



# Berkshire Orienteers

## Minutes of the Committee Meeting

7.30pm 11<sup>th</sup> January 24  
The Cricketers, Cricketers Lane.  
Warfield. RG42 6JT

**Present:** Simon Moore (Chair), Peter Entwistle (Treasurer), Brian Sewell, Ian Hudson, Steve Waite, Derick Mercer, Fiona Clough, Bo Oqvist, Mark Foxwell.

**Apologies:** John Methven, Eddie Walsh.

### 1. Minutes of the Last Meeting (9<sup>th</sup> November 23)

- A minor adjustment to AOB wording.

*Matters Arising –*

- Central storage of master map files. Mark is going to investigate the storage and control of master maps onto website storage. Update – Mark is to contact Eric. Nov, has contacted Eric, ongoing. Mar – ongoing. May – Mark has been talking to Eric with a plan to upload to dropbox / onedrive no timescale as yet. Simon did say that we need a register of the status of each area to help with forward planning. Fiona said that this is already on the BKO website under Admin Area's for those that have access. July – Mark has set up OneDrive, but issues sharing it? Nov – Update Brian can now see files. *Update from Marks emails, Making progress, ongoing.*

**Action; MF**

- Brian volunteered to contact St Andrews to see if they would like some coaching from Mark & John to assist with completing their coaching course evidence. Updates – Brian has sent an email to Kirsty via mark that Coaching can be available but unfortunately has had no response. Nov, Brian is going to contact them direct to look at training in the Spring. Jan – awaiting reply from holidays. Mar, ongoing Brian will complete after the BOC's. May – Brian said that he will offer the training again. Sept – No action yet. Update – Nov Brian has asked Glyn to contact Kirsty as he worked with her and still no response. Brian to chase Glyn. *Update Jan - Brian has talked to Glynn and they have taken Orienteering off the Curriculum.*

**Action; Complete**

- Find Your Way, Kay has now been promoted within BOF and they are now recruiting someone new. Hopefully John can obtain an update for the next meeting. Mark will send John our suggested target areas. May – awaiting replies. Sep - Mark and John, planning/organising 3 maprun courses in Prospect park for Sun 29<sup>th</sup> Oct in combination with Beat the streets. Maps printed for us – we can add promotion on the back. Will require club tents and 5-6 people to help explain how to do the event. There will be kites at the control sites. Nov – No update for this meeting. *Update Jan – Things progressing well with BOF FindYourWay initiative and working with Reading BC on Prospect Park courses and the MapRun score that Mark has made across Reading West. This is just about to be promoted to thousands of people so we hope that some will take it up and we will be able to see who has done it via MapRun. The rangers in the park now have the maps of courses and instructions on what to do. Posters about it are in the station. I am going there next week to check it out. They are also keen to reinstate a POC on Prospect Park (with real posts). We also want to tell people about it at the Prospect parkrun. Remember that we can work with BOF FindYourWay to engage people across our area using a combination of MapRun, POCs and park events. There is funding for mapping and other things.*

**Action; MF & JM**

- Refund policy to be written up for Racesign up (offer credit first then a refund) *Update Jan – Ongoing.*

**Action; SM**

- Results for the 2024 Concorde Chase - Peter Foster (BOK) will be the SI guru and for SITiming equipment hire and his services costs are about £750. Hire of TVOC controls and SIAC's has been arranged with control cost about £300. Total £1,050 **Committee confirmed that Brian can book.** *Update Jan – All booked.*

**Action: Complete**

- Brian has produced a guide 'BKO use of SI and SIAC' to help Planners, Organisers and volunteers Rev B. This was discussed and based on our insurance conditions and practicality it was agreed control stakes can go out up to 48hrs and controls up to 24hrs before an event if away from public access. *Update Jan - Completed*

**Action: BS Complete**

- Brian has also produced a 'Start Notice Competitor Instructions' plus an 'SI Start Layout' as a set of instructions for competitors, start team and use for results teams for the new SI system. Brian to arrange laminating. To be used at all Starts. Discussed and no changes needed although Simon is concerned about position of SIAC TEST. Brian to investigate. *Update Jan – SIAC test box need to be to one side of the start box*

**Action: Complete**

- Simon will place both the above documents onto the Officials section of the website.
- Moving over to SITiming – temporary licence granted for training but we need to purchase a licence by the 1<sup>st</sup> January 2024. *Update – awaiting issue of licence.*

**Action: BS**

- Brian proposed the purchase of new laptop as an SITiming server– he has looked at prices, with various specs - **approved for up to £400 to spend.** *Update Jan – Purchased new laptop, case and mouse.*

**Action BS – Complete**

- SPORTident licence £185 for 1 year or £740 for 5 years. It was agreed we would buy a 1 year to start to allow our finances to settle, then consider 5 year.

**Action: PE**

- Extra kit suggestions, CLEAR control, **service key, 2 x coupling sticks, 10 holders – All agreed.** *Update Jan – Ordered now awaiting delivery.*

**Action; BS**

- Website – Mark to sort SSL licence. *Update – Jan, Mark has sorted the site to https.*

**Action; Complete**

- Eoin has suggested a better 'pack' for Organisers, Simon will look at updating the website guides and the storage pack.

**Action; SM**

- Simon suggested we draw up a Financial Policy on what the Club expects/should run finances for the Club and events

- Katy is trying to set up a Regional Controllers course and encouraging Club members who are interested in attending. Simon will send out an email to see if any members are interested.

**Action: SM**

## 2. Chairman's Update

### 2.1 Chair's Update.

- 2 events since the last meeting Black Park where we had a good turn out. Starry nights at Star Posts which made a loss which was planned.
- AGM is booked and the deposit paid. Fiona has asked them for the menu for the 2 course carvery. Derick will **send out details and numbers request with the AGM notice. The Committee agreed to a £20 per head charge.**

- AGM – Elections, Simon asked if Peter would like to stay on the Committee once he drops down as Treasurer, Peter said he would, as part of that Lynne will be Treasurer but will have to drop the Welfare role. **Positions in email.**
  - AGM Awards – Discussed and agreed.
  - AGM Fees – No price increase for - BKO fees. A new category put in wording from BKO Website for price lowering for those joining later in the year. Take wording from website. New entry category for Young adults, agreed to split between senior and junior prices.
3. **Membership Secretary**
- Ian gave the update that we currently have, National 82 members – 6 local – no group members.
4. **SCOA Report - Jon Wheatcroft email**

### **SCOA End of Year Report**

#### **What's SCOA doing?**

We've just reached the end of the SCOA awards season. In recent weeks, it has been my pleasure to present awards to SCOA members; For Southern Championships, SCOA League and SCOA Championships. These events don't just 'happen'. They are planned, often months ahead by volunteer orienteers on your committee and elsewhere. Planning is already in hand for the 2024 SCOA Championships, for instance. This is again being hosted by TVOC at the Chiltern Challenge on 24th March. Details are already on the TVOC website. Do make sure you enter the correct course if you wish to be competitive. The 2024 Southern Championships are being held by GO of SEOA at Redlands near Dorking on 4th February. (SARUM of SWOA will host in 2025 and it's SCOA's turn again in 2026.)

This was Ken Ricketts last season at the helm of the SCOA league. We all owe him a debt of gratitude for his quiet, efficient work over the years. We need a successor! It involves taking the results file from BOF results, extracting the SCOA runners and updating the results on the SCOA website. Anybody fancy an armchair role in our sport?

Future SCOA League (SCOL) events include: -

- 29th December SCOL 4 Hogmoor (SN)
- 11th February SCOL 5 Micheldever (SOC)
- 17th March SCOL 6 Rushall Woods (BKO)

#### **Colour Badge Scheme**

Your Committee is also arranging to resurrect the SCOA colour badge scheme. Glyn Thomas (BKO) has provisionally taken this on. Club Captains should notify him when juniors & novices have achieved three badge times. More details later.

#### **SCOA Junior Squad**

Behind the scenes to many is SCOA's very successful Junior Squad, co-led by Simon Kippin (TVOC) and Laurence Townley (SN). As well as funding domestic training and competition, SCOA funds overseas training and competition for the more successful squad members. If your son /daughter can confidently complete an Orange course unaided and is considering moving up to Light Green please consider the opportunities offered by the squad. New recruits are always being sought. Contact details on the SCOA website.

Treasurer?

We have a very efficient Secretary in Fiona Clough (BKO) and acting Treasurer, also Fiona Clough! It is not sustainable for one person to occupy both roles. We have an agm in June. Is there any SCOA member who feels able to feel able to step up to take on one of these roles? Job descriptions are on the SCOA website.

#### **December Meeting Key Points**

The main topic discussed at our December meeting was what our priorities should be for using

our depreciating reserves earned from JK19 and BOC 23. Hitherto, we have only considered bids to fund development (SOC & TVOC for Juniors, BKO for a permanent course at an outdoor education centre). Such bids have long-since dried up. One suggestion is to return the money to SCOA clubs, perhaps based on levies and/or affiliation fees paid. Another was to look favourably upon club bids for defibrillator purchase. (This latter was strongly discouraged by the experienced professional First Aiders at TVOC's recent Chiltern Challenge. 600m is the maximum effective radius of use. They felt that funding of First Aid courses was more cost-effective.) A bid is already in the pipeline for funding SIAC purchase, and one for professional mapping seemingly not far behind.

How do you think SCOA excess reserves should be used? Your views and suggestions on this would be most welcome. [chairman@scoa-orienteeing.org.uk](mailto:chairman@scoa-orienteeing.org.uk)  
Simon – Suggested paying for a Regional Development Officer £5000 per annum for a set period. Also discussed was central equipment (SIACS)

## 5. Events & Mapping

### 5.1 Events

- The events schedule was discussed, the updated table is appendix A.
- Update from Eddie Walsh. All is in hand for the Concord Chase event on Sun 28-Jan-24.
- I have taken leave for 23, 24 and 26-Jan-24 so I have stacks of time to get everything in order.
- We need more helpers on the day, so I suggest I spread the net wider and reach out to the BAOCC / ML(S) event helpers?
- Fiona and I are working on the Final Details flyer – I will have the details for Sun 28-Jan-24 complete by 5pm today. Please check and feel free to advise.
- I am in good comms with Martin (Wilson) – Planner. We have had an onsite recce including the 2 x starts. I will check / tidy / trim these locations beforehand.
- I will have the gate access for Barossa area, Collingwood College and Barossa Hall.
- Fiona has arranged the Medical cover with Face 2 Face Medical Limited. POC, exact locations / timings have been agreed.
- I have arranged for a Catering Van to be in attendance positioned near Barossa Hall.
- Racesignup stats as at 12:00hrs, Thu 11-Jan-24:
  - Sat 27-Jan-24 - Urban = 80
  - Sun 28-Jan-24 - Concord Chase = 157
- Martin has asked if we can purchase more gripples. **Agreed Martin can purchase more.**

### 5.2 Mapping

- This was discussed under events. - appendix A.

### 5.3 Results

- Steve reminded everyone that the course names in racesignup MUST match the planners course names.

## 6. Treasurers Report (Peter)

- Peter issued out the report prior to the meeting and ran through the figures at the meeting.

BKO Treasurer's Report - Committee Meeting 11th January 2024 ACCOUNTS – Last 2 months of 2023

Since the last committee meeting in November, the Club's expenditure has exceeded Income by £950 and so the Final figure for the net surplus in 2023 is £1240 (up from my forecast of £200 at the November Committee).

This surplus is due to the high entry to the Black Park Regional which substantially increased the event surplus over the budget forecast. We were lucky that 2 clubs selected Black Park for their Club championships.

The value of our Bank accounts & cash has been reduced substantially due to SI purchase and is now £5674 (at the end of 2022 it was £14,441)

The main changes since the last committee meeting are:

INCOME: £1103 in total

- Black Park Regional – £1311 surplus
- Starry Night Regional - £225 loss
- Bank Interest - £16 income

EXPENDITURE: £153 in total

- Equipment expensed – £291 for 80 SI stakes.
- SCOA membership £141 for 2023 (BO membership £80 paid is for 2024)
- Depreciation : £141
- **NET November to December : £950 Surplus**

2024 Year to date:

Spending on Concorde weekend:

We have spent £1103 in advance on the 2024 Concorde chase week.

Insurance for Concorde weekend – likely to be an oncost.

How much equipment is to be put out before Sunday? Where will it be placed?  
Can we assume that Collingwood College entrance is gated and locked out of hours?

## **BANK SIGNATORIES**

Currently we have 3 signatories: Simon Moore, Derick Mercer and Peter Entwistle.

Following Lynne Moore's offer to take over the role of Treasurer from me, I am adding her to the Bank signatory group.

## **7. Development Matters**

Action update in matters arising.

## **8. Secretary's Report**

- Nothing for this meeting.

## **9. Publicity Report**

- **Website** –
- **Facebook** –

## **10. Coaching Report**

- John, Take from below

- Mark said he is looking at Spring/Summer training areas commencing 10<sup>th</sup> April.

## 11. Youth League/Juniors

Update from John;

- I have been talking with people at University of Reading about several things:
  - a. Trail-O competition on 13th Oct organised by David Jukes (may become British Trail-O champs)
  - b. FYW/MapRun courses for freshers in welcome week, September 2024 and
  - c. possible foot-O event on 13 Oct to go with the TrailO (probably afterwards).
- You should have seen email from me about CSC heat, JK relays and British relays. Note that Esher Common is outside the London ULEZ (Jim asked).
- I am looking to do my assessment on BOF coaching level 2 on 17th Feb if we get enough SCJS juniors signing up for training. On juniors in the club, although we have Adam in GB Development Squad and Amelia in Talent South, we do have a lack of new people coming in. However, Aidan, Morgan and Eleanor went to a recent SCJS training session and are part of the squad. If you are looking for a Jim's Jug nomination, I would put forward Eleanor Prescott since she is keen on foot-O, but was actually 3rd in British Champs for horseback-O in "category 3.
- In terms of attracting new members and engaging the ones we have I think it is a top priority to address three things in IT:
  - 1) the website is fine, as far as I am concerned, but needs to move from http to https server because otherwise it is blacklisted as a "security concern" by many people's browsers. No web code or html needs to change to make this move. Probably a change in host provider only.
  - 2) the mailing list fails to get to so many people. It would be great to find an alternative mail list server soon.
  - 3) Gaia Ferrante who was visiting the club up until Christmas suggested that all BKO members (who opt in) are part of a BKO Whatsapp group. This could help with our communication issue and also help with things like car sharing to events. Just need to set the expectation that it is for organising, rather than chit-chat. I would think this is a good idea, especially since we have only just over 100 members.

## 12. Welfare Report

- No safeguarding issues reported.

## 13. Next Meeting –

- Wednesday 27<sup>th</sup> March 0730 @ The Cricketers.

## 14. AOB

- Mark – Do we need more tracking of kit. Simon will look at some solutions in online stock/diary.
  - Simon – Kit. Do we need to ditch old Kites, Yes. Simon & Fiona are going to run through the equipment store to look at stock and what we need to keep/replace/throw. Emit kit to be kept for training purposes. Brian sorting through the emit kit.
  - Eoin has suggested a better 'pack' for Organisers, Simon will look at updating the website guides and the storage pack.
- Action; SM**
- Simon suggested we draw up a Financial Policy on what the Club expects/should run finances for the Club and events.

- Katy is trying to set up a Regional Controllers course and encouraging Club members who are interested in attending. Simon will send out an email to see if any members are interested.

**Action: SM**

- Simon suggested we need an Race Sign Up guru, Brian volunteered.

## Appendix A – Events Table

Date	Location	Level	Comments	Officials
<b>Sunday 19th November</b>	Black Park	C	<p>Permissions – Buckinghamshire said no to original date due to half term. Swapped weekend with Bucklebury event. SCOA happy with new date.</p> <p>Parking: Black Park car park</p> <p>Mapping – Needs proper update after forestry work during winter 2022/2023. Andrew Chalmers (TVOC) has completed mapping work.</p> <p>SCOL2 event. No forestry work will take place at the time of our event. No vehicles allowed in the forest.</p>	<p>Organiser – Simon Moore</p> <p>Planner – Jim Munday</p> <p>Controller – Helen Marsden</p> <p>Results – BKO result team (Steve Waite). 100 SIAC from TVOC to hire.</p>
<b>Saturday 16th December 2023</b>	Night Orienteering Star Post	C	<p>Permissions – Crown Estate confirmed permissions, but will not allow car access to forest when dark. We need to plan how to get equipment back in after event without vehicles. OOB areas and MTB crossings to be looked at thoroughly since we had some feedback from CE on this after last event.</p> <p>Parking- Mark Croll confirmed Lookout parking</p> <p>Mapping – Georeferencing not done with Dave Peels update in 2023. Alan (planner) will add OOB for newly planted areas.</p> <p>Other - Alan has planned three courses. The short course is of Yellow difficulty so serves the purpose of "Family Santa Claus" course. The event clashes with Brighton city race. The committee considered moving event to Friday 15th instead, but decided to keep the Sat 16th date as originally planned. Committee decided to go ahead with this event even if it is possible there will be a small loss.</p>	<p>Organiser – Eoin Sharkey</p> <p>Planner – Alan Phillips</p> <p>Controller – Peter Jones (SN)</p> <p>Results - BKO result team (Steve Waite)</p>
<b>Saturday 27th January 2024</b>	UK Urban League event Birch Hill/Wildridings	C	<p>Permissions – SHP ok, awaiting answer from BFC. No issues foreseen.</p> <p>Parking - At SHP but depending on start time may clash with theatre event. We could consider participants to park on their own accord.</p> <p>Mapping –</p> <p>Other - full set of courses. UKUL event confirmed!</p>	<p>Organiser – Fiona Clough</p> <p>Planner – Katy Stubbs</p> <p>Controller – Craig Blackford BADO</p> <p>Results - Peter Foster (BOK) &amp; BKO results team SI Timing</p>
<b>Sunday 28th January 2024</b>	Concorde Chase Barossa	B	<p>Permissions – License received from Landmarc/DIO. We will not be allowed in RDA (at the very west of map). Received</p>	<p>Organiser – Eddie Walsh</p>

			<p>permissions for Poors Allotment at the very east of map instead.</p> <p>Parking - We will not use Sandhurst Camp. Eddie is checking with <b>Collingwood</b> college instead.</p> <p>Mapping – Current map looks ok according to Colin Dickson. Roger Maher makes the updates if required.</p>	<p>Planner – Martin Wilson</p> <p>Controller – Peter Jones (SN)</p> <p>Results - Peter Foster (BOK) &amp; <b>BKO results team</b> SI Timing</p>
<b>Saturday 24th Feb 2024</b>	Swinley West/Swinley Park	<b>D</b>	<p>Permissions –</p> <p>Parking - Either Tesco Martins Heron or Lapland</p> <p>Mapping –</p> <p>Other - Clash with SN Sat event in Hindhead (we were first!). But events are far enough apart and both events are Local (D) events so we will go ahead.</p>	<p>Organiser – John Methven</p> <p>Planner – Asked Trish and Jon.</p> <p>Controller – N/A</p> <p>Results - BKO result team using <b>SITiming</b></p>
<b>Sunday 17th March 2024 (one week earlier due to clash with TVOC Chiltern Challenge)</b>	Rushall Woods	<b>C</b>	<p>Permissions – Yattendon Estate has said ok and issued license on Oct 26th. Remaining landowners not yet contacted.</p> <p>Parking - field for motorsport. Adjacent to parking used for CSC 2022. Bo to contact Robert Breakspear.</p> <p>Mapping – Map to be updated and extended in the south. To enable POC to be used by Simmons trust. Steve Waite to write a proposal and we will try to get funding from BOC 2023/SCOA.</p> <p>Steve to speak to Katy on who can do update of Rushall map.</p>	<p>Organiser – Bo to ask Eddie &amp; Toni Whittle (done, said no), now asked Georgi.</p> <p>Planner – Steve Waite</p> <p>Controller – Fiona has asked Alan Kearsley who is considering is considering.</p> <p>Results - BKO result team <b>SITiming</b></p>
<b>Saturday 4th May 2024</b>	Bramshill or Benyons Inclosure	<b>D</b>	<p>Permissions –</p> <p>Parking -</p> <p>Mapping –</p> <p>Other -</p>	<p>Organiser –</p> <p>Planner –</p> <p>Controller – N/A</p> <p>Results -</p>
<b>Saturday 15th June 2024</b>	Summer series urban #1 Windsor & Eton	<b>D</b>	<p>Permissions –</p> <p>Parking -</p> <p>Mapping –</p> <p>Other -</p>	<p>Organiser –</p> <p>Planner –</p> <p>Controller – N/A</p> <p>Results -</p>
<b>Saturday 6th July 2024</b>	Summer series urban #2 & Club PicNic Jennetts Park	<b>D</b>	<p>Permissions –</p> <p>Parking -</p> <p>Mapping –</p> <p>Other -</p>	<p>Organiser –</p> <p>Planner –</p> <p>Controller – N/A</p> <p>Results -</p>
<b>Saturday 17th August 2024</b>	Summer series urban #3 Wildridings	<b>D</b>	<p>Permissions –</p> <p>Parking -</p> <p>Mapping –</p>	<p>Organiser –</p> <p>Planner –</p> <p>Controller – N/A</p>



			Other -	Results -
<b>Saturday 28th September 2024</b>	Autumn Local Benyons Inclosure	<b>D</b>	Permissions – Parking - Mapping – Other -	Organiser – Planner – Controller – Results -
<b>Sunday 13th October 2024</b>	Autumn Regional Burghfield Common	<b>C</b>	Permissions – Parking - Mapping – Other -	Organiser – Planner – Controller – Results -
<b>Saturday 9th November 2024</b>	Autumn local Langley Park	<b>D</b>	Permissions – Permissions & parking was an issue last event in 2019. But perhaps could try again? Parking - Mapping – Other -	Organiser – Planner – Controller – Results -
<b>Saturday 7th December 2024</b>	Night Orienteering (Southern Night Champs 2024?) Star Post or Yateley Common	<b>B/C</b>	Permissions – Parking- Possible to use the Lookout car park as evening event with no-one else around? Mapping – Other: What are embargo rules? Asked Richard Sharp as SCOA. "Regional events have no embargo but national events should have 12 months. I say 'should' as there have been more and more exceptions recently but if you don't plan to use it after 16/12/23 then you will be OK either way."	Organiser – Planner – Controller – Results -
<b>Saturday 25th January 2025</b>	Concorde Chase Urban	<b>B</b>	Permissions – Parking - Mapping –	Organiser – Planner - Controller – Results -
<b>Sunday 26th January 2025</b>	Concorde Chase Cold Ash	<b>B</b>	Permissions – Parking - Assembly at Boar Hole farm is an idea Mapping –	Organiser – Planner – Steve with support from Katy Controller – Results -
<b>Saturday 22nd February 2025</b>	Winter local Swinley East (if filming is completed) Alternative, do we offer to run SCOA CSC heat at Bloom Wood?	<b>D</b>	Permissions – Parking - Mapping – Other - Bo to check with Richard Sharp if CSC qualifier event can be held later. In March to not be so close to our large CC event.	Organiser – Planner – Controller – N/A Results -