well as adding to the spectator value of the event, these offered a valuable opportunity to gain experience of the sort of systems that will be required for WOC2015.

Day 4 of Moray was our VIP day and launch of Highland2015, exactly two years before the opening day of WOC. The day was well attended by landowners and representatives from organisations involved in supporting the event, despite some rather miserable weather. For many this was their first visit to a 6 Days, and they were impressed by the professional organisation and international flavour of the event, as well as its appeal to all ages.

We had an unexpectedly large entry at Moray with nearly 4000 people taking part during the week. Numbers were undoubtedly boosted by the inclusion of the Euromeeting event within the 6 Days, which enhanced the numbers (and quality) of the overseas contingent. This high entry meant that the event generated a larger surplus than usual, much of which will be reinvested into future events or Scottish orienteering more generally. A fund has been established to provide assistance to clubs with mapping costs. This is primarily aimed at those clubs outside the usual 6 Day parts of the country, who do not benefit from the new or updated maps which come from hosting an event. The fund is being administered by SOA and I encourage clubs to apply to this fund. Unfortunately we cannot guarantee that we will be able to maintain the fund following future 6 Day events; this will depend on the financial outcome from these events.

We are also investing part of the surplus into the Highland2015, in particular to provide an item of uniform clothing for all 6 Day volunteers (the same will be worn by WOC volunteers) and to upgrade and extend our equipment stock to give a more colourful and professional appearance in our arenas.

Much of the year has been taken up with preparations for Highland2015. Running the 6 Day Event in conjunction with WOC is a challenging task but we are reaching a stage now where the WOC and 6 Day teams, under the leadership of 6 Day Coordinator Richard Oxlade and WOC Event Director Paul McGreal, are working well together to ensure that the objectives of both parts of the combined event are met. For the 6 Days this means maintaining and enhancing the reputation, standards and traditions of the 6 Day Event, presenting it to a larger than usual audience who will want to return to future events. Preparations by the Central Organising Team are well advanced, and this summer will see planners and controllers out in the terrain, and Highland flyers distributed around the world. Entries for the 6 Days will open as usual in December, and we are aiming for 4500-5000.

The Highland2015 festival is a very exciting prospect. As well as all the usual joys of the 6 Day event and the opportunity to watch the world's best in action, it will be a rare chance to promote orienteering to a new audience in Scotland and the rest of the UK, and to show a large international audience that Scotland can stage a fantastic orienteering holiday week. As always we rely on the unstinting support of Scotland's orienteers to make this happen – thank you all for your contribution, in whatever way, to the success of the event.

The Board were saddened to hear of the death in December of John Colls, after a short illness. John was the founding father of the 6 Days back in 1977 and retained a strong involvement in the event ever since, despite moving to Australia more than 20 years ago. John attended Moray2013 with members of his family, the first time for a number of years that he had not taken a role as a controller. In the 6 Day Event John has left us an exceptional legacy from the few surplus maps left over after WOC76; he has also left us 'A Few Surplus Maps', his beautifully presented book of the history of the 6 Day Event which is a fine testament to the event he was instrumental in creating.

There has been no change in the membership of the Board over the past year, and I would like to thank my fellow directors for their work and support in advancing the Company's aims. I would also like to acknowledge the major contribution of Colin Matheson to many aspects of the 6 Day event. In particular, Colin's cultivation of local contacts has proved invaluable to both Moray2013 and Highland2015, and his energy and enthusiasm (particularly for bridge building) are unflagging.

#### 4. Proposals

1 It is proposed to amend Section 11.5 to read “Those attending a General Meeting will be deemed to constitute a quorum”.

Currently the requirement is that “Twenty Individual or Family Members shall be a quorum for a General Meeting”. In 2013 the SOA AGM on 26th May was not quorate. There is no indication in the Articles on how to proceed in the event of an AGM being non-quorate, so in 2013 the Board decided, following advice from Harper MacLeod solicitors on how to complete essential business, to reconvene the AGM within four weeks and deem those attending to be a quorum. In order to avoid this situation arising again, the Board proposes that, in future, those attending a General Meeting, be it an AGM or an Extraordinary General Meeting, are deemed to constitute a quorum.

#### 5. Discussion – Membership Options

#### 6. Election of the Board of Directors

The Articles of Association of the SOA also state:

“At each Annual General Meeting, one third of the Directors elected in terms of Article 11.7 (or the nearest number upwards) shall retire from office. If no other Director or Directors has or have decided or agreed to retire thereat, the Directors to retire at the Annual General Meeting shall be the one or ones longest in office since their last election but, as between persons elected or last elected on the same day, the one or ones to retire shall (unless they agree amongst themselves) be determined by lot...”

The Articles of Association of the SOA state “It shall also be competent for the Board to co-opt a person who is willing to act as a Director to fill a vacancy but such Director shall hold office only to the expiry of the term of the Director whose place he or she is taking when he or she shall be required to stand for re-election.” The Board co-opted Ross McLennan as the new Communications Director to fill the vacancy left by Andy Paterson when he resigned earlier in the year, and Pauline McAdam to fill the vacant position of Secretary. Ross and Pauline are now nominated for formal election to their respective positions.

SOA needs to elect/replace two Directors at this AGM. Bill Melville (Development) is standing down; Ian McIntyre (Treasurer) comes to the end of his 3-year term but is standing for re-election. Nominations have been received for the re-election of Ian McIntyre and for Ian Doig to take the vacant Development Director position. No other nominations were received.

Name:	Ross McLennan
Email Address:	<a href="mailto:rossmclennan@hotmail.com">rossmclennan@hotmail.com</a>
Contact Telephone number:	07734 319079
The Board Position you wish to be considered for:	<input type="checkbox"/> President <input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer <input checked="" type="checkbox"/> Marketing & Communications Director <input type="checkbox"/> Partnership Director <input type="checkbox"/> Performance Director <input type="checkbox"/> Development Director <input type="checkbox"/> Operations Director
CV summary 	<ul style="list-style-type: none"> <li>• Started orienteering in 1987 with Tinto</li> <li>• Have also run for Clyde, BASOC and now FVO</li> <li>• Was Captain etc. of Strathclyde Uni orienteering club and organised Scottish Unis League</li> <li>• Was SOA Assistant Professional Officer and ran the National Orienteering Centre</li> <li>• Best race was winning the Scottish Sprint Champs in 08?</li> <li>• Have competed for Scotland at SHIs</li> <li>• Currently Coach with ScotJOS</li> <li>• Grade 2(B?) Controller</li> </ul> <p>FVO committee member</p>
Name of proposer:	Hilary Quick
Contact email of proposer	<a href="mailto:hilary@scottish-orienteering.org">hilary@scottish-orienteering.org</a>

Name of seconder:	Roger Scrutton
Contact email of seconder	roger.scrutton@ed.ac.uk

Name:	Pauline McAdam
Email Address:	pauline@borderguitars.co.uk
Contact Telephone number:	07730 138980
The Board Position you wish to be considered for:	<input type="checkbox"/> President <input checked="" type="checkbox"/> Secretary <input type="checkbox"/> Treasurer <input type="checkbox"/> Marketing & Communications Director <input type="checkbox"/> Partnership Director <input type="checkbox"/> Performance Director <input type="checkbox"/> Development Director <input type="checkbox"/> Operations Director
CV summary 	<ul style="list-style-type: none"> <li>• Started orienteering at St Andrew's Secondary School in the early 1980's when a certain Terry O'Brien started teaching in the PE department.</li> <li>• After 2 children and a 4-year spell living in America came across a STAG event in my local park in 1989 and was hooked.</li> <li>• First 6-Days was SU91 and I've been at everyone since, apart from 2005.</li> <li>• STAG member from 1990 until 2013 and was club Treasurer from 2009-13</li> <li>• I'm still waiting for my best race but a bronze medal in BOC was one of my better runs.</li> <li>• Have competed for Scotland at VHIs</li> <li>• Have competed abroad in Italy, at O-Ringen and at WMOCs in Portugal and Hungary</li> <li>• Currently member of RR</li> </ul>
Name of proposer:	Colin Matheson
Contact email of proposer	cdmatheson@btopenworld.com
Name of seconder:	Roger Scrutton
Contact email of seconder	roger.scrutton@ed.ac.uk

Name:	Ian McIntyre
Email Address:	mcintyrehoose@btinternet.com
Contact Telephone number:	01324 714872
The Board Position you wish to be considered for:	<input type="checkbox"/> President <input type="checkbox"/> Secretary <input checked="" type="checkbox"/> Treasurer <input type="checkbox"/> Marketing & Communications Director <input type="checkbox"/> Partnership Director <input type="checkbox"/> Performance Director <input type="checkbox"/> Development Director <input type="checkbox"/> Operations Director
CV Summary: 	<p>My first orienteering event was M17B at the 1981 JK in Beaudesert Park when I was drafted into the school team. I was quickly hooked and on moving to AberdeenUniversity became a regular. My orienteering career peaked in 1989 when I got a run for Scotland against Ireland (Stan Hale had stubbed his toe or something) and I was placed in several Scottish and British championship fell races running for Livingston. I met my future wife at the Interlopers AGM that same year, planned a day at the 6 days and found myself appointed as club treasurer not long after. 25 years on, my form (and my shape) may not be quite the same but I still have the same sense of adventure and satisfaction traversing unknown forests and finding the difficult controls as I had on that first day.</p> <p>In the world of work, I left University as a chemist and went straight to work for BP at Grangemouth. After gaining an MBA from EdinburghUniversity I went on to run some of the development teams and spent much of the next twenty years off and on in</p>

	(sort of) exotic locations round the world. Ten years ago I transferred to Finance and came back to the UK. I have had roles in planning, performance management and financial control in many of BP's businesses, and a year out troubleshooting in the NHS. My focus has been on improving the business, managing costs and improving efficiency and delivering extra value through better decisions. Currently I lead strategy and business planning for BP's Forties Pipeline System, a complex business serving over 70 fields and carrying about 40% of the UK's oil production. I split my time between Grangemouth and Aberdeen.
Name of proposer:	Terry O'Brien
Contact email of proposer	terry@tobrien1.wanadoo.co.uk
Name of seconder:	Anne Hickling
Contact email of seconder	anne.hickling@talktalk.net

Name:	Ian Doig
Email Address:	ian.doig@btinternet.com
Contact Telephone number:	01383 412273
The Board Position you wish to be considered for:	<input type="checkbox"/> President <input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer <input type="checkbox"/> Marketing & Communications Director <input type="checkbox"/> Partnership Director <input type="checkbox"/> Performance Director <input checked="" type="checkbox"/> Development Director <input type="checkbox"/> Operations Director
CV summary 	Ian has been orienteering for about 20 years. Prior to that he was a talented middle distance athlete with a sub 4 minute mile time. He is now a member of KFO and acts as KFO Membership and Fixtures Secretaries. He is a UKCCL1 Coach and coaches the East of Scotland Junior Squad on a regular basis. Having been an architect by profession, working with plans and drawings, it was natural for him to take to mapping, where he now has considerable experience. His previous contacts with the Forestry Commission as event organiser will put him in a good position to take forward a partnership between SOA and FCS to develop orienteering facilities in FCS forests.
Name of proposer:	Roger Scrutton
Contact email of proposer	roger.scrutton@ed.ac.uk
Name of seconder:	Colin Matheson
Contact email of seconder	cdmatheson@btopenworld.com

## SCOTTISH ORIENTEERING ASSOCIATION - PROXY FORM

I/We, (print name(s) and address(es))

--

being (a) member(s) of the Scottish Orienteering Association ("SOA"), and eligible to vote, hereby appoint the Chairman of the Meeting or (print name and address of proxy – if blank or invalid, the Chairman will be appointed) <sup>1,2</sup>

--

as my/our Proxy to attend, speak and vote for me/us and on my/our behalf at the Annual General Meeting of the Company to be held on 24<sup>th</sup> May 2014 at 6 pm and at any adjournment thereof.

<sup>1</sup> *Members are entitled to appoint a proxy of their own choice. A proxy need not be a member of SOA. If desired the name of such proxy can be inserted in the space provided in this form and the words "the Chairman of the Meeting or" shall be deemed to be deleted. If no name is inserted in such space, the Chairman of the Meeting will act as proxy.*

<sup>2</sup> *Voting eligibility rules are reproduced overleaf*

The Proxy is to vote in respect of the resolutions as follows<sup>3</sup>:

	FOR	AGAINST
1 That Ross McLennan be formally elected as Marketing and Communications Director		
2 That Pauline McAdam be formally elected as Secretary		
3 That Ian McIntyre be formally elected as Treasurer		
3 That Ian Doig be formally elected as Development Director		
Proposal 1 Those attending a General Meeting will be deemed to constitute a quorum		

<sup>3</sup> *Instructions as to voting on the resolutions should be indicated by an "X" in the appropriate space. In the absence of such instructions the Proxy will vote (or abstain from voting) as he or she thinks fit on the resolutions.*

### NOTES

1 To be valid this form of proxy must be received at the SOA Registered Office (National Orienteering Centre, Glenmore Lodge, Aviemore, PH22 1QU) not less than 48 hours before the time of the meeting (please note that postal deliveries to Glenmore Lodge can take a day longer than is the norm in cities and arrive late in the day).

2 The Proxy will vote (or abstain from voting) as he or she thinks fit, on any other business which may properly come before the meeting.

3 This form may be photocopied if further copies are required.

*Voting eligibility as given in the BYE-LAWS OF SCOTTISH ORIENTEERING ASSOCIATION available on the SOA website and modified to bring them in line with the Companies Act 2006*

The voting rights are

(i) as defined in the Memorandum and Articles

- Individual Senior Members shall each have one vote,
- Individual Junior Members 16 years of age or older shall each have one vote,
- Honorary members shall have no voting rights, and

(ii) as specified in this Bye-law

- Groups shall have no voting rights and,
- Clubs shall have no voting rights.

**Charity Number: SC043563 Company Number: SC334748**  
**Statement of Financial Activities**  
**for the year ended 31 December 2013**

	Note	Unrestricted funds £	Restricted funds £	2013 Total £	2012 Total £
<b>Member Income</b>					
SOA/BOF membership fees		6,720	-	6,720	6,875
SOA/BOF event levies		12,808	-	12,808	18,223
Sales & equipment hire		2,220	-	2,220	2,121
SCORE advert income and costs		60	-	60	10
Interest received		-	-	-	19
		<b>21,808</b>	<b>-</b>	<b>21,808</b>	<b>27,248</b>
<b>Grant Income</b>					
Sport Scotland		14,250	45,000	59,250	57,850
Scottish 6-Day Event Company Ltd		23,808	-	23,808	19,171
Other Grant Income		-	6,617	6,617	5,221
		<b>38,058</b>	<b>51,617</b>	<b>89,675</b>	<b>82,242</b>
<b>National Centre</b>					
Courses		660	-	660	1,158
Map Sales/ROMP		1,360	-	1,360	650
Other		350	-	350	1,142
		<b>2,370</b>	<b>-</b>	<b>2,370</b>	<b>2,950</b>
<b>Development Expenditure</b>					
Junior Squads income		-	24,614	24,614	39,850
Senior squads income		-	10,935	10,935	3,362
Coaching course income		10,409	-	10,409	7,052
		<b>10,409</b>	<b>35,549</b>	<b>45,958</b>	<b>50,264</b>
<b>Other Income</b>	<b>6</b>	<b>10,210</b>	<b>3,200</b>	<b>13,410</b>	<b>20,024</b>
<b>Total Income</b>	<b>10</b>	<b>82,855</b>	<b>90,366</b>	<b>173,221</b>	<b>182,728</b>
<b>General Administration</b>					
Merchandise Costs		-	-	-	1,048
SCORE Magazine		2,121	-	2,121	3,126
Administration		5,905	-	5,905	4,786
Depreciation		2,264	-	2,264	1,498
		<b>10,290</b>	<b>-</b>	<b>10,290</b>	<b>10,458</b>
<b>National Centre</b>					
Courses		554	-	554	1,317
Map Sales/ROMP		706	-	706	214
Office Costs		1,662	-	1,662	1,726
Other		-	-	-	6,600
		<b>2,922</b>	<b>-</b>	<b>2,922</b>	<b>9,857</b>
<b>Development Expenditure</b>					
Professional staff costs	<b>7</b>	-	85,135	85,135	73,646
Club Development		4,304	-	4,304	4,013
Junior Squads training expenses		-	17,302	17,302	37,025
Senior Squads training expenses		-	10,035	10,035	2,674
Veteran Squads – international expenses		412	-	412	392
Coaching expenses		4,889	6,002	10,891	7,334
Other Development (inc map updates)		4,007	4,104	8,111	6,672
		<b>13,612</b>	<b>122,578</b>	<b>136,190</b>	<b>131,756</b>
<b>Miscellaneous Expenses</b>	<b>6</b>	<b>5,671</b>	<b>861</b>	<b>1,854</b>	<b>1,854</b>
<b>Total Expenditure</b>		<b>32,495</b>	<b>123,439</b>	<b>155,934</b>	<b>153,925</b>
<b>Net Income</b>	<b>10</b>	<b>50,360</b>	<b>(33,073)</b>	<b>17,287</b>	<b>28,803</b>

Charity Number: SC043563 Company Number: SC334748

**Balance Sheet  
as at 31 December 2013**

	Note	2013 £	2012 £
<b>Fixed assets</b>			
Tangible assets	2	<b>6,023</b>	6,381
Investments	3	<b>3</b>	3
		<b>6,026</b>	6,384
<b>Current assets</b>			
Debtors - amounts falling due within one year	8	<b>12,919</b>	15,903
Building society deposits		<b>7,966</b>	7,966
Cash at bank		<b>162,265</b>	139,492
		<b>183,150</b>	163,361
Creditors - amounts falling due within one year	9	<b>(12,680)</b>	(10,536)
<b>Net current assets</b>		<b>170,470</b>	152,825
<b>Total assets less current liabilities</b>		<b>176,496</b>	159,209
Deferred income		-	-
<b>Net assets</b>		<b>176,496</b>	159,209
<b>Reserves</b>			
Designated reserves	4	<b>58,321</b>	48,321
Asset replacement reserve		<b>10,000</b>	10,000
Profit and loss account – accumulated surplus	5	<b>108,175</b>	100,888
<b>Total members' funds</b>		<b>176,496</b>	159,209

The directors' statements required by Sections 475 (2) and (3) are shown on the following page, which forms part of this Balance Sheet.

The notes on pages 5 to 10 form an integral part of these financial statements.

**Balance sheet (continued)**

**Directors' statements in accordance with Section 475 (2) and (3)  
for the year ended 31 December 2013**

In approving these accounts as directors of the company, we hereby confirm:

- (a) The abbreviated financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and the Small Companies and Groups (Accounts and Directors' Report) Regulations 2008.
- (b) That for the year stated above the company was entitled to the exemption from audit conferred by Section 477 of the Companies Act 2006 relating to small companies;
- (c) That the members have not required the company to obtain an audit of its financial statements for the year in question in accordance with Section 476; and
- (d) That we acknowledge our responsibilities for complying with the requirements of the Act in respect to accounting records and the preparation of financial statements.
  - 1.) Ensuring that the company keeps accounting records which comply with Section 386; and
  - 2.) Preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit for the year then ended in accordance with the requirements of Section 396 and which otherwise comply with the requirements of this Act relating to financial statements, so far as applicable to the company.

These accounts have been prepared in accordance with the provisions of the Companies Act 2006 applicable to companies subject to the small companies' regime.

Note: These accounts are draft and have yet to be independently reviewed or approved by the Board .

I McIntyre  
Treasurer

April, 2014

**Notes to the financial statements  
for the year ended 31 December 2013**

**1. Basis of preparation and principle accounting policies**

**1.1 Basis of preparation of financial statements**

Scottish Orienteering Association (the Company), is the governing body for the sport of orienteering in Scotland and works closely with SportsScotland and the British Orienteering Federation to develop all aspects of the sport in Scotland.

The financial statements are prepared on a going concern basis under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005), applicable accounting standards in the United Kingdom, the Companies Act 2006, the Charity Accounts (Scotland) Regulations 2006 and the Charities and Trustee Investment (Scotland) Act 2005. A summary of the principle accounting policies, which have been applied consistently, is set out below.

**1.2 Consolidated Accounts**

The Association has taken advantage of the exemption to prepare consolidated accounts conferred by section 383 of the Companies Act 2006 relating to small companies.

**1.3 Tangible fixed assets**

Tangible fixed assets are stated at cost less depreciation. Depreciation is calculated at rates estimated to write off the cost over their expected useful lives on the following basis:

Office equipment	20% straight line
Print equipment	25% straight line
Squad strips	33% straight line
Event equipment	20% straight line
Glenmore equipment & maps	20% straight line

**1.4 Investments**

Investments are included in the balance sheet of the Association at cost less any provision for impairment.

**1.5 Capital and revenue grants**

Grants received relating to tangible fixed assets are treated as deferred income and released to the profit and loss account over the expected useful lives of the assets concerned. Revenue grants are credited to the SOFA in the year of receipt.

**1.6 Resources expended**

All expenditure is included on an accruals basis and is recognised where there is a legal or constructive obligation to pay. Any costs directly attributable to specific categories have been included in those cost categories in the SOFA. Other costs, which are attributable to more than one activity, are apportioned across categories on the basis of an estimate of the proportion attributable.

**Notes to the financial statements  
for the year ended 31 December 2013**

**2 Tangible Fixed Assets**

	<b>National Centre Building</b>	<b>Other Tangible Fixed</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>			
At 1 January 2013	1,000	45,169	46,169
Additions	-	1,906	1,906
<b>As at 31 December 2013</b>	<b>1,000</b>	<b>47,075</b>	<b>48,075</b>
<b>Depreciation</b>			
At 1 January 2013	-	39,788	39,788
Charge	-	2,264	2,264
<b>As at 31 December 2013</b>	<b>-</b>	<b>42,052</b>	<b>42,052</b>
<b>Net book value</b>			
<b>At 31 December 2013</b>	<b>1,000</b>	<b>5,023</b>	<b>6,023</b>
At 31 December 2012	1,000	5,381	6,381

**3. Investment**

The investment of £3 (2013: £3) represents the Company's 100% holding of the Scottish Orienteering 6-Day Event Company Limited. At February 2013, the end of their reporting year (most recent accounts available at time of writing), the Scottish Orienteering 6-Day Event Company generated a loss of £3,626. Total assets, less current liabilities and net assets were £125,416.

**Notes to the financial statements  
for the year ended 31 December 2013**

**4. Designated Reserves**

	<b>Development Fund</b>	<b>Operations Reserve</b>	<b>Asset Replacement Reserve</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 1 January 2013	8,321	40,000	10,000	58,321
Income	-	-	-	-
Interest received	-	-	-	-
Expenditure in year	-	-	-	-
Transfer to/from Revenue	-	10,000	-	-
<b>As at 31 December 2013</b>	<b>8,321</b>	<b>50,000</b>	<b>10,000</b>	<b>68,321</b>

The Orienteering Techniques booklet was updated during 2006. The Development Fund included an allowance for this. All sales were added back to replenish the Fund for re-printing the booklet in the future. In recent years it has not proved necessary to access this reserve.

The Operations Reserve was created in 2012 to ensure that SOA had at least a sum equivalent to 6 months operating costs (salaries expenses of permanent staff plus National Centre running costs). It is expected that will be reviewed periodically in future and adjusted as needs change.

The asset replacement reserve was created with the intention of self-insuring SOA assets. The view has changed slightly from what was envisaged and this reserve could be released in 2013.

**5. Profit and Loss Reserves**

	<b>£</b>
At 1 January 2012	100,888
Transfer to Designated Reserves	(10,000)
Net Income/Expenditure	17,287
<b>As at 31 December 2012</b>	<b>108,175</b>

**Notes to the financial statements  
for the year ended 31 December 2013**

**6. Other Income and Miscellaneous Expenditure**

<b>Other Income</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2013</b>	2012
	<b>Funds</b>	<b>Funds</b>	<b>Total</b>	Total
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
JK 2012 Transactions	-	-	-	19,257
LIDAR	5,401	-	5,401	-
Race the Castles	-	3,200	3,200	-
PO WOC Fee	2,000	-	2,000	-
AFSM	915	-	915	-
Map Copyright	608	-	608	-
Equipment Rental	297	-	297	-
Matched Giving - Donation	158	-	158	-
Other	831	-	831	767
	<b>10,210</b>	<b>3,200</b>	<b>13,410</b>	<b>20,024</b>

<b>Other Expenditure</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2013</b>	2012
	<b>Funds</b>	<b>Funds</b>	<b>Total</b>	Total
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
JK 2012 Transactions	-	-	-	1,334
LIDAR	5,401	-	5,401	-
Race the Castles	-	861	861	-
Other	270	-	270	520
	<b>5,671</b>	<b>861</b>	<b>6,532</b>	<b>1,854</b>

**7. Professional Staff Costs**

	<b>2013</b>	2012
	<b>£</b>	<b>£</b>
Salary and Employment costs	67,477	57,902
National Insurance	5,094	4,764
Pensions	2,500	2,362
Expenses Reimbursement	10,064	8,618
	<b>85,135</b>	<b>73,646</b>

At 31st December, 2013, SOA Professional Staff includes 2 full time employees (Professional Officer and Development Officer) and 2 part time employees (Regional Development Officers, Moray & Grampian). Directors do not receive any remuneration for services to the charity.

**Notes to the financial statements  
for the year ended 31 December 2013**

**8. Debtors**

	<b>2013</b>	2012
	<b>£</b>	£
Grants: 6-day Company	8,450	8,085
Event levies	332	520
Junior Squad	1,500	824
National Centre	408	296
Junior Inter Area	-	1,275
Moray Leader	-	2,221
Laser Printer	2,022	2,121
Others	207	561
	<b>12,919</b>	<b>15,903</b>

**9. Creditors**

	<b>2013</b>	2012
	<b>£</b>	£
Subscriptions in advance	1,400	1,673
Performance Squads	2,170	583
Pension & Expenses payments	695	818
Club Development	4,940	4,190
Junior Squad	3,082	1,755
National Centre	52	1,160
Other	341	357
	<b>12,680</b>	<b>10,536</b>

**10. Restricted Funds Carried Forward**

	<b>Fund</b>					<b>Fund</b>
	<b>Balances</b>					<b>Balances</b>
	<b>Brought</b>	<b>Incoming</b>	<b>Outgoing</b>			<b>Carried</b>
	<b>Forward</b>	<b>Resources</b>	<b>Resources</b>	<b>Transfers</b>	<b>Balance</b>	<b>Forward</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Staffing Grants	-	46,617	85,135	38,517	-	-
Coaching Grants	1,623	5,000	10,106	3,483	-	-
Senior Squad Funds	688	10,935	10,035	1,560	3,149	3,149
Junior Squad Funds	2,825	24,614	17,302	12,274	24,411	24,411
Race The Castles	-	3,200	861	-	2,339	2,339
<b>Total Restricted Funds</b>	<b>5,136</b>	<b>90,366</b>	<b>123,439</b>	<b>55,834</b>	<b>27,899</b>	<b>27,899</b>

## **11. Related Party Transactions**

The directors of the SOA are the sole shareholders of the Scottish Orienteering Six Day Event Company Limited. The Six Day Event Company is charged with organising the bi-annual Scottish Six Days event. Some of the proceeds of this event are paid by the Six Day Event Company to the Scottish Orienteering Association in the form of a quarterly grant, the amount of which is agreed bi-annually.

In 2013, The Six Day Event Company paid £33,800 to Scottish Orienteering. The SOA levy component of this grant is £9,992. The final quarterly payment is recorded in Debtors.

## **12. Company limited by guarantee**

The liability of the company's members is limited to £1 in the event of the company being wound up.

List of directors and volunteers as at time of publication; up to date information is available on the SOA website.

Job title	Postholder
<b>Board</b>	
President	Roger Scrutton
Secretary	Pauline McAdam
Company Secretary	Colin Matheson
Treasurer	Ian McIntyre
Marketing & Communications Director	Ross McLennan
Partnership Director	Claire Macpherson
Performance Director	Marsela McLeod
Development Director	Bill Melville
Operations Director	Terry O'Brien
<b>Sportscotland Liaison</b>	Megan Griffiths
<b>Professional Staff</b>	
Professional Officer	Colin Matheson
Development Officer	Hilary Quick
Regional Development Officer	Mike Rodgers
Regional Development Officer	Jess Tullie
Administrative Assistant	Chris Fitzsimons
<b>Co-ordinators</b>	
Coaching Co-ordinator	Lynne Walker
Competitions Co-ordinator	Graeme Ackland
Development Co-ordinator	Hilary Quick
Urban League Coordinator	Andy Paterson
Electronic systems Co-ordinator	Robin Strain
Fixtures Secretary	Paul Caban
Merchandising Co-ordinator	Hilary Quick
National Centre	Hilary Quick
Newsletter Editor	Sally Lindsay
Officials (Controller of Controllers)	Rob Hickling
SOL points Co-ordinator	Trevor Hoey
Sports Science Co-ordinator	Adam Hunter
ScotJos Squad Manager	Maureen Brown
SEDS Squad Manager	James Tullie
Veteran Squad Manager	Janice Nisbet
Trophies Co-ordinator	
Webmaster	Paul Frost