

British Orienteering Events & Competitions Committee

Terms of Reference – Draft, 25 October 2011

The purpose of these Terms of Reference is to provide the framework within which the Committee will operate.

Authority

Authority is delegated to the Committee by the Board of British Orienteering to coordinate, oversee and monitor orienteering events and competitions; the Committee will ensure that events and competition structures are aligned with the vision, values and strategic objectives as determined by the Board.

Composition and Membership

The Committee shall consist of:

- Chair, appointed by the Board
- British Orienteering Events Manager
- 4 members nominated by associations; appointment will be by the Board and based on the skills set determined by the Board
- Director of British Orienteering appointed by the Board
- 2 members nominated independently (by for instance, members, directors, committee chair, staff); appointment will be by the Board and based on any gap in skills prior to the appointment

Non-voting members:

- Secretary, a staff member as determined by the Chief Executive and agreed by the Chair
- Chair and Chief Executive of British Orienteering have a right to attend as non-voting members

The Committee has the right to invite experts for specific agenda items; such attendees shall be non-voting.

Responsibilities

The Committee is responsible for:

- a. Advising the Board on the strategic development of the delegated area(s) of work; this will support the Board in establishing a vision for orienteering and a strategic plan for the development of orienteering in the UK.
- b. Presenting to the Board an implementation plan that will deliver the vision and strategic objectives of British Orienteering in the delegated area(s) of work.
- c. Discussing and agreeing with the Board the key performance indicators and milestones contained in the implementation plan.
- d. Negotiating with the Board the resources required to implement the plan and, if necessary, modifying the plan to match the resources allocated.
- e. Overseeing the delivery of the implementation plan; where appropriate discussing with the Board or Chief Executive the delegating of responsibility for the delivery of sections of the plan to other bodies including workgroups, staff or volunteers.
- f. Monitoring delivery of the implementation plan and the achievement of key performance indicators and milestone targets, where necessary responding to issues which may arise.
- g. Alerting the Board to significant achievements or issues that arise.
- h. Ensuring that the outcomes of committee business are effectively communicated to other bodies within British Orienteering and to the members of British Orienteering when appropriate.

Reporting Structure

The Chair of the committee will report directly to the Chair of British Orienteering and committee minutes will be considered at Board meetings. Minutes will be published on the British Orienteering web site and circulated to all committees.

Meetings

Meetings are to be held in accordance with the British Orienteering Meeting Guidelines and there will be a minimum of 2 meetings per year.

Draft work programme for Events & Competitions Committee

- Determine the competitions and events structure that will deliver the strategic objectives of British Orienteering:
 - i. Implement agreed recommendations from the recent Competitions Review
 - ii. Liaise with participants to determine which types/structure of competition will meet their needs
 - iii. Liaise with various committees and programme staff to determine which types/structure of competition will most effectively support their programme(s) objectives
- Establish and monitor the programme of competitions and events that will deliver the strategic objectives of British Orienteering making modifications as required to better achieve these objectives. This will include the coordination of the fixture list at national level (Levels A and B) and overview of Levels C and D.
- Establish and monitor procedures to deliver a programme of competitions and events that meets the strategic objectives that have been determined and the needs of participants, both experienced and new to the sport and potential participants.
- Monitor the programme of major events (excluding World Cups, World Championships and World Masters Championships) and develop the programme to meet strategic objectives:
 - i. Oversee the identification of partners to host major events and ensure partnership agreements are established.
 - ii. Ensure the British Orienteering aspects of the partnership agreements are delivered and that 'brand' building outlined in the strategic objectives is delivered.
 - iii. Determine which events will be nominated as World Ranking Events.
 - iv. Monitor the appointment of Controllers and where appropriate IOF Event Advisers to major events and World Ranking Events.
 - v. Resolve any significant issues with the programme of major events that may be referred to the committee.
 - vi. Ensure that all major events are reviewed and the good and poor practice in the staging of such events is identified.
- Oversee the production of the Rules of Orienteering and all British Orienteering endorsed competition rules and ensure they are fit for purpose.
- Advise the Board, committees and members on IOF rule or technical changes.
- Determine and monitor the procedures for the resolution of disputes and protests concerning the Rules of Orienteering and of all British Orienteering endorsed competition rules, but not to be directly involved in the resolution of such disputes and protests.
- Oversee the provision of training and support for all matters relating to the staging of events and competitions including:
 - i. Mapping and the use of maps in orienteering
 - ii. Land access and the protection of the environment
 - iii. Events systems such as the use of technology and software systems
 - iv. Volunteer training and the management of event volunteers as determined in the Volunteer Strategy
- Establish and monitor a programme to train and manage Controllers as determined in the Volunteer Strategy.

Events & Competitions Committee - Skill/experience/knowledge matrix for committee members

The committee will, in an ideal situation, consist of members who between them provide the following range of skills, knowledge and experience.

All members nominated for membership of the committee should:

- Be able to make informed decisions on a variety of matters using the relevant knowledge and experience they have of orienteering in Britain and British Orienteering.
- Be committed to the vision and aims of British Orienteering and the delivery of the strategic plan for the development of orienteering.
- Be objective and place personal views aside.
- Have strong interpersonal skills and the ability to form good working relationships within and outside the committee.
- Be able to work toward consensus and accepting of 'cabinet' decision.
- Understand the role of the committee and its relationship with the Board and Senior Management team of British Orienteering.
- Have a personal awareness of the ethics and integrity required to serve on a national committee.
- Be available to attend two meetings per year on Saturdays (dates agreed in advance) and the induction session and any training days as agreed with the Chair.
- Be able to communicate between meetings using email or conference call; committee members should normally be able to respond to email communications within 48 hours.

Ideally the members between them will cover the following:

Skills

- Leadership
- Strategic thinking and planning
- Independent thinking
- Creative thinking
- Analytical & critical thinking
- Time management
- Project management
- Influencing
- Facilitating
- Change management
- Public speaking and presenting
- Event management

Knowledge and understanding

- Orienteering and the membership
- Rules of Orienteering
- Of orienteering as a junior, 16-25 age, senior, international
- Competition & competition rules
- Participant issues and needs
- Business management
- Commercial best practice
- Cost/benefit analysis
- Health & Safety
- Risk management
- Current practices in the sports sector
- Diversity and inclusion

Experience of

- Coordinating a major orienteering event
- Organising, planning, mapping for events
- Controlling orienteering events
- Participating in competitions & events at junior, senior, international levels
- Using IT systems in orienteering
- Sport and sport development
- Member/participant/client relations
- Relationship management
- Policy development
- Community development/engagement
- Business management
- Working with volunteers
- Negotiation & Conflict resolution
- Participant/client care
- Being a committee member
- Other Boards, committees
- Liaising with partners and partnership working
- Commercial development
- Safeguarding
- Public affairs
- Income generation
- Marketing and Branding
- Websites and Social Media
- Public Relations/Media
- School and youth sport
- Finance inc. budgeting and accounting

It may be appropriate for some 'specialists' to be appointed covering such areas as technical, event management, school & youth orienteering, elite, etc.

Appointment Process for Committee members

The members of the committee will be appointed as specified within the British Orienteering 'Recruitment & Selection Policy'.

The appointments will take place in two stages:

- i. The 4 association representatives will be appointed. Associations will be asked to nominate as many members as they think are appropriate for positions on the committee however a brief CV and table outlining the skills, understanding and experiences each has will be required for each nomination.
Why would associations nominate more than one person? The process of appointing people will take a first sweep through the nominations and 4 committee members will be appointed that best meet the criteria with a maximum of one person from any association.
- ii. The remaining 2 appointed members of the committee will come from all other nominations from associations, clubs, Board, staff, etc. This means that in the final instance there is may be more than one member from some associations.

The appointment panel will consist of:

The Chair of the Events & Competitions Committee

The Chair of an Association

A Director of British Orienteering

The Events Manager