

# 2014 ANNUAL GENERAL MEETING BOOKLET



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The 33<sup>rd</sup> Annual General Meeting of British Orienteering Federation Limited will be held on **Friday 18<sup>th</sup> April 2014** at **Swansea University, Fulton House, Singleton Park, Swansea, SA2 8PP** starting at 5.00pm.

## AGENDA

1. Apologies for absence
2. Minutes of the 32<sup>nd</sup> AGM held on Friday, 29<sup>th</sup> March 2013 \*
3. Chair's Report (page 2 of the Annual Report 2013)
4. Treasurer's Report (page 6-7 of the Annual Report 2013)
5. Chief Executive's Report (page 4-5 of the Annual Report 2013)
6. Proposals (pages 1-4 of the 2014 AGM booklet)
7. British Orienteering Awards Ceremony
8. Any Other Business

\* Copies of the minutes will be available at the meeting. The minutes are available on the British Orienteering website [http://www.britishorienteering.org.uk/images/uploaded/downloads/governance\\_AGM\\_2013\\_minutes\\_final.pdf](http://www.britishorienteering.org.uk/images/uploaded/downloads/governance_AGM_2013_minutes_final.pdf) or by going to Documents/Governance/Minutes. They can also be obtained from the National Office on submission of a stamped addressed envelope to British Orienteering, 8a Stancliffe House, Whitworth Road, Darley Dale, Matlock, DE4 2HJ.

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## PROPOSALS

### Proposal 1: Adoption of Accounts

That the accounts for the financial year ending 31 December 2013 be adopted.

Proposed: The Board of Directors

Copies of the accounts will be available at the AGM and will be published on the website in March 2014.

### Proposal 2: Appointment of Auditors

That Grant Thornton UK LLP be appointed as the auditors for the 2014 accounts to be presented at the 2015 AGM.

Proposed: The Board of Directors

## Supporting Statement

The audit by Grant Thornton undertaken for the 2013 Accounts was thorough and challenging. If adopted, this will be the seventh year the audit is prepared by Grant Thornton UK LLP.

During 2013 the opportunity was taken to seek tenders for the 2014 audit. After consideration of the tenders, the Board decided to nominate Grant Thornton UK LLP for reappointment as auditors on the understanding that different partners and audit staff will be involved in future audits.

### **Proposal 3: Membership and Levy fees 2015**

That from 1<sup>st</sup> January 2015 British Orienteering membership and club affiliation fees continue at 2014 levels, and British Orienteering event levy be increased by 10p per senior-equivalent run.

**From 1<sup>st</sup> January 2015 until amended, fees will be as follows:**

**Senior member – £5.00**

**Junior member – £2.00**

**Levy per senior – equivalent event participant – £1.10**

**Club affiliation fee – £46.00**

**Student club affiliation fee – £9.20**

Proposed: The Board of Directors

## Supporting Statement

Membership and levy fees are British Orienteering's main source of non-grant, non-conditional income. This income is vital in paying for the services that British Orienteering provide to the membership, including many of the behind-the-scenes costs of administering and developing the sport.

British Orienteering remain committed to the principle of a low membership fee and flat-rate levy as agreed at the 2012 AGM, believing that this structure offers the right balance for continuing to grow participation and the fairest way of distributing the cost of running the governing body.

The current fees were agreed in 2012 and will continue throughout 2014. Major changes were made to the membership and levy structure at the 2012 AGM, and the additional uncertainty this introduced made it challenging to determine the level of income that would be raised. Although the estimates made at the time have proved to be fairly robust, the income produced by the current fees has been slightly lower than predicted, while other costs have increased in the intervening two years.

As a result of this, we are seeking to increase the levy per senior run by 10p from 1st January 2015, while keeping the levy structure the same and maintaining the same low membership and club affiliation fees. We anticipate that this will raise approximately an extra £12,000 per year. Of course, we will also continue our efforts to reduce costs wherever possible and to explore alternative sources of income to supplement the essential funding we receive from our members and participants.

### **Proposal 4: Map scales at Level A and B events**

That the British Orienteering Rules of Orienteering, including relevant Appendices and Level A Competition Rules, be amended with effect from 1st January 2015 as follows:

- a. So that the map scales permitted at Level A and B events using ISOM maps are as follows:

Event Type	Age Classes	Map Scales	
		Current	Proposed
Long (Level A)	18E, 20E and 21E	1:15000	1:15000
	18 to 40 excluding Elite classes	1:15000	1:15000 or 1:10000
	10 to 16 45 and above	1:10000	1:10000 or 1:7500
Long (Level B)	18 to 40	1:15000 or 1:10000	1:15000 or 1:10000
	10 to 16 45 and above	1:10000	1:10000 or 1:7500
Middle and Night (Levels A and B)	18 to 40	1:10000	1:10000
	10 to 16 45 and above	1:10000	1:10000 or 1:7500
Relay (Levels A and B)	Premier, Trophy, 40, 120+	1:10000	1:10000
	Other classes	1:10000	1:10000 or 1:7500

- b. So that where a decision is required about which map scale to use for certain classes at a Level A or B event, the presumption will be in favour of the smaller of the permitted scales, but the larger of the permitted scales may be used if and only if the Planner and Controller of the event agree that the map at the smaller scale is too difficult for competitors in the relevant class to read while running.
- c. So that at Level A events where the Planner and Controller are unable to agree which map scale to use for certain classes, the issue will be referred to Events & Competitions Committee, whose decision will be final.
- d. So that at Level B events where the Planner and Controller are unable to agree which map scale to use for certain classes, the issue will be referred to the Constituent Association in which the event is registered, whose decision will be final.
- e. So that the Rules give appropriate advice to Mappers on the avoidance of over mapping, and give appropriate advice to Planners and Controllers on the preparation of ISOM map enlargements, including the use of appropriate symbol sizes.

**Proposer: Richard Tiley (Lakeland OC)**

**Seconder: Dick Towler (Lakeland OC)**

### **Supporting Statement**

This Proposal is put forward to delegate to planners and controllers of Level A and B events the responsibility for deciding whether specified map enlargements are provided to competitors at events on particularly complex, intricately contoured terrain.

British Orienteering's Rules are very prescriptive with regard to Map Scales. Following IOF Rules, the standard specification for orienteering map scales is 1:15,000 for long distance events and 1:10,000 for middle distance events. Runners of age classes of 16 and under and 45 and over must be given 1:10,000 maps for long distance events.

In particularly complex, intricately contoured terrain, map enlargements have occasionally been sanctioned for use at Level A and B events by Map Advisory Group (MAG), but usually MAG has turned down such applications. When the event officials have been particularly persistent, MAG, or its parent body, now the Events and Competitions Committee (E&CC), has occasionally relented, but often competitors have had to use maps that were too difficult to read on the run.

Orienteering is a sport involving both running and navigation, preferably in challenging terrain. Orienteering is not a test of eyesight and maps should be provided that competitors can read on the run. Lakeland OC has carried out 2 surveys of competitors' preferences at major events on intricate terrain. Both of these surveys have shown that the overwhelming majority of us prefer to be given maps that we can read whilst travelling at speed through the terrain. Participation at major events is declining; one thing we can do to attempt to reduce this decline is to pay attention to what competitors are demanding.

Following the British Middle Distance Championships on Haverthwaite Heights, near Newby Bridge in the Lake District in 2010, for which permission for older competitors to use 1:7,500 scale maps was eventually given, Lakeland OC attempted to get the issue of map scales in complex terrain discussed at the first Association and Club Conference in 2011, but was not successful. The British Orienteering Board offered, instead, to set up a Working Party, but has taken no further action on this matter.

For Day 2 of JK2015, a partly new area for orienteering has been mapped in the Duddon Valley in the western Lake District. Martin Bagness, a very successful elite orienteer in his day and a highly regarded professional mapper, has done the mapping and is now planning the elite middle distance courses. Last November Martin suggested that all competitors, as well as the elites, who use 1:10,000 scale maps on Day 2, should be allowed to use map enlargements on this area. With the support of the other planners and the controller, an application was made to MAG, but MAG turned it down, without any discussion or inspection of the area. Permission has now been given by E&CC, subject to a list of conditions, including a request to withdraw this Proposal.

We do not believe that MAG should have responsibility for deciding which scales of map should be used at major events. MAG's role should be to ensure that, largely through the efforts of their Map Advisers, maps are prepared in accordance with the Rules and that areas are not over mapped. How those maps are subsequently used should be decided by the event officials, particularly the event controller, who already has responsibility for approving the competition area in the first place and ensuring that the courses are planned in accordance with the Rules.

If you enjoy being able to read your map, while you are travelling at your best speed through intricate terrain, please support this application. If you cannot be present at the AGM, please use your proxy vote.

### **Response to the proposal**

The Board believe that the best way for members to raise and address issues concerning the Rules of Orienteering is through the Events & Competitions Committee and its specialist subgroups, which have been established by the Board with functions which include overseeing the production of the Rules and ensuring they are fit for purpose. The Board support both the response below, which has been prepared by Events & Competition Committee on behalf of the Board, and the Committee's proposed course of action for addressing the concerns around map scales.

## Events & Competitions Committee Statement

We understand that events may sometimes need to be flexible in their choice of map scale. The Events and Competitions Committee (E&CC) has already given permission for map exceptions - the printing method for Day 4 Relays at JK 2014 and map scales at Days 2 and 3 of JK 2015. The current system balances flexibility with the need for proper and adequate control to ensure that all aspects of map quality remain acceptable throughout our sport. Our committee thinks that it's really important that orienteering maps are consistent across major orienteering events. If the choice of map scale is given solely to organisers and planners without considering any other relevant factors, this consistency would be lost – if not immediately, then in years to come. It is very important, in the interests of all orienteers, that consistency is maintained across the Federation, both in the period during which any changes to the Rules and other relevant documents are decided on and also thereafter.

E&CC and its sub-group the Map Advisory Group are currently addressing these issues. To ensure excellent maps at every event, we consider aspects of survey details, map usability, appropriate use of features in planning, printing methods, and map scales. We aim to match the evolving standards for mapping set by the International Orienteering Federation, but we can only do this if competitors, planners, controllers and organisers do accept and follow the Rules of Orienteering, Event Rules and other guidelines.

The Map Advisory Group and E&CC have already made the following exceptions:

- JK 2014: organisers may use digital printing as requested
- JK 2015: organisers are able to use maps at 1:7,500 for the M/W16 and under and M/W45 and over classes

Furthermore, we have agreed to carry out a survey of all competitors at both JK 2014 and JK 2015 to research further how map clarity and usability at different scales are affecting competitors of all ages. The surveys will give us a large dataset of feedback which will be used by E&CC as we review the current rules and guidance and propose changes where necessary.

To emphasise that the Federation fully recognises the importance of this issue to many orienteers, the members of E&CC have framed the following schedule which sets down a fixed time-scale for the consultation, analysis and decision-making process. We strongly urge you to support this counter argument and not to support the LOC Proposal.

*Map Advisory Group are tasked by E&CC by 6<sup>th</sup> July 2015 to edit, as and where necessary, existing section 1.3.1 'National variations' and section 2 'Map scales' of Appendix D v3 effective from January 2014, in order that appropriate advice with regard to over mapping and map enlargements is made available from 1st January 2016 to mappers, planners, and controllers.*

*Proposed timeline:*

- (i) 2014 AGM - 18<sup>th</sup> April 2014;*
- (ii) Questionnaire 1 re map scales available to JK 2014 competitors - 19<sup>th</sup> and 20<sup>th</sup> April 2014;*
- (iii) 2015 AGM - 3<sup>rd</sup> April 2015;*
- (iv) Questionnaire 2 re map scales available to JK 2015 competitors - 4<sup>th</sup> and 5<sup>th</sup> April 2015;*
- (v) Map Advisory Group recommendations re map scales to E&CC - 6<sup>th</sup> July 2015;*
- (vi) Revisions and Amendments to 2014 Rules from E&CC to the Board of Directors for approval - 14<sup>th</sup> September 2015;*
- (vii) 2016 Rules, Appendices, Competition Rules, and Event Guidelines finalised for publication - 1<sup>st</sup> November 2015;*
- (viii) 2016 Rules, Appendices, Competition Rules, and Event Guidelines to be effective from 1<sup>st</sup> January 2016.*

## Elections

### Nomination for President:

**Sir Christian Bonington, CBE.**

Proposed: The Board of Directors

### Nomination for Vice President:

**Dr John Disley, CBE.**

Proposed: The Board of Directors

### Board of Directors:

There are two vacancies on the Board to be decided at the 2014 AGM and two nominations. There will therefore be no election and the nominees will be appointed onto the Board of Directors.

The eight current Directors who will remain in office are profiled below in alphabetical order for the information of members.

## CURRENT DIRECTOR PROFILES

### Phillip Baxter (Lagan Valley Orienteers, Director until 2015, 2nd term)

I have been orienteering for over 45 years, with an enthusiasm still sometimes tinged with accuracy. I am a long term member of LVO and BAOC and, for a while, QUANTICO in the USA. I have orienteered, planned and organised around the world at all levels. I was part of the core delivery group for JK 2011 as Treasurer and Day 4 Planner. I am a regular club coach and also a Grade 2 Controller with ambitions to progress.

I have spent 5 years on the Board, bringing a balancing perspective from one of the smaller Associations outside England. I have considerable experience in strategic planning, developing and implementing policy and analysing corporate risk, in the orienteering world and as a Trustee of a major UK mental health charity. I have been the on the Northern Ireland Orienteering Association since 2007, as Chairman and Vice-Chairman. In this latter capacity I was instrumental in developing a new long term strategic plan that helped secure a fourfold increase in Sport NI financial support, funding 2 full time posts as well as allowing us to start our own NI Schools Orienteering Association. I am a keen supporter of club level activities and events, seeing them as the basis on which all essential orienteering volunteering is founded. I am also keen to see orienteering improve its use of promotional material across all platforms to increase the number and frequency of participation.

I live in Northern Ireland with my wife Helen (a keen W55) where we both coach and tutor. My son (M21) is an occasional orienteer and my daughter (W21) is a keen member of LVO.

### Bob Dredge (Walton Chasers Orienteering Club, Director until 2016, 2nd term)

I was seconded onto the Board in 2012, and elected in 2013 to essentially fill the role of Honorary Treasurer. I see my Director duties as extending well beyond that. I try to bring my background in financial management and Board membership in large, mainly, NHS organisations, to a wider brief. I especially attempt to focus on sound governance at national level, whilst attempting to articulate and represent the views and needs of the regular competitor.

I have been an active orienteer for over 30 years and compete most weeks. In the last year I have represented the Board on the Coaching Working Party and as the Board link to the Welsh Association attended their meetings and ensured that they had a channel to raise their issues. More practically I do try to contribute to the everyday running of the sport by helping at club events and recently planning an event.

### Elizabeth Dunn (Independent Director until 2015, 1st term)

I trained as a solicitor at one of the leading global law firms, during which time I gained experience in a wide range of areas, including corporate governance and dispute resolution. I was twice seconded to the both the legal and sports teams of the London Organising Committee of the Olympic and Paralympic Games (LOCOG), where I gained experience working with LOCOG's sports management teams, national governing bodies, international federations, the IOC, commercial partners and other stakeholders, such as the National Trust. Despite growing up in the Peak District and enjoying outdoor activities, I have never tried orienteering. I am passionate about the importance of sport and the positive influence sport can have, no matter who you are and how you get involved.

### John Flook (Independent Director until 2016, 1st term)

I am an accountant who spent much of his career working in the NHS, and more recently a portfolio career working across the private, public and voluntary sectors. This has included chairing main boards and audit committees and directorships in an executive and non-executive capacity. Since 2011 I have served as an independent member of the Audit, Risk and Governance Committee of Sport England. A lifetime as a runner involved in the running community has given me direct experience of the positive impact of sport on health and wellbeing. I have a lifelong passion for sport and am now committed to developing my active involvement in its governance.

### Mike Hamilton (Chief Executive and Director)

I've been very fortunate for sport in one capacity or another to have been a way of life; after leaving school I studied Physical Education at Loughborough and went on to teach in an inner city, mixed comprehensive school. Playing sport became coaching and I've been lucky enough to have coached hockey at all levels from beginners to the men's and women's Olympic squads. As a Coach Educator I've directed seminars around the world and am still involved in coach education in a number of ways.

Professionally I've taught, been involved in software development and worked in sport for the last 20 plus years as a Director of Coaching, High Performance Manager, Performance Director and more recently as Chief Executive of British Orienteering. Between 1997 and 2004 I enjoyed being involved in a programme to develop coaching in business, passing on lessons learnt in sport whilst 'borrowing' ideas from business to apply in sport.

I've thoroughly enjoyed my role as Chief Executive of British Orienteering since 2006 and have learnt a lot about orienteering and orienteers during that time. I'm fully committed to trying to help orienteering achieve its vision and of increasing public awareness of the sport. There continue to be some big challenges to address but that's why working in sport is so enjoyable!

**David Maliphant (Lakeland Orienteering Club & DrongO, Director until 2015, 1st term)**

I have been orienteering for as long as I can remember, but doesn't mean I'm not always looking for ways our sport can get even better. Before graduating last year I was the Development and Publicity Officer for Cambridge University Orienteering Club where my mission was to make orienteering as appealing to young people as we all know it should be. Before that I was Captain of CUOC in 2011-12, which meant handling most things from weekly emails to finding a way to get a team to orienteering races each weekend, and I organised the Cambridge City Race in October 2011. Prior to going to university I was the Bristol Orienteering Klub Newsletter's resident grumpy-yet-hopefully-constructive teenager, a keen schools' league competitor and regional squad member. Right now I'm a trainee editor at an educational publishing company based in the south of the Lake District. They don't do much orienteering, but the grounds of our head office does have its own LOC orienteering map.

As a newcomer to the world of Boards and committees, my first two years have been an enjoyable, challenging and very rewarding experience. It is a privilege to be involved at this level in our fantastic sport.

**John Woodall (Nottinghamshire Orienteering Club, Director until 2015, 2nd term)**

I took up orienteering when I became too old to play top class rugby. I have been an active orienteer for many years in many countries and am still an obsessive, but not too successful, competitor. I was Chairman of BOF from 2000 to 2003, having been Vice Chairman for the two previous years, and I have now been a BOF Director since 2009. I am also the President of EMOA.

I do much voluntary work, ranging from prison monitoring for the Ministry of Justice and Chairing Education Appeal and Exclusion Panels through to membership of my village Residents' Association executive committee. I am, however, now retired from full time work so have plenty of time for the necessary BOF Board meetings and activities. I fully understand the role and responsibilities of a director of the type needed by British Orienteering as I was a non-executive director of a National Charity for ten years. As a retired Magistrate I am experienced in assessing impartially evidence presented to the Board.

**2014 Nominations for Directors:****Judith Holt (Derwent Valley Orienteers, Director until 2014, 1st term)**

During my first term as a director I have learned a great deal about British Orienteering and how it fits in to the wider sports landscape. I can now add this to my knowledge of orienteering built over 25 years. I compete regularly in events from low key local through to National and International. I organise, plan and control events and run a Club Night. I am a coach, coach assessor and coach educator.

The skills I bring to the director role are drawn from my professional experience as a senior manager in Social Work and latterly in Higher Education.

Several things have influenced my decision to stand for a second term as a director.

There are areas of work I have taken a particular interest in and that I wish to continue to support; for example, coaching, liaison with British Schools Orienteering, supporting and training club volunteers including Club Welfare officers. I would like to encourage the development of effective links between the participation initiatives funded by Sport England and club led orienteering. I consider that it is important that the board of British Orienteering has at least one member who brings the experience of being a woman in orienteering along with appropriate knowledge and skills.

**Proposer: Scott Collier (Cornwall OC & Jesus OK)    Second: Hilary Palmer (Nottinghamshire OC)**

**Martin Ward (South Yorkshire Orienteers, Director until 2014, 2nd term)**

I'm an Engineer and MBA-qualified project manager, and work in Derby for an international railway consultancy. We operate internationally, and consequently I travel a lot, and occasionally combine a business trip with some overseas orienteering.

I started orienteering in 1982 in southeast England, and in 1987 I chose to go to university in Sheffield partly because of its reputation for orienteering excellence. Having been ShUOC club captain I've continued my connections with student orienteering through SPOOK, the Sheffield post-graduates club.

On leaving University I joined SYO and am currently a committee member. I've planned, organised and controlled events and am currently a Grade B Controller. My wife Lesley and I co-organised the 2011 British Championships individual race at Wharnciffe.

I led the Board's input to the successful 2015 IOF World Championships bid and I am now the Board's representative on the WOC 2015 Steering Group. I'm looking forward to being part of a huge home crowd celebrating the success of the British athletes that will compete at Highland 2015.

**Proposer: Dave Peel (South Yorkshire OC)**

**Second: Jon Cross (Forth Valley O)**

## Proxy Voting Form Instructions

For the Annual General Meeting of British Orienteering on the 18<sup>th</sup> April 2014 or at any adjournment thereof.

### Voting

All individual members of the Federation are entitled to vote at the AGM, in person or by proxy, provided they will be aged 18 years or over on the 31 December 2014. Each member shall have one vote only.

### Voting In Person

Members attending the AGM and entitled to vote will be provided with voting papers at the meeting and should not complete a proxy voting form. Members who have completed a proxy voting form will not be permitted to vote at the meeting unless they have withdrawn their proxy vote, in writing, before the meeting commences.

### Voting By Proxy – Post

Members entitled to vote, who will not be attending the AGM, may appoint a proxy to vote on their behalf. They should complete a Proxy Voting Form and return it to:

**Company Secretary, British Orienteering, 8a Stancliffe House, Whitworth Road, Darley Dale, Matlock, DE4 2HJ**

OR

### Voting By Proxy – Email

Members entitled to vote, who will not be attending the AGM, may appoint a proxy to vote on their behalf. They should complete a Proxy Voting Form and return it to [info@britishorienteering.org.uk](mailto:info@britishorienteering.org.uk). **The only acceptable way to submit a Proxy Voting Form via email is to complete the printed form, scan a copy of the completed form and email it to the address above.**

**The Proxy Voting Form must arrive no later than 5.00pm on Wednesday 16 April 2014.**

One Proxy Voting Form can be accepted from each member.

There are four options for casting a vote by proxy. Please choose one option and follow the instructions listed.

- Option 1:** You may appoint the Chair of the meeting to cast your vote at his or her discretion. For this option please complete Form A only.
- Option 2:** You may appoint the Chair of the meeting to cast your vote according to your instructions. For this option please complete Forms A and C.
- Option 3:** You may appoint any person who will be present at the meeting to cast your vote at his or her discretion. For this option please complete Form B only.
- Option 4:** You may appoint any person who will be present at the meeting to cast your vote according to your instructions. For this option please complete Forms B and C.

### Please note:

1. In accordance with the Articles of Association, proxy votes will only be counted if the vote goes to a poll. Normally proposals are decided by a show of hands as set out in Article 45.
2. Proxy votes may only be cast by a person who is personally present at the meeting. Appointing the Chair of the meeting, whoever that may be, ensures that your proxy vote will be cast.
3. A proxy may cast your vote or abstain at his or her discretion unless specifically instructed otherwise by Form C. If you use Form C to specify how your vote is to be cast on some items but not others, your proxy may use your vote or abstain, at his or her discretion, on the items which are not specified.

**Proxy Voting Form – TO ARRIVE NO LATER THAN 5pm on Wednesday 16 April 2014****FORM A (Options 1 and 2)**

I, (Name in block letters) \_\_\_\_\_,

Membership Number: \_\_\_\_\_, hereby appoint the Chair of the meeting as my proxy, to speak on my behalf and cast my vote at his/her discretion, except as specified in Form C

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FORM B (Options 3 and 4)**

I, (Name in block letters) \_\_\_\_\_,

Membership Number: \_\_\_\_\_, hereby appoint

(Proxy's name in block letters) \_\_\_\_\_

as my proxy, to speak on my behalf and cast my vote at his/her discretion, except as specified in Form C  
(Under Company Law it is no longer permissible to limit the proxy to being a member)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FORM C (Options 2 and 4)**

I hereby instruct my proxy to cast my vote as follows (please place a cross in one box for each proposal):

**Proposal:**

1. Adoption of Accounts
2. Appointment of Auditors
3. Membership and Levy fees 2015
4. Map scales at Level A & B events

**FOR      AGAINST      ABSTAIN**


Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**You may print multiple copies of this Proxy Form as required.**