



2016 ANNUAL GENERAL MEETING BOOKLET

The Annual General Meeting of the Scottish Orienteering Association will be held at 6.00 pm on Saturday 21st May 2016 at Crathie Kirk Hall (near Balmoral), Ballater AB35 5UL (GR NO265949)

AGM AGENDA

1. Apologies for absence
2. Approval of the Minutes of the 2015AGM*
3. Annual Reports of Association Activities for 2015-2016
 - a. President's Report – Roger Scrutton
 - b. Reports from Directors
 - Operations- Terry O'Brien
 - Development – Ian Doig
 - Performance – Marsela Mcleod
 - Partnership – Claire Macpherson
 - Marketing and Communications – Ross McLennan
 - Professional Officer – Colin Matheson
 - Treasurer – Ian McIntyre
 - c. Scottish Orienteering Six Day Event Co Ltd Report – Dave Kershaw
4. Proposals
 - 1 SOA membership fee
 - 2 Amendment to Byelaw
5. Election of the Board of Directors
6. 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
Email: colin.matheson@scottish-orienteering.org

National Orienteering Centre
Glenmore Lodge
Aviemore
PH22 1QU

1. **Apologies for Absence**
2. **Approval of the Minutes of the 2015 AGM**
3. **Annual Reports of Association Activities 2015-2016**

3a President –Roger Scrutton

2015, and events that have continued through into 2016, have made up what has probably been the most eventful year so far of my Presidency.

Highland 2015 comprising the World Orienteering Championships and the Scottish 6-Days Festival has been reported on widely, and I don't want to say anything more about the event itself other than to gratefully acknowledge again the tremendous volunteer effort by members of SOA in making it a success. However, we are now in that period when we look for a legacy from all that effort. I am sure everyone involved will be wiser and more experienced as volunteers. We have a legacy of some high quality maps and some pieces of equipment. We have a reputational legacy as a country that can successfully host major events. A very important legacy is increased club and SOA membership, which grew by an impressive 20% in 2015, to be compared with our more normal growth of a few percent per year, or even a loss on occasion. So far, in 2016, growth has continued at about 8 to 10%. Participation at events and club activities also increased during 2015. This regime of growth is because of an increased awareness of orienteering through publicity associated with Highland 2015, the work of Development Officers and clubs and a wider understanding of the benefits orienteering brings in schools, families and other sectors of communities.

The challenge now is to maintain a healthy growth in our sport. It is important that we maintain public awareness, which is easier to do in our local communities than on the national stage. It is important that the increase in membership translates into an increase in the number of volunteers in clubs, particularly skilled volunteers, so that clubs can continue to organise events, activities and a social programme for their members. This leads me on to report on the other major area of SOA activity during 2015 and into 2016, which is the development and implementation of our new Strategy for 2016-2020.

We have been working with what we call our "aspirational Strategy", which was used to make our application to sportscotland for investment for the 2016-2020 cycle. As is the way of the world, we did not get what we applied for, by some way, and therefore we are now in the process of tailoring the Strategy to what we feel is practical. The most outward manifestation of the new Strategy will be a new SOA staffing structure, which is best summarised in a table.

Pre-2016 Staffing	2016 Staffing
Professional Officer (Colin Matheson)	Chief Operating Officer (Stefanie Lauer)
National Development Officer (Hilary Quick)	Events Manager (Colin Matheson)
Development Officer Moray (Mike Rodgers)*	Education Manager (Hilary Quick)
Development Officer Highland (Johannes Felter)**	Regional Development Officer North Scotland*
Development Officer Deeside (Sarah Dunn)*	Regional Development Officer South Scotland*
Development Officer Tayside (Mel Nicoll)*	Administrative Assistant (Sarah Hobbs)
*Contracts run to August 2016 **Contract runs to October	*To be appointed over Summer 2016

In a nutshell, the rationale for these changes is that over the last five years there has been a substantial rise in governance requirements placed on sports governing bodies, which requires us to have a dedicated, half-time senior administrator. This, in turn, is linked to both Hilary and Colin moving to part-time posts focusing on specific important areas of their previous employment. We are improving our communications and marketing activities and membership services, with the aim of growing participation and membership; and we wish to extend the opportunity for clubs to have the support of a Development Officer to all clubs across Scotland.

Overall, SOA is in good health, although the need to maintain growth, both in quantity and quality, and to cope with increased governance requirements, will make things more financially challenging than in previous years. However, SOA is truly lucky to have such a dedicated team of staff and volunteers in a range of capacities, and I would like to say how grateful I am to them all for their hard work.

3b Reports from Directors

Operations- Terry O'Brien

2015/2016 has been yet another busy year in the Operations side of SOA. The CompassPoint Scottish Orienteering League (SOL) Series remains the major backbone of our sport above the many Level Cs & Ds which are organised. My thanks to Trevor Hoey for his input.

Under the guidance of Andy Paterson, the SOUL Series is attracting more interest. Andy is now stepping down from his co-ordinating role & we thank him & wish him well.

The 2015 Scottish Orienteering Championships returned to Oban & led by ECKO / West Area was also successful.

Thanks also to Rob Hickling our Controller of Controllers for all his work.

For myself this year ends with me juggling 3 roles - Operations Director, Fixtures Secretary & Competitions Convenor which have been both enjoyable & rewarding.

Sadly my 6 years as Operations Director expires at the forthcoming AGM. I hope that the structures & the forward planning which is in place will prove useful to my successor(s),

Development-Ian Doig

Reports from the Development Staff are shown below:

Development Officer – Hilary Quick

This time last year we were looking forward to WOC and aiming to position ourselves to take advantage of a surge in interest in orienteering. The full impact of WOC is difficult to gauge and some measures are covered in others' reports. The main enabler to make the most of the increased interest was to get a lot of people trained up to be able to give a meaningful introduction to the sport to newcomers and returners of all ages. To this end we ran a total of 7 "Coaching Foundation" courses, which were attended by over 40 people, several of whom have gone on to gain UKCC qualifications. We're continuing to grow the number of people qualified at UKCC Level 2, and in November 2015 we ran our first Level 3 course, setting 6 people off on their way towards this qualification.

During 2015 we ran 5 coach CPD (Continuing Personal Development) days, covering a range of topics, and this year we're offering 4 CPD sessions based on UKCC L3 themes, plus one on disability awareness and inclusion.

British Orienteering recently put the spotlight on the need for all event officials to attend Event Safety Workshops, so several of these have already been run in various locations and we have appointed a few new tutors and updated others. Other courses for event officials (controllers, planners, organisers) continue to be available, to be delivered either by your own club's experienced members or by a tutor from elsewhere within SOA.

At the time of writing, we are in the closing stages of planning the Volunteers' Weekend at Glenmore Lodge – a wonderful opportunity to reward people for the time and effort they put into the sport and to give them opportunities to learn new skills.

Several items reported last year are continuing: the packs for potential and new members are still available and we have invested in more materials; sportscotland's Community Sport Hubs programme recently exceeded their target of 150 hubs, though their website shows few of them as having links with orienteering – perhaps something for clubs to look into? Building work complete, the office at Glenmore Lodge has moved roughly 10m east of its previous position, and by the time you read this it's probably home (albeit part-time) to 3 members of staff. Sarah Hobbs joined us in February 2016 as Admin Assistant and has taken over many tasks related to member services and communications, resulting in a new-look newsletter and much more activity on Twitter.

Regional Development Officer – Mike Rodgers

As the funding for the Moray RDO post nears its end, it is probably fair to say that the work here is almost complete and it is time to devote effort to other areas of Scotland where clubs have the appetite to work with development staff and deserve a piece of the pie. It's also fair to say that if we couldn't develop orienteering in Moray and Highland, where could we? Two massive 6-Day events and a world championships, coupled with a wealth of fantastic orienteering areas is something many regions can only dream of.

The one thing that Moray does not have is a huge population, but in percentage terms we have demonstrated that there can be a demand for orienteering. It will be fascinating to see if orienteering can achieve similar growth in larger population centres, as it is already the case in the Inverness area. In the 2014-2015 school year there were around 14,000 school pupils in Moray and Nairnshire. In the current school year we have had 241 different school pupils from these areas attending at least one club event which is 1.7% of the school population. In the schools festivals season last September/October, about 900 different Moray pupils took part in an event during school time – 7.5% of the Moray school roll. To have one in four of those coming to experience orienteering at the weekend has been pleasing.

Moravian's membership has increased markedly. In the mid-2,000s Moravian had fewer than 50 members. At the time of writing the club has 244 members after peaking at 265 at the end of last year. There is a large churn rate, with over 50 previous members not renewing, but this is likely to be down to the wealth of competing activities and people leaving the area rather than anything wrong with orienteering. One Moravian junior has become a national-standard cyclist where he competes every weekend (but has renewed his membership all the same), while I know of others who are talented in many other sports and have other competing non-sporting interests. We would do well to remember that giving such people a positive taste of orienteering sows the seeds for the future – often many years in to the future. This is one reason why we should not get too hung up about expecting an instant return on effort expended on schools. How many times have we seen an adult coming to an event saying "I tried it at school years ago"?

Moravian has a large number on new adult members. Almost all of them have been attracted through their children. They might spend a year drinking coffee waiting for their kids to return but a fair proportion get the bug. Others, while not competing themselves, are not averse to helping at events – the sort of people that make clubs tick.

I have enjoyed my time as RDO. Soon the time will come to move on, but with continued backing for development from **sports**scotland in the pipeline I am confident that orienteering in Scotland has a great future. I am a passionate believer that schools programmes are fundamental to growing our sport. That is where I have thrown most of my effort in the last 4 years and I hope to see this develop in the years to come.

Regional Development Officer – Johannes Felter

- Membership of INVOC rose to a high of 201, up from 133. Membership of BASOC rose to a high of 95, up from 55. Membership churn always something to watch as numbers fluctuate through the renewal cycle. As ever, helping new members to 'stick' and then develop is the challenge.
- Both clubs agreed to foster fledgling 'satellite clubs'. INVOC to support a community of orienteers around Kyle of Lochalsh, centred on Balmacara, and who will host Purple Thistle 2016. New map funded for 'The Plock' in Kyle of Lochalsh which will be suitable for community use. BASOC agreed to support West Highland College UHI as they kickstart orienteering activity for students and general public in Fort William.
- INVOC, BASOC & MOR cooperated to put on the Northern Night Cup, a series of 6 linked night-O events throughout Dec & Jan. Commercial sponsorship obtained from Run4It, 2 new maps used for first time (Kinmylies & Culloden), and a very good turnout throughout the series.
- INVOC organised urban events for the first time (Kinmylies, Nairn Fishertown & Dingwall) - all part of WOC legacy. INVOC also hosted very successful schools league (220+ runners at each of the three events, under run by Susan Blackwood), and is hosting SOL3 at Glen Affric May 2016. Successful Family Orienteering Sessions in Nairn attracted new members, some of whom have gone on to make immediate contribution to club. More family sessions planned for Spring 2016.
- BASOC Junior section expanding. Club away weekend in Mar 2016, BASOC Schools League pilot Spring 2016, and successful Family Orienteering Sessions attracted many new families, with more sessions underway at time of writing.
- SOA Development Fund supported creation of two new Semi-Permanent Orienteering Courses on WOC/S6D legacy maps (Bught Park & Nairn Links).
- Both clubs hosted a good range of planner, organiser, computing & event safety workshops. Frequent sharing of volunteer training opportunities between clubs.

Club Development Officer – Mel Nicoll

The Club Development Officer role for Tayside (one day a week) is to identify new opportunities for increasing club membership and participation in the club's activities and events. To this end, since coming into post at the end of February 2015, I have supported the club committee to help it to develop, continue to attract and – crucially – retain members. We have been working hard to develop and promote the benefits of membership – a healthy programme of local events, coaching opportunities, regular training nights, improved capture and retention of potential member contact details and regular communication with them. We have worked to

significantly develop our web and Facebook presence (the number of people “liking” our page has risen from 90 to 147 over recent months).

Key activities have included supporting the club’s coach in organising, promoting and delivering blocks of training for members/to encourage new membership, and to show that the club provides opportunities for progressive development. At local events I act in a “meet and greet” capacity and work closely with the club coach to ensure new/prospective members are looked after. In autumn 2015 I launched monthly training nights in Perth city centre, using a busy local park. These are attracting a small but committed and growing turnout and are also raising awareness of orienteering with park users.

Wider promotional work to take orienteering into new places/to a new audience has included Maze-O events and associated publicity for the Perth & Kinross Adventure Festival and also with SSE (a local employer with 2500 staff on site). A planned activity for Perth Parkrun in January was postponed due to flooding but will be rescheduled and good links have been made. PR additional to the club’s regular slot in the Perthshire Advertiser has included a feature in the Scots magazine and also in a Perthshire online outdoor activities guide. SOA generic orienteering posters and event/club-specific posters and flyers have been distributed to and displayed at a number of locations as well as circulated electronically to relevant contacts including Active Schools Co-ordinators.

In the limited time available I am trying to build better links with P&K Sports Development, Active Schools Co-ordinators etc. There is strong interest in orienteering and I receive regular enquiries and requests for support in the form of introductory sessions for schoolchildren, coaching, mapping of school grounds etc. It is impossible for either myself or the club to meet this high demand and the club and I prioritise initiatives that involve family groups rather than schoolchildren in school time due to the poor historic take-up of orienteering by schoolchildren unless parents have also been involved.

Club membership rose from 58 members when I came into post (a further 6 renewals came in soon thereafter) to 91 at the end of December 2015. It is currently sitting at 76 (57 seniors and 19 juniors) but there are a number of members still expected to or promising to renew!

I have thoroughly enjoyed working to raise the profile of the sport in the Tayside area and would like to acknowledge the efforts of the committee in doing likewise, as well as the support they have given me whilst in post

Club Development Officer – Sarah Dunn

Just over a year from start of funding, activities initiated through the Maroc Club Development Officer post are starting to take effect. A primary focus initially was to re-invigorate membership in the Aboyne area where it had declined significantly in recent years, while aiming to maintain the club’s strong base in Banchory. Activities have focussed on autumn and spring blocks of introductory sessions for families and after-school clubs in both Banchory and Aboyne. The latter has been able to take advantage of the sprint spec map of Aboyne to run weekly technical training in small areas of woodland in and around the village. Activities for newcomers have been linked in to Sunday club training sessions and there has now been successful transitioning of several families from the after-school clubs into regular club activity. Although there is still significant membership churn there has been a very satisfying return this spring of many of the autumn new starts.

Strong links have been built with the Active Schools Co-ordinators in the area and together we have been able to stage orienteering holiday camps in October and April as well as schools festivals for both Primary and Academy pupils. There is a high demand for orienteering activities from both primary and secondary schools and clear potential for further development in the Alford area. It is hoped that future funding will permit these to be followed up.

Whilst the activities initiated through the club development officer are starting to bear fruit, it is clear that much work remains to be done and that the long-term benefits will be much greater if funding for this post is continued.

Performance – Marsela Mcleod

Reports from Junior, Senior and Veterans are shown below:

Scottish Junior Squad (ScotJOS) Report for 2015 – Maureen Brown

ScotJOS held 5 training weekends during 2015 throughout Scotland – Pitlochry in February (the Development Weekend) where we took over the youth hostel and invited along a number of additional selected juniors; Moray and Highland at the end of March; Aberfoyle at the end of April; Tentsmuir in August; Speyside in November (“The Last Supper Weekend”, organised by our very talented group of Leavers). Thanks as always to the clubs who allowed us to use their areas and maps, and to the many Scottish coaches who came along to give us their

expertise. In addition fifteen M/W 16's and 6 coaches travelled to the Lake District at the end of November to take part in the annual Junior Regional Squads weekend at Hawkhead Youth Hostel.

In the autumn, Scottish teams were selected to take part in the Junior Inter-Regional Championships in the West Midlands and the Junior Home Internationals in Northern Ireland. Reports for both of these competitions have been published on the SOA website. In last year's AGM Report I noted that 2014 was Scotland's best year ever in these as we won them both for the first time. However, we surpassed this in 2015, winning the JIRCs by the biggest margin in the history of the competition, and increasing the margin of victory over England in the Junior Home Internationals. These successes are undoubtedly due the talent and determination of the Scottish juniors who gave their all in both competitions.

2015 was a year out for the ScotJOS training camp in Scandinavia. However, a number of Scots were selected to the various camps organised by JROS and BOF: 14 to the British Orienteering camp at Badaguish, and 14 to the various JROS camps. There were GB International honours for Sasha Chepelin and Chris Galloway (Junior World Championships, Norway) and Andrew Barr, Alex Carcas, Tam Wilson and Jenny Ricketts (European Youth Championships, Romania). Four Scots (Alex Carcas, Jenny Ricketts, Daniel Stansfield and Emma Wilson) were awarded grants from Sport Aid Scotland).

In June, ScotJOS organised another successful Jamie Stevenson Trophy (the Scottish inter-club junior championship) at Kinnoull Hill which was won again by MAROC.

As always, I would like to thank all the adult helpers without whom none of these achievements would be possible: our Lead Coach Bill Stevenson and his team of coaches, our Treasurer Marjorie Mason, all the parents for their help with cooking and catering, fund raising, driving their children to training weekends, and generally making sure that their children can take part in Squad activities, and of course the juniors themselves for their hard work and co-operation.

As most orienteers in Scotland will know, Bill Stevenson and have now retired from our posts in running ScotJOS after 15 years (and more). I would like to thank all the parents and former juniors for the amazing (and total surprise) presentation which we received before the Scottish 6-Days prizegiving (and which I will never forget), as well as all the generous gifts which we received then and at our Last Supper Weekend in November. We have now handed over the reins to the capable hands of Elizabeth Furness (Moravian), and I wish her every success in the future with a wonderful Squad of Juniors.

Scottish Elite Development Squad (SEDS) Report for 2015 – Murray Strain

The chance to run on home terrain, in front of home crowds at a home world champs doesn't come along very often. SEDS made the most of WOC2015 with a season of training aimed at gaining places on the team and performing when it mattered most.

Regular training through the winter and spring led to a bumper haul of British titles for SEDS members (Jess Tullie - middle & long, James Tullie - middle, Murray Strain - sprint) and set everyone up well for the WOC selections.

Seven SEDS members secured places on the team for the blue riband event: Scott Fraser, Murray Strain, Hector Haines, Alasdair McLeod, Hollie Orr, Claire Ward and Jessica Tullie. It's hard to pick out a highlight but Hector's 10th place and Jess' 16th - the best British debut ever - were very impressive runs.

A number of SEDS athletes benefitted from personal grants from SOA in the build up to WOC. We would like to record our appreciation for these here, as they were instrumental in our preparation and knowing we had the backing of SOA members was a source of motivation as we prepared for the championships.

The second aim of SEDS is to send a strong team to the SHI. This year they were held in Yorkshire on terrain neighbouring Kilnsey (JK2016). We continued our winning run, notable for being our first ever win on English soil.

Following the SHI Jess and James stepped down from their role as SEDS Supremo's. Such was their contribution over the years that we felt we needed a committee of 5 to replace them. New management has led to some new ideas, such as the recent Dark Thistle night race, and we hope to continue this innovation, along with our strong performance record, for the year ahead.

Veterans

The 2015 Veteran Home International was held on 3/4 October, about 15 miles south of Aberystwyth, at LlynnoeddTeifi (used in croeso 2012). The individual race was in an area of complex, open moorland with few line features, much contour detail, very wet marshes and energy-sapping tussocky grass. It was a good choice of area, fast but intricate, and well worth the long journey from Scotland.

The men's team had some fine runs, with John Tullie (RR) and Martin Dean (FVO) 1st and 2nd in M55, and Eddie Harwood (MOR) and Rob Hickling (GRAMP) 1st and 2nd in M60. 2nd places by Ant Squire (NOC) in M35 and Ben Stansfield (FVO) in M45, and sound runs in other classes, brought the men's team home neck and neck with the English team. In the women's race, Jenny Peel (SYO) in W45 and Hazel Dean (FVO) in W50 both won their classes, while Jane Halliday (MOR) came 2nd in a closely-fought W55 race.

The relays were on the same map as the individual. The legs were quite short, which left little room for error, and the results were close. The Scottish M/W/M team of John Tullie, Jenny Peel and Jon Musgrave (MAROC) The W/M/W Scottish team of Marsela McLeod (INVOC), Ben Stansfield and Hazel Dean also had a good result, with Hazel overtaking the English 3rd leg runner to bring the team home in first place.

We are looking forward to fielding a strong team for 2016 where the action moves to Ireland

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).

Additionally, my role has evolved and increasingly has involved legal matters – interpretation of our articles of association, insurance matters, charity matters and other matters where my legal knowledge can be put to use.

We continued our relationship with the Scottish Sports Association and SportsAid Scotland with the latter continuing to support via The Robertson Trust some of our young athletes (under 23 years) in their applications for funding. Four of our athletes have been awarded grants in 2016 which is an increase on last year.

As a registered Scottish charity we are able to benefit from Gift Aid. At the end of last year we were able to distribute approximately £5,000 to Scotjogs and clubs who had encouraged their members to sign gift aid declarations. The Board have agreed to continue to return reclaimed tax to clubs at present and therefore I would again encourage members to sign gift aid declarations if they are eligible to do so. Forms can now be downloaded on the SOA website and submitted by e-mail or an electronic form is available for completion.

Sportscotland has continued to invest in orienteering and thanks are due to Megan Griffiths, our sportscotland Partnership Manager, for her work on our behalf. Continued support from Sportscotland depends on the SOA meeting annual membership and participation targets. Last year it was hugely encouraging to see our membership increase by almost 22% as a result of the efforts of SOA employees and members in the run up and the aftermath of the World Orienteering Championships. At a time when many sports are receiving funding cuts from Sportscotland that allowed us to secure an increase in our funding.

However, in order to secure future funding from Sportscotland we will have to continue to increase our membership and this is where the Board needs to consider the impact potential increases in British Orienteering membership fees will have on our membership figures.

As a separate entity from British Orienteering with our own targets, and of course, the directors being trustees of a charity, we have responsibilities to act in the best interests of the SOA. Where these interests do not align with British Orienteering's targets then we need to look for other solutions. For that reason we are considering opening membership of the SOA to those who are not also members of British Orienteering, effectively a club + SOA membership option. We would welcome the membership's thoughts and opinion on this topic at the AGM.

Marketing and Communications – Ross McLennan

This has been an exciting year for orienteering in Scotland with the world championships presenting a fantastic opportunity to showcase our sport. That was brilliant, but is past now, though, and we must continue to present orienteering as the challenging adventurous activity that we all enjoy. Luckily, that is within all our powers; a short tweet, eye-catching photo or interesting video is easier to do than ever before. I firmly believe that, as a compelling action sport and with ever improving broadband throughout the country, video will have an increasingly important part to play in the way we present ourselves. Embrace it!

We must not, though, forget more traditional ways to reach our target market. Roger has therefore done sterling work in collaborating with Tiso to produce some excellent looking posters that have been distributed throughout the country's community sports hubs. This is a small but key way to help raise awareness.

Much of the marketing of orienteering falls, like virtually everything in our sport, to our clubs and there is some great work taking place across the country to generate interest, whether it is articles in local papers, listings in

directories, website updates, Facebook pages, liaising with schools or regular newsletters. Whichever medium you decide is most appropriate; make sure you are doing some marketing. If you do nothing, people will soon forget about us.

We undertook a communications survey late last year which was very informative. One of the key outcomes was that Scottish Orienteering needs to do more via email and this is something that I am pleased to say we have been able to introduce. Hopefully you will agree that our regular email updates are a positive addition to our communications. These emails are designed to complement our two key ways of communicating – our website and Score magazine. For these my unreserved thanks for the efforts of webmaster Paul Frost and Score Editor Sally Lindsay. Also as a result of the survey, Score is now available to you as you prefer, whether online or through your door. Just update your preferences via the website.

Marketing is simple. Identify your target market, raise their awareness, generate their interest and help them take action! It may not always seem it, but we have a cool sport to market and great photos and videos will help us do this. We all need to do this, to ensure that our sport continues to grow, ceases to age and so we can all enjoy great action in wonderful parts of the country.

Professional Officer – Colin Matheson

A significant amount of time and effort went into the staging of Highland 2015 incorporating the World Orienteering Championships (as Assistant Event Director) and the Scottish 6 Days (as Assistant Coordinator). Overall the event was a great success, and within the local area (Moray and Highland) orienteering enjoyed a high profile leading to increased membership and participation. TV coverage on BBC Alba and The Adventure Show helped showcase the sport in a positive fashion. The support I received from individuals and clubs is most appreciated.

Normal SOA business did not stop and indeed there was extra activity around potential changes to the structure of the organisation. Activity included attendance at the SOA Board meetings as Company Secretary; maintaining the Annual Plan (a document showing how as an organisation we are meeting our targets and strategic objectives); compiling the Risk Register; completion of the Scottish Governing Bodies Investment Application and acting as line manager for members of staff.

We were required to go through the process of achieving the Foundation Level of the Equality Standard once again and a successful outcome is anticipated.

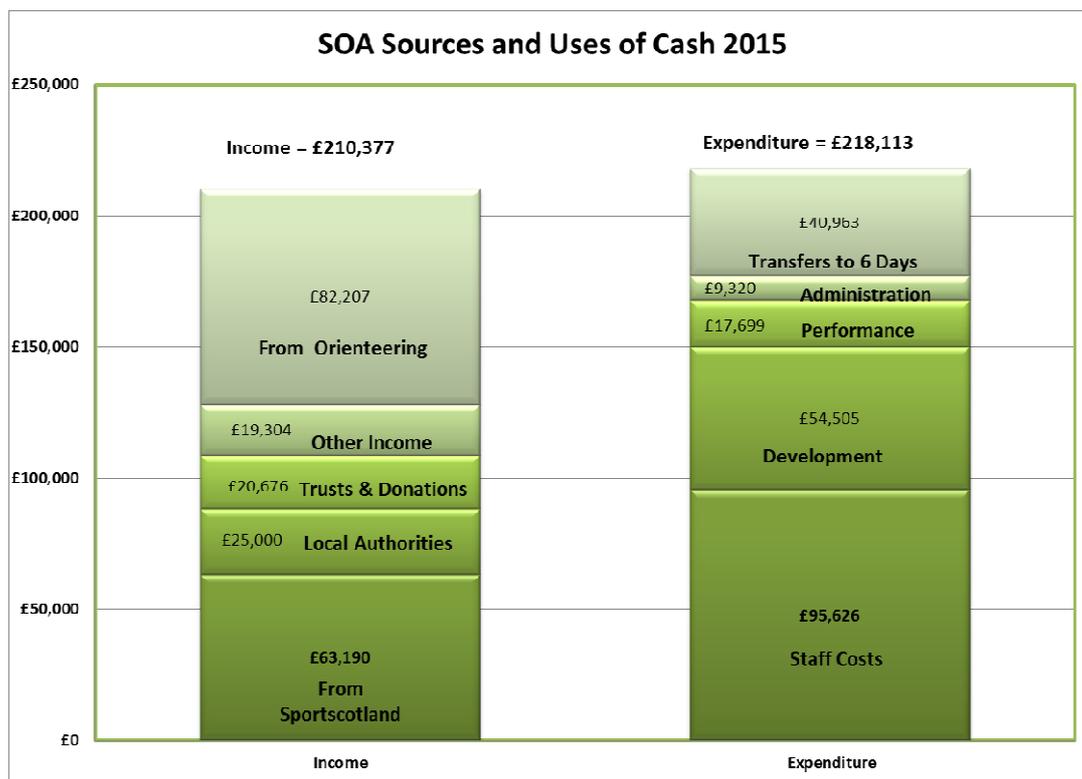
Clubs continue to request LiDAR data. This was probably a one-off project from the Scottish Government and in due course the data will become out of date, especially vegetation, though the underlying contours should remain fixed. Currently underway is an exercise to map out all orienteering events (from the BOF Fixtures database), possibly uncovering as yet unexplored forests.

A Good Practice Guide to Orienteering and the Environment in Scotland is in preparation, and will be made available for the benefit of competitors, organisers, planners and controllers. I will continue to try and establish good relationships with organisations such as Forestry Commission Scotland though there continue to be pressures for cost recovery in areas we want to use.

Thanks go to the other members of staff. Hilary Quick has continued to deliver a wide range of courses and has dealt with numerous ad hoc enquiries. The recent appointment of Sarah Hobbs as Administrative Assistant has been most welcome. The two Regional Development Officers have enjoyed seeing a rise in numbers, especially within INVOC and Moravian, and have successfully delivered projects including Family Sessions and Permanent Orienteering Courses. Sarah Dunn in MAROC and Mel Nicoll in TAY have both proved a valuable additional resource as Club Development Officers.

With the appointment of a Chief Operating Officer and the move of Hilary Quick to part-time working as the Education Officer the Professional Officer position has disappeared and a new position of Events Manager has been created. This part-time role (4 days per week) will still support the Scottish 6 Days (2 days per week) and their ongoing financial support is acknowledged.

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



2015 Report

The Scottish Orienteering Association is heavily reliant on the support of **sportscotland** and the tireless work of volunteers in organising events from which we derive an income. For the year to 31st December 2015, our total income was £210,377, 11% down on 2014. This due to the boost in 2014 income from the Race the Castles event, offset by Highland Council and Sportscotland grants to WOC/6 days event in 2015.

The largest component of our funding £82,207 (40%) came from within the sport itself. This includes the 6 days grant, Junior and Senior squad income, memberships and levies (see appendix A). The greatest proportion of externally derived income was our **sportscotland** grant, £63,190. A grant of £25,000 from Highland Council and £11,061 from **sportscotland** for the WOC/6 days event was facilitated by our charitable status and £4,867 of gift aid was distributed to clubs and Scotjos. A further £13,733 in charitable grants, donations and sponsorship were received from the Robertson and Davidson Trusts and BTO solicitors. Subscriptions rose by 11% in line with increasing memberships driven in part by a successful and well publicised World Championships.

The total expenditure for the same period was £218,113. Staff salaries increased by £7,793 from 2014 due to the recruitment of two part time club development officers, offset by the resignation of our administration assistant in April 2015. General administration costs rose slightly driven by increasing web site management costs. This was partially off-set by reducing Score costs by moving it to a predominantly on-line publication. National Centre costs rose by £1,026 or 33% due to the installation of satellite broadband. Junior Squad spend was £15,115 less than in 2014 in a non-tour year, but costs were more than covered by self-generated income. The Senior Squad again benefited from a £5,000 grant from the SOA to assist World Championship potential athletes. Development fund applications were again disappointingly under budget in 2015. (We would encourage all clubs to consider submitting an application for these funds in 2016). UKCC and Teaching Orienteering training courses were well attended thanks to the **sportscotland** subsidy and the National Development Officer's support in running several of the sessions. Net loss for the year was £7,736, ahead of plan for the fifth straight year.

The SOA is currently in a very healthy financial position with £175,739 of reserves. It is our continued intention to run down these reserves to support a robust RDO, coaching and events programme programme through to 2019 and to recruit a part time Chief Operating Officer to raise our governance capability. More details on this proposal are contained in the SOA strategy document, submitted to **sportscotland** in late 2015. The four year financial outlook is highlighted in the appendix.

3c Scottish Orienteering 6-Day Event Co Ltd Report – Dave Kershaw

The primary objective of the Board is to enhance the 6 Days international reputation as one of the world's leading multi-day events. This means staging high quality events which will attract orienteers from round the world and encourage them to enter future 6 Day events and carry the message of its appeal to their friends and clubmates.

The past twelve months have been dominated by the 2015 event, Highland 2015, which involved both the 6 Days and the World Orienteering Championships (WOC). This was a bigger and more complex event than any previously staged in Britain. Putting the two events together proved challenging and demanding but a world class event was the result.

Highland 2015 was a joint venture between British Orienteering and the 6 Day Company which recognised the aims of both organisations in the staging of the combined event. A document was signed in June 2014 which specified the financial responsibilities of both parties and incorporated an agreement on the distribution of the financial outcome. The combined event was managed by a steering group involving all event partners; the 6 Day Company was represented by Anne Hickling and the 6 Day event coordinator Richard Oxlade.

Last year's event included a middle distance race as part of the 6 days of competition for the first time. In addition there were two sprint races and a much enhanced rest day programme (the O-Fest), all of which added to the excitement of the week and brought in additional revenue to the combined event budget. The programme of races was designed to provide the maximum opportunity to spectate at the WOC races and the opportunity to run on the WOC maps.

Entries for Highland 2015 were higher than at any previous event, 6200 in total with an average of 5200 competing on each day. The high numbers, together with the innovative features of the event, brought additional challenges to the organisation of the event and placed increased demands on our volunteer workforce.

The central organising team, under the leadership of Richard Oxlade, worked extremely hard to pull all aspects of the event together. Richard had a difficult job meeting the requirements of WOC whilst ensuring that the principles of the 6 day event were not compromised and I would like to thank him for the huge amount of time and effort that he put in to ensure the success of the event.

As in previous years, we relied on the goodwill of the Scottish orienteering clubs and their members to make the event happen and I would like to thank all Scottish orienteers for their contribution. Our own clubs' efforts were supplemented by many orienteers from outside Scotland and volunteers from outside the orienteering community and we acknowledge the help of the WOC organising team in sourcing this. We increasingly look to second out services to reduce the burden on volunteers but the cost of this has to be carefully weighed against the need to keep entry fees at an acceptable level.

The financial success of Highland 2015 has put the Company in a strong financial position and enables us to make significant investments in Scottish orienteering. After the 2013 event, a fund was established to support mapping projects in clubs which do not generally benefit from the 6 Day event. The Board are currently considering options to utilise the surplus from Highland 2015 to provide further support to Scottish orienteering.

The 6 Day event continues to benefit from generous sponsorship from Event Scotland which enables us to continue to move the event forward and make it more attractive to new participants. In addition the 2015 event attracted significant backing from Highland and Moray Councils and we were very grateful to all these bodies for their support. However, sponsorship for orienteering from the business sector remains difficult to find.

Looking further ahead, plans for the 6 Day event in 2017 on Royal Deeside are progressing well under the leadership of Jon Musgrave supported by Maroc and Interlopers. Options for 2019 are currently under consideration by the Board and further details will be announced shortly.

There have been changes in the membership of the Board over the past year. Anne Hickling and Lindsey Knox retired as Directors and I would like to thank them both for all the hard work that they put in during their time on the Board. Anne was my predecessor as Chairman and had a huge input into the success of Highland 2015. Rachel Wilson and Ewan McCarthy joined the Board and Colin Eades has moved from the Elite Director post to Technical Director. I would like to thank my fellow directors for their work and support in advancing the Company's aims over the year. I would also like to note my appreciation of the work of the Professional Officer, Colin Matheson, who had a particularly demanding role to fill in both WOC and the 6 Day teams last year.

We look forward to a successful and enjoyable week next year which we hope will bring lasting benefit to orienteering in Scotland.

4. Proposals

- 1 It is proposed to increase the SOA membership fee by £1 per year for Seniors (ie. raised from £7 in 2016 to £8 in 2017). There remains No Charge for Junior membership.

Rationale: The burden of governance administration has increased significantly in recent years, beyond that which is reasonable for a volunteer President or Director to sustain. To address this, the SOA have appointed a part time Chief Operating Officer to bear most of this workload. Although **sportscotland** endorses this approach and made our appointment of a Chief Operating Officer a condition for receiving their funding for orienteering development, it will not fund the new post. In the short term, the SOA can meet the £15-20k/year funding requirement from Reserves, but longer term we must increase our income to allow the post to become sustainable. We are looking at all possible funding options but some of this cost will have to be met from within the sport.

The Board has reviewed the options and concluded that a modest increase to the SOA membership fee is required. The SOA membership fees are low in comparison to other sports and have not increased for many years. It is proposed to raise the membership by £1 per year for Seniors over the next 3 years incrementally from £7 to £10. No change is proposed for Juniors and no changes are proposed to levies at this point. (See Appendix B: Future Outlook. for detail of financial projections).

- 2 To remove the condition in Bye-Law 8: "Membership, ..." that members of SOA "are a member of the British Orienteering Federation" and thus allow the introduction of Club plus SOA only membership option.

On specific conditions of membership, Bye-Law 8: "Membership, ..." says:

"Individual Membership is available to persons who are a member of a Club affiliated to the SOA, and are a member of the British Orienteering Federation"

In March at the BOF AGM, British Orienteering proposed a large increase in its membership fees, from £5 to £15 for Seniors and from £2 to £5 for Juniors. This was subsequently withdrawn without a vote in the face of strong opposition from the members. However it is expected that they will hold an EGM and revert with a watered down proposal later in the year. The SOA board is acutely aware of the potentially negative impact that increased costs to both BOF and SOA fees might have on SOA membership growth (a key SOA metric for continued **sportscotland** support). In addition we recognise that other than insurance, many of the BOF membership benefits are not relevant to Scottish members who only orienteer locally in Scotland.

With BOF agreement we are proposing to mitigate the impact of increasing membership fees for many SOA members by introducing a Club + SOA only membership option. Local members who are not interested in travelling to British Championship events or JK's can select this option and forgo the membership benefits of BOF but save money by not paying any BOF fees. The SOA has looked at the implications of this, particularly insurance and membership administration and believe that we can cover the cost of this option. We also believe that it will be more attractive to new members if we can offer a reduced joining fee. The Board proposes that we remove the requirement for a member of SOA to also be a member of BOF.

5. Election of the Board of Directors

Terry O'Brien is standing down as Operations Director. The Board thank Terry for all his hard work over many years. Roos Eisma is standing for election as Operations Director.

Marsela Macleod is retiring but standing for re-election as Performance Director.

Name:	Marsela McLeod
Email Address:	performance@scottish-orienteering.org
Contact Telephone number:	
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 checked="" type="checkbox"/> Performance Director <input type="checkbox"/> Development Director <input type="checkbox"/> Operations Director
CV summary 	<p>Currently Performance Director of SOA Former Development Director of SOA Member of Inverness Orienteering Club Orienteered from an early age. Represented Scotland and GB at senior, junior and veteran level. Part time Organiser for WOC99. Former Asst. Professional Officer with SOA helping to set up and run the National Orienteering Centre. Experienced as an event organiser, course planner and junior coach.</p> <p>Other active interests- running, cycling, gardening.</p>
Name of proposer:	Ross McLennan
Contact email of proposer	rossmclennan@hotmail.com
Name of seconder:	Claire Macpherson
Contact email of seconder	partnership@scottish-orienteering.org

Name:	Roos Eisma
Email Address:	roos.eisma@gmail.com
Contact Telephone number:	
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 type="checkbox"/> Development Director <input checked="" type="checkbox"/> Operations Director
CV summary 	<p>I started orienteering with TAY 14 years ago after I moved to Scotland from the Netherlands (which has too many people and not enough mountains). Soon Dave Prentice convinced me to plan a SOSOL and I have continued to develop as a planner and controller since. I had a break from planning 7 years ago when we adopted our two children; shadowing them has given me a new understanding of string and TD1-3 courses. In the past year I have planned for the S6D and been involved with WRE/UKEOL events.</p> <p>My professional life has been varied, covering a PhD in physics, web & database application development, Human-Computer Interaction and, most recently, forensic anthropology/anatomy. Until last year I was scientific and operational manager of an anatomy teaching and research facility, where my operational responsibilities included facility development, governance, procurement, team management, financial planning and liaison with internal and external users.</p>
Name of proposer:	Roger Scrutton
Contact email of proposer	president@scottish-orienteering.org
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) ^{1,2}

--

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 21st May 2016 at 6 pm and at any adjournment thereof.

¹ *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.*

² *Voting eligibility rules are reproduced overleaf*

The Proxy is to vote in respect of the resolutions as follows³:

	FOR	AGAINST
1 That Marsela Macleod be formally elected as Performance Director		
2 That Roos Eisma be formally elected as Operations Director		
Proposal 1 Increase SOA membership fee for Seniors by £1.00		
Proposal 2 To remove the requirement in Bye-Law 8 that SOA members "are a member of the British Orienteering Federation."		

³ *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.

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

Job title	Postholder
Board	
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	Ian Doig
Operations Director	Terry O'Brien
Sportscotland Liaison	Megan Griffiths
Professional Staff	
Chief Operating Officer*	Stefanie Lauer
Events Manager*	Colin Matheson
Education Officer*	Hilary Quick
Administrative Assistant	Sarah Hobbs
Regional Development Officer	Mike Rodgers
Regional Development Officer	Johannes Felter
Club Development Officer	Sarah Dunn
Club Development Officer	Mel Nicoll
Co-ordinators	
Coaching Co-ordinator	Lynne Walker
Competitions Co-ordinator	Vacant
Urban League Coordinator	Andy Paterson
Electronic systems Co-ordinator	Robin Strain
Fixtures Secretary	Vacant
National Centre	Stefanie Lauer*
Newsletter Editor	Sally Lindsay
Officials (Controller of Controllers)	Rob Hickling
SOL points Co-ordinator	Trevor Hoey
Sports Science Co-ordinator	Vacant
ScotJos Squad Manager	Elizabeth Furness
SEDS Squad Manager	Murray Strain
Veteran Squad Manager	Janice Nisbet
Trophies Co-ordinator	Vacant
Webmaster	Paul Frost

*With effect from 30th May

**Appendix A:
Income Statement**

	Note	Unrestricted funds	Restricted funds	2015 Total	2014 Total
		£	£	£	£
Member Income					
SOA/BOF membership fees		7,427	-	7,427	6,692
SOA/BOF event levies		18,216	-	18,216	16,143
Sales & equipment hire		61	-	61	72
SCORE advert income and costs		150	-	150	100
Interest received		24	-	24	19
		25,878	-	25,878	23,026
Grant Income					
Sportscotland		14,250	48,940	63,190	62,360
Scottish 6-Day Event Company Ltd		18,962	-	18,962	23,808
Other Grant Income	7	2,076	18,600	20,676	25,444
		35,288	67,540	102,828	111,612
National Centre					
Courses		275	-	275	377
Map Sales/ROMP		679	-	679	1,226
Other		217	-	217	55
		1,171	-	1,171	1,658
Development Expenditure					
Junior Squads income		-	20,530	20,530	21,030
Senior squads income		-	7,774	7,774	9,514
Coaching course income		8,336	-	8,336	6,360
		8,336	28,304	36,640	36,904
Other Income		7,799	36,061	43,860	8,302
Race the Castles – Event Income		-	-	-	55,572
Total Income		78,472	131,905	210,377	237,074
General Administration					
Merchandise Costs		-	-	-	-
SCORE Magazine		2,466	-	2,466	4,105
Administration		8,588	-	8,588	4,760
Depreciation		2,011	-	2,011	1,308
		13,065	-	13,065	10,173
National Centre					
Courses		627	-	627	543
Map Sales/ROMP		1,254	-	1,254	-
Office Costs		2,249	-	2,249	2,561
Other		-	-	-	-
		4,130	-	4,130	3,104
Development Expenditure					
Professional staff costs		-	95,625	95,625	87,831
Club Development		2,829	-	2,829	6,255
Junior Squads training expenses		-	18,155	18,155	33,230
Senior Squads training expenses		5,000	12,199	17,199	18,676
Veteran Squads – international expenses		500	-	500	500
Coaching expenses		-	15,868	15,868	9,978
Other Development (inc map updates)		7,091	2,688	9,779	2,719
		15,420	144,535	159,955	159,189
Miscellaneous Expenses		35	40,928	40,963	7,666
Race the Castles – Event Expenditure		-	-	-	49,962
Total Expenditure		32,650	185,463	218,113	230,094

Balance Sheet
as at 31 December 2015

	Note	2015 £	2014 £
Fixed assets			
Tangible assets	9	5,773	7,783
Investments	10	3	3
		5,776	7,786
Current assets			
Debtors - amounts falling due within one year	11	7,656	21,848
Building society deposits		8,008	7,985
Cash at bank		195,065	195,466
		210,729	225,299
Creditors - amounts falling due within one year	12	(40,766)	(49,609)
Net current assets		169,963	175,690
Total assets less current liabilities		175,739	183,476
Deferred Income (Grant Awards)		-	-
Net assets		175,739	183,476
Reserves			
Restricted reserves	13	24,362	22,497
Unrestricted reserves	14	151,377	160,979
Total members' funds		175,739	183,476

Note: Financial data provided in this report is offered as draft data, not yet formally reviewed by our Independent Reviewer or approved by the Board.

Appendix B: Future Outlook

The SOA has obtained a good financial settlement in principle from **sportscotland** for the next four-year funding cycle (£80,000 in 2016/17 and £57,000 for the next 3 years, to be confirmed). This will effectively maintain our average level of funding at today's rate for the next four years when many other sports are having their funding cut. We intend to adjust our staffing structure to recruit a part time Chief Operating Officer to consolidate our governance efforts but **sportscotland** will not fund this position. We will continue to support the Regional Development Officer initiatives, our coaching and education efforts and major event support.

The settlement is not without its challenges, We are relying on utilising our reserves in the short term while we stabilise our financial position to ensure the proposed SOA structure is sustainable. We require £20k/year additional funding and £20k/year cost savings by 2020 to deliver the period post 2020. The board will seek to lever our charitable status over the next four years to achieve this but part of this funding needs to come from within the sport and hence the request for an increase in membership fees. Full details of the SOA strategy are available on the web site.

Income £					
Source	2015	2016	2017	2018	2019
<i>Income from Outside the Sport</i>					
SportScotland	63,190	79,123	65,810	60,060	60,060
Local Authorities	25,000	0	0	0	0
Charitable Trusts & Donations	20,676	9,167	1,500	0	0
Other External Income	19,303	5,400	5,400	5,400	5,400
<i>Income from Within the Sport</i>					
Event Income - 6 Day Event	33,800	35,467	38,800	38,800	38,800
Other Event Income	3,378	3,547	3,724	3,910	4,106
Member Subscriptions	7,427	7,784	9,340	11,033	12,872
Club DO Contributions	0	0	1	2	3
Junior Squad Income (Subs and Fundraising)	20,530	13,340	13,340	13,340	13,340
Senior Squad Income (Fundraising)	7,774	0	0	0	0
Other Internal Income	9,298	6,160	6,160	6,160	6,160
Total	210,376	159,986	144,076	138,706	140,741
Expenditure £					
Item	2015	2016	2017	2018	2019
<i>Salaries</i>					
Salaries: Administration & Events	0	-35,704	-42,475	-43,537	-44,625
Salaries: Development	-95,626	-72,674	-64,027	-65,627	-55,056
<i>Development of the Sport</i>					
Junior Development Squad	-18,155	-18,200	-18,200	-18,200	-18,200
Coaching (including UKCC & Teaching)	-15,185	-21,420	-15,620	-15,420	-15,620
Facility Enhancement: Mapping & Equipment	-7,569	-7,700	-7,700	-7,700	-7,700
Marketing & Communication	-5,992	-7,500	-7,500	-7,500	-7,500
Other Development	-7,604	-9,150	-6,800	-7,800	-6,800
<i>Performance</i>					
Senior & Veteran Performance Squads	-17,699	-3,952	-1,300	-1,300	-1,300
<i>Administration</i>					
Insurance, Depreciation & Board Expenses	-7,072	-6,458	-6,553	-6,652	-6,757
National Centre	-2,249	-2,200	-2,255	-2,311	-2,369
Other Expenditure	-40,963	-3,000	-3,000	-3,000	-3,000
Total	-218,114	-187,957	-175,429	-179,048	-168,928
Funding Shortfall	-7,739	-27,971	-31,354	-40,342	-28,187
SOA Year End Reserves (Total)	176,737	148,767	117,413	77,071	48,884
SOA Reserves (SOA)	146,656	122,046	94,107	58,236	34,579
SOA Reserves (Natcen)	7,679	6,179	4,624	3,012	1,343
SOA Reserves (Scotjios)	22,402	20,542	18,682	15,822	12,962
Operations Reserve Required	48,938	55,289	54,378	55,738	51,025
Months of Operation	22	16	13	8	6