



2025 Annual General Meeting

Venue: On-line meeting

Date: 7pm Monday, 8th September 2025

MINUTES

PRESENT:

James Clemence	Chairman SWOC	Laurence Snowden	SWOC
Alice Bedwell	Secretary SWOC	Niall Reynolds	SBOC
Jean Lochhead	Treasurer BOF	Kate O'Sullivan	SBOC
Anne May	Membership Secretary SWOC	Chris Virgo	DEVON
Kerina Lake	Fixtures Secretary SBOC	Adrian Moir	SWOC
Andy Robinson	British Orienteering Rep	Bronwen Doyle	SYO
Ben Mitchell	Mapping Officer SBOC	Jo Powell	WAOC
Duncan Innes	Safeguarding Officer, SWOC		
Megan Mitchell	Informations, SBOC		
Jim Wood	Coaching Officer, ERYRI		

1. Apologies

Apologies were received from:

David May SLOW, Paul Jones DEE, Lawrie Jones WRE, Diane McClure SBOC, Vanessa Lawson NGOC, Jenny Williamson ERYRI, Mark Saunders SWOC

2. Minutes of 2024 WOA AGM (June 2024)

The minutes were agreed as an accurate record of the meeting.

3. Matters arising from minutes of 2024 WOA AGM

No matters arising.

4. Reports of Officers for 2024 (see WOA Annual Report 2024/5):

a. Chair (James Clemence)

Report accepted

b. Treasurer (Jean Lochhead)

c. The Income and Expenditure Accounts for the year up to March 2025 are included in the WOA Annual report.

There was discussion of the financial support given to the Junior, Senior and Veteran Teams to compete in the Home Internationals and for the juniors, the Junior InterRegional Championships. The costs for these events vary considerably from one year to another depending on the location of the event, size of the team and the cost of the accommodation which is provided by the organising club. Overall the costs are expected to be similar to last year. Funding for these teams was supported by the meeting. The final level of support given to the teams will be agreed between the team managers and the treasurer

Report and accounts accepted

d. Membership Secretary (Anne May)

Overall membership numbers have increased slightly, with SBOC and ERYRI numbers increasing but SWOC numbers going down.

Points discussed in the meeting were

- retaining new members – only 60% renewed this year
- encouraging park run and MapRun participants to join the club and to participate in other events
- the low number of juniors
- difficulty of raising awareness of orienteering via the media
- some success from the work put in by SBOC – two schools will be participating in the British Schools Score championships.

Report accepted.

e. Fixtures Secretary (Kerina Lake)

Report accepted

f. Coaching Officer (Jim Wood)

No written report

Anti-doping

As a national organisation WOA has to submit an annual report to UK Anti-doping. Without an accepted submission we run the risk of losing our SportWales grants. This year our submission was rejected as we had not discussed anti-doping at a committee meeting in the last 12 months. To address this issue Jim presented the following note to the meeting

“Anti Doping” is the term used to cover rules and procedures that prevent the illegal use of performance enhancing drugs.

The use of performance enhancing drugs, and other doping behaviour, severely damages the legitimacy of sport and undermines the integrity of clean athletes.

All athletes have the right to compete in sport knowing that they, and their competitors are clean.

“UK Anti-Doping” (UKAD) is an executive non-departmental public body, sponsored by the UK Government ... which ... implements and manages anti-doping policy in the UK.

The current WOA Constitution (June 2022) states that:

WOA is a constituent Association of British Orienteering.

The rules of British Orienteering, notably those regarding drug control, apply to all competitions held in Wales, and to all clubs and organisations affiliated to WOA.

These rules shall be binding on all competitors, team officials and all other persons connected with the organisation of an event, or in contact with competitors.

The “Policies” page on WOA website states (as at 8 Sep 2025) the current rules of UKAD apply to all members of Welsh orienteering clubs, whether a member of British Orienteering or not, and to all events run by Welsh orienteering clubs under their licence from British Orienteering.

Competitors taking part in competitions to which these rules apply shall be deemed to have accepted them.

Anyone is liable to random drug testing, even recreational orienteers.

Confirmation of WOA’s AD policy is on the “Policies” page of the WOA website.

Confirmation of BritO’s AD policy is on the “Home” page of the BritO website, listing AD rules, AD code and the 2025 Prohibited List.

Further details of UKAD are at ukad.org.uk

Athletes (and athlete support personnel) should consider downloading the “100% me” Clean Sport App - all you need to know about clean sport in one place. It is available from both the Apple App store and Google Play.

Anyone requiring advice can also contact the WOA Coaching Rep through the WOA website contact page.

There are links to the 100% me apps on the Policies page of the WOA website

Coaching

Jim presented a note (attached in appendix) reminding us of the requirement to have a licensed coach present at any club training event and the qualifications required to have a coaching license.

Currently there are no coaches recorded in the BOF database as meeting all requirements. It was noted that Kerina Lake has just completed all the requirements to be a coach, and that Mark Saunders and Alice Bedwell as local members of SWOC are recorded under SWOA.

There was discussion about tidying up the database and removing anybody who has no intention of regaining their license to coach.

The WOA constitution suggests that each club has at least two qualified coaches but Jim confirmed that this was not mandatory.

Action – JW to contact the clubs to check on the status of coaches with expired qualifications – are they likely to consider renewing.

- g. Information Officer (Megan Mitchell)

Megan is standing down from this role.

- h. Mapping Officer (Ben Mitchell) – no report
- i. Secretary report (Alice Bedwell)
- j. Report accepted
- k. Safeguarding Officer– (Duncan Innes)

Report accepted

5. Reports of Advisors for 2024 (see *WOA Annual Report 2024/5*):

- a. Junior Squad Manager (Alice Bedwell)
- b. Senior Squad Manager (Megan Mitchell/Ben Mitchell)
- c. Veteran Squad Manager (James Clemence).
- d. Welsh League Co-ordinator (Megan Mitchell)

The inclusion of Croeso events in the Welsh League caused problems as it was difficult (impossible) to map the courses onto the Welsh League categories. It was decided that the Welsh League should be awarded using the remaining 5 events and the prizes should be awarded at the SBOC Kenfig event in November

6. Election of Officers

Megan Mitchell (nee Carter-Davies) is standing down as information officer. All other officers were available for re-election.

- a. Chair – James Clemence
- b. Treasurer – Jean Lochhead
- c. Secretary -Alice Bedwell,
- d. Membership Secretary – Anne May
- e. Fixtures Secretary - Kerina Lake
- f. Coaching Officer – Jim Wood
- g. Information Officer – Megan Carter-Davies
- h. Mapping Officer – Ben Mitchell
- i. Safeguarding Officer – Duncan Innes

All officers were re-elected unanimously other than the Information Officer. This post remaining vacant

7. Appointment of Advisors

No changes to the advisor roles.

8. Appointment of Auditor

- a. **Proposal 1:** That Richard Payne be re-appointed as auditor.

The proposal was accepted unanimously

9. Budget 2024-25

- a. WOA levies and fees

There is a correction to the agenda – the current WOA levies are £0.70 per adult and £0.70 per 3 juniors

Proposal: That the fees for existing membership categories and the levies for 2026 remain the same as 2025

The proposal was accepted unanimously

10. Croeso 2024

Jean Lochhead reported that there are outstanding payments for the Croeso 2024 but she still does not have the details of where to send this money: £500 to the Commoners and £250 to the Mountain Grazers. She is working with Kerina Lake to confirm the details. If necessary these can be recorded as creditors in the profit and loss account.

As a limited company Croeso has to file its accounts. HRMC has withdrawn free filing and therefore an accountant will have to do the filing.

The Croeso bank account will be kept open for Croeso 2028.

11. Any Other Business

a. Soil Association audit of National Resources Wales (NRW)

The Soil Association is carrying out an audit of NRW. SBOC lobbied the auditors regarding the inflexibility of NRW's administration. They will recommend that orienteering becomes a "Trusted Partner" which should streamline the permissions process and possibly reduce the fees.

b. 2026 – British Orienteering Championships and Relays

WOA are hosting these events February 28th and March 1st 2026 with SBOC organising the individual event at Carreg Goch and SWOC organising the relay at Margam Park.

Entries for the individual event are due to open on October 1st.

The relay entries will open later: these entries are by club and therefore this is acceptable. Permissions are largely sorted for the relay area but there are still issues with Graig Fawr Woods.

James Clemence is working with Peter Brook regarding the Partnership agreement with British Orienteering.

12. Date of 2026 AGM – date to be confirmed.

The intention is to hold the meeting in May/June 2026, after the accounts have been closed. The meeting will be held on-line.

The meeting was closed at 8.18pm

Appendix

Note for WOA AGM 2025, on Orienteering Coaching from Jim Wood

Any club training session registered with British Orienteering must have a British Orienteering licenced coach present (and be mentioned on the Risk Assessment)

Anyone who wants to be a British Orienteering licenced coach must:

- Have completed a formal coaching course. These do NOT have an expiry date, but do have limitations dependant on the level of the training received.
- Have an in-date DBS (equivalents from Scotland and NI may be acceptable)
- Have a First Aid Certificate that matches the circumstances: usually a “three day course”
- Have suitable in-date safeguarding training: generally tutor-led if young people are involved or could be online if only involving adults
- Have signed the British Orienteering Code of Conduct for Coaches (does not have an expiry date)
- And have ensured all the above is recorded with British Orienteering and have requested for a Licence to Coach

It is the responsibility of the coach to ensure the above is completed.