



TVOC Club Meeting Minutes

Held at 8:00pm on Tuesday 19th November 2019 at The Merry Bells, Wheatley

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

Apologies for absence: Alun Jones, Heidi Lloyd, Martin Ricketts

1. Matters Arising from previous Club Meeting

a) Junior TVOC Representative

Joel Taylor is still interested in this role. His current thoughts are:

- Promote TVOC's attendance at the Yvette Baker Championships next calendar year
- Promote the TVOC Schools Championships during the next academic year

The club would welcome this contribution. **ACTION** John to contact Joel to accept these offers, and suggest he takes over from Fiona Bunn as the TVOC Junior Representative

b) Information to be printed on TVOC maps

Suggestion that information about joining TVOC should be printed on event maps.

ACTION: Neville to talk to Mike Shires to see if a simple JPEG file about membership can be provided to mappers to position wherever possible on their OCAD maps. This to be done for the Saturday Series and Oxford Street Series of events.

c) TVOC Membership Fees for 2020

ALL ACTIONS COMPLETE

d) Volunteering group to help encourage more volunteers.

It was agreed to postpone this until Communications were resolved – see later

e) Splitting Saturday Series Coordinator role.

It was agreed that the size of the events required more than one co-ordinator, and the following plan was agreed:

1. Series Co-ordinator – to sort out dates and overall programme - Nev offered to do this
2. Planning Co-ordinator/Mentor – to find event planners and encourage/mentor new planners
3. Event Co-ordinator/Mentor – to find event organisers and encourage/mentor new organisers

ACTION: Nev would ask Mark/Peter if they would do item 2 and Alun Jones if he would do item 3. The roles and responsibilities of each co-ordinator would need to be specified. **ACTION CARRIED OVER**

Alun Jones wrote an article for Neville for e-News about this, but it has not yet appeared.

f) Communication with TVOC Members (Jon Wheatcroft)

Fears have been expressed that the Google group might not be reaching that many members, and not many new members were signing up to it. This might explain why we aren't getting new members to volunteer for events.

The following plan was agreed:

1. Set up a new Mailchimp account and populate with all TVOC members. Any GDPR implications should be checked and 'unsubscribe' options made available.

ACTION: Nev and Marie-Anne would progress this, contacting Mike Shires and Alun Jones for advice.

ACTION COMPLETE

2. Use the new Mailchimp account to issue an electronic newsletter at the earliest opportunity

ACTION: Alun Jones had offered to kick this off if Chris P could not do it. **THIS IS NOW TAKING PLACE.**

ACTION COMPLETE

Alun Jones commented that e-News is up and running. A VERY limited number of contributions from members so far.



3. The other means of communication would be left in place for now. (Mike Shires suggested we should include the Facebook Page as a key communication tool) **ACTION COMPLETE**

Note that a new email address, news@tvoc.org.uk has been set up and can be used to send news items, meeting minutes and so on. These will get picked up by the e-news coordinators (currently Chris Poole and Alun Jones) and published appropriately (either as one-off Mailchimp notifications, or as part of the e-news newsletters).

The Secretary will now publish meeting Minutes on the TVOC web site, and ensure that links to such Minutes are communicated to all members via the news@tvoc.org.uk system.

A vote of thanks was given to Alun Jones and Chris Poole for getting this going.

g) Clothing (Heidi Lloyd)

Heidi wanted to get a TVOC e-mail (rather than her personal one) for the clothing sales. It was suggested we set up clothing@tvoc.org.uk on the web site.

ACTION: John Dalton to check with Heidi that she has contacted Steve Stone to get this set up.

2. Matters Arising from AGM held 16NOV19

The AGM was conducted successfully. All the existing Club Officers offered to stand again and were all re-elected.

One matter of SIAC cards was raised following the Waddesdon event. This was dealt with in this meeting under "Saturday Series". **NO OTHER MATTERS ARISING**

The Minutes are available on the TVOC web site here:

<https://tvoc.org.uk/management-of-the-club/>

3. Recent Club Successes

The following have received British Orienteering incentive scheme certificates:

- Alina Parris: Navigation Challenge ****
- Tom Harvey: Bronze Award *****, Navigation Challenge *****
- David Bliss: Navigation Challenge ***
- Pauline Sinclair: Racing Challenge: Bronze Award ***, Navigation Challenge ***

4. Past Events

a) Wendover (Sunday 10th November 2019, Level C)

A comprehensive summary of comments from the Organiser is contained in an Appendix at the end of these Minutes.

Other comments:

- Good turnout, 396 entries, including 101 on the day.
- One SIAC was lost by a competitor. We have asked them to pay for it. No news yet.
- A number of comments at download that some courses were borderline dangerous, taking competitors down very steep slippery slopes at the very end of the courses.
- EOD was very busy indeed:
 - A second person able to enter data on a second PC would have been helpful. As it was, people with their own SI dibber were sent to the start before their data was entered into the system
 - Changes were being requested in the EOD tent. Could these be handled in the Download tent if EOD is busy? Note, however, that we are currently having to do a manual map count, and this is done in the EOD tent.
 - A surprising number of people seem to own SI cards who are NOT members of British orienteering. Data from these people needs to be entered manually, which takes more time
- Some people either came back late (or very late).
- Not all SI cards known to be out on courses came back though Download, meaning phone calls had to be made to check they were safe
- There were one or two very late starting groups that ended up with very late starts



From previous meeting:

It was **AGREED** that there should be no meal vouchers at this event, and for future events it should be on a case by case basis

UPDATE FROM MEETING:

Though food vouchers were in the end provided at Wendover, the meeting **REINFORCED** the decision from the previous meeting that the issue of food vouchers should be determined on an event-by-event basis by the Organiser, dependant often on the number actual entries and budget surplus. It was noted, however, that food vouchers are a much better “thank you” to non-running helpers (who obviously don’t benefit from a free run if they don’t get a run).

b) Thame Urban Event (Sunday 1st September 2019. Urban, Level C, UKUL and SEOUL League event)

1. A few technical problems at download were being fixed by Robin Bishop. **ACTION COMPLETE**
2. EMC first aid were far easier to contact than AVR and St John’s and we should use them in future.
ACTION: Alun to add to Organisers notes. **ACTION COMPLETE**
3. The meet and greet team needed a sample control and Peter Riches would keep this for them. There were 2 spare SI controls (Air on and Air off) which were not required and one would be reprogrammed for this use.
Alun reported that they had decided NOT to reprogram Air on and Air off. They will remain as is, for helping newcomers in Assembly. **ACTION COMPLETE**
4. There was a delay in getting the start boxes back to download to check for those still out on the course. The start team would note this.
ACTION: Jon to add to start team notes. **ACTION COMPLETE**
5. The omnidirectional approach to the far finish had caused some problems with trying to use the safety check control. A taped run- in from the last control to the finish would solve this (Roger Thetford had commented this should be a standard approach). This needed to be included in the Planners notes for using SI Air.
ACTION: Robin Bishop to progress SI Air notes for Planners. **ACTION COMPLETE**
6. Some more signs were needed which Jon would progress including ‘SI Air Hire Collection’, ‘Bag Storage’, and ‘First Aid’.
ACTION: Jon to buy signs. **ACTION COMPLETE**
7. Getting the maps to the start team in advance saved time, and this should be the norm, which Jon would note.
ACTION: Jon to add to start team notes. **ACTION COMPLETE**
8. Mike Shires had produced some excellent event specific posts on Facebook, and these should be added to the TVOC website with links from the event pages.
Mike Shires to liaise with Steve Stone.
ACTION: John Dalton to check whether Mike had been able to look at this.
9. Course 6/Red was recommended for families, but it needed text control descriptions, as well as pictorial ones. Planners should note this.
UPDATED ACTION: Nev will update the Saturday Series Planners notes.
10. We don’t have enough SIAC cards for a big event and borrowed some from BOK and SO for Thame.
ACTION: John Dalton to discuss with Alun Jones

It was noted that the Saturday Series Planner Guidelines still refer to EMIT.

ACTION: Robin Bishop offered to upgrade these to refer to SIAC

c) From Previous Meeting

Emergency Radios: Neville has started to test the new radios. Performance was poor an urban area.

ACTION: Neville to test in woods

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)

Waddesdon event Sunday 27th October. The following comments were made:

- A massive turnout, much much higher than ever encountered before here, or anywhere else
- Resulted in big queues
- Ran out of SIACs cards, despite borrowing 50 from SLOW.
 - Unfortunately, RAFO SIACs never materialised.
 - A decision was made to allow people to start without a timing device if they didn't want to be timed

Andrew Chalmers has offered to run an event on 29th December at Chesham Bois

A suggestion had been made to run an event at Hill End on the 8th February. The meeting felt that this was too close to the British Night Championships / Chiltern Challenge weekend in February and would put strain on willingness and availability of helpers over the Hambleden weekend.

ACTION: Neville Baker to contact Nat Skidmore / Ben Green to discuss this concern and encourage selection of a different date

7. Summer Series 2020 (Chris Poole)

The plan is:

- Start towards end of May
- Have 6-8 events
- Neville Baker volunteered to Plan/Organise one event

8. Oxford Street Series (Robin Bishop)

Feedback:

- The recent Witney event was popular with 32 attending
- The average attendance is currently 35
- The series is a good recruiting ground for new members
- The series could cope with up to about 50 entrants. Beyond that might cause problems
- Robin may talk to Mike Shires to consider whether we could publicise now
- Events are already scheduled for Thame, Abingdon and Botley

9. Other Mapping Topics

The availability of the most recent TVOC maps in a Dropbox location was suggested.

ACTION CARRIED OVER: Neville to raise with John Farren

ACTION CARRIED OVER: Robin to consider how this could be done as Dropbox had limited free storage

10. Officers Reports

- a) Chairman: Nothing further
- b) Treasurer: Nothing further
- c) Secretary: Nothing further
- d) Captain: Nothing further
- e) Membership Secretary: Please can the club's membership renew their membership for 2020?

11. Situations Vacant

Role	Previous Holder	Comments
Team Leader, Registration and Results	Alun Jones	Still no progress on finding someone to take this post on. For now, the Registration team are agreeing amongst themselves who is taking a lead for the team for each event.
Saturday Series	Nat Skidmore	See item 1e) above Nat is in the process of handing this role on now. It might make sense to split the role into 3 or 4 separate roles: <ul style="list-style-type: none"> • Diary coordination



		<ul style="list-style-type: none">• Land permissions• Administration• Mentoring Planner/Organisers
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12. Any Other Business

a) British Schools event (Robin Bishop)

Lessons Learnt:

- Always get an independent check that the separate control descriptions match the map. Even if this is done at the Start. It is vital to check that these match.

13. Date of next meeting:

- Next Club Meeting was confirmed as 8pm on Tuesday 21st January 2020 at The Merry Bells, Wheatley.



APPENDIX 1: Future Events

Changes and additions since the previous version of the Minutes are shown in red.

2020

a) Hambleden (British Nights, Saturday 22nd February 2020, Level A).

Organiser: John Dalton, **Planner:** Neville Baker, **Controller:** Alan Rosen (HH), **Mapper:** Mark Thompson and John Farren.

And

b) Hambleden (Chiltern Challenge, Sunday 23rd February 2020, Level B).

Organiser: John Dalton, **Planner:** Neville Baker, **Controller:** Alan Rosen (HH), **Mapper:** Mark Thompson and John Farren.

Neville confirmed all officials have been authorised

General Comments

- Web site completely up-to-date with full information and flyers for both events
- Entries open at <https://www.fabian4.co.uk/step1/ContactDetails.aspx?EventID=2491>
- Mike Shires has developed postcard-size promotional cards. These are being distributed at several events now
- Marquee booked
- CompassSport promotions:
 - Mark Thompson created a “spot the difference” competition for the magazine based on the Hambleden map. This was published in the August magazine. 2 prize-winners were announced in the October magazine, have been informed, and they will both get free entries to both Hambleden events.
 - ½ page advert courtesy of Mike Shires (back page) was in October magazine, and will be repeated in December edition
- Planning largely completed subject to another visit

Map:

Hambleden mapping completed by Mark Thompson and John Farren pending final checks in December/January

c) Wycombe Abbey, Keep Hill and Deangarden (Sunday 19th April 2020 confirmed., Level C)

Organiser: Sue Jones / Neville Baker. **Planner:** Nat Skidmore. **Controller:** tbc. **Mapper:** Jegor

Permission has been obtained by Chiltern rangers to access Keep Hill and Deangarden Woods.

Permission obtained via Sue Jones for use of the school

Parking to be in public car parks in High Wycombe. (Helpers park at school).

Start and Finish to be in school

ACTION: Neville Baker to find a Controller

Map:

Jegor has agreed to do the map during August, based on the specification provided by John and TVOC mappers. Previously Jegor reported that he is progressing the map with Keep Hill fieldwork done and Deangarden started.

UPDATE FROM JEGOR AFTER MEETING:

Right now mapping it is about a half done. I haven't had much time to work on this since term started in the beginning of October. But it is almost complete (with 2 weeks left) and I will come back to it shortly. I will finish in December.

d) Abingdon South Urban Event (Sunday 28th June 2020 tbc, Level C)

Organiser: tbc, **Planner:** tbc, **Controller:** tbc, **Mapper:** Fiona Bunn



Map:

Already completed by Fiona Bunn

e) ~~Abingdon North Urban Event~~ or Witney. (Sunday 27th September 2020, Level C, UKUL event)
Organiser: tbc. **Planner:** Neville Ben Green. **Controller:** tbc. **Mapper:** Martin Ricketts.

ACTION: John Dalton to seek permission to use his office as Event Centre

Map: Martin Ricketts is currently mapping the area

f) ~~Shotover (Sunday 27th November 2020, Level C)~~
Organiser: tbc. **Planner:** tbc. **Controller:** tbc. **Mapper:** tbc.

Map:

ACTION: Neville to consider

2021

g) Options for an event on Sunday January 3rd 2021 would be considered after suggestions it might be a good 'end of Christmas/New Year holiday' event.

ACTION: Neville to consider

h) Chiltern Challenge 2021 (Sunday 28th February, High Wycombe area)
Organiser: tbc. **Planner:** tbc. **Controller:** tbc. **Mapper:** tbc.

Nettebed / Bix (preferred due to ease of parking)
Christmas Common as a possible alternative if parking is suitable

i) Level C forest event
Organiser: tbc. **Planner:** tbc. **Controller:** tbc. **Mapper:** tbc.

j) Level C forest event
Organiser: tbc. **Planner:** tbc. **Controller:** tbc. **Mapper:** tbc.

k) Urban Event:
Organiser: tbc. **Planner:** tbc. **Controller:** tbc. **Mapper:** tbc.




APPENDIX 2: Organiser Feedback from Wendover Woods event 10th November 2019

Item	Notes	Possible Improvements
Car parking	Farmer is quite reluctant to use the matting he has available. If a wet day we might have had a real issue getting cars off again.	It has been rather wet leading up to this event. Beyond getting in gravel / straw there wasn't much we could do. However the farmer is considering making the track up to the trig point hardstanding (think he is going to add a gravel base) – which would solve the problem.
Misplaced control 124	There was a lot of ground for the planner to cover placing controls. The controller then caught him up and they ended up distracting each other as this control was placed.	Controller to let planner to get on with it if they find them. Placing controls the day before not possible at Wendover due to popularity of the woods and this control was on a visible path junction.
Misplaced 124 – Results	Controller and planner had decided to remove this leg quickly on the day but this wasn't passed on to results team. Alun then was bombarded with queries while having to confirm the action to take after posting provisional results.	Whoever is posting results to check with controller / planner before leaving about any removed legs/issues. Planner to inform results team as soon as any action has been decided about any issue. Consider adding signage at results when the decisions have been made.
Forgotten controlling tape for start	Start was moved and the start kite location wasn't re-taped	Ensure start is taped so start team can confirm its location when setting up
Steep climb from finish	Quite tough on older competitors. Slippery due to recent weather. Not suitable for buggies (see below).	Think the start location was good and there are possible options to put a finish around there as well. Then removes the need for putting on a clothing transfer.
Final details notice on buggies/pushchairs	No mention that the white course wasn't suitable for push chairs (mainly due to finish location)	Always include a note on suitability of white course in final details for buggies.



Item	Notes	Possible Improvements
SIAC battery check	We didn't put one out but with the remote start I think this should have been placed by the gate leaving assembly	Place battery check near start of route to start for remote starts. Didn't affect anyone but gives people a chance to go to registration and get a hire SIAC if theirs has died.
Clothing transfer	Was well appreciated; one transfer was skipped due to people being busy and it getting close to start close. Start was then held open for late runners so some people waited 5-10 minutes for their items.	If possible offer clothing transfer in winter – no need if clothing dump is on route from finish. Don't skip transfer before start close in case start is closed late.
Late starters	One family arrived late for the event. Turned up at 12:00. Informed start to wait for them but there was another late starter that arrived at the start before them so start packed up thinking that was it.	If possible registration/information to keep an eye on people heading off late to remote start to keep start team informed.
Finish safety punch	Better than Thame with single route in to finish and Safety punch prominently signed on start of route back.	Some people still required minding as they stopped for a chat with someone already finished or taking a breather. Possibly go even further and have a parkrun-style narrow taped funnel after the finish with safety punch on a dog leg in tapes?
People parking at the wrong location	Some people arrived in the field wanting to go into Wendover Woods itself not realising this wasn't the public access. On the flip side some people parked in the woods and were asking the start team where registration was.	For Wendover include explicit note in final details and on Facebook that the parking is not at the Forestry England car park. The junction to Wendover Woods was signed straight on for orienteering so we had done what we can with signage. Not much we can do about public coming into a field marked with a TVOC banner. Possibly put a sign saying Wendover Woods straight on or orienteering only sign for those coming from Chesham, those coming from Wendover somehow have missed the big signs.

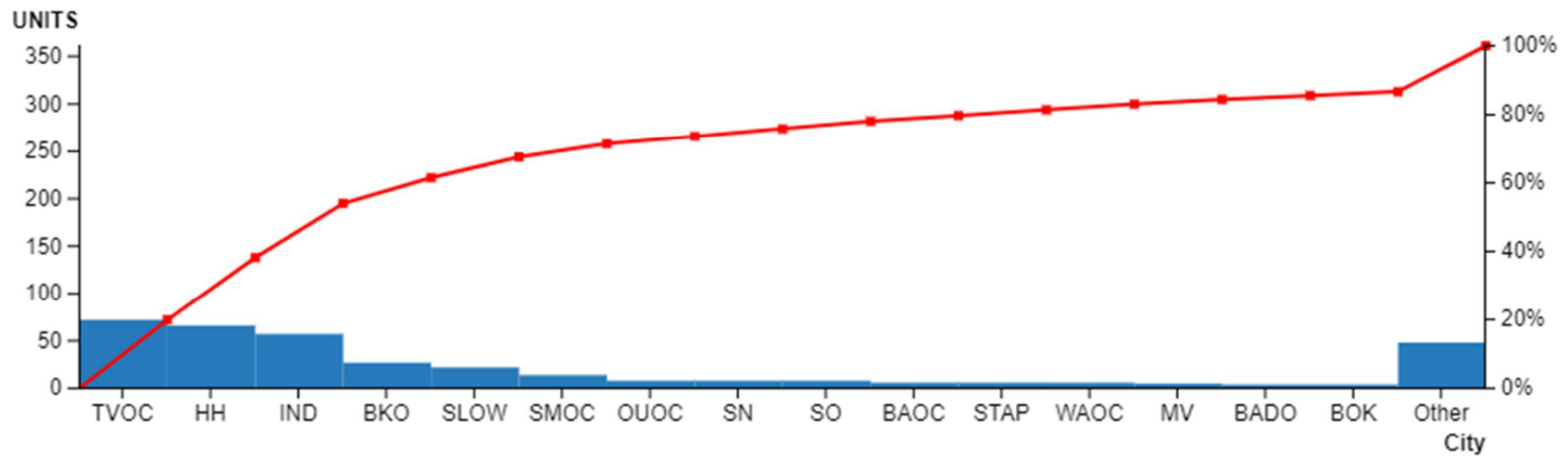
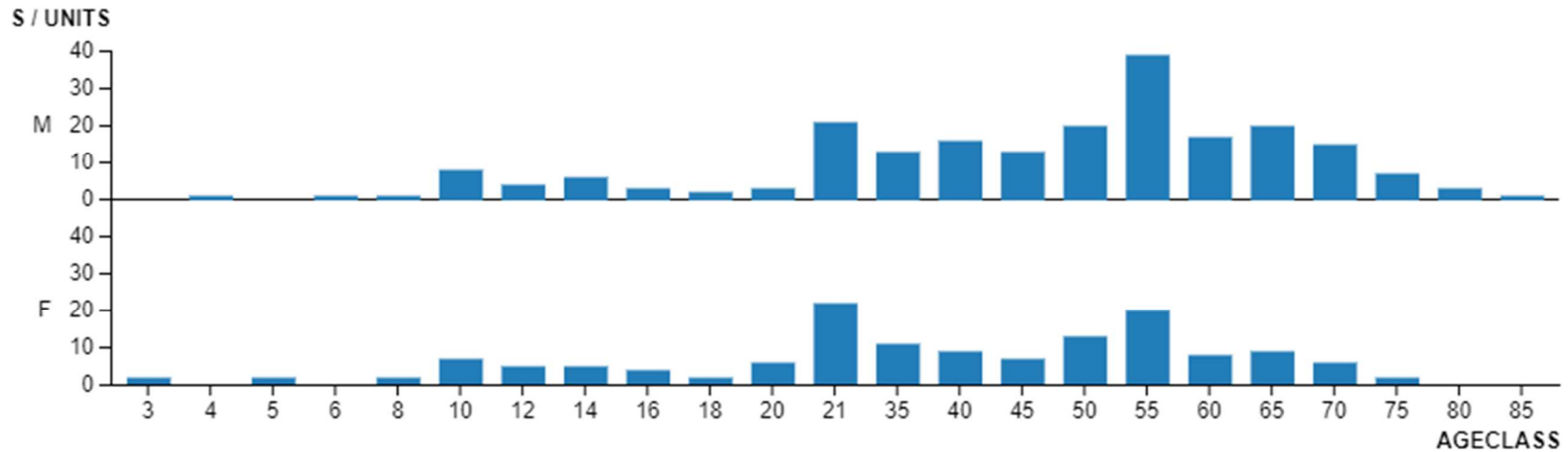


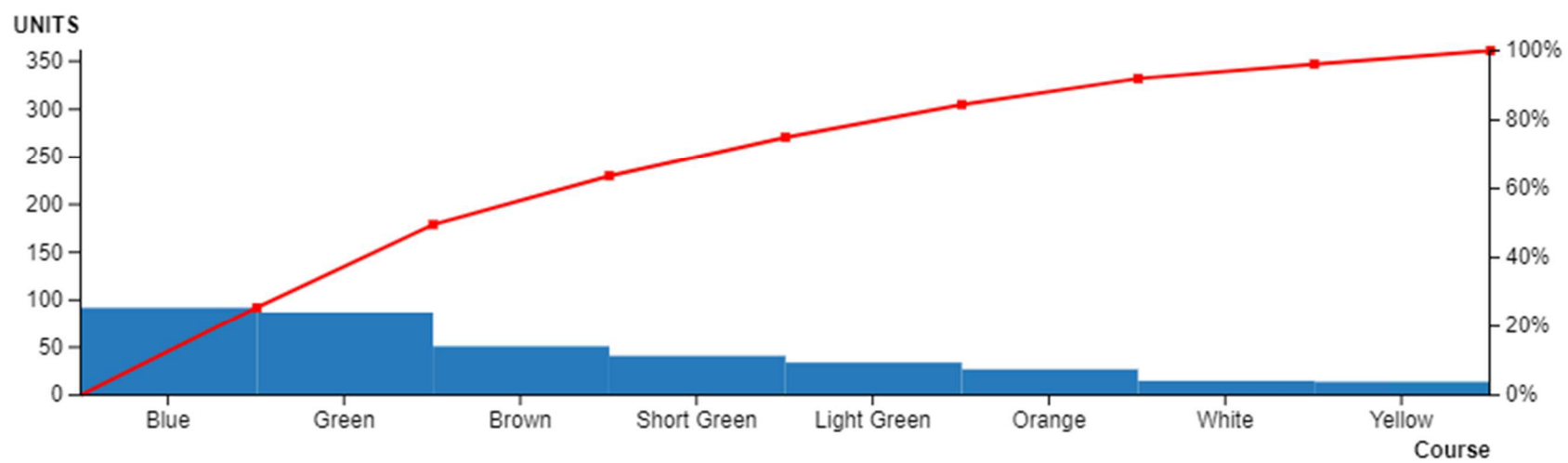
Item	Notes	Possible Improvements
Final details incorrect notice on special symbols	Incorrect statement on final details about man made features	Include mapper in final details proof reading – at least the parts pertinent to the map.
Lost hired SIAC	A competitor lost their SIAC and didn't look hard for it as they were not aware of the charge.	<p>It was mentioned in the final details and online. Don't think there is a need to make this more explicit. But the club could buy a long length of thin elastic and a bag of toggles.</p>  <p>Ian Kevan (Ultrasport) sells these for £1 (iirc) – could ask for details of materials used and DIY it – reckon we could do this for 100 SIACs for £40ish. Mine saved my SIAC today! In fact this is easy to add and remove how I have it setup so could be free optional extra and we make 40 or so. I image parents would appreciate them if giving £60 of electronics to their 5 year old.</p>



Reports

Forestry England wanted some demographics so replicated here:
361 runs in total but 5 people age data not gathered.







Wendover accounts as of 14 Nov.

	bank	exp.	bank	income
from Fabian 1909-2436 Sept entries				
21/10/2019 Wendover		£8.10	£109.90	£118.00
30/10/2019 Forestry Com. For Wendover use of	£200.00	£200.00		
07/11/2019 Toilet hire for Wendover, TULU	£288.00	£288.00		
11/11/2019 EOD Wendover less ...			£750.00	£794.00
11/11/2019 refunds to helpers, Ali, Gary, MJR		£36.00		
11/11/2019 J Wheatcroft exp. Wendover parking		£8.00		
12/11/2019 Brit.O levy Wendover	£472.50	£472.50		
12/11/2019 SCOA levy Wendover	£141.75	£141.75		
12/11/2019 EMC Medical Wendover First Aid	£240.60	£240.60		
13/11/2019 iZettle for Wendover entries		£6.24	£347.76	£354.00
14/11/2019 SLOW for SIAC hire Wendover	£42.00	£42.00		
14/11/2019 J Simpkin for Wendover parking	£350.00	£350.00		
14/11/2019 A Poole Wendover org. exp.	£50.00	£50.00		
14/11/2019 T Wilkinson fod for helpers, Wendover	£217.50	£217.50		
14/11/2019 N Baker ass. Controller Wendover	£14.00	£14.00		
16/11/2019 J Prowting Wendover map update	£200.00	£200.00		
30/11/2019 Fabian October entries Wendover		£35.10	£656.90	£692.00
31/12/2019 Fabian November income Wendover		£126.00	£1,981.00	£2,107.00
to come:				
Map printing	350	£350.00		
totals	£2,566.35	£2,785.79	£3,845.56	£4,065.00
Surplus				£1,279.21