

**Events Committee**  
**Minutes**  
**12<sup>th</sup> June 2010**



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**The Board is asked for a decision regarding:**

Item 2 BE and Rules Group are seeking clarification from the Board with regard to the role of an Association Representative – and the circumstances in which, and the point at which (if at all), they should be required to resign from their role.

**The Board is made aware of the following significant decisions or issues:**

**The Board is asked to note:**

Ratification of Partnership Agreement

Event Level criteria suggestions

# Events Committee

## Minutes

### 12<sup>th</sup> June 2010



The meeting was held at the Comfort Inn, Birmingham, commencing at 11.30am.

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

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

Mike Cope's appointment as chairman of Fixtures group was confirmed.

#### 2. Declarations of Interest

None

The item with regard to Governance was not dealt with until towards the end of the meeting but is minuted here for clarity.

The letter sent by Lyn West & Neil Cameron on the 8<sup>th</sup> June 2010, sets out the process that a group or committee member should follow if they wish to challenge agreed policy or a decision.

MF outlined the background as to why there had been the need for a letter to be sent to all the Committee & Group members with regard to governance and the responsibilities of elected Association representatives on Groups and Committees.

BE confirmed that within Rules Group, as with other Groups and Committees, Regional Association representatives are elected to represent the views and interests of their Association. If they wish to oppose Board policy, through a proposal at the AGM with the full support of their Association, they should not be required to resign their membership of that Group or Committee in order to do so.

BE and Rules Group are therefore seeking clarification from the Board with regard to the role of an Association representative – and the circumstances in which, and the point at which (if at all), they should be required to resign from their role.

A second issue arises with the potential conflict of interest of being an Association Representative and the Chair of a Group. IW suggested that there may be a situation in which it would be better to ask another representative to put forward a matter to be taken to Board level. BE confirmed his view that in future if a person is elected to be a chair of a Group they should support the Board view after a decision has been passed down.

### **3. Minutes of Meeting of 13th March 2010**

10.6 The reference to the detailed flowchart being contained in Appendix H is incorrect. Delete the words in Appendix H.

The minutes were then confirmed as an accurate record of the meeting.

### **4. Notification of any other business**

The Ranking Appendix will be covered under Rules Group items.

World Trail O will be dealt with under any other Business

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

Action 1: Now an Appendix & agenda item

Action 2: Now moved on and is part of a bigger project.

Action 3: Agenda item

Action 4: Agenda Item

Action 5: Completed

Action 6: Agenda Item

Action 7: Agenda item

Action 8: Moved date

Action 9: SM queried as to why this was an issue. BE explained that the Guideline refers to badge standards and eligibility for YBT final. As badge standards do not exist for colour coded courses, this is to be amended to be "125% of the winner's time" to replace the term "gold standard" where appropriate.

Action 10: SM queried as to why the Junior rules were not on the website following Event Committee approval in March 2010. The YBT rules need to go up in time for the autumn competition. BE explained that the Junior rules needed formatting into the standard layout. SM explained that the Jan meeting of JCG was to review the Junior events of the previous year and make any amendments to the rules ready for the autumn start of the junior event.

Action 11: Completed

Action 12: BE explained that after July Board approval of the rules tabled today, all the existing 2010 event rules will be removed and there will be one set of Rules that are effective from that date onwards. There will be version numbering and apart from minor changes to typos etc, any other subsequent changes will be agreed with each Event/Competition organiser.

Action 13: BE had a table for the meeting to consider under item 6.

Action 14: It was agreed that MC would ask SEOA if they could hold the BOC/BRC in any of the following months in 2013 – March, April, September, October.

Action 15: HE reported that Peter Guillaume (PG) had agreed to write a job description. BE reported that he understood that PG is happy to stay as CSC administrator, but with the co-ordination responsibility for the Competition Rules, etc being taken on elsewhere. It was discussed that the CSC Rules would be co-ordinated by SCG, the Final is a Major Event and

PG would do the administration. PG is to be asked to supply a description of the whole of the existing role and the elements he is happy to take on as administrator. When that is available to SCG they will decide how this arrangement would work and how the gaps might be filled.

Action 16: This was found to be useful. MC to supply MH with a list of fixtures that need Event Officials/Clubs to take on. Next newsletter will be in June 2010.

Action 17: Agenda item

Action 18: Agenda item

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

**6.1** Update on modifications. BE presented the summary sheet to the committee. This now needs to include the Rankings Appendix.

### **Items 1 – 6 plus Appendix K on the summary sheet**

SM queried the sentence in the Rankings Appendix with regard to M/W16. It was agreed that the sentence in 1.2.3 needs amending to reflect that only top year M/W16 are to be ranked.

All the remaining changes to the Appendices were agreed.

It was commented on that the Ranking Appendix is almost incomprehensible to most members and perhaps there could be a summary of the relevant sections that might be of interest to the majority of the members.

It was noted that the Ranking appendix needs to state that it refers to the current 3 tier event levels.

### **Items 7, 8, 9 from the summary sheet**

These are new guidelines and reflect best practice for these types of events, gathered in one place. They are not to be regarded as compulsory.

IW – it is not clear if they are a requirement or not. It was suggested that there needs to be a disclaimer on each one, including those on the website already. BE to action with a standard paragraph at the start of each Event Guideline, including adding it to those already on the web site.

SM requested that the W16A table in the Competition Rules A British Long distance, G JK individual and I Area champs, be amended to ensure that the estimated winning time is also shown for this age group.

It was highlighted that the eligibility criteria for the Elite classes did not reference the combined clubs rule in some sections of the JK and British Relays Rules. This is to be checked for consistency and corrected. (Section 1.4.3 in Competition rules D & H.)

All the new guidelines were agreed as were the rest of the amendments on the summary sheet.

IW raised a point about the Badge scheme – this will be discussed at the Development Committee meeting and any output will be sent onto Rules group for any necessary rules to be formulated.

**6.2** Appendix H was confirmed to go for approval at the July Board meeting.

**6.3** Process for rule changes. Discussion took place on the current process for getting rule changes from the various groups. It was agreed that HE should draw up a framework for review and propose a process for discussion at the next meeting.

**6.4** Discussion took place on the various rules, guidelines & appendices and the different groups of people that could and/or should be advised on the changes & their content. Rules Group were recommending that, post the Event Level changes, the 2011 Rules should be sent out in booklet format.

It was agreed that BE will report back on what needs to be communicated to who and HE will send out the summary sheet on the changes to all controllers and ask them for their views on how they would like to receive updates. MH noted that there would be budgetary implications of posting printed copies out to officials/members and that this will need to be taken into consideration before any decision is taken.

#### 6.5 Noted

**6.6** It was agreed that BE will send out a list of questions to SCG, JCG & ECG for the groups to consult with their members on the subject of seeding and start times. Feedback needed prior to Rules group meeting in October.

**6.7** The approval process for changes to Appendix K Rankings is the same as all the rest. Changes submitted to Rules group, sent onto Events Committee and then onto the Board. A short discussion took place on the ranking scheme and it was agreed that it should settle down over the next 12 months. It will be reviewed in the light of the 4 tier system changes.

**Item 12.2 report by SCG** on Relay classes was taken at this point in the meeting. It is minuted here. RM outlined the background to the paper and the reason for the proposals. JP commented that more fragmentation of relay classes was not a welcome change. IW asked if it would mean the need to plan extra courses.

After a short discussion on the paper it was agreed that:

Any changes would not be made for the 2011 JK or British Relays. There needed to be some data collected to provide evidence on the reasons why M/W65+ class competitors currently do not wish to run in the JK or British Relays.

RM was asked to devise a list of themes for questions that would be prepared by the office to be circulated to the M/W60+ members. MH would also send these themes round the other groups and obtain some historical data on relay numbers.

**7. Partnership Agreement** - this was ratified and will be presented to the Board at the July 2010 meeting.

**8. Four Tier event structure.** There has been plenty of information gathered by groups and committees. Several themes have re-occurred – the target market/audience or geographical area being some of them. However it was noted that the target market will vary according to the competition being staged at a particular event.

MH identified some of the issues – how can people identify from the fixtures list, the events they want to go to? The impact on the host club of a particular event level - how much income, volunteer input etc. Also the impact of the event level on the club. There will be a sizeable number of people who will go to the events they want to go to regardless of the nominated event level.

Three key areas were identified:

1. Target audience/participation
2. Competition/rankings
3. Administrative responsibility

It was recognised that the criteria should reflect the strategy and aims of the Federation – more people, more places, more podiums.

The favoured criteria are authority to put an event into the fixture list.

Level 1 MEG/National Fixtures

Level 2 National Fixtures

Level 3 Association

Level 4 Club

However there needs to be a process by which an event can be refused registration at some of the levels.

## **9. Events Managers.**

The report was noted. Support of committees and groups is to be added.

## **10. Event Safety.**

MH gave a brief update on the situation – there are many, many documents on the website in several locations. All contain information that is useful and relevant. MH, HE & Laura Martin are working together to pull all these into one place under one main and several sub headings.

A draft of the changes will go out to groups and committee members over the summer. There will need to be more separation of the rules and requirements from good practice to allow essential requirements to be clearly identified.

Clarification was sought on the situation regarding the insurance restrictions for those under 16 at urban races. MH explained that those under the age of 16 are not allowed to take part in courses that allow free running on busy roads. They can compete in parks, campuses, controlled traffic areas, roads with very slow moving traffic and cross roads using manned crossing points. In addition to this, the parent or guardian of a person under 16 cannot sign a waiver of liability to allow them to compete on an over 16 urban course.

A guide to this and other matters will be published as soon as possible.

It was pointed out that safety issues should be considered from the start of the planning process.

The British Elite Sprint champs in Chorley took place without incident. Tony Thornley (controller) was thanked for his work in this matter and also the organiser Tony Marlow was commended for the excellent liaison with the police and local council.

## **11. Event Officials**

MH explained the background to the paper. It was clear from the work that had been carried out over the last few months and also in feedback from events that have taken place in 2010, that the person with responsibility for an event is the organiser. Therefore they need to be trained, especially on safety.

Discussion took place on the role of the controller and how much mentoring and support can take place at events when the distances between controller and organiser/planner could be quite great.

The following gaps & changes were noted: - change of wording regarding the organiser supplying the brief on required courses to wording that shows the body responsible will determine the brief for the courses and the organiser will ensure the planner has the brief and is working to it. Responsibility for managing any environmental issues needs to be resolved. There was agreement that the responsibility to support and mentor any officials must be written into the document. This is particularly important at local level events.

## **12. Operational Group reports: Elite, Senior & Junior Competitions, Rules, Fixtures, Map, Major Events.**

Elite - noted success of combining relay class onto the same courses. UK Cup programme is in place apart from a final. PG is progressing this. FCC – is now a series of events and will be expanded with the final at the UK Cup final weekend. The UK Cup has changed over a period of time and it is hoped that the competition review will take on board these changes.

A link from the BOF website to the UK Cup website was requested to make the series more visible. It was agreed that the UK Cup website should be hosted on the BOF website.

It was also noted that there needs to be a list of all the websites that support events & competitions that are not currently hosted by British Orienteering, and a plan is required to bring them into the main website.

PC asked that any stand alone UK Cup events be flagged up to Fixtures as soon as confirmed. JP to send a schedule to all Events Committee members.

Junior – nothing to report not already covered.

Rules – nothing to report that had not already been covered.

Fixtures – MC asked how we might best obtain information on major event officials. Whilst the Fixtures database holds plenty of information, it is usually posted too late to be of use for Event Management purposes. It was suggested that events could be added very early on with a no publicity flag. MH/MC/PC to investigate if the publicity status can be changed after initial registration and to work together to investigate what data is needed for planning purposes by who and how it can be circulated.

Map – CS reported that there is a certain amount of data now available for free from OS open data. There will be an article in the next publication of Focus. Robert Dove has drawn up a Map Adviser role descriptions and process. This will go to map Advisers when they are appointed as it is too much to send out for general information. It will be on the website.

MEG – nothing to add to report already submitted. There will be reviews of all the 2010 Major events.

### **13. Board Meeting Reports**

Nothing to report

### **14. Any Other Business**

MH informed the meeting of a potential bid from British Orienteering to stage WOC in 2015 or 2017 – this would be done in tandem with the Scottish 6 day and that discussions with SOA had commenced.

MH Informed the meeting that the IOF had asked if British Orienteering could stage the WTO Champs in 2012 as Switzerland are unable to. BOF are considering this request and looking at either doing it alongside the JK or BOC.

### **16. Dates and Venues of Meetings**

6<sup>th</sup> November, Birmingham

## Events Committee June 2010

### 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.	asap	PG
2. FG: Club Officials newsletter to include fixture requests to be tried out.	Next issue	MH
3. YBT Gold standard to be amended to read 125% of the winner's time.	For Board meeting	BE
4. MC to ask SEOA if can host BOC/BRC anytime in the period March – May and Sept – Oct in 2013.		
<b>Major Event Rules 2011</b>		
5. All rules, guidelines & appendices to go up after Board approval and removal of all non applicable documents.	July	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.	July	BE
7. All Event Guidelines need a standard sentence added to explain they are guidance and not a requirement	July	BE
8. Winning time for W16A class to be added to Competition Rules A, G & I.	July	BE
9. Section 1.4.3 in Competition Rules D & H to be checked for consistency at the two relay events.	July	BE
10. Framework for review of Rules and procedure for changes to be drafted	Nov	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	Oct Rules Group meeting	BE
<b>Operational Group Reports</b>		
13. List of themes for questions to be devised by office and sent to all M/W 65 + members on relay participation.	asap	RM
14. Historical data on relay participation numbers to be collated.	asap	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.	asap	MH
16. Can publicity status be changed on Event registration system after initial registration?	asap	MH/MC /PC