TVOC Club Meeting:
Minutes for Tuesday 17th November 2026

Meeting held online at 7:30pm.

Present: Peter Riches (Chair), John Dalton (Secretary, minutes), Janusz Holender (Treasurer), Chris Poole (Vice-chair), Bob Beresford, Pattie Beresford, Jon Wheatcroft, Robin Bishop, Paul Eaton

Apologies for absence: Paul Taylor, Neville Baker, Marie-Anne Fischer, Alun Jones

1. Matters Arising from previous Club Meeting

a) Development Officer: Autumn night series on golf courses (Golf-O!)
This proposal is being progressed by Paul. **To be progressed in the future. Remove from Agenda for now.**

b) Development Officer: TVOC Officers and Team Leaders
Hannah Redrup is planning to provide more information about the TVOC officers and team leaders (including photographs), either through the WhatsApp Group, or eNews. **Ongoing**

c) Proposal - free entries for TVOC juniors for TVOC events (Alun Jones)
Previous Decision: Free entries for TVOC juniors at TVOC events.

The easiest way for this to be implemented is by giving TVOC juniors the Helper Code for future events. Such juniors should also be encouraged to help at events. **ACTION COMPLETE**

d) String Courses at TVOC events (Peter Riches)
Peter previously suggested the club should start to include String Courses again at future Level B and C events. Peter has subsequently had some feedback about this suggestion. Putting a String Course on is a lot of effort. However, it was stressed by the meeting that TVOC should always include White courses at all events. **ACTION COMPLETE**

e) Clothing Order: (Paul Eaton)
Paul previously proposed that the club order some V-neck full mesh O-tops for club members.

Peter has now spoken to Heidi Lloyd. Rachel Banham has now agreed to take over as Clothing Officer on a permanent basis.
ACTION: **Paul Eaton to discuss the purchase of V-neck full mesh O-tops with Rachel.**

f) Update on plugging gaps in the TVOC teams (Peter Riches)
Peter is undertaking to encourage more of our members to become assigned into the TVOC Team structure. Peter reported that he has now contacted about 80% of the club by email (82 members) who are not members of a TVOC Team. Unfortunately, the response rate to his emails has been poor. 6 people, however, have offered to join a team.
ACTION: Peter will contact the remaining members in the new year.

g) Status of TVOC Permanent Orienteering Courses (Peter Riches)
Peter wondered whether a review of the status of all our POCs was needed. All POCs are now accessed via the BO POC portal at Go Orienteering: https://www.goorienteering.org.uk/
ACTION CARRIED OVER: Peter will consider how the TVOC web site could improve how it refers to our POCs.

h) Future strategy for TVOC (Paul Eaton)
Paul plans to create a discussion document to be shared around the club to stimulate feedback before developing a framework for the club's future development in the next period. It was

suggested that Paul could use an article in eNews to suggest that others provide their input into the development of the club. **ACTION ONGOING**

2. Club Membership Fees for 2027: Proposal they remain unchanged (John Dalton)

- £1 for Seniors
- Free of charge for Juniors
- **£2 for families**

This was AGREED unanimously.

3. Recent Club Successes

Oxford City Race, 31st October:

- Timothy Green won MYJ.
- Other placings were Robin Green (3rd on MYJ), Tom Dobra (2nd on MO), Nigel Bunn (2nd on MSV), Alun Jones (3rd on MUV).

November Classic, 1st November

- Class Winners - Emilia Skidmore (W10), Timothy Green (M12), Anneli Laurila (W55), Jenny Thompson (W85), John Thompson (M90)
- Second places - Tuomas Tala (M50), Roger Baker (M90)
- Third places - Natalia Griaznevich (W35), Alun Jones (M70), John Farren (M90)

4. Juniors Update (Paul Taylor)

Junior Squad update:

- Four TVOC juniors competed for the South Central Junior Squad at the annual Junior Inter Regional Champs held this year at the end of September in Essex – Abi, Izzie, Olga and Matvei – where they helped South Central to finish 8th out of the 12 UK regions. The juniors competed as individuals on age-related courses on the Saturday, and then undertook separate men's & women's 3-leg relays on the Sunday. Abi (W14), Izzie (W16) and Olga (W18) were the SCOA women's relay team, because there were no other female participants from the other South Central clubs. Matvei was one of six male SCOA participants.
- There are two more events to go in the 2026 Junior League (Brill Common & Hill End), which will complete a bumper League of 11 events – the most that we've had in a year since the League started in 2022 – with each participant's best 6 counting towards their points tally for the League standings. So far this year, 87 individual juniors have taken part in at least one League event.
- The 2027 Yvette Baker Trophy regional heat will take place on Sunday 7th March as part of TVOC's regional event at Shotover Country Park. I will be writing to the parents of TVOC juniors soon to ask them to put this date in their diaries! The YBT National Final is likely to take place on Sunday 11th July 2027, but no location has yet been published.
- As mentioned at the Club Meeting a year ago, I have moved to Birmingham, although I am still working in Reading and staying there mid-week. I have remained as TVOC Junior Squad Coordinator for the last year, but I've also been speaking to Ben Green about the possibility of him taking on the role. We are still discussing this and contemplating a potential timeframe. More details to come in 2027.

5. Past Events

a) 27SEP26: Ladygrove SCOA Double Sprint
Entry numbers were poor. Some reasons suggested for this were: clash with Junior Inter-Regional Championships held the same day; it was only a week after the London City race; a late decision to run the event as a Sprint; information about the event could have been published earlier. The Treasurer reported that the event had only broken even. Is this something we want to try again?

b) 10OCT26: Wittenham Clumps Saturday Series
Mikhail Gryaznevich updated the map. The Earth Trust seemed happy with our attendance. We had a good turnout of about 130.

c) 15NOV26: Urban Witney Event
Weather was wet. Event went well. Information was a bit late going out, but these were partly delayed by safety concerns with courses 7 & 8. Entry numbers were very good considering.

6. Event Diary for 2026, 2027 and into 2028/29:

See the TVOC web site for all events being publicised by TVOC:
https://tvoc.org.uk/events/

See the following document for a list of all TVOC events planned:
https://docs.google.com/spreadsheets/d/1yE9dOTLr5WVte8rTLBBYIaKaPkAhkG57SiN7TguBd2s

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

a) Any concerns or comments about the current TVOC Event Diary?
Please give additional feedback **DIRECTLY** to Peter Riches.

Alun Jones provided some comments prior to the meeting:
- Can the club work to open up entries earlier, and get information out on the web site earlier, and confirmed earlier? Ideally, open up entries (with information on the web site as follows:
  - Saturday Series – a minimum of 4 weeks before the event
  - Level C – 2 months before
  - Level B – 3 months before

b) Feedback from Mapping and Event Planning Group (MEPG) (Peter Riches)
Peter provided the following comments:
- In the past, the planning of a rolling programme of TVOC events over several years has been very inefficient
- The MEPG was set up to take responsibility for the longer-term planning of our event programme over multiple years
- Feedback about the rolling proposed programme is rare

John Dalton commented that he felt the process was working very well. Chris Poole felt that a lack of feedback is probably a good sign.

Note that the MEPG does not need to come up with concrete dates. These can be shifted as necessary in association with Alun Jones (Fixtures Secretary), and Richard Sharp (SCOA Fixtures Secretary).

Alun Jones provided the following feedback to the meeting:
- We should aim to have more than two forest level C events each year (in addition to the Chiltern Challenge).

Bob Beresford commented that there are 4 such events scheduled for 2027 (though this includes the Chiltern Challenge, and the CompassSport Cup which is a closed event).

A discussion was then had about the shortage of forest areas suitable for a Level C event. We need more areas to enable us to run more forest events, and avoid returning too often to the same areas (ideally a 3 year rotation).

Paul Eaton commented that the MEPG had looked at the feasibility of bringing areas that have dropped from use back into use.

c) Update on status of Mapping (Bob Beresford)

Recent past events:
Didcot – map extended but only partly used for sprint event (Bob and Pattie)
Wittenham Clumps – Mikhail updated map

Witney Urban – map extended and well used (Bob and Pattie)

Future events 2026
Level B/C: no more this year
Sat series:
21Nov26- Brill Common- Minor updates done (Mark – currently injured)
12Dec26- Hill End – map updated (new mapper Alexei, with guidance from Mark)

Future events in 2027
Level B/C:
7 Mar 27- Shotover – map minor check, used in April 26 (Rosie)
21 Mar 27- Nettlebed/Bix major update completed this year with checks to be done in Feb/Mar2027 after shooting ends (Bob and Pattie/Mark)
23 May 27 – Hodgemoor – Anthony Marsland and Guna Dubrovska who live locally have offered to update map – they are liaising with Mark.
11 Jul 27 – Abingdon Urban – hopefully minor update (Bob and Pattie)
Sat Series:
16 Jan 27 – Kingswood – Robin to update
20 Feb 27 – Deangarden – hopefully minor updates (Janusz (Planner/Organiser) to send suggested updates (Bob and Pattie)
24 Apr 27 – Uffington White Horse – New map done (Mark)
8 May 27 – Cutteslowe – new map last year – should be OK (Ben)
12 Jun 27 – Uni Parks -updated for Ox City Race – should be OK (Bob and Pattie)

Future Events 2028
Level B – Chiltern Challenge
12 Mar 28 – Park Wood to Hughenden – advance mapping to be done over the winter (Bob and Mark)
Bob Beresford
16 November 2026

d) Updated TVOC Event Diary Process (for meeting's approval)

The process by which TVOC's event diary is developed and agreed has been significantly updated. See APPENDIX 1 below for the revised document.

Key changes and additions are:

- The role (and timeframes) of the MEPG in drafting a proposed event diary is clarified
- The way the event diary is to be agreed by the club is defined in a new Table 2.
- How changes can be proposed (e.g. of format or location) is specified.

This was AGREED unanimously. See Appendix 1 below for details.

e) Amended dates for CC2028 and for Wantage Urban 2028 (For information)

The following were noted:

- The Chiltern Challenge 2028 needs to be shifted from 20 February 2028 to 12 March 2028 to avoid a clash with MV's Level B event now scheduled that day
- The Wantage Urban event needs to be shifted to Sunday 01 October 2028 to avoid clashing with JIRCS and with the Caddihoe Chase

f) Proposal to cancel Chiltern Challenge in 2029 due to JK in South Central area (For decision at meeting)

It has been suggested we scratch the Chiltern Challenge in 2029 because the JK is in our region, and will use significant TVOC volunteer effort over the whole of Easter.

Alun Jones expressed desire to hold the Chiltern Challenge in 2029 despite the JK being held in our region that year. It was noted that the MEPG had taken into account the likely pressure on TVOC for officials, volunteers and helpers during the run up to the JK when suggesting we don't hold the Chiltern Challenge that year.

Jon Wheatcroft expressed support for not running the Chiltern Challenge in 2029. This stimulated a discussion about the extent to which TVOC will be responsible for hosting elements of the JK. This is currently unknown, and could be very significant.

It was AGREED that we at least pencil in a date for the Chiltern Challenge (ideally at Penn) in 2029. A final decision on this event is pending a full understanding of the efforts demanded of TVOC by the JK. To be discussed at the next TVOC meeting.

g) Southern Championships 2030 (Peter Riches)

Peter said that he has bid to SCOA for TVOC to organise this event. The area is to be confirmed.

7. Treasurer's Report (Janusz Holender)

a) Treasurer's Report

- The club has spent about £2,000 this year on refreshing equipment.
- We have had 2 level C events. One made a surplus of £700 whilst the other broke even
- As a result, the club has currently spent about £2000 more than it has income
- Whist this is not a concern, it should be noted

b) Proposed Changes to Event Entry Fees for 2027

Janusz proposed the following changes for 2027:

- Bringing level B and C late surcharge in line with our Saturday Series
- Increasing Saturday Series fees by £1
- Increasing the minimum fees for B and C events by £2
- Making it mandatory for B and C events fees to be reviewed with the Treasurer prior to opening the event for bookings

See Appendix 3 for full details.

Janusz emphasised that these uplifts now represent our minimum event entry fees. Events with higher-than-average costs may need to command higher entry fees.

It was noted that, even at these new entry fee levels, our events are cheaper than other clubs to enter. Bob Beresford suggested that we could therefore raise our entry fees even more.

Janusz highlighted that event entry fees are being set without his involvement. This can result in an event making less of a surplus than Janusz had projected and expected. (Chris Poole confirmed that the Organiser Checklist does state that reference is to be made to the Treasurer when setting entry fees).

The proposed changes to event entry fees outlined above were AGREED unanimously.

It was AGREED that, for Level B and C events, fees are to be reviewed with the Treasurer prior to opening the event for entries

8. Other Officers' Reports

a) Chairman: Nothing further

b) Secretary: Nothing further

c) Captain: Nothing reported

d) Clothing Officer: Nothing reported

9. Safeguarding (Chris Poole)

a) Update

Chris provided the following reminder:

- Clubs are being asked by British Orienteering to develop a timetable to roll out an enhanced safeguarding regime
- This stems from the requirements of the NSPCC via Sport England

Chris provided the following update:

- Chris is receiving regular input from British Orienteering
- Risk Assessments need to contain references to Safeguarding
- Clubs need a nominated Safeguarding person at all events
    - By default, this will be the Organiser, unless they delegate to an alternative
- Unfortunately, British Orienteering are not yet clear what they believe constitutes an "Official", who must undergo at least a basic level of Safeguarding training
- As a result, Chris has drafted a TVOC policy to cover Safeguarding Training
- See item b) below, and Appendix 2, for full details of this policy

b) Draft TVOC Safety and Safeguarding Training Policy for review (Chris Poole)

Please see **Appendix 2 below** for a draft TVOC Safety and Safeguarding Training Policy for review

This Policy was AGREED unanimously

10. SCOA (Peter Riches and Jon Wheatcroft)

It was noted that:

- TVOC's official SCOA representative is Peter Riches as Chair of the club
- Jon Wheatcroft regularly attends SCOA meetings and can represent the club on Peter's behalf

11. Any Other Business

Date of next meeting:

Meeting was confirmed to be 7:30pm on Tuesday 19th January 2027.

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

Note that the meeting is open to all TVOC members.

APPENDIX 1: Updated TVOC Event Diary Process

This document outlines the series of steps to agree an event in the diary. It is different for the various types of event – level B, level C, Saturday Series, TV Street Series.

Role	Person / People assigned to role
Mapping and Event Planning Group (MEPG)	Bob Beresford, Mark Thompson, Neville Baker, Paul Eaton plus Event Officials Coordinator
SCOA Fixtures Secretary	Richard Sharp
TVOC Fixtures Secretary	Alun Jones
Event Officials Coordinator	Peter Riches
Saturday Series Coordinator	Mark Thompson, Chris Poole
TVSS Coordinator	Ben Green, Paul Eaton

The event diary is a googlesheet, accessible **here**.

The process is described in the table on the next sheet. Note that the process differs according to the level of the event – look at the relevant column to see the appropriate steps for a given level of event.

The MEPG expects to meet 1 or 2 times a year.

#	Step	Level B	Level C	Saturday Series	TVSS
1	**Date and location initially proposed**	MEPG to propose **at least 3 years before event for approval at a Club Meeting (see TABLE 2 below)**	MEPG to propose **at least 2 years before event for approval at a Club Meeting (see TABLE 2 below)**	Saturday Series Coordinators to propose **at least 6 months before event.** Usually done in two batches of six months, one by mid year for the first half of the next year, one by end year for the second half	TVSS Coordinators propose date and location. Outline determined in March, but will be varied during Summer depending on various factors
2	**TVOC Fixtures Secretary adds event to event diary**				
3	**TVOC Fixtures Secretary registers event with British Orienteering**				
4	**The event diary is reviewed at each TVOC Club Meeting. The TVOC Fixtures Secretary to flag up any concerns he has at each meeting.**				
5	**Landowner permission for competition area and for car park sought.**	To be obtained ideally 33 months (2¾ years) before event and AT THE LATEST by 30 months (2½) years before the event	To be obtained ideally 21 months (1¾ years) before event and AT THE LATEST by 18 months (1½) years before the event	To be obtained AT THE LATEST by 3 months before the event	Not relevant
	Permission sought - probably via area's key contact if there is one, otherwise direct to landowner - by request from: • organiser if appointed, or • MEPG (or Saturday Series coordinator for Sat Series), or • the mapper				
6	**Mapping update requirements**	Mapping update to be signed off by mapping group Mapping of area can begin as soon as landowner permission granted	Mapping update to be signed off by mapping group Mapping of area can begin as soon as landowner permission granted	Mapping updates may not be necessary, as events often use locations recently used for bigger events and thus with updated maps. But may well be needed for smaller areas. Mapping group given opportunity to review locations and dates	Not relevant - TVSS events use Open Street Map maps, so no involvement of mapping group

#	Step	Level B	Level C	Saturday Series	TVSS
7	**To be reviewed for clashes with other clubs' events**	Date is considered by SCOA Fixtures Secretary, in conjunction with Events & Competitions Committee. Any scheduling issues to be resolved by MEPG **Cut-off 2 years in advance**	Date is reviewed with SCOA Fixtures Secretary, to ensure no clashes with other SCOA events. Any scheduling issues to be resolved by MEPG **Cut-off one year in advance**	Saturday Series coordinators review nearby clubs plans, and coordinate with their equivalents in those clubs to try to avoid diary clashes	Not relevant
8	**Event date agreed**				
9	**TVOC Fixtures Secretary arranges via SCOA Fixtures Secretary for event to be upgraded on British Orienteering fixtures list**				
10	**TVOC Fixtures Secretary creates a basic TVOC webpage**				
11	**Organiser, Planner and Controller identified by Event Officer Coordinator**	To be completed by 2 years before the event	To be completed by 1 year before the event	To be completed by 3 months before the event	Just organiser for TVSS. At least two weeks before event

Note that items 2 to 10 should progress pretty much in parallel. Other than mapping not starting until landowner permission has been received, they should not be progressed sequentially..

TABLE 2: Approval Process for Agreeing an Event Programme

Events proposed by the MEPG need to be formally approved by a Club Meeting. The following process ensures this approval is done quickly.

	Timing	Step	Com-ments
1	**4 weeks before a Club Meeting**	MEPG meet to update / extend the event programme plan. (Note that dates for Level B/C events might change as fixture dates are reviewed by British Orienteering/SCOA to avoid fixture clashes)	
2	**3 weeks before a Club Meeting**	MEPG share meeting minutes containing event plan with Fixtures Secretary, Chair, Vice Chair, Treasurer, Secretary for review and feedback MEPG publicise proposed event plan via eNews, seeking feedback direct to MEPG	
3	**2 weeks before a Club Meeting**	All feedback to be provided to MEPG for consideration. MEPG to update plan and reissue where necessary	
4	**1 week before Club Meeting**	Latest draft plan is added to Agenda for Club Meeting for approval	
5	**At a Club Meeting**	Proposed plan is ideally agreed without change**.** If outstanding questions or comments about the proposed plan arise, these will be discussed and resolved at the Club Meeting. Proposed plan is then **AGREED**.	

Note: There will invariably be a need to discuss and agree changes or additions to an already-agreed event programme. These could arise from:

- Suggested change of location for an event
- Suggested change of format for an event
- Changes to dates (e.g. as a result of input from SCOA or BO)
- Requests from BO or SCOA to host and/or provide areas for additional events such as the JK, British Championships, CompassSport Cup etc.

All such requests **MUST** be referred to the MEPG in the first instance. The MEPG will consider the request and act according to the steps outlined in Table 2 above.

If time is of the essence, the elected officers of the club (Chair, Vice Chair, Treasurer and Secretary) can ratify changes agreed by the MEPG without reference to a Club Meeting.

Appendix 2 TVOC Safety and Safeguarding Training Policy (DRAFT)

Auth: Chris Poole
Issued: Nov 27
Review: Nov 28

Thames Valley Orienteering Club Safety and Safeguarding Training Policy 2027

British Orienteering has stipulated that each club is to appoint a Club Safety Officer and a Welfare Officer. In addition each event/activity must have a Safeguarding lead. All event officials are to have undertaken the Event Safety and Introduction to Safeguarding modules available on the British Orienteering website.

TVOC has decided the following measures will be implemented, commencing from 1 Jan 27.

- The nominated Safeguarding lead at each event or activity will be the Organiser. Unless the Organiser has nominated a deputy for this role.
- A Safety Plan is to be in place for each event. For Summer Series events this may just be an updated Risk Assessment. The Organiser is responsible for ensuring this is in place.

Training requirements are set out in the table below;

Position	Event Safety	Introduction to Safeguarding (or more indepth mandated course)
Organiser	Yes	Yes
Planner	Yes	
Controller	Yes	
Meet and Greet		Advisable
Registration		Advisable
Download		Advisable
Club Safety Officer	Yes	Yes
Club Welfare Officer	Yes	Yes
Club Coaches	Yes	Yes

Notes:

Where YES is stipulated in the above table, this is a British Orienteering Federation requirement.

Where ADVISABLE is stipulated in the above table, this is a TVOC requirement.

Organiser has a role in the event safety plan and is the nominated Safeguarding person therefore needs both courses.

Planner & Controller need to ensure courses are planned safely so need Event Safety, Safeguarding not required.

Meet and Greet teams are first public point of contact therefore should be able to respond correctly.

Registration and Download teams although busy on other aspects may have an issue highlighted to them, so must be able to deal with it or direct them to the responsible person.

The Welfare Officer and Coaches have to carry out additional training other than highlighted above.

TVOC will fund relevant online courses.

Appendix 3: Proposal for Event Entry Fees for 2027 (Janusz Holender)

Saturday Series

	Member	Non member surcharge	Late entry surcharge	Dibber hire	Extra map
Adults: all courses except White, Yellow and Orange	£7	£2	£3	£1	£1
Adults : White, Yellow and Orange courses	£6	£2	£3	£1	£1
Juniors and Students	£3		£1.5	£1	

Family groups pay non-members fees.

Helpers: free entries

For B and C events the fees below are the minimum ones and could be adjusted based on the forecast cost. The actual fees must be agreed with the treasurer before the event is open for bookings.

C level events

	Member	Non member surcharge	Late entry surcharge	Dibber hire	Extra map
Adults: all courses except White, Yellow and Orange	£14	£2	£3	£2	£1
Adults : White, Yellow and Orange courses	£10	£2	£3	£2	£1
Juniors and Students	£5		£1.5	£2	

Family groups pay non-members fees.

Helpers:

- free entries
- food vouchers budget permitting

B level events

	Member	Non member surcharge	Late entry surcharge	Dibber hire	Extra map
Adults: all courses except White, Yellow and Orange	£16	£2	£3	£2	£1
Adults: White, Yellow and Orange courses	£12	£2	£3	£2	£1
Juniors and Students	£6		£1.5	£2	

Family groups pay non-members fees.

Helpers:

- free entries
- food vouchers budget permitting

Planners and organisers vouchers

The planners, controllers and organisers who cannot run at their event are entitled to a free entry to the same level event within the next 12 months

Refunds/cancellations

- 7 or more days before the event
  - Full refund less our admin and transaction charges (SI Entries charge)
- Less than 7 days but before midday of the day before the event
  - At our discretion, we might offer a voucher of 75% of the fee paid valid for 6 months
- After midday of the day before the event or no-show
  - No refund/voucher