



EVENT OPERATIONS COMMITTEE
REPORT TO MANAGEMENT (3/6/06)

Meeting of the Event and Operations Committee held on **Saturday 3rd June 2006**
at the Carrs Lane Church Centre, Birmingham commencing at **12:30pm**

Management is asked to APPROVE:

1. NO items were put forward for approval

Management is asked to NOTE:

2. The Rules Group is working to bring the Rules, Guidelines and examples of best practice in line with the changes to the Membership Scheme
3. The committee believe the development of a workforce or volunteer strategy is now crucial to the successful operation of the Federation.
4. The use of the May Bank Holiday weekend for the British Championship to be held in Scotland is considered unsuitable by SOA, they will be held 19/20 April.
5. The identification of support required from the office and the budgetary implications.

Event Operations Committee

Minutes – 3 June 2006

Meeting of the Event and Operations Committee held on **Saturday 3rd June 2006** at the Carrs Lane Church Centre, Birmingham commencing at **12:30pm**

Attendance, apologies and Chairman's opening remarks

Attendance

Lyn West (LW)	Chairman
Peter Guillaume (PG)	Fixtures Group
Barry Elkington (BE)	Rules Group
Colin Spears (CS)	Map Group
Susan Marsden (SM)	Junior Competitions Group
Mike Richardson (MR)	Major Events Group
Mike Hamilton (MH)	Chief Executive

Apologies

John Palmer (JP)	Elite Competitions Group
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Chairman's opening remarks

1. The Chairman and Chief Executive were welcomed by members to their first meeting.
2. Alex Ross was thanked for his work in supporting the committee.
3. SM asked if it will be possible for future meetings to commence at 12:00; this was agreed.

Minutes of meeting of 25 February 2006

4. Those members who had been present at the meeting accepted the minutes as a true and accurate record of the meeting.

Notification of any other business

5. LW stated that MH had asked if, with the departure of Alex Ross, the support required by members of the committee and their workgroups could be considered.
6. LW asked if the matter of communication between members could be discussed.
7. It was agreed to deal with both under AOB.

Actions and Matters Arising

8. 53-06/06i Provide suitable guidance on selection races and seeding for juniors to Event Organisers.

PG and SM had discussed this. Once the selectors had agreed the Junior Selection races, PG would advise the clubs concerned. The selectors would provide directly to the clubs their seeding requests.

9. 47-06/04g Confirm need and purpose for collecting numbers of printed maps. It was agreed that this can now be deleted from the list of actions.

10. Embargoed Areas

It was agreed that there should have been an action from the last meeting relating to embargoed areas. The issue should be considered by Rules Group, guidance drafted and circulated for discussion. Action BE

Action: *Embargoed Areas to be considered by Rules Group and draft guidance circulated to members for comment (BE, next RG meeting).*

Reports from Groups

Home International Group (HIG)

11. Home Internationals – Alex Ross had been the linkage between the Home Nations and has worked to encourage the organisers to adopt the rules and guidance as published by BOF. There will be a need for coordination and diplomacy from someone within the office in this matter.

Action: *Home Internationals, to consider how coordination can be provided by the office staff (MH, August 2006)*

Elite Competition Group (ECG)

12. There will be a meeting on 13 June.

Senior Competition Group (SCG)

13. This group does not currently exist. There is a need to find a Chair and group members.

Action: *Senior Competitions Group, LW to consider who could chair the group and report back to the next EOps meeting on progress (LW)*

Junior Competition Group (JCG)

14. Issues have been discussed via email but no changes are required to date. The next meeting will take place in September.

Rules Group (RG)

15. The office was asked to place news items on the web to publicise the updated guidelines for the Yvette Baker Trophy and Peter Palmer Relay. This should be timed to coincide with the next edition of Focus.

Action: *Yvette Baker Trophy & Peter Palmer Relay updated guidance to be placed on the web (AR; in time for next edition of Focus)*

16. There was considerable discussion regarding best practice guidelines being placed on the web. Key points made during the discussion were:

- a) 3 sections; Rules (+ appendices), Event Guidelines, Best Practice and FAQs
- b) BOF global policies should lie elsewhere ie Child Protection

Action: *Event Operations thoughts regarding the web site are to be fed back to the staff working on the web project (MH, asap)*

17. The impact of the new membership scheme needs to be considered and rules, guidelines and best practice reflect the changes. Some may need republishing; there was acceptance that most will be published in electronic form to save cost. It may be necessary to produce a 1 page abridged version for Focus.

18. MH highlighted the need for BE to communicate closely with Neil Cameron regarding any changes that may need to be reflected in the work of the Membership Implementation Working Group.

Action: *Rules, Guidelines & Best Practice possible changes as a consequence of the new membership scheme to be discussed with Neil Cameron (BE; asap)*

19. The Compass Sport Cup 2007 will use the membership as applied in 2006.

20. The development of officials is now of major concern and requires the input of resource. Recruitment is an issue at all levels and across all aspects of the BOF workforce. It was recognised that the development of volunteers and professionals is a priority issue for the Federation and must be addressed. LW stated that it was on the agenda for the Development Committee.

Action: *Development Committee and Management to be alerted to the concern regarding volunteers and asked to make the development of a workforce development strategy a priority (LW, asap)*

Fixtures Group (FG)

21. Detailed notes for the last meeting had been circulated.

22. Fixtures Group members asked that when papers are referred to in minutes of meetings they are made available for background reading. This was agreed.

23. Members note the continuing reduction of the “season window” that events can be held during, as a consequence of environmental constraints.

24. In 2008 the British Championships in Scotland will be held on 19th/20th April. The May Bank Holiday is not suitable because of the Scottish Schools exams.

Action: *If Scottish examinations cause a problem this should be referred back to BOF Council for modification to the BOC Guidelines (LW, Sept06)*

25. Event Operations are asked to recommend that the National Fixture Secretary is allowed to upload fixtures directly to BOF web site. This to be progressed regardless of the proposed new BOF IT systems.

Action: *Direct access to the BOF web site to update fixtures (PG, Resolved)*

26. The next meeting of Fixtures Group is in October.

27. Fixtures group is working well and achieving the cascade of information required of it.

28. An article on major events is required for publication in Focus and on the web site.

Action: *Major Events article, when is the next Focus copy date? (MH, asap)*

29. The East Midlands British Championship bid for 2009 has been withdrawn, South Central will be organising it.

30. Members were asked to note the fixtures squeeze in 2008 – Fixtures Group is suggesting the Compass Cup first round be held in early January.

31. The BOF web site fixtures pages contain colour coded and above events; is it possible to add smaller events (C5s) if clubs desire? There is a question about the event forms and the database system.

Action: *Inputting of smaller events into the web fixtures list, Pat Martin, Fixtures Sec. will seek a cost and consider what changes will be required to Form ER1S (Pat Martin, end June)*

32. 2007 fixture list; there are no specific problems although the departure of Alex Ross might impact on the organisation of the JK.

33. 2008 Fixture list; JK is progressing well and the SOA are organising BOC.

Mapping Group (MG)

34. Trophies: They have been collected, engraved and presented.

35. Map Conference: To be held at Long Moor Camp courtesy of Allan Farrington, it is likely to be scheduled in October.

36. Forms: New version of the forms MR1 / MR2 are required, there is no additional data so will require no changes to the database. Forms MR1s / MR2s for schools are new forms to simplify the job of mapping a collection of schools. Mapping Group would like these forms produced in a similar format

Action: *Mapping forms MR1 & MR2 to be updated and formatted (MH; asap)*

Action: *Mapping forms MR1s & MR2s to be updated and formatted and the changes required to the database assessed (MH; asap)*

37. Mapping Budget: Mapping group would like to know the budget allocated to mapping. MH agreed to forward copies of the 2006 and draft 2007 budgets to members for their information and to receive feedback on the budgets and any projects members or groups may wish to have considered in 2007.

Action: *Event Operations Budget to be copied to members for consideration and feedback (MH; asap)*

38. Mapping Officers: Members considered the paper produced on behalf of mapping group. Finance is required to fund mapping officers that can train mappers including to familiarise them with OCAD. Currently there is a significant need for mappers particularly in schools. Mapping Group would like to organise 4 courses per year with 2 tutors on each. There was considerable discussion about the need for a policy from BOF that considers all categories of training and course organisation. MH agreed to produce a draft policy and to circulate it to members for discussion and feedback.

Action: *Training courses policy to be drafted and circulated for comment (MH; asap)*

39. Map Advisors: should be appointed to major events. The need for advisors was realised 2 years ago but the appointment of advisors had slipped somewhat over recent times and is now being re-prioritised. Discussion about the role of Map Advisors raised some queries and CS agreed to produce a role definition for members to consider. It was also identified that there is a need for procedures for the advisors to use.

Action: *Mapping Advisors, a role definition and procedures be drafted (CS; asap)*

40. Trail O Maps: A specification for Trail O maps is under discussion and draft guidelines will be produced in due course.

Action: *Trail O Mapping Guidelines to be drafted and circulated for comment (CS; when available)*

41. Mapping on the BOF web site: The need for more clarity to navigate to mapping information was recognised and noted. CS agreed to forward an outline requirement to MH.

Action: *Mapping section on the BOF web requires clearer navigation ideas to be forwarded to MH (CS; asap)*

Major Events Group (MEG)

42. There are 7 National events in 2007 as a result of the postponed Whitbarrow event.

43. The Major Events Conference still requires facilitators and invitations to be circulated to delegates.

44. The Major Events list of Controllers for 2007 still has several gaps. Concern was expressed regarding the ability of Ray Collins to control all events he was down for; it was agreed that MR speak to Ray to clarify the situation. Although the current list of controllers has 75 people on it there are approximately 44 reasonably active. An analysis of the last 5 years events and the controllers that have been involved in currently underway. There is now a need to produce procedures for removing controllers from the list. It was agreed that MR correspond with Alex Ross and agree a letter to be sent out to all controllers that will ask if they wish to be appointed to an event and simultaneously ask them if they wish to continue to be considered, a none response to the letter will result in them being removed from the active list.

Action: *Major Event Controllers, Ray Collins be spoken to regarding the events down against him (MR; asap)*

Action: *Procedures for the removal of controllers from the list to be developed (MR; asap)*

Action: *Letter to all controllers asking if they are available for events in 2007 and if they wish to stay on the active list (MR / AR; asap)*

45. It was also noted that are only 4 National Events in 2008.

Management Committee and Development Committee

46. LW updated members regarding the Management Committee and explained that the focus of the meeting had been the budgets. The minutes are available on the web site and no queries were raised.

47. LW apologised that the Development Committee minutes were not yet available and gave a brief summary of discussions.

Individual Items

Appointment of Major Events Controllers

48. This item had been dealt with previously. (Item 44)

Registered Major Events

49. PG and MR to communicate regarding these events.

National Event Area Report

50. Guidelines are now available on the web and should become an on going part of the guidelines available.

Provision of National Events

51. It is recognised that there is a need for a Senior Competitions Group to discuss this area of work. There is also a question regarding what constitutes a major event. See item 13.

Major Events Handbook

52. Updating this is an on going project for Rules Group; BE will discuss with Roger Hargreaves.

***Action:** Major Events Handbook to be considered by Rules Group (BE; next meeting)*

Major Events Conference

53. Although discussed previously, it was agreed that Alex Ross be asked to produce a list of potential delegates, what information is held on them and to identify what further information is required. This information to be fed through to MR/PG for consideration.

***Action:** Major Events Conference, a list of potential delegates to be produced (AR; asap)*

54. MH recognised that he would need to talk to MR/PG to gain a better understanding of the organisation and support required for this conference.

***Action:** Major Events Conference administration and support to be identified (MH to liaise with MR / PG; asap)*

Appointment of Major Events Coordinators

55. This had been considered previously under item 43.

ISOM 2000 Issue

56. This item had already been covered within the Map Group report.

Any Other Business

57. Members discussed the support that each group/committee thought it required from the office staff.

58. SM:

- Email distribution, collation of returns, coordination and drafting of papers
- H Palmer is responsible for note taking
- Query regarding the roles of H Winskill and P Olivant; voluntary or paid?

59. PG:

- Chairs and organises his own minutes
- Pat Martin provides considerable administrative support as the Fixtures Secretary (fixtures db, Focus etc)
- A Sarkies presence at last meeting led to things being actioned quickly
- No additional support required
- MR/PG linkage to be discussed to improve the effectiveness of communications; for Major Events to the agreed system
- There are times when communications are required to be sent from the office

60. MR:

- Coordination for Major Events
- Monitoring the progress of Major Events as the organisation progresses
- There has been a problem in the transfer from the paper system to electronic; perhaps there is a need for updated procedures
- Alex chased people and paperwork – exactly what is unclear
- Administration support to be clarified (MH to consider)

61. CS:

- Rarely use office support apart from Alex's knowledge of the people networks, who to go to for things, how the sport is organised
- Organisation of training for mappers
- Support for Major Events Conference
- RDO's used to arrange locations for courses
- Distribution of updates for mappers often placed on the web
- To organise and monitor the budget
- A Sarkies to update the web with all things to do with mapping
- N Mckenna regarding the administration of MR1 & MR2 forms

62. BE:

- Rules Group owns the Rules and coordinates inputs from other groups
- Objective is not to get any appeals regarding the Rules
- All Rule, guidelines and good practice examples put on the web
- Office provides the first port of call for all Rule issues (only a few passed on to BE)
- National staff act to pool best practice information
- Office staff act as a gateway for IOF communications
- Support from Alex is: front line response for enquiries etc, agenda, minutes,

papers, actions from meetings
- web site support

Dates and Venues of Meetings

63. Future meetings to be held in Birmingham, starting at 12:00 pm the following dates were agreed:

14 October,
3 February to move to 10 February

64. It was requested that MH circulate copy dates for Focus to all members.

Action: *Focus copy dates to be circulated (MH, with minutes)*

Chairman's closing remarks

65. Members were thanked for their contributions and the Chairman closed the meeting at 17:00.

Event Operations June 2006

Action List

Actions & Matters Arising		
1. Embargoed Areas to be considered by Rules Group and draft guidance circulated to members for comment	BE	Next RG
Reports from Groups		
2. HIG: Home Internationals, to consider how coordination can be provided by the office staff	MH	Aug06
3. SCG: Senior Competitions Group, LW to consider who could chair the group and report back to the next EOps meeting on progress	LW	Next EOps
4. RG: Yvette Baker Trophy & Peter Palmer Relay updated guidance to be placed on the web	A Ross	Next Focus
5. RG: Event Operations thoughts regarding the web site are to be fed back to the staff working on the web project	MH	asap
6. RG: Rules, Guidelines & Best Practice possible changes as a consequence of the new membership scheme to be discussed with Neil Cameron	BE	asap
7. RG: Development Committee and Management to be alerted to the concern regarding volunteers and asked to make the development of a workforce development strategy a priority	LW	Next MC
8. FG: If Scottish examinations cause a problem this should be referred back to BOF Council for modification to BOC Guidelines	LW	Sept06
9. FG: Direct access to the BOF web site to update fixtures	PG	Ü
10. FG: Major Events article, when is the next Focus copy date?	MH	asap
11. FG: Inputting of smaller events into the web fixtures list, Pat Martin, Fixtures Sec. will seek a cost and consider what changes will be required to Form ER1S	Pat Martin	end June
12. MG: Mapping forms MR1 & MR2 to be updated and formatted	MH	
13. MG: Mapping forms MR1s & MR2s to be updated and formatted and the changes required to the database assessed	MH	
14. MG: Event Operations Budget to be copied to members for consideration and feedback	MH	With minutes

15.MG: Training courses policy to be drafted and circulated for comment	MH	
16.MG: Mapping Advisors, a role definition and procedures be drafted	CS	
17.MG: Trail O Mapping Guidelines to be drafted and circulated for comment	CS	
18.MG: Mapping section on the BOF web requires clearer navigation ideas to be forwarded to MH	CS	
19.MEG: Major Event Controllers, Ray Collins be spoken to regarding the events down against him	MR	
20.MEG: Procedures for the removal of controllers from the list to be developed	MR	
21.MEG: Letter to all controllers asking if they are available for events in 2007 and if they wish to stay on the active list	MR / AR	
Individual Items		
22.Major Events Handbook to be considered by Rules Group	BE	Next RG
23.Major Events Conference, a list of potential delegates to be produced	AR	End June
24.Major Events Conference administration and support to be identified	MH liaise MR / PG	
Any Other Business		
25.Focus copy dates to be circulated	MH	With minutes

ACTIONS

Arising or continuing from previous meetings of Event Operations Committee.

37 05/22c Review present reporting back process from major events and availability of the information recovered	MR	
38 05/22h Progress booking for 2006 Major Event Conference	AR	complete
39 05/24c Progress provision of JK 2007 as approved	AR	complete
42 06/03 Provide Focus article on the responsibilities for Home International Competition	AR	complete
43 06/04e Arrange update to appropriate Appendices and Guidelines on provision of back-up punches at events	BE	complete
44 06/04e Examine feasibility of providing updated guidelines and accompanying letter to all Regional Event Organisers	AR	complete

45 06/04e Provide Focus article on improvements to Planning Standards particularly course lengths and junior provision	BE	complete
46 06/04f Investigate and report possible solutions to PG on problems identified in Fixtures programme post 2010	E.Ops	
48 06/04g Provide costed proposal and benefits of employed Mapping Officers	CS	Circulate d and discusse d under MG report
49 06/06b Add item to next agenda on the appointment and training of coordinators for major events	AR	complete
50 06/06c Communicate decision on Map Scales to BOC 2007	AR	complete
51 06/06d Communicate decision on Planner to BOC 2007	AR	complete
52 06/06e Communicate decision on Relay Area to BOC 2007	AR	complete
53 06/06i Provide suitable guidance on selection races and seeding for juniors to Event Organisers	PG liaise SM	I think SM & PG agreed this was complete
54 06/06j Recommend to Management Committee the need for a small budget to enable small upgrades to Fixtures Database	NC	complete
55 06/06k Investigate and report on issue over map quality as identified by EMOA	CS	
56 06/06l Provide suitable reply to member on issue of Event Pressure	AR	complete
57 06/06m Raise issue of late additions to event programme with Officials at Major Event Conference	AR	complete
58 06/07a Communicate decision on Ultra Long Championship to proposer	AR	complete
59 06/07b Add item to next agenda on the provision of National Events	AR	complete