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**Committee Meeting**

**Venue**: On-line meeting

**Date**: 7pm Monday 2nd May 2022

**MINUTES**

PRESENT:

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| James Clemence | Chairman SWOC |
| Alice Bedwell | Secretary SWOC |
| Jean Lochhead | Treasurer IND |
| Mark Saunders | Development Officer SWOC |
| Anne May | Membership Secretary SWOC |
| Megan Carter-Davies | Information Officer SBOC |
| Kerina Lake | Fixtures Secretary SBOC |
| Jim Wood | Coaching Officer ERYRI |
|  |  |

1. .Apologies

Robert Griffiths Mapping Officer MWOC

Niall Reynolds Representative SBOC

Clare Dallimore Safeguarding Officer SWOC

1. Matters Arising from Committee Meeting November 2021
   1. Kerina Lake will be doing a level 2 coaching course connected with the JROS Lagganlia this summer.
   2. SI timing software – AB to contact Steve Jones about progess on this action
   3. Money outstanding from Croeso 2020 – JL to contact JW about use of the maps in future events.
   4. All other actions complete or to be discussed in other items in this meeting
2. Chairman’s bit
   1. JC recorded his thanks to David Pal for his work as the previous WOA chairman and also to the members of the committee
   2. JC recorded his thanks to everyone involved in a very successful JK2022 and asked that his thanks are passed on to the clubs
   3. As the new chairman, JC outlined some themes that WOA should be working on under the heading “Strategic partnerships” – WOA has two key external partners: Sport Wales, our key funding partner and Natural Resources Wales (NRW). We need to be aware of the current situation in England with Forestry England discussing with**dra**wing permission for some of the best areas in the Forest of Dean: we should be proactive in our interactions with NRW.

WOA also needs to think how it is working to support our clubs being aware of their different challenges, and how to help the clubs help each other.

1. Treasurer
   1. Treasurer’s report for Financial year ended 31.3.22

JL presented the Treasurer’s report (attached in Appendix 1)

**Action: discuss the levies at the 2022 AGM**

* 1. VHI in Wales 2022 – JW confirmed that permission has been secured for Moel y Geifr and Llechwedd Gain. JL is going to look for accommodation and possibilities for evening meal
  2. Financial Policy as requested by Sport Wales (in progress) – JL is currently working on this policy following a template provided by Sport Wales. When the draft is complete it will be circulated to the committee and Sport Wales for comment
  3. Funding of Home Internationals – JL updated on progress to formalise the financial support given to the Home International teams (summary in Appendix 2)

JL is continuing work on this.

1. Secretary
   1. Change to Constitution re budget – action from Sport Wales following the financial review to correct a mismatch between our constitution and our current practise. The Treasurer does not prepare a budget for presentation to the AGM (item 11c in the constitution)

**Action: JL to provide a replacement set of words for the constitution**

* 1. Funding from SportWales – application for the SportWales Partnership grant this year included £1500 to support the Home internationals (as received last year) and also money to support our international representatives and money to support the SBOC development plan. The offer received from Sport Wales was the same as last year with no acknowledgement of the amount that we had requested. We contacted them and were told that due to Sport Wales funding issues, no partners had had an increase in funding this year.

JC attended a Sport Wales business planning event on Friday (29 April) and will be arranging a meeting with Ellen Todd – our new relationship manager.

1. Fixtures Secretary
   1. Compass Sport Cup (CSC) heat 2023 – It was proposed that the Welsh Champs and CSC heat could be on the same weekend

Welsh Champs - Merthyr Mawr 11th March – SBOC

CSC Margam Forest North 12th March - WOA.

**Action: to discuss this proposal at the SWOC committee meeting (4th May)**

**Action: AB to provide courses from Croeso 2016 to KL to apply for permissions from NRW**

* 1. Welsh Champs and Home International Rota – an email from KL concerning major Welsh fixtures is attached in Appendix 3. KL has raised concerns that MWOC an ERYRI are not currently in a position to run these events after the VHI this year and has proposed a change to the Welsh Champs rota to reduce their commitment and to remove them from the home international rota. This was agreed by the committee. JW suggested that MWOC and ERYRI work as a partnership in future
  2. Junior development awards – KL proposed a WOA junior development award based on the Scottish star award scheme. The booklet will require translation: Outdoor Partnership can do the translation and there is a list of terminology on the WOA website

**Action: KL, JC, MS, JW and CD to get together to work on the booklet and report back to next committee meeting**

* 1. Controllers Course – WOA has not got a sufficient number of controllers. Suitable individuals need to be identified to become controllers.

It was suggested that the juniors should be encouraged to become controllers but they need to do a planning course first. Roger Stein and MS can do planning courses.

David May can do a controller course but this would not be before autumn

1. Membership Secretary

Current WOA Membership 225 total (ERYRI 20, MWOC 15, SBOC 65, SWOC 69, BAOC 7, 49 ex-pats)

This compares with around 300 pre COVID so numbers are down by about 1/3.

The reduction is mainly due to the low MWOC and ERYRI numbers, SBOC and SWOC numbers are slowly increasing towards pre COVID numbers.

MCD reported that she had a contact asking if there was a club in North Wales as the ERYRI website has not been updated in 2 years.

1. Funding for SBOC to go to CSC final – request from SBOC for funding to support participation in the CSC final in Scotland this year. See appendix 4 for request from Niall Reynolds.

**It was agreed that WOA would support SBOC with a grant of £1500 (in line with VHI funding) but that this would not be taken as a precedent for future years.**

**Action JL will inform Niall Reynolds of support of £1500**

1. Croeso 2024 – Charles Daniel has volunteered to take a co-ordinator’s role (not including permissions)

Charles Daniel also suggested involving BAOC in Croeso.

**Action: AM to add this to the agenda for the SWOC committee meeting 4th May**

JL raised the issue of administration for Croeso – the bank account has been closed and a new account will be needed. Croeso is a limited company therefore needs a qualified person for filing company accounts. JL will take this role if Nigel Ferrand does not want the role.

1. Anti-doping Assurance Statement – WOA is a National Governing body under the UK anti doping authority and to be eligible for any public funding must comply with the UKAD Assurance Framework. In consultation with UKAD, JW has made a submission which is awaiting approval and this was circulated to the committee by e-mail (27 March 2022).

Most areas are covered by British Orienteering: WOA’s main responsibility is to ensure that anti-doping information has to be made available to the membership

**Action: JW to prepare information for inclusion on the WOA website**

The committee agreed with the work that has been submitted

1. SBOC Development Officer update – SBOC have interviewed one applicant who was successful and a contract should be signed this month. SBOC are receiving £5000 from WOA and £3000 from the Orienteering Foundation for 2022/23. WOA have committed to funding for next year and the Orienteering Foundation have given a strong indication that they will continue the funding for a second year. However, this is less than the amount requested therefore the timescale of the project has been reduced to keep within the budget. SBOC are currently putting together a plan including output and outcomesAGM 2022 – date agreed for AGM 2022 Monday 13th June 2022
2. Any Other Business

KL has got JK Buffs and medals for SWOC and will hand these over to AM

There are also spare water bottles from the JK

MCD – struggling to find time to be Information Officer but will carry on if she cannot find anyone to take the post.

**Appendix 1 TREASURERS REPORT, Committee Meeting 2 May 2022**

1. The Financial year end was on 31 March 2022 and the Balance at the Bank is £39,365.29
2. Last year I had to adjust the accounts for the Sport Wales as they wanted to show the £1,500 that we received during the COVID year as unspent (which was true)**.** When added to the £1,500 that we have received for the year 2021/22 that gave us a Sport Wales Grant of £3,000 for the past year.
3. I have partly prepared the I & E account to 31.3.22 and over the year 2021/22 there are no major items of Expenditure other than a WOA financial assistance of 1/3 of the individuals’ costs to those representing the country overseas, amounting to £1,775. The loss for the year before WOA Club Event Levy’s is £1,633.
4. I still have to calculate the WOA Levy’s for the Financial year 21/22, which I will do in the next week. I would like to comment on the fact the WOA levy seems to penalise the clubs that put-on events when WOA has a very healthy balance at the bank. Perhaps WOA Levy should be an item on the AGM Agenda?
5. We recently had a Sport Wales Financial audit and found that we need a Financial Policy I have started work on this. When it is finished, I will send it to all the Committee and Sport Wales for comments, and hopefully approval, for it to be adopted and added to all the other Policies we have.
6. Now the new Chairman of WOA has been elected, we have to change the bank mandate again. I will make an appointment with the Nat West Business manager and do this as soon as possible.

**Appendix 2**

**Home International Funding.** At the last committee meeting we asked for suggestions to agree a Policy for the Funding the Home Internationals as it is no longer reasonable to restrict funding to match the Sport Wales Grant. (no one would be going anywhere!)

I suggested: WOA pays:

* Entry Fees.
* Meal and packed lunches.
* 1/3 of the accommodation.
* Plus, 20% additional amount of that total to help with travel when the event is in Scotland or Ireland.

**Only one member** of the Committee replied with a proposal to raise the WOA contribution for Accommodation to 75% and: -

Financial hardship should be taken into consideration with special cases considered via the Team Manager/Coach. Financial hardship should not be an obstacle to representing your country.

Dependent on the number of selected competitors this makes a disproportionate difference to the amount allowable for travel – i.e., there were only 7 in the SHI team and the £1,000 allocated to the Team Manager meant that those who travelled had a far bigger proportion of the WOA grant toward their travel costs. Never the less Team members still pay a significant amount of their own costs.

If we take competitor numbers into account it appears that the WOA assistance to Home Internationals should be based on number of team representatives. **More work needed on this!**

Appendix 3 – Email from Kerina Lake re WOA fixtures

Most of this email can wait until after the mayhem of the JK, but though I had best update everyone.  There was an Event Scheduling Meeting on Saturday, where fixtures were laid out for the next few years.

The main sense from the meeting was that clubs are at present less willing to put on major events due to constraints on access and lack of volunteers.  Another issue many are facing is the lack of controllers at Level B within their locality, so a few events have been forced to downgraded from national to regional.

Events that concern Wales:

**2022**

VHI’s – This is now a bi-club effort between MWOC and ERYRI.  All key personal are now in place, though there will be a need for volunteers over the weekend to help the events run smoothly.

Overall weekend organiser – Jim Wood (ERYRI) [woodjim74@gmail.com](mailto:woodjim74@gmail.com)

Admin/HI team coordinator – Jean Lochhead (WOA) [jmloch1621@gmail.com](mailto:jmloch1621@gmail.com)

SI – **Tentative approach to Adrian Moir to run SI at this event has been made**

Day 1 & 2 Planner – Robert Griffiths (MWOC) - [brynhendre@hotmail.co.uk](mailto:brynhendre@hotmail.co.uk)

Day 1 Controller – Henry Morgan (POTOC) - [shenrymorgan@googlemail.com](mailto:shenrymorgan@googlemail.com)

Day 2 Controller  - Richard Lewis (WRE) - [wroxell@gmail.com](mailto:wroxell@gmail.com)

Sat 1st Oct Welsh Champs and VHI individuals on  Moel y Geifr / Cwm Moch

Sun2nd  VHI Relays (potential run round after relays for helpers/supporters) on Llechwedd Gain

**2023**

CSC Heat – SWOA and SCOA have had no offers from clubs to host a CSC heat in 2023.  We have been asked if WOA would be willing to put a heat on – it would be very well attended, and give other associations the chance to sort something out for 2024.  As Wales has not held a heat for a good many years, I do not think that this request is unreasonable.  The two dates set aside are the 12th Feb or 12th March.  If this was an event put on by WOA - a joint club effort, I think that it is manageable.  My thought was that Margam Forest North, last used at CROESO 2016, would be an ideal location if it is still viable – storm damage/felling/permissions etc.  The area is sandwiched between SBOC and SWOC, is easily accessible from the M4 and has plenty of parking.  I would welcome your thoughts on this.

SHI – SWOC

JIRCs – SBOC

**2024**

CROESO - SWOC

**2025**

British Middle Distance Champs – WOA

**Welsh Champs & HI**

At present the rotation for the Welsh Champs and Home Internationals is as follows:

2022 – MWOC/ERYRI      VHI – MWOC/ERYRI

2023 – ERYRI                     SHI – SWOC        JIRCs – SBOC

2024 – SBOC

2025 – SWOC                    JHI – ERYRI

2026 – MWOC

2027 – ERYRI                     VHI – MWOC

I think that for ERYRI and MWOC, this current rota is unachievable.  I propose that until both clubs are able in a more viable position we change the rota so the MWOC and ERYRI combine forces/swap the hosting of the Welsh Champs.  Home Internationals to be decided closer to the year in which it is due to be held.  If we make that decision the new rota would look more like this:

2022 – MWOC/ERYRI      VHI – MWOC/ERYRI

2023 – SBOC                     SHI – SWOC        JIRCs – SBOC

2024 – SWOC

2025 – MWOC/ERYRI      JHI – WOA TBC

2026 – SBOC

2027 – SWOC                    VHI – WOA TBC

The date for the Welsh Champs has traditionally been as close to March the 1st as possible.  However, this is not set in stone and the ESG is happy for WOA to make it’s own decision on when it is held.

The HI’s new rota come into force in 2024, where WOA will host a HI twice every 4 year rotation, rather than 3 times every 4 year rotation, so after 2023 we do not host a HI until 2025.

Appendix 4 – SBOC request for support for attending Compass Sport Cup Final from Niall Reynolds

As you might be aware SBOC have qualified for the final of the 2022 Small club's trophy. This however is taking place in Scotland and we are keen to attend and take as strong a team as possible.

We have done a detailed analysis of costs of travel and accommodation and canvassed members on preferences. Unfortunately it's in term time so constrains options for families with school age children.

The costs per individual are significant and thus for a family are probably prohibitive - possibly £1000 for a family of 4. The whole cost would probably be around £6000 inc entries depending on team size.

We would like to be there to represent Wales and with our strongest team we can field a strong challenge and who knows!

I have written to Sport Wales to see if they could provide grants for such a thing and they said no. They provided a list of suggestions.

One of which was to approach the Governing Body to support one of its clubs attend the competition.

I am also working through the list and have requested support from our local authority and Sport Aid Wales. The latter has also said no!

I am writing to WOA to see if they would make a contribution to this. Perhaps on basis of 1/3 club, 1/3 individual and 1/3 WOA. So I am seeking support from WOA in the order of £2000 (more if you can spare it!).

I know this is setting a precedent as WOA generally supports the National sides and individuals, but I would hope that you would support clubs in this way when attending such competitions where the costs become prohibitive. I would hate to have to pull out due to a lack of team. I would be happy to support other Welsh clubs in the future if they also find themselves in this position.

Thanks very much for considering this. Ideally an early response would be welcome so we can make plans accordingly.