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**Committee Meeting**

**Venue**: On-line meeting

**Date**: 7pm Thursday, 18th November 2021

**MINUTES**

PRESENT:

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| Alice Bedwell | Secretary SWOC |
| Jean Lochhead | Treasurer IND |
| Mark Saunders | Development Officer SWOC |
| Anne May | Membership Secretary SWOC |
| Megan Carter-Davies | Information Officer SBOC |
| Robert Griffiths | Mapping Officer MWOC |
| Kerina Lake | Fixtures Secretary SBOC |
| Niall Reynolds | SBOC Representative SBOC |
| Clare Dallimore | Safeguarding Officer SWOC |
| Jim Wood | Coaching Officer ERYRI |
|  |  |

1. Apologies – no apologies received
2. Chairman Vacancy

Two people had volunteered to fill the vacant chairman role, Kyla da Cunha (PARCOURO) and James Clemence (SWOC).

A vote was taken and James Clemence was accepted unanimously.

The suggestion of rotating the chairmanship around the clubs was noted but is not necessary at the moment

1. SportWales Partnership funding application form

The SportWales Partnership fund application form is due to be submitted by 3rd December – currently the request is for support for the Home Internationals as it has been for the past few years. The form should be relevant to the Sport Wales vision and strategy which has changed recently from performance based to “Everybody Active”

NR summarised the SBOC development proposal and agreed that we should include a request for money towards this. NR has a copy of the FVO strategy document used for a grant request from the Orienteering Foundation and this may be of use in any applications that WOA make.

AM pointed out that James Clemence and CP have obtained a development grant and should also be involved with this form

It was agreed that we should look at including a request for funding for the SBOC and SWOC development plans.

Currently MWOC and ERYRI have no development plans to be included.

**Action: AB, NR and James Clemence to meet to agree wording and request for this section of the form**

**Action: AB to organise a meeting with our SportWales Support Officer, Richard Lawrence**

1. WOA policies for funding the Home Internationals

The current funding for the Home Internationals from SportWales is not sufficient to cover the total cost of entries, accommodation and travel for the three home internationals and we currently have no policy on how the money should be divided up and whether WOA should provide additional funding.

JL provided a suggested policy (appendix 1)

There was discussion about different policies including whether each home international should receive the same amount, whether the money should be based on the grant money available or on the actual cost to the athletes.

**Action: Committee members to provide any suggestions for policies to JL and JL to provide costings of these suggestions.**

**JL to look into England and Scotland policies.**

**MS to dig out cost for previous JHI’s.**

1. Level 2 Coaching Course

A request has been received that Wales should organise a Level 2 coaching course.

There are two possibilities:

* Jim Hayward of BOK is a coaching course tutor and could run a course in South Wales if there is sufficient interest. The courses are for 4 – 8 people.
* A course is being organised in Cheshire by John Kewley which has places available

WOA development policy – will pay 50% of the cost. The clubs also contribute (CD confirmed this was the case for SWOC)

JW noted that currently only 1 of 19 people in WOA with a coaching certificate have all requirements up to date to be a licensed coach (Coaching course, First Aid, DBS, Safeguarding and signed code of conduct)

DBS check form is on the British Orienteering website. MS is an authorised identity checker.

Links to recommended safeguarding courses are available on the British Orienteering website

**Actions: Clubs to ask whether any of their members would become a coach and therefore need a course.**

**JW to chase up people with lapsed coaching requirements**

**MS to send Jim Hayward’s contact details to JW**

**MS to send link to Kerina for DBS form**

**JW to speak to John Kewley about the Cheshire course**

1. SBOC outline development proposal

NR summarised the SBOC draft proposal for funding involving the employment of a part-time development officer at £10,000 per year over two years.

CD requested to share CLOK and FVO information as SWOC have received a grant for the Winter of Wellbeing scheme which goes through to March 2022 (≈£3000). SBOC are happy to share any lessons learnt with SWOC

The committee agreed in principal to support the SBOC initiative with the expectation that SBOC explore other avenues of funding.

**Action: SBOC to finalise their application**

1. WOA licence for SI timing software.

NR summarised a proposal from Steve Jones (SBOC) that WOA should fund a licence for a new SI Timing software which is much easier to follow compared to the current SI software. The licence is for clubs but we would need to ask SI to issue a licence for WOA.

**Actions: NR/Steve Jones to forward email to Alice to send to the other SI experts in Wales: Adrian Moir (SWOC), Graham Tough (SWOC), Steve Walsh (MWOC) and Nick Dallimore (SWOC)**

1. Any Other Business

* JL raised the issue of distribution of £1600 from Croeso 2016 to each of the clubs.

MS (Croeso co-ordinator) thought that the money had been distributed according to the agreement

**Action: JL to set out the issue and send to the committee**

* RG asked about tablets for use with SI droid

**Action: CD will send a link to all the clubs for the useful SI Droid instructions**

* AM updated on current WOA membership numbers which have dropped from 315 in 2019 and 249 in 2020 to 220 in 2021. Currently 36 have renewed for 2022.
* An update was given on the area being used day 2 (Middle race) for JK2022. Subject to approval from Torfaen Council, this event will be held on Clydach Terrace: the planner and controller are happy with the area. It was mentioned that our new chairman, James Clemence was involved in Safety Advisory Group in his job at Cardiff City Council. The other days are as previously agreed – Swansea University (day 1), Pwll Du (day 3) and Caerwent (day 4).

Planning for a minimum number of cars 1000 per day.

Appendix 1

**Home Countries Funding.**

**Background:**

When I took over as Treasurer in 2016/17 WOA had **£39,400** in the Bank Account. At the moment after contributions to 2021 SHI & VHI it is **£38,809** and it hasn’t fluctuated much in the intervening years.

WOA income comes from a share of CROESO and a share of other big events, as well as WOA Membership Subscriptions.

In 2016/17 I noticed contributions towards Home Internationals seemed to match the amount received from Sport Wales which was £3,000 and I followed this for a number of years. I was then told that matching this Sport Wales grant to fund Home Internationals was not a fixed WOA policy “and there wasn’t a Policy”. The grant from Sport Wales last year and this year is now half of that sum at £1,500.

It is difficult to work out a policy when the locations of the events move about between the Home Countries like Scotland and N.I. and number of Team Members willing to travel varies.

Taking the 2021 VHI as an example, Total Costs including Accommodation, without any WOA contribution to travel would amount to £2,784 for 22 competitors.

If WOA paid only 1/3 of the accommodation plus Entry Fee and the Meal this would bring it down to £1,488.

Competitors have their own travel costs to find on top of this but awarding 1/3 of the accommodation would go some way towards compensating the competitors for their travel costs!

My suggestion for future Home Internationals:-

WOA pays:

1. Entry Fees

2. Meal and packed lunches

3. 1/3 of Accommodation.

Plus, a 20% additional amount to help with travel when the event is in Scotland or Ireland.

Team members will still have to find a considerable amount themselves for Travel, but the policy above would give a basis for the amount to be awarded to each of the Home International Events.