



Berkshire Orienteers

Minutes of the Committee Meeting

7.30pm 9th November 2023
The Cricketers, Cricketers Lane.
Warfield. RG42 6JT

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

Apologies: Mark Foxwell, John Methven.

1. Minutes of the Last Meeting (21st Sept '23)

- Correct

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.*

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.*

Action; BS

- 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.*

Action; MF & JM

- Refund policy to be written up for Racesign up (offer credit first then a refund)

Action; SM

- Actions update from results section.

Action; BS

- **Website** – Mark to sort SSL licence.

Action; MF

2. Chairman's Update

2.1 Chair's Update.

Bucklebury 86 participants which is good for a Saturday event, everything went OK. There were 50 extra entrants between closing on Sunday and the Wednesday closing days.

3. Membership Secretary

- Ian gave the update that we currently have, National 116 members – 10 local – & 1 group St Andrews.

4. SCOA Report (Fiona)

Last meeting held on 7th September.

- Treasurer resigned mid-term and I have taken over as Interim Treasurer in the meantime so that grant payments to juniors can be made. All clubs need to actively seek a replacement.
- There was a reminder from the Technical Officer (Katy Stubbs) that there has been a rule change since the beginning of 2023 that Level B events no longer need to have a Controller from a different region, but they must be from a different club and 'perceived to be able to act independently of event officials'. It does say that ideally the Controller would be from a different region.
- SN have applied for a grant from SCOA of £3,435 to buy 50 SIAC dibbers from the JK surplus. It will be put before the SCOA committee at the December meeting and Jon Wheatcroft – current SCOA Chair – suggests that other clubs are informed of the bid and invited to do likewise. As the Interim Treasurer I can say that SCOA has lots of money. I will check the wording of the constitution to confirm what SCOA can make grants for.

Post meeting note

SCOA Constitution states:

- The Executive Committee shall have the power: -
 - d) to purchase equipment or services consistent with the development of orienteering.
 - g) to carry out any other task or use the Association's funds in order to achieve the Purpose of the Association.
- Looks to me like it would be within the role of the committee.

5. Events & Mapping

5.1 Events

- The events schedule was discussed, the updated table is appendix A.
- Refund policy to be written up for Racesign up (offer credit first then a refund) **Action – Simon Moore**

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.
- Black Park Results. Brian has arranged to have available an extra 100 SIAC cards from TVOC and has passed the numbers along with instructions to Steve in order to add them to the hire card list. Steve to run the results.
- Star Posts Night event Steve to run the results and we agreed not to hire in any extra SIAC's
- 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.**
- 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. **Action: Brian to update and reissue**
- 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. **Action: Brian**
- 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. **Action: Brian & Peter**
- 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.** **Action BS**
- 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.
- Extra kit suggestions, CLEAR control, **service key, 2 x coupling sticks, 10 holders – All agreed.** **Action BS**

6. Treasurers Report (Peter)

- Peter issued out the report prior to the meeting and ran through the figures, he expects the end of year finances to have around a £200 surplus.
- Peter wants to complete the year accounts early ready for the change in treasurer.

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 propose to add her to the Bank signatory group.

- BOF changes in rates / families annual rates. At the AGM BKO & BOF charges will be discussed.

7. Development Matters

Action update in matters arising.

8. Secretary's Report

- Registered with BOF for the annual return.
- Emailed BADO for enquiring if they are happy for BKO to hold our Club Champs at Blackwood on the 3rd December.
- AGM – When Where Who Organising. Friday 23rd Feb.

9. Publicity Report

- **Website** – Mark to sort SSL licence. **Action MF**
- **Facebook** –
- Rob Mullens has offered to produce a club newsletter every 2 months. First one looked good.

10. Coaching Report

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11. Youth League/Juniors

12. Welfare Report

- No safeguarding issues reported.

13. Next Meeting –

- Thursday 11th January 0730 @ The Cricketers.

14. AOB

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Appendix A – Events Table

Date	Location	Level	Comments	Officials
Sunday 19th November	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>
Saturday 16th December 2023	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>Organiser – Eoin Sharkey</p> <p>Planner – Alan Phillips</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>Controller – Peter Jones (SN)</p> <p>Results - BKO result team (Steve Waite)</p>
Saturday 27th January 2024	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) & BKO results team SI Timing</p>
Sunday 28th January 2024	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 permissions for Poors Allotment at the very east of map instead.</p> <p>Parking - We will not use Sandhurst Camp. Eddie is checking with Collingwood college instead.</p> <p>Mapping – Current map looks ok according to Colin Dickson. Roger Maher makes the updates if required.</p>	<p>Organiser – Eddie Walsh</p> <p>Planner – Martin Wilson</p> <p>Controller – Peter Jones (SN)</p> <p>Results - Peter Foster (BOK) & BKO results team SI Timing</p>
Saturday 24th Feb 2024	Swinley West/Swinley Park	D	<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 SITiming</p>
Sunday 17th March 2024 (one week earlier due to clash with TVOC Chiltern Challenge)	Rushall Woods	C	<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>Organiser – Bo to ask Eddie & 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>

			Steve to speak to Katy on who can do update of Rushall map.	Results - BKO result team SITiming
Saturday 4th May 2024	Bramshill or Benyons Inclosure	D	Permissions – Parking - Mapping – Other -	Organiser – Planner – Controller – N/A Results -
Saturday 15th June 2024	Summer series urban #1 Windsor & Eton	D	Permissions – Parking - Mapping – Other -	Organiser – Planner – Controller – N/A Results -
Saturday 6th July 2024	Summer series urban #2 & Club PicNic Jennetts Park	D	Permissions – Parking - Mapping – Other -	Organiser – Planner – 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 Inclosure	D	Permissions – Parking - Mapping – Other -	Organiser – Planner – Controller – Results -
Sunday 13th October 2024	Autumn Regional Burghfield Common	C	Permissions – Parking - Mapping – Other -	Organiser – Planner – Controller – Results -
Saturday 9th November 2024	Autumn local Langley Park	D	Permissions – Permissions & parking was an issue last event in 2019. But perhaps could try again? Parking - Mapping – Other -	Organiser – Planner – Controller – Results -
Saturday 7th December 2024	Night Orienteering (Southern Night Champs 2024?) Star Post or Yateley Common	B/C	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 -
Saturday 25th January 2025	Concorde Chase Urban	B	Permissions – Parking - Mapping –	Organiser – Planner - Controller –

				Results -
Sunday 26th January 2025	Concorde Chase Cold Ash	B	Permissions – Parking - Assembly at Boar Hole farm is an idea Mapping –	Organiser – Planner – Steve with support from Katy Controller – Results -
Saturday 22nd February 2025	Winter local Swinley East (if filming is completed) Alternative, do we offer to run SCOA CSC heat at Bloom Wood?	D	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 -