SOUTH EASTERN ORIENTEERING ASSOCIATION

**Minutes of the SEOA Committee meeting held on Thursday 9th December 2021**

**as a virtual meeting using the ‘Zoom’ software**

1. **Present**

Simon Greenwood SAX SEOA Chairman

David Saunders HH SEOA Treasurer

Angela Darley GO SEOA Junior Training Officer

Philip Gristwood MV SEOA Fixtures Secretary

Keith Marsden HH SEOA Secretary

David Rosen British Orienteering Director

Catherine Galvin LOK Alan Leakey SLOW

David Dawson DFOK David Dixon HH

Jon Darley GO

**Apologies for Absence**

 Susan Marsden HH SEOA Membership Secretary

Neil Crickmore SO SEOA Competitions Officer

Graham Batty HAVOC

**2. Minutes of EGM held on 9th September 2021**

The minutes of the EGM meeting held on 9th September 2021 were accepted as a true record.

 **3. Minutes of previous Committee Meeting**

The minutes of the Committee Meeting held on 9th September 2021 were accepted as a true record.

**4. Matters arising**

There were no items arising not covered by items later in the agenda.

**5. Update from the Board of British Orienteering**

David Rosen(DR) said that there had been a Board Meeting in London today. He announced that the CEO, Peter Hart, was on sick leave but was hoping to return to work in January. Currently Peter Brooke is Acting CEO.

 DR announced that the event planned to introduce the British Orienteering President, Steve Cram, had been postponed but will be held later.

British Orienteering has submitted a bid to SportEngland for the next 5 years. This is worth £1.2m in total. It is believed that a verbal response will be received before Christmas with a confirmation in the New Year.

A grant of £199k has been received from SportEngland for the MapRun project and Kay Hawke (PFO) has been appointed as project lead. This grant is spread over 3 years. Six clubs have already signed up to this project.

Financially British Orienteering had anticipated a large deficit for the year, however with increased levy receipts and lower personnel costs it is now hoped that the result will be fairly neutral.

DR announced that after many years of being held at the JK the 2022 AGM will be held at the British Sprints weekend after the Sprint Relay event.(11th June 2022)

The subject of funding for IOF representatives had been raised. It had been expected that IOF would fund the representatives but were not forthcoming so British Orienteering will provide £3k. The representatives are David May, David Rosen and Graham Gristwood.

Interviews for the post of Performance Director will be held this week. There are two candidates and it is hoped to make an announcement next week.

Work continues on the new Strategic plan with the current focus being on the objectives.

Asked whether any progress had been made with respect to the correct level of event refunding, DR responded that nothing had been done.

With the BOC scheduled for the end of March 2022 the question of refunds needs an answer.

CG commented that the legal situation is unclear and there is little case law to support a decision.

 **Action; DR**

The Chairman asked whether changes to the annual membership period and subscriptions for those joining later in the year were being considered. DR said that Scott Collier was working on this with a number of possible changes.

Nothing had been mentioned with regard to changes to the format of the JK weekend.

There was a short discussion regarding the Ranking system . The Chairman pointed out that if the start period of the Ranking period was brought forward by 2 days by each passing day the period of revision to the original pre-COVID system would be reduced. David Dixon pointed out that the current plan is on 15th July 2022 the start date will revert to 15th July 2021 thus bringing it back to the original planned 12 months)

(PMN; for more detail see <https://www.britishorienteering.org.uk/index.php?pg=news_archive&item=5668>)

**6. Major Events**

*Completed events.*

**VHI (4th and 5th December)**

AL reported that there had been lots of ‘thank-you’ e-mails as SLOW had hosted the event at very short notice.

The event is expected to break even and this will largely dictate the donations.

**WJHI (9-10th October 2021)**

The books are not closed on the event as an invoice is awaited from National Trust. However SLOW also owe SEOA £1584 being half the deposit on the PGL accommodation. The Chairman commented that he would not want SLOW to lose out and will make an appropriate decision with the Treasurer.

 **Action; SG/DS**

*Future Events*

**Southern Championships (12th December 2021)**

Despite the organiser (Mike Elliott) being hospitalised for a while the event is still planned to take place.

It was reported that 2 days of mapping had been required but with help this had been undertaken recently.

The Chairman reported that SAXONS had now been allocated their roles in the event and it is expected that the final allocations will be completed soon.

**BOC 2022 (25th 26th March 2022)**

Andrew Evans had provided a full status report on the 2022 which is attached as Appendix A,

The Chairman thanked Charles Spence (LOK) and Neil and Sue Crickmore (SO) for stepping as day organisers due to the illness of Helen Errington.

The Chairman commented that he did not know Charles.

The Treasurer confirmed that he had been kept in the picture and that the most recent budget allowed for fewer entries than before and the fees will remain as for the 2020 event.

AL confirmed that a Team Leaders meeting had recently been held and that the Web site was now running and entries were open.

We now awaited a decision on Trail’O’. Ian Ditchfield (MV) is hoping to use Hogmoor, formerly Army land. A map exists but needs review and update. There is no confirmation yet.

 **Action; AE/ID**

**SHI 2022 (10th-11th September)**

A number of suggestions were made at the Fixtures meeting in November. It is believed that SCOA is also considering organising the event as they were scheduled to do it in 2021.

Proposals from SEOA were Hindleap Warren on 27th November and also South Ashdown which will then become available. The event is a two day event.

 **Action; PG**

 **Southern Championships (2024)**

Any offers?

 **Action; All**

The Chairman commented that there had not been a Major Events Conference for the last two years and he felt one was needed. ‘There is a need to pass on information to would be Organisers.’

 **Action; DR**

**JK (2027)**

As the format for future JK’s is under discussion little can be done except think of possible options.

 **Action; All**

**7. Officers Reports**

**7.1 SEOA Chairman**

The Chairman extended the Committee’s thanks to SLOW for a successful WJHI and for stepping in and organising a successful VHI at very short notice.

**7.2 SEOA Secretary**

 The Secretary had provided a written report (Appendix B). He noted that both courses he is organising had been interrupted by COVID but that he was looking forward to their completion by Christmas.

The Chairman thanked him for organising the courses.

**7.3**  **SEOA Treasurer**

The Treasurer was pleased to announce that Jen Daplyn had volunteered as the new Auditor for SEOA. Jen is a member of SN.

DS had supplied a Treasurer’s Report and an interim Income and Expenditure statement to 1st December 2021. (Appendix C).

He did report that SEOA had successfully come through an anti-money laundering review carried out by HSBC.

**7.4 SEOA Membership Secretary**

The Membership Secretary had provided a written report (Appendix E)

It was commented that the major % swings were with the smaller clubs HAVOC, RAFO and BAOC and that overall it is hoped to grow again in the new year.

 **Action; All**

**7.5 SEOA Competitions Officer**

The Competitions Officer announced that ‘*he had fully taken over the issuing of SEOA medals (to event organisers) and badges (to individuals). In both cases this is on request - not in a proactive fashion.*

*BO have finally sent me the versions of the controller courses that they had on file. These were woefully out of date so Katy Stubbs and myself are updating the version that we last used. Once that is done I will organise a course.’*

7.6 SEOA Junior Training Officer

AD had provided a Junior Training Report (Appendix D)

 She said that she felt that, at last, SEJS was moving to a ‘new normal’

As regards the new Regional Talent Squads, which are part of the new British Orienteering Structure the Southern Talent Squad has the following programme;

* In November – Sports Science at Bath University
* In December – Winterfold
* In January – Wales

All three Talent squads (South, North and Scotland) will come together in February in the Lake District.

**7.7 SEOA and BOF Fixtures**

PG commented that unfortunately he had been unable to attend the last Events Scheduling meeting and that Andrew Evans had taken his place. He was therefore still catching up.

However he reported a full SEL programme and that the calendar was full was full to summer 2022.

He also commented that the CSC and YBT rounds had been allocated.

 **8. Any other business**

PG reported that the MV SEL event at Netley Heath is unlikely to take place and it was suggested that he contact the BOF Land Access Officer for help. This should not affect the SEL.

 David Dixon, the new HH Chairman, reported that he will be taking the place of Mike Bennett as HH rep. to this Committee.

CG said that she read that Orienteering had been less affected by COVID than other sports such as Badminton.

**9. Date of next meetings**

10th March 2022

9th June 2022

8th September 2022

**APPENDIX A**

BOC 2022 - 26/27 MARCH 2022

**Arena, parking and land access**

A legal agreement has been put in place with the landowner for the use of a field near Stanley Farm for our Event Centre (parking and an arena). This has required us to pay £1,320 for enhancements to the entrance track and a further £280 for insurance for the landowner to get comfortable with our presence making £1,600 to date. We are exposed for up to £3,000 for reseeding of the field if it is overly churned up during the weekend and need to provide a tractor to be on stand-by throughout the event. The risk of this has increased by the Estate Manager not being able to allow mobile homes and camper vans to park on the hard standing at the school. The Lynchmere Society has given its approval for the passage of our vehicles along their road for us to access the Event Centre. There have been no recent communications with the 4 key owners of the land we will use for the courses. The Event Centre is more centrally located than Hollycombe and will be used for the BOC Long on Saturday and the BRC Relays on Sunday.

**Planning**

The lead planners have met and agreed an approach to utilise the area which both are comfortable with. The Event Centre field has a single access point which is too narrow for both vehicles and pedestrians to pass at the same time so permission is being sought to exit the field for the Long using stiles which we will erect to enable participants heading to the starts to get over the barbed wire fence. The Controllers are due to visit the Long Starts and the Event Centre field on Wednesday, 8th December.

**Volunteers**

We are grateful to Charles Spence (Long) and Neil & Susan Crickmore (Relays) for agreeing to fulfil the Day Organiser roles providing cover for Helen’s unavailability, including on the weekend of the event. Andrew will now be able to concentrate on the overall coordination role, including all contracting, and will liaise with the Day Organisers as the various tasks proceed.

**Risks**

Risk assessments have been updated for the event and will be shared with the landowners imminently. The Safety Advisory Group appears to have a lower threshold for wanting input post-COVID than previously. The initial information has been provided and we are waiting to hear back from the SAG coordinator at the District Council.

**Event Budget**

The budget has been agreed by British Orienteering and David Saunders is comfortable with the overall financial position from a SEOA perspective. We have budgeted for 1300 Long competitors compared with 1400 in 2020 (and an actual entry of 1408) to allow some reduction for the likely continuing impact of COVID being a deterrent to travel for some people in March 2022. The lower cost of mapping in 2022 than in 2020 is offset by the reduced event income from a lower entry, an expectation to need track matting and higher toilet hire costs leaving the overall financial position slightly less favourable than in 2022 keeping the entry fees unchanged. The BOC 2022 website will be made alive and entries are expected to open on 8 December.

**Trail O**

The Weekend Coordinators are willing to entertain the staging of the Trail O Championships but are seeking support from key TrailO participants. Ian Ditchfield has applied for permission to use the former Hogmoor Army area (now privately held). The map will need to be considered. We are seeking wording for the website from the TrailO team to inform visitors of the current status.

**Key next steps by the Weekend Coordinators**

* Liaison with all landowners, including seeking permission from landowners for smaller areas of land we used last time
* Can we identify a Plan B for parking, especially for larger vehicles?
* Recruiting an Equipment Officer to the team
* Considering event publicity

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| --- | --- |
|  **Overall** |  |
| SEOA Chairman | Simon Greenwood, SAX |
| Weekend coordinator | Helen Errington, HH |
| Weekend coordinator | Andrew Evans, DFOK |
| Safety Officer | Simon Ling, MV |
| Road crossing coordinator | Mike Bolton, MV |
| Arena Manager | Neil Crickmore, SO |
| Webmaster | Alan Leakey, SLOW |
| Enquiries | Diane Leakey, SLOW |
| Equipment coordinator | Vacant |
| SI Unit coordinator | Jon Darley, GO |
| Radio controls coordinator | Ian & Helen Marsden, HH |
| Entries  | Nigel Saker, SLOW |
| Entries Relay | Simon Errington, HH |
| Publicity | Alan Leakey, SLOW |
| Event programme editor | Helen Errington, HH |
| Prize giving coordinator | Karen O’Hara Styles, BAOC |
| Treasurer | David Saunders, HH |
| **Long** |  |
| **Clubs: LOK/HH/SAX/SLOW (part)** |  |
| Organiser | Charles Spence, LOK |
| Deputy Organiser  | Simon Errington, HH |
| Planner | Mike Elliot, MV |
| Assistant Planner | Keith Masson, MV |
| Controller | Terry Smith |
| Assistant Controller | Chris Huthwaite |
| Mapper | Dave Peel |
| Parking Coordinator | SN TBA |
| Start Leaders | Ronan & Julie Cleary, LOK |
| Download and Results Manager | Gordon Parker, SLOW |
| Volunteer Coordinator | Jean Fitzgerald, SAX |
| Children’s activity coordinator | Phil Conway, GO |
| **Relays** |  |
| **Clubs: DFOK/SO/GO, SLOW (part)** |  |
| Organisers | Neil and Sue Crickmore |
| Planner | Tony Burton, MV |
| Assistant Planner | Barbara Greissner, SLOW |
| Controller | Charles Daniel |
| Assistant Controller | Chris Huthwaite |
| Mapper | Dave Peel |
| Parking Coordinator | SN TBA |
| Start Leader (on the day only) | Neil Speers, DFOK (AE until then) |
| Download Manager | Jeremy Wilde GO |
| Volunteer Coordinator | Ed Forman, SO |
| Children’s activity coordinator | Phil Conway, GO |
| **Clubs: SN, MV and SLOW (part) have roles across both days** |  |

* Many contracting tasks to be finalised, including the provision of a stand-by tractor

**Input requested from the Committee**

Nothing at present other than any comments/questions on the above

Helen Errington and Andrew Evans

7 December 2021

Appendix Key Officials are on this page;

|  |  |
| --- | --- |
| Overall |   |
| SEOA Chairman | Simon Greenwood SAX |
| Weekend Coordinator | Helen Errington HH |
| Weekend Coordinator | Andrew Evans DFOK |
| Arena Manager | Simon Ling MV |
| Road Crossing Coordinator | Mike Bolton MV |
| Arena Manager | Neil Crickmore SO |
| Webmaster | Alan Leakey SLOW |
| Enquiries | Diane Leakey SLOW |
| Equipment Coordinator | Vacant |
| SI Unit Coordinator | Jon Darley GO |
| Radio Controls Coordinator | Ian & Helen Marsden HH |
| Entries  | Nigel Saker SLOW |
| Entries Relay | Simon Errington HH |
| Publicity | Alan Leakey SLOW |
| Event Programme Editor  | Helen Errington HH |
| Prize Giving Coordinator  | Karen O’Hara Styles BAOC |
| Treasurer | David Saunders HH |
| Long – Clubs; LOK/HH/SAX (part) |  |
| Organiser | Charles Spence LOK |
| Deputy Organiser | Simon Errington HH |
| Planner | Mike Elliott MV |
| Assistant Planner | Keith Masson MV |
| Controller | Terry Smith |
| Assistant Controller | Chris Huthwaite |
| Mapper | Dave Peel |
| Parking Coordinator | SN TBA |
| Start Leaders | Ronan and Julie Cleary LOK |
| Download and Results Manager | Gordon Parker SLOW |
| Volunteer Coordinator | Jean Fitzgerald SAX |
| Children’s activity coordinator  | Phil Conway GO |
| Relays – Clubs; DFOK/SO/GO/SLOW (part) |  |
| Organisers | Neil and Sue Crickmore SO |
| Planner | Tony Burton MV |
| Assistant Planner | Barbara Greissner SLOW |
| Controller | Charles Daniel |
| Assistant Controller | Chris Huthwaite |
| Mapper | Dave Peel |
| Parking Coordinator | SN TBA |
| Start Leader (on the day only) | Neil Speers DFOK (on the day only) |
| Download Manager | Jeremy Wilde GO |
| Volunteer Coordinator | Ed Forman SO |
| Children’s activity coordinator  | Phil Conway GO |
| Clubs; SN,MV and SLOW (part) have roles across both days |  |

**APPENDIX B**

**South East Orienteering Association**

**Committee Meeting 9th December 2021**

**Secretary’s Report**

From the Secretary’s view it has been very quiet having received no documents that needed forwarding to the SEOA Committee.

The two courses mentioned in my previous report a 14 Hour First Aid course with 8 candidates and a Coaching Course with only 5 candidates went ahead. One candidate scheduled for the Coaching Course having withdrawn only 2 days before.

The Coaching Course was also hit by COVID and two assessments have been rearranged. Neither course is yet complete.

 Keith Marsden

**APPENDIX C**

**Treasurer’s Report to the December 2021 SEOA Committee Meeting**

Interim 2021 SEOA Accounts

These are detailed below. All the individual subscriptions and affiliation fees due to be paid to SEOA by the region’s open clubs in October have been received. The WJHI – organised by SLOW – went ahead in October and it is expected that SEOA will recoup the £1,584 invested before the pandemic caused its cancellation in 2020.

Auditor

Following the request for a new auditor, which was circulated by clubs, Jen Daplyn, a member of SN and a qualified accountant, has kindly agreed to undertake to undertake the independent examination of the SEOA accounts for 2021onwards. Many thanks again to Nick Green for his work on the SEOA accounts over many years.

Banking Arrangements

Our bankers, HSBC, have now completed their *Safeguard review* of SEOA, which will allow us to “continue to use …our account(s) and banking services as normal.” Although HSBC informed us that they would begin to make a monthly charge of £5.00 to administer our account from 1 November 2021 this does not yet seem to have happened.

David Saunders 1 December 2021

|  |  |
| --- | --- |
| **INCOME & EXPENDITURE STATEMENT AT 01/12/2021** |  |
|  |  |
| **INCOME** |  |
| Subscriptions | 3,041.00 |
| Event levies | 668.40 |
| Junior athlete contributions  | 1,465.00 |
| **TOTAL INCOME** | 5,174.40 |
|  |  |
| **EXPENDITURE** |  |
| Junior grants | 1,081.42 |
| Junior training / expenses | 4,613.20 |
| English Orienteering Council | 722.00 |
| Development courses & conferences | 361.50 |
| Web site hosting | 135.00 |
| Officers' expenses | 4.60 |
| Miscellaneous | 143.88 |
|  |  |
| **TOTAL EXPENDITURE**  | 7,061.60 |
| **SURPLUS/(DEFICIT)** | (1,887.20) |
| Net Assets @ 1 January | 23,342.37 |
| **TOTAL NET ASSETS** | 21,455.17 |

**APPENDIX D**

SEOA Junior Report Dec 2021

We’ve held training sessions each month since September so some normality has returned, thanks to clubs for giving us access. Numbers are lower than previous years, for a few different reasons, not just covid related. Hopefully clubs are able to restart their junior programs as well to maintain numbers of juniors coming in to the junior squad.

In September we took a team of 17 juniors to the North East for JIRCs. The travel logistics all worked, thanks to a number of other squads who were able to help with the last 4km! We came 5th overall which we were pleased with given we only had 1 girls relay team.

In November, 6 juniors and 3 coaches attended the JROS Hawkshead weekend. They trained on Great Tower and Tarn Hows, as well as the night sprint race around the YHA. All had a good weekend and the weather wasn’t too bad.

We have run two blocks of weekly online Strength & Conditioning Sessions jointly with SCOA, thanks to Sarah Rollins (SN) for running these for us.

4 juniors have been selected for the Talent South Squad:

Maggie Soulsby (HH)

Ben Gostick (HH)

Tommy Heap (SO)

Emils Ummer (SO)

Their first training weekend took place at the start of November, and next week they will be joining us when we train at Winterfold.

**APPENDIX E**

**Membership Report 31/10/2021**

The end of year report follows the trend set earlier in the year with a 2% loss in membership. With the return of more events hopefully we should reverse the trend.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **31/10/2021** |  | **Senior** | **Junior** |  | **Total** |  | **31/10/2020** |   | Senior | Junior |   | Total |  | % increase |
| BAOC |  | 7 | 0 |  | 7 |  | BAOC |  | 10 | 1 |  | 11 |  | -36 |
| CHIG |  | 36 | 3 |  | 39 |  | CHIG |  | 34 | 3 |  | 37 |  | 5 |
| DFOK |  | 63 | 17 |  | 80 |  | DFOK |  | 60 | 16 |  | 76 |  | 5 |
| GO |  | 48 | 22 |  | 70 |  | GO |  | 49 | 23 |  | 72 |  | -3 |
| HAVOC |  | 3 | 0 |  | 3 |  | HAVOC |  | 5 | 0 |  | 5 |  | -40 |
| HH |  | 162 | 90 |  | 252 |  | HH |  | 160 | 95 |  | 255 |  | -1 |
| LOK |  | 43 | 7 |  | 50 |  | LOK |  | 47 | 6 |  | 53 |  | -6 |
| MV |  | 71 | 13 |  | 84 |  | MV |  | 64 | 12 |  | 76 |  | 11 |
| RAFO |  | 2 | 0 |  | 2 |  | RAFO |  | 8 | 0 |  | 8 |  | -75 |
| SAX |  | 93 | 22 |  | 115 |  | SAX |  | 84 | 19 |  | 103 |  | 12 |
| SLOW |  | 152 | 22 |  | 174 |  | SLOW |  | 166 | 25 |  | 191 |  | -9 |
| SN |  | 40 | 12 |  | 52 |  | SN |  | 38 | 16 |  | 54 |  | -4 |
| SO |  | 187 | 65 |  | 252 |  | SO |  | 205 | 63 |  | 268 |  | -6 |
|   |  |  |  |  |   |  |   |  |  |  |  |   |  |   |
| TOTAL |   | 907 | 273 |   | 1180 |  | TOTAL |   | 930 | 279 |   | 1209 |  | -2 |