



Berkshire Orienteers

Minutes of the Committee Meeting

7.30pm 27th March 24
The Cricketers, Cricketers Lane.
Warfield. RG42 6JT

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

Apologies: John Methven, Eddie Walsh, Ian Hudson.

1. Minutes of the Last Meeting (11th January '24)

- Some minor adjustments to the minutes clarified from the draft sent out.

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. *Mar – They are stored online and the link is available on request to Mapping*

Action; Closed

- 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 29th 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. *March – MF Still talking and the maps are going to the Rangers station and publicity is being sorted.*

Action; Complete

- Refund policy to be written up for Racesign up (offer credit first then a refund) Update Jan – Ongoing. *March – Simon has written up the policy and locate in the relevant section on the website*

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 1st January 2024. *Update – awaiting issue of licence.*

Action: 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: Complete

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

Action; Complete

- Eoin has suggested a better ‘pack’ for Organisers, Simon will look at updating the website guides and the storage pack. *March - Ongoing*

Action; SM

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

Action; Closed

- 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. Update March - Ongoing

Action: SM

- Simon – The event handbook on the BKO website requires updating and is working through the documents which will help the running of BKO events for all officials. He will send out the documents to the Committee for review and comments.

Action; SM/All

2. Chairman’s Update

2.1 Chair’s Update.

- We’ve held the following events since the last meeting:-
- Birch hill & Concorde Chase – using SI/SIAC with Results by Peter Foster and helpers from BOK
- Birch Hill - planned by Katy Stubbs and Organised by Fiona Clough, with almost 250 runners.
- Concorde Chase at Barossa /Poor’s Allotments using Collingwood College as assembly and results area.
Organised by Eddie Walsh, planned by Martin Wilson, over 550 runners on the day.
- Saturday Morning event at Swinley West. Planned by Trish Monks and Jon Vaughn, Organised by John Methven 60 runners. The cost of using a Crown Estates area means event ran at a loss.
- Regional and SCOA league event at Rushalls wood. Planned by Steve Waite, Organised by Jane Courtier – Over 200 entries. There was significant rain beforehand which meant the car park field couldn’t be used, but event ran well.

3. Membership Secretary

- Ian gave the update that we currently have, National 98 (82) members – 6 local – no group members.

4. SCOA Report -

We’ve

5. Events & Mapping

5.1 Events

- The events schedule was discussed, the updated table is appendix A.
- Equipment – we have lost one stake & one SIAC card.
- Simon said that for level C’s he has changed Racesignup to 15 minute intervals.
- BOC has sent Brian their manual that they use so that he can update to BKO for our manual to run with Racesignup.

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.
- Update from Brian – Results software. Since the Concorde Chase in January where Peter Foster and John Simmons from BOK ran the results using SiTiming we have made the switch to SiTiming and have now run a level D (Swinley West) and level C (Rushall Woods) event using SiTiming and live results. Brian, Derick Mark and Steve from the results team are now familiar with the software.

6. Treasurers Report (Lynne)

Events

There have been three events since the last committee meeting:

- Concorde Chase weekend – Birch Hill and Barossa – Net surplus £2,585
- Swinley West Level D – Loss £195 (largely owing to the high land usage fee of £300)
- Rushalls Wood Level C – Net surplus expected of £1,016.

Budget 2024

- I have drafted a budget for the year for discussion by the committee. This shows a predicted deficit for the year of just under £1,000 once depreciation of SIAC equipment (£2,000) is taken into account. Without depreciation, we would be making a small surplus of £1,000, similar to 2023. However, we need to be mindful of building up a surplus pot for future capital equipment purchase and replacement SIAC batteries.
- It should be noted that the expenditure section of the draft budget only includes very limited amounts of for equipment, coaching, development activities etc. The committee may wish to spend more in these areas; however, caution is advised as income is projected to be lower this year. If we wish to be able to afford these areas, we need to focus efforts on raising additional income.

Finance Policy

- I have drafted a BKO Finance Policy for discussion by the committee. I prepared this with Simon, based on the TVOC policy. It sets out how club finances should be managed including budget preparation, running costs, event finances and depreciation rates.

Club Treasurer software.

- I have trialed a software package called ‘Club Treasurer’ to help manage the finances. It is a low-cost purpose-built package widely used by sports clubs across the country. Moving forwards, I intend to use this to assist me in day-to-day financial operations to save time and minimise the risk of error. In addition, it includes numerous helpful reports which can be easily run off.

7. Development Matters

Simon – The event handbook on the BKO website requires updating and is working through the documents which will help the running of BKO events for all officials. He will send out the documents to the Committee for review and comments.

Action; SM/All

8. Secretary’s Report

- Nothing for this meeting.

9. Publicity Report

- **Website** – Simon has talked to Paul Frost (PF Web) to produce our Club Website which will be more secure and up to date. The cost would be £2,200 with an annual fee. The Club are investigating upgrading to this system – The implication is the website is not GDPR compliant.
- **Mark** – Is looking at mailchimp and mailing lists or improving publicity for the Club and events.
- **Facebook** –

10. Coaching Report

- Mark said that he has planners in place, and checked on permissions with Bo who said that he will commence gathering permissions.
- There will be some joint events with SN, currently drawing up schedule to include mapruns during the summer.

11. Youth League/Juniors

Update from John;

- I have just received authorisation of the event request for David Jukes to organise a Trail O competition on the University of Reading campus on Sunday 13th Oct. The plan is to use the Sports Pavilion as registration and download.
- I have entered two teams for the JK relays and only one team for BOC relays (due to the distance). Quite a few people have expressed interest in the British sprint relays at University of Warwick in June. So I will arrange some teams for that.
- Unfortunately I can't take BKO flag up to JK because no room in our car for it with 4 people in there. If someone wants to take a flag it would be good to represent the club and gather around on day 2 and day 3 on Cannock Chase. Simon said he would take a feather up to the event.

12. Welfare Report

- Simon said that there were no safeguarding issues reported.

13. Next Meeting –

- Thursday 16th May 0730 @ The Cricketers.

14. AOB

- Brian – Said that Denise has asked if there was a Club Whatsapp group. To be discussed at the next meeting.
- Brian – BOF have been sending out rule changes and does that info feed down to Officials. Mark said that the rules state follow the most up to date information on the BOF website.
- Steve said that he is still progressing with the POC at Rushall Woods.

Action; All

Appendix A – Events Table

Date	Location	Level	Comments	Officials
Saturday 27th April 2024	Burghfield Common	D	Permissions – Forestry England contacted regrading Bramshill. Permission declined on March 18th due to SSSI and ground nesting birds. Permissions received from Englefield Estate for Burghfield common. Parking - Holdens Firs accessed via forest ride. Same as last event in 2020 Mapping – Simon will do minor updates Other - Clashes with British Middle Championship in Otley (Leeds)	Organiser – Lynne Moore Planner – Simon Moore Controller – N/A Results - Mark Foxwell
Saturday 8th June 2024	Summer series urban #1 Windsor & Eton	D	Permissions – Emailed RBWM and Eton College for the Brocas Park where assembly/start/finish will be Parking - Self parking as unlikely to get access to for example Broca park Mapping – Stefan updating Other - Initial clash with TVOC Urban in Oxford on 15th June. BKO changed date. Map update required	Organiser – ? Planner – Stefan Stasiuk Controller – N/A Results - Brian Sewell
Saturday 6th July 2024	Summer series urban #2 & Club PicNic Jennetts Park	D	Permissions – Parking - Mapping – Other -	Organiser – Mark Foxwell PicNic Organiser - ? Planner – Alan Phillips Controller – N/A Results -
Saturday 17th August 2024	Summer series urban #3 Wildridings	D	Permissions – Parking - Mapping – Other -	Organiser – Planner – Controller – N/A Results -
Saturday 28th September 2024	Autumn Local Benyons In-closure	D	Permissions – Parking - Mapping – Other - Clash with Junior Inter Regional Championships at Mallards Pike	Organiser – Prescott? Planner – Andrew Southwood Controller – Results -
Sunday 13th October 2024	British TrailO Championships 2024? TempO Whiteknights	?	Permissions – Parking - Mapping – Other - TrailO weekend 12/13 Oct. Do not schedule a clash. BKO event?	Organiser – David Jukes Planner – Charles Bromley Gardner (BAOC) Controller – Results -
Sunday 27th October 2024	Swinley on the Saturday		Permissions –	Organiser –

			<p>Parking -</p> <p>Mapping – Latest Minley map with BAOC? Forestry thinning work done 2023 at Swinley East. Map needs updating</p> <p>Other - October 27th clashes with OUOC event (Oxford City Race). Possibly best for us to reschedule or not hold the event at all. No November date is available for a regional event (Sunday 10th November clashes with SLOW National event at Hankley Common. Sun 3rd = Nov Classic, Sun 17th = British Schools Chship, Sun 24th = SAX National.)</p>	<p>Planner – Trish Monks and Jon Vaughan?</p> <p>Controller –</p> <p>Results -</p>
Saturday 7th December 2024	Night Orienteering (Southern Night Champs 2024) Star Post or Yateley Common	B/C	<p>Permissions –</p> <p>Parking- Lookout car park as evening event</p> <p>Mapping –</p> <p>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."</p>	<p>Organiser – Bo Oqvist</p> <p>Planner –</p> <p>Controller –</p> <p>Results -</p>
Saturday 25th January 2025	Concorde Chase Urban Woosehill	B	<p>Permissions –</p> <p>Parking -</p> <p>Mapping –</p> <p>Other - Suggested location?</p>	<p>Organiser –</p> <p>Planner -</p> <p>Controller –</p> <p>Results -</p>
Sunday 26th January 2025	Concorde Chase Cold Ash	B	<p>Permissions –</p> <p>Parking - Assembly at Boar Hole farm is an idea</p> <p>Mapping –</p>	<p>Organiser – Fi will email Jane to do together</p> <p>Planner – Steve with support from Katy</p> <p>Controller –</p> <p>Results -</p>
Saturday 22nd February 2025	Winter local Bramshill	D	<p>Permissions – Retry with Forestry England.</p> <p>Parking -</p> <p>Mapping –</p> <p>Other - Bo to check with Richard Sharp if CSC qualifier event can be held later to avoid volunteer fatigue after CC in January. Response from Richard. <i>This date is set to be the same across the country, i.e. all heats are on the same date</i></p>	<p>Organiser –</p> <p>Planner –</p> <p>Controller – N/A</p> <p>Results -</p>
Mar-25	TBD	D	<p>Permissions –</p>	<p>Organiser –</p>

			Parking - Mapping - Other -	Planner - Controller - N/A Results -
Apr-25	Spring Regional Bloom Wood	C	Permissions - Parking - Mapping - Other -	Organiser - Planner - Controller - Results -
May-25		D	Permissions - Parking - Mapping - Other -	Organiser - Planner - Controller - N/A Results -
Jun-25	Summer series urban #1	D	Permissions - Parking - Mapping - Other -	Organiser - Planner - Controller - N/A Results -
Jul-25	Summer series urban #2	D	Permissions - Parking - Mapping - Other -	Organiser - Planner - Controller - N/A Results -
Aug-25	Summer series urban #3 Wildridings	D	Permissions - Parking - Mapping - Other -	Organiser - Planner - Controller - N/A Results -
Saturday xx September 2025	Autumn Local	D	Permissions - Parking - Mapping - Other -	Organiser - Planner - Controller - N/A Results -
Sunday xx Oc- tober 2025	Autumn Re- gional	C	Permissions - Parking - Mapping - Other -	Organiser - Planner - Controller - Results -
Saturday xx November 2025	Autumn local	D	Permissions - Parking - Mapping - Other -	Organiser - Planner - Controller - N/A Results -
Sunday xx De- cember 2025	Autumn Re- gional or night event	B/C	Permissions - Parking - Mapping - Other -	Organiser - Planner - Controller - Results -
Saturday 24th January 2026	Concorde Chase Urban	B	Permissions - Parking - Mapping - Other -	Organiser - Planner - Controller - Results -
		B	Permissions -	Organiser -

Sunday 25th January 2026	Concorde Chase Hawley		Parking - Mapping - Other -	Planner - Controller - Results -
Saturday 30th January 2027	Concorde Chase Urban	B	Permissions - Parking - Mapping - Other -	Organiser - Planner - Controller - Results -
Sunday 31st January 2027	Concorde Chase Star Post	B	Permissions - Parking - Mapping - Other -	Organiser - Planner - Controller - Results -