

A meeting of **DEVELOPMENT COMMITTEE**

was held on  
Wednesday 27 September 2006 at the Friends Meeting House, York  
Commencing at 12:30

## MINUTES

### Attendance, apologies and Chairman's opening remarks

1. In attendance were:

Neil Cameron	(NC)
Lyn West	(LW)
Malcolm Duncan	(MD)
Toni O'Donovan	(TO'D)
Chris James	(CJ)
Keith Marsden	(KM)
Caroline Povey	(CP)
Mike Hamilton	(MH)

2. Apologies were received from:

Donald Petrie	
Peter Bylett	Development Team meeting
Hilary Palmer	Development Team meeting
Dave Harrison	
Peter Christopher	Development Team meeting
John Morris	

### Declaration of Interest

- Members were asked to advise the meeting of any agenda items which required a declaration of interest. No conflicts of interest were raised.
- KM asked if the revised conflict of interest paperwork could be sent to him. MH agreed to distribute the papers to committee members who had not yet been asked to complete them.

**Action:** *Distribute the 'Conflict of Interest' forms to committees and committee members who have yet to be asked to complete them (MH, asap)*

### **Minutes of meetings**

5. The minutes of the meeting held on 25 January were noted as a true record.
6. The Chairman apologised for the absence of informal notes of the inquorate meeting held on 26 April 2006; this was as a consequence of the departure of Alex Ross.
7. The Chairman had tried to resurrect his notes but, unfortunately, it had not been possible to draft meeting notes.
8. CJ had his notes with him and offered to remind members that had been present. It had been agreed that the 'Blue sky' issues that the Development Committee should be looking at are:
  - a. A volunteer handbook should be produced and include a calendar and contact details
  - b. To review the Strategic Plan and vision through to 2009
  - c. To perform a SWOT analysis on the Strategic Plan and to liaise with committees for assistance in producing it
  - d. Other issues on the list included: environment, event structure, publicity and the image of the Federation and of orienteering as a sport, participation and membership, governance, implications of London 2012, possible ways to gain additional funding, social implications and inclusion.

### **Notification of any other business**

9. MH raised the matter of his meeting with Nopesport on Monday 2 October and asked if members wished to discuss any issues that he might raise at the meeting. It was agreed that this should be considered under Any Other Business if time permitted.

### **Review the action list**

10. The actions from the January meeting:
11. (1) Done  
(2) Done  
(3) Now irrelevant  
(4) Done  
(5) Some items now on the web site  
(6) Agenda  
(7) Done  
(8) Deferred, needs setting into context of other priorities: it was recognised that there is also a need to review/evaluate funding already given.

### **Multi-day fund grant application process**

12. The prepared paper on the application process was discussed. MD has given to NC a grant submission form that could serve as a template. The office was asked to

produce a form and create appropriate procedures to underpin the application process.

13. TO'D thought that it will be useful if collaboration with other bodies/parties was added to the form, and it was also noted that any sponsorship agreements or evidence of consultation with any appropriate parties could be added eg coaching.
14. The office will implement the application process by batching submissions for consideration.
15. It was noted that multi-day funds, once the Charitable Trust is established, will probably be moved into the Trust. NC updated members regarding the decision on the formation of the Charitable Trust taken by Council.
16. Conflict of interest of the people involved in the processing procedures was seen to be an issue.
17. It was agreed that there should be a Standard process for applications to be vetted and processed. The development team will provide background information on submissions and make any additional queries that may be required. It was accepted that responsibility may eventually move to the trust but that in the meantime a panel of 3 should be formed to make decisions on submissions. KM, TO'D and MD will form the panel in the immediate future. If a conflict of interest arises for any of the panel then CJ will step in as a substitute. The panel will use email for consultation and decision making as far as possible.
18. The schedule for submission will be based on 2 cycles a year and will require submissions to be made by 31 March or 30 September each year. Applicants should be aware that the decision making process may take up to 2 months.
19. Management Committee will be asked to ratify this process, and especially the use of a small panel, at its December meeting.
20. Notification regarding these procedures will be placed on the web and in Focus. The RDO team will be informed of the application documentation and process. The new material will be used as soon as it is available.

**Action:** *A form for use by applicants to use to access the Multi-day Event Fund is to be created (MH, asap)*

**Action:** *A document be produced for applicants that explain the procedures (MH, asap)*

**Action:** *The procedures be taken to Management Committee for ratification (MH, 20 Dec 06)*

**Action:** *A short article be produced for the web and Focus explaining the application process and procedures (MH, asap)*

21. The UDOC submission has been received and had been circulated to members for consideration. It was accepted that the procedures weren't clear and that this has led to a degree of confusion.
22. During the discussion on the submission the following points were raised:
- a. The submission was supported and it was agreed that a donation of £650 be made on the basis that receipts are made available and that appropriate safeguards and evaluation mechanisms are put in place.
  - b. It was recognised that there are good people involved with the submission and that the submission was of a high quality.
  - c. The growth of orienteering amongst the student population has to be supported and encouraged, but submissions will still need to be measured against robust criteria. Orienteering should invest in the student sector.
  - d. It was agreed that NC write to UDOC giving them the news as a matter of urgency.
23. KM raised the issue of whether or not British Orienteering should be proactive in encouraging universities to make applications. It was agreed that this is within the Strategic Plan and that CP should prepare a short article for Focus. UDOC might also be encouraged to promote awareness of their initiative and the grant support within universities.

**Action:** A letter be sent to UDOC confirming the donation of £650 and laying out the requirements (NC, asap)

**Action:** An article for Focus be produced to inform members of the award and to publicise British Orienteering support of the work to expand student involvement in orienteering (CP, 3 Oct 06)

### **Volunteer Strategy**

24. Members had considered the prepared papers and the Chairman provided further background. British Orienteering needs a volunteer strategy as volunteers are the essence of the sport. It also happens to be part of the Sport England contract that a Volunteer Strategy is produced. It was noted that it is also likely there will be opportunity to put forward submissions to the Sports Councils in the near future for finance to support the development of the volunteer workforce and there is a need to prepare for this.
25. Consideration should be given to the involvement of young people as volunteers and the marketing of volunteer opportunities is essential. Orienteering has many such opportunities for young people to gain skills and experience of volunteer activities which they can use for the Junior Sports Leader award, the Duke of Edinburgh award or their CVs.

26. The issue of burn out of volunteers was discussed and will need to be addressed. KM stated that pooling knowledge and experience within orienteering is essential as is making it available to other clubs and people.
27. Orienteering is heavily dependant on volunteers and should therefore invest in the development of those volunteers. It was agree that NC/MH produce a strategy paper for the Management meeting in December.
28. In order to progress the wider aspects of this work a workgroup should be established. Terms of Reference should be developed with responsibilities to improve the retention of current volunteers and to address the recruitment and training of volunteers. Once the Terms of Reference for the workgroup are created, people with appropriate skills, expertise and knowledge should be identified and recruited.
29. The outcomes should include a Good Practice Guide for Volunteers in Orienteering that will contain, the rewarding of volunteers, how they can be protected, the roles and functions.
30. Discussions on how information should be collected included:
- a. Audit clubs and volunteers over a month
  - b. Volunteer diary, collecting time spent, feelings, problems, concerns
  - c. Surveys to collect specific information

**Action:** *The Terms of Reference for a Volunteer Workgroup be drafted (TO'D/MH, asap)*

**Action:** *People be recruited to join the Volunteer Workgroup (MH, asap)*

#### **Review of the membership/participation analysis**

31. The Chairman thanked David Nevell (HOC) for the analysis and members welcomed some factual evidence.
32. There was a wide ranging discussion, the following were key points from the discussion:
- a. To identify any clubs that may have a different profile and to try to determine why there is a difference
  - b. To determine if there is similar data from overseas that will enable a comparison to be made on membership
  - c. To make data held by British Orienteering available to David and ask him to analyse it and communicate any findings to the committee
33. Concern was expressed regarding how such studies can be used to shape changes in the way orienteering functions.
34. The Chairman was asked to write and thank David for this work

**Action:** *A letter of thanks be sent to David Nevell (NC, asap)*

**Action:** *The office make available to David Nevell membership statistics held in the office (MH, asap)*

#### **Review the work of DC and set future priorities**

35. There was a wide ranging discussion on the work of the committee.
36. MH offered members opportunity to consider a compilation of the 'Actions' and 'points for consideration by Management Committee' that the Development Committee has generated since 2004.
37. CP identified that there would be value in the committee considering the marketing aspects of the sport and the type of image that the sport wants to create. There are currently some potential conflicts in the image being created that impact on the strategic targets ie the 'Orienteering is a family sport' and the wish to build on membership in the 18 to 35 age bracket. To discuss and reconcile some of these issues will help develop a clearer marketing strategy.
38. CP was asked to produce a paper to consider the promotion of orienteering for a future meeting.
39. It was agreed that the next meeting should take the form of a brainstorm to build a picture of issues that Development Committee should be considering. This is likely to include issues that fall between committees (eg Publicity, Marketing), issues that fall across several committees (eg volunteer development) and issues that are perhaps beyond the scope or time of committees (eg the overall structure of fixtures and events).

**Action:** *A discussion document be produced to help the committee consider the promotion of orienteering (CP, Dec06)*

**Action:** *Committee Chairmen to be contacted to provide input to the brainstorm, particularly if they could not attend the meeting (NC, asap)*

#### **Any Other Business**

40. Time was insufficient to consider any other business.

#### **Reporting and Actions to Management**

41. It was agreed that the following items be recommended to Council or marked for Council to note:

***The procedures to be used to allocate Multi-day Event Funds be agreed.***

***The award of £650 to UDOC.***

***The establishment of a workgroup to consider a Volunteer Strategy and the way in which volunteers can be retained, recruited and developed.***

#### **Dates and Venues of Meetings**

42. The dates, times and venues of future meetings were discussed and it was agreed that meetings continue to be held in York and commencing at 12:30.

43. The dates of Development Committee meetings for 2007 are:

24 Jan, 18 April, 19 September [NB not suggested at the meeting]

**Chairman's closing remarks**

44. The meeting closed at 16:25 and the Chairman thanked members for their contributions.

## Development Committee

### September 2006 Action List

#### Declaration of Interest

1. *Action: Distribute the 'Conflict of Interest' forms to committees and committee members who have yet to be asked to complete them (MH, asap)*

#### Multi-day fund grant application process

2. *Action: A form for use by applicants to use to access the Multi-day Event Fund is to be created (MH, asap)*
3. *Action: A document be produced for applicants that explain the procedures (MH, asap)*
4. *Action: The procedures be taken to Management Committee for ratification (MH, 20 Dec 06)*
5. *Action: A short article be produced for the web and Focus explaining the application process and procedures (MH, asap)*
6. *Action: A letter be sent to UDOC confirming the donation of £650 and laying out the requirements (NC, asap)*
7. *Action: An article for Focus be produced to inform members of the award and to publicise British Orienteering support of the work to expand student involvement in orienteering (CP, 3 Oct 06)*

#### Volunteer Strategy

8. *Action: The Terms of Reference for a Volunteer Workgroup be drafted (TO'D/MH, asap)*
9. *Action: People be recruited to join the Volunteer Workgroup (MH, asap)*

#### Review of the membership/participation analysis

10. *Action: A letter of thanks be sent to David Nevell (NC, asap)*
11. *Action: The office make available to David Nevell membership statistics held in the office (MH, asap)*

#### Review the work of DC and set future priorities

12. *Action: A discussion document be produced to help the committee consider the promotion of orienteering (CP, Dec06)*
13. *Action: Committee Chairmen to be contacted to provide input to the brainstorm, particularly if they could not attend the meeting (NC, asap)*

#### Any Other Business

#### Reporting and Actions to Management

14. *The procedures to be used to allocate Multi-day Event Funds be agreed.*
15. *The award of £650 to UDOC.*

16. *The establishment of a workgroup to consider a Volunteer Strategy and the way in which volunteers can be retained, recruited and developed.*