

## Quantock Orienteers – Minutes of Committee Meeting

28 March 2018 at 67 Staplegrove Road, Taunton 19.15 start (continued /concluded 4 April)

1.1 Attendees: Roger Craddock (Chairman), Rosie Wych, Judy Craddock, Steve Robertson, Bill Vigar, Chris Hasler, Bob Lloyd

1.2 Apologies: Jeff Pakes,

2.1 Minutes of previous meeting approved

2.2 Matters arising

ACTION – Add insurance policy detail to website documentation – JP – Dealt with

ACTION – Check calendar to find suitable event for SWT activity month – JC - Done

ACTION – Confirm Club Champs date, mapping and venue – JC – See Future Events

ACTION – Contact Gavin over standard of existing maps and viability for SW Sprint event – JC - Done

ACTION – provide RS with details of entry/results expert offer – AR - Done

ACTION – Check insurance implication of MapRun open events – RS – Ongoing ACTION – RW query with Richard

ACTION – check with AR if training in new Autodownload is on track for 1 February – RW – Deferred until pre SW Sprint

ACTION – raise issue of back up of archive material on website with PF Web – JP – See Website report

3.1 Finance report: See reports in appendices.

Additional points from SR:

- Choice of map paper now made
- A spare Lexmark printer has been purchased
- Membership renewal money continues to trickle in
- A laptop and stakes (to go with the BOF starter SI kits) have been purchased
- Decision on way forward with OCAD license needs to be made by October
- Data analysis indicates that JOG attendance is generally increasing while QOFL attendance is unpredictable

RW queried where the club stands with payments made to coaches who BOF have stated need to have an Employee Registration Number (ERN). Committee members are uncertain of the rules to be followed as it seems a grey area.

ACTION – SR – Contact BOF to clarify the position over buying in of services

Discussion also followed over the continuing issue of adhering to the BOF regulation that non-members should only be permitted to take part in 3 events. It is difficult for officials to turn people away, but allowing them to compete invalidates the club insurance from BOF. From September more careful recording to be done of non-member participation at events

ACTION – JC – Produce A6 cards to hand out to participants explaining need to join QO

4.1 Past events:

**QOFLs:** At at Young Wood there was an issue over a control being mysteriously in the wrong place and one competitor suffered a badly sprained ankle. Ham Hill took place under awful conditions and Angela Modica as a new controller did well to cope and remain enthusiastic throughout.

**Club nights** – see report. JC commented on how they generated a good atmosphere for new members to socialise and also improved orienteering skills. Both from a financial and a sustainable perspective they are more likely to continue on a monthly basis – possibly from different locations.

**ACTION – ALL COMMITTEE – research and report back to RW possible Club Night venues**

**QOADS:** continue with a very small but loyal participation. RC and JC happy to organise but not to stay to the end of every event; but there are safety implications with minimal officials present.

**ACTION – JC Circulate QOAD regular participants to assess viability**

Following some confusion and conflicting views discussion led to the decision that pairs can compete at events but be marked as non-competitive. Shadowing is permitted when carried out correctly.

#### 4.2 Future Events

QOFL 6 at Blackborough final event of the season. Planning in progress but there have been issues with permissions affecting availability of areas.

**ACTION – RW Contact Angela Modica for detail of control sites and courses**

Compass Sport Cup Round – after cancellation due to snow it has been difficult to re schedule. Only possible date now is weekend of 7 October and Richard Sansbury awaiting confirmation from Compass Sport co-ordinator and controller Alan Simpson. This date may involve different exclusion zones which could affect existing course details.

Galoppen/Yvette Baker Event .Small entry to YB from Devon, BOK and QO simplifies event organisation. RC has liaised with Highways Agency over traffic considerations. Compass Point to attend but no food trader.

**ACTION – JC – Email QO members to remind of necessity of using Fabian4 for pre- entry**

Club Champs – Brian Pearson to plan event and update map. Format as yet unknown but RW suggested that it could also include JOG courses.

**AGM – ACTION – RW – contact Richard Sansbury to assess if his final MapRun activity could be linked with AGM**

SW Sprints – Gavin Clegg and Andrew Page Planning. Permissions from Taunton Deane requested. Likely 120 attendance. RC as organiser in process of confirming parking. COACH link room base with changing/showers, catering.

Long O – No event this year.

Coaching – JC circulated the flier for the Summer Training Programme which is on the QO website. Lengthy discussion followed with a number of concerns. BL had not been approached re permissions and he and SR had concerns. The activity is provided by paid coaches under the auspices of QO and this raised again the issue which had been discussed in 3.1 Finance. RW raised concerns over the heavy expenditure which would fall to club funds once the Sport England grant was exhausted. This should have been raised at committee. RW also felt that such an expenditure needed detail on the coaching content, format, and some evaluation. JC was keen to emphasise the value of the coaching and the lack of any voluntary capability to lead it within QO. CH suggested that the views of the membership should be taken into consideration for the use of club funds for coaching.

RC proposed (JC seconded) that the programme continue as long as permissions granted and the BOF requirement of participants joining the club for the fourth attendance onwards followed. 4 in favour, 1 against and 2 abstentions.

**ACTION – RC – Request Summer Training Programme content from providers.** JC has done this and coaching plans are being produced. BV suggested that some evaluation of the effects of the coaching should be done by reviewing participants' results at events next season. Obviously data can be extracted from the register of attendees which needs to be kept to also show non-member participation in order to comply with BOF regulations. **RW agreed to produce an evaluation questionnaire for participants who had attended.**

Norton Manor Camp date set for Wednesday 27 June

Startrack date set Wednesday 1 August

5.1 Junior Orienteering Group: see report

5.2 Coaching/ Club Nights: see RC report

6.1 Membership: see JR report. Lapsed members have been reminded by email.

6.2 Club captain: see CH report

7.1 Mapping & Mapping sub-Committee – see BV report. MSC need to convene to formulate the way forward with map conversions and decision over OCAD licence

7.2 Permissions – see BL report, permission for Rhododendron Wood now received for QOFL 6. Still awaiting some confirmation for SW Sprint Championships.

7.3 POCs: Vivary course has been checked recently. Long Run Meadow well used. Following suggestion later in the meeting JP has now added the MapRun courses to the BOF database of POCs as a way of promoting their use.

7.4 Forestry commission meeting – these continue and are useful to review the development of areas. Next meeting 10 April at Fyne Court.

8.1 Equipment Report – Club has received SI Kits on loan from BOF and AR has renumbered the control boxes to fit with existing stock. Extra stakes purchased which need a storage bag.

8.2 Website - see report. Continues to be well updated by JP with lots of interesting information and news. PF fee has increased by £30 per annum. A schools section has been added to which Tess Stone and Jenny Wood have access.

9.1 SE Club Matters – survey feedback, progress and way forward see summary RW report

9.2 Development of additional material to supplement the existing guidelines on the QO web site to clarify the role and responsibilities of Mapper, Planner, Organiser, Controller and Map Printer for QO events

9.3 Process for coaching/mentoring the relatively new QO event Planners

Discussion of these items at the meeting tended to overlap, and the following were some of the issues covered:

- Survey results confirmed that most QO/JOG members are happy with the existing structure and attendance is at local events. This can contribute to lack of experience among volunteers when running larger events. The advertising of the club through social media channels needs improvement.
- Need for event main volunteer roles and experience to be improved recognised but apart from mentoring no other suggestions. RC contributed the idea of a natural pathway from planning a JOG to progressing to plan a QOFL, but there was also some concern (SR/RW) that these individuals did not have enough experience of the more technical courses. This also links to lack of experience of attending other than QO events. Early identification of planner, controller and organiser for events needed in order to ensure that event standards maintained. This also allows time for map up dates.

9.4 Data protection – see information in appendices. Recommendations have been followed and website information amended.

**ACTION – RW – Update entry form disclaimer for events June onwards**

9.5 QO parking responsibility at Middle Distance event - Tony Milroy to lead with Pete Akers and Roger Dickey as deputies and to be kept informed throughout.

9.6 Doodle poll for next meeting - probably June prior to AGM

## **Appendices:**

### **QO Membership Report**

All lapsed members who have not yet renewed for 2018 have received an email reminder and a request to let me know if they are NOT re-joining so that I will not bother them again!

Those who have confirmed they are not re-joining are: Andrew Lukes (no longer orienteering), Judy Nesbit (now in Korea), Tim Spenlove-Brown (health) and the Willmott family (too busy with other things but may re-join in the autumn).

The remaining lapsed members from whom I have not heard are seniors: Steve Elliston, Richard Hill, Richard Holgate and Andrew Hopkins; juniors Kieron Hopkins and Adriana Lipinska; and families: Guildford, Macpherson, Mannari and Nevell.

I will send out one more email reminder shortly.

QO now have 84 senior members and 29 juniors who are M/W 12 and above, making 113 membership units. The criterion for whether a club runs in the Compass Sport Trophy or Cup is that the total number of membership units must be 125 or fewer, so we are getting perilously close!

Julia Robertson - Membership Secretary - April 4 2018

### **Permissions Report for 28.03.2018**

#### **Compass Sport Cup Round 1. 11.03.2018**

All permissions had been obtained for this event but it had to be cancelled four days before the event date because snow made the parking field and forest roads in the competition area unusable by vehicles.

An alternate date is being sought

#### **St Audries Galoppen. 8.4.18**

All permissions are practically in place for this event on the postponed date of 8.4.18, after last minute adjustments to avoid an FC exclusion zone.

There may or may not be some more paperwork with this being a postponed event.

#### **QOFL6. Blackborough South.13.05.2018**

Regarding the group of seven areas normally thought of as Blackborough South, permission has been refused for two areas (Kentisbeare, belonging to Ken Urquhart and Knowles Wood, managed by Fountains Forestry) and a reply has not been received from the Woodland Trust about Rhododendron Wood, despite an email having been sent and several phone message left.

Because the loss of Kentisbeare reduced the overall available area considerably, it was suggested that the two areas forming North Blackborough (Blackborough Common, Forest and Land Management and Newcombe Common, Forestry Commission) could be used in addition to the South Blackborough Areas.

Permission in principle has been received for both off these areas but Mike Box, the F&L boss warned that a lot of felling has been carried out in their area.

The use of the Forest Glade Holiday Park for parking and as an event centre has been agreed.

#### **SWOA Relay Series Event. Fyne Court. Sunday 23.6.18**

The date has been booked with the National Trust.

Further information is needed to pass on.

#### **SW Sprint Championships. Sunday. 19.8.18**

Date booked with TDBC

Booking with SCC is still to do.

Further information will be needed to pass on.

#### **Club Champs and Anniversary Event. Willett Hill. Sunday 9.9.18**

The date has been booked with the Forestry Commission.

Bob Lloyd 27/3/2018

# Volunteers report

24 March 2018 14:05

## **For committee meeting of 28 Mar 18**

My main work is keeping up-to-date the volunteers database (usually done monthly or when there's several new members join all at once). Then feeding through the appropriate information to individual event organisers when required.

I have now password-protected the master document in line with new data protection advice.

I think it'd be sensible if someone else could access the latest version too. To this end I set up a Google Drive account a year or so ago where the latest version could 'live' but there didn't appear to be any demand for this, so I stopped doing it.

I also update the QOFL team lists on a rolling basis as people join and occasionally leave. I expect to continue during close season to transfer some people between teams to address skills imbalances.

Besides this I also administer/ develop and trouble shoot the JOG results spreadsheets and attendance registers (including Club Night).

First Aid officer- still no handover to Emma Cattell

Jeff Pakes

# Website report

24 March 2018 21:35

## **For committee meeting of 28th March 18**

I was given an action to ask PF Web about securing our website archive material/ taking our own backups.

I only asked him last week along with some other requests (for new club email addresses and some minor tweaks). After completing a few websites recently, he's taking a motorhome holiday for few weeks in Europe but he's promised me a response when he settles somewhere.

Apart from this, everything has gone smoothly.

Paul Frost reiterated we'll have to pay more per year because of the large memory space our website takes up but I got an indication it would only be [redacted] on top of the [redacted] we're currently paying pa.

I have asked at Jenny West's request a club "Schools" email addresses for her and Tess Stone and given Jenny permissions to add content. This relates to hers and Tess's proposed project work with schools.

I did a presentation on the website at Club Night in early February but didn't go into great detail about my role and mainly just covered some features which people might not know about.

Jeff Pakes

## **Report on Thursday Club Nights for spring term**

18th & 25th Jan. A Planners course, led by Mike Crockett, for those interested in moving from planning JOGs to QOFLs. 19 members came and Mike's presentation included 'homework' providing challenges and provoked discussion.

1st Feb. A panel of experienced orienteers provided insight to various aspects of the sport. Andy Rimes spoke about electronic 'punching', Rosie Wych on 'organising an event' and Steve Robertson explained the Controllers role. A Q&A session followed when the 12 members had a chance to explore the topics further.

8th Feb & 22nd Feb. Jeff Pakes had prepared urban maps with score courses in the local area. The MyOMap app was installed on member's smartphones and the 45 min score course attempted in the dark (when 'virtual' controls were visited and registered). Results were compared after in the Park Room afterwards over refreshments.

1st & 15th March. Andy Rimes had hoped a group of 'advanced' SI operators could meet and follow up their previous SI course with developments in Autodownload software and SIAC equipment. Snow and illness prevented this and another session will be arranged in the summer.

8th March. By popular demand, John Fisher led a 'hands-on session' on Purple Pen planning software. He used Dave Holmes' lesson plans from 2016, updated by Jim Mallinson and some excellent resources that Jeff Pakes has made available on the website. Thanks to the 'in-house' experts that came to give 1 to 1 guidance.

22nd March. The end of the Club Night programme (and Sport England Grant for paying for it) was celebrated with a further MapRun session involving 26 competitors. A new map of the area was used as well as an improved app. Gavin Clegg was the only one to complete the course, but Ben West won the Easter egg for the best QO score. Thank to those who raised £35 for the Sport Relief to add to the £45 collected at the final JOG. The JOG and QOAD presentations were made in a Park Room enhanced by the newly mounted Sheila Braine pictures which she has loaned freely to COACH.

Some thoughts/statistics about the Club Night Project:

- 30 sessions were organised during 2017/18. (2 had to be cancelled)
- 60 different seniors attended 390 sessions, 23 different juniors attended 147 sessions (we have approx. 120 members)
- Courses offered included: Planning, Controlling, SI, PP & Routegadget, Mapping/OCAD, Website, Safety, First Aid,
- There were 3 Presentation evenings - mainly JOG
- Training sessions were run by Tess Stone and Vikki Page in the autumn term. They have planned a series of summer training activities.
- QR code and MapRun activities were put on.
- Two open Committee Meeting were held – not well supported.

Thanks to Judy, Julia, and Vikki for catering.

Thanks to Dave Bullock for offering a subsidised rate. £40pn instead of £86pn for use of both rooms.

Thoughts for the future:

- Too labour intensive organising programme, refreshments, setting-up every week. Suggest monthly?
- Charges will increase to £70 per night (2 hr). Club funds in COACH available? Charging?
- Regular number (average 16) suggest domestic venues moving around area.
- Doodle poll to invited members to select appropriate night.

Roger Craddock. 23/03/2018

## **JOG QOAD Spring Term 2018**

LRM /Roughmoor 20th Jan JOG

Angela Modica's debut event as a JOG course planner was really well supported, quite a surprise as the weather was miserable. The courses took in a relatively new area, Roughmoor, with the longer courses spilling out onto Longrun and the surrounding streets

Angela planned some excellent courses taking the Badger and Fox into an urban area close to the Hospice as well as the amazingly muddy rest of the map. Well done Angela for planning your first JOG event.

- Judy Craddock

SCAT/Castle 27th Feb JOG

It was a dank and miserable afternoon but competitors returning from their runs had wide smiles and rosy cheeks! Some were experiencing urban orienteering for the second week in a row.

I think we were all surprised by the large turnout with several new families joining in the fun.

Andrew Page had the planned courses around the campus using his experience of urban orienteering with Gavin Clegg acting as the controller.

The pick of the courses was the Fox which had controls marked on the map and accurate control descriptions but no lines showing the order, competitors had to decide this themselves reading the control descriptions!

- Roger Craddock

Kingscliff Woods 3rd Feb JOG

The weather forecast was right, there was a deluge of rain between 1 and 4pm but some sturdy JOGgers defied the elements and enjoyed Ian Purnell's well planned courses.

If you love mud but didn't come, sorry, you missed out! Pete Shirvington had a blast around the very physical Fox course with Sam Shirvington doing likewise on the Badger, Martha MacPherson on the Squirrel and her brother Freddie on the Hare, obviously a family day. Thank you to Sarah Ridout who stepped in for Ian on the day and many thanks to Jim and Graham Pearson for helping to put out and collect controls.

- Judy Craddock

Fyne Court 17th Feb JOG and QOAD

JOG at Fyne Court was not only well supported by families but also by a good number of adult runners. The venue is excellent with lots of interesting control sites, superb countryside and the chance of a hot chocolate at the cafe afterwards!

- Judy Craddock

Planner's comments

Thank you to everyone who came along to support the event at Fyne Court on Saturday. It was a lovely early spring day with the snowdrops very much out in force, calm with bright sunshine. There were hazards though; after a wet winter the paths were very slippery in places.

Fyne Court is an excellent venue for such an event - good parking, and a straightforward venue to develop your orienteering skills. With the night event afterwards, it is a very long day as planner, from 11 in the morning until 8 in the evening, so the thanks from the participants were much appreciated.

Finally, a word of thanks for the two people, there all afternoon and evening, who make the club what it is and without whose energy and enthusiasm we wouldn't have such a great programme of events and so many people joining the club - Judy and Roger.

- Graham Hartley

Ash Priors 24th Feb JOG

What a superb afternoon for a JOG, many other people thought that too! After a long period of wet and cold weather, it was wonderful to enjoy a bright and sunny event.

Mike Andersen planned some interesting courses and, with help from Jim Mallinson, made a "windows" course for the Fox. We had a record number of adults running Badger and Fox courses.

Angela Modica must be thanked for her assistance.

- Judy Craddock

Castle Neroche 3rd March JOG and QOAD had to be cancelled

Wind Down 17th March

Strong easterly winds and snow was forecast so we were amazed how many people turned up to run at Wind Down. Pete Shirvington planned some excellent courses on his first attempt as a JOG planner.

We're usually lucky with the weather but recently the weekends have been bitterly cold and snowy! In fact this is the first event we've managed to hold for three weeks! Jacob, Pete's youngest son, suggested an idea for a fiendishly hard Fox, with a course marked on a completely whited out map BUT with a blank map on the reverse side! Thanks to everyone who turned up to support us on this very uninviting day

## Mapping Report for 28/03/18

Again not much to report. Slades map finished and event maps printed. Some small revisions on other maps to do the most obvious changes in ISOM17, hollow platforms and 300m North Line spacing. The latter is not suitable for 1:5,000 maps so I have added additional lines giving a spacing of 150m for these.

In view of the brevity of the above I have attached a summary of the current state of all the QO maps that are currently in .DC2 format.

Current state of DC2 format QO Orienteering Maps at Mar. 2018

Below is a list of QO mapped area and notes on their possible usage,

Most areas are affected by seasonal growth so are better in the late winter or spring.

Some have temporary Forestry or seasonal restrictions.

The suggested usages are a personal opinion, others may disagree.

Areas that are now in OCAD format are mostly not shown, as the state of neither the areas nor the maps is known to me.

Areas only suitable for JOG are not included, most of these are in OCAD format

There is a considerable overlap on the maps of a number of the Quantock areas.

Most of the Exmoor Long O maps are not shown.

Most of the maps also have enlarged versions at 1:7500 or 1:10,000 in the case of 1:15,000 maps or 1:5,000 in most cases.

Possible parking places are mostly not considered.

### ASHLEY COMBE

This includes Great Bear and part of Ladies Wood. Suitable for Galoppen.

### BLACKBOROUGH

This is available as the whole area at 1:10.000 or as overlapping North and South versions at 1:7.500. Suitable for Galoppen.

### BUCKLAND WOOD

Is becoming progressively more difficult to use due to bramble growth. Suitable for QOFL.

### BURNWORTHY

1:10.000 last used for the club champs in 2000 so very out of date. This was never a very popular area.

### COCKERCOMBE

Lots of recent FC work. Mapping is being revised for CSC event which is more or less the same area, Suitable for Galoppen

### COPLEY SOUTH

At 1:7,500 Dated 2010 but may never have been used in this form. The original Copley map included the northern part, now known as Great Breach Wood, was omitted due to a change in ownership which removed the central part. Current state unknown but much revision probably needed due to age.

### COTHLESTONE SOUTH

Was revised for the 2015 club champs. Large parts overgrown with brambles. May just about be suitable for a QOFL,

### COTHLESTONE NORTH

This comprises Twenty Acre Wood and Lydeard Hill, joined by a short section of road. Twenty Acre Wood is now on the OCAD map of Cothelstone and is in need of revision, including OS referencing. The Lydeard Hill part is out of date but could easily be changed by importing the current Lydeard Hill map,

### CROWCOMBE HEATHFIELD and REXTON GORSE

Only suitable for a QOFL if both parts were available.

### CROYDON HILL



Is at 1:15,000 which includes the deer park at the north end. Suitable for Galoppen.

#### CULM DAVY & CULMSTOCK BEACON

At 1:10,000, Suitable for a QOFL, if permission for the northern part could be obtained would be suitable for a Galoppen. Parking could be a problem in both cases.

#### GREAT BREACH WOOD and COMBE HILL (previously known as Copley)

Lots of green bits but probably OK for a QOFL.

#### GREAT HEADON

At 1:15,000. Not used for many years. The western part was examined recently and, if remapped, could be suitable for a Galoppen. There is plenty of parking at the top of the hill but the first part of the route from the road at the south side, the only viable approach, is private, and in an unknown state. This would need to be checked before any mapping was started.

#### HAM HILL

Is at 1:5,000 so difficult the plan a Blue course?

#### HART HILL & FLOOREY DOWN (Also known as Keeper's Combe)

The southern part is the northern part of Slades and it extends as far north as the south side of Rams Combe. Should be OK for a Galoppen when the FC work is finished.

#### HORNER WOOD

Mapped at 1:20,000 for the 2013 Long O. Would need considerable map revision to bring it up to Galoppen standard.

#### LADIES WOOD

Similar to Ashley Combe but goes further north, Suitable for a Galoppen

#### LYDEARD HILL

Is at 1:7,500 and includes part of Aisholt Common. OK for a QOFL and possibly a Galoppen

#### MOUNT FANCY (Also known as Staple Common)

Potentially suitable for a Galoppen but lots of remapping needed,

#### NEROCHE

Recent FC work has made it more difficult to plan a blue course unless Muchcare Wood is also used. This is on the current map but has never been used so some checking would be needed, would then be suitable for a QOFL and possibly a Galoppen.

#### PRIOR'S PARK

We have, in the past, entered from the south and parked on the forest road, however, large areas in the southern part are now light so white and probably yellow courses would be difficult or impossible. We did explore the possibility of parking in a field off a minor road in the NE of the area. This would give easy access to Staple Park Wood which has a path network suitable for junior courses, this would make the area suitable for a QOFL,

#### THE QUANTOCKS

This is at 1:15,000, it was used for the 2017 Long O. Suitable for a Galoppen.

#### QUANTOCK EAST

At 1:15,000, includes Great Bear and as far south as the road to Triscombe. This area is also including several other Quantock maps.

#### QUANTOCK NORTH

At 1:15,000, as Quantock East this is also on several other Quantocks maps.

#### QUANTOCK WEST

At 1:15,000, was used for 2010 Long O, Mostly covered by more recent maps.

#### QUANTOCK SOUTH

At 1:15,000. Obsolete, has been replaced by other maps.

#### RAMS COOMBE

At 1:15,000, covers the area between the roads to Triscombe in the south to the road at Dead Woman's Ditch. Mostly covered by more recent maps. FC work is ongoing.

#### SHELDON

At 1:7,500 Very little used due to a lack of a path network. Dates from 2008. There has been FC work since then so revision would be needed. Was used for Xmas event in 2008.

#### St. AUDRIES.

Has now been converted to OCAD, I have not seen the current issue but it is assumed to be suitable for a Galoppen. I did happen to see the 1:2500 version which is proposed for a String Course, but will refrain from commenting on it, unless specifically asked, as it may cause offence.

#### STAPLE COMMON & NEROCHE

Similar to Mount Fancy but moved further east to include Neroche instead of Staple Hill. Would need map update to the Staple Common part for either QOFL or Galoppen.

#### STAPLE HILL

Is at 1:7,500, suitable for QOFL.

#### THE SLADES & AISHOLT COMMON

At 1:10,000, this will be used for the CSC event in 2018 so the parts likely to be visited by competitors have been revised.

#### TRISCOMBE STONE

At 1:10,000, Includes Aisholt Common and most of The Slades. Suitable for Galoppen.

#### YOUNG WOOD (Previously known as Orchard Portman) Scale now 1:7,500.

This is a revision of the Orchard Portman map to allow access from the east side, parking was previously a problem. Was used for a QOFL this season.

#### WILLS NECK & LYDEARD HILL

At 1:10,000, includes most of Aisholt Common and Muchcare Wood. Suitable for Galoppen. Could start from either the Triscombe or the Lydeard Hill end.

#### **Club Survey Results Analysis**

The two surveys were each completed by about 25 members. Although this is a relatively small proportion it obviously reflects the opinions of those interested enough to take 2 minutes to complete it and provides some hopefully useful feedback and food for thought. Here is a summary.

From JOG and newer members:

- 60% of respondents heard about QO through friends or family, a few through a school but no one from any media advertising
- Most participate in JOG and QOFL events
- Most reported that they received an excellent welcome from a friendly club
- The majority take part as a family or as individuals
- Half the respondents have never attended a club night. Those who do attend occasionally or weekly
- Charges for JOG and QOFL events are about right
- Half of respondents attend JOG weekly the rest occasionally
- Most participants either already attend QOFL events or hope to do so in the future
- A summary of the attraction of JOG is that it is a family orientated, friendly, low cost activity at a convenient location. Technical improvement and physical training are less important

From existing/long term member survey:

- The majority of respondents just take part in QOFL events (although this question suffered from the limitation of the Survey Monkey feature of only being able to choose one answer)
- The 6 event season is overwhelmingly thought to be correct with Sunday the best day
- Charges and the expectation of volunteering to help (with a half price run) at 2/6 events are reasonable
- Most respondents like the existing event structure. There was no demand for a weekly club night – some favoured it monthly. A few favoured some “forest” training. Little demand for refreshments at events
- 65% of respondents did not want to become more involved in the club
- When asked what would increase membership – at 75% better advertising was the top answer

Some of the additional comments perceived that the club relies on the “commitment and enthusiasm” of a few “dedicated members”. This is a factor not only in QO but a problem with all types of clubs. Members however cannot be forced to do more – most respondents did not want to become more involved.

One member hoped that JOG could totally be electronic- a big ask with lots of extra work and security risk for controls left out in areas with a high public profile.

Avoiding fixture clashes with BOK events was another suggestion.

So, my conclusions from the whole exercise are:

- QO generally does lots of things right – JOG, charges, frequency of events etc.
- The weekly club night does not reflect a demand from members
- The operation of the club requires more people to take on an active role – but this cannot be forced on a reluctant membership. In an ideal world more helpers would make each job less onerous
- What sort of advertising would continually exist and attract new participants? To be effective this needs to be a long term and sustainable plan - not a one off push for new members.

### **Relevant extract from BOF GDPR Club Briefing**

What are the key things to consider for grassroots clubs?

The principles of data protection still exist. All clubs need to ensure that with regard to personal data:

- They process it securely
- It is updated regularly and accurately
- It is limited to what the club needs
- It is used only for the purpose for which it is collected and
- used of marketing purposes if the individual has given the club consent to do so.

What if my club organises events, do we need to add anything to entry form?

Yes, as data regarding member results will be passed to other organisations to publish, the individual entering the event needs to be aware of this. Therefore, if you organise an event, to comply with the GDPR, race organisers should include the following wording on competition entry forms:

"You agree that we may publish your Personal Information as part of the results of the Event and may pass such information to the governing body or any affiliated organisation for the purpose of insurance or for publishing results either for the event alone or combined with or compared to other events. Results may include (but not be limited to) name, any club affiliation, race times and age group."

I looked at the impact of the existing UK Data Protection Act on my club and am happy that my club is compliant, so what is new about GDPR?

More communication

You will need to tell people about how and what you do with their data at the point you collect it.

For example, for purposes of clarity British Orienteering have introduced the concept of ‘Membership Data’ (see definition below) that can and will be used for the administration of the sport. We have listed the activities where the data may be used and the organisations with which the data can be shared.

In becoming a member of BOF, BOF will collect certain information about you which will include your name, date of birth, gender, URN (Membership Number) number, email address, address, telephone number, name of the BOF affiliated Association and club that you are a member of and details of any coaching or officiating licenses you hold and results (Membership Data).

You could also use this definition of data as it is likely that the same information could be used in the administration of your club. This should be included within your privacy policy.

In addition to passing data to affiliated Associations and clubs (see information sent to clubs you can request to receive it again by emailing [info@britishorienteering.org.uk](mailto:info@britishorienteering.org.uk)) the use of data is likely to include the following activities and more:

#### Training and competition entry

- Share data with club coaches or officials to administer training sessions
- Share data with club team managers to enter events
- Share data with leagues, associations and other competition providers for entry in events

#### Funding and reporting purposes

- Anonymised data shared with a funding partner as condition of grant funding e.g. Local Authority
- Anonymised data analysed to monitor club and or participation trends

#### Membership and club management

- Share data with committee members to provide information about club activities or invitation to social events
- Publishing of race and competition results
- Website management

#### Marketing and communications (where separate consent is provided)

- Sending club newsletter
- Sending information about selling club kit, merchandise or fundraising

A copy of the Draft BOF Privacy Statement and Policy can be found in at the BOF website

<https://www.britishorienteering.org.uk/> - Privacy Statement and website-Policy. All clubs should already have a privacy statement and policy, and certainly will need one now. This outlines to an individual who is providing you with data, details of exactly how it will be used. If someone isn't clear and you do not manage data in accordance with the policy, you are increasing the risk of breaching data protection laws.

Does all this only apply to data that is held digitally, e.g. on a computer, or does it cover paper records?

This may be a good opportunity to review filing systems and to limit the amount of paperwork you have to manage. Personal data collected manually and stored in files as a hard copy still has to be managed in accordance with the data protection regulations. As you can imagine, some of the legislation is more difficult to implement in relation to paper copies. For example, Privacy of data is key to the GDPR. Paper documents can get into the wrong hands easily and this could easily become a data breach. Transportation of data in any format (including paper) should be seen as a threat to information security. One small slip and it's too late – an individual leaves sensitive paperwork on a train, a courier loses an archive box full of payment records, a member of committee has files stolen from their car. These are all real-world situations where paper documents can get into the wrong hands.

#### Existing QO Policy from Website (standard BOF wording)

##### Data Protection

Last edited: Tue 18 Oct 2016

The purpose of this statement is to tell members how their personal data is used.

The Data Protection Act 1998 imposes rules and safeguards on those who hold and process personal data, i.e. data relating to living identifiable individuals.

Details of usage must be notified to the UK Information Commissioner, with some exceptions which include not-for-profit organisations whose usage is restricted to specified purposes. We exempt from notification but the principles setting out rules and safeguards do apply. In the interests of being open and fair, the club wishes to inform members of the data held and how it is used.

The club and its officials may hold some or all of the following data about some or all members and others who compete in orienteering events: name, postal and email addresses, phone and fax numbers, year of birth, competition age class, competition results, offices held, skills and qualifications, courses attended and details of officiating at competitions. Contact data is held for landowners and other organisations with whom we co-operate, their employees, agents and tenants. The data may be held in electronic or paper form.

The data may be obtained directly from an individual person or a family member or indirectly from the British Orienteering Federation, clubs or other organisations.

The data is used in organising the sport of orienteering and for social purposes, including, but not limited to, mailing of magazines and other literature, publication of competition entries and results, coaching, team selection, training and appointment of officials.

Data may be distributed in paper or electronic form between members, competitors, event officials and orienteering organisations.

Publication of personal data in paper form may occur in membership and contact lists, magazines, competition information and results and other literature. Publication on publicly accessible web sites may include name, age class

and club in competition results; names with offices and photographs may be published, but addresses, contact numbers and personal background details will be published only with the explicit consent of the person. The data will not be available for commercial purposes.

#### Existing Disclaimer on Entry Form

You can join BOF and QO at [http://www.britishorienteering.org.uk/page/join\\_online](http://www.britishorienteering.org.uk/page/join_online). Data collected here will be used for processing your entry, publishing results and to trace missing runners and missing SI cards. If you lose a club SI card, you will be charged the replacement cost of £40.

#### Points:

- Is existing policy sufficient?
- The disclaimer also needs to go on event details
- Need to store information securely - information needs to be stored password protected
- Lapsed members must be deleted from the database
- Databases are regularly sent to organisers – they must be instructed to delete the data after the relevant event

#### Captain's Report for QO 4/4/2018.

Compass Sport Trophy Heats, The Slades, near Triscombe Stone, 11/3/2018.

Event snowed off unfortunately, as discussed previously. Strong-looking QO team of 33, competing in 8 of 9 competitive classes. Only omission was the (Men's) Brown course, where we did not have suitably experienced young\* men wanting to run against the elite men from other clubs!

Course	Name	Age Class
2 - Short Brown	Pete Shirvington	M45
2 - Short Brown	Brian Fletcher	M45
2 - Short Brown	Matt Carter	M40
4 -Blue Men	James Nicholls	M50
4 -Blue Men	Stephen Lysaczenko	M55
4 -Blue Men	Graham Pearson	M55
4 -Blue Men	Graham Pearson	M55
4 -Blue Men	Robert Green	M55
4 -Blue Men	Andy Rimes	M55
4 -Blue Men	Brian Pearson	M55
4 -Blue Men	Graham Hartley	M50
4 -Blue Men	Martin Lewis	M50
4 -Blue Men	Michael Anderson	M50
5 -Green Women	Emma Cattell	W45
5 -Green Women	Adele Appleby	W55
5 -Green Women	Sheila Braine	W50
5 -Green Women	Karen Lewis	W50
5 -Green Women	Samantha Marson	W45
5 -Green Women	Vikki Page	W45
5 -Green Women	Angela Modica	W45
5 -Green Women	Rosie Wych	W60
6 -Green Men	Pete Akers	M65
7 -Vets S. Green	Roger Craddock	M75
7 -Vets S. Green	John Trayler	M70
7 -Vets S. Green	Robert Lloyd	M75
8A -Junior Gr. Men	Thomas Hasler	M16
8A -Junior Gr. Men	Luke <a href="#">Shopland</a>	M18
8A -Junior Gr. Men	Chris Green	M18
9A -Orange Men	Adam Wood	M14
9A -Orange Men	Sam Shirvington	M14
9A -Orange Men	Tate Modica	M14
9A -Orange Men	Andrew Page	M14
9B -Orange Women	Heather Green	W14
9B -Orange Women	Esme Marson	W14

#### 2. [Yetta Debar Trophy national level, QO Salween, SI, August, 8/9/2018.](#)

18 juniors entered in 8 of 8 classes. No Green girls (we don't have any) and no Light Green boys available for this competition.

GIRLS	Light Green	Headline	Green	W14
Orange	Alan	Ernie-Clarke	W14	
Orange	Harri	Modica	W18	
Orange	Dave	Marson	W14	
Yellow	Annabel & Chloe	Carter	W12 & 10	
Yellow	Jessica	Ryles	W14	
Yellow	Annabella	Lewis	W12	

BOYS	Green	Chris	Green	M18
Green	Thomas	Hasler	M18	
Orange	Sam	Shirvington	M14	
Orange	Rob	Modica	M14	
Yellow	Ben	West	M10	
Yellow	Harri	Shirvington	M10	
Yellow	Harish	Ernie-Clarke	M10	
Yellow	Dylan	Ryles	M12	
Yellow	Oliver	Lewis	M10	

As with the one above, a mix of experienced and relative novices, but all game for competition.

Only two other SW clubs have entered teams, and small ones at that. BOYON (15 runners) and BOK with 11. Low numbers blamed on school holidays and perhaps post UK familial decision to more wintering?

Disappointing that only two clubs entered. General shortage of juniors willing and/or able to travel out of their own locale? Size of QO team is testament to the success of the JOC program, and possibly coaching (improving confidence, improving ability, increasing enjoyment and enthusiasm)?

Chris Hasler  
5<sup>th</sup> April 2018

## QO Income and Expenditure June 2017 - End March, 2018

	Item	Club		Total	SE Grant	Total	Change vs Jan-10 Total
		Main Acct	Petty Cash				
<b>Income</b>	Membership	£ 667	£ 0	£ 667	£ 0	£ 667	£ 347
	Events	804	2,447	3,251	0	3,251	1,451
	Clothing	105	95	200	0	200	40
	JOG	0	0	0	0	0	0
	QWO	0	0	0	0	0	0
	Grants/Misc.	733	192	925	6,294	7,219	18
	Interest	72	0	72	0	72	10
	<b>Total Income</b>	<b>£ 2,381</b>	<b>£ 2,734</b>	<b>£ 5,115</b>	<b>£ 6,294</b>	<b>£ 11,409</b>	<b>£ 1,866</b>
<b>Expenditure</b>	Membership / Misc.						
	Membership	£ 46	£ 0	£ 46	£ 0	£ 46	£ 0
	Misc.	74	0	74	0	74	0
	Comm. Expenses	201	35	236	0	236	37
	Website	8	0	8	0	8	0
		£ 329	£ 35	£ 364	£ 0	£ 364	£ 37
	Events						
	Entries (Relays/Refunds)	£ 575	£ 0	£ 575	£ 0	£ 575	£ 198
	Levies	1,113	0	1,113	0	1,113	330
	Expenses	651	231	882	0	882	372
	Maps & Mapping	1,258	0	1,258	536	1,794	939
		£ 3,597	£ 231	£ 3,828	£ 536	£ 4,364	£ 1,839
	Clothing / Equipment						
	Clothing	£ 671	£ 0	£ 671	£ 0	£ 671	£ 0
	Equipment	1,706	164	1,870	2,134	4,004	514
		£ 2,377	£ 164	£ 2,541	£ 2,134	£ 4,675	£ 514
	Coaching/Development						
	Facility Hire/Refreshments	£ 101	£ 64	£ 165	£ 970	£ 1,135	£ 408
	Staff	1,345	0	1,345	1,656	3,001	156
		£ 1,446	£ 64	£ 1,510	£ 2,626	£ 4,136	£ 564
	<b>Total Expenditure</b>	<b>£ 7,749</b>	<b>£ 494</b>	<b>£ 8,243</b>	<b>£ 5,296</b>	<b>£ 13,539</b>	<b>£ 2,954</b>
<b>Year To Date Balance</b>		<b>£ 5,368</b>	<b>£ 2,240</b>	<b>£ 3,128</b>	<b>£ 998</b>	<b>£ 2,130</b>	<b>£ 1,088</b>

## Major Categories

	Club	SE Grant	Total	
Membership / Misc.	£ 1,300	£ 6,294	£ 7,594	
Events	577	536	1,113	
Clothing / Equipment	2,341	2,134	4,475	
Coaching/Development	1,510	2,626	4,136	
	£ 3,128	£ 998	£ 2,130	
Bank Balances	Petty Cash	£ 198	£ 0	£ 198
(27/03/18)	Current	1,282	0	1,282
	Deposit	7,143	998	8,141
	<b>Total</b>	<b>£ 8,623</b>	<b>£ 998</b>	<b>£ 9,621</b>
Memo: Balances Jan 10, 18	Total	£ 9,423	£ 1,514	£ 10,937

## QO Income and Expenditure Fiscal June 2017 - End March, 2018 Summary

**Income**      **Membership** -- continuing steady trickle of membership renewals, £347 since January

**Events** -- steady income from QOFL's, QOAD's and JOG map sales. Note-- income includes £198 of CSC entry fees that have been refunded and included in event expenditure.

**Expenditure**      Main items of expenditure since the January report (above £100):

<b>Events --</b>	BOF & SWOA levies for QOFL's and QOAD's	£	330
	Map printing: Paper	£	295
	Toner		216
	Replacement printer (Staplegrave)		138
	Compassport Cup maps (BML)		288
	Refund of CSC entries	£	198
<b>Equipment --</b>	Additional SI stakes	£	270
	Third laptop computer		120
<b>Coaching / Development --</b>			
	Hire of COACH facility through end March	£	360
	Coach travel expenses		166

**SE Grant** status -- see separate summary schedule.

### Future Outlook:

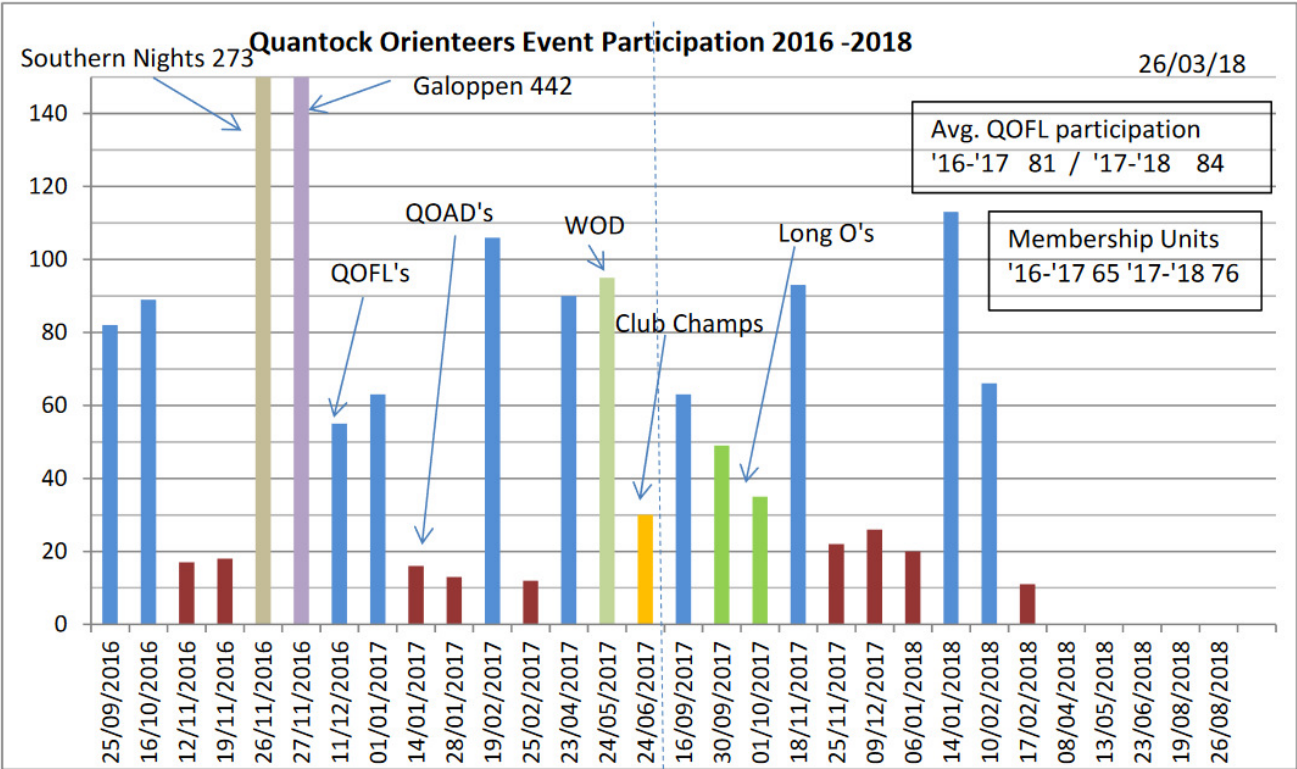
Net of all printing costs and expenses events remain in a loss situation (CSC map costs have been excluded) and hopefully profits from the QO Galoppen, incorporating Yvette Baker trophy, should eliminate this loss and partially offset equipment/clothing costs.

The increased event fees plus the re-scheduling of the CSC Regional Heat should ensure a positive event balance in the 2018-19 season.

Membership/Misc. funds were boosted by £700 in 2017-18 by QO support for the Norton Manor Camp and Startrac events -- will this support be requested from QO in 2018-19 ?

## Major Categories

	Club	SE Grant	Total
Membership / Misc.	£ 1,300	£ 6,294	£ 7,594
Events	577	536	1,113
Clothing / Equipment	2,341	2,134	4,475
Coaching/Development	1,510	2,626	4,136
	£ 3,128	£ 998	£ 2,130





Quantock Orienteers -- Sport England Grant 01/09/17 - 31/08/18

<u>Grant Items</u>	<u>Amount</u>	<u>Expenditure</u>	<u>Remaining Balance</u>	<u>Comments</u>
SIAC Dibbers	£ 1950.00	£ 1895.28	£ 54.72	30 dibbers purchased
Coaches				
Fees	1800.00	1300.00	500.00	Coaching payments Sept 1 - Dec 31.
Travel	300.00	156.00	144.00	
Facilities -- Room Hire	1000.00	970.00	30.00	COACH hire Sept 1 - Mar 31.
Event Officials First Aid Training	200.00	200.00	0.00	Course cost £295. Grant item -- coach fees/expenses, first aid training
Garmin Watches	240.00	238.43	1.57	3 TomTom GPS watches / screen protectors/spare straps
GoPro camera	200.00	0.00	200.00	
OCAD Software	604.00	536.02	67.98	OCAD12 purchased by Jim Mallinson
<b>Total</b>	<b>£ 6294.00</b>	<b>£ 5295.73</b>	<b>£ 998.27</b>	