



# TVOC Club Meeting Minutes: Tuesday 15 November 2022

Held online at 7:30pm.

**Present:** Chris Poole (Chair), John Dalton (Secretary, minutes), Neville Baker (Vice-Chair), Bob Beresford, Pattie Beresford, Robin Bishop, Jon Wheatcroft, Andrew Chalmers, Colin Duckworth, Janusz Holender

**Apologies for absence:** Marie-Anne Fischer, Martin Ricketts

## 1) Matters Arising from previous Club Meeting

### a) TVOC Tops

Tops have been ordered. But so far jackets have not been ordered due to change of design.

**ACTION:** John Dalton to contact Heidi to check the status

**UPDATE SINCE MEETING:** Heidi is waiting until someone orders a jacket that is out of stock. She will then reorder, and publicise availability to club members.

### b) Entries Systems

**ACTION:** Chris proposed that we review TVOC's use of entries systems in case they integrate better with SI Tools and suit mobile phone usage better.

**TVOC HAVE SWITCHED TO SIENTRIES. ACTION COMPLETE**

### c) TVOC Membership fees for 2023

TVOC 2023 Membership Fees were **AGREED** as £1 for an Adult, £2 for a family and F.O.C. for a junior.

#### **ACTIONS:**

- Martin Ricketts to pay Club Membership fee
- John Dalton to complete Club Annual Return (inc. 2023 Membership Fees)

**ALL ACTIONS NOW COMPLETE**

## 2) Arrangements for 2021-22 AGM (10<sup>th</sup> December 2022)

Agenda, and invites to the Annual Dinner went out in the most recent e-News. There is a cut off date of the 5<sup>th</sup> Dec. to order and pay for the fish and chip supper for the dinner. Contact Sue Buxton.

Jim Prowting has offered to appear as a guest speaker. He will share some interesting anecdotes from his orienteering years.

#### **ACTIONS:**

- Chris to ask Club Captain if they would be able to purchase winner mementoes for Club Champions
- Chris to explore where the Jonathan Fair trophy is currently if not with Jenny Thompson.

## 3) Terms and Conditions for entering TVOC Events (Chris Poole)

Chris shared a recent dialogue about setting down the Terms and Conditions for entries. These are the contractual terms between entrants and TVOC when entering TVOC events.

Alun has had a conversation with BO regarding British Championships entries and in the process noted that BO has drafted a basic set of Ts and Cs for clubs to use for entries. It is not clear to what extent such T&Cs are used by other clubs.

Various feedback has already been provided to Alun about this Ts and Cs. It was suggested that our Ts and Cs are applicable to all entries, and not just "pre-entries" as drafted.

See Appendix at end of this document for latest, final, version of TVOCs Terms and Conditions. With the latest suggestions, these Ts and Cs were **AGREED**.

This conversation did open up a wider discussion about membership of TVOC:



- What terms and conditions should apply to membership of TVOC
  - Including adoption of photography policy
- The need to adhere to rules of British Orienteering
- Other possible polices were mentioned that we have that could be incorporated into such Ts and Cs in the future

**ACTION:** Chris Poole to consider where there is a need to review these other terms and conditions.

#### **4) Recent Club Successes**

We have had the TVOC Club Champs. Results will be published in the next TVOC eNews

Also TVOC had good results in SCOA Championships. These were put into the previous eNews.

Thanks for Jon Wheatcroft for organising the Senior Home International (SHI) Relays. And for Seamus Cunane as Planner.

#### **5) Past Events**

a) Wendover. Chiltern Challenge 2022 (Sunday 16 October 2022, Level C)

Everything seemed to run smoothly on the day. Weather was good. The field was fine. Field all cleared by about 4:20pm. Camp site was promoted for Bill and Jill, and several did use it.

Event had income of about £4,600 and expenses of about £4,000.

b) Saturday Series Event at Coombe Hill (Saturday 1<sup>st</sup> October 2022).

About 75 running. Not many juniors. A lower-than-normal turnout. Bracken and nettles were quite high. Some people found the courses quite difficult.

We already have 102 lined up for the next Sat Series event at Chesham Bois.

#### **6) Future Events:**

**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 1 FOR FULL DETAILS OF ALL EVENTS CURRENTLY PLANNED**

#### **7) Saturday Series (Neville Baker)**

a) Programme of Events

A programme of dates has been prepared by Neville. These are dates that don't clash with other TVOC events or major events.

Note that these dates may change:

##### **2022**

- 19NOV22. Chesham Bois.

We have managed to confirm permission from the new contact for the Woodland Trust. But only after careful discussion.

##### **2023**

The following dates are being proposed for Saturday Series events in 2023:

**ACTION:** Nev will now try to pencil locations in for each date. Neville felt that he didn't need help with this.

Updates since last meeting in **red**.



Date	Location
6 <sup>th</sup> May 2023	Penn Wood. This might work if we can get permission from the Woodland Trust. We can do some updating if it is only Penn Woods. ACTION: Bob B to look at updating the map
10 <sup>th</sup> June 2023	Still Tbc.
8 <sup>th</sup> July 2023	Grove as an Urban event tbc. Map won't need much updating. Should be able to use the rugby club as a location.
12 <sup>th</sup> August 2023	Still Tbc.
21 <sup>st</sup> October 2023	Still Tbc.

Penn Wood was suggested for one event. Area would need to be remapped. Had been significant felling. This needs a look on the ground.

**ACTIONS:**

- Bob to check on the ground
- Bob to tap up the management of the Woodland Trust, noting the difficulties we have had with permission at Chesham Bois recently

All Saturday Series dates committed to are in the British Orienteering fixtures list.

b) Task for Saturday Series Organisers

It was noted that the Saturday Series Planner/Organiser information was out of date on two fronts:

- It does not refer to SI at all. At some point was Robin Bishop going to update the documentation with reference to the SI kit?
- It does not refer to the Helper's Spreadsheet used to identify which helpers are available. It is not made clear that the Planner/Organiser of Saturday Series events should set up a new sheet for their event and use it to ensure there are enough helpers.

**ACTIONS:**

- Nev to review the availability of the Saturday Series advice to Planners/Organisers via the TVOC web site.
- Nev to ensure that the Saturday Series documentation is updated with respect to SI rather than EMIT, and the Helper spreadsheet
- Nev to ensure that all relevant documents are accessed to future Saturday Series Planners/Organisers

**PREVIOUS ACTION:** John D offered to help with this. Chris Poole can help with SI information

John gave an update of progress. The Saturday Series Planners Guide has now been updated as follows:

- A brief introduction about SI has been added
- All references to EMIT have been corrected to SI
- Information about the Helpers Spreadsheet have been added
- Changes have been made to reflect that all entries are now done entirely online, with no EOD registration in place at the event. (Generally, 4G signal permitting, people can enter during the morning of the event by their mobile)
- Maps are now all provided at the Start
- In addition, the Saturday Series Planners Guide has been posted on the TVOC web site for the first time

Some further input and suggestions have since been provided by Alun and Mark T.

**ACTION:** John Dalton will finalise the document with the latest feedback.

c) Helpers at Saturday Series events

Recent events Saturday Series events seem to have been struggling to have the necessary helpers.

Helpers are obtaining only a 50% helper discount of the entry fee. In level C and above events, people get free entry. Also, people may not normally choose to attend a Saturday Series event unless they are helping. It was suggested that we consider letting helpers have a free run on the Saturday Series events.



**ACTION:** To discuss at next meeting with the Treasurer present

## 8) Summer Series 2023 (Chris Poole)

No update

## 9) Oxford Street Series (OSS) (Robin Bishop)

Robin reported that this series is not yet scheduled to restart. Robin has talked to Ben. They are looking to re-start in March. The plan is to focus more on events during the summer months. This series could then interleave with the Summer Series. Perhaps alternating each week.

## 10) Mapping Topics

### a) LiDAR

Jim Prowting wants to run a lecture session to assist the club with interpretation and use of the use of LiDAR. Jim has prepared a session for club members and mappers based on his experience with Wendover.

It has also been suggested (by Mark and Bob) that this could include other mapping topics such as Beacons of the Past LiDAR and how this should be used to create and update maps in OCAD.

**ACTION CARRIED OVER:** It was later decided that future meetings would stay on-line so alternatives would have to be considered.

- Bob would consider alternatives for the mapping group and other interested parties. Bob had not progressed this yet.

### b) Bradenham / Naphill

Bradenham / Naphill needs seriously updating. Can this be done over the winter? This could be done in alignment with the next event.

### c) Dropbox location for map storage

The availability of the most recent TVOC maps in a Dropbox location to be centrally available as an archive or library was suggested.

### d) Mapping Updates: Report from Bob Beresford

Kingswood – Robin and Bob have met and discussed the update to create a new map – He now has the outline map and all the LiDAR data, and hopes to update in Oct/Nov. This area is available for a 2023 event.

OCAD and Dropbox – Progress made with getting the mappers to use the Cloud Version – still some outstanding. Robin is now sorted out. Not sure how far Jim Prowting has got. Julian had one or two problems that OCAD sorted.

Bob is still keen to get all TVOC mappers using Dropbox for accessing their OCAD software. Not everyone in the club is doing this yet. Unfortunately, all OCAD files from Dropbox got deleted accidentally. But these have been restored.

## 11) Officers Reports

### a) Chairman:

- Nothing else to report

### b) Treasurer:

- The accounts for 2021-22 (ending 31AUG22) have been checked. The club made a small loss for the year, arguably due to there being no Chiltern Challenge during that year.
- The recent Wendover Chiltern Challenge had income of about £4,600 and expense of about £4,000.

### c) Secretary:

- Nothing else to report



- d) Captain:
- Nothing to report

## 12) SCOA Report (Jon Wheatcroft)

Jon referred to the Senior Home International weekend (SHI), run by SCOA. See the recent e-News for details. Jon wanted it recorded that club members from TVOC, BAOC and SOC put a huge effort into putting on the SHI. Thanks, too, for Planner Seamus Cunnane's efforts.

## 13) Situations Vacant or Becoming 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. No change.
Team Leader, Volunteer Pool		Neville and Marie-Anne are still considering this
Finish Team	Bill Child	John and Kathryn Turner have offered to take over. <b>VACANCY FILLED</b>

## 14) Any Other Business

### a) Coaching (Chris)

We had some feedback following a recent e-News. This is being considered. Further feedback will be provided shortly.

### b) Marketing Budget (Chris Poole)

Should we re-initiate a budget to Mike Shires for event publicity?

It was thought that we do need to promote the Saturday Series event. £500 was suggested. This was **AGREED**, subject to referral to the Treasurer.

#### **ACTIONS:**

- Chris to talk to Martin about the budget
- Chris to talk to Mike Shires about using this budget

### c) Former Chiltern Challenge trophy (Chris Poole)

We have a former Chiltern Challenge trophy in our hands that is no longer used. It used to be awarded to the best performing club at the event. It was **AGREED** that this trophy is to be awarded to future Junior Champions.

## **Date of next meeting:**

Confirmed as **7:30pm** on Tuesday 17<sup>th</sup> January 2023.

This meeting location confirmed as on-line, and not the Merry Bells. Future meetings will continue to be on-line indefinitely.



## APPENDIX 1: Future Events

(Changes and additions since the previous meeting are shown in red.)

### 2022

d) Wycombe Abbey School, Deangarden and Keep Hill and (Sunday 18DEC22, Regional, Level C?)

**Organiser:** Neville Baker ~~Sue and Ian Buxton~~. **Planner:** Nat Skidmore. **Controller:** Freya Askham, SMOC.  
**Mapper:** Julian Birkinshaw

**Map:**

Complete

Neville reported:

- All under control.
- Toilets booked from Tulu.
- First Aid booked with White Star.
- Only issue for competitors is that Tom's burger van can't make it. As town is so close (and people parking in town), it was agreed that we needn't book an alternative food provider.

### 2023

Neville has produced a set of events and agreed these with Richard Sharp. See below for an up-to-date list of dates for events in 2023.

a) Chiltern Challenge 2023, Whiteleaf and Great Hampden (Sunday 26FEB23, National, Level B)

**Organiser:** Colin Duckworth. **Planner:** Roger Thetford with assistance from Ian Hylton. **Controller:** Gordon Parker, SLOW. **ALL APPROVED BY SCOA.**

**ACTION:** Nev to investigate whether an assistant Organiser would be of assistance

**Mapper:** Mark Thomson, Bob and Pattie Beresford

**Map:**

The whole map has been resurveyed for the event using the BotP LiDAR data.

Bob Beresford felt that access for mapping will be easy as a result of no shooting (bird flu). The mappers need to do another check for fallen trees etc. Bob has good contact with the gamekeeper now.

Neville reported the following:

- We will also need to bus people up to the event. We do not have a cost for this yet.
- Nev is actively talking to Princes Risborough school regarding use of car parking and toilets. Unfortunately, the school is much busier with other users than previously, limiting the amount of space available for parking. Though the school is trying to accommodate us.
- If the school is unable to accommodate us, we don't have a fall-back option yet. We are looking for space of about 180 cars. Hypnos was suggested as an alternative location. There are other companies that might have car park space for us. Ercol, for example. They seem to have a lot of hard standing.

**ACTION:** Chris Poole will explore these alternative car parking options for Nev.

b) British Individual Championships, Saturday 25MAR23

It should be expected that TVOC helpers will be called on for this event.

c) Hambleden (British Relay Championships with SCOA, Sunday 26<sup>th</sup> March 2023.)

**Organiser:** Neville Baker. **Planners:** Mark Thompson and Peter Riches. **Controller:** Michael Chopping, RAFO. **Mapper:** Mark Thompson/John Farren.

We have landowner permission, with a contract in place with SCOA. John Dalton offered to do all the landowner liaison work.

**Map:**



Mark has done extensive background work to provide a new base map. Mark and John have done the mapping and the start/changeover/finish locations have now been agreed after an on-site meeting. Map very largely complete now, with some formatting only required at this stage. Access to Hambleton may be easier than normal this next shooting season. Mark is expecting to make any updates in December

Neville reported that all was under control, and there were no issues. We are still needing to get three quotes for some procurements.

## Future events to be confirmed

**PREVIOUS ACTION:** Nev offered to progress these future events, particularly in relation to venues. Planners and Mappers need to have access the areas at least a year in advance.

Nev reported that nothing further had been confirmed as locations for the events below. Chris asked whether Nev could confirm venues by the time of the next meeting.

**ACTION:** Neville to confirm venues.

d) ~~Location tbc. (Sunday 7<sup>th</sup> May 2023, Regional/Level C.)~~ **SWITCH TO A SATURDAY SERIES EVENT 6<sup>th</sup> MAY**

**Organiser:** tbc. **Planners:** tbc. **Controller:** tbc. **Mapper:** tbc.

Note that the British Middle and Sprint Championships are this weekend in Northern Ireland.

Nev reported that the Monday is now a Bank Holiday. Some of TVOC may be competing in Northern Ireland. Nev therefore proposed that we switch this to a Saturday Series event on the Saturday.

**Map:**

e) Location Abingdon. (Sunday 24<sup>th</sup> September 2023, Urban Regional/Level C.)

**Organiser:** tbc. **Planners:** tbc. **Controller:** tbc. **Mapper:** tbc.

**Map:**

f) Location tbc. (Sunday 10<sup>th</sup> December 2023, Regional/Level C.)

**Organiser:** tbc. **Planners:** tbc. **Controller:** tbc. **Mapper:** tbc.

Shotover tbc.?

**Map:**

## 2024

Chiltern Challenge, Location Penn Wood etc? tbc. (Note: Sunday 10<sup>th</sup> March may now need to be moved to March 24<sup>th</sup> 2024, National/Level B.)

**Organiser:** tbc. **Planners:** tbc. **Controller:** tbc. **Mapper:** Bob Beresford

We would also need to be sure we would be supported by the Woodland Trust and their new Assistant Manager for access to Penn Wood for a big event – we may be able to pave the way if we have the Sat series in 2023. We would need all 3 areas for the Chiltern Challenge. If we could get the Start/Finish in Common Wood this would provide a different area for the short courses, but car parking would be the issue.

In the past, we had sought permission to use car parking at William Ramsay school. This was not possible.

**Map:**

The 3 areas (Penn Wood/Common Wood/ Penn Estate) would need a re-map.

**ACTION:** See how the Saturday Series event at Chesham Bois goes and reconsider.

g) Regional Event, Location tbc. (Sunday 19<sup>th</sup> May 2024, National/Level B.)

**Organiser:** tbc. **Planners:** tbc. **Controller:** tbc. **Mapper:** tbc.



## TVOC Terms and Conditions

For one of our Club Events; each referred to as an “Event” will be governed by these Terms and conditions (“Terms”)

1. By signing up for one of our Events, you are agreeing to enter into a contract with us on these Terms. You should read these Terms carefully before you submit your entry as they explain your and our legal rights and also contain important information about our contract with you. By registering to take part in the event you are agreeing to the following conditions of entry and any instructions given to you by the organisers, officials and marshals (these are the ‘Event Officials’) before, during or after the event.
2. **ABOUT US**
  - 2.1 We are Thames Valley Orienteering Club.
  - 2.2 You can contact us via our entries’ secretary at [registration@tvoc.org.uk](mailto:registration@tvoc.org.uk). This is also the address that you can write to if you need to contact us, for example if you have any questions about the Event.
3. **ENTRY**
  - 3.1 Places for each Event may be strictly limited and may be subject to availability and entry conditions.
  - 3.2 You shall not be eligible or entitled to participate in the Event and no binding contract shall exist between you and us until we have provided you with the entry system confirmation that your entry application was successful and full payment of the fee has been received in accordance with clause 3.3.
  - 3.3 Your application to participate in an Event is an offer to buy from us. When you are submitting an entry online, the following steps have to take place before a contract is made between us:
    - 3.3.1 after choosing the Event you wish to enter, you submit your entry at the end of the check-out process and submitting your payment details;
    - 3.3.2 before submitting your order, the check-out process will give you the opportunity to review and, if necessary, to correct any errors. Please take the time to read and check your order at each page of the order process and;
    - 3.3.3 you will be asked to click to confirm that you accept our Terms. If you do not wish to be bound by what you read you should not place any orders.
4. **PRICE AND PAYMENT**
  - 4.1 The total price that you will pay will be shown during the entry process and will be inclusive of any VAT.
  - 4.2 We may use third parties to help us administer our online entries for each of our Events and during the entry process you may be redirected to another website to effect payment.
  - 4.3 We currently accept various forms of payment for the Events including credit/debit card and other methods. When placing an order, you confirm that the form of payment that you use to make payment to us is yours and that you have authority to place the order.
5. **EVENT SAFETY**
  - 5.1 You acknowledge that participation in one of our Events may be physically demanding and you are aware of the nature of the Event and associated medical and physical risks involved.
  - 5.2 You confirm that you will be fit and healthy to participate in the Event unaided. If you are in any doubt we recommend that you seek medical advice.
  - 5.3 At all times during the Event you must adhere to all instructions given by us and any Event officials from time to time.
  - 5.4 It is your responsibility to ensure that you have the correct equipment, footwear and clothing for the Event, taking the weather conditions into account. Please note that the event may have a compulsory equipment list as detailed in the event information. You must comply with this equipment list and failure to do so could result in not being allowed to start.





- 5.5 Participation in the Event is personal to you or the team you represent. You are strictly prohibited from swapping, selling or transferring or offering to sell, swap or transfer the place in the Event.
- 5.6 You are responsible for adhering with all applicable local laws, regulations, codes and/or governmental ordinance and guidelines during your participation in the Event.

## 6. EVENT DISQUALIFICATION

- 6.1 We reserve the right to refuse entry to the Event or to ask you to cease participation if:
  - 6.1.1 you fail to follow instructions given by our Event organisers;
  - 6.1.2 you attempt to participate in the Event in a manner that we, acting reasonably, believe:
    - (a) may cause injury to you or another participant;
    - (b) may damage or harm the environment;
    - (c) in our opinion is likely to cause offence;
    - (d) abuse a volunteer, official or member of the public or
    - (e) otherwise causes a risk or potential risk to health and safety;
  - 6.1.3 in our opinion you are unfit to participate in the Event due to:
    - (a) the course that you entered is believed to be beyond your capabilities (technical and or physical)
    - (b) the consumption or use of alcohol or drugs; or
    - (c) an injury or illness;
    - (d) you fail to arrive at the start location at the specified time; or
    - (e) The organisers reserve the right to terminate an individual's participation on health and safety grounds.

## 7. CANCELLATION BY YOU

- 7.1 Any request by you to cancel after you have paid to enter one of our Events must be done by e-mail to the entries secretary email: [registration@tvoc.org.uk](mailto:registration@tvoc.org.uk).
- 7.2 In the event that you withdraw from an Event, we will provide you with the following rebates:
  - 7.2.1 cancellation notification received 7 or more days before the Event, 100% of the race entry fee, less an amount (not to exceed the greater of £3 and 10% of the entry fee) as a contribution to our administration costs;
  - 7.2.2 cancellation notification received fewer than 7 days before the Event, no refund will be given, except as set out in 7.3 below.
- 7.3 In the event that you, or a member of your close household, tests positive for COVID in the 7 days before the Event and you notify us before the event, we will provide you with a refund of 100% of the race entry fee. We reserve the right to request suitable evidence of the positive test.

## 8. CANCELLATION BY US

- 8.1 Occasionally our ability to host the Event may be affected by an event outside our control including, war, epidemic, civil or political unrest, pandemic, terrorism or inclement weather conditions in which case we may cancel this contract and provide you with a full refund minus any administration cost associated with the refund (or, if only part of the Event was affected, a refund for the affected part of the Event).
- 8.2 Where an event outside our control occurs, we will endeavour to stage the Event at a later date. Any changes to the Event will be communicated to you at the Event or sooner if practicable. You will have the right to take part in the re-staged Event but if you are unable to take part in the re-staged Event you will receive a refund.
- 8.3 In such circumstances:



8.3.1 we will, if practicable, provide notice of cancellation by email to the address we hold for you ;  
and

8.3.2 you will receive a refund if it was you that paid the fee.

8.4 In the event of cancellation of the Event or your entry we will have no responsibility for any costs incurred as a result of cancellation including any travel or accommodation costs.

## 9. DATA PROTECTION

9.1 Our privacy policy can be found on our website; go to the About TVOC section and follow the link to it.) Please read it carefully to understand how we use your personal data. By registering for the Event you are accepting that your personal data may be used as described in the privacy policy.

9.2 The Event may be filmed and/or otherwise recorded and photographs may be taken, all of which may capture your participation in the Event.

9.3 Any audio, visual, or audio-visual recordings that you make of the Event or any part of it are for personal use only and cannot be used for any commercial purpose.

## 10. CHANGES TO THE EVENT

10.1 We reserve the right make any amendments to the Event that we deem necessary to stage the Event. Any change will be communicated to you at the Event or sooner if practicable.

10.2 Should any amendments be made, you agree that the Event is still deemed to be staged and that we will not be liable to you for any refund.

## 11. COMPLAINTS AND YOUR KEY LEGAL RIGHTS

11.1 In the event that you have any problems with any element of your Event experience, please let us know using the details at the top of these Terms so that we can attempt to resolve the problem at once.