

Events Committee

Minutes

14 June 2008



The meeting was held at the Carrs Lane Church Centre, Birmingham

The Board is asked to APPROVE:

The setting up of a workgroup to review the ranking structure

The Board is asked to NOTE:

1. The discussion on BOC 2008
2. The plan to communicate the new Event Structure
3. Forestry Commission concerns with BOC 2009

1 Attendance

Lyn West (LW)	Chairman
Barry Elkington (BE)	Chairman, Rules group
Peter Guillaume (PG)	Chairman, Fixtures Group
Sue Marsden (SM)	Chairman, Junior Competitions
John Palmer (JP)	Chairman, Elite Competitions
Mike Forrest (MF)	Chairman, Major Events Group
Colin Spears (CS)	Chairman, Mapping Group
Mike Hamilton (MH)	Secretary

2 Declarations of Interest

No additional declaration of interest were made

3 Minutes of Meeting of 23 February 2008

The minutes of the meeting held on 23 February were agreed as a true record of the meeting

4 Notification of any other business

The training of event officials is to be raised under AOB unless covered elsewhere in the agenda

5 Review the action list from the previous meeting

All the actions from the last meeting are dealt with in the Agenda

6 Whole Sport Plan Update

MH provided an overview of the Whole Sport Plan (WSP) and stated that in many ways the Competition Structure Review had added to the discussion re the WSP and meant that the changes that are perceived as necessary in the Competitions Structure are already formulated.

Orienteering wants to get more people involved, give them a great experience that motivates them to stay involved and to help participants achieve their potential in the sport.

Key 'threads' to the WSP include:

- promoting 'local activities' in population centres, using weekly sessions based around a single venue that offers a social or café environment;
- supporting clubs to stage local events that are simpler to organise and more frequent – meeting members' needs at a local level;
- developing volunteers at club level using home learning and apprenticeships/mentoring schemes; we think this needs coordinating within the club by a 'Volunteer Coordinator'; clubs told us that finding and developing volunteers is the key ingredient required for the sport to develop;
- establishing 'link programmes' with schools and higher education; focusing on quality rather than quantity;
- providing quality coaching on a regular basis to a club 'elite talent group'.

These ideas came from clubs and members and are the focus areas that orienteering needs to achieve its vision. The plan includes ideas about how these programmes will be delivered.

The WSP recognising the resources available to orienteering are likely to be limited, and it is therefore realistic to work with a small number of 'focus' clubs, probably less than 10, for a couple of years and then move on to work with another batch of clubs whilst continuing to support the first batch but at a low level of support. This means we can focus our resources and be more effective.

Members agreed that communication is key and that finding the 'right' people in clubs to communicate with may be difficult.

The development of Event Officials fits into the WSP well and should mean that knowledge can be provided to interested volunteers through home learning (e-learning) and the developing of competencies through apprenticeships. However it is recognised that training tutors and mentors will be required if the standard of event officials is to be raised.

7 BOC 2008

The background to this event was noted and the fact that the issues that arose regarding mapping only came to the Events Committee very late. Several key points were made in the discussion to lessen the possibility of such issues arising in the future:

- A clear Service Level Agreement needs to be in place for all of the events that British Orienteering is responsible for; this should be in place at the beginning of the process
- Timescales for agreeing key aspects of the event organisation should be established – if not met the matter should be raised at Events Committee level
- 'Exception' to the normal need to be discussed at specialist group level and then raised at Events Committee early
- Chairs of specialist groups need to recognise when an issue impacts on other groups and check with other group chairs
- If a specialist group(s) and club cannot agree then the matter needs to be raised at Events Committee who effectively become the mediator

- Impact assessment and risk assessments are required alongside any major decision making. If the impact is assessed as significant or the risk as high, then the issue should be brought to the attention of the Board.

8 Event Structure Review

The communicating of the changes resulting from the Event Structure Review were discussed and it was agreed that a concerted effort needs to be made to communicate the outcomes of the review and the subsequent decisions that have been taken. LW agreed to write an article for the next edition of Focus; Once PG had confirmed the new Area Championships, a web article would be published; FAQs are required to answer queries as they develop and should be published on the web. LW to collate queries and responses and circulate to group prior to publishing. The idea of a 'Road show' or tent at some events to get the message across was also voiced.

Regarding the implementation of the recommendations:

- Fixtures Group is committed to commencing implementation in 2009 with the year being a transition into the full implementation in 2010. It was noted that there is still a need to clearly define the 'Regional' level events (called 'Standard' in the review)
- Rules Group, members are busy modifying the Rules, Appendices and Guidelines and should be in a position to publish the updated version by their next meeting. Event Guidelines are well on way in most areas, the remaining work is around the colour coded structure and the regional events definition. An introductory section to the guidelines will define each level.
- Major Events Group are less effected and see the implementation being less significant that some of the other changes being considered

In the discussion the issue of the Elite Sprint Championships was raised and why there was a need for it to be split from the All age British Sprint Championships. Having considered a number of options it was thought that the only way for it to be a fair competition is for it to remain split. Although aspiration is for the events to take place at the same time no fair solution has yet been found. Therefore for 2009 it was decided to maintain the current situation which creates a little time to see if a solution can be found and potentially implemented in 2010.

Area Championships – What are 'areas'? North, South, Midlands should be national level events. If SOA want to hold the Scottish Championships as a regional event then that is ok but it will use the new colour coded structure and not age class courses. Similarly, WOA can opt to hold Welsh Championships as either national or regional level event.

Members were concerned that a Board Director had apparently provided misinformation to an association, this was of great concern to the committee and members felt that there should be a process of communication to ensure the chances of such an occurrence taking place are reduced.

Events database, discussions have progressed and there is now a clear way forward with an implementation plan in place.

Some members consider that the Ranking List needs to be in place for the start of 2009 as they consider it a vital aspect of the regional event strategy. During the discussion on the Ranking List some strong opinions were voiced regarding the purpose of the Ranking List:

- a) Is it for those members that are very experienced and consider it to be for an 'elite' group of members?
- b) Is it an incentive scheme that can be used to motivate a wide variety of members to participate at all levels i.e. a development tool?

There was no agreement on this purpose.

A workgroup to review the ranking structure was needed and as this was a cross committee issue the Board would be responsible for forming this. Two members of Events Committee volunteered to be put forward to the workgroup Barry Elkington and Mike Forrest.

9 Host/BOF Agreement re Future Major Events

MF updated members on the development of the agreement.

The need for an Event Manager was discussed and members arrived at the conclusion that the role should be similar to that played by the SOA 'Professional Officer' in relation to the Scottish 6 Day Event; MF volunteered to develop a job description and circulate it to members.

All of the National Events would be assisted by this person.

Regarding the Board query about the possibility of 'sanctions' this was not seen as a major thread of the agreement. The Agreement will focus on developing an understanding of what will be delivered and who will deliver it when the Agreement is signed up to.

10 Board Meeting Reports

The Board meeting minutes had been read by members and relevant issues had been dealt with.

11 Operational Group reports

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

Matters that are of interest to Events Committee and were raised include:

Major Events Group (2009 and beyond)

- A spreadsheet had been circulated showing officials for the 2009 major events
- The transition from National Events to Area Championships will be "in transition" during 2009, with the AIRE National Event (and possibly the BOK National event also) continuing to be part of the major events schedule, despite not being an Area Championships.
- No information has been received about the likelihood of there being a "major event" in Wales for 2009.

2009 major events

- British Long Championships – Hampton Ridge – SCOA. Following the previous EC meeting, MF carried out an assessment of Hampton Ridge with Katie Stubbs, and concluded that the area was suitable for a British Championships. SCOA has changed some of their officials, including the appointment of Jerry Newcombe (SOC) as the event co-ordinator. A replacement controller, Arthur Vince, has been appointed. The survey and cartography is substantially complete. BOF has received a communication from the Forestry Commission expressing concern at the staging of this level 1 event outside the terms of the local agreement between clubs and FC. This is being responded to.
- British Relay Championships – Beaulieu Estate – SCOA Permissions are all secured. No issues identified. A draft map is already available, with less than 20% not yet surveyed pending clarification of clearance plans. Sample outline courses have been planned and suitable assembly & parking identified. Detailed planning will be completed this autumn. However, this event must be considered at risk if the problems relating to the British Long Championships cannot be resolved.

- LOC National event – Graythwaite. Parking and assembly areas are as used before and better than adequate. Map updating is under way, and outline courses have already been planned. The only concern is that the event organiser has had to pull out, so a replacement is being sort. This is not a significant concern at this stage.
- Scottish National Event – Balavil. Permissions are in place and restricted areas known identified. Some negotiation may be needed with a tenant farmer and consents need to be finalised for the proposed parking area. Resolving these issues is in hand. The map will require updating, but not in a major way. This is in hand but cannot be done yet because of access restrictions. There are no anticipated timescale concerns. The controller has confirmed that the planners and organising team have agreed to use the standard map scales.
- JK 2009 – NEOA. A draft budget has been presented, and is being discussed with the co-ordinator. They are working to entry fees unchanged from 2008, which will lead to a reduced BOF profit share, which is consistent with BOF's expectations.
Sprint - The controller is satisfied about the quality of the area being used, subject only to one issue regarding access (to a safe road bridge). Mapping contract has been awarded.
Days 2 & 3 – There were some problems identifying mapping contractors, although some progress is now being made. JK 2009 has a committee meeting before EC, so progress can be reported verbally at the meeting.
Relays - The only significant concern is that there is no organiser appointed as yet. Although the co-ordinator has said that he intends to cover this role, past experience suggests that this may not be satisfactory (this happened in 2002, also).
- BOK National Event – New Beechenhurst. Map update is underway, usual map scales will be used. Parking and assembly areas secured. There are some access problems with regard to nesting birds, which may constrain planning, but FC is keen for the event to take place. Overuse of the area is a concern, together with the need to avoid control site clashes with those used for BNC 2007 and BOKTrot 2008. There is no suggestion that any of these issues will jeopardise the event.
- British Elite Sprint Championships – Nottingham University. Venue has been approved; the campus should create a good race. Format will be the same as used at the successful 2008 event at Warwick University (two race men/women: heats and final). Organisers and planners appear to be on track. There is no definite plan at present for a British Sprint Championships for other age classes.
- British Middle Distance Championships – Grace Dieu. Venue has been approved and mapping is well advanced. Outline courses have been planned and organisation seems well advanced. Proposed assembly area and parking will create a good quality venue. There is a need, however, to encourage LEI and NOC to work at making this a weekend, rather than two separate events.
- British Night Championships – Mychett Common. – no information received.
- AIRE National Event – Kilnsey. The event has had to be relocated to Kilnsey Moor after the loss of a significant part of the proposed (new) area. Consequently, little is yet in place for this event. However, as this is not a proposed Area Championship, this is less critical than the other races.
- Midland Championships WCH – Cannock Chase This event is due to be upgraded to National Event status. No controller has yet been sought.

- CompassSport Cup Final LEI - A controller has now been appointed, and has been asked to assess the proposed area.

Major events 2010 and beyond

- Outline details are now available for both JK 2010 (SWOA) and BOC/BRC 2010 (WMOA). MF will be seeking controllers for these events.
- Two issues have arisen with regard to JK 2010. The first is that the co-ordinator has twice requested that we appoint the same controller for days 3 & 4, because they are to be staged on the same area. This has been resisted, believing that each day needs its own controller, whilst accepting that they will need to work together to ensure that the two races do not impact on each other.

The second issue relates to the proposed venue for the Sprint Race, at Exeter University. The local club (DEVON) have scheduled an event there on 22 June 2008. This breaks the two-year embargo rule, Erik Peckett consulted Rules Group, and the Major events Group were canvassed for views. The conclusion was that there appeared to be no case for waiving the rule, and Rules Group has communicated this to Erik, warning him that he should inform the competitors next week that they will render themselves uncompetitive for the JK 2010 Sprint. It has also been pointed out that, should someone competing in both events win the JK Sprint, a subsequent appeal for disqualification would be likely to succeed. This has been taken up with Erik as it seems to be unacceptable for competitors to be told, when they arrive at the event next week, that competing would render them ineligible for the JK Sprint.

It was agreed that because the area is not embargoed for two years before the event then competitors will be required to run non-competitively. LW to reinforce the importance of this being communicated to competitors to Erik. An item would be placed on the website to inform competitors.

- Plans are under way for JK 2011 to be staged in Northern Ireland. A co-ordinator has been appointed, and he is working on areas and major officials. MF to seek volunteers for grade 1 controllers to be part of the team for that event.

Junior Competitions Group

- There is a need for a definition of what a middle distance race is – what age is it appropriate to have a middle distance champion. With the demise of Gold, Silver and Bronze standard at regional events how will eligibility for Yvette Baker Trophy be worked? Rules Group to consider.

Fixtures Group

- Fixtures Group last met in March and will meet again in October; most of the issues from the March meeting are covered in other reports.
- On line Fixtures; a whole day meeting between Mike Hamilton, Peter Guillaume, Richard Tiley and Patrick Martin was held on 16th May 2008 to discuss the on line fixture registration process. This was very useful, has simplified some of the processes and advanced this work.
- An Association rota has been instituted for British Schools Score Champs and YBT Final to give a better geographical distribution.
- 2 issues are being brought to Events Committee for clarification and recording in the minutes:
 - Area Championships: what events are the area championships? Fixtures Group has envisaged that these would be National events.

This was clarified under discussion on implementation of the new event structure. If the event is staged at Level 2, mainly because of lack of terrain are these events still overseen by Major Events Group?

Members agreed they would NOT be overseen by the MEG.

- Sprint Championships: in normal circumstances the British Long and Middle Championships will be combined for all classes and the Elite. The Elite Sprint has been agreed to be a separate event from the Open Championships.

This matter was dealt with earlier on the agenda.

- SOA have offered to stage Compass Sport Cup

Rules Group

- Agenda item 07/76: updated speed ratios. These now reflect the fact that older competitors are now running faster than they used to when compared to the Elite. Updated speed ratios will be incorporated into the new Event Guidelines.
- Agenda item 08/05 : Items from the Event Review Structure: Definition of the three Event Levels – National, Regional, Local – will represent both the quality of the event and the quality of the competition at the event. This will be independent of whether it is a 'Long', 'Middle Distance', 'Sprint', 'Relay' or 'Night' Event.
- Event Guidelines: National Events will generally have a Guideline for each specific Event. It is proposed that for the Regional Events and Local Events there will be a Guideline for normal cross country events (i.e. not Middle or Sprint) based on a colour coded course structure; a Guideline for 'Middle' events; a Guideline for 'Sprint' events; a Guideline for 'Urban' events; etc. These Guidelines will not be over-prescriptive, but provide general advice to the Organisers and Planners.
- Controllers for all Levels of Event: it is recommended that it be mandatory for every event to have a Controller appointed for quality, safety, risk assessment and insurance reasons. In these circumstances National Events will have a Grade 1 Controller (appointed by Major Events Group), Regional Events will have a Grade 2 Controller (appointed by Regional Committee) and Local events will have a Grade 3 Controller (appointed by Club Committee). Rules Group came to the conclusion that there would need to be some flexibility at Level 3 events e.g. a Sunday event with eight Colour Coded courses will almost certainly require a Controller performing traditional controlling duties such as inspecting every control site, whereas a series of mid-week events with three courses may just have an 'overseeing' Controller providing mentoring/checking/advising as appropriate for the event officials involved.
- Ranking List: the provision of a single Ranking List was supported by the members of Rules Group as this is fairly fundamental to the re-structuring. The objective is that competitors can run any course they want to at the new Regional events and to encourage this they must be able to get ranking points for it.
- Agenda item 08/06 & 08/07: Guidelines for British Middle & British Sprint: these have been written, and will be developed by working with the event organisers for 2009.
- Agenda item 08/08: Guideline for JK Sprint: this was written in conjunction with David May and used for this year's event. It will be further developed by working with the event organisers for 2009.

- Agenda item 08/17: BOC 2008 map scales: a clear explanation is needed of what map scales are expected for the different types of event - Long, Middle, Sprint, Relay - and, more importantly, what size lines and symbols should be used on these maps. A draft spreadsheet was circulated.
- Agenda item 08/21: Support for IOF Advisor Training: ST raised the matter of the level of financial support provided by British Orienteering for members who wished to attend IOF Event Advisor Training clinics. We require the views of the Major Events Group and the Chief Executive on the matter and also to ascertain the current level of financial support available, prior to getting a policy statement to be made available for prospective IOF Event Advisors. MH responded that financial support was currently offered although there needed to be further consideration as to the process of how candidates should be nominated to such opportunities.

Map Group

- The Map Group has organised two mapping courses, one in Lincoln run by David Olivant and a two day course in Colchester run by Erik Peckett and Rod Postlethwaite.
- Robert Dove is working well on map advising for major events despite his recent illness. He is proposing a new approach that will be discussed at the next group meeting.
The role and responsibilities of the map advisor need to be clarified.
- The map assessment scheme is beginning to function again after a considerable time was lost getting the email system functioning satisfactorily.
- MH has reached an agreement with the Ordnance Survey which though unsatisfactory means British Orienteering clubs and members are not in breach of copyright.
- The IOF has started the timetable for a revision of ISOM and is asking for suggestions for improvements. Map Group expect laser printing on professional machines to be approved.
- The issue of digital storage of maps or the inclusion of the MR1/2 forms on the web page has not been progressed by CS since he met with MH.

12 Any Other Business

No additional business was raised. Training of event officials was covered earlier in the agenda (under WSP).

13 Reporting and Actions

LW/MH to agree which items should be recommended to the Board or marked for the Board to note.

14 Dates and Venues of Meetings

Future meetings will currently be held in Birmingham commencing at 12:00

8 November (NOTE return to original date from date changed at last meeting)

Suggested dates for 2009:

17 Jan, 13 June, 14 November

The meeting closed at 16:45.

Events Committee June 2008

Action List

LW agreed to write an article for the next edition of Focus;(re: events structure review)	LW	By August copy deadline
Once PG had confirmed the new Area Championships, a web article would be published;	PG/Office	Post-confirmation of new Area Championships
FAQs are required to answer queries as they develop and should be published on the web. LW to collate queries and responses and circulate to group prior to publishing.	LW	By next meeting
Rules Group, members are busy modifying the Rules, Appendices and Guidelines and should be in a position to publish the updated version by their next meeting	Rules Group	By next Rules Group meeting
MF volunteered to develop a job description and circulate it to members. (re: events manager)	MF	ASAP
It was agreed that because the area is not embargoed for two years before the event then competitors will be required to run non-competitively. LW to reinforce the importance of this being communicated to competitors to Erik. An item would be placed on the website to inform competitors.	LW	ASAP
LW/MH to agree which items should be recommended to the Board or marked for the Board to note	LW/MH	Prior to next Board meeting

ACTIONS from previous meetings

Arising or continuing from previous meetings of Event Operations Committee.

A plan to publicise the benefits of the proposed structure to associations and clubs and members be developed and implemented (LW, asap)	LW	asap
MG: Mapping forms MR1 & MR2 to be updated and formatted – Still requiring implementation; awaiting confirmation as to the cost of changing the database MH awaiting feedback from Mapping Group	CS	→
MG: Training courses policy to be drafted and circulated for comment – On going (MH) Update on the Whole Sport Plan and training on Agenda	MH	→
MEG: Procedures for the removal of controllers from the list to be developed – This is now within the remit of Rules Group	Rules Group	→
Major Events Handbook to be considered by Rules Group – Updating of the Handbook continues (BE & Rules Group) Updated Handbook now published on the web site although recognition that it will require further changes.	BE/Rules Group	→

✓ Completed

→ On-going

A Agenda item