

## 2024 Annual General Meeting Booklet

The Annual General Meeting of the Scottish Orienteering Association will be held online on Monday 24th June 2024 at 7pm. The zoom link for the meeting is [2024 AGM zoom link](#)

In terms of the SOA articles of association the AGM must take place by the end of June each year. With the World Orienteering Championships due to take place in July and the new Scottish Orienteering Strategy for the next four years being finalised in preparation for its launch in September, Keith Dawson, Richard Oxlade and Ben Hartman (our current President, Chair and Finance Director) who were due to step down at this AGM have decided that for continuity it is important that they remain in post until these two projects have been completed.

The Scottish Orienteering strategy will form the backbone of the SOA's investment request from SportScotland from 2025 to 2029 and provide a plan for SOA, club and member development activities over the next four years.

Since last year when the SOA were honest about the financial position in respect of the World Orienteering Championships, the Boards of the SOA and the Scottish 6 Days Company together with members of the WOC Organising Team, the British Orienteering Federation, Event Scotland and City of Edinburgh Council have worked to ensure that the event takes place and comes in on budget.

An Extraordinary General Meeting will therefore be held on 14th September 2024, when Keith Dawson, Richard Oxlade and Ben Hartman will resign and we will be looking for volunteers to provide their support and take on their positions. As the consultation for the Scottish Orienteering Strategy has shown, in order for the sport to thrive, there is a need for all of us to work together and members contributing to the governance of the sport be that as a club committee member or particularly as a SOA Board member is an essential part of that.

As such the AGM in June will report on the year 2023 for the SOA and we would welcome volunteers to take on those positions on the Board which remain vacant including the Operations Director, Communications and Marketing Director, Performance Director. We will however be putting out a call to arms in September for members of our orienteering community to volunteer to ensure that there are the correct people in post to oversee the activities of the SOA Staff and Volunteer Team and lead us as we work with the clubs and our members to develop the sport.

## AGM AGENDA

1. Welcome
2. Apologies for absence
3. Approval of minutes of AGM June 2023
4. Annual Reports of Association Activities
  - Chair and President's Report
  - Director's Reports
5. Finance Report
6. Scottish Orienteering 6-Days Co. Report
7. Proposals
8. Elections to the Board of Directors  
(Role outlines are available on the SOA website)
  - Operations Director
  - Performance Director
  - Independent Director
  - Marketing and Communications Director
9. Presentation of President's Medal

Appendix 1  
Appendix 2

Appendix 3  
Appendix 4

A Proxy Voting Form can be found on page 15 & 16 of this AGM booklet. All members wishing to vote are requested to use the Proxy Voting form and ensure it is completed and returned to SOA Registered address (National Orienteering Centre, Glenmore Lodge, Aviemore. PH22 1QZ) no later than 48 hours before the time of the meeting. Electronic Proxy voting forms must be completed by 23rd June 2024 and can be found [Online Proxy Voting Form](#). All members should be aware that post to Glenmore Lodge can take up to a day longer to arrive, so please allow for extra posting time to ensure your vote is received within the timeframe noted above and is counted.

**Appendix 1: Minutes of the AGM in separate document link - [2023 AGM Minutes](#)** Copies can be found on SOA Website or please email [nikki@scottish-orienteering.org](mailto:nikki@scottish-orienteering.org) if there is an issue

## Appendix 2:

### Annual Reports of Association Activities

#### Chair and President's Report - Keith Dawson and Richard Oxlade

2023 was another very busy year for Scottish Orienteering with 5 SOL events, 11 SOUL events and a full suite of championships. In addition, Scottish clubs put on a very successful Scottish 6 Days in Moray, FVO staged an excellent Euromeeting as preparation for WOC2024 and Masterplan Adventure delivered another outstanding Coast & Islands week in the Outer Hebrides. As usual these were high quality competitions that attracted competitors from both south of the border and overseas, and on behalf of the Board we would like to thank everyone in Scottish Orienteering for the enormous amount of work involved in putting them on.

Our staff team continued to have a busy year. They largely worked remotely although we also maintain an office and store at Glenmore Lodge. Fran Loots decided to leave the team in the middle of the year after more than 5 years with the SOA and we welcomed Louise Adams as lead development officer, based in Edinburgh. We would like to thank Fran for her commitment to the development of the sport during this time. Graham Gristwood, another well-known name, also joined the team in the new post of performance manager to promote retention of the 20-29 age group and to help Scottish based athletes prepare for competitions. The staff team are all very committed and it is always risky to pick out individuals, but we would like to acknowledge the commitment and enthusiasm of Nikki Howard who continued to fill the roles of operations manager and 6-days coordinator in 2023, as well as being chief operating officer. Nikki should be a familiar face to regular orienteers as she is always to be found talking to people at nearly every significant Scottish event.

One of our biggest challenges during 2023 was gearing up for WOC2024. Most members will be aware that we had to address some serious financial challenges during the year, and we think it is fair to say that this occupied a disproportionate amount of the board's time and energy. Fortunately, this was worth the effort, and we are grateful for the extra financial support that we have received from Event Scotland, City of Edinburgh Council and British Orienteering, and most importantly from Scottish clubs and members who supported our recommendation to also use SOA and Scottish 6 Day reserves to avoid cancellation. Preparations for WOC2024 and the associated WOC Tour are now maturing rapidly, and we are looking forward to welcoming international athletes and their supporters to Edinburgh in July. It will be an amazing opportunity to showcase Scottish Orienteering. Many members are now heavily involved in the organisation under the leadership of Andy Mitchelmore and Jon Cross, and we would like to thank them for their commitment. The SOA is directly involved in the lead up to the event through the Orienteering Edinburgh activities which take place weekly, through work with British Orienteering on development during WOC, and through representation on the Steering Group for the event.

Scottish Orienteering Association, [www.scottish-orienteering.org](http://www.scottish-orienteering.org). Registered in Scotland, No. SC334748.

The Scottish Orienteering Association is a charitable body Registered in Scotland, No. SC043563.

Supported by the National Lottery through **sportscotland**.

WOC2024 provides a significant opportunity to raise awareness of the sport in Scotland but we also need to focus on the period beyond it. In 2023 we were coming to the end of the 4-year strategic plan that we put in place in 2019 and we have been consulting on a refreshed strategy to take us forward to the end of the decade. It is always good to ask how well we have performed against the previous strategy but there is no doubt that the pandemic was the biggest feature. Arguably our biggest achievement has been to come through some turbulent times undamaged. At the end of 2023 we had 1849 members (SOA and/or BOF), broadly the same as in 2019, undimmed enthusiasm at an operational level, and robust finances. But we know that we have some real challenges ahead of us, including adverse demographic trends, access issues and the increased cost of living. There is also a significant drive from government for all sports to be more inclusive which is undeniably a good aspiration but will bring with it more demands (e.g. for detailed participation data).

To repeat our message from last year, everything is possible with a strong board, a skilled professional staff team and a strong network of well governed clubs with committed and enthusiastic volunteers. While it is obvious the events and activities that we all value would not happen without committed volunteers, it is often less obvious what would happen without leadership and coordination across the Scottish clubs. In essence good



governance (our licence to operate), quality competitions, development support and financial support at a national level depend on this. Maintaining a healthy board is a constant challenge owing to natural turnover. Last year Anne Hickling stood down after 6 years in the posts of development director and chair, Fanni Gyurko stepped down as performance director and Mark Nixon resigned as independent director. We are very grateful to them for generously giving their time and knowledge. We have been fortunate to have a replacement for Anne (Mary Williams with her strong educational background), have welcomed Ken Macdonald's deep experience as equality, welfare and diversity director, and have been delighted that Mairi

Eades has joined us as youth director. In addition, Ben Hartman, your finance director, will step down after six years and we have three other vacancies.

However, this year after WOC2024 your chair will be stepping down for personal and professional reasons, and your president will be stepping down after an extra year in the role. We do not have replacements for them and will be looking to hold an EGM in the autumn.

So we would like to finish this report by thanking everyone who helps with the sport for their contribution but encourage anyone with a passion for its future to consider a bigger leadership role at a club or national governing body level. And if this is too much, please take time to reflect that this is your sport. Even if you don't feel up for a leadership role, please consider what you can do personally. Even if it's as simple as inviting a friend to take part.

Scottish Orienteering Association, [www.scottish-orienteering.org](http://www.scottish-orienteering.org). Registered in Scotland, No. SC334748.

The Scottish Orienteering Association is a charitable body Registered in Scotland, No. SC043563.

Supported by the National Lottery through **sportscotland**.

## Directors' Reports

### Operations Director - Richard Oxlade

2023 was in many respects a normal year. Clubs organised 5 SOL events and 11 SOUL events during the year in addition to a full suite of championship events, plus the 6 Days in Moray. As usual these were high quality competitions that often attracted competitors from south of the border and on behalf of the Board I would like to thank everyone in Scottish Orienteering for the enormous amount of work involved in planning and organising them.

We continued to progress with training for planners with Lynne Walker and Suzanne Robins-Bird organising another successful set of on-line planning courses. Colin Eades has agreed to take over from Lynne as planner advocate. We continue to work towards a more transparent process for appointing controllers to national events but are very conscious that we need more newcomers. We are still seeking a controller advocate after David Esson stood down for personal reasons.

Nikki Howard has merged the role of operations manager with her role as chief operating officer. Richard Oxlade continued in the role of acting operations director but will step down in 2024 and a replacement is required.

### Communications Director -

The monthly SOA newsletter continues to prove a useful tool for regular updates and to connect some of the SOA Staff team areas of work with the members and clubs. SCORE is still taking a break. We are still seeking a volunteer to take on the role of communications and marketing director. Communications is a key theme in the strategy update.

### Safety & Policies Director - Tim O'Donoghue

#### Covid-19

Covid -19 has not been eradicated but a number of factors have combined to reduce the risks of serious illness arising from the virus. The single precaution of requesting anyone who is testing positive to stay away from events and activities remains in place and seems to be working effectively.

#### Safeguarding

New SOA policies on Safeguarding of children and Safeguarding of Vulnerable Adults have been approved by the SOA Board and will be issued in 2024. Some administrative changes around the PVG system will occur in 2025.

#### Reporting of injuries, incidents and learning events

It has been a quiet year for reporting of injuries. There were some injuries at the Scottish 6 Days event in Moray but there were fewer of them than is normal for such an event

Scottish Orienteering Association, [www.scottish-orienteeing.org](http://www.scottish-orienteeing.org). Registered in Scotland, No. SC334748.

The Scottish Orienteering Association is a charitable body Registered in Scotland, No. SC043563.

Supported by the National Lottery through **sportscotland**.



(more significant injuries dropped from the typical rate of 1 in every 1000 runs to around 1 in every 2000 runs.

Reporting of injuries at other Scottish events and activities is minimal as is reporting of any incidents or learning events. Effort will be directed to improving the frequency of reporting and sharing learning from injuries, incidents and learning events.

When writing this in mid-May there has been a series of head injuries to older competitors in recent months arising from falls while orienteering. All have been to M75s and at least 3 of the people have attended local A&E departments.

## Development Director - Mary Williams

In 2023 the staff development team continued to further the strategic aims of the SOA through providing orienteering opportunities to new participants in new areas, working to develop new pathways into club orienteering and attracting and retaining young orienteers in the sport.

In the first half of the year with the aid of **sportscotland's** flexibility in the use of grants, we were able to continue a number of specific projects across Scotland with the aid of professional coaches to cover our gap in manpower. In June we said farewell to our development director after 6 years of service and in September after much searching, we recruited and welcomed a new development director and a new development officer to the development team.

Our grant from **sportscotland** allowed us to start Orienteering Edinburgh up in the business area of Edinburgh to attract 20- to 40-year-olds to the sport during their lunchtime. The series has helped to publicise WOC2024. WOC2024 is being held in Edinburgh in July and has taken up much of the development team's time and energy, The remaining funding from **sportscotland** was used successfully to continue to support five clubs for a variety of development projects including coaching and event organising skills.



On the coaching side, the coach awards and training courses which the SOA deliver are being quality assured through the Scottish Gymnastic association. The Foundation Coaching course was delivered successfully to 15 people. The Young Leaders' programme which offers three levels of training - in course planning, coaching and organisation - for different age groups from 12-16 years continues to flourish and the young people have been supporting other young people within their clubs.

The development team has completed the post COVID club listening project where they have had conversations with all the Scottish orienteering clubs and to discover where their development priorities are and what the SOA needs to do to support them. During this process the development team encouraged the clubs to work towards their next stage in the Club Certification Awards process. 2024 will see many clubs attain their awards and support their club development and growth.

Scottish Orienteering Association, [www.scottish-orienteering.org](http://www.scottish-orienteering.org). Registered in Scotland, No. SC334748.

The Scottish Orienteering Association is a charitable body Registered in Scotland, No. SC043563.

Supported by the National Lottery through **sportscotland**.

## Performance Director -

The SOA received £5,000 of performance funding from sportscotland for 2023. This was used to support Scottish and Scottish based athletes prepare for the 2024 World Championships through various training camps and weekends combined with the GB team. It also funded some physiological testing for the athletes, and also some new team kit.

In September, Graham Gristwood was employed as performance manager, to run a program for Scottish performance athletes, as well as development athletes, through the Scottish Elite and Development Squad (SEDS). SEDS have had several successful weekend and day trips, as well as sending a large group to the Maximus O Meeting in Spain. Eurometing was held in Stirling in October 2023, with many Scottish athletes in attendance - ideal preparation for WOC2024.



There were good results at the Junior European Cup in Belgium, including Rachel Brown in 7th and Jim Bailey in 9th in the middle distance, Jim 9th in the long race too. At the European Youth Champs in Bulgaria, James Hammond was the best with 14th in the long. At Junior World Championships, we had several athletes performing well - Jim Bailey 8th and Rachel Brown 16th in the sprint, Jim 19th in the middle, Euan Tryner 10th in the long, and relay teams with Jim, Euan, and James Hammond in the men, and Rachel Brown and Isobel Howard in the women both finishing 7th.

At the World Orienteering Championships in Switzerland, Grace Molloy got a top result coming 28th in the middle and was part of the relay team finishing 8th. Jo Shepherd was 31st in the long, and Josh Dudley 39th. At the European Championships in Italy - Eddie Narbett was 25th in the knockout sprint and Freddie Carcas 39th. Peter Hodgkinson was 32nd in the individual sprint. At the World Cups, several Scottish and Scottish based athletes gained good experience from some tough races, with the best Scot at World Cup 1 being Josh Dudley in 65<sup>th</sup> and the best Scot at World Cup 2 being Grace Molloy in 49<sup>th</sup>.



Scotland won the Senior Home Internationals in Wales on count back! The Veterans were 2nd at the Veteran Home International. The Scottish Junior Squad (ScotJOS) provided several training and development opportunities for our junior athletes. The Scottish juniors won the Junior Inter Regional Championships and were second at the Junior Home internationals.

Fanni Gyurko decided to stand down as Performance Director in December 2023 and we are seeking a replacement.

Scottish Orienteering Association, [www.scottish-orienteering.org](http://www.scottish-orienteering.org). Registered in Scotland, No. SC334748.

The Scottish Orienteering Association is a charitable body Registered in Scotland, No. SC043563.

Supported by the National Lottery through **sportscotland**.



## Welfare Director - Ken McDonald

A new welfare director was appointed in June 2023 following a period of vacancy in the post. New safeguarding policies relating to children/young people and vulnerable adults in orienteering have been developed and will be published soon. The role and remit of club welfare officers has been identified as an area for development and the new safeguarding policies will provide an opportunity to engage supportively with volunteers undertaking these roles in clubs.

Sportscotland has provided fresh direction to sports' governing bodies in terms of developing effective equality, diversity, and inclusion (EDI) cultures. The approach is designed to be open and reflective leading to the establishment of a continuous learning and improvement culture. Toolkit resources have been provided via the "Moving to Inclusion" programme and a new EDI working group is being formed in order to progress this work.



## Appendix 3:

### Finance Report - Ben Hartman (Finance Director)

Over the last couple of years, a main focus of our financial planning was dealing with the impact of the scaled back 2021 Scottish 6 Days. Following a tremendously successful Moray 2023 event, the Scottish 6 Day Company (S6D Co) agreed to resume contributing to SOA at pre-COVID levels and paid £84,000 up front to the SOA, with £42,000 repayable in July 2024 if required by the S6D Co for WOC24. This has left SOA finances in a strong position going into world championships year.

During 2023, focus shifted to the very significant financial and logistical challenges, for a small organisation to put on a world championship in the heart of Edinburgh. Inevitably the costs of running WOC24 have risen significantly from its original budget, given both the event's 2-year delay because of COVID and the ensuing period of very high inflation. All the partners in the event - Event Scotland, City of Edinburgh Council, the S6D Co, SOA and BOF, have committed additional funding and at the time of writing WOC24 is forecast to be delivered within the agreed revised budget and the SOA approaches summer 2024 with healthy reserves. Assuming successful delivery of WOC24, a proportion of our reserves will be available for development of the sport and delivery of an ambitious strategy for the next 4 years.

For the year to 31<sup>st</sup> December 2023, the SOA's total income was £239,970 (2022 - £195,810) and expenditure was £208,583 (2022 - £230,284)

#### Income and Expenditure

The main source of income in 2023 was grant funding from **sportscotland** - £110,638 (2022 - £107,400). Following a successful Moray 2023 6 Day Event, funding from S6D Co amounted to £44,997 (2022 - nil), with a further £42,000 from Moray 2023 paid in October 2023 as a convertible loan, which the SOA must refund to the S6D Co if required for WOC24. ScotJOS raised £27,285 in 2023 (2022 - £45,464) to run their programme or training and competitions. In addition, SOA membership fees amounted to £16,640 (2022 - £14,639).

As in 2022, the largest areas of expenditure in 2023 were staffing - £134,319 (2022 - £134,880) followed by ScotJOS at £25,563 (2022 - £41,210).

Overall income in 2023 exceeded expenditure by £31,387 (2022 - £34,474 deficit).

#### Reserves and Reserves Policy

At the end of 2022 the SOA's total reserves amounted to £287,275 (2022 - £255,888), of which £122,051 (2022 - £115,579) was held in restricted reserves (those funds that must be

Scottish Orienteering Association, [www.scottish-orienteering.org](http://www.scottish-orienteering.org). Registered in Scotland, No. SC334748.

The Scottish Orienteering Association is a charitable body Registered in Scotland, No. SC043563.

Supported by the National Lottery through **sportscotland**.

used for a specified purpose) and £165,224 (2022 - £140,309) in unrestricted reserves, which may be used for any purpose in support of the SOA's objectives.

The largest restricted funds relate to **sportscotland** - £53,996 (2022 - £54,675) and ScotJOS - £53,933 (2022 - £52,565). The level of reserves in both these funds is to some extent a matter of timing, with ScotJOS operating on an academic year basis and collecting its subscriptions and fees in the autumn for use on squad activities until the following summer and **sportscotland** operating on an April - March financial year, meaning a quarter of the annual grant (c£27,000) is held in SOA reserves at our year end to cover expenditure in the following January - March.

The SOA's policy is to maintain sufficient unrestricted reserves to meet six months' operating costs (£80,000) in respect of salaries and other contractual commitments (in an Operations Reserve) and to set aside £10,000 in case of essential unbudgeted investment (in an Asset Replacement Reserve).

The balance of unrestricted reserves (£75,224) is held in a general "Profit and Loss" reserve. The balance on each reserve at the end of 2023 is shown below.

Reserve	Balance at 31 Dec 2023	Reserve Policy
Operations Reserve	£80,000	Retention of sufficient funds to meet six months' operating costs
Asset Replacement Reserve	£10,000	Provide for essential investment and to reduce insurance costs
Profit and Loss Reserve	£75,224	Includes funding of c£30,000 towards our "unrestricted" expenditure budget up to WOC 2024. The balance will be held as contingency until after WOC 2024, at which point it will be available for investment in the sport.

Looking ahead, our agreed budget for 2024 and indicative "roll forward" budget for 2025 are shown in the table below, noting that 2024/25 is the final year of agreed **sportscotland** funding and we will be presenting a new 4-year plan and funding bid in September.

Scottish Orienteering Association, [www.scottish-orienteering.org](http://www.scottish-orienteering.org). Registered in Scotland, No. SC334748.

The Scottish Orienteering Association is a charitable body Registered in Scotland, No. SC043563.

Supported by the National Lottery through **sportscotland**.

SOA Budget Summary	2024			2025 Draft		
	Sportscotland	SOA - Unrestricted Funding	Total	Sportscotland	SOA - Unrestricted Funding	Total
	£	£	£	£	£	£
<b>Income</b>						
Grant Funding	115,271		115,271	115,271		115,271
Membership Fees		17,400	17,400		17,400	17,400
Event Levies		8,000	8,000		8,000	8,000
Scottish 6 Day Company		42,000	42,000		42,000	42,000
Bank interest		10,000	10,000		6,000	6,000
Other		5,000	5,000		5,000	5,000
<b>Total Income</b>	<b>115,271</b>	<b>82,400</b>	<b>197,671</b>	<b>115,271</b>	<b>78,400</b>	<b>193,671</b>
<b>Expenditure</b>						
Staff	97,433	65,131	162,564	98,154	66,015	164,169
<i>Non-staff</i>						
Development	20,000		20,000	20,000		20,000
Running SOA		17,000	17,000		17,000	17,000
<b>Total Expenditure</b>	<b>117,433</b>	<b>82,131</b>	<b>199,564</b>	<b>118,154</b>	<b>83,015</b>	<b>201,169</b>
Surplus / (Deficit) for period	(2,162)	269	(1,893)	(2,882)	(4,615)	(7,497)
Forecast Opening Reserve	53,996	75,224	129,220	51,834	75,493	127,327
Forecast Closing Reserve	51,834	75,493	127,327	48,952	70,878	119,830

SOA Unrestricted Reserves excludes £90k held to meet 6 months operating costs in line with the SOA Reserves policy

Finally a huge thank you to Brian Miller who has decided to stand down as the SOA's independent examiner following the AGM. Brian has fulfilled the role of independent examiner for ten years now and I am very grateful for all the advice and guidance he has provided over that time. In 2024 it seems very likely that the scale of income and expenditure on WOC24 will require SOA to have a full audit. We will plan and tender for this work over the autumn and notify members of the recommended appointment following that process.

Scottish Orienteering Association, [www.scottish-orienteering.org](http://www.scottish-orienteering.org). Registered in Scotland, No. SC334748.

The Scottish Orienteering Association is a charitable body Registered in Scotland, No. SC043563.

Supported by the National Lottery through **sportscotland**.

## Appendix 4:

# The Scottish 6 Days

## Orienteering Event



### Scottish Orienteering 6-Day Event Co Ltd Report 2023 - submitted on behalf of Scottish Orienteering 6-Day Event Co Ltd by Dave Kershaw

The 24th staging of the Scottish 6-Day event, Moray 2023, took place in summer 2023 with entry numbers back to pre-covid levels. There was an overall entry of 3200 and approximately 2500 competed each day. The event was overseen by a Central Organising Team, capably chaired by Elizabeth Furness as Coordinator and with Nikki Howard as Assistant Coordinator.



The structure of the event was changed from previous competitions with Moray 2023 being a 5-day event and the best 4 out of 5 runs to count. This change will be carried forward to the 2025 event. The event produced a small surplus enabling a payment to be made to Scottish clubs who had provided the manpower for the event. A further payment may be made depending on the outcome of the World Orienteering Championships this summer.

The 25th Scottish 6-Day event will take place on Royal Deeside in 2025 and plans are well advanced with a Coordinator and Assistant Coordinator appointed together with many of the members of the Central Organising Team. Several areas have been identified, some new and some that have been used for previous 6-Day events, and discussions are taking place with landowners to secure permissions.

The 6-Day Company is responsible for the delivery of the World Orienteering Championships due to be held in Edinburgh from 12 - 16 July. Andy Mitchelmore replaced Paul McGreal as Event Director last year and Jon Cross was appointed as Assistant Event Director following an in-depth review of the organisational structure and the financial implications of holding the event.

Scottish Orienteering Association, [www.scottish-orienteering.org](http://www.scottish-orienteering.org). Registered in Scotland, No. SC334748.

The Scottish Orienteering Association is a charitable body Registered in Scotland, No. SC043563.

Supported by the National Lottery through **sportscotland**.



Additional support has been secured from our main partners, EventScotland and the City of Edinburgh Council, as well as from British Orienteering and the SOA and the directors are content that appropriate arrangements are in place for a successful event. The Local Organising Team are well advanced in their preparations with the International Orienteering Federation being satisfied with progress to date. Entries are in line with expectations, both for the world championships and for the WOC tour races with over 800 entries.

Several members of the 6-Day Board are due to retire this year after many years' service and replacements are being sought for these positions. We would welcome anyone who believes that they can help drive the series of events forward to apply to stand as a Director. Any interest should be noted with Nikki Howard, SOA Chief Operating Officer([nikki@scottish-orienteeing.org](mailto:nikki@scottish-orienteeing.org)), or Dave Kershaw, Chair of the 6-Day Board([chair@scottish6days.com](mailto:chair@scottish6days.com))

Scottish Orienteering Association, [www.scottish-orienteeing.org](http://www.scottish-orienteeing.org). Registered in Scotland, No. SC334748.

The Scottish Orienteering Association is a charitable body Registered in Scotland, No. SC043563.

Supported by the National Lottery through **sportscotland**.



## Appendix 4:

### Nominations for Director Positions

List of applications submitted for consideration:

Director Positions	Nomination	Information
Operations		Still seeking nominations.
Performance		Still seeking nominations.
Independent		Still seeking nominations
Marketing and Communications		Still seeking nominations.

### Applicants Support Information:

We welcome any expressions of interest for the positions of Operations, Performance, Independent and Marketing and Communications. Applications are open until the 14th June. Interested parties are invited to submit a note of interest or send in an application which outlines their suitability for the position by email or in writing. Email correspondence can be sent to [nikki@scottish-orienteering.org](mailto:nikki@scottish-orienteering.org) or alternatively written applications should be sent to Nikki Howard, Scottish Orienteering, Glenmore Lodge, Aviemore. PH22 1QZ. Role outlines are available from the Scottish Orienteering website.

Voting for the positions of Operations, Finance, Performance, Independent and Marketing and Communications will happen at the AGM on 24th June. In the event of someone seeking nomination for any of an online proxy voting form will be circulated after 14th June and will be accepted until 23rd June.



## Scottish Orienteering Proxy Voting Form

I (print name and address)

being a member of the Scottish Orienteering Association ("SOA"), and eligible to vote, hereby appoint the Chair of the Meeting or (print name and address of proxy in the box below - if blank or invalid, the Chair will be appointed)

as my Proxy to attend, speak and vote for me and on my behalf at the Annual General Meeting of the Company to be held on 24th June 2024 and at any adjournment thereof.

- 1 Members are entitled to appoint a proxy of their own choice. A proxy need not be a member of SOA. If desired the name of such proxy can be inserted in the space provided in this form and the words "the Chairman of the Meeting or" shall be deemed to be deleted. If no name is inserted in such space, the Chairman of the Meeting will act as proxy.
- 2 Voting eligibility rules are reproduced overleaf
- 3 Instructions as to voting on the resolutions should be indicated by an "X" in the appropriate space. In the absence of such instructions the member will be assumed to be abstaining on that resolution.

The Proxy is to vote in respect of the resolutions as follows

No		FOR	AGAINST
1			

Member signature.....

Member Name (Capital letters) .....

Date on which Proxy Voting Form Signed: .....

## NOTES

- To be valid this form of proxy must be received at the SOA Registered Office (National Orienteering Centre, Glenmore Lodge, Aviemore, PH22 1QZ) not less than 48 hours before the time of the meeting (please note that postal deliveries to Glenmore Lodge can take a day longer than is the norm in cities and arrive late in the day). Online proxy voting forms will be accepted until 23rd June and can be found [Online proxy voting form](#)
- The Proxy will vote (or abstain from voting) as he or she thinks fit, on any other business which may properly come before the meeting.
- This form may be photocopied if further copies are required. Only one person may vote on each proxy voting form.

Voting eligibility as given in the BYE-LAWS OF SCOTTISH ORIENTEERING ASSOCIATION available on the SOA website and modified to bring them in line with the Companies Act 2006

The voting rights are

- (i) as defined in the Memorandum and Articles
  - Individual Senior Members shall each have one vote,
  - Individual Young Adult Members shall each have one vote,
  - Individual Junior Members 16 years of age or older shall each have one vote,
  - Each individual within the Family category aged 16 or older shall have voting rights of one vote( in terms of EGM held on 30th October 2023),
  - Honorary members shall have no voting rights, and
- (ii) as specified in this Bye-law
  - Groups shall have no voting rights and,
  - Clubs shall have no voting rights.

Scottish Orienteering Association, [www.scottish-orienteering.org](http://www.scottish-orienteering.org). Registered in Scotland, No. SC334748.

The Scottish Orienteering Association is a charitable body Registered in Scotland, No. SC043563.

Supported by the National Lottery through **sportscotland**.