



# Event Operations Committee

## Minutes of 14 October 2006

Carrs Lane Church Centre, Birmingham, commencing at 12:00pm

### MINUTES

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

1. In attendance were:

Lyn West	LW
Barry Elkington	BE
Colin Spears	CS
Peter Guillaume	PG
Michael Richardson	MR
Susan Marsden	SM
John Palmer	JP
Mike Hamilton	MH

#### Declaration of Interest

2. No declarations of interest were made.

#### Minutes of meetings

3. The minutes of the meeting held on 3 June were accepted as a true record.

4. No matters arising were identified that are not on the agenda.

#### Notification of any other business

5. No items were raised for discussion under Any Other Business

#### Review the action list from the meeting

6. The action list was reviewed; the following summarises the outstanding issues:

a. Embargoed Areas to be considered by Rules Group and draft guidance circulated to members for comment	BE	Next RG
b. HIG: Home Internationals, to consider how coordination can be provided by the office staff	MH	Aug06
c. 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
d. MG: Mapping forms MR1 & MR2 to be	MH	•

updated and formatted		currently awaiting implementation
e. MG: Mapping forms MR1s & MR2s to be updated and formatted and the changes required to the database assessed	MH	• currently awaiting implementation
f. MG: Training courses policy to be drafted and circulated for comment	MH	•
g. MG: Mapping Advisors, a role definition and procedures be drafted	CS	•
h. MG: Mapping section on the BOF web requires clearer navigation ideas to be forwarded to MH	CS	•
i. MEG: Procedures for the removal of controllers from the list to be developed	MR	•
j. 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 / MH	• currently awaiting distribution - MH
k. Major Events Handbook to be considered by Rules Group	BE	Next RG

#### Operational Group reports

7. **Junior Competitions Group:** The meeting has been deferred. There are issues to be addressed regarding the use of 3 Gold Times as criteria within the YBT competition, this has been a problem for some time but must now be resolved.

*Action: JCG to consider the YBT rules and especially the use of 3 Gold Times as criterion (SM, next JCG meeting)*

8. **Elite Competitions Group:** All outstanding queries have now been resolved apart from the dates of the 3 selection races.
9. The UK Cup and Future Champions Cup races have been agreed and published.
10. **Rules Group:** Considerable work was completed over the summer to address the changes required as a result of the implementation of the 2007 Membership scheme. The British Orienteering Rules, Appendices and Guidelines have been checked and recommendation made to Council at the September meeting. Council accepted all the recommendations apart from those involving the youth competitions and the issue of BSOA membership and how students fit in to the event rules. It is expected that this will be resolved during November. Management Committee and Council had expressed their gratitude for the considerable work that has been delivered.
11. BE eluded to the difficulties of the corporate change from BOF to British Orienteering, the change was still causing some consternation.

12. The committee discussed the future work and priorities that Rules Group should be involved in and it was recognised that there is still plenty to be done. It was mentioned that the length of courses is still an issue and that there is a need for controllers to encourage planners to follow the rules. Rules Group was also asked to consider how sanctions might be used bearing in mind that the work force is volunteers.

*Action: RG to consider ways to encourage planners to abide by the length of course guidelines (BE, next RG)*

13. **Fixtures Group:** Insurance was raised as an issue that required some clarification and MH informed members that there was an on going discussion with the brokers. When the situation has been clarified a paper would be circulated for consultation and would then go to Management Committee for discussion at the December meeting.

*Action: MH to circulate a paper clarifying the insurance cover for members (MH, Dec06)*

14. The importance of registration of events with the local association was made.

15. Membership 2007: It was suggested that 2 prices be printed on flyers keeping the flyer simple. MH offered to consider this and clarify the situation on the next Membership Update.

16. Scottish Schools Orienteering are organising the 2008 World School Championships and PG was grateful for having been notified.

17. PG reported that there is a good chance that the Harvester 07 will not take place as the area has been made unavailable.

18. **Map Group:** The Mapping Conference is to take place next weekend and promises to be a worthwhile gathering.

19. The importance of colour overprints abiding by the ISOM2000 rules was made.

*Action: MG to stress the need to abide by ISOM2000 guidelines for colour overprinting of maps (CS, asap)*

20. The need to review events after they had concluded was made and there was general agreement that the procedures to ensure this takes place should be considered by Rules Group. There was recognition that enforcing these procedures may be difficult.

*Action: RG to consider procedures for reviewing events and ways to encourage event officials to implement them (BE, next RG)*

21. **Major Events Group:** The Major Events Conference went well after a shaky preparation period; participation went from just 5 at the beginning of August to 19 at the Conference. The Chairman congratulated MR on an excellent weekend which had earned considerable praise from attendees. MR talked to the report and recommended the need to action the finding of a suitable location for the 2007

Conference. It was agreed that this should be actioned as soon as possible and several venues were put forward for consideration including, Birmingham University, Warwick University, Longmoor Camp. The date has already been agreed and will be the equivalent date to this year. MR agreed to approach the presenters at the earliest opportunity.

*Action: MH to identify the venue for the 2007 Major Events Conference(MH, asap)*

22. It was agreed that the notes used for the Conference should be review and tidied up using the new corporate guidelines, MH to action.

*Action: MH to draft the update of the ME Conference papers and pass to MR for review (MH, Dec06)*

23. Invitations should be distributed as soon as possible in order that possible participants can get the date in their diaries.

*Action: MH to notify event officials of the dates and venue for the 2007 ME Conference (MH, Dec06)*

24. It was agreed that a house style for PowerPoint presentations would be well used and MH offered to look into this.

*Action: MH to discuss the possibilities of a house style template for PowerPoint (MH, asap)*

25. A Major Events Nomination, Registering and Monitoring Paper was presented by PG and was well received. It was agreed that items 2a and 2b should be reversed so that an event controller is appointed prior to the decision regarding the suitability of the area.

26. PG also presented a National Event Officials paper which identified event officials that have been confirmed. After discussion it was agreed that this is a significant paper and should be copied around members for information and backup.

*Action: PG to circulate the National Events Officials spreadsheet to EOps members (PG, asap)*

27. BE agreed that role descriptions for event organisers should be developed and offered to draft a paper.

*Action: BE to draft the role description for event organisers (BE, Dec06)*

28. The office is to send a paper copy of the Event Guidelines to Major event organisers and controllers for information.

*Action: MH to organise the distribution of paper copies of the Event Guidelines to major event organisers and controllers (MH, asap)*

29. MH to draft a letter to go to Grade 1 Controllers asking them to confirm their details and that they are wanting to stay on the list.

*Action: MH to draft a letter to go to event Grade 1 Controllers (MH, asap)*

30. MH to ask Simon Errington, Peter Hubberstey, Mike Crockett to provide a brief role description for the role of Controller.

*Action: MH to arrange for a draft role description for event controllers (MH, Dec06)*

31. The appointment of Terry O'Brian as Controller for the Scottish Champs on June 16<sup>th</sup> was approved.

32. MR was asked to develop a set of procedures to deal with the appointment of Controllers

*Action: MR to draft a set of procedures to deal with the appointment of controllers to major events (MR, Dec06)*

33. It was agreed that the JK Sprint be added into major event list.

*Action: PG/MR to reclassify JK Sprint as a major event (PG/MR, asap)*

#### **Council, Management and Development Reports**

34. The following actions were noted:

Council: Accepted recommendations re Rule Changes

Council: Asked the BSOA/BOF meeting to clarify other Rule issues

Management: Accepted a development of the web site

Development: Volunteer Workgroup established

35. MH was asked to describe the web site development and provided a brief overview of the development including:

- The specification stage was still progressing, the requests regarding the event section had been included

- The design of the graphics templates has been agreed and mirrors the corporate style

- There is as yet no time line for completion

- It has been agreed that the modified site be developed alongside the current one and will be tested by a small group of testers; members of Event Operations committee will be asked to join the test group

36. No further queries were raised regarding the committee reports

#### **Review the work of EOps and set future priorities**

37. There was a wide ranging discussion and the following was agreed:

a) Event Operations has 3 main functions, strategic development of events, operational oversight and to quality assure events and event organisation

b) MR noted that the Terms of Reference (modified Dec 05) of Event Operations was incorrect and agreed to communicate the agreed ToR to MH

c) A group should be established to consider the development of urban sprint orienteering

d) MH suggested that there is a person with interest in developing a British Cities Series and it was agreed that the person should be invited to the next Event Operations meeting (to join the group at 13:30 for lunch) to discuss the ideas

e) Senior Competitions Group should be considering the strategic development of competitions and has a significant role; the possible inclusions in the group are

Peter Huzan, Andy Robinson, Richard Sharpe

f) There is need for a 'conference' group to be established to consider the wider strategic development of competition; this group should include members of JCG, SCG, ECG and PG, BE, LW, MH and Caroline Povey should be in attendance.

g) In an ideal world there would be a person at the National Office to deal with Event Operations; this was agreed unanimously

*Action: MH to arrange for the attendance of a potential organiser for a British Cities Series at the next EOps meeting (MH, asap)*

#### **Staff support for EOps and operational groups**

38. MH will attend EOps and take minutes. Amy Sarkies will provide the administrative/logistical support to all committees and groups. If there are issues on the agenda of group meetings that would benefit from the attendance of MH or AS then one of them will try to attend. Chairman of the groups to communicate actions immediately after group meetings to MH/AS to action.

#### **Any Other Business**

39. No other business was raised.

#### **Reporting and Actions**

40. To agree which items should be recommended to Management or marked for Management to note

#### **Dates and Venues of Meetings**

41. The dates, times and venues of future meetings were considered and it was agreed that they will be held in Birmingham and commencing at 12:00 on:

10 February, 9 June, 3 November

#### **Chairman's closing remarks and close by 16:30 at latest**

42. The Chairman thanked members for their input and closed the meeting at 16:35

## Event Operations Committee

### October 06 Action List

Remaining from previous meetings:

1. Embargoed Areas to be considered by Rules Group and draft guidance circulated to members for comment	BE	Next RG
2. 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
3. MG: Mapping forms MR1 & MR2 to be updated and formatted	MH	• awaiting implementation
4. MG: Mapping forms MR1s & MR2s to be updated and formatted and the changes required to the database assessed	MH	• currently awaiting implementation
5. MG: Training courses policy to be drafted and circulated for comment	MH	•
6. MG: Mapping Advisors, a role definition and procedures be drafted	CS	•
7. MG: Mapping section on the BOF web requires clearer navigation ideas to be forwarded to MH	CS	•
8. MEG: Procedures for the removal of controllers from the list to be developed	MR	•
9. 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 / MH	• currently awaiting distribution - MH
10. Major Events Handbook to be considered by Rules Group	BE	Next RG

From the October meeting:

11. JCG to consider the YBT rules and especially the use of 3 Gold Times as criterion	SM JunComp	
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12. RG to consider ways to encourage planners to abide by the length of course guidelines (BE, next RG)	s BE Rules	
13. MH to circulate a paper clarifying the insurance cover for members (MH, Dec06)	MH Dec 06	
14. MG to stress the need to abide by ISOM2000 guidelines for colour overprinting of maps (CS, asap)	CS asap	
15. RG to consider procedures for reviewing events and ways to encourage event officials to implement them (BE, next RG)	BE Rules	
16. MH to identify the venue for the 2007 Major Events Conference (MH, asap)	MH asap	
17. MH to draft the update of the ME Conference papers and pass to MR for review (MH, Dec06)	MH Dec06	
18. MH to notify event officials of the dates and venue for the 2007 ME Conference (MH, Dec06)	MH Dec06	
19. MH to discuss the possibilities of a house style template for PowerPoint (MH, asap)	MH asap	ü
20. PG to circulate the National Events Officials spreadsheet to EOps members (PG, asap)	PG asap	ü
21. BE to draft the role description for event organisers (BE, Dec06)	BE Dec06	
22. MH to organise the distribution of paper copies of the Event Guidelines to major event organisers and controllers (MH, asap)	MH asap	ü
23. MH to draft a letter to go to event Grade 1 Controllers (MH, asap)	MH asap	
24. MH to arrange for a draft role description for event controllers (MH, Dec06)	MH dec06	
25. MR to draft a set of procedures to deal with the appointment of controllers to major events (MR, Dec06)	MR Dec06	ü
26. PG/MR to reclassify JK Sprint as a major event (PG/MR, asap)	PG/MR	ü
27. MH to arrange for the attendance of a potential organiser for a British Cities Series at the next EOps meeting (MH, asap)	MH asap	

ü Completed

• On-going

A Agenda item