

# Events Committee

## *Minutes of meeting*



held on Saturday 6<sup>th</sup> November 2010  
Holiday Inn, Birmingham

### **1. Attendance, apologies and Chairman's opening remarks**

Mike Forrest (MF)	Chairman & Chair of Major Events
Mike Cope (MC)	Chairman, Fixtures Group
Barry Elkington (BE)	Chairman, Rules Group
Helen Errington (HE)	Events Manager
Mike Hamilton (MH)	Chief Executive
Ranald Macdonald (RM)	Chairman, Senior Competitions Group
Sue Marsden (SM)	Chairman, Junior Competitions Group
John Palmer (JP)	Chairman, Elite Competitions Group
Dave Peel (DP)	Events Manager
Colin Spears (CS)	Chairman, Mapping Group
Ian Webb (IW)	Development Committee representative

### **2. Declarations of Interest**

There were no declarations of interest.

### **3. Minutes of Meeting of 12th June 2010**

These were accepted as a true record of the meeting.

### **4. Notification of Any Other Business**

MF reported that he wished the subject of accreditation of IOF event advisors be considered at the end of the meeting.

### **5. Review the action list from the previous meeting**

See below.

### **6. 4 Tier Event Structure**

MH gave a review of the feedback which had been received about the paper, and in particular what had been raised at the road shows. Feedback was positive with the main focus being the definitions being proposed for the new 4 tier structure. The committee discussed this issue further as follows:

#### **6.1. To receive any comments or modifications regarding the Board paper**

The paper was accepted.

#### **6.2. To receive an update on the progress implementing the structure**

MC gave a progress report, following the Fixtures Group meeting on 16 October, reporting that there are currently approximately 80 events which clubs wish to be designated at level B. After some discussion it was felt that a significant number of these may be down graded, once clubs focus on the quality requirements they will be expected to deliver against. In the short term it was recognised that the system would need to accept the wishes of the

clubs as there would not be time for the assessment process to be carried out, in particular the terrain assessments.

## **7. Rules, Appendices and Competition Rules**

### **To receive an update on the modifications due to the implementation of the 4 Tier Events Structure**

BE gave a brief overview of the changes: The changes to the Rules and Guidelines A and B are primarily to put in place the 4-tier structure. Guideline E has been modified to incorporate the safety concerns around urban races and the regulations for under-16s taking part in them.

The new Rules and Guideline A define all of the changes to the other Event Guidelines and to Competition Rules. In addition there are four Appendices that have been updated and need Events Committee approval:

**Guideline A** generated considerable debate, in particular the contents of the reference table:

- The timetable for the grading process.
- It was confirmed that the default level at which an event is registered is level D, and that it would then be upgraded as the organising club requests, subject to satisfying the required quality standards (and down graded if such criteria were not going to be met).
- It was agreed that the authority to schedule Level A events rests with Major Events Group in consultation with Fixtures Group.
- A draft of the assessment process that would be carried out by Level B controllers for level B events has been written by Katy Stubbs, and BE undertook to circulate this to the committee.

### **2011 Rules**

There was a discussion about the desire to distribute printed copies of the Rules but it was accepted that there were likely to be changes required as the 4-tier structure beds down, so initially they would not be printed.

The meeting then discussed and agreed some proposed changes to the Rules, which BE undertook to amend and circulate.

### **Other Guidelines and Appendices**

The meeting then discussed and agreed proposed changes to the following guidelines and appendices, which BE undertook to amend and circulate:

- Guideline B - Long Distance Events
- Guideline E - Urban Events
- Appendix E - Event Safety
- Appendix C - Event Officials
- Appendix G - Protests, Juries & Appeals
- Appendix I - Electronic Punching and Results Adjustment

The amendments discussed included agreement to change the wording in Appendix C Table 1.4.2 from "should be from another club" to "preferably from another club".

## **8. Events Committee Governance review**

### **To receive an update on the progress of the review**

MH gave an update. His attempts to organise a meeting so that Brian Porteous could meet with Events Committee had been unsuccessful, so he has suggested to Brian that he contact committee members individually via telephone.

## **9. Event Officials**

### **To receive an update and agree:**

9.1. The licensing scheme for organisers:

HE presented a paper detailing the scheme. She pointed out that it defined the *what* but did not cover the *why*. There was general discussion about the paper. The need for such accreditation was recognised but it was stressed that the *why* would need to be explained clearly to clubs, officials etc

The scheme would be introduced gradually, with the first phase being the accreditation of existing officials onto an appropriate grade with the accreditation of new officials following.

9.2. Licensing and support for mappers and planners:

CS informed the committee that Map Group would use this paper to produce proposals for the accreditation of mappers with the introduction of the scheme following the same process. The scheme for planners would follow.

9.3. The grading of event officials:

This was work in progress and would use HE's paper as a basis.

## **10. Competition Review**

### **To receive and discuss the early draft recommendations including the proposed Masters Cup:**

MH presented a paper which is going to the board for approval at its December meeting and, if approved, this would be sent to clubs etc in the New Year.

RM presented a paper detailing the proposed Masters Cup. It was noted that the development of this proposal whilst the competitions review is still under way could be viewed unfavourably. However, it was agreed that the proposed competition be run in 2011 as a pilot for the possible introduction of a National League as suggested by the competition review.

## **11. Operational Group reports**

### **Home Internationals, Competition (Elite, Senior & Junior), Rules, Fixtures, Map, Major Events**

#### **To raise any queries regarding the circulated reports**

Map Group: CS was asked about what progress has been made towards the development of a list of accredited map printers, as required by the 4-tier structure. DP had started this process for Map Group so a list could be established very soon. It was recognised that such a list should allow for any printer to seek accreditation. Likewise the quality of printers on the list should be reviewed.

ECG: JP pointed out that the dates of the WOC selection races had been set. He also noted that the 2011 Nordic Championships have been cancelled. This was particularly irritating as the date of BOC2011 had been moved to avoid a clash.

## **12. Board Meeting Reports**

To note any actions from the Board Meeting of the July and September 2010 including notice of intent to bid for WTOC 2012 and WOC 2015

- MH informed the committee that British Orienteering has been awarded the 2012 WTOC. They would be organised by a group of technical experts in Scotland.
- DP gave an update of British orienteering's bid to stage WOC 2015.

### **13. Any Other Business**

- Association Reps Reporting on Committees/Groups. A paper is being put to the board on this issue.
- Delivery of the JK event: DP reported that the board had received a paper proposing a new delivery mechanism for the JK, adopting a similar model to that used by the Scottish 6 Days. MEG has been asked to consider the implications of such a proposal.
- IOF Adviser Accreditation: MEG would oversee the appointment and re-accreditation of IOF Event Advisers to the IOF.

### **14. Reporting and Actions**

To agree which items should be recommended to the Board or marked for the Board to note:

BE (RG) to send Rules, Guidelines and Appendixes to the Board for approval.

RM (SCG) to implement the Masters Cup

HE Licensing planners and grading of event officials

CS (MG) to produce an accreditation scheme for mappers

### **Dates of Meetings**

12 February 2011

18 June 2011

12 November 2011

## Action List

<b>Items from the previous Action List</b>		
1. FG: Job description for CSC co-ordinator to be drawn up and circulated to SCG to find a new CSC co-ordinator.	Done	PG
2. FG: Club Officials newsletter to include fixture requests to be tried out.	Done	MH
3. YBT Gold standard to be amended to read 125% of the winner's time.	Done	BE
4. MC to ask SEOA if can host BOC/BRC anytime in the period March – May and Sept – Oct in 2013.	Done	
5. All rules, guidelines & appendices to go up after Board approval and removal of all non applicable documents.	Done	HE/LM
6. Appendix K needs amending to note that it applies to the current 3 tier event level structure and only to top year M/W16.	Done	BE
7. All Event Guidelines need a standard sentence added to explain they are guidance and not a requirement	Done	BE
8. Winning time for W16A class to be added to Competition Rules A, G & I.	Done	BE
9. Section 1.4.3 in Competition Rules D & H to be checked for consistency at the two relay events.	Done	BE
10. Framework for review of Rules and procedure for changes to be drafted	Done	HE
11. Summary sheet of changes to be sent to all Controllers. Seek views on how they might wish to be kept up to date with all the changes	Nov	HE/BE
12. List of questions for CSG, JCG and ECG to consult with members on seeding & start times	Carried forward	BE
13. List of themes for questions to be devised by office and sent to all M/W 65 + members on relay participation.	Carried forward	RM
14. Historical data on relay participation numbers to be collated.	Carried forward	MH
15. UK Cup website to be hosted on BOF site. Research required on all other event & competition websites not currently hosted by BOF & plan how to make them part of the main website.	Carried forward	MH
16. Can publicity status be changed on Event registration system after initial registration?	Done	MH/M C/PC

### New actions

17. Revised rules and guidelines to be sent to the Board	15 <sup>th</sup> December	BE
18. Masters Cup proposal to be finalised	end November	RM
19. List of licensed planners and organisers to be prepared	February 2011	HE
20. Mapper accreditation scheme to be proposed	February 2011	CS