

Event Operations Committee
MINUTES (10/02/07)



Held on Saturday 10 February 2007

At the Cars Lane Church Centre, Birmingham, commencing at 12:00pm

1 Attendance, apologies and Chairman's opening remarks

LW, BE, CS, PG, MR, SM, JP, MH

Stewart Caithness (SC) joined the group to discuss the UK Cities Series

7 UK Cities Series

1. LW moved this topic to the start of the meeting.
2. Stewart provided a background to the UK Cities Series. He provided a paper which is attached.
3. The object of the series is to try to create a buzz further a field than just orienteers, particularly in order to build the image of the sport to the general public. SC is offering to do some of the organisational work for the clubs and is working hard not to increase their workloads.
4. It is hoped the series will grow in 2008 after being established as a series in 2007. It is recognised that in order to capitalise on the success of urban sprint, marketing will be needed.
5. MH provided a little background on his conversations with SC and hoped that this meeting will enable some of the queries around the series to be addressed ie who has responsibility for the series, where does it sit amongst the other series, what are the objectives? SC sees it being a showcase with top athletes but is primarily concerned with image. Members were happy for SC to be responsible for the series.
6. SC is happy to sort out the series and communicate with clubs and event organisers but would appreciate British Orienteering supporting the clubs to try to help them make the most of the event, Support might include fliers and info that volunteers around the course might be able to hand out to interested spectators.
7. PG suggested it will be good to review progress after the last race in 2007; this was agreed
8. There are no issues envisaged from a fixtures perspective, the series builds on many races that are already within the fixture list. Fixtures group can help to spread the word! There was a slight concern expressed regarding the name, it was felt it might be confused with the UK Cup and SC was asked to see if there was any way this potential for confusion could be avoided.

9. There was also some concern regarding the number of events the top athletes might be involved in and members asked if the JK and BOC sprints should be involved? It was also suggested that the number of participants might be an issue in future. PG to ask Fixtures group to spread the word and ask any clubs that are interested to contact SC direct. SC stated that top athletes will make their own decisions and that he is happy for JK and BOC sprints to be part of the series even though they may not be held in urban areas.
10. When queried regarding the preferred day to hold events in the series SC stated he was happy to sit down and talk with any club regarding weekdays, Saturdays or Sundays. Saturday produces more spectators but can be too busy to hold a race.
11. JP stated that if SC wanted assistance to select or seed top athletes his group is willing to assist.
12. SC stated that bibs to increase visibility and promote orienteering will be used and the possibility of a current series 'leaders' bib is being considered.
13. SC also stated that the format of the events is open to discussion.
14. Event Ops endorsed the idea of the UK Cities Series and will do everything it can to support the work. SC left the meeting.

Action: British Orienteering to make some fliers available for volunteers to distribute at UK Cities Series events (MH)

Action: Fixtures Group members to be advised of the series and asked to 'spread the word' about the series – are other clubs interested in taking part? (PG)

2 Declaration of Interest

15. Members were asked to advise of any agenda items which require a declaration of interest, SM declared her involvement in the JK 2008.

3 Minutes of meetings

16. The minutes of the meeting held on 10 October were recorded as a true record.
17. The only matter not on the agenda that will require covering is for a situation update on the British Orienteering insurance cover. This will be covered under item 12 AOB.

4 Notification of any other business

18. No other matters were raised for discussion.

6 Review the action list from the meeting

19. Item 22 needs to go to planners as well; to those on the 2008 list.
20. Item 7 complete

7 Operational Group reports

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

21. Elite: there was no need for a written report for this meeting.
There is an issue regarding the British Sprint and British Middle Championships with age classes and how they are advertised. They have been advertised as Elite

Championships, which is incorrect, and with additional age classes which is also not correct. There is selection involved for the Elite classes and with the event being used for the Future Champions and UK Cups the addition of extra age classes has meant that some people don't know which to enter. The Guidelines are straightforward in that the Championships are single races, and unfortunately organisers have confused the competitors!

BE agreed it is a Rules issue and he will approach the organisers and point out the problem to them. If organisers wish to put on spectator races that is ok but they are not an official part of the event. It is possible for a person to win the M50 class but that does not make them a British Champion! BE asked if this can be placed on the web as a news item once the situation had been sorted with the organisers to try to address the problem.

Action: A newsflash to be created to notify members of the British Championship situation regarding entry and British Champions (MH)

22. JCG: Medals are only for Championship classes and not for ad-hoc. This has been endorsed by Management Committee. Mementos can however be given and members in general felt it is important that young people are rewarded. PG stated that he will deal with JK this year and speak to BOC organiser.

23. SCG: No group currently exists.

24. RG: Embargos; BE had circulated a paper. This topic was brought to a head by the Home International in Sheffield in 2006. A lively discussion ensued! The consensus from most of the group was for an embargo period of 12 months for all. CS expressed concern at this but most other members appeared to accept that this would address the coaching issue and make the use of land by the local club more acceptable. RG have developed a great deal of material that can be used to train event volunteers. It was agreed that material can be made available but that there is also a need for procedures and someone to drive this training forward. MH briefed members on web site development and stated that there will be a section specifically for the training of event volunteers.

25. FG: Event pricing; there are still a few minor items to be addressed but overall the summary chart is fit to use and should now be made public. After discussion it was agreed that foreign entrants (members of other federations) will have to become LBM or NBM if they wish to compete for a British club in relays or Compass Sport events.

26. Mapping Group: The conference had gone very well, with a lot of new people which bodes well for the future.

Insurance is still an issue for a few people who earn low level income from mapping, after discussion it was agreed that anyone taking less than £5k gross should be covered by the Civil Liabilities cover that British Orienteering has organised. MH stated that he would have to take this figure to the brokers in order to get it agreed. There was a request for 3 copies of maps to come in to the National Office at ER3 stage, MH stated that this will be included as a requirement when the new web site addresses the mapping aspects of the operation, but in the meantime he will look to see if it is feasible to add the requirement to the ER3.

If clubs or associations organise venues etc for mapping course the members of mapping group are willing to supply tutors and materials.

Actions: The guideline of £5k gross payment being the cut off point for mappers to be covered by British Orienteering Civil Liabilities is to be checked with the brokers (MH)

27. Major Events: MR thanked the office for getting the letter out to Grade 1 Controllers. There is still a requirement for the procedure to remove Controllers, and RG agreed to develop these procedures.

British Orienteering had been advised of the Foot-O Event Adviser's Clinic; it was agreed that it should be advertised to nominated people; MJ, PG, BE will compile a list of names to approach. Questions were raised as to how many IOF Event Advisers British Orienteering currently have.

2007 Events; there are still concerns regarding Whitbarrow, including the risks involved in the limestone pavements and parking/busing people to the event.

2008 Events; the only gap is around 2 days at the JK.

Major Event Conference: Lilleshall not able to host, MH will continue to search for a suitable venue and let members know as soon as possible.

Risk Assessments: the event organiser is responsible for the risk analysis and the controller should check. BE will reinforce this through Rules Group.

Action: A list of Grade 1 Controllers that can be invited to the EOF Event Advisors Clinic to be compiled and sent to MH (PG, MJ, BE)

Action: Venue for the Major Events Conference to be finalised (MH)

28. Home Internationals: There was a discussion as to whether it should fall within the remit of this group, it was accepted that junior aspects do fall with the JCG. Overall it was felt that if there are issues relevant to this committee the people involved will raise them with committee members.

29. Map scales & Eyesight: BE explained the background to the issue. It was decided that the ability to read the map at the scale provided is directly relevant to the performance of a competitor at an orienteering event. The larger the scale the easier and faster the map can be read, particularly in complex areas. Furthermore, this is already recognised through:

a) the recommended scale for competitors over the age of 45 is 1:10,000 rather than 1:15,000

b) the recommended scale for sprint orienteering is 1:4,000 or 1:5,000

Hence, in order for the competition to be 'fair' all competitors must use the same scale map.

British Orienteering would not want to deny anyone the opportunity to participate at an orienteering event, and therefore the provision of a map at a larger scale for a specific individual is perfectly acceptable. However the individual should be indicated in the results as 'non-competitive' with regard to the competition itself. Members endorsed this decision.

Action: BE to respond to the member who raised a query regarding the possibility of using a large scale map (BE)

30. Award of medals at competitions (raised by NC); this topic had been dealt with in item 23.

Review of the format of the JK

31. The points raised by David May were discussed. It was felt that it is not an issue for 2007 as the decision has been made; effectively the JK sprint has 'crept' into the fixture list. It is a good event but we do need to be aware of workloads on volunteers. The points David has raised are part of a larger review of competition structures and

major events and members felt unable to address these points at this time. If there is a sprint at the JK (currently not a requirement) it will be a part of the major event.

32. After discussion it was agreed that a wider review of the competition structures and major events should be progressed and LW agreed to progress this matter.

Action: A workgroup to consider the Competition Structure is to be established (LW)

9 Council, Management and Development Reports

33. Only the issue of the environmental audits was raised and members agreed that they rarely take place. LW to inform Management Committee of this.

Action: Management Committee to be informed that environmental audits around events rarely take place unless at the request of the landowner (LW)

10 Issues raised at the Development Committee Review

34. LW and MH updated the group on the finding of Development Committee. It was felt that Event Operations and the sub groups are working well. Comments from PG were noted by MH who stated that he would use them to improve the review paper.

Action: Comments made about the Development Committee Review to be incorporated in the review notes (MH)

11 Any Other Business

35. Insurance, had been covered in item 27 but in summary;
a) Event registration is required as part of the insurance cover scheme,
b) MH to take gross earnings by mappers of £5k back to the brokers for consideration.

12 Reporting and Actions

36. The only items to be taken to Management are:
a) Recognition that the UK Cities Series is taking place and Event Operations members support it
b) A workgroup is to be established to consider the Competition Structure and Major Events.

14 Dates and Venues of Meetings

37. To consider the dates, times and venues of future meetings; currently they will be in Birmingham at 12:00
9 June, 3 November LW

15 Chairman's closing remarks

38. LW thanked members for their inputs and the meeting closed several minutes early!

Event Operations Committee

October 06 Action List

Remaining from previous meetings:

1. 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
2. MG: Mapping forms MR1 & MR2 to be updated and formatted	MH	→ awaiting implementation
3. MG: Mapping forms MR1s & MR2s to be updated and formatted and the changes required to the database assessed	MH	→ currently awaiting implementation
4. MG: Training courses policy to be drafted and circulated for comment	MH	→
5. MG: Mapping Advisors, a role definition and procedures be drafted	CS	→
6. MEG: Procedures for the removal of controllers from the list to be developed	MR	→
7. Major Events Handbook to be considered by Rules Group	BE	Next RG
8. MH to draft the update of the ME Conference papers and pass to MR for review (MH, Dec06)	MH Dec06	→
9. MH to notify event officials of the dates and venue for the 2007 ME Conference (MH, Dec06)	MH Dec06	→
10. BE to draft the role description for event organisers (BE, Dec06)	BE Dec06	✓
11. MH to organise the distribution of paper copies of the Event Guidelines to major event organisers, planner and controllers (MH, asap)	MH asap	✓
12. MH to arrange for a draft role description for event controllers (MH, Dec06)	MH dec06	→
13. MR to draft a set of procedures to deal with the appointment of controllers to major events (MR, Dec06)	MR Dec06	

From the October meeting:

14. British Orienteering to make some fliers available for volunteers to distribute at UK Cities Series events		MH
15. Fixtures Group members to be advised of the series and asked to 'spread the word' about the series – are other clubs interested in taking part?		PG
16. A newsflash to be created to notify members of the British Championship situation regarding entry and British Champions	asap	MH
17. The guideline of £5k gross payment being the cut off point for mappers to be covered by British Orienteering Civil Liabilities is to be checked with the brokers	asap	MH
18. A list of Grade 1 Controllers that can be invited to the EOF Event Advisors Clinic to be compiled and sent to MH	asap	PG,MR, BE
19. Venue for the Major Events Conference to be finalised	asap	MH
20. BE to respond to the member who raised a query regarding the possibility of using a large scale map	asap	BE
21. A workgroup to consider the Competition Structure is to be established		LW
22. Management Committee to be informed that environmental audits around events rarely take place unless at the request of the landowner		LW
23. Comments made about the Development Committee Review to be incorporated in the review notes		MH

✓ Completed

→ On-going

A Agenda item