

Minutes of club meeting on 19th May 2009

At 8pm at Merry Bells, Wheatley

1. Present

Colin Duckworth (in the chair), Ian Buxton, Jon Wheatcroft, Glynis Wheatcroft, Andrew Chalmers, Peter Narramore, Roger Baker, John Dalton, Neville Baker, Stephen Stone, John Thompson, Yvonne Hodson, John Last, Lyn Blackie, Martin Ricketts

2. Apologies for absence

Fred Ashford, Richard Sharp, John Worth, John Farren

3. Minutes of last meeting:

The minutes were accepted.

4. Actions from January meeting:

1. John Thompson, summer series - increase number of scoring events? *John Thompson decided to make no change*
2. Alun Jones to buy a new generator. *Generator bought*
3. Alun Jones to buy a new computer. *EMIT have failed to solve problem with using only USB ports for connecting EMIT equipment. Alun Jones has therefore now purchased a second-hand computer, which includes a serial port.*
4. Neville Baker, will express an interest in events run by Pinnacle at Blenheim but explain that it would be too expensive for TVOC events. *Neville said that events at Blenheim were of no real interest to TVOC so he had not responded.*

5. Actions from March meeting

1. 31st May, Chiltern Challenge. Peter Narramore (organiser) to check land access prices, as previous hiring had included the car park. *Peter Narramore had checked the fees.*
2. 6th June, 2010, Downley or Bradenham. Fred Ashford advises
"Not done anything yet with regard to this as I have just requested 2 training runs for this summer which followed an hastening call to the NT for the Coombe Hill event. I don't want to seem a nuisance to them.
I don't envisage any problem and especially as I'm likely to pay over a nice bonus from the trail race on 21 June.
So I shall have a report for the next meeting but assume it's all OK and I shall negotiate working from the Downley side - the parking and assembly originally planned for CC08 before it became waterlogged."
3. 13th February, 2011, Chiltern Challenge. John Dalton to inquire about use of Hambleden. *John Dalton reported that the owners were ready to allow the use of Hambleden at similar fees to previous events. They were willing to accept a per head payment. The event has now been changed to 13 March 2011 and will be the Southern Championship. John Dalton to continue negotiation and book the date.*

Action: John Dalton

4. Ian Buxton to produce newsletter with coloured cover & report on cost. *The newsletter and members list had been produced with a coloured cover at a cost (excluding postage) of £135. Black and white would have cost £110*
5. Colin Duckworth to bring a list of what we have to do for Clubmark to the next club meeting. *See agenda item*
6. John Farren to coordinate, collect and control all the club's OCAD maps. Members should send up to date copies to John. *Not much reaction from members. Putting this in the minutes is not enough. John Farren to write note "calling all mappers" for newsletter.*

Action: John Farren

7. Yvonne Hodson to ensure that membership list circulation is limited to members only. *Complimentary newsletters were sent separately*
8. Scout group requests for help to be forwarded to John Dalton. *Not much reaction.*
9. John Wheatcroft to get information on new banner and make a proposal at the next meeting. *See AOB*
10. Mark Thompson to report on what tents we have, where they are and how he monitors their location.
Mark Thompson reports, "Barrie has two tents. Alun one. Lyn's email is full so can't contact to find out if they purchased a tent for the string.
I don't have any tents. System is that these people keep em. I do have the fly sheet for the lost tunnel tent. Has anybody come across it. I won't say anything if its returned."
Lyn Blackie said that Mark had used an obsolete e-mail address. A tent had been bought for string courses about 2 years ago.

6. Past events

18th April, Saturday Series, Wittenham Clumps. About 80 entries. Car Park too small.

5th May, Summer Series, Brill. 35 entries

13th May, Summer Series, Shotover. 38 entries

7. Future events

20th May, Summer Series, Wittenham Clumps. Note a different car park

23rd May, Saturday Series, University Parks, Oxford

24th May, Thame Show, Scouts. Ian Buxton is organising. Several members volunteered to help. He will use EMIT.

31st May, Chiltern Challenge. Peter Narramore reported that all is in hand. Extra entries have been received. Few withdrawals. Police & locals had been consulted. Ultrasport & food suppliers will be coming. Neville has new signs. The Wheatcrofts advised that if the weather is bad Peter should have boards for entry delivered from Jewsons.

6th June, Saturday Series, Green Park. Andrew Chalmers will revise courses to avoid campers.

14th June, Coombe Hill. Doubtful as station car park has not been obtained by Charles Taylor Keane. Neville Baker was asked to help with obtaining car park. Decision by Chiltern Challenge.

Action: Neville Baker

28th June, Oxfordshire Youth Games. At Iffley Road sports centre. Denise Harper is coordinator. Several TVOC will be helping.

1st July, Orienteering day - National Schools Sports Week. Cherwell DC are organising at Hadley Wood. Martin Ricketts, Roger Baker and Ian Buxton will help.

27th September, district event at Halton. Changed to 13th September. An organiser is needed. Neville Baker is planner. All within Halton Camp, no long courses, maybe a sprint course.

20th December, Wendover. Planner Ian Buxton, controller John Thompson

14th February, 2010, Nettlebed. Fred Ashford (organiser), Roger Thetford (planner), Mike Pemberton (controller). Martin Ricketts and John Farren are mapping. Steve Stone will do entries.

11th April, 2010, Shotover on extended map.

6th June, 2010, Downley or Bradenham. Probably Downley – see action 5.2

24th October, 2010, Kingswood, not discussed

19th December, 2010, Wendover, not discussed

13th February, 2011, Chiltern Challenge. Now 13th March – see action 5.3. John Dalton will organise. Steve Long will plan.

8. Officers reports

Treasurer. Martin Ricketts reported that we had spent £2000 more than income in the first few months of the year but we still have adequate reserves.

Newsletter. Ian Buxton plans to put in more interviews.

9. Clubmark

Colin Duckworth went through a checklist (appended to these minutes) of what we need for clubmark. We could check most of the boxes. Colin will talk to the club coaches about their qualifications and readiness and try to progress our clubmark application.

Action: Colin Duckworth

10. Mapping

Andrew Chalmers asked why 5 mapped areas (Black Park, Langley Park, Dean Garden, Great Hampden and Phillips Wood) had not been used recently. Neville Baker said that there was no particular reason. Great Hampden would be used soon. Yvonne Hodson said that the parking area for Phillipshill Wood was sold and so the wood could not be used.

Roger Thetford (controller) had looked at Nettlebed and thought it was OK.

Andrew Chalmers thought that we needed a mapping course. This was agreed. Andrew Chalmers will organise a course in early November.

Action: Andrew Chalmers

11. Any other business

11.1. Banners – proposal from Jon Wheatcroft

“I propose that we purchase a minimum of two more club sail banners, each 3.5m long on a 5m super-strong# pole. Each to carry the club logo, 'TVOC', 'orienteering' and a web address, all on a white background.

more expensive than a standard one which we use, but for multiple users in exposed conditions, this could be well worth the extra!

cost £119.50 + VAT + carriage (max £12) each.

I suggest that each has a guardian in a different quarter of our region, but that they come together for some/all TVOC events + major UK events.”

It was agreed that Jon Wheatcroft would order 2 banners.

Action: John Wheatcroft

11.2. Interview with Mix96

E-mail received from Bucks Sport.

“I wonder if you can help. I'm working with Bucks Sport on the Reactivate Bucks Family Week and am in touch with local radio stations Mix96 and 107. They would like to do an interview with someone about orienteering and create a set up where it appears to the listener that they are doing it. It would probably take about 30 minutes.

It would have to be done during the day and ideally this week. Is it possible you or someone at the club can facilitate this?

As it's for Mix96, which covers Aylesbury Vale, it would be good if we could 'base it' at either Wendover Woods or Aston Clinton.

As the events you've listed are during the evening or on a saturday, I think we will need to stage it during the day if someone is available to do that. What the interviewers want is an interview with someone about the activity and then to record themselves doing the activity.

I look forward to hearing from you. Sue”

John Dalton agreed to arrange an interview.

Action: John Dalton

11.3. Transport

Shared transport to events (ref. Peter Riches e-mail) would best be organised through the e-mailing list.

11.4. Coffee

Lyn Blackie asked whether members would like coffee at meetings. Answer – yes please.

Action: Lyn Blackie

11.5. SCOA web

Roger Baker said that the SCOA web listing of our permanent sites was 7 years out of date. He had arranged correction with Tim Booth. A link to the TVOC site would be better.

11.6. BOF listing

Ian Buxton asked why TVOC Saturday and Summer events were not listed by BOF. Neville Baker said that he marked “no publicity” to avoid overwhelming organisers. It was agreed not to change.

12. Next meeting(s)

The next meeting will be on 21st July, at Merry Bells, Wheatley.

Following meetings will be on 15th September and 17th November.

John Last

Summary of generic Clubmark criteria

The criteria below are a summary of the generic minimum criteria required for a Clubmark accredited club and can be used as a checklist for your club. Some NGBs stipulate additional criteria so it is advisable to check with your national or regional NGB contact to ensure that you meet its requirements.

The Playing Programme

The club provides a coaching programme for a minimum number of hours and weeks in a year, determined on a sports specific basis.

The club uses the skills awards and other coaching resources of the NGB to enhance its coaching and assessment programme.

The club provides suitable intra and inter club competition according to NGB guidelines.

The performer: coach ratio for coaching/training sessions reflects NGB guidelines.

The coaches responsible for the programme are suitably qualified to NGB specified standards.

The coaches and volunteers responsible for the programme have job descriptions with clear roles and responsibilities assigned.

The coaches responsible for the programme hold professional indemnity and/or public liability insurance.

All coaching and competition takes place at safe venues and uses safe equipment – as specified by the NGB.

Duty of care and safeguarding and protecting children

The club has adopted the NGB child protection policy and procedures and is working to the guidance laid down (these cover issues like CRB checks and sports specific guidance on contact issues).

At least two members of the club, one of whom must be a coach have attended recognised *Direct Delivery Child Protection* training.

The club has adopted codes of practice for all coaches, officials and volunteers working with children and young people.

The club has access to first aid equipment at all coaching and competition sessions.

The club has emergency procedures for dealing with serious injuries/accidents, including ensuring contact through telephone/radio to emergency services.

The club has the contact details of parents/carers and emergency/alternative contacts.

The club has information on any medical conditions of its children and young people and informs coaches on a need to know basis.

Sports equity and ethics

The club has an open/non-discriminatory constitution.

The club has adopted an equal opportunities/sports equity policy.

One member of the club has attended a runningsports *A Club for All* workshop.

One coach has attended a **sports coach UK** *Equity in your coaching* workshop.

The club has codes of practice for parents/carers and other supporters.

The club has a set of rules for children and young people.

Club management

The club is affiliated to its NGB.

The club has public liability insurance.

The club has a specific membership category and pricing policy for children and young people.

The club communicates regularly with parents/carers.

The club has a Junior/Volunteer Coordinator to act as a liaison with, for example, its local School Sport Partnership, County Sports Partnerships and the National Governing Body.

The club has contact with at least one local school/youth organisation.

The club is committed to further development and outreach work.