

BASOC Board Meeting Minutes

Monday 15 April 2024, 6.30 pm – 8.30 pm, Nethy Bridge.

Present: Janette Macleod (JM) (Chair), Suzanne Anderson (SA) (Secretary), Clare Kemsley (CK), Jo Cummings (JoC), Callum Scott (CS)

Apologies: Jane Chisholm (JCh), Mehmet Karatay



Item	Detail	Action
1	Apologies - Mehmet Karatay, Jane Chisholm	
2	Chair Opening Remarks - All items covered under agenda	
3	Minutes of the last meetings • Matters arising not included within agenda (see action grid)	
4	Discussion The Board held a discussion on communications, accessibility to the club and the sport in general. It was decided that the current focus should be on existing members as well as trying to attract new members. The board decided that an adapted structure for Tue=O would be adopted for winter but with further discussion on this point to follow.	
5	Events Past Events From Chair: Great to see club members at the JK and British Champs and W40 medal at British Relay champs. Upcoming Local Events Northern Urban League dates are out and being promoted by Moravian. There is centralised entry management. Not yet showing in the Scottish Orienteering events calendar. NUL#1 = Wednesday 29th May, BASOC, Grantown: Stuart has agreed to provide tech support with SI entries/timing.No organiser required. JM to provide CS with risk assessment template and guidance on SI export. NUL#2 = Friday 14th June, INVOC, Drakies & Milton. NUL#3 = Wednesday 19th June, MOR, Forres Central NUL #4 = Wednesday 3rd July, MOR, Elgin Central NUL #5 = Friday 23rd August, INVOC, Bught & Dalneigh Scottish Champs 25 May 2024, Creah Leach (SW of Inverness). Lynne Walker has agreed to run the start. SOL 27 Oct 2024 Noted that Ewart can no longer act as Controller. Hilary Quick has stated she will find an alternative and inform Board. Jo & Janette to visit the assembly, start and finish on 10 May.	JM/CS

	<p>First aid company booked. Portaloos x 3 booked with option of 4th depending on entries. Jo suggests not paying extra for insurance unless it looks like a stormy weekend. Vandalism risk assessed as low due to location.</p> <p>MTBO – Jane</p> <ul style="list-style-type: none"> ○ Inverness Royal Academy – date TBC. Requires club laptop. <p>Club Champs Andy Llewellyn has confirmed he will plan an event on 01 December that we can use as our club champs and AGM day.</p>	
6	<p>Training: Tuesday=O: changes to Wednesday=O from 17th April to 22nd May. All details are on the website..</p> <p>Wednesday 22nd May (Nethy): also day selected for World Orienteering Week (and we had a write up in the WOW news as well!). Training TBC depends on new Nethy map production.</p> <p>Question from Lynne: who will take over Tue=O by the end of October? Still undecided – format of Tue=O likely to change. Board to continue to discuss.</p>	
7	<p>Communications Next e-News will go out Monday 15 April (before Board meeting) and then 8th May. Pass all items for inclusion to Lynne Walker.</p> <p>JK report from Pat is up on the website. Also comms via instagram and facebook.</p> <p>CK agreed to publish Facebook posts advertising upcoming training and events.</p>	
8	<p>Finance</p> <p>Gift Aid The first part of applying for this involves registering BASOC with HMRC. Four individuals nominated as per HMRC guidelines: Mehmet (as treasurer), Janette (as Chair), Suzanne (as Secretary) and Jane (as Membership/Board member). Mehmet and Suzanne will have the access rights to deal with Gift Aid and to inform HMRC of any changes to our charity. Janette and Jane will only have rights to inform HMRC of changes to our charity. Forms have been submitted to HMRC.</p> <p>EORI Number (Economic Operators Registration and Identification)</p>	

	<p>We need an EORI number to import goods from other countries and, post BREXIT, from the EU. This applies to our clothing orders. We don't have an EORI number at the moment but as Jane is ordering equipment we now need one. We will be able to apply for this once we are registered with HMRC. (See Gift Aid update.)</p> <p>Bank Signatories Progress on this is slow. Suzanne has now completed the required forms but now needs Peter (previous Treasurer to authorise). Once Suzanne has full access rights, Suzanne can then approve the removal of Peter and Jane Cox and the addition of Janette. There are no other current signatories.</p> <p>OSCR Report Ann Trails from VABS (Voluntary Action Badenoch and Strathspey) should have our accounts audited by the end of May. Mehmet is writing the remainder of the report required for OSCR.</p> <p>Electronic Payments We agreed in emails to try using the Zettle (PayPal) system as Mehmet can loan a card reader for this to the club. Mehmet has started creating a PayPal account for BASOC.</p> <p>Insurance Board discussed whether insurance is required for club equipment. SA to ask other clubs what they do.</p>	SA
9	<p>Computing</p> <ul style="list-style-type: none"> No update. 	
10	<p>Mapping/Access: The application submitted by Jo for funding to Highland Council was rejected. The reason given was that there was not enough advantage to the Strath.</p> <p>Jo working with Lynne to get permission for Junior Regional Orienteering Squad (JROS) training week access in August (Lagganlia).</p> <p>Callum confirmed he had not heard back from Steve Barrett re mapping of Nethy and would contact him.</p>	CS
11	<p>Safeguarding</p> <p>One issue discussed by the Board.</p>	

a. SOA Strategy

SOA strategy update is on-going. Two further online discussions are being held on 16th and 19th April at 7pm - Janette will aim to attend. Strategy is being launched on 14th September at the Club Conference likely to be held in Perth.

b. Insurance and participation in activities/events

SOA March despatches included the following update about insurance:

BOF/SOA Insurance Provision

It has become apparent that there is some confusion over the terms of the insurance held by BOF and SOA and it felt like a good time to provide some clarity.

The public liability insurance provision of BOF and SOA is in line with most if not all sports. BOF and SOA both arrange their insurance through the same insurance broker to ensure there is no gap in provision.

Definitions

An **“Activity”** is a gathering of people who intend to participate in activities related to orienteering: to practise, train or as an introduction to the sport and there is no intention to rank or publish the competitive outcome of the gathering other than results of the coach-led exercises for the purposes of training.

An **“event”** is a competitive gathering where results are published.

BOF Insurance Coverage● *Events*

From 2020 BOF amended their insurance provision to provide that *non-members were covered for all events they were taking part in*. Clubs and the volunteers (even if non members) would be insured for events provided they were registered with BOF and delivered in accordance with any guidelines, it would not matter if the participants were members or non members.

Secondly, members and non-members are individually covered for claims of Public Liability when competing in all events. E.g. if a landowner or a member of the public made a claim against them for an injury received or damage to property the insurance would kick in.

● *Activities*

For activities, the club and volunteers are still covered but any non BOF member is not after three BOF registered activities. It does not stop people from attending but if a claim was made directly against the non-member our insurance would not protect them after three activities. The club, officers of the club and volunteers would still be covered.

	<p>When running a series of activities then it is important to make the participants aware of the situation they do not need to become a member on their fourth attendance, but they would not be insured. Waivers do not absolve clubs or individuals from some of their legal obligations e.g. running safe activities/events and their duty of care to participants.</p> <p>SOA Insurance</p> <p>SOA has its own insurance policy which covers SOA only members for the same cover as BOF members therefore whether they are an SOA or a BOF member they are covered for any event or activity which they take part in. SOA maintains an insurance policy not only to cover SOA members but also provide protection to those volunteers who act on behalf of the Scottish 6 Days and also any Scottish 6 Days event which is not covered by BOF insurance as well as insure equipment.</p> <p>In summary, if the club runs an event any participant, volunteers or club official is covered by public liability insurance provided all BOF guidelines have been followed. If a club runs an activity which is properly registered and run in accordance with guidelines and a non-member attends four times the club and volunteers are all covered by public liability insurance – it is the individual non-member that is not. To put it into context - we believe individual participants in Park runs (they do not have a membership scheme) are not covered for Public Liability but the organisers/volunteers are - this is key and the norm in sport. This is of course all if the organiser/ coach have followed guidelines and taken all reasonable measures to prevent injury/ warn of dangers etc as you would expect any organiser/ coach to have done.</p> <p>Here is a link to the Howdens insurance webinar slides from January 2023 which should provide clarity:-</p> <p>https://www.scottish-orienteeing.org/wpfd_file/bof-howden-insurance-webinar-slides-pdf-30-1-23-1/</p> <p>c. Coaching. Lynne has offered to put on coaching at a local event ie an hour beforehand when she is around if required.</p>	
13	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> Monday 13th May online via Zoom 	

Outstanding Actions from Previous Meetings Not Covered in Agenda/Update

From Mtg (Date)	Item	Lead	Status
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23/01/2024	Contact Rob Hickling re events in September – Contacted but have not had time to follow up	Suzanne	Ongoing
23/01/2024	Review new member message and compare newsletter list with members list	Jane C	
23/01/2024	Request if first aid training is available from Community Sports Hub	Suzanne	