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Forth Valley Orienteers

Orienteering at the Heart of Scotland

Committee Meeting

Date Monday 24th September 2018
Location Llewellyn Towers
Present Ben Stansfield, Andy Llewellyn, Trevor Hoey, Brad Connor, Dawn Goddard, Hazel Dean, Jason Inman, Chris Smithard
Apologies Sarah Tullie

| 1. Minutes of Previous Meeting and Matters Arising | |
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| <p>Minutes were accepted.</p> <p>Review of actions:</p> <ul style="list-style-type: none">• Finance - Chasing Jon X re relay fees• Insurance on equipment still TBD• Commercial arrangements for kit hire still TBD• Policies - Data retention– done and published on website• Child Protection Statement – Hazel still to send to David for publishing• Events - SOL 2019/Scottish Middle Distance Champs – status agreed by SOA. Venues/schedule for the weekend agreed, planners found, coordinating with EUOC; seeking weekend coordinator and event officials. Birnam permissions still be checked.• Autumn Series in Linlithgow – Chris coordinating, already underway.• Potential mapping of Linlithgow Lagoon – no movement yet• Sponsorship email to FVO still to be sent. CASC seems worthwhile.• Equipment – Ben has drafted some example banner images and distributed them at this meeting.• Equipment – DG still to talk to Will re SI requirements going forward.• Correspondence – Trevor got in touch with BO re the excluded person and, since the individual is in southern England and has no personal transport, there is little chance of us having to take any action. | |
| 2. Finance | |
| <p>Financials are on plan; the main items missing per budget are relay costs and mapping outlay, which was suspended post-AGM due to shortfall fears. Kinncraig social/training weekend to break even.</p> <p>Income from events all OK; CATs and sprints are giving decent return.</p> | |

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| <p>Dawn will draft the outline of a budget for 2019 for our next meeting. Note that DCI funding for the Development Officer will shift by £1k to the club.</p> <p>Relays – as the JK, British and Scottish have now taken place, it's time to email members to let them know what they owe the club.</p> <p>Grants:</p> <ul style="list-style-type: none"> We were awarded £480 against our £1455 application submitted to Stirling Community Fund for various small maps. See mapping section. | <p>Dawn</p> <p>Dawn</p> |
| <p><u>Insurance on equipment</u></p> <p>We have no cover through the SOA for any of our kit, so Dawn will obtain a quote from the broker who we know offers insurance to several English clubs. This will cover us for theft, not loss. Ongoing.</p> | <p>Dawn</p> |
| <p><u>Commercial Arrangements for kit hire</u></p> <p>Policy to be produced and agreed with users of FVO equipment, to include such things as charging, insurance, risk assessment, land use permissions. To be reviewed annually. Still in progress – Trevor to circulate.</p> | <p>Trevor</p> |
| <p><u>Small event pricing</u></p> <p>There was a discussion (when discussing the Night Series) regarding pricing at WEE/newcomer/night events. This is currently set at £4/3 for FVO seniors/juniors, and £6/4 for non-FVO runners; it was felt that this might unfairly deter runners from other clubs and, hence, the price band distinction should be changed to match that of larger events, i.e. the lower prices should be available to all BO or SOA members. This should be put into effect for all series going forward.</p> | |

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| <p>3. Policies</p> | |
| <p><u>Parental Consent Form</u></p> <p>David N is working on revising this – it needs to be updated to reflect GDPR and say how we use data – but there is a little work to do, specifically to reflect that parental consent for medical treatment cannot be given for juniors over the age of 16, as they have legal capacity. It may be that we simply need to amend the medical consent statement accordingly.</p> <p><u>Newcomer Form</u></p> <p>Also amended for GDPR – needs to allow people to indicate where they learned about the event.</p> | |
| <p><u>Child Protection Statement</u></p> <p>Hazel distributed the revised Child Protection Statement to the committee. She will send the final version to David for publishing on the website.</p> | <p>Hazel</p> |

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| <p>4. Events</p> | |
| <p><u>FVO Autumn Series – Linlithgow area</u></p> | |

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| Chris took on the reins to coordinate a series of three, monthly, Saturday events in the Linlithgow area, to provide regular newcomer-friendly opportunities. He has already found organisers/planners (and squeezed in a second event in September due to demand) – great attendance so far. | |
| <u>CSC Final</u> Entries have now closed, and Jon has submitted our entry for 43 adults + 10 juniors. We don't know yet whether there is enough interest to merit group accommodation– Trevor will speak to Jon | Trevor |
| <u>Barrwood SOSOL, 16th December</u> No movement since last meeting, Brad and Jason will revisit in November and report back to the committee at the next meeting. | Brad |
| <u>2018 Autumn Sprint Series</u> The FVO events were well attended and MA are now running their events. | |
| <u>Scottish 6 Days 2019</u> Still some roles unfilled, but most officials are in place – major roles yet to be filled are Promotion and Technical Coordinator (TOB filling in for the latter role at present). Next COT meeting will take place in October (not fixed yet). Maps are all in hand (literally). Work is going on on the budget, and website things are happening. | |
| <u>SOL 2019/ “Scottish Middle-Distance Champs”</u> Official championship status now approved. Birnam for BUCS Individual / Middle Champs on Saturday; Dumyat for BUCS Relay / SOL on Sunday. Trevor has sent an email seeking a coordinator for the weekend, and other event officials. Hazel to check that all the ‘old’ permissions for Birnam are still relevant, and make sure that we know who owns the land now, so that we can get permissions in place for the event. | Hazel |
| <u>Night Series</u> Martin has drafted the list of venues and the committee were happy with these. He asked if it was worth asking the organisers to offer an Orange course again this year, given the very poor take-up last year; after discussion we agreed that the series would revert to offering a Short and a Long course only. The committee debated whether the wording stating that “under 16s must be accompanied by an adult” could be relaxed, but Martin believed that this wording had been inserted because of BO insurance requirements and should therefore not be changed. | |
| <u>Harvester 2020</u> Confirmed that we will host, and Trevor continues to liaise with SOLWAY about using one of their areas. Combining with the Peter Palmer Relay is a non-starter due to safeguarding issues. | Trevor |

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| 5. Socials and Activities | |
| The Kinraig weekend was a great success, and it was good to see some new faces along. Thanks to Roger and Jason for organising it. The venue is excellent for our purposes and, hence, it was decided to identify a weekend | |

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| in 2019 to use it again. Trevor will communicate the tentative SOL schedule to help pinpoint a suitable weekend. | Trevor |
| Dinner dance / club champs The dance email has been sent. We should suggest to Gareth to use nav.run to collect entries for the club champs – normally it is free for club members, so he would just charge a flat admin fee. We could charge non-members. | Brad |
| <u>AGM / Activity Day:</u> Nothing to report at this stage, the Cambusbarron Community Centre is booked for Sunday 26 th Jan. In the next meeting we should start thinking about activities for the day (and someone to organise them). | |

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| 6. Development Officer Update | |
| <u>3-year plan</u> Chris attended tonight's meeting to give an update on his activities as Development Officer. He felt that we should start working on a 3-year development plan, as this would both help us schedule events and identify opportunities to be innovative. The next DCI report is due in February and could be a catalyst for making the plan. To take control of this we really need a Fixtures Secretary role on the committee. Before that, though, we need to look at early January now – we should schedule a meeting next month (Nov.) to make a plan and feed that into the next committee meeting. Chris, Jason, Jen and Trevor or Dawn would be the preferred working group. Chris to plan agenda and fix a date. | Chris |
| <u>Young Start Fund</u> Chris talked about the Young Start Fund. Applying would take quite a bit of work, but they'd put money into funding a coach for 3 years, to get a lot of youngster participating in physical activities. Chris will feed back whether he thinks that it is worth pursuing. | Chris |
| <u>Coaching/training for non-FVO</u> Chris is training five 15-year olds at the moment, and asked if he could use some FVO areas when required. The committee thought that it would be OK, ideally with the training being offered to FVO as well; Nicola had mentioned to Chris that she might be interested in running a club activity alongside his training. Financially, there would be map royalty charge due, but that's all. Chris to speak to Hazel about permissions | Chris |

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| 6. Coaching and Training | |
| Brad had asked Nicola for feedback on coaching activities prior to the meeting but, unfortunately, she wasn't able to produce it in time. Essentially, we would like to have a summary of what coaching and training has taken place, what programmes are in place and how they are | |

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| progressing, and to get information on plans for the near future, so that perhaps we can help organise assistance/support. We'll try again next for the next meeting. | |
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| 7. Membership | |
| Jen provided a membership update for this meeting (attached as appendix A). It was agreed that we should offer paid-up members of STUOC free membership of FVO this year, to help them get established. Brad to put Jen in contact with Laura and Calum in STUOC to get that sorted out | Brad |

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| 8. Mapping and Permanent Courses | |
| Jason attended the meeting to give an update in person. POCs: The Abbey Craig POC is still missing a start/finish post. Jason is chasing but progress is slow. All POCs bar Gartmorn Dam – which no longer exists – are on the BO website and are generating revenue; we currently have £200 there, Jason will action obtaining this and deposit in the clubs account. We agreed that we should remove POC maps for club member download from the FVO website, and link to the BO website instead. Brad to ask David to action. The Birnam map has been produced and Jason brought it along to the meeting – looks good. The farmer's fields on the Braco map have been the cause of some issues of friction with the farmer, and so we decided that we should ask Will to simply mark those fields as permanently OOB on the master map. No update on the potential map for Kippen PS. Due to financial concerns we have so far this year mapped only Beecraigs & Doune (grant funded) and Birnam. We received a £600 grant for Doune and the cost came to £900. Jason is still awaiting an invoice for Beecraigs. We're not sure yet how Birnam will be billed but it should all be grant funded by Griffon Wind Farm anyway. The BO deadline of 1 st January to ensure that all our maps meet ISOM 2017 standard is looming. We think that we're OK, but Jason will ask Will to check the map library to make sure that all competition maps have been updated. Funding for more maps: we've received a grant from the SCF for £485 and have £680 contingency to be used, which gives us £1165 to spend. The £485 must be spent on maps that were listed in the application: these were | Jason Brad Brad Jason |

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| Extension to Stirling Riverside map into Cambuskenneth | £120 | £80 | |
| Extension to Torbrex/Braehead map | £300 | £225 | |
| New map of Raploch | £400 | £300 | |
| New map of Bannockburn | £400 | £300 | |
| New map of Dunblane North/Ashfield | £400.00 | £300.00 | |
| Marketing | £100 | £100 | |
| Update existing maps | £200 | £150.00 | |
| <p>Also on the waiting list are a Plean remap (<£1k expected cost) and a Callendar Park remap (expected to be more expensive). Polmaise also needs attention: we do have LIDAR data for it so could do a full LIDAR-based remap, or simply update the rhodies & paths. The area itself has been up for sale recently and the Community Development Group is trying to purchase it; Hazel will contact them to see what the status. Chris is going to look at funding for it in any case, so we can park it for a while.</p> <p>Priorities are to develop a map in the Dunblane area and another towards the Linlithgow hub, so we agreed that the planning would be:</p> <ol style="list-style-type: none"> 1. Map Dunblane N/Ashfield using the £485 SCF grant 2. Map Callendar Park at 1:7500 (non-sprint), then put on our EOY SOSOL there next year rather than at Barrwood 3. Polmaise – CS to investigate a grant 4. Plean if further funding becomes available. CS is checking out a Sport Scotland fund that might cover CP and Plean at 75% contribution. <p>Jason to obtain quotes for 1 and 2.</p> <p>Chris thought that Alva Woods might be worth mapping if we could get a grant from the Hillfoots fund – it could make a decent WEE area with a permanent course. He'll send Hazel a map with thoughts on area, to identify landowners etc.</p> | | | <p>Hazel</p> <p>Jason</p> <p>Chris</p> |

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| 9. Sponsorship and Publicity | |
| <p>Andy has drafted a letter to FVOmail asking for suggestions/contacts, and will circulate to the committee for comment, with a plan to send the email out to the club at the end of July (after the main block of school holidays but before the madness of catch-up September).</p> <p>There was a side discussion about the possibility of obtaining donations – rather than sponsorship - through something like the Amazon Smile programme. Whilst the SOA is a charity, though, FVO is not; but it could be a CASC (Community Amateur Sports Club), which might make donations possible. There are ca. 10 O clubs that are registered as CASCs. Andy will investigate further.</p> | <p>Andy/all</p> <p>Andy</p> |

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| 10. Equipment | |
| Ben has created some designs for the banners and circulated them at the meeting. Preferences to be returned to Ben and he will order up a couple. | Ben / All |
| A large pop-up tent would be useful at the smaller events. Unfortunately, the 'standard' one – as used by many clubs – is out of stock and likely to remain so until spring/summer. We will look at purchasing one of them when they become available again. Ben to keep an eye on it. | Ben |
| Will to be asked to produce a plan for future SI requirements. He had asked for feedback on purchasing a heavier duty splits printer for larger events, but there wasn't broad support for this; Brad noted that if we were already going to have to go to the SOA to borrow dibbers and units for larger events, we might as well continue to borrow their printers. It might make more sense to invest in another battery-powered splits printer if that would enable us to have two self-contained 'event in a box' kits in circulation (might need another download/print unit, too). We'd need a few more lightweight canes to make the two kits work as well. Dawn to discuss with Will. | Dawn |

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| 11. Correspondence | |
| Once again Richard Oxlade was unable to attend this meeting, but Brad will let him know about the next one. | Brad |
| <u>Park Run</u> The Pleas Park Run actively supports local athletics clubs taking over the running of the run for a day, and David N has been talking to Chris Wood about FVO doing just that. The originally suggested date of 10 th November will clash with our Autumn Series event at Muiravonside, so David will look for another date. (post-meeting: it looks as if Jan. 19 th will be the one) | |
| <u>Central region RDO</u> Rona Lindsay will resign from the role at the end of September; Chris might take this on on an interim basis (3-days/week) whilst the recruitment for a permanent replacement takes place. | |

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| 12. AOB | |
| No AOB. | |

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| 13. Next Meeting | |
| <u>Committee Meeting</u> : Monday 26th November, 7:30pm at Brad's house: 12 Newton Crescent, Dunblane FK15 0DZ. | |

Appendix A: FVO AGM - Membership report Sept 2018

1. Membership position

Total membership is currently 207 inc. 3 second club members, see table 2. This compares to 204 as at December 2017, i.e. an increase of 3 (see table 3). It is normal to shed quite a lot of members through lack of renewal in the early winter, however we generally make more up and increase in the spring/autumn, though I would have hoped we would have had more joined already...

2. Renewal position

23 members have not renewed, including:

- Allcroft family (Linlithgow) - said they would renew but have not been along since
- Beddard family (Linlithgow) - boys not interested anymore
- Bookeys family (Stirling) - family illness and then lost interest
- Stanley Flint's family - other siblings are doing other sports
- Kyle and Ceana Heron - haven't replied to my emails
- Abi Longhurst
- Peter Meehan - waiting for SOA student discount (will chase this)
- Charlie Lindsay (Perth - junior) - ?Morrisons? but never came again?
- Dan Stansfield - gone to uni
- Tina Wood - disappeared, not replying to emails, has anyone seen her?

Around 13 existing FVO members have converted from BOF to SOA membership.

3. New members joined since January 2018

27 people have joined FVO as orienteers since December 2017 (+1 social member). See Table 2. Nearly all (except 2) have joined SOA+FVO as the cheaper option for local orienteering. I hope (and will encourage) that some of the other folk who came to the Linlithgow coaching block in May will come to the local events coming up. I'll have a look and see who has come to lots of spring/autumn events. Should be easier this year to get juniors to join even late in the year since only £5.30 for SOA junior membership.

4. Membership by town

Linlithgow is winning!

Linlithgow/Bo'ness - 47

Dunblane/Doune - 42

Stirling/BOA - 34

Clacks - 16

England - 14

Comrie/Crieff/Perth - 13

Edinburgh+Lothians - 10

Fife/Dundee - 9

Glasgow/Balfron/Kirkintilloch - 9

Falkirk - 5

Callendar - 4

North Scotland - 1

Table 1 - Breakdown of FVO membership September 2018

| | Male | Male | Female | Female | Total |
|--------------|-----------|-----------|-----------|-----------|------------|
| | Senior | Junior | Senior | Junior | |
| SOA | 10 | 11 | 9 | 8 | 38 |
| BOF | 64 | 26 | 53 | 23 | 166 |
| Total | 74 | 37 | 62 | 31 | 204 |

Table 2 New members in 2018 to date

| Name | Date | Type | Recruitment method |
|-------------------------------|--------|------|--|
| Patrick Herbst | Feb-18 | SOA | Dad of Leonard - Dunblane advertising? |
| Chris Toop | Feb-18 | SOA | Friend of Connors |
| Kieran Watts | Feb-18 | BO | Previously INVOC |
| Iain Smith | Feb-18 | BO | ? |
| Paul Shaw | Mar-18 | BO | friend of Jamie Stevenson |
| Sarah Ritchie | Mar-18 | SOA | recruited thro local event by Chris S |
| Rob Simpson | Apr-18 | SOA | ? |
| Sam Wainwright and Emma Smith | Apr-18 | SOA | Dunblane local event, persuaded by D Nicol |
| Laura and Matthew Davies | May-18 | SOA | Linlithgow coaching block May, in scouts |
| Heidi + Jenny Eik Maxwell | May-18 | SOA | Dunblane events |
| Callum Miller | May-18 | SOA | Linlithgow academy -Pierre's friend |
| Iona McPhillips | May-18 | SOA | Linlithgow academy |
| Rosie McNair | May-18 | SOA | Friend of Grace Polwart, came to Linlithgow coaching block |
| Tracy and Sarah Curle | Jun-18 | SOA | Linlithgow coaching block |
| Laura and Carolyn Hindle | Jun-18 | SOA | Previous orienteers |
| Bruce McQuaid | Sep-18 | SOA | Word of mouth - knows Inmans? |
| Megan Chalmers | Sep-18 | SOA | Linlithgow academy |
| Carina Tait | Sep-18 | SOA | Previous Yorkshire orienteer, knows Hensmans |
| Couper Kennys familyx4 | Sep-18 | SOA | Linlithgow advertising - knows Hammonds? |

Table 3 FVO membership numbers (year end except 2018)

| Year | Seniors | Juniors | Total | Second club |
|-------------|---------|---------|------------|-------------|
| 2013 | 83 | 46 | 129 | 6 |
| 2014 | 90 | 45 | 135 | 3 |
| 2015 | 100 | 48 | 148 | 3 |
| 2016 | 122 | 53 | 175 | 3 |
| 2017 | 132 | 68 | 200 | 4 |
| 2018 (Sept) | 136 | 68 | 204 | 3 |