

Meeting of
MANAGEMENT COMMITTEE
held on Wednesday 22nd September 2004 at the National Office, Matlock.

Council is asked to NOTE:

- 04/52d Lack of coaches and coaching opportunities – referred to Development Committee
- 04/53a Request from WCup 2005 for cash assistance
- 04/55 Development Committee to be asked to look into orienteering for the disabled
- 04/56b Juniors to be consulted about liaison link
- 04/56d Nominations for Queen's honours list
- 04/56f Proposal of holding the AGM on the Sunday at the JK
- 04/57a 2005 & 4 year budget proposals

Minutes of the meeting of
MANAGEMENT COMMITTEE
on Wednesday 22nd September 2004 at the National Office, Matlock.

PRESENT:

Bob Roach (Chairman)	Malcolm Duncan (Treasurer)
Ranald Macdonald (Vice Chairman)	Peter Christopher (Vice Chairman Nominee)

In attendance:

Robin Field (Chief Executive)	Sophie Furness (Marketing Manager) for item 04/53f & g
John Dalton (Executive Officer)	

04/47 Apologies and Courtesies

Apologies received from Dick Towler (Councillor), Katy Stubbs (Councillor)

04/48 Minutes of Meeting of 16/06/04.

Noted that Susan Marsden (Junior Competition Group) and Mike Richardson (Major Events) should be added to item 4/37b. Otherwise accepted as a true record.

04/49 Actions.

Actions Completed: 41, 70, 71, 72, 73.

Actions Continuing: 48 and 65.

04/50 Matters Arising, not elsewhere on the Agenda.

No matters arising.

04/51 Notification of Major Items of Other Business.

No items.

04/52 Reports from Committees**a) Development Committee**

Bob Roach reported he was not aware of any responses to the article in Focus inviting suggestions for how to review the use of ageless junior classes in regional events.

b) Event Operations Committee

Ranald Macdonald reported there had been a Major Events conference on 3rd - 5th September with 22 attendees. There were reports from JK & BRC but not BOC. It was suggested that reports from JK/BRC/BOC should become mandatory.

An article about Trail-O is to be written for Focus

Discussion on whether BRC should use similar format to JK to get more teams per course and more head to head competition. Barry Elkington & Peter Guillaume to produce a paper for Focus and/or club mailings.

Junior course lengths have decreased over the years. It is proposed that they are increased for JK, BOC & National Events.

Concern was expressed that not all maps are being registered. This was sent back to Map Group to consider simplifying registration scheme and decide on sanctions.

Discussion about feedback from events and how to ensure planners and controllers are working to correct standards. Committee is looking at the feedback process. Also felt that physical difficulty of Green courses has become too high.

c) International Committee

Next meeting will be 11th December at inaugural squad weekend in South East.

d) Coaching Committee

Peter Christopher expressed concern that attendance at the 19 June meeting was very poor.

There was a lack of coaches and coaching opportunities, and we were running out of volunteers. Discussion about volunteers vs paid officials at club level, possibly clubs could pay for RDOs. It was agreed to take the issue of lack of people on key positions to Development Committee.

Action BR

He also reported

The balance of attention between the different aspects of coaching seemed appropriate

Lots of ideas about getting & retaining adult novices

There seemed to be a reluctance by many people to pay for courses

At grass roots level the club-school links were being pushed hard.

There had been a discussion about the relationship between Coaching & Development Committees.

04/53 Updates:

a) WC 2005

It has been confirmed that there will not be a European Championships in 2005 – BR & RF withdrew the BOF proposal before a vote because of the clear absence of support.

Access to Long Valley has been agreed with English Nature unequivocally, except for major problems such as gale or fire damage.

The sponsorship will be sorted out with IOF in the next few weeks.

Tim Pugh has arranged low cost accommodation as required by the IOF.

Discussion about the possibility of less UKSport money owing to the lack of European Champs. Bob Roach had received a letter from Tim requesting BOF cash for the event. Robin recommended that BOF should not provide a cash fund but should allow WC2005 to overspend by £10,000, which BOF should cover if needed. It was agreed that there was a precedent for this (e.g. JK). To be taken to Council.

Action RF

b) Sports Councils

RF made a vigorous reaction to suggestions of reduced UKS funding to UKS as agreed at the previous meeting. The threat is not currently as immediate – perhaps because UK Sport has gone through many changes including loss and change of staff. Robin will therefore present the 5 year budget, which is based on implementing the Strategic Plan, to UKS on 29th September.

c) Strategic and Operational Plans

Nothing to report

d) WOC 76 Fund

Derek Allison has said that athletes would not use Lower Parkamoor. He is looking at booking time at Lakeside or similar on a permanent basis. John Disley has acknowledged that the concept of a permanent premises is no longer relevant. There was a discussion about the proposed new development near Cockermouth; Derek is making enquiries.

e) Association Development

Kyla Da Cunha has been appointed as WM RDO, so the RDO recruitment is complete.

Robin reported on his visit to Northern Ireland. He said their enthusiasm & commitment was exceptional. They hope to put on a development conference in January 2005, Alex & Ranald are both keen to go. The Sports Council in Northern Ireland are looking for inclusive sports, so there may be funds for a development officer in 2006.

A meeting with SOA is set for 9th Sept and efforts are being made to arrange a visit to NEOA.

There will be a development conference at UKSport in London on 29th September, Hilary & Peter to report back.

f) Website and Focus.

John said that currently >50% of his time is taken up by the website, but that should reduce over time. The only area not yet moved from the old site is Rules & Guidelines. Alex is dealing with this and updating them at the same time.

We are now able to control most areas of the website directly from BOF office.

John suggested that we should look at online membership in future, which could increase membership numbers. Sophie said that since it had been

possible to request general information packs online, requests had gone up five-fold.

We had 250 responses to the Focus questionnaire. It was hoped to continue printing in full colour with ~16 pages per issue. It was thought that we may wish to change the name in the future. As we had changed printers the change to full colour printing had not cost extra. It was noted that there was an increasing overlap with CompassSport, but it was agreed that this should be allowed to take its natural course.

g) Marketing

Post-WOC brochure (12 pages) almost complete. It will go to the press immediately, then distributed with November Focus.

WC 2005 have their own press officer, Sophie is providing assistance.

The JK coverage on SportNation on Sky was well received on Nopesport, there will be a DVD after transmission has finished, which will cost £4.

Currently working on sponsorship for JK, BOC & World Class.

04/54 Membership

Ranald talked about the presentation to Council about a sustainable and fair membership scheme. Agreed that a slide showing the proposed timetable should be added. Decided that at Council the order of items would be adjusted so that the presentation would be given, followed by discussion in small groups, immediately before the break, so that the proposals could be considered in detail immediately after the break.

Council were to be asked:

- What are the strengths of the proposal?
- If you don't like the proposal what viable alternative can you suggest?

Agreed that if the system did not change, the membership fee would need to be adjusted upwards in line with the 4 year plan. Also that it would probably need a return to the rule which did not allow non-members to enter C3 events. The creation of a larger base of potential volunteers was to be added to the advantages presented.

The plan is to publish a paper to encourage discussion prior to the Management Meeting in Dec; at that meeting the feed back will be assessed and proposals to put to Council in Jan 05 will be agreed, after which an AGM proposal can then be lodged.

04/55 Trail-O

Robin said he had spoken to Anne Braggins to clear up the misunderstanding about JK2006. Most volunteers & organisers would like to put on Trail-O but it involved too much work given the size of the volunteer base. If we were to put on Trail-O at the JK then we should use a different club to organise it from the main event, i.e it would run as a separate event in parallel with the JK. Agreed that an article for Focus &

club mailings should be written asking for a club or region to organise Trail-O at JK 2006.

Action AR

There was general agreement that BOF should be considering the needs of orienteering for the disabled, rather than just Trail-O, Development Committee to be asked to look into this.

Action BR

04/56 Chairman's Business:

- a) Referred to papers on Ethical Communications & Guidelines for Effective Meetings which would be put to Council.
- b) In the short term a link with juniors via Suse Coon has been established. Discussion on how best in the long term to communicate with juniors, possibly a junior representative. Agreed to put an article on Nopesport.

Action BR/RF

- c) Silva award 2005; Bob Roach agreed to take informal soundings at Council, and provide a piece for Focus

Action BR

- d) Need to put in nominations for Queen's honours by end October. There are three possible nominees. Agreed to back all three.

Action RF

- e) Discussion of "Governing Orienteering" paper on Council procedures. To be amended and emailed to Council for approval.

Action RF

- f) AGM 2005 to take place on JK Day 2 at 17:00 in the Event Centre Lichfield

04/56 Treasurer's Business:

a) August Figures

The position for this time of year is satisfactory.

b) June Budget Outturn

The outturn is satisfactory.

c) 4 Year Budget / 2005 Budget

The 4 year budget will be used to present the 2005 budget. Noted that the headings have been altered. The Sports Council grant has not increased for 5 years, therefore an increase is budgeted for 2005 onwards. Expenditure increase 2005-2006 includes increase in RDO hours. Increase 2006-2007 is premises cost. All costs increase 2% p.a., salaries 3% p.a. To be presented to Council.

04/58 Executives' Business:

a) Risk Management Report

No changes recommended.

b) Child Protection Report

Discussed report from Alex. Agreed that more support for lead officer required. Alex to make recommendations about composition of panel.

Action AR

Recognised the need to progress the training of welfare officers.

No further developments on the incident discussed at the previous meeting.

c) Anti-Doping Report

Still to write anti-doping rules. Now required to provide an athlete's whereabouts form to IOF for top 6 athletes. Aiming to provide an 8-10 day rolling update by email or web forms. Need to rewrite guidelines for major event organisers.

Action RF

d) Staffing

Jannette Blunden has taken over as Accounts Manager.

There may be office space available immediately at YHA in Matlock at commercial rates.

Action RF

e) Chinese Orienteering

We had had an email from a Chinese orienteer inviting us to compete, news item asking for interested clubs put on web site.

f) SOA

Robin unable to attend meeting with SOA on 9 October, Ranald to substitute.

04/59 Any Other Business:

No other business

04/60 Dates and Venues of Future Meetings:

December 8 th	National Office	Matlock	10:30 am
February 12 th	National Office	Matlock	10:30 am
April 20 th	National Office	Matlock	10:30 am
June 29 th	National Office	Matlock	10:30 am
September 21 st	National Office	Matlock	10:30 am
December 7 th	National Office	Matlock	10:30 am

ACTIONS

arising or continuing from the meeting of Management Committee
on 22nd September 2004

48	03/74f	Liaise with Fixtures Committee to find a suitable venue for a Members Gathering in 2005	AR
65	04/24	Raise possibility of a visit to the NEOA by Chairman and CEO with the clubs within that Association.	BR
74	04/52d	Lack of key coaching volunteers to go to Development Committee	BR
75	04/53a	Request for cash fund for WCup 2005 to go to Council	RF
76	04/55	Article requesting club/region to organise Trail-O at JK2006	AR
77	04/55	Development Committee to be asked to look into orienteering for the disabled	BR
78	04/56b	Investigate junior representation on Council	BR /RF
79	04/56c	Silva award	BR
80	04/56d	Queen's honours list	RF
82	04/56e	Governing Orienteering paper for Council	RF
83	04/58b	Child Protection – support group to be widened	AR
84	04/58c	Anti-doping rules & guidelines to be rewritten, procedure for athletes' whereabouts to be established	RF
85	04/58d	Office space at YHA to be investigated	RF