

2019 Annual General Meeting Booklet

The Annual General Meeting of Scottish Orienteering will be held at
Bo'ness Academy, Bo'ness, Falkirk on
Saturday 22nd June 2019 and will commence at **1.30pm**

AGM AGENDA

1. Welcome
2. Apologies for absence
3. Achievements of 2018 (Presented by Sarah Dunn)
4. Approval of minutes* of EGM Sept 2018 Appendix 1
5. Annual Reports of Association Activities
 - o Chair's Report
 - o President's Report
 - o Director's Reports
6. Finance Report
7. Scottish Orienteering 6-Days Co. Report
8. Proposals
 - o Increase in Junior SOA Membership Fees Appendix 2
 - o Increase in Senior SOA Membership Fees Appendix 2
 - o Application to adjust SOA event levies Appendix 2
 - o Honorary Lifetime Membership Awards Appendix 3
9. Elections to the Board of Directors Appendix 4
(Role outlines are available on the SOA website)
 - o Chair
 - o President
 - o Secretary
 - o Performance
10. Presentation of President's Medal
11. Appointment of Auditor

*Minutes of AGM held in May 2018 have will be available, these were approved at the EGM in September 2018 but included for reference. Copies of the minutes from the EGM held in September 2018 and the AGM held in May 2018 will be available at the meeting. The minutes are also available on the Scottish Orienteering website or can be obtained from the National Orienteering Centre on submission of a stamped addressed envelope to Scottish Orienteering, National Orienteering Centre, Glenmore Lodge, Aviemore, PH22 1QZ.

A Proxy Voting Form can be found on page 17 & 18 of this AGM booklet. All members wishing to vote are requested to use the Proxy Voting form and ensure it is completed and returned to SOA Registered address (National Orienteering Centre, Glenmore Lodge, Aviemore. PH22 1QZ) no later than 48 hours before the time of the meeting. All members should be aware that post to Glenmore Lodge can take up to a day longer to arrive, so please allow for extra posting time to ensure your vote is received within the timeframe noted above and is counted.

Annual Reports of Association Activities

Chair's Report - Anne Hickling

The past year has been an exciting time for the Board with a large change in membership. After the last AGM we welcomed Nick Barr (Communications & Marketing), Graham Gristwood (Performance) and Stephen Moffatt (Welfare) and Keith Roberts (Operations) to the Board. In June, David Henderson resigned as Finance Director and Ben Hartman was elected in his place at the EGM in September. In March this year Graham resigned as Performance Director in order to take on the role of Technical Director for WOC2022 and the Board co-opted Claire Ward to replace him. We were very sorry to see Graham leave the Board but wish him well in his important and challenging new role with WOC.



The Directors now hold a wide range of skills and experience, both in orienteering and in other fields, and I thank them all for their contributions to the running of the Board over the past year.

Pauline McAdam (Board Secretary) is leaving the Board after six years of service. On behalf of SOA, thank you Pauline for all you have done over this period and we wish you well in your 'retirement'.

President & Strategy Director Report - Richard Oxlade

The past year has seen some significant changes in Scottish Orienteering.

Roger Scrutton stepped down as President after 9 years on the Board, 6 of them as President. It's difficult losing this much experience and knowledge and I appreciate his willingness to still provide advice and context as we have faced a few difficult decisions. This year we changed some of the Board responsibilities to align ourselves with best practice in other sports. Anne Hickling has taken on the role of chairing the Board, while as acting president I have been the main link between the Board and the staff team. Anne has commented on the other Board changes, which has included a new Welfare director. Although an elected post Stephen Moffatt has a background in triathlon, which means that we now have 2 non orienteers on the Board who provide valuable external perspectives and help us in areas such as equality (e.g. avoiding discrimination for anyone with mental health problems).



The past year saw some significant changes to the staff team. Hilary Quick decided to resign after 15 years with the SOA, as did Sarah Hobbs and Rona Lindsey. This is a significant amount of change in a small team. We lost a lot of experience and I would like to thank our Chief Operating Officer, Fiona Keir for getting us through this period of change as we built a new staff team. I am very impressed by speed at which the new team has become established, demonstrating real commitment, enthusiasm and professionalism in all areas. Over the years the staff team has grown as legal and compliance requirements have increased, and as it has become harder to find volunteers to fill some roles. In 2019 we have decided to use surplus reserves to provide extra paid support in some areas such as communications and marketing. This also recognises the strategy set in 2016 to reduce reserves to an operational level of approximately £90,000 (excluding ScotJos).

sportscotland have continued to support development of our sport which has a great fit with their strategic objectives. Over the past 4 years they have contributed nearly £250,000 to development and the benefits have been evident not only in the clubs (e.g. accreditation) and work with schools and young people, but also in meeting our quite ambitious target of 1920 members in 2018.

Meanwhile Scottish clubs put on 691 events and activities (from May 2018 to May 2019), with 30,620 runs (18,475 and 12,145 junior). The SOA operations team (of mainly volunteers) supports this activity but none of it would have been possible without a vast amount of club volunteer time and effort, and we recognise that volunteer overload is always a potential risk. We have not been able to complete the competition review that we planned owing to difficulties finding a volunteer competitions co-ordinator and have now decided to make progress with some paid help. We feel this is very important and overdue piece of work to make sure that we are not doing too much, and that the events calendar fits with other objectives (e.g. the performance pathway).



When we consulted members about Scottish Orienteering in 2018 we were told that we could promote the sport better. To meet this challenge we launched the new website in February this year. This would not have been possible without the help of a new staff team member, Paul Rayner, who has now moved on to support a couple of exciting TV opportunities to which should help us build towards the excitement of WOC in 2022.

The last year also saw some great performance from Scottish athletes. We had continued junior success at both Junior Home Internationals and the Junior Inter Regional competitions, extensive GB representation for Scottish athletes at WOC, JWOC, EYOC and JEC, including a fantastic EYOC sprint gold medal for Megan Keith, INVOC.

To underpin the work, and aware of our accountability to our stakeholders, especially SOA members and **sportscotland**, we have tightened up our planning and reporting processes this year so that we can demonstrate tangible benefits. Looking forward to the next year we enter another 4 year funding cycle with **sportscotland**. They have launched a new strategy with an updated vision for sport in Scotland. Orienteering ticks all of the boxes (supports health, improves activity, develops skills, strengthens communities and helps the economy), and we are looking forward to another 4 years of support, including further developing the sport against the backdrop of WOC in 2022. To secure this we are looking forward to reviewing our strategy with **sportscotland** in the autumn.

Linked to this we are tabling 3 funding proposals covering membership fees for junior, seniors and levies. We consulted members on-line and these increases were broadly supported by the members, although as expected there were some very diverse opinions. We believe this is important to make the Sports Governing Body sustainable and to employ the right level of professional staff to meet the expectations of the members and **sportscotland**. Ben Hartman has summarised the financial context behind these proposals in this booklet.

In conclusion we are looking forward to another exciting year, a very successful 6 Days and continued momentum as we head towards WOC in 2022.

Directors Reports

Performance Director - Claire Ward

- Continued junior success at both Junior Home internationals and Junior Inter Regional competitions.
- Extensive GB representation for Scottish athletes at WOC, JWOC, EYOC and JEC, including an EYOC sprint gold medal for Megan Keith, INVOG.
- Performance Coordinator put in place to develop a calendar of training activities.

Marketing & Communications Directors - Nick Barr

- Marketing & Comms Manager Paul Rayner joined the SOA at the end of 2018 and worked to get the website up and running, before moving on to wider aspects of marketing Scottish Orienteering. As someone who only orienteered for the first time in January, he bridges the gap between total beginners and seasoned orienteers, an important aspect when we want to attract new people into the sport. Paul's work on the website has been key to seeing it go live in February. The majority of members have welcomed the new format, with the events calendar being highlighted as a particular improvement. Simplifying the site was essential to help people find information and for good housekeeping; the old site had many outdated duplicates of information and had been used as something of a "filing cabinet" rather than a "notice board". We're constantly honing the site to make it easier for people to find information they need, so please keep letting us know if there is information which could be easier to find.
- There have been several TV opportunities for Scottish Orienteering recently thanks to the appearance of the new BBC Scotland TV channel. "Des Doesn't Do" is an entertainment programme which was filmed at the Scottish Spring SOL event at Falkland in April and is set to air in June. Also, BBC Scotland are set to broadcast the JOK Chasing Sprint live at the end of June and there is some interest in BBC live-streaming at some days of the 6 Days. We're looking at these opportunities with the hope we can grow connections to ensure coverage of WOC 2022.
- SCORE magazine continues to be an asset for the SOA, thanks to Sheila Reynolds's great input. With the new website we can now see the magazine has been downloaded close to 400 times, proving it has people interested in it beyond those who receive print copies. In future the SOA will need to decide whether the magazine continues in print, becomes online only, whether we charge for print copies, or another option.

Development Director - Anne Hickling

- Changes in the staff team. We said farewell and best wishes to Rona Lindsay (RDO-South) in October. It was decided to split the South post into two (East and West) which has led to a more manageable workload. At the same time Sarah (RDO-North) took on the extra responsibility of Development Manager. These changes have strengthened the team and allowed them to engage more fully with clubs. Hilary Quick also left the SOA last autumn after many years and we were very pleased to welcome Denise Martin in her place. Replacing such a long-standing colleague is always challenging but Denise has made a good start in moving forward our coaching and volunteer development plans.
- Before she left the SOA, Rona successfully launched the club accreditation scheme and saw a number of clubs through the first level. This was a major piece of work which now puts us in a good position to meet our target of all clubs accredited at the bronze level by the end of the year.
- There has been an increasing focus on working with schools and young people. The old Teaching Orienteering course was replaced by IntraO and this has been rolled out in a large number of schools. Also last year we introduced the Young Leader award to enable youngsters to contribute to coaching orienteering in their club, school or youth group. And for the first time we presented the Young Orienteer of the Year award (to Ben Brown ESOC). The trophy will be presented to this year's winner at the Scottish Championships.

Operations Director - Keith Roberts

- Thanks go to all our SOA clubs for putting on a comprehensive program of events and activities at all levels over the past year. From May 2019 to 10th May 2019:
 - 3 Major Level events: 2018 British Orienteering Championships at Balmoral, 2018 British Relay Championships at Torphantrick, and 2019 British Night Championships at Dinnet.
 - 12 National Level events: including 2018 British Trail Orienteering Championships, Scottish Championship events, Scottish Orienteering League events, Junior Home International events, and CompassSport Cup heats.
 - 40 Regional Level events: including amongst others the Scottish Orienteering Urban League events.
 - 263 Local Level events.
 - 373 Activities.
 - In total there were 30,620 'runs' (18,475 senior and 12,145 junior) (participation numbers from British Orienteering Event Participation report)
- The 'SOA Operations Team' continues to provide support for our SOA clubs, and thanks go to



- Colin Matheson as Events Manager, for work including SOA maps, access management, major event support, and Scottish Six Days.
 - Rob Hickling as controller of controllers.
 - Robin Strain for providing computing support for so many of our events.
 - Paul Caban for working with BOF and with the clubs in creating and maintaining the fixtures list.
 - Trevor Hoey for the keeping track of our performances in the Scottish Orienteering League.
 - Pat Squire for organising and keeping track of our performances in the Scottish Orienteering Urban League
 - Sally Lindsay for finding and tracking of the SOA trophies, and sourcing new and replacement trophies
- Even with such a healthy program of events and activities we are not without our challenges. We have failed to attract a volunteer to take on the SOA Competitions Coordinator role. For a number of possible reasons, such as lack of an SOA Competitions Coordinator, a generally ageing orienteering demographic, area access challenges, we have been finding it difficult to put of a full program of seven Scottish Orienteering League events. Another challenge has been finding controllers for some of our larger events. Do we try to do too much? In the past year we have put on 318 events. This year, we have the Strathearn 2019 Six Days festival which provides a further planning, controlling, and organising burden. The SOA are planning in the near future to undertake a Competitions Calendar Review seeking input from individual members and from clubs. This will provide an opportunity to shape our competitions calendar for the future to ensure we can continue to put on the right number of quality events and activities that meet the needs and expectations of the SOA membership.

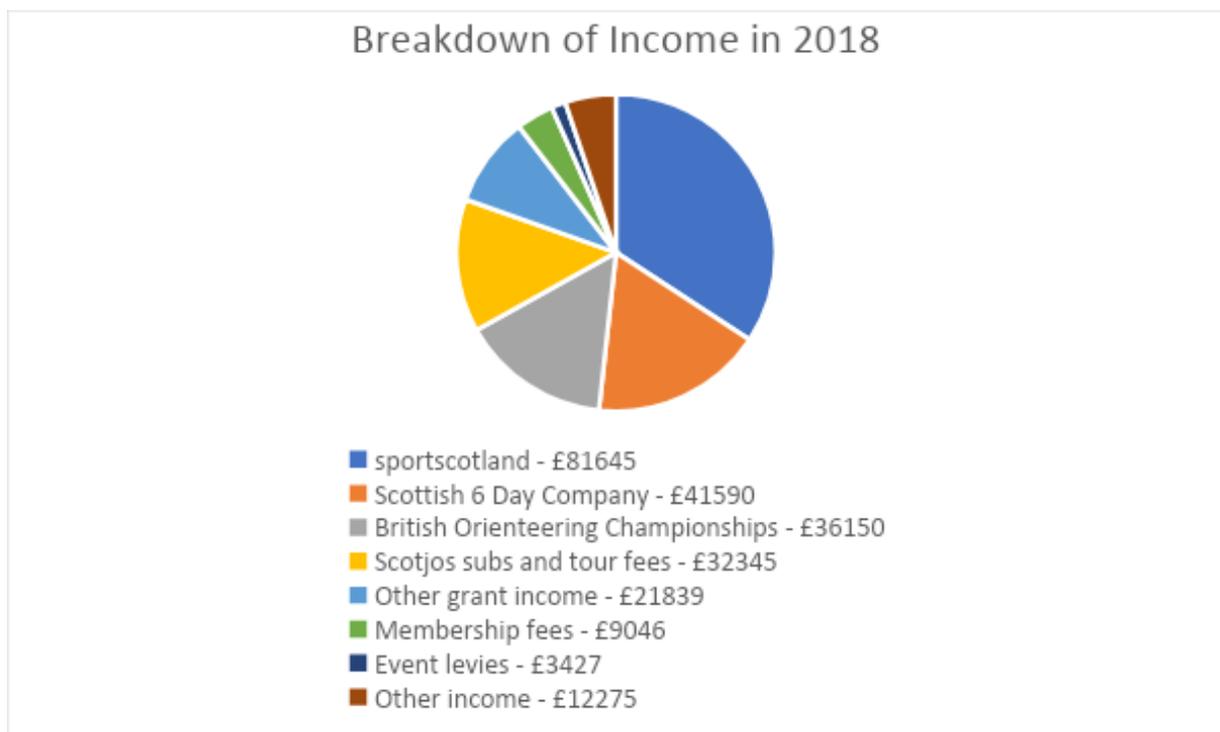
Welfare Director - Stephen Moffatt

- Scottish Orienteering have signed two charters this year. Scotland's Mental Health Charter for Physical Activity and Sport aims to improve equality and reduce discrimination for anyone with mental health problems, ensuring there is no barriers to engaging, participating and achieving in physical activity and sport. Additionally we have signed the Scottish LGBT charter as a visible commitment by us to deliver a sport which addresses the issues and barriers LGBT face, and to improve the involvement of LGBT people in Scottish sport.
- We are in the process of writing a new Child Welfare and Protection policy. We are keen to ensure we safeguard our sport and make it a safe and inclusive place for all members and prospective members. We look forward to working with Club Welfare Officers to ensure clubs are keeping abreast of changes to Child Protection and Welfare standards in the coming year.

Finance Report - Ben Hartman (Finance Director)

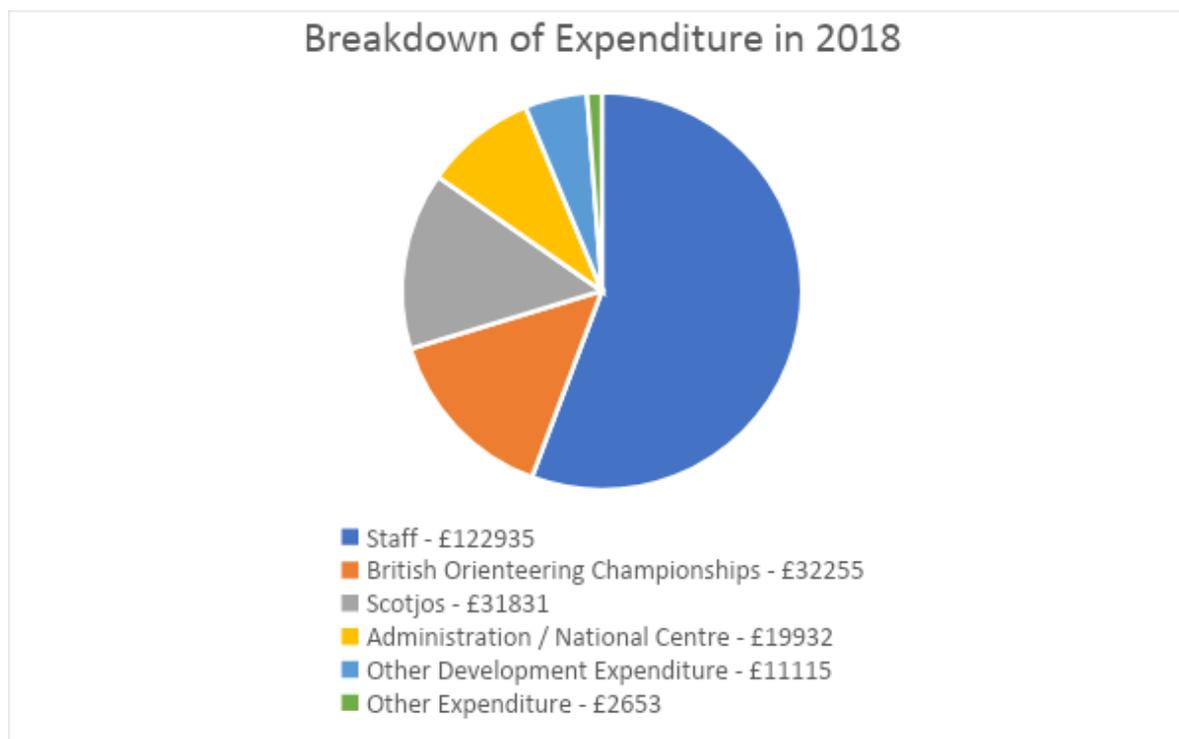
For the year to 31st December 2018, the SOA's total income was £238,317 (2017 - £217,580) and expenditure was £220,721 (2017 - £177,400).

The main sources of income in 2018 were grant funding from **sportscotland** (£81,645), funding from the Scottish 6 Day Company (£41,590) and the British Orienteering Championships (£36,150). Membership fees (£9,046) and event levies (£3,427) together made up around 5% of our total income. Further detail is provided in the chart below.



The main areas of expenditure in 2018 were staffing (£122,935), the British Championships (£32,255) and the Scottish Junior Squad (ScotJOS) (£31,831).

Further information on expenditure is provided below.



At the end of 2018 the SOA's total reserves amounted to £242,800, of which £86,450 were held in restricted reserves (those funds that must be used for a specified purpose) and £156,350 in unrestricted reserves, which may be used for any purpose in support of the SOA's objectives. The largest restricted funds relate to ScotJOS (£47,530) and **sportscotland** funding (£28,662). A full breakdown of restricted funds is shown in the table below.

	Fund Balances Brought Forward	Increase / (decrease) in 2018	Fund Balances Carried Forward
	£	£	£
sportscotland - professional staff	8,755	10,353	19,108
sportscotland - coaching & development	443	9,111	9,554
ScotJOS	34,452	13,078	47,530
FVO Club Development Officer	2,484	3,482	5,966
Senior Squad Funds	7,162	(2,910)	4,252
Other funds	430	(390)	40
Total	53,726	32,724	86,450

The SOA's policy is to maintain sufficient unrestricted reserves to meet six months' operating costs in respect of salaries and other contractual commitments (in an Operations Reserve) and to provide for any essential investment in equipment (in an Asset Replacement Reserve). The balance of unrestricted reserves is held in a general "Profit and Loss" reserve. The policy is to invest the balance in the Profit and Loss reserve over the next 1-2 years. The balance on each reserve at the end of 2018 is shown below.

Reserve	Balance at 31 Dec 2018	Reserve Policy
Operations Reserve	£80,000	Retention of sufficient funds to meet six months' operating costs
Asset Replacement Reserve	£10,000	Provide for essential investment in equipment and reduce insurance costs
Profit and Loss Reserve	£66,450	Invest in the sport over the next 1-2 years

Looking ahead, as Richard highlights in his President and Strategy Director's report, over the years our staff team has grown to meet ever-increasing legal and compliance requirements and to cover some roles which are hard to fill with volunteers. Currently we are using the Profit and Loss Reserve to fund the increased staff cost. Once this reserve is used up, we will have to put in place a balanced, sustainable budget either through raising additional income or reducing expenditure. Our funding proposals for membership fees and event levies, if approved, would represent a big step towards this objective.

Please note that the figures presented above are based on draft financial statements and are still subject to review by our Independent Examiner, Brian Miller. I hope to be able to circulate a full set of approved financial statements before the AGM.

The Scottish 6 Days Orienteering Event



5. Scottish Orienteering 6-Day Event Co Ltd Report 2019 - submitted on behalf of 6-Day Event Co Ltd by Dave Kershaw

The 6-day event this year will be held in Perthshire in the week beginning 28 July. Strathearn 2019, under the leadership of Terry O'Brien, already has over 2000 entries and it is hoped will continue the success of the series first held in 1977. The 6-day event finances remain strong with sufficient reserves held to cover the event of cancellation of a single 6-day event, for example due to an outbreak of foot and mouth disease.

The Board have discussed race venues for Lochaber 2021 which will be held in the Fort William area. The appointment of an event coordinator and central organising club(s) is ongoing though a day coordinator is in place.

The 6-day company agreed in 2018 to take on financial responsibility for the World Orienteering Championships 2022 which will be held in Edinburgh in July that year. A number of officials have already been appointed and a draft budget drawn up. Mapping contracts have also been agreed. Significant financial support for the event has been promised by the City of Edinburgh and EventScotland without which the event could not take place.



Appendix 1: SOA EGM, September 2018

Minutes

22nd September 2018, Forestry Commission Classroom, Kinnoull Hill, Perth.

The EGM started on conclusion of the Volunteers Day hosted by SOA. Minutes: Fiona Keir (SOA COO)

Present: Anne Hickling, Pauline McAdam, Rona Lindsay, Roger Scrutton, Stephen Moffat, Steve Scott, Terry O'Brien

Apologies: Hilary Quick, Alison Lunn (sportscotland), Ben Hartman Nick Barr, Richard Oxlade Proxy Votes received: 14

1. AGM Minutes from May 2018 approved. Proposed Stephen Moffat, seconded by Roger Scrutton

2. SOA 2017 Accounts approved by majority.

Roger Scrutton wishes to express appreciation of the time and energy that had been put in by volunteer President, Richard Oxlade, Independent Auditor, Brian Miller and by Membership & Marketing Officer, Sarah Hobbs to ensure accounts were prepared for Companies House and OSCR.

3. Ben Hartman was approved unanimously to be appointed Finance Director with immediate effect.

4. Anne Hickling announced prior to vote that the SOA Board of Directors had requested the removal of the Proposal for Fee Increase. It was felt that the proposal, originally put forward at the AGM and deferred to the EGM in 2018, should warrant further discussion by the Board of Directors. Given the changes of a number of Directors in May, the Board have only sat once and it was felt they should give the increase in fees due consideration and reasonable discussion prior to bringing any vote to the membership.

Rona Lindsay and Steve Scott both commented on the need for disclosure of information to members surrounding any fee increase proposal in the future to clearly illustrate the need for an increase of fees and what any funds raised by the SOA would be spent on.

There was some discussion on the SOA membership and a request for SOA to look into the possibility of event insurance for its members. It was suggested that clarification is provided on the level of event which SOA members would be covered to organise and take on responsibilities, it was felt it was 'implicit that the members would be covered at levels C&D currently', if this is not the case a clear note to members should be issued.

It was additionally raised that there should be some cross reference with BOF about Event Safety Workshop attendance.

Meeting concluded with thanks for those in attendance and those that submitted proxy votes.

Appendix 2: Proposal from the SOA Board to raise funds through membership and events.

After careful consideration and an online consultation with members, the SOA Board of Directors have put forward three suggested changes to SOA membership fees and event levies to be applied from 2020.

- i) Increase senior membership fees by £2 in 2020
- ii) Increase junior membership fees by £2 in 2020
- iii) Replace the current levy mechanism with a 10% levy on all Regional, National and Major events held in Scotland to be applicable from 2020.

The SOA has evolved over the years to meet the increasing expectations of our members, and the increasing legal and governance responsibilities of an incorporated Sport's Governing Body in Scotland. SOA currently runs a permanent office at Glenmore Lodge and employs 9 staff (all on a part time basis). In order for us to keep moving forward and evolving we believe that we should raise more funds from within the sport.

In 2020 we will have used the majority of our surplus reserves and to keep working at our current capacity we will need to increase our income by about £60,000 pa. We aim to do this as follows:

- Funds raised directly from SOA members and events (detailed in this proposal)
- Seeking sponsorship and fundraising
- Securing grant-funding for some of our "core" activities

i) Since the launch of the SOA membership, our Junior membership (up to the age of 21) has been free of charge. However, there are administrative costs incurred in SOA offering this membership. We are conscious of the costs on families to participate in our sport and want to ensure that any membership rise is not prohibitive to new participants or indeed to our existing membership. It is therefore proposed that Junior membership rises to £2 to take affect in 2020.

ii) Senior SOA membership currently stands at £8. The cost of membership has not risen over the last 2 years. Following consultation, it is recommended that a rise of £2 be applied to Senior membership. In our 2018 membership year we had 1200 adult members. When considering a cup of coffee costs in excess of £3 (even when using your own reusable cup!) we hope the rise of £2 is met with understanding from our membership.

iii) We currently have a policy to apply levies to all events in Scotland where the entry fee is above £10. We would like to change the structure of our levy mechanism but still maintain a simple system administratively. We also have taken on board feedback on the role that local events play in supporting the running of clubs. It is therefore proposed that we apply a levy of 10% entry fee costs to all Regional, National and Major events taking place in Scotland from 2020.

Appendix 3:

Proposal of Honorary Lifetime Membership to be granted

- Proposal to elect Hilary Quick (BASOC) to Honorary Life Membership of SOA according to Bye-Law 9:

“Honorary Membership may be accorded to persons who have given outstanding achievement in the Sport as shall have Honorary Membership conferred on them by a General Meeting of the SOA on the recommendation of the Board.”

Nominated by Fiona Keir, INVOC
Seconded by Sarah Dunn, MAROC

Citation:

In both a professional (as SOA Education Manager) and volunteer capacity Hilary has championed orienteering within Badenoch and Strathspey for many years. She has been a central part of the SOA staff team, leading on the creation of coach education materials and a comprehensive coach education system which has seen Scotland produce high quality coaches and a tutor workforce. Hilary remains a valuable tutor for SOA and maintains an active involvement in BASOC.

Appendix 4:

Nominations for Director Positions

List of applications submitted for consideration:

Director Positions	Applicant	Proposer 1	Second	
Chair	Anne Hickling	Richard Oxlade	Colin Matheson	*nominations and expressions of interest close on 12 th June.
President	Richard Oxlade	Keith Roberts	Nick Barr	*nominations and expressions of interest close on 12 th June.
Performance	Claire Ward	Pauline McAdam	Stephen Moffatt	*nominations and expressions of interest close on 12 th June.
Secretary				*nominations and expressions of interest close on 12 th June.

Applicants Support Information:

Anne Hickling (Chair)

Anne kindly stepped into the position of Chair following the AGM in May 2018, being co-opted by the Board into this vacant, and newly created position. Anne is a familiar face to many in Scottish Orienteering having been awarded the President's Medal in 2013 in recognition of her organisation of the World Trail Orienteering Championships in the Dundee area in 2012. She represents SOA on the 6 Day Board and can be found at many local, regional and national level events across the country. Having been a member of GRAMP for many years, she is now an active member of ESOC having relocated to Edinburgh. Anne has been involved with every aspect of the SOA from being SCORE editor to maintaining her position as Development Director.



Richard Oxlade (President)

Richard was co-opted as President in May 2018, as Roger Scrutton stepped down. His role was then split between on a Chair of the Board (fulfilled by Anne Hickling) and a President (essentially as CEO position). Richard has been a prominent controller and planner at any many events, taking on the mantle at British Night Championships in 2019. He has also been a previous recipient of the President's Medal for his role in Highland 2015. Despite the voluntary contribution through the role as President, Richard remains an active controller and planner.

Claire Ward (Performance)

Claire offers a range of performance experience to the Board and has been a valuable addition since she was co-opted in January 2019. On appointment she said *"I am delighted to join the Board as Performance Director at such an exciting time for Scottish Orienteering. When budgets for sport are stretched, Scottish Orienteering is boldly bucking the trend by investing in Performance - as seen by the recent creation of the Performance Coordinator role - as well as many other areas. I look forward to helping ensure this investment pays off, supporting elite Scottish orienteers to reach their potential."*

We welcome any expressions of interest for the positions of Chair, President, Secretary or Performance. Applications are open until the 12th June. Interested parties are invited to submit a note of interest or send in an application which outlines their suitability for the position by email or in writing. Written applications should be sent to Fiona Keir, Scottish Orienteering, Glenmore Lodge, Aviemore. PH22 1QZ. Role outlines are available from the Scottish Orienteering website.

Voting for the positions of Chair, President, Secretary and Performance will happen at the AGM on 22nd June. Proxy voting forms will be accepted until 20th June and will be updated to reflect any new applications received.

Scottish Orienteering Proxy Voting Form

I (print name and address)

being a member of the Scottish Orienteering Association ("SOA"), and eligible to vote, hereby appoint the Chairman of the Meeting or (print name and address of proxy in the box below - if blank or invalid, the Chairman will be appointed)

as my Proxy to attend, speak and vote for me and on my behalf at the Annual General Meeting of the Company to be held on 22nd June 2019 at 1pm 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
- 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 member will be assumed to be abstaining on that resolution.

The Proxy is to vote in respect of the resolutions as follows

No		For	Against
1	Proposal for increase in Junior SOA fees by £2 in 2020 (ref: Appendix 2)		
2	Proposal for increase in Senior SOA Membership fees by £2 in 2020 (Ref: Appendix 2)		
3	Proposal for 10% of entry fees to be levied to Regional, National and Major events (Ref: Appendix 2) *		
6	Proposal for Lifetime Membership : Hilary Quick (Ref: Appendix 3)		
7	That Anne Hickling be formally appointed as Chair (Ref: Appendix 4)		
8	That Richard Oxlade be formally appointed as President (Ref: Appendix 4)		
9	That Claire Ward be formally appointed as Performance Director (Ref: Appendix 4)		

* Changes to event levies would not apply to Scottish 6 Day events.



Member signature.....

Member Name (Capital letters)

Date on which Proxy Voting Form Signed:

NOTES

1 To be valid this form of proxy must be received at the SOA Registered Office (National Orienteering Centre, Glenmore Lodge, Aviemore, PH22 1QZ) 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. Only one person may vote on each proxy voting form.

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.