



Quantock Orienteers

Minutes for QO Committee Meeting

19.15 Friday 18th November 2022 67 Staplegrove Road, Taunton

1	<p>Start (1915)</p> <p>1.1 In attendance – Steve Robertson, Judy Craddock, Roger Craddock, Bill Vigar, Pete Shirvington, Karen Lewis and Ollie Rant. Roger in chair in absence of Chairman. Apologies from Alasdair Shaw, Andrew Hopkins, Phil Sorrell.</p> <p>1.2 Minutes were approved.</p>	<i>Karen</i>
2	<p>Matters Arising (1920)</p> <p>2.1 Matters arising from previous meeting:</p> <ul style="list-style-type: none">• We need more clarification as regards DBS checks and shadowing of juniors. Judy to obtain DBS forms and forward to JOG coaches.• Phil has discussed DBS requirements with Jana Truby.	<i>Judy</i>
3	<p>Events and Activities (1930)</p> <p>3.1 Past events:</p> <ul style="list-style-type: none">- Club Champs – Mark Stodgell (winner 2022) will be planning it at Young Woods (formerly Orchard Portman). He has obtained the map from Bill.- Triscombe – we need to ensure that risk assessments are retained. Ask Phil / Alasdair to set up a one drive that the organisers can upload the RA too. Can pre-entries and EOD (+ helpers) be added as well? Is RaceSignUp info retained?- Kings Cliff Woods – First aid incident – accident form retained in book and we need to confirm that this was sent to BOF. Look at first aid kit. Talk to David Harrison about perhaps having crutches / walking stick available. We agreed the purchase of bolt croppers to ensure that we have access. Can we ask Phil / Alasdair to add a note to the 'How to be an Organiser' sheet about putting up of warning posters – at least 3 weeks before and at all public access points. Also we need to adhere to FE guidance on the permissions – warn riders / walkers / mountain bikers and regularly used routes. Map update needed.- Castle Neroche – map update needed otherwise all went to plan.- JOGs – can we ensure that Judy / Roger or whoever is on registration on the day, has a copy of the Racesignup details with contact information on. This follows a couple of competitors being out there after close of play. <p>We also need to add Richard's Missing Competitor Procedure to the Risk Assessment – produced it for Triscombe and it was agreed this needed to be prepared for each event QOFL and above. Steve / Roger has the Triscombe one available to produce a template from.</p> <p>3.2 Plans for future events:</p> <ul style="list-style-type: none">- JOGs – see fixtures list. It was proposed by Phil to have a JOG league – we would need to increase fees to cover levy plus FE and maps. Nothing agreed as yet – committee members having a think about it ahead of next meeting. Can the all committee have access to the fixtures spreadsheet.- Christmas Novelty 27th December and social afterwards – agreement made to put options on the Racesignup for food option – fees to be £2 per child without food and £5 per child with food / £4 per adult without food and £8 per adult with food. There will need to be a statement about allergies.- Croydon Hill – can we ensure that a brown course is offered. Judy will write to Miffy and Simon.- QOFLs – Richard needs to know how many for 2023/24 – It was agreed SWOL at Ramscombe in Autumn, 5 QOFLs + 1 Devon. It was suggested by Pete and Phil to add a Brown course to our league - 2 of the 6 events have them. It was decided that the areas would not have the available area to add one.	<i>Roger / Judy</i>

<p>3</p>	<p>Contd.</p> <ul style="list-style-type: none"> - St Audries (Quantock North) 29th January 2023 – Devon have agreed to lending SI boxes for the weekend and we are waiting a response with regards assisting. • Street Series – Steve has a volunteer to do a further street event this series at Monkton Heathfield. Can we run it by Alasdair. It was believed that Alasdair would suggest that it would be better pushed to next year. <ul style="list-style-type: none"> - Taunton street event on the 28th January 2023. Ollie looking for assistance putting out controls. Pete, Steve and Roger offered to help. Perhaps have a later start (11:30) to help. Judy will ask Andrew Page if he can assist. To avoid any misplacing of controls perhaps provide a picture of the control site with what three words to help locate. • Junior Development. Phil has launched his Junior Development Program and is getting to JOGS to promote and talk to parents. Suggested school mazes, interschool leagues, CATI in summer months, Gower w/e event. • Events in 2023 – BSOC (British Schools Orienteering Championships) 19th November 2023. Committee have agreed to go for it if we can get Devon to work with us. Waiting for a response from Devon following their committee meeting this coming Tuesday. <ul style="list-style-type: none"> - CSC – 12th March – need to find out numbers wishing to enter and then we can look at the possibility of using a bus. Pete needs to enter and Judy to check membership at 30th Sept to see whether Cup or Trophy competition. <p>Permanent course on the Quantocks. Still waiting quote for posts and funds will not be released without this quote. Steve will try again. Perhaps we could look at running a CATI event based on where the controls will be. There are grants available that will cover the maps and information board.</p> <p>Steve to run a planning course up to level 5. This will cover responsibilities of the planner. He will come up with dates for 3 sessions in Summer 2023 at Staplegrove village hall. Each session to be a couple of weeks apart.</p> <p>3.3 RaceSignup – Claire up and running. Can we get Claire / Alasdair to add options for the Christmas event (see above). Can we please ensure that entries close on a Thursday night to allow time for printing – for all events.</p> <p>3.4 Map Printing – as a result of time constraints for Triscombe and Castle Neroche, we had to do the printing in-house. The maps need so much work that planning is taking longer. In-house printing working well – Bill printing the A4, Andy can do A3 (while he continues to work), Roger doing JOG events. Urban map printing to be done in-house.</p> <p>3.5 Committee have agreed that SIAC is to be enabled for all events.</p>	
<p>4</p>	<p>Places (2120)</p> <p>4.1 Mapping & Mapping sub-Committee. Bill's course on the 26th November. Bill will cover surveying. There will need to be a follow up course to cover the software / tech side of mapping. Perhaps bring in an expert to progress from surveying. OCAD is becoming more complicated and it needs to be used regularly to maintain knowledge.</p> <p>4.2 Permissions – we need access to the fixtures spreadsheet – can this be shared with committee.</p> <p>4.3 feedback from FE meeting – no meeting waiting on the change of staff and how that affects things.</p>	<p><i>Bill</i></p> <p><i>Andrew</i></p>

5	<p>Marketing and Communications (2135)</p> <p>5.1 Website development – Phil has the website in hand – he was tweaked main navigation. He has a backlog of articles to write.</p> <p>5.2 Advertising of Events – Facebook campaign still going well.</p> <p>5.3 Chatsite. / email campaigns / social media</p>	<i>Phil</i>
6	<p>People (2145)</p> <p>6.1 Membership – See membership report from Judy.</p> <p>6.2 Volunteer Report</p> <p>6.3 Club Captain – CSC 10th March – need numbers soon. JK over Easter 2023 in the Lake District.</p> <p>6.4 Juniors – Phil would like to organise coaching in the Summer of 2023. Perhaps a family trip. Thinking about doing a CATE summer series in 2024. Phil has 3 school maze events already booked and is looking for helpers.</p> <p>6.5 Team leaders going forward and separate SI Team (see Andy’s comments on attached). Andy to identify a team to set up and run SI.</p>	<p><i>Judy</i></p> <p><i>Pete</i></p> <p><i>Phil</i></p> <p><i>Karen</i></p>
7	<p>Equipment (2215)</p> <p>7.1 Equipment report – Committee have agreed the purchase of the new download box and Bluetooth thermal printers. A new Xerox Laser (Phaser 6501N) has been purchased and is with Roger.</p> <p>7.2 Trophies – It has been decided that we will do away with the trophies. However, we will retain one for the purposes of photograph opportunities – the same one for each category. We will issue each winner something. However, we are still looking at options – it was agreed that it would be better to have something useful as opposed to ornamental. Karen will look at buffs, caps, visors etc. and get some options together.</p>	
8	<p>Money (2230)</p> <p>8.1 Finance report. See financial report produced by Steve.</p> <p>8.2 Official expenses reimbursement rate. It was agreed to increase the mileage rate to 30 pence per mile.</p>	<i>Steve</i>
9	<p>Any other business (2235)</p> <p>9.1 Accident report forms – blanks are stored in the first aid box .</p> <p>9.2 Doodle poll for next meeting – Mid January.</p>	<i>Karen</i>

Meeting finish 22:43