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# Forth Valley Orienteers

Orienteering at the Heart of Scotland

## Committee Meeting

<b>Date</b>	Friday 24 <sup>nd</sup> July 2020
<b>Location</b>	Zoom
<b>Present</b>	Jen Leonard, Brad Connor, Andy Llewellyn, Sarah Tullie, Steve Scott, Paul Hammond, Chris Smithard
<b>Absent</b>	Hazel Dean
<b>Apologies</b>	Trevor Hoey

### 1. Debrief from SOA Q&A webinar held on Monday 20<sup>th</sup> July

Several of us from FVO attended this to find out more about the guidance:

- **Intro** - Orienteering is only the third organised sport to be given the green light in Scotland (after golf and angling), so SOA have done well on this front. Note that many of the requirements (e.g. Covid officer) have been imposed by SportScotland - with a limited understanding of how orienteering events work.
- **30 people per hour limit:** The benchmark for 30 ppl / hour was a parallel for golf and political point. SportsScotland was keen on a 30 person / limit. At the start, we do allow for more than people starting at the same time. We don't have to have a start every 2 mins, but the thrust should be the total number of people present in the start/finish and forest, acknowledging that this is not 100% controllable if people get lost etc. SOA clarified that we cannot have multiple starts to circumvent the 30/hr limit. Fiona clarified that a parent accompanying a child would be 2 people.
- **Club Members:** The restriction is that it is a "club member" only to support club protocol so it would be for that club only. Political point. SOA fully understand. Over the medium term, we hope to allow other clubs to attend, but would need to get Scottish gov happy etc. Tim says we could have affiliate membership of other clubs if lots of sharing of events.
- **Covid Officer:** no requirement for them to be present at events but good idea for the first few events. Strong recommendation to have several Covid officers who have done ESW trainer training.
- **Payment / Entry discussions:** No steer on which provider to use. BO still working through discussions with Fabian 4 or SI entries, no idea whether there will be a subsidy or not, SOA will chase this week w/c 20th July.
- **Arrival times** - wasn't very clear how long this should be, but it is mainly to avoid people congregating, cf golf clubs only allow people to arrive 15 mins before their tee time.
- **Shielding:** No advice from Sports Scotland around shielders and what they can and can't do given guidance on shielders changes. For outdoors there isn't now much difference in the Scottish guidance between shielders and non-shielders. Happy for clubs to consult with members and see what adjustments they can make. Fiona will look into confidentiality issue.
- **Central Grants / equipment:** no central provision / receipt of PPE. Clubs to sort themselves.

- **Risk Assessments:** Covid risk assessment should be sent out to same people as the "normal" risk assessment (e.g. landowner if applicable). Tim keen to get feedback on risk assessment and accepts there is a lot to learn and wishes to share this.
- **Junior training:** U18s are allowed to meet in bigger groups for outdoor sport. So Scotjocs and regional squads can start coaching/training now. (NB Jen has met with Fran and Roger to discuss restart of SWAT coaching - probably quite soon).
- **Letter** - SOA will circulate a letter of support from Scottish Gov explaining that we have authorisation to proceed with local events. This may help with councils/landowners.

## 2. Proposed arrangements for first local event in Phase 3

Thanks for Chris for putting this proposal together and Sarah for getting the council permission.

- **Date:** Sunday 2nd August
- **Location:** Minewoods, now confirmed permission from Stirling Council
- **Organiser/Planner:** Chris Smithard - start
- **Assistant:** David Nicol - download/finish, may require to be relieved
- **Risk Assessment:** One Covid and One Normal. The Covid one has been prepared (attached), it has been signed as required by the organiser (Chris), a committee member (Sarah) and Covid19 Officer (Trevor). Sent to council
- **Covid officer:** Trevor Hoey (tbc. otherwise ask Brian Bullen) to ensure risk assessment measures in place at start/finish/car park and ask participants to comply if any issues
- **Equipment:** If it is 'quarantined' for 72 hours no need to disinfect. Chris will collect ~week in advance. Must be put out and collected using disposable gloves.
- **First aid:** Chris. CPR mask (currently being procured), gloves (currently being procured). Hand gel, mask and face shield provided by Clacks council. Bin bag required to dispose o.
- **Pre-entry and pre-payment:** this is required. FVO club members ONLY. Participants to tick box indicating that they agree to comply with the BOF Code of Conduct (linked). No EOD. Entry system - \*see Committee Decision A below\*
- **Late entries:** \*see Committee Decision B below\*
- **Dibber/compass hire:** \*see Committee Decision C below\*
- **Car park:** Normal considerate street parking in Bridge of Allan, no marshalling
- **Arrival/Departure times:** participants to arrive at car park a max of 30 mins before their start time and leave directly after download/warm down. Designated warm up area away from start and finish. Report at start at minus 4 minutes.
- **Starts:** No more than 30 per hour. 2-minute start intervals on start list, even for families are simplifies start.
- **Start Times:** Initially 11-2 (90 people). Lengthen if necessary. Separate start block for shielders (\*see Committee Decision D below\*)
- **Late starters:** \*see Committee Decision E below\*
- **Start and Finish Location:** Separate areas but next to Car Park
- **Download:** no splits print out. Hand sanitiser at download
- **Courses:** Blue, Green, Orange, Yellow
- **Maps:** Geoffrey not here. Chris has emailed BML for prices and timescales.

- **Final details:** Chris to draw up final details using the SOA guidance and the above instructions, including emphasis on 2m social distancing at all times and linking to code of conduct; also to include any pre/post-event zooms \*see Committee Decision F below\*
- **Organiser Timescales:**
  - Done: Risk assessment complete. Map updated. Courses Planned.
  - Wednesday 22nd July - Write info for club email. Register event with BOF.
  - Friday 24th July - After committee meeting, email club members with sign up method
  - Monday - Pickup Equipment
  - Monday 27th - Entries close. Maps to printers.
  - Tuesday 28th - Maps printed, collected, and left in correct boxes ready for Sunday

### 3. Decisions for FVO Committee

#### A. Entry system

Which entry system to use? Note - no money should be taken at event, even cards. See below for options, thanks to Andy for preparing:

i) **SI entries** - Put the event on SI entries.

- Pros: Established provider, delivers the key functionality required. Collects payment.
- Cons: Costly £1.20 per transaction cost so would need to add c.£1 to adult entry to retain same margin. We may be the first post-Covid O event on Si entries (Andy can't see any others on there). Only a few FVOers have experience with Si entries? Tight turnarounds could be tricky for SI entries support?

ii) **FVO DIY option using Polwarts' system.** <http://benpolwart.pythonanywhere.com/orienteering>

- Background: Ben and Neil Polwart developed from scratch an interface in python, all hosted online using free account. Polwarts are going to port this to an FVO.pythonanywhere domain (all free) and make some tweaks to allow entry from a drop down of FVO member names. Polwarts aware that we may not use the whole system if we go for SI entries. You can try it out now from the link above.
- Pros: Relatively easily customisable (e.g. can add tick boxes / statements). We can "see" this is workable and play about entering example events. Output is a spreadsheet download which organisers can slice and dice as they wish before emailing out as final start list.
- Cons: Reliant on Polwarts at the moment to extract data. Not fully tested. Doesn't collect payment – it records entry costs against each name and we would need to collect payment at end of year (or quarterly) - but treasurer needs to do this anyway and if data is collected in a clean format then shouldn't be too bad to administer.

*Decision: not enough lead time to use Slentries now, anyway, but the committee voted to give the Polwarts' system a try. It is simple and Andy is happy to tally the payments due and mass-invoice at a later date. Noted that the Polwarts are going on holiday for a week, but Stanley can assist with extracting entry data etc. in their absence. Some work still to be done – the list of club members isn't up to date, for example, and changes all have to be requested of – and done manually by – the organiser, but for the current set of small, club-only events, this should be manageable.*

#### B. Late entries

Two options:

- i. allow no late entries
- ii. allow 10% extra maps and allow late entries up to Friday

*Decision: strongly encourage people to enter by Monday 10am, then close the system, but allow people to request late entries by emailing the organiser. Note on event details that only a very few late entries will be accepted up to Friday and none on the day. Map numbers: make a decision after the entry system closes; Chris suggested just printing a set of blank maps and making them up manually, rather than guess at map numbers for courses.*

### **C. Dibber/compass hire**

This is allowed under the guidance. Options are:

- i. No hire at our first events in order to limit interactions. Participants can take part without a dibber; however their time will not be recorded in the results.
- ii. Issue in advance by post - just for this event or for longer term loan? Postage cost/faff, and requires admin to track them and recover if they don't attend or after loan period.
- iii. Issue at the event - requires pre-filled envelopes of allocated dibbers and pick up at download.
  - Drop off in bag at download after course; or
  - borrow for next events (requires admin to track them and recover after loan period)

*Decision: the balance of opinion was to issue and collect at the event.*

### **D. Shielders**

Propose this approach:

- i. consult shielders directly on what they would prefer if different from non-shielders
- ii. if of interest to them, create separate start block for shielders max ?20-30? mins before all other starts

*Decision: Gauge demand first. In the entry details ask anyone who has concerns about starting close to others – not just shielders – to contact the organiser or Jen, and we will accommodate it if we can.*

### **E. Late starters**

We can't go over the 30/hr so no 'squeezing' people in between the 2 min slots. Also, we recommend not to allow late starters to take the place of someone who hasn't turned up - as this will just encourage them to stay around the start waiting for this opportunity. Options are therefore:

- i. no late starts. ie no run.
- ii. late starters asked to return to car and come back at the very end of the start block for their run. Start official marks them down n\*2 mins after last official start.
- iii. create 2 spare slots per hour for late starters, start official asks them to return to car and come back at that time. Revert to option ii) if more than 2 late starters

*Decision: iii, i.e. 2 spare slots per hour. Split opinions on this – we are strongly encouraging people to make their start times but will build in a very small capacity to accommodate a late start. Must be vigilant in ensuring that people don't hang around at the start, though, and absolutely no squeezing in.*

### **F. Pre-event zooms**

Propose:

- i. **pre-event Zoom for officials** to agree set-up and ensure they know how to use/dispose of PPE
- ii. **pre-event Zoom for beginners** to talk through courses
- iii. **pre-event Zoom with participants** for their first event - to reassure them and also ensure they have read the final details, emphasise no socialising and understand that our club reputation is at stake. Compulsory for all adult participants?
- iv. **post-event Zoom** - 8pm that evening - chat with the planner, reveal results live at the zoom? and then split into sub-groups to discuss route choice and splits etc. To reduce temptation to discuss routes etc at finish. Could also ask for feedback from participants to inform improvements going forwards.

*Decision: i, ii and iv. Ideally have RouteGadget up and running ready for people to upload their routes immediately after the event so that this can be part of the post-event Zoom, to be presented along with results.*

#### **4. Subsequent events**

- Propose conducting post-event lessons learned with officials
- Update from Chris and Sarah on areas/permissions/dates for subsequent events

*Chris was keen to use an area near Falkirk for the next event, but Sarah has been struggling to get any response from the FCT, so we will try to use Polmaise for the next event, with a fall-back of Abbey Craig. Dates: given that we'd want to evaluate the entry system and successes/challenges in this first event, it was felt that the 9<sup>th</sup> would be too soon for a second event. The following weekend already has O being planned for juniors, so our next event will be on 23<sup>rd</sup> August. If that all goes well, we'll hope to start more regular, possibly weekly, events throughout September.*

#### **5. Next meeting**

- Due late September. **ACTION: BRAD to create and distribute the link to a Doodle Poll** to determine a date/time.