



# Quantock Orienteers

## Minutes of the Quantock Orienteers Committee Meeting held on Thursday 6<sup>th</sup> January 2011 at Bob Lloyd's house

### Club officers

Richard Sansbury (Chairman), Jeff Pakes (Secretary), Roger Craddock (Treasurer), Bob Lloyd (Permissions), Bill Vigar (Mapping), Mark Maynard (Fixtures secretary), Adrian Edwards (QuOnicle editor), Judy Craddock\* (Membership secretary), Brian Fletcher\* (Schools) \* *non-committee members*

### 1. Attendees

Richard Sansbury, Roger Craddock, Jeff Pakes, Bob Lloyd, Bill Vigar, Mark Maynard, and Rosie Wych

Apologies: Adrian Edwards

Some items were dealt with out of their agenda order; where this could be material, it is noted.

### 2. Minutes

#### 2.1 Minutes of last meeting, 27 October

These were approved and the actions arising were dealt with as indicated in italics below.

#### 2.2 Actions arising:

From meeting 27 October:

2. Investigate the possibility of producing an organiser's manual. *Complete*
3. Mike Crockett had requested a job description for his potential role as a club president. *Complete*
- 5.2 Produce coach job description role in a future QuOnicle. *Action abandoned*
- 6.2 Investigate a suitable date for 2011 Long O. *Complete*
- 6.3 Produce QuOnicle article aimed at potential event organisers *Complete*
- 6.3 Find officials for 2010/11 events. *Complete*.
- 8.1 Discuss possible Galoppen permissions issues with planner. *Complete*
- 8.2 Follow-up queries about FC land charges. *Complete*
- 9.1 Keep membership contact details up-to-date. *Continuing*
- 10.2 Suggest holding EGM at Xmas Novelty social to event organiser *Complete*
- 11.3 Obtain quote for installing a new club shed *Complete*
- 12.2 RS to be rep for next SWOA meeting. *Complete*
- 12.3 Seek a club captain. *Continuing*
- 12.4 Co-ordinate presentation of QOFL trophies *Complete*

### 3. Correspondence

#### 3.1 To committee

The secretary had distributed a number of emails / circulars received from BOF, SWOA and other external parties since the last meeting.

Richard queried whether Jeff or Mark had received a copy of BOF's 2011 rules. If not, he suggested asking John Shucksmith (SWOA). *Action JP/MM*

#### 3.2 To membership

Richard had told event officials about the tightening up of rules governing risk assessments.

#### 3.3 From BOF

BOF say they are to compile a register of organisers, thought to be extracted from previous BOF fixture lists.

### 4. Finance

Roger read his report and presented his statement ([Appendix 1](#)) He also circulated a budget 2010-13.

#### 4.1 Access to accounts

Roger asked Jeff to cease publishing unaudited interim accounts on the website.

#### 4.2 Event fees 2010/11

Roger noted confusion over event charges for families, shadowing and maps.

#### 4.3 Budgeting

Bob suggested that producing budgets more than two years ahead was a 'fantasy exercise'. The difficulties of predicting access fees and discretionary expenditure (e.g. equipment and coaching courses) was noted. Jeff added that constructing a 'best case' and 'worse case' scenario may be help given such uncertainties. Richard invited further comments on Roger's budget. *Action All*

### 5. Youth

#### 5.1 Schools

Brian Fletcher had circulated a report ([Appendix 2](#)) prior to the meeting. He is uncertain whether a key contact, Dave Bullock, will still have a budget come July. Roger will ask Dave. *Action RC*

#### 5.2 JOG

Judy sent her report to the secretary prior to the meeting ([Appendix 3](#)) and the secretary read it out.

Bill said Netherclay Wood could be a good area for a new mapper.

### 5.3 Participation figures

Jeff highlighted the tension between BOF and the Forestry Commission's (FC's) method of measuring participation / footfall at events. It was queried whether the JOG/QOAD "double-headers" counted as one event or two.

### 5.4 Coaching

Nick Fernandes had volunteered for the coach educator role. The committee approved subject to costs Nick being sent on an appropriate course. The educator would train coaches potentially eliminating the need for would-be coaches to attend residential courses. Roger & Judy to obtain costings. *Action RC*

It was noted that Brian Fletcher was still considered to be Club Coach.

## 6. Fixtures

Mark's report ([Appendix 4](#)) had been circulated prior to the meeting.

### 6.1 Recent events:

Richard said QOFL3 demonstrated that risk assessments had inherent inadequacies. Thus a potentially treacherous steep path descent was allowed. Also with longer than average courses that day, some early helpers were working up to nearly three hours.

Richard suggested holding open Start slots after 1pm for helpers affected in such way.

### 6.2 Future events: QOFL6 Keeper's Combe

After much discussion the area was deemed to be unsuitable because i) parking was relatively inaccessible ii) no obvious Start existed iii) 'samey' area.

Why the problems had only just come to light was deemed to be an issue of communication. Email protocols were revisited and Bob again argued in favour of keeping as many people 'in the loop' as possible. Website and QuOnicle to be altered *Action MM/AE*.

An alternative area is to be investigated, possibly St Audries. *Action MM*

### 6.3 Long-O, October 2011

An area needs to be chosen by a planner (identity yet to be established) so Bill can begin surveying. Possible areas discussed were N and S of A39 W of Minehead. Roger mentioned a well-equipped campsite near Horner as a possible base.

Rosie volunteered to control the main event. Mark will approach Martin Longhurst to be planner.

*Action MM*

Roger said Ted was happy to plan the Saturday score event again.

### 6.4 Galoppen 2011/12

The event level is 'D' on the website but needs to be changed to a 'C' in line with SWOA advice.

*Action MM*

### 6.5 Event organisers

Jeff and Rosie volunteered to assist the new organisers of Tim Spenlove-Brown (QOFL5) and Iain Pye (QOFL7) respectively.

## 7. Mapping

### 7.1 Future revisions: Quantocks

Rosie referred to a BBC news report stating that 10 hectares of trees are infected with Sudden Oak Disease and will be subsequently felled.

## 8. Permissions & Permanent Courses

Bob's report (Appendix 5) had been circulated prior to the meeting.

### 8.1 Forestry Commission (FC) fees

Bob produced a summary of the FC charges for 2011. These effectively mean an increase in the anticipated cumulative charges of c.£650 annually.

### 8.2 Permanent courses (POC's)

Richard noted that POC's were not promoted effectively and in varying condition. He proposed investigating and listing the status of each on the website. *Action BL*

### 8.3 Ham Hill POC

Roger reported problems with several controls to the party responsible for the POC's upkeep.

### 8.4 Long Run Farm POC, W Taunton.

Per Roger, 18 POC unpainted stakes are now in place. He added that maps cannot go on the web until a Tesco land purchase is complete.

### 8.5 Other POC's

At Vivary Park POC, controls have disappeared under vegetation. Permissions have finally been agreed in principle for the Neroche POC.

## 9. Membership and club media

### 9.1 Membership

The latest membership figures were presented within the treasurer's report ([appendix 1](#)).

## 9.2 QOFL teams

Mark asked for details of membership renewals so he can update the QOFL teams. *Action RC*

## 9.3 Website

After discussion, it was deemed inappropriate to publish unapproved minutes on the website unless they featured a 'draft' watermark.

It was thought (and hoped) that despite recent expansion of the website, it would still not necessarily be too time-consuming to maintain. The chairman and the webmaster, QO member Nath Fernandes, review the arrangement on an annual basis.

## 9.4 QuOnicle

The issue date for the March QuOnicle was queried. *Action AE*

## 10. Club Development

Richard's report had been circulated prior to the meeting.

### 10.1 Development plan / strategy

Richard invited suggestions for actions for the next six months. *Action All*

In addition, Jeff suggested reminding members of their rights to attend committee meetings.

### 10.2 "Job adverts" for vacant positions

It was agreed that this had brought moderate success and it was worth continuing to 'advertise'. The committee agreed to take on the vacant role of volunteer co-ordinator collectively.

### 10.3 Appointment of club captain

All approaches to potential captains had failed though captains have been obtained in principle for some of the summer relay series. Jeff is to co-ordinate. *Action JP*

## 11. Club Equipment

### 11.1 Inventory

Richard thanked Andy for compiling a list of equipment Andy & Rosie held for the website. Roger agreed to produce a similar list for equipment he and Judy hold. *Action RC*

### 11.2 JOG equipment

Roger said that JOG needed its own image and equipment and hence banners and a tent. Free direction signs and helper bibs had been obtained from BOF.

### 11.3 Banners

Roger felt the club/JOG needed an extra banner. Banners and their bags were becoming dilapidated. Bob queried whether it was possible to

obtain more robust banners than at present. Richard argued that replacement parts could be improvised.

## 11.4 Club shed

Rosie asked for volunteers to creosote the shed in springtime.

## 12. Any other business

### 12.1 SWOA Ctte meeting report.

Richard had circulated a report prior to the meeting ([appendix 7](#)). Event safety had been the key issue arising with an effect on the club.

### 12.2 Rep for next SWOA meeting

Jeff agreed to attend the next SWOA meeting at Ilchester Town Hall on 9 February. *Action JP*

## 13. Date and place of next meeting

### 13.1 Next meeting.

The next meeting will be on Thursday 10 March 2011 at Mark's place.

### 13.2 Meeting close

The meeting closed at 22.45.

## Actions arising

From current meeting:

3.1 Obtain a copy of BOF 2011 rules. *Action JP/MM*

4.3 Provide further comment on Roger's budget. *Action All*

5.1 Establish whether schools contact Dave Bullock will have a budget come July. *Action RC*

5.4 Establish likely cost of training a coach educator. *Action RC*

6.2 Amend QOFL6 venue on website & QuOnicle *Action MM/AE*. Investigate alternative venue. *Access MM*

6.3 Approach Martin Longhurst re planning Long O. *Action MM*

6.4 Change 2010/11 Galoppen level from D to C on website. *Action MM*

8.2 Investigate status of each POC for publishing on website. *Action BL*

9.2 Provide Fix Sec with membership renewals so QOFL teams can be updated. *Action RC*

9.4 Establish likely issue date for March QuOnicle. *Action AE*

10.1 Provide suggestions for club development plan. *Action All*

10.3 Co-ordinate planning of summer relay series. *Action JP*

11.1 Compile list of equipment held at own home. *Action RC*

12.2 Attend next SWOA meeting JP

Approved .....  
Richard Sansbury, Chairman

**Appendices: Index of club officers' report**

**Appendix 1:** Treasurer

**Appendix 2:** Youth and schools

**Appendix 3:** JOG

**Appendix 4:** Fixtures

**Appendix 5:** Permissions

**Appendix 6:** Club development

**Appendix 7:** SWOA meeting report

**Note:** All appendices are reproduced as received i.e. not edited, except for presentation, headings, house style and where indicated.

## Treasurer's report

Comments on the QO Statement to 31 December 2010 (at Appendix 1a)

The statement covers the financial year, 2010/11, so far.

Notes:

- 1) The EGM agreed to change the constitution so that the financial year ends on 31st May.
- 2) This statement covers the first 4 months of the 9 month financial year.
- 3) Income from subscriptions up to the end of 2010 is £478. The current record of subscriptions from B.O. shows an income of £260 from 58 membership units?
- 4) Current membership (from Membership Secretary):  
58 membership units (37 senior, 7 junior, 14 family) of which 28 are Local and 30 are National units.
- 5) The income from event entries is shown in the current a/c and petty cash a/c, totalling £1944 (budget £4500).
- 6) Reminder of charges for 2010/11:  
QOFL entries: Seniors: £7 (discount of £2 for BOF members)  
                  Juniors: £2  
                  Families: £12 (discount of £2 for BOF members)  
Galoppen entries: Seniors: £8 (discount of £2 for BOF members)  
                      Juniors: £2  
                      Families: £12 (no discount)  
Helpers: Half the price of their entry fee.  
SI dibber hire: £1 per dibber (£20 for lost dibber) (this applies also to juniors and families)
- 7) JOG income (map charges, badge and shirt sales) and expenditure (purchase of badges, shirts and compasses) have been shown separately. They have requested financial help with development courses.
- 8) I have prepared a first draft budget as requested by Richard. Please feel free to comment/adjust.

Roger Craddock, 4 January 2011

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## Appendix 2

### Youth & Schools report

A few changes since the last report; as far as I can make out:

The "execution" of all the PDMs, SSCOs, PLTs\* has been postponed from March to July. There is a lot of correspondence in the press to keep something going, but no information as yet.

I'm having a meeting with a sports teacher in Yeovil who is not part of the above group to see what he thinks and if he will support orienteering post July. There is an event proposed at Montacute in July to try to get things moving into the new regime. I would suggest that a Taunton based chap or chappess has a word with a few schools or Dave Bullock to test the water as to what will happen post July, though things can change.

However, it looks like the school's sports and partnerships are going. We will have to rely on individual schools, teachers and heads. Their priority is grades and school league tables. Will they be focused on school – club links? wouldn't bet your duck house on it. (Unless it's on expenses)

Brian Fletcher, 4 January 2011

\*PDM= Partnership Development Manager  
SSCO= School Sports Co-ordinator  
PLT= Primary Link Teachers

## Appendix 3

### JOG report

13 November saw an exciting new development: the first event of the Quantock Orienteers After Dark series (QOAD). Will Kromhout decided that he would use the same venues as JOG and kindly offered to include planning for the JOG event into the QOAD. This is a great arrangement as, hopefully, some of our juniors will return to have a go after dark, a real challenge and such fun. How about it? Several have already done so ....and lived to tell the tale! Ask the Smiths and Hollingsworths.

SCAT/Castle was a Pearson event planned by Brian but run on the day by Graham and Jim. It was well attended and Brian planned an interesting line course which offered a good challenge to the more able juniors.

Having commented on the fair weather from September to November it turned bitterly cold for Long Run Meadow, amazingly we had 44 participants (remember that we have been asked to count parents too). I couldn't find anyone to plan so Roger stepped into the breach and used a mixture of the permanent and cane controls for the three courses.

Wind Down was the venue for the next QOAD/JOG event. 29 registered and all went well until the heavens opened at 3.00pm and we had a torrential downpour with many still out on their courses. Normally this isn't a problem but for those staying for the QOAD it was a long cold wait until it was dark enough to set off!

There were 36 children and parents at the Ramscombe QOFL, an amazing turn out as it's a good deal further than most travel to the usual events. It was a bright and sunny Sunday and everyone seemed to enjoy this superb spot.

Mike Crockett's Planners course took place on Dec 6th and was attended by: Sam Vigus, Rachel Bussell, Adele Appleby, Ian Husband, Mark Maynard, Tony Hext, Adrian Edwards, Graham Hartley, John Trayler and Mandy Godsell. Mike outlined the criteria needed for planning White, Yellow and Orange courses and got things buzzing when he asked them to work with a partner and design some courses. Many thanks to Mike for all the time he spent in preparation and delivering a really useful session. NOW...I'm looking for planners for.....

Here is the fixture list for next term:

Sat Jan 22nd	Lydeard Hill	QOAD
Sun Jan 30th	Buckland Wood	QOFL
Sat Feb 5th	Castle Neroche	
Sat Feb 12th	Cothelstone	QOAD
Sun Feb 20th	Ham Hill	QOFL
Sat Feb 26 <sup>th</sup>	Wellington School	
Sat March 5 <sup>th</sup>	Broomfield Hill	
Sat March 12 <sup>th</sup>	Thurlbear Woods	
Sun March 20 <sup>th</sup>	Quantock Forest Sth	QOFL
Sat March 26 <sup>th</sup>	Netherclay Wood	

Since October these Skills Badges have been awarded

Hare: Niamh O'Mahony, Fionuala O'Mahony, Luke Dunthorn and Cassie Dunthorn  
Squirrel: Jack Williams  
Badger: Elliot Smith

Well done all of you!

Roger & Judy Craddock, 4 January 2011

## Appendix 4

### Fixtures Report

#### Review of recent events

Since the last committee meeting on 27 October the following events have taken place:

Date	Event	Venue	Organiser	Planner	Controller
23th October 2010	JOG	Queen's College	Judy Craddock		
30 <sup>th</sup> October 2010	JOG	King's Hall	Judy Craddock		
7 <sup>th</sup> November 2010	QOFL1	Blackborough North	Jeff Pakes	Sue Gard	Bill Vigar
13th November 2010		Kingscliff	Night League	Will Kromhout	Richard Sansbury
13th November 2010	JOG	Kings Cliff Wood	Judy Craddock		
20th November 2010	JOG	SCAT/Castle	Judy Craddock		
27th November 2010	JOG	Longrun Meadow	Judy Craddock		
4 <sup>th</sup> December 2010		Wind Down & Broomfeild Hill	Night League	Will Kromhout	Richard Sansbury
4 <sup>th</sup> December 2010	JOG	Wind Down	Judy Craddock		
12th December 2010	QOFL3	Ramscombe	Richard Sansbury	Andy Rimes	Rosie Wych
1 <sup>st</sup> January 2011	'New Year' Novelty	Blackborough South	Bill Vigar	Will Kromhout	N/A
1 <sup>st</sup> January 2011		Blackborough South	Night League	Will Kromhout	Richard Sansbury

Feedback from organisers:

QOFL1:

Start closure: we may need a notice in QuOnicle to remind all of times.

Volunteers: Jeff had good response and there was quite a lot of goodwill. Some people went out of their way to help. Those not able to help were those not attending anyway.

Absentee planners: the arrangement seemed to work well. Bill & Sue were thorough.

QOFL3:

Nothing that I am aware of. A couple of remarks were made about the steepness of the decent to the finish and one control out of position, but little else.

#### Future Events

The diary looks like this:

Date	Event	Venue	Organiser	Planner	Controller
Sun 9 <sup>th</sup> January 11	Galoppen	Triscombe	Roger Craddock	Will Kromhout	Chris Kelsey
30 <sup>th</sup> January 2011	QOFL4	Buckland Wood	Jeff Pakes	Graham Hartley	Mike Crockett
20 <sup>th</sup> February 2011	QOFL5	Ham Hill	Tim Spenlove-Brown	Tony Hext	Jim Mallinson
20 <sup>th</sup> March 2011	QOFL6	TBA	Richard Sansbury	Rosie Wych	Andy Rimes
8 <sup>th</sup> May 2011	QOFL7	Cockercombe	Iain Pye	Keith Bolling	Jeff Pakes
2 <sup>nd</sup> July 2011	Club Champs	Neroche			
1 <sup>st</sup> /2 <sup>nd</sup> October 2011	Long-O	Holinicote/Allerford/Selworthy Wood. (Croydon Hill for Saturday		Martin Longhurst?	

Date	Event	Venue	Organiser	Planner	Controller
		Score)			
20 <sup>th</sup> November 2011	QOFL1	St Audries			
18 <sup>th</sup> December 2011	QOFL2	Lydeard Hill, Middle Hill, Aisholt Common and Muchcare Wood, etc			
1 <sup>st</sup> January 2012	Xmas Novelty	Sheldon			
29 <sup>th</sup> January 2012	QOFL3	Culm Davy (Officials and helpers park at Keepers Cottage. Competitors walk to there along the quiet lane from parking in a field at top of Wrangcombe Road. 700m)			
12 <sup>th</sup> February 2012	QOFL4	Cothelstone Hill and Twenty Acre Plantation			
25 <sup>th</sup> March 2012	QOFL5	Priors Park Wood			
15 <sup>th</sup> April 2012	Galoppen	(Galoppen) Croydon Hill (from Towns Wood car park?)			
13 <sup>th</sup> May 2012	QOFL6	Staple Hill			

2<sup>nd</sup> July programmed for Club Champs as this gives Roger (and Norman Harvey) a month to prepare the a/c, but also not deep into summer holidays. Hope any previous adverts can be changed

#### JOG/QOAD Events:

Sat Jan 22nd Lydeard Hill QOAD  
 Sat Feb 5th Castle Neroche  
 Sat Feb 12th Cothelstone QOAD  
 Sat Feb 26th Wellington School  
 Sat March 5th Broomfield Hill  
 Sat March 12th Thurlbear Woods  
 Sat March 26th Netherclay Wood

#### 2012/13

Dates suggested to John Shucksmith for 2012/2013 but subject to revision following publication of other regional events:

QOFL 1: 28 October 2012  
 QOFL 2: 18 November 2012  
 QOFL 3: 16 December 2012  
 QOFL 4: 20 January 2013  
 QOFL 5: 24 February 2013  
 QOFL 6 24 March 2013

Mark Maynard 4 January 2011

## Appendix 5

### Permissions report

At least firm permission in principle has been obtained for all events (including JOGs) up to and including 20.2.11 and for non-JOG events up to 8.5.11.

All significant details have been agreed for Keepers Combe on 20.3.11 and are well on the way for Cockercombe on 8.5.11. FC permits have been confirmed as on their way for Triscombe Galoppen on 9.1.11 and Buckland Wood on 30.1.11 (although not received yet). Three application forms were sent to FC at Exeter on 23.12.10 for five, four and one events respectively (involving FC areas).

The "one event" form was for the Galoppen on 15.4.12 that has to be on a separate form, as it is a different level event (under the 5 level system). These forms cover all the FC applications required for non-JOG events up to 13.5.12 in the fixtures list agreed at the end of December between Mark and various other parties. The JOG events proposed for Neroche 5.2.11 and Thurlbear 12.3.11 were also mentioned in case this was necessary (but see below).

An acknowledgement of receipt of these applications was received from Zac Sibthorpe, the outgoing admin' bod at Exeter. See below. His second para' is not as significant as it sounds, as the relevant forester is already contacted first and as much as possible is agreed before an application is sent in.

It remains to be seen what happens about the events that have been applied for in 2012, as the joint notice about the latest temporary agreement on the BOF web site (have a look) says that the agreement only runs until the end of 2011.

The bit in that agreement about the arrangements for booking events with less than 25 participants is also of no great significance (because that is basically what I, Andy Harris and Steve Eyres have been doing) except for the bit about FC not guaranteeing that no other events will be taking place. However, I bet that Andy and Steve will know and tell me if something else is happening.

Bob Lloyd, 4 January 2011  
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Dear Bob,

Thank you for your email and application forms. I am due to start a new job with the Forestry Commission in January, so I will no longer be responsible for the administration of permission agreements after today. I have forwarded your email to my colleagues and they will respond in the New Year.

For future reference, all events will need to be discussed and arranged directly with the rangers or area foresters responsible for the woodland you wish to use. My colleagues will be here to deal with the administration of the permission agreements, but this will be in a greatly reduced capacity than my own involvement. Please email any future applications directly to [enquiries.peninsula@forestry.gsi.gov.uk](mailto:enquiries.peninsula@forestry.gsi.gov.uk) and my colleagues will respond in due course. If you have any queries or concerns regarding events or dates, please contact your local ranger or area forester directly to discuss with them.

With regard to the fee increases - the new fees will be applicable from 1st January 2011. At present, we are happy to honour the existing 2010 price structure for your attached applications.

It would appear your paperwork for the Triscombe event is still with the West Somerset team. I will email Andy to remind him, but it is unlikely he will be available to respond before the Christmas break. This office will not re-open until 4th January, so it may be difficult to get the paperwork to you in time. I will ask my colleagues to email a confirmation to you once Andy has sent through the approved paperwork.

Kind regards,

Zac

Zac Sibthorpe, Admin Officer - Events & Permissions (Peninsula) Forestry Commission | Bullers Hill | Kennford | Devon | EX6 7XR  
Tel: 01392 834231 | [www.forestry.gov.uk](http://www.forestry.gov.uk)

## Forestry Commission Permit Charges: cost comparison between the 2006/08(10) agreement and the post 2010 agreement

*Note: this is an updated version of the report initially circulated to the committee at the meeting.*

Pricing the 2010/2011 programme of 6 QOFLs, Galoppen, two-day Long O, Xmas Novelty, Club Champs, five QOAD events and maybe 30 JOGs.

Nearly all the recent JOGs have either been combined with another event or have not required FC permission. None in Autumn 2010 required FC permission and only two will need it in Spring 2011. If we continue to get less than 25 "participants", the 2011 agreement gives rise to no charge anyway.

The other events above generated a requirement for ten FC permissions at old level 5 (new level D) and one at old level 4 (new level C). These are priced below.

	OLD AGREEMENT	NEW AGREEMENT
10 X 5(D) >25<100	probably' £75	£500
1 X 4(C) >100	£49	£150
TOTAL	£124	£650

Strictly speaking, with the numbers that have taken part, the QOADs should be free under the old scheme and the new. Because I thought there would be 30+ coming to each event, I will have effectively paid £5 each for the two that required FC permission out of this season's five.

If we have a series next winter and the numbers attending are the same as this winter, the ones before the end of 2011 should be free but I wonder if the FC will view small night events as being the same as small day events. If they decide to charge us, it could be £50 for each event

It would be useful to hear about other clubs experiences of FC charging.

Bob Lloyd, 9 January 2011

## Appendix 6

### Club Development report

#### Website

Further additions and updates to the management page have been made. I will probably update these again soon and am happy to receive comments or suggestions at any time.

#### Volunteer Coordinator

I was personally quite disappointed we have not yet found anyone to be volunteer coordinator as we had identified the volunteer shortage as the biggest issue facing QO. We did ask around for volunteers quite extensively.

The role of volunteer coordinator would include:

- recruiting volunteers
- matching the right volunteers to the right roles
- providing support to new and existing volunteers
- raising the profile of volunteering within the club
- thanking/rewarding volunteers

Having researched this it became less surprising as the ideal candidate is likely to be someone with a long history of club involvement, someone well known to the membership. This means one of the core group of activists at the centre of the club rather than someone fairly new. One of us!

We have done a lot recently to encourage people to take up new volunteering roles, mainly by promotion and providing useful information. This has had some effect, but it would make a great difference if we were to find someone to take up the coordinator role. However, without a suitable candidate I strongly encourage all on the committee to do what they can from the above and hopefully the accumulated effect of us all will make up for the lack of a coordinator.

#### Development Plan

The 2010 Development plan, tabled in July has now expired. How did we do?

<b>Proposed action:</b>	<b>Target date</b>	<b>Progress:</b>
1. Write ClubMark aligned policies and procedures	July 2010	Done
2. Review first aid policy	July 2010	Done
3. Stock-take equipment and identify future purchases	October 2010	Partly done, but needs completing for the equipment at Roger's
4. Produce a set of guidelines for organisers	October 2010	Done
5. Produce job descriptions for key officials	October 2010	Done
6. Add planners/organisers page to website	October 2010	Done
7. Appoint a volunteer coordinator	November 2010	Not achieved
8. Appoint a publicity officer	November 2010	Not achieved
9. Develop a budget for next 3 years	December 2010	Not done
10. Review this plan	December 2010	Being done now!

Very roughly,  $\frac{2}{3}$  of the actions were completed. I hope you agree the completed actions have been of benefit to the club.

I propose we have another plan for the next 6 months. What objectives should we have? I've looked back again at the SWOT analysis and strategy I consider the general objectives should remain much the same as before, i.e. volunteers and junior development being the main focus. Alternatively, with our failure to enter the Compass Sport Cup should we shift the focus onto encouraging more involvement in competitions? What do you think?

Apart from carrying over the incomplete actions from last time here are some suggestions:

Topic:	Possible proposed actions:
Volunteers	Develop a volunteer reward scheme Find 2 new planners for the 2011-12 QOFL season Find 2 new organisers for the 2011-12 QOFL season Get 1 more qualified controller Set up a new award for the "member of the year", issued at the chairman/secretary/treasurers' discretion to an individual who has been a great supporter of the club
Junior Development	Find 6 new planners for JOG events Determine the future of coaching within JOG and QO
Others	Appoint a club captain for summer relay series

I hope at the meeting we can agree a list of 6-10 actions for the next 6 months.

Richard Sansbury, 3 January 2011

## Appendix 7

### Notes about SWOA committee meeting 8 December 2010, Ilchester

Here is a summary of those items likely to be of most interest to QO:

1. The new SWOA website designed by Nathan is expected to go live within a few weeks.
2. SWOA have paid 50% for a first aid course run by BOK. It sounds like they might pay 50% for other first aid training.
3. The new four-level event structure is on course to be implemented in the new year. All QO events will become level D, except the Galoppen which will be level C. Controller grades will change from 1/2/3 to A/B/C respectively to match the event levels.
4. BOF rules are being updated to suit the four-level structure. A printed copy will be sent to all Controllers - several of us were surprised at this extravagance but apparently BOF has some external funding to do this.
5. BOF have issued draft guidelines for the new four-level event structure. Two significant things to note:
  - a) level C events must have a level C Controller preferably from another club
  - b) level D events must have a risk assessment signed off by either a qualified Controller or someone who has attended a BOF Event Safety course - a new course expected to be rolled out in the future.
6. Dave and Jan Holmes will continue to score the Galoppen although there is a concern that the series needs rejuvenating. There was an enthusiastic response to Ben Maliphant's suggestion in SINS for an Olympic Galoppen. Arthur took it on to talk to Ben to develop his proposals.

Richard Sansbury, 9 December 2010