

Meeting of  
**MANAGEMENT COMMITTEE**  
held on Thursday 17th February 2005 at the National Office, Matlock.

Council is asked to NOTE:

05/07 (a) Balance of IOF sanction fee may be withheld for WCup 2005

05/07 (c) Transfer of WOC 76 fund into squad funds

05/10      Next Council to look at Council performance

Minutes of the meeting of  
**MANAGEMENT COMMITTEE**  
on Thursday 17th February 2005 at the National Office, Matlock.

**PRESENT:**

Bob Roach (Chairman)

Peter Christopher (Vice Chairman)

Ranald Macdonald (Vice Chairman)

Dick Towler (Councillor)

Suse Coon (Councillor)

In attendance:

Robin Field (Chief Executive)

Derek Allison (Performance Director)

John Dalton (Executive Officer)

**05/01 Apologies and Courtesies**

Apologies from Malcolm Duncan and Alex Ross.

**05/02 Minutes of Meeting of 08/12/2004.**

Accepted as a correct record.

**05/03 Actions.**

Actions Completed: 48, 86, 87, 88, 89, 91.

Actions Continuing: 84, 90.

**05/04 Matters Arising, not elsewhere on the Agenda.**

Robin Field reported that Clive Allen had contacted us regarding the 40<sup>th</sup> anniversary of BOF on 17<sup>th</sup> June 2007 with a view to printing a history. The meeting discussed whether waiting for a 50<sup>th</sup> anniversary may be more appropriate. Agreed that Robin should speak to Clive Allen.

**Action RF****05/05 Notification of Major Items of Other Business.**

No items.

**05/06 Reports from Committees****a) Development Committee**

Bob Roach said that they will be meeting in a weeks time, the agenda will include:

Orienteering as an environmentally friendly sport

Ageless junior classes

Planning to handle reduction in grants

**b) Event Operations Committee (05/02/2005)**

There had been discussion about the difficulties of getting the Senior Competitions Group to meet, and whether it could be absorbed into Rules Group. It was concluded that there was a need for the SCG, and more effort was needed to get it under way.

Relays at the BRC & JK – suggestions were made to reduce the course lengths, and reduce courses for Seniors to only Open, Senior, Vet & Super Vet (Super Vet could be mixed teams). Proposal to go to clubs and associations. Dick Towler commented that some courses are already too short to provide value for money.

Major Events – there had been issues with National Events, and there could be a shortage of them in 2007. There was a proposal to return to Regional Championships (South, Midland, North, Northern Ireland, Scotland & Wales).

A web based feedback form to monitor perceived event quality had been demonstrated. There was discussion about this, including whether or not to also have a paper format as well. Alternatively clubs could be encouraged to have evaluation forms at enquiries.

#### **c) International Committee**

Had met at the squad inaugural. Derek Allison reported that David May had been invited onto the committee.

#### **d) Coaching Committee**

Had not met. There appeared to be some issue with SOA, but not clear what the problem is. SOA have been told to raise any problem through Coaching Committee.

### **05/07 Updates:**

#### **a) WC 2005**

There are now approx. 150 entries.

BOF is in dispute with the IOF over:

- Not promoting the event as per the agreement

- Cancelling the World Cup from 2007 thereby devaluing the series

- Not allowing BOF to approach potential sponsors in sufficient time

BOF therefore dispute the Sanction Fee of approx. £5000. £3000 has been paid already, Robin Field therefore proposed to withhold the balance unless the event is sufficiently profitable to afford it. He said that he had been discussing this with Brian Porteous at the IOF. He said that the major problem is a result of the lack of promotion of the event by the IOF.

It was agreed that we should withhold the balance if it would cause the event to make a loss.

Robin Field reported on the finances of the event. Scaling down TV coverage reduces the estimated shortfall to £8000. Council had previously agreed to underwrite up to £10000, therefore no action is required.

#### **b) Sports Councils**

UKSport had confirmed in January that they would continue with the same level of grant up to 31st March 2006. Robin Field & Derek Allison will shortly prepare a bid for subsequent funding - we expect orienteering to go onto a secondary list (World Championship sports). We have had verbal confirmation from Sport England of a grant of £375,000, representing a £22,000 increase. This delay has caused delays in setting the budget for 2005. Athletes Personal Awards will cease, they have been worth approx. £59,000. A further grant of £42,500 is available, it is ring-fenced for PESSCL work.

#### **c) WOC 76 Fund**

Little response from athletes in favour of a building. It was agreed to accept the advice to transfer the money into squad funds to provide grants for athletes.

#### **d) JK and BOC 2007**

See action number 90

#### **e) Trail-O**

Trail-O does not cover our equity obligations, we should concentrate on accessible courses (white & yellow standard).

Bob Roach had put a piece into Focus seeking interest in a Trail O management group but there had been no response, Peter Christopher suggested talking to Dave Gittus.

#### **f) Website.**

John Dalton reported that the website had been developing, but most of the work is now done, apart from Fixtures, and the data held at Manchester University, which would have to be moved to the BOF site this year.

#### **g) Marketing** (presented by Robin Field)

Sophie Furness has written the procedures for the marketing job, therefore it can move to 3 days per week for her replacement.

Suse Coon asked where the sponsorship income goes: the majority goes to elite teams as goods & equipment, the remainder goes to specific events. Some provides member benefits in the form of discounts.

The suggestion that the other 2 days be used for an access officer (which received support when raised at Council) was discussed. It was agreed that the balance of activities been the access officer and local settings was very important. It was also agreed that we should continue to use Focus to disseminate information from club & association access negotiators, and that the clubs and associations need to feed information back to BOF.

Peter Christopher expressed concern about the lack of knowledge amongst schools about access arrangements.

Robin Field said that the advert in Focus invited expressions of interest, with a view to developing the job & person specifications.

#### **h) Premises**

We have had no response from the YHA, however we have to vacate the current premises by September 2007. Robin Field to contact YHA to progress.

**Action RF**

Peter Christopher said that there may be schools with unused space which they would be willing to lease.

## **05/08 Membership**

Ranald Macdonald reviewed developments, including the thinking at a meeting on 9<sup>th</sup> Feb. A key aim of the proposals is to provide a predictable & sustainable income for BOF. Recent points considered include:-

clubs will have to pay levy in the year of an event under the existing system and the following year again make a payment based on the same participation under this proposal.

payment on current year participation would get round this and is simple to understand but would not provide the reliability of income that we are seeking.

Will it be an extra burden on club treasurers

the position of C5 events,

whether membership should be based on opting-in or opting-out; the current view favoured opting-out.

Due to time pressures it hasn't yet been possible to draw up a list of FAQs – the above points can be included.

It was agreed to update the proposals for the AGM, with Dick Towler providing a section on payment based on the current year participation. The paper will be put on the web and copies distributed at the AGM. At the AGM Ranald will give a brief outline of the proposals and of the planned process, i.e. for information & discussion at this stage, proposals put to Council in May and an EGM to be held in the autumn for voting. **Action DT**

## **05/09 2005 AGM/EGM**

John Dalton said that AGM papers were ready to go to the printers. Currently looking at holding the EGM on 24<sup>th</sup> September with Council and a club delegate conference, with a venue TBC.

## **05/10 Chairman's Business:**

BOC 2007 Co-ordinator, expenses to be agreed.

Next Council meeting should spend some time looking at how well Council is working. Peter Christopher commented that he does not like information being presented without prior notification.

Dick Towler asked if Alex Ross could attend Council, it was agreed that individual members of staff would be invited to attend as required.

The Silva award to be awarded to Sue Denmark.

## **05/11 Treasurer's Business:**

Due to the change of date of this meeting, MD was on leave but had been involved in discussions the previous week and had made his views clear.

#### **2004 Accounts**

Robin Field presented the 2004 accounts. He reported that income from membership, participation & major events was £20k below budget although overall there was an underspend of £1628.

#### **2005 Budget**

Robin Field presented a proposed budget (edition 4) that was based on an income from within the sport of £170k. An earlier edition had been discussed at a pre-meeting last week (on the date originally planned for this meeting) which the Treasurer was able to attend. It sets a deficit of £4k, the most the Treasurer believes to be accepted, with a reduction of £25k for the International programme. The increase of £22k from Sport England has been distributed between other budget heads to make up for the reduction in BOF income and the inflation costs in recent years, Sports Council grants having remained level.

Derek Allison explained the impact such a reduction would have on the activities of the International squad even though there have already been reductions in the squad size and the planned programme in view of the additional costs due to the WOC being in Japan. Having to further reduce activities at this late stage in the programme would be particularly difficult.

The following points were considered:-

The particular problems in setting a budget this year due to the uncertainty until very recently of Sports Council funding and about income from within the sport

The Treasurer's advice as above and also that we must be ready to handle a sizable reduction in Sports Council funding for the squad next year

RF's business advice which supports the Treasurer's opinion

The possibility of the International programme being assisted by drawing on the ring fenced reserve fund of £27k

The personal income lost by athletes this year due to the withdrawal of Athlete Personal Awards (£59k in total)

The possibility of a smaller reduction to the International budget by reducing funding for other functions

It was agreed to maintain a £4k withdrawal from BOF reserves with a £10k reduction in the International funds and a £10k reduction spread across other functions. The International squad is encouraged to draw from its reserve fund to meet at least some of this reduction. In future years we must set contingency budgets at an early stage so as to be prepared for the uncertainties of Sports Council funding. Also, we must be ready to handle a sizable reduction in funding for the International Squad from the Sports

Councils.

Two changes to components of the income figure discussed at the meeting became apparent in the two weeks after the meeting. One was the omission of a reduction in income of £5.8k (as notified in Robin's email of 21/2) and the other was an increase in income of £16k due to an unexpected decision in early March by UK Sport. In view of the time pressures for completing the budget and Malcolm still being on leave, I approved the final budget (as presented at the AGM) which involved the reinstatement of much of the reduction in the International budget agreed at the meeting, whilst maintaining agreed levels of overspend.

Bob Roach

**05/12 Executives' Business:**  
**a) Risk Management Report**

Nothing to report

**b) Child Protection Report**

Nothing to report

**c) Anti-Doping Report**

See action number 84

**d) Staffing**

See 05/07 (g)

**05/13 Any Other Business:**

Bob Roach expressed his thanks to Dick Towler for his 4 years work as a Councillor.

**05/14 Dates and Venues of Future Meetings:**

April 26 <sup>th</sup>	National Office	Matlock	10:30 am
July 5 <sup>th</sup>	National Office	Matlock	10:30 am
September 21 <sup>st</sup>	National Office	Matlock	10:30 am
December 7 <sup>th</sup>	National Office	Matlock	10:30 am

**ACTIONS**

84	04/58c	Anti-doping rules & guidelines to be rewritten, procedure for athletes' whereabouts to be established	RF
90	04/70	Liaise with Fixtures in finding possible solutions to hosting both JK and BOC in 2007	AR
92	05/04	Speak to Clive Allen about the history of BOF publication	RF
93	05/07	Contact YHA about premises	RF
94	05/10	Write paragraph for membership proposal	RT