



# TVOC Club Meeting: Minutes

## Tuesday 21<sup>st</sup> January 2025

Meeting held online at 7:30pm.

**Present:** Peter Riches (Chair), John Dalton (Secretary, Minutes), Janusz Holender (Treasurer), Chris Poole (Vice-Chair), Neville Baker, Jon Wheatcroft, Paul Eaton, Pattie Beresford, Bob Beresford, Dave Kingham

**Apologies for absence:** Robin Bishop, Paul Taylor, Yvonne Hodson, Adam Poole, Marie-Anne Fischer

### 1) Matters Arising from previous Club Meeting

a) Stonor (John Dalton)

No response after initial telephone call and despite another letter being sent. **NO FUTHER ACTION**

b) Retirees from Orienteering:

John has worked with Mike Shires to produce an appropriate graphical design for Martin Ricketts. This is now being printed prior to presentation to Martin. Neville has seen Martin at a recent Parkrun.

c) Sponsorship for individuals attending overseas events:

A copy of the Policy was included in Appendix 3 of the previous (July) Minutes.

**ACTION CARRIED OVER:** Peter and Janusz to progress outside the meeting

d) Update on set up of Working Group to produce a Strategic Plan for Events and Mapping (Peter Riches)

Peter reported the following:

- Excellent work has been done by the team
- There will be an update about the output from the team's activities in a forthcoming e-News newsletter
- A report has been written by the team. A link to the report will be provided in the e-News newsletter. The report is very thorough, and extremely useful
- Peter wanted to record the meeting's thanks to the team that has done the work and produced the report

e) Identifying new Coaches (Peter Riches)

Peter reported that he is trying to:

- Identify potential coaches
- Obtain commitment from potential coaches to become coaches

**ACTION ONGOING:** Peter Riches to identify more people who could become coaches.

f) Matters Arising from AGM

**ACTIONS:**

- John Dalton to write up and distribute the AGM Minutes for review before posting on the TVOC web site
- John Dalton to update the TVOC Constitution following agreement over changes to it

**ACTIONS ALL COMPLETE**

g) Provision of Very Short Green Courses at all TVOC events in the future to better support less fit / older club members (Peter Riches)

John Dalton confirmed that Nigel Bunn was indeed planning a Very Short Green course for the Chiltern Challenge. **ACTION COMPLETE**

h) Octavian Droobers (OD) grant for appointment of a Development Officer (Peter Riches)

Peter mentioned previously that OD had obtained a grant to employ a Development Officer to support the development of their club.



A discussion was had about whether TVOC should apply for similar funding. Paul Eaton said the following:

- Some clubs had applied for (and received) funding of Development Officers
- Note that some clubs have invested in club development from their own funds, obtained funding from their region, and obtained funds from the Orienteering Federation
- Details of clubs obtaining such funding from the Orienteering Foundation are available from the Orienteering Foundation web site
- Key in applying for funding is to be very clear of what is to be achieved through that funding
- Funding is time limited. Funding needs to be invested in something that is sustainable, longer term on an ongoing basis once the funds stop
- If TVOC were interested in applying for funding, we would sensibly:
  - Conduct a gap analysis from where we are to where we want to go to
  - Identify how to get to where we wanted to go
  - Apply for funding
- Applications for funding need very specific proposals to be written. They are, essentially, business plans with goals, objectives and specific key performance indicators (KPIs) being committed to
- For TVOC to progress funding, we would need to identify people to:
  - Develop a successful funding application proposal
  - Act as Development Officer once funding has been obtained

**ACTIONS:**

- If anyone has further thoughts, please provide them to Peter and Paul Eaton
- Peter and Paul Eaton to discuss further

## 2) Defibrillator (AED)

### a) Feedback from defibrillator training held in November

All feedback from attendees of the defibrillator training held in High Wycombe by White Star Medical has been excellent.

It is important to note that the training was far broader than simply explaining how to use a defibrillator. In order to increase the chances of saving someone's life who has had a heart attack, a casualty needs a range of support, including initial assessment and ongoing CPR until professional help arrives. The White Star Medical team provided this overall training very effectively.

### b) Defibrillator location at events (Alun Jones)

Alun raised the following points for discussion at the meeting.

The following was **AGREED**:

- At events with professional First Aiders present (who would presumably be based in Assembly, and equipped with an AED), the club AED should be at the Finish (and **wherever possible** with a Finish team of which at least one member present is trained in its use)
- At events without professional First Aid, the club AED should be at the download tent, EXCEPT as follows:
  - If the Finish is some distance from Download (let's say more than 200m) then the Organiser must decide whether it should be at the Finish. **Wherever possible**, this will require the Finish to be manned by someone trained in CPR/AED use.

It was noted that a recent Saturday Series Organiser/Planner was not made aware of where the defibrillator was for their event.

Alun also asked for the following to be decided:

- How should the location of the defibrillator to be made clear by the Organiser? Who should they inform?

The following was **AGREED**:

- A selection of laminated signs would be made to be laid out / put up at each event stating where the defibrillator is sited for each event.

**ACTION:** Pattie and Jon W will draft and laminate suitable signs to be deployed at future events



### 3) Review of TVOC Safety Plan (Peter Riches)

Peter has seen a copy of a TVOC Safety Plan originally written by Jon Wheatcroft some years ago. Peter believes the document needs to be reviewed. Specifically around the wording about control collection at the end of an event when not all competitors have been accounted for.

Currently, the wording mandates that control collection **MUST** stop where a competitor is unaccounted for. Peter wants to allow some flexibility to Organisers to decide the most effective way to conduct a search for unaccounted-for competitors. This might be by control collectors actively searching for competitors during the process of control collection.

John Dalton, based on his experience at Bucks Big O scouting competitions in Wendover Woods, very strongly emphasised the benefit of having controls in place when there is a problem of any sort in the woods. Particularly when:

- Competitors need to re-locate themselves
- Non-orienteers are involved in search or recovery in the woods
- Leading or directing First Aid into the woods to find a casualty
- Enabling effective communication between the Organiser and everyone out in the woods

All the above are made much more difficult when controls have been removed.

It was suggested that the use of **what.three.words** might be able to replace the need of having controls retained in the woods during a search or when competitors are unaccounted for.

A distinction was made between different types of areas. People are much more likely to get seriously lost, and be much more difficult to locate, in large forest areas such as Wendover and Hambleden. It is much easier to find lost and injured competitors in small, park venues like Cutteslowe.

During the meeting, Jon W quickly reviewed the current information provided by British Orienteering in Appendix E of the rules.

#### **ACTIONS:**

- Peter and Jon W to discuss further
- Jon W to revise the Safety Plan wording accordingly

### 4) Recent Club Successes

There were none reported.

### 5) Juniors Update (Paul Taylor)

#### a) 2024 Junior League

Another successful year of the Junior League concluded on 14th December at the Chesham Bois Saturday Series event after 8 events throughout 2024. The age class winners were announced in a news article on the TVOC website, as well as in the eNewsletter; and winners and participants were sent electronic certificates to print off. The 2025 Junior League commenced at the Coombe Hill North event on 11<sup>th</sup> January and will be held in conjunction with Saturday Series events through the year.

#### b) Yvette Baker Trophy

Paul and Nathan have started planning for this year's inter-club Yvette Baker Trophy and are currently contacting juniors and their parents to hopefully get at least 9 participants together to compete in a local qualifying event in the Spring. The final will be in West Sussex in early July.

Paul asked whether the club again be willing to fund entries for Juniors in the YBT qualifying round and final (if we reach it)?

It was **AGREED** unanimously that the club will happily pay for both qualifying, and final entry costs for the team as required.



## 6) Past Events

- a) Saturday Series: Chesham Bois, 14DEC24  
An excellent event, put on by first-time Organiser/Planner, Mike Wright. Another excellent event with good attendance.
- b) Thame Urban, Sunday 05JAN25  
The Organising team and Controller handled effectively the issue of one waterlogged path by the Cuttlebrook.

A comment was made about whether Course 7 should have been cancelled under the waterlogged conditions. However, the Controller judged that the course could go ahead.

A WhatsApp group would have been very useful to have to facilitate communication between the TVOC Team Leaders during the event. This should be considered for all future events. The Organiser's checklist has already been updated to include this item.

There seemed to be no third-party First Aiders present at the event. The Organiser judged that, given it was an Urban event, we did not need third party First Aiders. First Aid was needed. Though one competitor rejected the offer of assistance from the TVOC First Aider present.

The meeting felt that the following had already been agreed at previous meetings:

That third party First Aiders would be used at all TVOC Level C events and above.

The event seemed to benefit from an uplift in entries given its postponement from before Christmas. Our experience is of running successful events immediately after New Year when there are limited other events on. Alun Jones has proposed that we routinely schedule events immediately after New Year to capture people fed up with being home over the long Christmas break.

**ACTION:** Peter to discuss the regular scheduling of an event post-New Year with Neville

- c) Saturday Series, Coombe Hill North, 11JAN25  
Also an excellent event, with 110 entries. On the downside, one inexperienced competitor was very late through the Finish, insisting on entering the Green course despite advice not to.
- d) Handling high volumes of late entries (Peter Riches)  
Recent events have had a large number of late entries after the Closing Date, after maps had been ordered. Unexpectedly high levels of late entries have resulted in a shortage of maps, and a need to stop accepting further late entries.

For example, the Coombe Hill North event had 63 entries by the Sunday night cut-off, and another 57 entries after maps had been ordered.

Peter conducted a review our Late Entry fees. He is suggesting we consider increasing Late Entry fees to try and:

- Encourage more people to pre-enter before the cut-off date
- Reduce over-printing of maps, causing wastage

Janusz reported that only 1 new entry covers the cost of 10 extra maps. The feeling of the meeting is that we should strive to print enough maps to cover all potential late entries, and not be overly concerned about having some maps spare at the end of the event.

The meeting felt the following:

- For Level C and above events, the late entry fee should be increased
- For Level D / Saturday Series events, the additional late entry fee should NOT be increased. The feeling was that we should do all we can to encourage people to come to our events and not put them off by a price rise.

The following was **AGREED**:



- Saturday Series: No increase in late entry fee from £1
- Level C and above: Increase late entry fee from £2 to £3

e) Ensuring lessons learned from Past Events are actually recorded correctly and put into action (Alun Jones)

It was generally felt that TVOC documentation for Organisers and Planners should always be updated to reflect lessons learned from previous events.

**FURTHER DISCUSSION TO BE HELD AT NEXT MEETING**

## 7) Event Diary for 2025, 2026 and into 2027:

See the TVOC web site for all events being publicised by TVOC:

<https://tvoc.org.uk/events/>

See the following new document for a list of all TVOC events planned:

<https://docs.google.com/spreadsheets/d/1yE9dOTLr5WVte8rTLBBYIaKaPkAhkG57SiN7TguBd2s/edit?usp=sharing>

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

Neville Baker provided the following updates:

a) Impact of Working Group's Strategic Planning noted in item 1.d) above

The Strategic Plan is going to recommend how the TVOC event programme be put together in the future. This is likely to include:

- 2 Level C urban events each year
- 2 Level C forest events each year

b) Other 2025 Events

- Neville believes that these are now confirmed. However, Neville is proposing a location change for the Kingswood event scheduled for 21DEC25. He suggests this is switched to Common Wood. The walk of 1.5km from the industrial estate carparking to the wood was thought acceptable.
- It was noted that there are still significant gaps in the officials needed for the current 2025 programme

c) 2026 Chiltern Challenge

- Now confirmed as Christmas Common
- Neville Baker previously offered to Plan
- Jon Wheatcroft has offered to Organise

d) 2027 Events

- March 21<sup>st</sup> has been proposed as the date for the Chiltern Challenge at Nettlebed
- John Dalton has obtained permission from the Nettlebed estate for our event at this time
- There is still a challenge of finding acceptable, nearby parking given the loss of the traditional Sue Ryder parking
- The general consensus of club members is to avoid bussing if at all possible

**ACTIONS:**

- Neville offered to visit the site to look at one possible area of car parking
- John Dalton plans to look into the logistics of providing car park tracking to protect any car parking field

e) Documentation of Developing Programme

The TVOC event programme is developing quickly over time as a result of:

- Some changes Neville is proposing to the programme
- Input expected from the Strategic Plan produced by the recent Working Group



The meeting felt that it was very important that all events (even those at the early stages of consideration) are documented and kept up to date.

As a reminder, the following have been created to document our event programme:

- The TVOC web site at <https://tvoc.org.uk/events>
  - This is to publicise events that we are reasonably sure will go ahead
  - Note that the web site has the capability to flag events as “To Be Confirmed” where there is uncertainty
- The Google Documents spreadsheet, here: <https://docs.google.com/spreadsheets/d/1yE9dOTLr5WVte8rTLBBYIaKaPkAhkG57SiN7TguBd2s/edit?usp=sharing>
  - This spreadsheet has been set up by Chris Poole with the express purpose of documenting all other events not documented above for future TVOC events being considered
  - Various people are able to edit this spreadsheet and update it as plans change

The following were **AGREED**:

- Neville will update the above spreadsheet with all changes to locations and dates of future planned events
- Neville will ensure any relevant event-related outputs from the Strategic Workgroup also be documented in the above spreadsheet

## 8) Treasurer’s Report (Janusz Holender)

Janusz provided the following slides as part of his presentation:

In summary, the finances of the club continue to be under good control, with events making the expected surplus, or better.

The Coombe Hill event had no landowner or toilet charges.

TVOC financial  
summary  
Jan 2025

Janusz Holender

### This year

Larger expenditures this financial year (not directly our event related):

- Software (OCAD, MapRun and OpenOrienteeringMap) - £1524
- BO affiliation - £90
- Internet - £214
- SI kit - £248
- Club kit - £178

Income:

- kit hire £392
- Events surplus about £3834 - see next slide

Events financial summary – 23/24

Event	Cat	Seniors eqv	Income	Cost	Surplus	Surplus pp
Thame	C	243	3496	1476	2020	8.31
Hodgemoor	C	273	3554	2210	1344	4.92
Combe Hills South	D	94	561	512	49	0.53
Chesham Bois	D	72.67	490	418	72	0.99
Combe Hill North	D	92.67	744	387	357	3.86
TOTAL					3843	

### Current status

- Cash:
  - Current account - £4510
  - Deposit account - £12771



## 9) Other Officers' Reports

### a) Chairman:

Peter stated:

- It continues to be a challenge to find sufficient helpers and volunteers to support the club fully
- Peter announced the appointment of a new Club Captain, Roger Thetford, to take over from Alison Smith after the CompassSport Cub. The meeting wished to record its very grateful thanks to Alison for continuing in this role for many years now.

### b) Secretary:

Nothing further to add

### c) Captain:

Nothing to report

### d) Development Officer

Paul Eaton reported the following:

- Paul is in liaison with Ben Green on a Summer Maprun series of events, starting in April after the clocks go back. It is intended that this series do be publicised
- Harry Stuart from OUOC is planning a "Town vs Gown" orienteering event between TVOC and OUOC on Tuesday 6<sup>th</sup> May
- Paul is in liaison with Mike Shires regarding the promotion of a mini-Saturday Series of events in the Oxford parks
- The Saturday Series now include Score courses. The intention of the Score course is to allow less-experienced people to explore a wider area without the rigidity of following a specific course

### e) Clothing Officer

Peter reported that Heidi is out of commission at the moment but is expected to return to active duty soon.

## 10) Any Other Business

### a) Maintenance of POC at Oxford University Parks (John Dalton)

The POC here has lost some posts and needs some maintenance. This arose as a result of school contacting TVOC about the use of this POC. John shared that Ben Green, Harry Stuart (from OUOC) and himself are in communication about maintaining the course. Ben would welcome some new controls being added to the area to better support Saturday Series events (where stakes are not allowed).

Jon W. noted that clubs are now including QR codes on their POC plaques to enable people to easily find out more about the activity.

### b) TVOC Saturday Series league (Paul Eaton)

This league has essentially folded. **ACTION:** Paul to remove mention from web site

### c) Club Logo (Chris Poole)

Purchase of Start and Finish sail flags have highlighted an issue with the TVOC logo. The existing logos need adjustment to small errors in them.

This has highlighted that the club is using logos of different colours:

- Black and red on the web site, and when logos are downloaded from the TVOC web site
- Black and orange on clothing

After discussion, it was AGREED that, in future, the logo should be black and orange. This is to better emulate the colour of orienteering control flags.



**ACTIONS:**

- John Dalton will inform Adam Poole (Webmaster) of this decision
- John will ask Adam to:
  - Re-colour the logo using orange
  - Develop a png version of the logo that mappers can use on maps in the future
  - Document the RGB mix of the orange colour

**Date of next meeting:**

Confirmed as 7:30pm on Tuesday 18<sup>th</sup> March 2025

The meeting will be online. Login to be provided later.

Note that the meeting is open to all TVOC members.