

# Forth Valley Orienteers

Orienteering at the Heart of Scotland

## FORTH VALLEY ORIENTEERS

### Minutes of the Annual General Meeting

**Held on Sunday 31<sup>st</sup> January 2021 at 16:30, on Zoom**

**Present:** Jen Leonard (Chair), Brad Connor, Andy Llewellyn, Steve Scott, Gillian Godfree, Louise Longhurst, Gary Longhurst, Ian Hendrie, Vernon Gayle, Chris Smithard, Marianne Eik, Nicola Melville, Sarah Tullie, Lewis Taylor, Lucile Macleod, Donald Macleod, Trevor Hoey, Heather Fellbaum, Neil Polwart, Laura Polwart, Geoffrey Hensman, Lindsey Hensman, Dave Coustick, Nicola Gardner, Alice McDaid, Jonathan Molloy, Rona Molloy, Jason Inman, Janine Inman, Matthew Inman, Hannah Inman, Graham Gristwood, Jon Cross, Marie-Claire Shankland, Dawn Goddard, Roger Goddard, Paul Timms, Paul Hammond, David Nicol, John Heaton, Eloise Lardet, Hazel Dean, Will Hensman, Brian Bullen, Fraser Purves, Beccy Osborn, Simon Hunt.

#### 1. Apologies for Absence

Apologies were received from: Ben and Josie Stansfield, the Short family, Chris Wood, Pascal Lardet.

#### 2. Approval of Minutes of the 2020 AGM

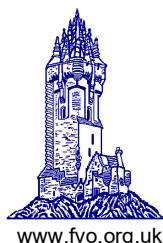
Steve Scott proposed that the minutes of the 2020 AGM were a true representation of the meeting. This was seconded by Andy Llewellyn.

#### 3. President's Report

Jen presented her report of the year, the full text of which is appended to these minutes.

Jen paid recognition to club members who have performed exceptionally despite the terribly short season, particularly to Graham for his achieving a 7<sup>th</sup> year in a row as British Night Champion. The club made great efforts to maintain social activities and team spirit from the start of the first lockdown; the Zoom quizzes were a great success, Monday Pilates went online and has had great attendance, and the club has delivered lots of volunteer training online. On 2<sup>nd</sup> August FVO was joint first club to start events again – big thanks to the Polwarts for their online entry system, which enabled us to manage our events within the Covid guidance, which changed nearly monthly! Lots of families have offered their thanks for having local events to attend during lockdown when so few other activities have been available. 2020 has been a very challenging year for the committee, and it has been hard work to get access to areas even when restrictions permitted, but thankfully Stirling Council and then some areas in Falkirk opened up. Having a Club Development Officer (CDO) has been a real help; Chris has been flexible and creative about how we could get events up and running despite restrictions and has helped mentor organisers and planners.

The club has also been tremendously successful in obtaining grant funding toward mapping projects and has great mapping plans going forward. We made Permanent Courses free for the duration of the pandemic, and these have seen an explosion of interest; to date, 1800 individual downloads! We see great potential in this level of interest, as orienteering is a very Covid friendly sport, and will be in a good position to build upon this interest as soon as we exit



www.fvo.org.uk

# Forth Valley Orienteers

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lockdown.

## 4. Treasurer's Report

Andy presented the Treasurer's report for 2020. Altogether we have achieved a good result, seeing an annual deficit restricted to only £600, which is much better than had been feared earlier in the year. Our bank balance still sits at about £10k.

2020 saw a much-reduced income; in 2019 we had a surplus of £7k on larger events, compared to no income this year on larger events. Local event income is a bit down on 2019 but remarkably good, considering the long periods of enforced inactivity. This downturn in event income has been offset by various reductions in outgoings plus an unexpected windfall payment from the Scottish 6 Days 2019, resulting from our being lead club.

The club has a surplus on Development Officer funding held at the SOA in FVO's name, ring-fenced for future draw down.

We had a fantastically successful year for grant applications, foremost amongst which are £5k from Callander Hydro Fund which, combined with a further £1k from the SOA Development Fund, will be used to develop a new orienteering hub in Callander; £6k from the National Lottery Community Fund towards development and mapping; and £5k spread over 4 years from the Orienteering Foundation towards expansion of the CDO role.

Following queries from members, Andy noted that the "assets" of the club as listed do not include the cost/value of SI – or other – club equipment, barring ca. £500 in club clothing stocks. Equipment has already been charged through previous years expenditure, which is why it is not shown in balance sheet as an asset.

The 2020 Accounts and supporting documentation have been reviewed by Simon Hunt.

## Membership Fees for 2022 and General Charges for 2021

Membership fees for 2022 remain unchanged. General Charges for 2021 remain unchanged save for adult member entry fees for local events, which have increased from £4 to £5 for 2021.

Jon Cross proposed that the Treasurer's Report be accepted. This was seconded by Steve Scott.

## 5. Election of Committee

The election of office bearers proceeded as follows:

Post	Nominee	Proposer	Seconder
<b>President</b>	Jon Cross	Jen Leonard	Brad Connor
<b>Secretary</b>	Paul Hammond	Brad Connor	Jen Leonard
<b>Treasurer</b>	Andy Llewellyn	Graham Gristwood	Rona Molloy
<b>General Member</b>	Steve Scott	Brad Connor	Neil Polwart
<b>General Member</b>	Roger Goddard	Dawn Goddard	Neil Polwart
<b>General Member</b>	Neil Polwart	Steve Scott	Jon Cross
<b>General Member</b>	Chris Smithard	Graham Gristwood	Lewis Taylor

No other nominations were received "from the floor", so the above mentioned were confirmed in their posts. Jen noted that it is a shame that the new committee has no female members, but we are a diverse club and that this is hopefully just a reflection on who was willing to stand at this time. Jon offered his personal thanks to Jen for her energetic and committed year as President in what has been the hardest of years in which to lead a club. He also asked that it be noted



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that he is proposing to stand as President for no more than 2 years, essentially to complete the current 3-year presidential cycle before the club seeks a new candidate for the role.

## 6. Confirmation of Non-committee Post Holders

Position	Post Holder
Team Captain	Jon Cross
Membership Secretary	Neil Polwart
<b>Coaching Coordinator</b>	<b>Roger Goddard</b>
<b>Fixtures Coordinator</b>	<b>Chris Smithard</b>
<b>Volunteer Coordinator</b>	<b>Jen Leonard</b>
Mapping Officer	Graham Gristwood
Permissions	Ben + Josie Stansfield
WEE Series Coordinator	Steve Scott
Night Event Series Coordinator	Lewis Taylor
Sprint Series Coordinator	Graham Gristwood
Safeguarding Officer	Hazel Dean
Press Officer	Steve Scott
Web Master	David Nicol
Electronic Equipment Holder	Will Hensman
Equipment Manager	Ben Stansfield
Club Trophies	Lindsey Hensman
Risk Assessment/Lead Covid Officer	Trevor Hoey
Map printing	Geoffrey Hensman
Club Kit	<b>Hammond family</b>
Social Secretary	<b>Marianne Eik</b> <b>Gillian Godfree</b> <b>Vicky &amp; Heather</b>

Apologies to Lindsey Hensman for her name being mis-spelt on the slide, and to Geoffrey Hensman and Trevor Hoey for their valuable contributions in their non-committee roles being missed off the slide altogether!

Thanks to Heather and Vicky for stepping forward at the AGM to join the Social Secretary team.

## 7. Matters Arising – Development Officer and 4-year Strategic Plan

With Chris standing down from the role of Club Development Officer after four years that has seen measurable success in growing club membership, orienteering opportunities and the club's volunteer skillbase, the committee has put a great deal of thought into how to – and, indeed, if we should – continue and potentially expand this programme.

Brad opened by summarising the current position, and the successes of Chris's time in the role, working 1 day/week for the last four years. Andy then presented detailed projections for the next four years, showing the finances underlying the committee's proposals, and the impact of each of the scenarios – maintain, expand or discontinue – upon the club's finances and changes that might need to be made to event fees, number of events being hosted, and club subsidies in order to support each scenario. The current pandemic obviously is of great significance on both the timing of any recruitment and, indeed, the role being advertised itself. Jen then followed by presenting an ambitious 4-year strategy



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## Orienteering at the Heart of Scotland

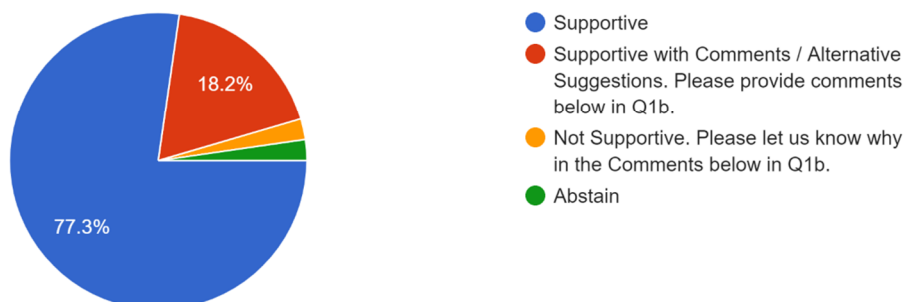
for the growth and development of the club, predicated upon securing the services of a new CDO in a 2day/week role. After Jen's presentation the floor was opened for questions, with good debate ensuing.

There was concern over whether the role should be advertised as 1 day/week or 2 days/week given that recruitment for – and the initial tasks required by – the role will inevitably be impacted by the ongoing Covid pandemic. Various recruitment approaches were discussed. It was noted that the committee was seeking guidance from the membership on the merits of keeping or expanding the role, with the result of the poll informing which approach to pursue. The details of the role and associated fiscal implications will be addressed by the new committee, which will of course continue to be open to suggestions submitted by club members. Several members expressed concern over the potential impact that the targets for increased number of events – both local and regional – might have on the club volunteer base. One of the key aims of the CDO role, however, was to support the development of a wider volunteer base. Members noted that expanding the CDO role to 2 days/week was similar to what other clubs (e.g. SYO) had done, with good success.

After roughly ten minutes of debate, Jen asked for members present to cast their votes by Google Form, giving everyone five minutes to vote and offer comments. Voting was then closed, and the results were presented as follows:

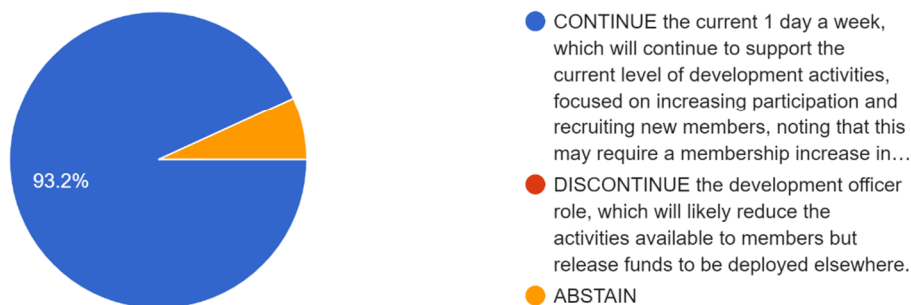
### Q1a: Do you agree with the Strategic Plan?

44 responses



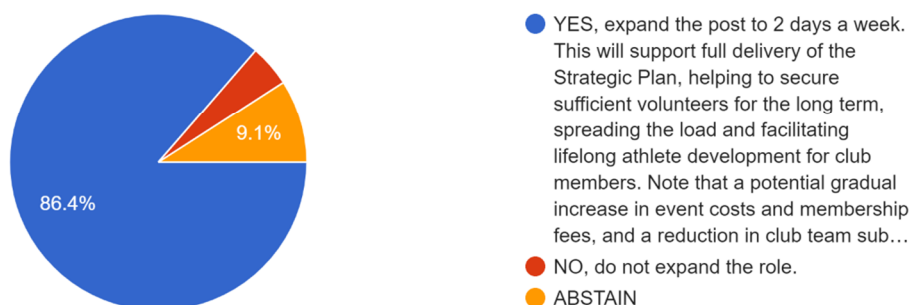
### Q2: What is your view on CONTINUING the Club Development Officer role?

44 responses



Q3: What is your view on EXPANDING the Club Development Officer role?

44 responses



Jen thanked those present for their votes and said that the new committee would take this information forward - along with the associated comments offered along with the votes – and use it to inform their decisions with regard to the CDO role and club 4-year strategy.

### 9. Presentation of Jim Heardman Trophy

Brad announced that the Jim Heardman Trophy, presented in recognition of outstanding contribution to the club, would this year be presented to Trevor Hoey. Trevor has been deeply involved in many aspects of the club's activities for many years. In 2014 he organised a wonderful weekend away at Rannoch for our "FVO at Forty" celebration. In 2016 he stepped up to take on the mantle of Club President, and during his 4-year tenure oversaw a tremendous growth in the club membership, working closely in tandem with then-Treasurer Dawn to manage and direct Chris' activities as CDO. During that time, we inaugurated the Scottish Middle Distance Championships and were lead club at the magnificent Strathearn 2019 Scottish 6 Days; Trevor's quiet and understated - but undeniably effective –marshalling of the club's efforts to make that happen were testament to his skills in both leading and representing the club. Outwith the Presidential role, Trevor has taken on the task of coordinating – and hopefully reinvigorating – the next Harvester Relays, an event that is dear to the hearts of many in FVO, whilst continuing to put in many hours as an event controller. Despite imminently moving away from FVO's heartlands due to work reasons he is continuing in his role as Risk Assessment Officer and Lead Covid Officer. For all of these reasons, and many more, Trevor is a very worthy winner of this award.

### 10. AOB

Marie-Claire offered her thanks to Jen and the committee for managing to maintain club spirit and orienteering opportunities through the most difficult of years.



## **Appendix A: President's Report for 2020 – A year of several halves**



Well, it's been an 'interesting' year to become president, but Forth Valley Orienteers shone through as an outstanding club yet again.

In its annual awards, British Orienteering crowned FVO as Club of the Year 2019 – a well –deserved accolade for all the work done by previous committees and all our members. They also recognised several of our members: David Nicol as Volunteer of the Year and Chris Smithard and Graham Gristwood for their excellence in mapping. We achieved the Bronze accreditation with Scottish Orienteering and are now ready to apply for Silver.

In distant pre-Covid days of early 2020, we organised and attended some great events - and we also saw lots of fantastic achievements in performance (Appendix 1).

Despite our members being geographically dispersed, the club acts as a strong community of interest. When lockdown hit in March, committee members phoned round all of our members to check everyone was managing. It was great to hear that most were fine and we arranged a little help for those who needed it. We organised over six club quiz nights over zoom during the spring, which were very popular (up to 60 members attending) and some interesting talks by members, which helped people who were feeling isolated.

But everyone was missing their regular orienteering. As the lockdown continued, we set up local opportunities for members living in our main hubs (Stirling/Dunblane and Linlithgow) to do virtual orienteering using the phone app MapRun. Lockdown also proved to be a good opportunity for volunteer training online and we were also able to organise five training sessions for new event planners and also managed to get many more members trained on event safety. The annual FVO Awards Night (previously the dinner dance), was a highlight for many during the dark pre-vaccine November days and even included zoom dancing (zancing?) and the premiere of the FVO film, now [available on YouTube](#).

Post-lockdown on 2nd August, we were the (joint) first club in Scotland to organise an orienteering event again in the forest. We have carefully followed Scottish Orienteering/SportScotland covid guidance and we were able to give feedback to other Scottish clubs on best practice. One of our junior members Ben Polwart developed a pre-entry system from scratch which continues to be invaluable.

Since then and since orienteering is easily adaptable to being a socially distanced sport, we have fortunately been able to organise 18 further local events and one junior training day - more than any other club in the UK (see Appendix 2). During the autumn, the Covid guidance changed on a near monthly basis which meant that several of our events had to be postponed or restricted to people living in a particular health board/council area. With the majority of our areas and landowner permissions in the Stirling area, this has meant that some members have had more opportunities than others to orienteer locally.

Apart from the travel restrictions, our main problem for organising orienteering events post-lockdown has been getting permission from landowners. When we have got permission, it has often been at very short notice due to the constantly changing





Covid guidance.

With his usual efficiency, flexibility and creativity, our Club Development Officer, Chris Smithard, has been instrumental in coordinating/delivering many of these events. As part of our (original) plan to focus on volunteer development this year, he also provided event planning training on Zoom and has been mentoring new planners/organisers. This has increased our pool of club officials (Appendix 3).



Our mapping officer, Graham Gristwood, has also been able to focus on applying for grants during lockdown. He has been fantastically successful (see section 2.6) which means that we are able to map further local areas including several in Callander, an exciting development for the future.



We focused on providing regular local events for our existing club members this autumn. Many Stirling club members have told me how important and enjoyable it has been to be able get out orienteering locally on a nearly weekly basis. Despite all the Covid restrictions often within specific council areas, our participation numbers held up remarkably well, with the average attendance across all small events remaining at 41 for

the third successive year.

Due to Covid, we have not particularly focused on seeking out new participants and members this year. To help the general public find more outdoor activities to do locally, we made our seven Permanent Courses free to the general public this year, resulting in a record download of maps, an estimated 1800 participants - of which 44% were under 14 years old. Some people tried these out, then came to our events and joined the club. Welcome to our 27 new members, bringing total membership to 201 for 2020 (Appendix 4).

### **Looking Forward - a socially distanced sport**

There has been a huge resurgence in public interest in outdoor activities during Covid. With significant potential for the club to build on the successful Club Development Officer (DCO) role and the large mapping grant for new maps in Callander, we have developed an ambitious strategic plan for 2021-2024. Unfortunately Chris is resigning in early 2021 but we hope to be in a position to recruit a DCO going forward. The focus is on increasing participation, membership and volunteers to ensure a sustainable future for the club and to inspire our members to achieve their best performances for FVO teams and individually. And to continue to make all the other orienteering clubs jealous!

*Jen Leonard, FVO President*



## Appendix B: Treasurer's Report

### Overview



As would be expected, 2020 was a challenging year financially for the club. The pandemic meant that no larger events were run during the year, limiting income substantially. Expenses were much lower in 2020 given the pandemic. The net impact was a deficit of c£0.6k in 2020, compared to a c£3k surplus in 2019 when FVO ran well attended larger events. A small deficit in 2020 is considered a positive outcome in the context of the year. The net assets of the club are £10,103 as at 31 December 2020. The club's bank balance stands at c£14k, which includes c£5k of grant income received in cash but ring fenced for future years.

### Income

The table below shows the income for the period to 31 December 2020. Commentary follows the table and more detailed notes referenced in the last column are included in the later sub-section "Notes to the Accounts".

Income	2020	2019	Note
	£	£	
Memberships and Affiliations	1,989	1,725	
DCI Funding for Development officer	2,500	3,500	1
Grants and Sponsorship	2,424	4,200	
Event Net Income - WEE Series	0	1,230	2
Event Net Income - Night Series	438	290	
Event Net Income - CAT and Newcomers Series	191	1,237	
Event Net Income - Club Only	1,228	0	
Event Net Income - Sprint Series	0	555	
Event Net Income - Larger Events	0	6,808	
Scottish Six Days Income	2,570	0	3
Other Income	0	628	4
<b>Total Income</b>	<b>11,340</b>	<b>20,173</b>	

The pandemic meant that no larger events were run during the year, and these larger events typically generate a large surplus to the club which helps fund our development objectives. In addition, we were unable to run or had to significantly reduce the Sprint Series, WEE series and Newcomer series.

DCI funding reduced by £1k to £2.5k in line with the agreed schedule from Sport Scotland. The DCI funding has now finished, and the full cost of the development officer role must be borne by the club going forwards.

The reduced event income was partially offset by the £2.5k distribution of proceeds from the Scottish Six Days 2019. A significant number of grants were awarded over the year, although the recognition of some of these in the accounts has been deferred in line with the expected timeframe of the underlying costs.

Income was therefore c£9k lower in 2020 compared to 2019.



*Members competing during 2020 at our first lockdown events*





## **Expenditure**

The table below shows the expenditure for the period to 31 December 2020.

<b>Expenditure</b>	<b>2020</b>	<b>2019</b>	<b>Note</b>
	£		
Development Role	5,000	6,500	1
Mapping Costs	4,150	4,570	5
Relays, CSC, Harvester and JS Trophy Costs	861	2,002	6
Net cost (surplus) on Sale of FVO Clothing	16	(8)	7
Equipment Costs	1,315	2,010	8
Trophies and Engraving	90	68	9
Net cost (surplus) on Socials	101	757	10
Club Events - AGM and Training	291	450	
Athlete Support	0	600	11
Donations	0	34	
Stationery, Postage, Printing and Bank Charges	0	15	
Subscriptions - Affiliation Fees	70	160	12
<b>Total Expenditure</b>	<b>11,894</b>	<b>17,158</b>	

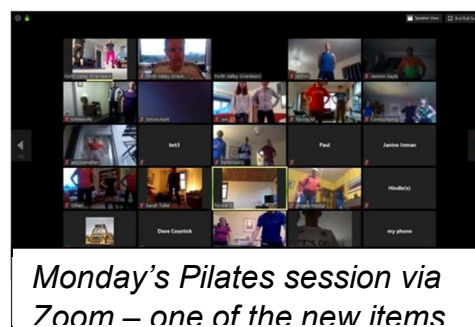
Expenses were c£5k lower in 2020 than 2019.

Our largest expense is the development officer who is employed by SOA with full recharge back to FVO. The cost of the development officer was £1.5k lower than 2019 as we have now refined the fixed sum we pay to SOA to align more closely to the underlying cost (see Note 1).

Mapping costs also continue to be a large area of spend. Where possible grant funding is sought to cover these costs. Budgets are set and reviewed at each Committee meeting when appropriate.

The significantly reduced number of competitions meant that lower subsidies were paid to members over the year.

The main equipment purchases in 2020 related to maintaining the SportIdent kit and on new items to ensure our events were Covid compliant.



## **Income Less Expenditure**

Overall, a net deficit of c£0.6k arose in 2020, compared to a c£3k surplus in 2019. A small deficit in 2020 is considered a positive outcome in the context of the year.

<b>Income Less Expenditure</b>	<b>2020</b>	<b>2019</b>
<b>Total Income</b>	11,340	20,173
<b>Total Expenditure</b>	11,894	17,158
<b>Net Income less Expenditure</b>	<b>(554)</b>	<b>3,015</b>

## **Net Assets and Cash Movement**

The net assets of the club were £10,103 at 31 December 2020. The detailed breakdown is included in Note 13.

The Club's bank balance at end of 2020 was £13,782. With a minimum target of £5,000, this represents a healthy balance. Maintaining such a cash balance over 2020 enabled the club to successfully operate a "tab" for members entry costs for the



lockdown events, avoiding potential contact from paying on the day or using more costly pre entry systems. Going forward, the club may need to call on these reserves as the cost of our development officer will need to be fully funded by FVO.

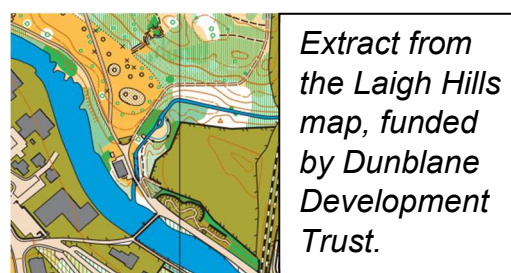
The reconciliation of the cash balance over the year is as follows:

Bank Reconciliation	2020
Opening Bank Balance at 1 January 2020	11,112
Settlement of bills / invoices accrued in 2019	(936)
Net Income less Expenditure over 2020 (as above)	(554)
Ring Fencing of grants for future years, less small release of grants ring fenced in prior years.	4,765
Net monies owed from members to FVO (mainly for post lockdown orienteering events)	(1,456)
Net investment in FVO stock of printer paper and sales of club kit.	(215)
Monies held on behalf of South West Area Training Squad	795
Other year on year movements on other debtors and creditors	270
<b>Closing Bank Balance at 31 December 2020</b>	<b>13,782</b>

## Grants

The club has been highly successful at securing grants over 2020, with a total of £8.5k grants being awarded. Many thanks are due to Graham Gristwood, our mapping officer, for co-ordinating and completing many of the applications, and to all those grantors who have provided funds.

The table below shows a detailed breakdown. £7k of the awarded grants in 2020 have been recognised in "Deferred Grants". This means that they will be recognised in the income of the club in future years (most likely 2021) when the underlying costs are expensed to avoid large unrepresentative swings of surplus and deficit in the accounts. The largest grants relate to the Callander Hub Project.



Grantor	Amount Awarded	Used for	Amount Recognised in Deferred Grants
Stirling Bridge of Allan Round Table	250	Bridge of Allan Sprint Map	0
CFSLA Payroll Lottery	500	Bridge of Allan Sprint Map	0
Clackmannanshire Third Sector Interface Covid-19 Fund	185	Covid equipment	0
Clackmannanshire Council Development Grant	250	Mapping - Gartmorn Dam (partial)	250
Dunblane Development Trust (Braes of Doune Windfarm)	600	Mapping - Biggins Wood and Laigh Hills	0
Falck Renewables Earlsburn Community Fund (Cambusbarron) administered by Foundation Scotland	750	Cambusbarron mapping	750
Callander Community Hydro Fund	5,000	Callander Hub Project	5,000
SOA Development Fund (for Callander)	1,000	Callander Hub Project	1,000
	<b>8,535</b>		<b>7,000</b>



**CALLANDER  
COMMUNITY  
HYDRO FUND**



**Foundation  
Scotland**



### **Attestation of FVO Treasurer**

I have prepared the accounts for Forth Valley Orienteers at 31 December 2020 in my personal capacity as FVO Treasurer. This document is not considered Technical Actuarial Work and therefore the requirements of Technical Actuarial Standard 100, as set out by the Financial Reporting Council, do not apply.

*Andy Llewellyn, FVO Treasurer, 2 January 2021*

### **Independent Examiner's Report to the members of Forth Valley Orienteers**

I report on the accounts of the club for the year ended 31 December 2020 which are set out in the Treasurer's Report.

#### **Respective responsibilities of members and examiner**

The members of the club are jointly responsible for the finances of the club, in accordance with clause 8 of the constitution. It is my responsibility to examine the Accounts as required under clause 6 of the constitution and to state whether particular matters have come to my attention.

#### **Basis of independent examiner's statement**

My examination is carried out in accordance with OSCR guidance on independent examinations. An examination includes a review of the accounting records kept by the club and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the Accounts, and seeks explanations from the Committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the Accounts.

#### **Independent examiner's statement**

In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records and to prepare accounts which accord with the accounting records have not been met, or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Name:** Simon Hunt

**Relevant Professional qualification/professional body:** ICAEW

**Address:** Kinbuck Hall, Kinbuck

**Date:** 19 January 2021

### **Accounting Policies**

The Accounts have been prepared on an accruals basis, so income and costs are included in the Income and Expenditure Account in the year to which they relate. Unsold kit stock, unused grants, and other balances due to and from external parties, are included as Assets and Liabilities of the Club.



The exception to this accounting policy is membership fees which are accounted for as received by British Orienteering and the Scottish Orienteering Association, and can vary year on year, not just due to membership numbers, but also the timing of when members renew. The timing of these receipts is difficult to predict.

## **Notes to the Accounts**

### **Development Officer**

Our part time development officer, Chris Smithard, is currently employed through SOA. FVO pay SOA annually a fixed sum to cover the salary and expenses for Chris, plus an administration charge. This fixed sum is approximate given we need to estimate pension contributions, expense allowances etc. The fixed amount of £6,500 historically paid in 2019 and before was slightly prudent and FVO has therefore reduced the fixed payment to £5,000 in 2020 to align more closely to the underlying cost.

Due to the higher payments to SOA over recent years, there is now a designated balance with SOA due to FVO, which SOA's finance director has advised amounts to around £7k. It is expected that this balance will be drawn down gradually to help the future development of the club going forward.

2020 marks the final year of the DCI funding for the development officer. The DCI funding has been instrumental in supporting the club's development over the last four years.

### **Event Income**

Breakdown of the event income and expenses is shown below. Despite travel restrictions, the club only events still generated a modest amount of surplus.

Events	Income	Expenses				Net Surplus	2019
		Map printing	Levies to British Orienteering	Access Costs	Other		
WEE Series	0	0	0	0	0	0	1,230
Night Series	1,101	296	317	45	6	438	290
CATs and Newcomers series	379	105	83	0	0	191	1,332
Club Only Events	2,555	528	717	60	22	1,228	0
Sprint Series	0	0	0	0	0	0	555
SoSoL (Callender Park/Barr Wood in 2019)	N/A	N/A	N/A	N/A	N/A	N/A	916
Club Champs (free for FVO)	N/A	N/A	N/A	N/A	N/A	N/A	(95)
Middle Distance	N/A	N/A	N/A	N/A	N/A	N/A	2,708
SOL - Dumyat	N/A	N/A	N/A	N/A	N/A	N/A	2,709
2019 Scottish Orienteering Champs - share of surplus from Solway Orienteers	N/A	N/A	N/A	N/A	N/A	N/A	475
	4,035	929	1,116	105	28	1,857	10,120

### **Scottish Six Days Income**

A proportion of the income generated from the Scottish Six Days in 2019 is allocated to the various Scottish orienteering clubs based on the roles that club members fulfil. FVO received a larger contribution than we would normally expect due to the positive overall financial position of the Scottish Six Days and the large number of roles FVO members fulfilled. This income arises every two years following the completion of the Scottish Six Days accounts; hence, the next potential income would likely arise in 2022.



## Other Income

No "Other Income" in 2020. In 2019, other income was generated from hiring out equipment for other events and for permanent orienteering course maps. The latter were made available at no cost in 2020 and no equipment hire was provided.

## Mapping Costs

Table below shows a breakdown of the c£4k mapping spend. Around 50% of total expenditure was matched with grants during the year.

Mapping Costs	Cost	Grant Received to Date	Grantor
Langlees	1,000	0	
Plean (new Lidar map)	1,200	485	Stirling Community Trust
Polmaise (partial updates) and Cambusbarron Sprint map	450	0	
Bridge of Allan (brand new sprint map)	750	750	CFSLA [Clack's Staff Lottery] (£500) and Stirling Bridge of Allan Round Table (£250)
Biggins Wood (brand new sprint map)	400	400	Braes of Doune Windfarm Trust
Laigh Hills updates	200	200	Braes of Doune Windfarm Trust
Conversion of maps from ISSOM to ISOM	150	0	
	<u>4,150</u>	<u>1,835</u>	

## Relays, CSC, Harvester and JS Trophy Costs

There were significantly lower costs in 2020 as would be expected given fewer events. The only material expenditure in 2020 related to the Compass Sport Cup round on 13<sup>th</sup> March 2020 where the club funded the entry cost.

Relays, CSC, Harvester and JS Trophy Costs	Income - from members	Entries	Expenses Travel & Accommodation	Net	2019
JK, British, British Sprints, and Scottish (entries part subsidised)	0	24	0	(24)	(760)
JS Trophy (fully subsidised entries)	0	0	0	0	(102)
CSC (entries fully paid plus small accommodation subsidy)		794	43	(837)	(1,140)
	<u>0</u>	<u>818</u>	<u>43</u>	<u>(862)</u>	<u>(2,002)</u>

## Net cost (surplus) on Sale of FVO Clothing

The Club sells purchased stock to members at around a 15% discount. As the club kit is valued at purchase full purchase price from the manufacturer, a small net cost arises in the accounts whenever kit is sold.

Sale of FVO Clothing	Income	Expenses	Net	2019
Sale of FVO branded O tops and jackets	76		76	1,632
Cost of FVO tops sold (valued at full purchase price from Trintex)		102	(102)	(1,624)
Sale of second hand kit	10	0	10	0
	<u>86</u>	<u>102</u>	<u>(16)</u>	<u>8</u>

## Equipment Costs

The key equipment costs over the year related to maintaining the SI kit (battery replacement etc) and also to purchasing new kit to ensure our events could be held in compliance with the Covid requirements.





Equipment Costs	Expenses	2019
SPORTident equipment (incl. maintenance / battery replacement)	579	515
Kites	78	300
Stakes / Gripples etc	90	208
Covid related kit (Zoom subscription, card reader, sentry tent)	255	0
GPS Tracking (met by SOA grant awarded in previous year)	313	0
SI Timing Licence	0	634
Condes Licence	0	283
Purchase of SI cards from members	0	70
	1,315	2,010

## Trophies and Engraving

The cost of engraving of all relay and some FVO presented trophies is paid for by the Club and was kindly organised by Lindsey Hensman again this year.

## Socials

No material social cost in 2020 as to be expected.

Net Costs on Socials	Income	Expenses	Net	2019
Thank you gifts and lockdown prizes	0	101	(101)	0
Dinner Dance	N/A	N/A	N/A	50
6 Days Afternoon Tea - club subsidy	N/A	N/A	N/A	(557)
Kincraig Training Weekend Deposit for 2020 (now 2021) Weekend	N/A	N/A	N/A	(250)
	0	101	(101)	(757)

## Athlete Support

No athlete support provided during the year. In previous years FVO has contributed £200 each to juniors for major overseas competitions.

## Subscriptions - Affiliation Fees

The charges for the Clubsport Stirling and Clackmannanshire Council affiliations were not levied in 2020 due the Covid pandemic, which was greatly appreciated.

Subscriptions - Affiliation Fees	Expenses	2019
British Orienteering Annual Affiliation Fee	70	70
Clubsport Stirling Affiliation Fee	0	50
Clackmannanshire Council - Affiliation Fee	0	40
	70	160

## Assets and Liabilities

The assets and liabilities of the club at 31 December 2020 are shown below.



	£	Note
<b>Current Assets</b>		
Due from SOA for STUOC Torches (aged grant)	599	
FVO Kit Stock	580	7
Printer Paper Stock	317	
Due from Grantors	1,750	
Monies due to FVO from Members	2,863	
Bank Account: Business Current Account	13,782	
	<b>19,891</b>	
<b>less Current Liabilities</b>		
SWAT Monies held by FVO	607	
Deferred Grants	7,000	
Monies Owed to Members	2,181	
	<b>9,788</b>	
<b>Total Net Assets:</b>	<b>10,103</b>	

In addition to the recognised assets and liabilities mentioned above, FVO also has the following non capitalised assets:

Equipment - SI and Other – which has been expensed through the Income and Expenditure Account as this equipment was purchased. The SI equipment is expensive to replace and is difficult to insure. Other equipment was recently valued at c£15k replacement cost and the Committee are currently reviewing insurance options for this equipment.

The development role surplus with SOA of c£7k as referred to in note 1, which will be offset against future development role costs.



## Appendix C - FVO team achievements, national selections and championship medals

### 1.1 FVO Team successes

British Orienteering Club of the Year 2019 (awarded May 2020)

CompassSport Cup (UK interclub team competition), Scottish Qualifying Round (Errochty, Perthshire, March 2020) – Winner

*Unfortunately all other team competitions were cancelled due to Covid in 2020.*

### 1.2 National selections

- GB Senior Squad – Kris Jones, Chris Smithard, Grace Molloy
- GB Talent Squad Tier 2 – Peter Molloy, Lizzie Stansfield
- Junior World Championships (postponed) – Grace Molloy, Peter Molloy,
- European Junior and Youth Orienteering Championships (postponed) - Peter Molloy, Lizzie Stansfield, Grace Molloy
- Scottish Junior Orienteering Squad – Jamie Goddard, James Hammond, Sam Hunt, Jamie Connor

*Unfortunately selections for all other British and Scottish teams were not made due to cancellations.*

### 1.3 Individual performance at major events in the UK and national events in Scotland

*Top class in each age category (E/A/L)*

Event	Gold	Silver	Bronze
JK* International Orienteering Festival (Sprint)	These events were cancelled in 2020		
JK International Orienteering Festival (Middle/Long)			
British Championships (Long)			
British Championships (Middle)			
British Championships (Sprint)			
British Championships (Night)	1**	-	-
<b>Total medals at UK Major events (British Championships/JK)</b>	<b>1</b>	<b>0</b>	<b>0</b>
Scottish Championships (Middle)	6	5	2
Scottish Championships (Night)	6	2	2
Scottish Championships (Long)	These events were cancelled in 2020		
Scottish Championships (Sprint)			
Scottish Orienteering League (SOL)	No league results in 2020 due to cancellations		
Scottish Orienteering Urban League (SOUL)			
<b>Total medals at Scottish National events</b>	<b>12</b>	<b>7</b>	<b>4</b>
<b>Total no. of club members winning at least one UK Major or Scottish National medal</b>	<b>22</b>		

*\*The Jan Kjellstrom International Orienteering Festival, known as the JK, is the premier annual orienteering event in the UK.*

*\*\* Graham Gristwood FVO won the British Night Championships for 7<sup>th</sup> consecutive time!*



## Appendix D - Events, training sessions and activities organised by FVO in 2020 (number of participants)

Date	Event name	Planner/Organiser	Level	Total
<i>Weekly</i>	<i>Terrain Run - Tuesday evenings (men/womens)</i>	<i>MC Shankland</i>	<i>Activity</i>	<i>Free</i>
08/01/2020	FVO Night series Dunblane	G Longhurst	Local	35
12/01/2020	FVO Local event Minewoods	B Bullen	Local	33
19/01/2020	<i>FVO club activity day</i>	<i>N Melville/J Leonard</i>	<i>Activity</i>	<i>Free</i>
22/01/2020	FVO Night series Callander Park, Falkirk	S Scott	Local	31
01/02/2020	<i>Scottish West Area Training (SWAT) - Glen Nant</i>	<i>R Goddard</i>	<i>Activity</i>	<i>Free</i>
05/02/2020	FVO Night series Polmaise	L Taylor	Night	27
19/02/2020	FVO Night series Kings Park Stirling	A Llewellyn	Night	22
01/03/2020	FVO Local event Dunblane	J Heaton	Local	59
04/03/2020	FVO Night series Barr Wood	J Stevenson	Night	32
05/03/2020	<i>Pub-O Chat - inaugural but stopped by Covid</i>	<i>P Hammond</i>	<i>Social</i>	<i>Free</i>
07/03/2020	Dunblane Newcomer Series #1	C Smithard/D Nicol	Activity	Free
<i>Spring</i>	<i>Lockdown quizzes - fortnightly during April/May/June</i>	<i>A Llewellyn / Various hosts</i>	<i>Social</i>	<i>Free</i>
<i>Spring</i>	<i>Members open mic talks</i>	<i>Various hosts</i>	<i>Social</i>	<i>Free</i>
02/08/2020	Back to the Forest - Minewoods (club members only)	C Smithard	Local	41
15/08/2020	Back to the Forest - Abbey Craig (club members only)	S Scott	Local	41
23/08/2020	Back to the Forest - Polmaise (club members only)	S Scott	Local	41
06/09/2020	Laigh Hills Local Event (Club members only)	P Hammond	Local	47
13/09/2020	Bantaskine Local Event (Club members only)	J Cross	Local	44
16/09/2020	Beecraigs Lochside local event (Club members only)	P+G Molloy	Local	46
19/09/2020	<i>SWAT Training - Polmaise</i>	<i>R Goddard</i>	<i>Activity</i>	<i>Free</i>
20/09/2020	South Achray Local Event (Club members only)	H Fellbaum	Local	45
18/10/2020	Fallin Local event	C Smithard	Local	23
28/10/2020	Laigh Hills Night Event	G Gristwood	Night	31
01/11/2020	Plean Local event - Forth Valley Health Board residents only	J Heaton/B Connor	Local	59
11/11/2020	Minewoods Night Event	J Cross	Night	37
15/11/2020	Dumyat Local Event	G Gristwood	Local	58
25/11/2020	Abbey Craig Night Event	F Purves/L Taylor	Night	24
27/11/2020	<i>Club Awards night</i>	<i>R+J Molloy/G Godfree</i>	<i>Social</i>	<i>Free</i>
28/11/2020	Bridge of Allan Urban Sprint (Stirling, Perthshire and Clacks only)	G Gristwood/C Smithard	Local	37
28/11/2020	Muiravonside virtual orienteering (West Lothian residents only)	N Polwart	Activity	Free
05/12/2020	Beecraigs West course challenge (West Lothian residents only)	J+P Hammond	Activity	Free
06/12/2020	Laigh Hills and Dunblane East (Stirling, Perthshire and Clacks only)	G Gristwood / C Smithard	Local	57
09/12/2020	Polmaise Wood	L Taylor	Night	29
13/12/2020	Kings Park, Stirling	C Smithard	Local	63
19/12/2020	Beecraigs East Festive frolic	M Smith	Activity	Free
20/12/2020	Gallamuir Woods	W Hensman	Local	54
	<b>Total participants at chargeable local orienteering events</b>			<b>813</b>

## Appendix E - Club Officials

### E.1 Event Officials

Event Official role	Number of club members
Organisers (with Event Safety Workshop training)	77
Grade A Controllers	6
Grade B Controllers	2
Grade C Controllers	3
Coaches - current Licence to Coach	7
Coaches - Licence to Coach (currently expired)	5
First aiders	6

### E.2 Club roles

#### Elected committee roles:

President - Jen Leonard

Secretary - Brad Connor

Treasurer - Andy Llewellyn

General members - Hazel Dean, Sarah Tullie, Paul Hammond, Steve Scott

#### Appointed roles:

Club kit - Louise Longhurst

Club trophies - Lindsay Hensman

Electronic equipment holder - Will Hensman

Equipment - Ben Stansfield

Local weekend events/newcomers coordinator - Chris Smithard

Mapping officer - Graham Gristwood

Membership secretary - Neil Polwart

Night series event coordinator - Martin Dean, handed over to Lewis Taylor

Permanent Orienteering Course coordinator - Jason Inman

Permissions - Sarah Tullie

Press officer/Media - Steve Scott

Safeguarding officer - Hazel Dean

Sprint series event coordinator - Graham Gristwood

Team captain - Jon Cross

Webmaster - David Nicol

Wednesday Evening Event (WEE) series coordinator - Steve Scott



## Appendix 4 – Membership Report

### 1. Membership position as at 31st December 2020:

Total membership was 201 (138 adults and 63 juniors) plus 4 second club members.

See Tables 1 and 2 for the breakdown into age categories and comparison with previous years. (NB This does not include Stirling University Orienteering club members who are automatically second club members of FVO).

### 2. New members joined in 2020

We recruited 27 new members into FVO in 2020 (cf 32 & 39 new members in 2019 and 2018 respectively), including 2 new second club members.

Note that no welcome packs have been distributed to new members in 2020 due to Covid restrictions.

### 3. SOA/BO members

At the end of 2020, we had 64 members in FVO who are Scottish Orienteering-only members (ie not in British Orienteering). (compares with 71 and 42 in 2019 and 2018 respectively).

*Neil Polwart, FVO membership secretary, January 2021*

*Table 1 - Breakdown of FVO membership December 2020*

		Female	Male	Total
V. Young Juniors	M/W10	10	6	16
Younger Juniors	M/W12/14	9	20	29
Older Juniors	M/W16/18	4	11	15
Seniors	M/W20/21/35	18	10	28
Veterans	M/W40+	31	32	63
Supervets	M/W55+	10	19	29
Ultravets	M/W65+	9	12	21
<b>Total</b>		<b>91</b>	<b>110</b>	<b>201</b>

**Table 2 - FVO membership data over past 7 years**

<b>Year</b>	<b>Senior s</b>	<b>Junior s</b>	<b>Total</b>	<b>Second club</b>
2013	83	46	<b>129</b>	6
2014	90	45	<b>135</b>	3
2015	100	48	<b>148</b>	3
2016	122	53	<b>175</b>	3
2017	132	68	<b>200</b>	4
2018	146	70	<b>216</b>	3
2019	151	73	<b>224</b>	2
2020	138	63	<b>201</b>	4

**Table 3 – Local Authority Area of current membership**

<b>Local Authority</b>	<b>No of members</b>
Stirling	96
West Lothian	52
Falkirk	14
Clackmannan	12
Perth & Kinross	8
Fife	3
Edinburgh	2
Borders	2
Dundee	2
Glasgow	1
East Dunbartonshire	1
Outside Scotland	8