

Association & Club Conference

Date: Saturday, 20th October 2018

Venue: The Studio, 7 Cannon Street,
Birmingham, B2 5EP



Notice of Meeting

A Conference of Association and Club representatives will be held on Saturday, 20th October at the Studio in Birmingham.

Invitations to attend:

- Association Representatives
- Club Representatives
- Board members

Agenda

The Board would like to place the following items on the Agenda:

1. Chief Executive's review
2. Competition Review

Associations and Clubs are also asked to raise strategic items or issues that you would like to be added to the agenda.

Any such requests should be sent for consideration to Peter Hart, Chief Executive (phart@britishorienteering.org.uk) by the end of September 2018.

Whilst it may not be feasible to add all such items to the agenda, those items that are of strategic importance and are common to several requests will be added.

Further details and papers for the Conference will be circulated as soon as they are drafted.

The above provides an outline and early notice of the Club and Association conference. Further details including the agenda and structure of the day will follow.

Venue

The venue is a short walk from Birmingham New Street rail station. More information on location and travel details can be found [here](#)

Expenses

For registered delegates, the costs of the conference including refreshments and a light buffet lunch will be paid for by British Orienteering.

All members are invited to attend and we would encourage as many as possible to come along and have your say!

As in previous years, we also encourage clubs and associations to nominate 2 chosen representatives to represent their views. Clubs and Association chairs or secretaries must confirm the names of the 2 delegates attending on behalf of their club or association. This will register their attendance and these club and association delegates will be eligible to have a contribution to their expenses paid by British Orienteering (contributions will be as per below criterion).

All other members are very much encouraged to attend; however, any expenses will need to be covered by the individual, club or association depending on individual arrangements.

Car

Where the total round trip to and from the conference venue exceeds 150 miles, British Orienteering will meet the costs of half of the mileage that exceeds 150 miles (at British Orienteering's standard rates). Here are examples:

1. A delegate travelling a round-trip total of 310 miles could claim 25p (standard mileage rate) x 160 miles (excess over 150 miles) x 0.5 i.e. £20 from British Orienteering, and the rest must be met by the delegate or the delegate's club or association.
2. A delegate travelling a round-trip total of 200 miles with another delegate as a passenger could claim 27p (standard mileage rate with a passenger) x 50 miles (excess over 150 miles) x 0.5 i.e. £6.75 from British Orienteering, with the rest to be met by the delegate or the delegate's club or association.
3. For a delegate travelling a round-trip total of 120 miles, the costs to be met by the delegate or the delegate's club or association.

Train / Plane

British Orienteering will meet half of the cost of the cheapest standard class return plane/train ticket after deducting £30.

As an example, a delegate whose rail ticket costs £50 could claim 0.5 x £20 (£50-£30) i.e. £10 from British Orienteering, with the rest to be met by the delegate or the delegate's club or association.

Other conditions

1. A maximum of two claims per club or association will be accepted. These claims must only be from the club or association delegates who had their attendance registered with the National Office prior to the conference (or from any substitutes sent in the registered delegates place).
2. Any claims must be made on the claim form available at the conference and be received by British Orienteering by Friday 20th November 2018 and only in exceptional circumstances with claims after this date be accepted for payment.
3. Plane/Train ticket claims must be supported by a ticket receipt or one of the used tickets.
4. Other expenses will only be payable if agreed in advance in writing by British Orienteering.
5. Please arrange to share cars wherever possible to minimise costs.

For anyone requiring more information please contact the admin team at British Orienteering National Office,
Scholes Mill,
Old Coach Road,
Tansley,
Matlock,
DE4 5FY.

Telephone Number: 01629 583037,

Email: info@britishorienteering.org.uk

British Orienteering Association and Club Conference 2018

Registration Form

Forms will be kept for the duration of the conference and shredded immediately following the course.

Please complete all parts of the form and return by email (info@britishorienteering.org.uk)

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Personal Information

Full Name: Click or tap here to enter text.

British Orienteering Membership Number: Click or tap here to enter text.

Please state any special dietary requirements you have below.

Click or tap here to enter text.

Club / Association Information

Please tick below if you are representing your club or association, the name of your Club/Association and in what capacity you are attending the conference or if you are an independent attendee.

Club ☐ Club Name: Click or tap here to enter text.

Association ☐ Association Name: Click or tap here to enter text.

Official Title (e.g. Club Chair, Association Secretary):

Click or tap here to enter text.

OR

Independent Attendee (e.g. not a representative of a club or association): ☐

Declaration

I acknowledge receipt of, and understand all of, the published information regarding the proposed activity.

Signed:

Date: Click or tap here to enter text.