



## TVOC Club meeting: Minutes

Held at 8pm on Tuesday 16<sup>th</sup> January 2018 at The Merry Bells, Wheatley

**Present:** Neville Baker (Chair), John Dalton (Secretary, minutes), Marie-Anne Fischer (Membership Secretary), Robin Bishop, Alun Jones, Jon Wheatcroft, Chris Poole, Yvonne Hodson, Bob Beresford

**Apologies for absence:** John Farren, Nat Skidmore, Martin Ricketts (Treasurer)

### 1. Matters Arising from previous Club Meeting

#### a) TVOC equipment insurance arrangements

Final submission to be confirmed as having been made.

#### b) Planners Checklist

This has now been finished by Mark Thompson. It is a very comprehensive resource that has been created for the club. It has now been edited by Roger Baker. It is currently with Nat Skidmore who is considering adding some additional material. It will then be made available to club members.

The meeting formally wanted to thank Mark Thompson for his hard work in creating such a useful and significant document for the club.

**ACTION:** John Dalton to convey the club's formal thanks to Mark.

#### c) Documentation of information for Planners and others

Neville Baker agreed to search his archives for relevant information to be provided. This was considered to be information from the most recent event held on the area (whenever that was).

**ACTION CARRIED OVER**

John Dalton reported that he has been populating the new system with information about Bradenham, and Downley and Naphill.

Bob Beresford and Alun Jones reported that they have provided information for Penn.

Andrew Chalmers has provided information for Chesham

#### d) Timing Systems: Report back from the Timing Systems Working Group

Robin Bishop reported that the Timing Group have been in a dialogue with Di Smith at SCOA. The Timing Group is waiting to be informed of feedback to a range of recent technical questions that have been posed.

Alun Jones commented that the club is down to less than 100 working EMIT cards. If a decision on future timing technology is to be measured in years, we should consider purchasing some more EMIT cards at £45 each.

#### e) Re-battery of existing EMIT controls

At the previous meeting, Alun Jones' proposal to re-battery a number of controls was **AGREED UNANIMOUSLY**

A following amendment was then **PROPOSED** by John Farren: That **all** TVOC's older EMIT controls be re-battered immediately.

This amendment was also **AGREED UNANIMOUSLY**, pending agreement from the Treasurer (who could not attend the meeting).

#### **ACTIONS:**

- John Dalton to share the decisions to re-battery EIT controls with both Alun Jones and the Treasurer
- John Dalton to ask Alun Jones to take the necessary action following feedback from the Treasurer.

**UPDATE FOLLOWING PREVIOUS MEETING:** Treasurer Martin Ricketts has now confirmed his support for this amendment. Alun Jones is now putting the necessary actions in place. The approach



he is taking will significantly reduce risks of EMIT control failure at the forthcoming Chiltern Night and Day events.

Alun Jones reported that:

- Controls have now been re-battered, and returned. They are to be used for first time at the Halton event.
- Note Alun only sent away those controls more than 10 years old - 58 in total. The remaining controls were either bought later (161 to 175), or are controls which have already been replaced after failures.

Neville baker reported that we have some duplicate EMIT control. It was subsequently confirmed that we had duplicates of 104, 118, and 153.

**ACTIONS:**

- Neville will consider ways to remember this for occasions when two are needed at a busy control site.
- We have now run out of spare EMIT baseplates. Neville will order a few from Allan F at EMIT UK (£8.00 each)

f) Matters Arising from 2017 AGM

At the previous Club Meeting, Chris Poole offered to take over as Vice Chair. According to the TVOC Constitution, "Any Office falling vacant ... may be filled pending the next AGM by a person appointed by the remaining Officers".

The two Officers present at the meeting, the Chair and Secretary, both supported this appointment. Subsequently, Treasurer, Martin Ricketts confirmed his support for this appointment.

It is therefore **CONFIRMED** that Chris Poole is appointed as Vice Chair of TVOC.

g) Club Attire (Polo Shirts and Urban Tops (Jon Wheatcroft)  
From Jon Wheatcroft:

The feedback from the previous meeting on these suggestions was as follows:

- There was interest in exploring TVOC Polo Shirts
- There was little interest in exploring Urban vests for the club
- Chris Poole has recent experience of specifying polo shirts for RAFO. He found a supplier who, for a minimum order of 25, would charge between £11 and £13 each
- At this price, the meeting did not feel that the club needed to subsidise polo shirts
- However, there was some sympathy to subsidising polo shirts for juniors (say £5)

**PREVIOUS ACTION:** Chris Poole offered to contact Jon Wheatcroft to discuss this matter further

This conversation did take place. However, as the club is not comfortable subsidising such purchases on behalf of members, it will not be taken further.

**ACTIONS COMPLETE**

h) Club Tents (Alun Jones)

The following were **AGREED** previously:

- Alun is authorised to spend £50 for tent spares etc.
- Alun is authorised to buy another tent second hand on Ebay up to a cost of £100 if one comes up.

Alun reported:

- No action as yet.
- I had been hoping to be able to buy a second hand tent on eBay and thus not need to buy the spares. None have come up recently.

i) Club Kit (Peter Riches)

Currently, Peter holds a stock of just 6 jackets, 2 junior, 3 ladies and one men's small.



Does the club want Peter to hold a slightly larger stock? He has had to turn active members away, but only 2 of them so far.

Peter suggested that this might be the time to tell the club formally that someone else could take this on please, been a long time and needs a new face.

Could anyone happy to take this responsibility over please contact Peter directly.

**PREVIOUS ACTION:** Neville offered to talk to Peter about the re-ordering process and minimum order etc.  
**ITEM TO BE CARRIED OVER AGAIN** to next meeting for consultation with the Treasurer.

**ACTION:** John Dalton to propose to Peter that he publicises the vacancy for Club Kit more widely, perhaps through the T'VOiCe magazine.

j) Hill End (Yvonne Hodson)

Yvonne shared that Hill End has now become an accredited Orienteering centre. No mention of TVOC's support appears to be mentioned.

This has now been rectified on the British Orienteering Web Site News Item (31DEC17) as follows:

Hill End Outdoor Educational Centre are grateful to Thames Valley Orienteering Club for updating their maps. Without their help none of the following would have been possible.

## 2. Recent Club Successes

None were reported to the Secretary

## 3. Past events:

### A review of the Chiltern Night and Day events:

Saturday 2<sup>nd</sup> December 2017, Level B Night Event, Southern Night Championships

Sunday 3<sup>rd</sup> December 2017, Level C event, Penn Wood

Alun Jones collated comments about the event and circulated a report to the club. These comments were reviewed against the context of a plan to run two similar events (including the British Night Championships) at Hambleden in February 2020.

The events both went well by all accounts, clearing a surplus of about £2,500 in total. We had excellent turnout:

- 299 entries / 268 runs on the Saturday Night event
- 488 entries / 450 runs on the Sunday

The following key points were made:

- It was a problem getting enough helpers. This was the case even with the superhuman efforts of some who contributed significantly beyond normal expectation in support of the events. Some people elected not to help because they were running
- MERCS software (required for age-class events) is much more complex to set up and run than Colour. In addition, there is infrequent opportunity for people other than Alun to become familiar with it
- There are insufficient Organisers qualified to run Level A and Level B events. This puts undue pressure on those that we do have to Organise the larger events. This meant that Alun Jones ended up organising both events AND setting up much of the MERCS software as EMIT Team Leader with the necessary experience of MERCS.
- Surprise, again, was expressed by some entrants at the cost of entry of the Level C event (Sunday) compared with our Saturday Series prices. It was thought that these should "match" or "align" better to Level C event fees



The following **PROPOSALS** and **ACTIONS** were **DISCUSSED** and **AGREED**:

- **Marie-Anne** will add some appropriate wording to the Membership Form, explicitly stating that the club does need helpers, and that, as a new member, the club will need to call on your help
- **Alun Jones** to share his TVOC Team description information with Marie-Anne
- **Maria-Anne** would like to review the current TVOC team situation. She then will consider:
  - Explaining to new members very soon after joining that we will:
    - Explain that they will be allocated to a team
    - Suggest which team requires their help
    - Allow them to choose a team if they would prefer
  - Assigning every single club member to a team if not already allocated
- In terms of fees:
  - For all future events after the Chiltern Challenge (including Saturday Series) to:
    - Provide **free entry** for all helpers
    - Provide a £5 food voucher for all helpers for any catering organised by TVOC, handled by the Team Leaders
    - Ensure that future event budgets take these provisions into account
  - In light of the above, TVOC should formally review the current Saturday Series fees
    - **ACTION**: Neville Baker to discuss with Nat Skidmore to enable a review of Saturday Series fees to be initiated
  - TVOC should **NOT** in future add a further £2 late entry fee onto non-BOF members entering late or EOD
- **John Dalton and Alun Jones** will collaborate using MERCS software, improving the MERCS documentation as required.
- In future, key TVOC Team Leaders (such as Alun Jones) should NOT be allocated as Organisers of major events
- In terms of Organisers:
  - TVOC should explore new approaches to develop Organisers through the event hierarchy (D → C → B → A)
  - Club Development should be a standard item on future meeting agendas
- **Alun Jones** to send Marie-Anne his lists of TVOC's current Planners and Organisers and their experience

There were a number of comments relating to 2-day events such as the format proposed for Hambleton in 2020:

- There were some grumbles about people experiencing some of the same legs and controls sites twice over both days

The following **PROPOSALS** and **ACTIONS** were **DISCUSSED** and **AGREED**:

- It was **AGREED** that the two 2020 events at Hambleton can be put on over a single weekend by TVOC if club members are happy to help to the levels necessary
- There should be **two** Organisers, one for each day
  - But they must liaise very closely indeed with each other
  - One might sensibly act as the Assistant Organiser on one day, with a swap around for the second event
- There should be two Planners, one for each day
  - Again, they must liaise very closely indeed with each other
  - One might sensibly act as the Assistant Planner for one day, with a swap around for the second event
- Efforts should be made by the Planners to avoid either repeated legs or repeated controls being used for individuals on both days



- This should be achievable with care, intelligent planning, and collaboration between the Planners
- Generally, this can be handled by ensuring equivalent Classes on each day are planned to run different course arrangements
- If two Controllers are employed (rather than one), efforts should be made to ensure that the recommendations of one do not unduly impact the Planner of the other event
  - The impact of this was reduced at Penn when the two Controllers, two Mappers and two Planners were able to meet together in the woods
  - Having two controllers who acted as each others' Assistant Controllers on each day might also be very helpful (if possible)

### **British Middle Distance Championships, 01OCT17**

From Mike Cope, Organiser

"There is surplus from this event. I agreed soon after the event with the BO treasurer that about 20% of this of this surplus should go to BO.

"I also agreed the idea that the rest should be shared between the clubs of officials and helpers."

The result is that TVOC receives a total of £786 of the surplus.

#### **ACTIONS:**

- John Dalton to formally thank Jim Prowting, Mark Thompson and Peter Riches for their sterling efforts
- Nevill Baker to write a note for T'VOiCe to thank the other helpers and officers involved.

### **4. Club Development Committee (Chair: Robin Bishop)**

The Development Committee has not met again

It was proposed that **Club Development** be a standard item on the agenda (even if the Development Committee has not met).

Critical to discuss at the next meeting are:

- Identifying more Organisers
- Helping Organisers develop through the event hierarchy (D → C → B → A)

### **5. Future Events: see <http://tinyurl.com/TVOC-plans>**

**NOTE:** The meeting should now be reviewing newly appointed Planners and Controllers for Level C events. (Level B events are reviewed by SCOA).

**SEE APPENDIX FOR FULL DETAILS OF ALL EVENTS CURRENTLY PLANNED**

### **6. Saturday Series (Nat Skidmore)**

Nat reported the following:

- Little to report
- Generally, all is under control
- However, Wendover have declined permission for an event in May due to delayed development work
  - This leaves a gap in May for either the 12<sup>th</sup>, 19<sup>th</sup> or 26<sup>th</sup> May
  - Cuttelsowe (or Wittenham Clumps) are possible venues
  - Note that the British Championships are in Scotland on the 19/20<sup>th</sup> May
  - It was therefore proposed that TVOC run a Saturday Series on Saturday 19<sup>th</sup> May. Cuttelsowe would be a good choice
  - **ACTION:** John Dalton to share this feedback with Nat



## 7. Summer Series 2018 (Chris Poole)

Nothing to report

## 8. Oxford Street Series (Robin Bishop)

Is a January event on the 23rd.

We currently have no Planner/Organiser for a February event

## 9. Other Mapping Topics

None

## 10. Officers Reports

a) Chairman:

None

b) Treasurer:

None

c) Secretary:

Has had 2 contacts seeking mapping of schools. Bob Beresford offered to look into them.

**ACTION:** John Dalton to share details with Bob

d) Captain:

None

e) Membership Secretary:

Marie-Anne plans to:

- Make sure we know who hasn't renewed their membership
- Make sure our paperwork conforms to new GDPR regulation
- Organise individuals into teams (as discussed above)

## 11. Any Other Business

a) Loss of search facility on British Orienteering web site (John Dalton)

A number at the meeting reported problems finding things on the British Orienteering web site as a result.

**ACTION:** John Dalton to follow up with British Orienteering.

b) CompassSport Cup

This is coming up fast.

**ACTION:** Neville Baker to contact Alison Smith to ask if she can start to promote (perhaps via T'VOiCe and email) and encourage entries

c) Basildon Park (Jon Wheatcroft)

This is a BKO area, near Streatley. BKO don't seem to make use of it. It would be an excellent Saturday Series area if nothing else.

**ACTION:** Jon Wheatcroft to contact Fiona Clough at BKO in case there is an opportunity to bring it back into use.

d) "Permanent" Course at Waddesdon (Yvonne Hodson)

Note that the "permanent" orienteering course is still available at Waddesdon. Wooden posts have been used by the NT. Perhaps they plan to keep the course open for longer than originally stated?

### **Date of next meeting:**

Confirmed as 8pm on Tuesday 20<sup>th</sup> March 2018 at The Merry Bells, Wheatley.



## APPENDIX: Future Events

Changes and additions to this list since the last meeting are shown in red

### 2018

a) RAF Halton and Wendover (Saturday 20<sup>th</sup> January 2018, Level C, part Urban)

**Organiser:** Dougie Cochran, **Planner:** Nat Skidmore. **Controller:** Carol Edwards (BL) **Mapper:** Martin Ricketts

**OFFICIALS REVIEWED AND ACCEPTED BY TVOC**

Final Details are now published. There is a **no video camera rule** that must be enforced. Can the Start Team keep an eye out for cameras on runners?

#### Map:

Complete. Courses being printed

b) BUCS 2018 Championships (Saturday 3<sup>rd</sup> and Sunday 4<sup>th</sup> March 2018)

Organised by OUOC

Support requested from TVOC

Saturday Series / BUCS Individual:

Bradenham

**Organiser:**

Jamie Parkinson / John Dalton (TVOC)

**Planner:**

Scott Collier

**Controller:**

Helen Marsden

**Mapper:**

Ian Webb via OUOC

Sunday BUCS Relay:

Shotover

**Organiser:**

Jamie Parkinson

**Planner:**

Ed Nicholas

**Controller:**

Roger Thetford

**Mapper:**

Ian Webb via OUOC

No great concerns.

Chris Poole explained that a Combined Services team enters BUCS. They will bring a tent and a banner.

Helpers will be needed. But volunteer names are starting to trickle forward.

Two people should be allocated to car parking.

#### Maps:

**ACTION:** John Dalton to confirm that map updates are being done using OCAD.

c) Great Hampden (Sunday 15<sup>th</sup> April 2018, Chiltern Challenge, Level B)

**Organiser:** John Dalton. **Planner:** Robin Bishop. **Controller:** Mike Edwards, RAFO, **Mapper:** Mark Thompson

John Dalton reported:

Flyer is up on the web site. Entries are open. First Aid support from St John Ambulance has been formally requested, but they have still not confirmed attendance.

Robin Bishop reported:

Draft courses are with the Controller for review. There will be no Black course. With the shooting season still on, we have been unable to check controls sites and the map in some areas. In addition, there has been some recent felling work that needs review.

#### Map:

**UPDATE FROM MARK THOMPSON:**

Final update to Great Hampden and Whiteleaf is now underway.



A scale of 1:7,500 was being proposed. This has stimulated some debate. Final outcome to be confirmed.  
**ACTION:** Robin Bishop to confirm shortly.

d) Thame Urban (Confirmed as 9<sup>th</sup> September 2018, Level C)

**Organiser:** **STILL VACANT**. **Planner:** Ben Green, **Controller:** Charles Bromley Gardner, **Mapper:** Mike Shires.

**THESE WERE APPROVED BY TVOC**

Still needs an Organiser. Can any local member offer to Organise?

In the ongoing absence of an Organiser, Mike Shires has offered to contact the local council to make sure that there are no objections to an event here.

**Map:**

On track. Mike Shires now has a complete and accurate base map. He is in the process of drawing now. He will liaise with Planner, Ben Green, to agree a timetable to produce a first draft.

e) Shotover (**Sunday 9<sup>th</sup> December 2018**, Level C)

**Organiser:** Ali Kempson and Gary Mills, **Planner:** Dave Kingham, **Controller:** Mike Bennett, HH, **Mapper:** tbc following BUCS event

**THESE WERE APPROVED BY TVOC IN THE MEETING**

**Map:**

May need updating, depending on OUOC's efforts for BUCS, and further Oxford City Council work

f) **Saturday Series, 19<sup>th</sup> May 2018 tbc.**

There will be a lot of people **not** going to the British Championships, 19/20 May 2018 at Balmoral. This leaves a big gap in the **event diary** that TVOC could fill.

See proposal in the Saturday Series section to hold a Saturday Series event on the 19<sup>th</sup> May, maybe at Cutteslowe

**2019**

g) Chiltern Challenge, **Downley and Naphill (provisional)**, (Sunday 17<sup>th</sup> February 2019, Level B)

**Organiser:** tbc. **Planner:** Neville Baker. **Controller:** tbc, **Mapper:** tbc.

Neville commented that It's a nice area, and under-used. He planned a CC there some years ago and might be persuaded to do so again.

Landowners and other parties for permission are thought by John Dalton to include:

- NT via Matt Shrimpton (just for Bradenham bit SE of the road)
- West Wycombe Estate for Naphill
- West Wycombe Estate for Downley Common
- **West Wycombe Estate for Great Cookshall Wood**
- Downley Parish Council for Downley Common
- Downley Common Preservation Society for Downley Common
- Colin Emery for Oak Wood (**not needed**)
- NT via Hughenden if we want to use any of Hughenden (**not needed**)
- Wycombe District Council for Hughenden Park (**not needed**)
- Andrew Stubbings for car parking at Bradenham

Car parking proposed to be at Bradenham

**PREVIOUS ACTION:** In due course, John Dalton offered to try and obtain the necessary landowner permissions

John Dalton has now obtained permission from the West Wycombe Estate. However, permission for one part (Great Cookshall Woods) is still pending permission from the person leasing the woods.



**ACTION:** John Dalton to proceed to seek permission from the other parties (NT, Downley Parish Council and Downley Common Preservation Society)

**Map:**

Would need significant update and should be done FEB18.

Bob Beresford has started a piece of work to create a single, up-to-date map of the whole area. He has obtained the latest maps available from John Farren and Andrew Chalmers. This single map is geo-referenced. This includes the following areas / maps:

- Bradenham
- Downley and Naphill
- Hughenden

The meeting concluded that the Hughenden map Bob has is out of date.

**ACTION:** John Dalton to confirm who mapped Hughenden in June 2014 for a Level C event organised by Alun Jones.

**UPDATE SINCE MEETING:** This was Martin Ricketts. Martin has already produced the latest version of the Hughenden map for Bob and John Farren

h) JK Relay (Easter Monday April 22<sup>nd</sup> 2019)

**Nettlebed**

**Organiser:** Neville Baker, **Planner:** Steve Long

**ACTIONS:**

- John Dalton and Neville Baker to meet with Nettlebed Estate in January to confirm details and obtain formal agreement
- John and Neville to discuss whether, given the sensitivity of the car parking field, car parking should be located elsewhere and busses used. Neville suggested the Marlow International site on the east side of Marlow as one option.

These actions are **ON HOLD** pending identification of alternative, more suitable, JK locations, and the next JK meeting taking place in February.

**Wormsley** may be a fall-back option

Wormsley still being kept warm by Alun Jones

i) Bicester Urban (Sunday 30<sup>th</sup> June 2019, Urban, Level C)

**Organiser:** tbc. **Planner:** tbc. **Controller:** tbc, **Mapper:** Mike Hampton (OD) tbc.

This event needs an Organiser.

**ACTION:** Marie-Anne to check the membership list for a member local to Bicester who we could ask to Organise

**Map:**

Mike Hampton (OD). He seems happy to become involved in making the map.

John Dalton is in contact with Mike Hampton. Since the meeting, Mike has confirmed he would create this map in the Autumn of 2018.

**ACTION:** John to ask Mike to confirm his fees/expenses for budgetary purposes

j) Wendover (Sunday 10<sup>th</sup> November 2019, Level C)

**Organiser:** tbc, **Planner:** tbc, **Controller** tbc, **Mapper:** tbc.

The meeting felt it unlikely that the FC would be happy TVOC using FC car parking at Wendover.

**Map:**

The meeting considered that this programme of events (alongside the JK in our region) was sufficient for 2019.

**2020**



k) Hambleden (British Nights, Saturday 22<sup>nd</sup> February 2020, Level A).  
**Organiser:** tbc, **Planner:** tbc, **Controller** tbc, **Mapper:** tbc.

It was asked whether this event is seen as a SCOA event put on by SCOA clubs (led by TVOC on behalf of the region). Or whether TVOC must feel ownership of the event on their own.

**ACTION:** Neville to explore with Richard Sharp

**UPDATE FROM NEVILLE SINCE MEETING:**

the British Night Champs rotates around the Regions but a specific club within the allocated Region takes it on. This is the same for BOC/BRC and Sprint/Middle. Just the JK involves a co-ordinated effort by a whole Region. So for 2020 TVOC doesn't have any "rights" to other SCOA clubs members, we can only ask nicely!

**ACTION:** John Dalton will now seek to confirm permission for these two events

**Map:**

l) Hambleden (Chiltern Challenge, Sunday 23<sup>rd</sup> February 2020, Level B).  
**Organiser:** tbc, **Planner:** tbc, **Controller** tbc, **Mapper:** tbc.

John reported that Hambleden have given provisional permission for this event

**Map:**