

Events Committee

Minutes

17 January 2009



Held at the Comfort Inn, Birmingham, commencing at 12:00pm

AGENDA

1 Attendance, apologies and Chairman's opening remarks

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

2 Declarations of Interest

No additional declaration of interest were made.

3 Minutes of Meeting of 11 November 2008

The minutes were confirmed as a true record.

4 Notification of Any Other Business

Insurance and risk management to be dealt with if not covered within other items.

5 Review the action list from the previous meeting

The following points were made:

1. Action 1; 'LW to circulate via email the Sport England funding submission to Events Committee.'
The papers have now been distributed, any member who has not received them to contact MH.
2. Action 4: 'LW to inform International Committee of decision regarding not expanding FCC to include M/W16s.'
Although this is an agenda item, JP expressed his concern that a member of staff was continuing to challenge a decision that had been agreed by Events Committee. MH stated that International Committee had raised the matter and were continuing to challenge the decision; as a committee they have that right. It was not therefore an issue regarding a member of staff rather one committee challenging the decision of another. Since the primary concern of all involved is the protection of young people the matter has now been placed on the agenda of the next Child Welfare Steering Group which has responsibility for safeguarding young people and vulnerable adults. Ultimately if there is not agreement on the outcome between the various committees and the steering group the matter will be summarised and presented to the Board for a decision.

6 Board Meeting Reports

- 6.1 To note any actions from the Board Meetings of 17 December
- a) LW will circulate notes on FCC and M/W16 etc to Board members.
 - b) It was noted that the levy is to be charged at all events and the £2 discount will be applicable at all events. There was considerable discussion regarding this and LW was asked to raise again at the Board the issue of the £2 discount for members being presented as a £2 surcharge on non-members. It was made clear to the committee members that the main reason for the Board decision was that Board members felt that the £2 discount is a significant benefit of membership and that it is a reason for participants to become Local Members. It was agreed that ultimately the aim should be to improve the benefits package so that participants were motivated to join British Orienteering. It was also noted that the issue of the £2 discount has been exacerbated by the advent of Local Membership. The discussion also emphasised that 2009 is a year of transition particularly in regard to the C4 (District events) moving down to Local event status rather than C4 events moving up to Regional status which has made the levy issue more difficult ie if Local had continued to be free of Levy the situation would have been continued.
- 6.2 To raise any queries regarding the minutes
- a) Members felt that there is a need for the Board to provide more strategic direction to the Committees and Groups and asked if the Board will consider this.
 - b) The monitoring of the performance of committees and groups was queried and in particular what might have raised such an issue. LW responded by explaining that there was nothing problematic behind the statement, rather the Board wished to help committees and groups improve the effectiveness of their work and to be sure there was clarity of decision making.
 - c) It was proposed that the Board be requested to consider scheduling a club delegates conference or conference of committee and group members or both. Members felt there is a need to ensure all are 'singing from the same hymn sheet'; perhaps a workgroup could be established to consider the need for such conferences/meetings?
 - d) The Board meeting minute about the committee and group membership and length of service time was also queried and it was explained that a consultation paper will shortly be circulated for comment.

7 Operational Group reports

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

- 7.1 Group Chairs were provided opportunity to raise significant points from the circulated reports or for members to query any points in the reports.
- a) Elite Competitions Group:
 - The UK Cup events have now been put in place with the exception of the WOC Selection races July 3rd-5th. These are to be near Gloucester but final venues have yet to be finalised.
 - BEOC has now been finalised as May 3rd in the Forest of Dean. All arrangements are in place. Charles Daniel has been appointed as the Elite Adviser. Special arrangements have been made for those entering BEOC Long to run the FCC middle race course after the juniors have run if they so wish. Other courses will overlap the BEOC Long area and elites will not be allowed to run these if they wish to remain competitive.
 - There have been issues regarding the IOF Event Adviser for the JK2009. The offer of advice being available remains. This unsatisfactory situation has led to the following proposals to be implemented for 2010:

- IOF Advisers for WREs for 2010 onwards to be appointed by Major Events Committee in consultation with IC and ECG. According to IOF WRE rules this role is the responsibility of National Federations and is currently undertaken by David Rosen.
 - Elite Advisers to be appointed formally for all UK Cup and major elite races from 2010 onwards. These Elite Advisers will be drawn from an approved list. Selected IOF Event Advisers will be invited to take on the role of Elite Adviser for WREs.
 - A Role Description for Elite Advisers is to be considered later in the agenda.
 - A small number of additional IOF Event Advisers may be needed; this requires attendance at an IOF course. There is a cost associated with this. There is apparently no assessment of competence for IOF Event Advisers.
- The World Cup programme for 2009 and 2010 is much improved and reflects the views expressed by British Orienteering at the 2008 IOF President's Conference. The World Cup continues to be European based with few if any offers to stage events by non-European nations.
- b) Fixtures Group: has not met since the last Events Committee meeting
- A lot of time and effort has been put into bringing the new fixture list on line and the roll out of the online registration system has started and will continue over the next few weeks. It was also noted that the Activities and Coaching which is a separate section will come into use soon. Both the old and new fixtures systems will continue to operate until all are confident in using the new system, all the required data fields are present and the reporting section provides all the required outputs for fixtures planning and local fixture lists. The reporting system will be able to query both Fixtures and Activities systems.
 - Current barriers/hindrances to the web system include: the resolution of the colour coded courses matrix; the map database which has many maps missing, it was noted that some clubs have very few maps registered. CS commented that he thought somewhere between 40-60% maps are not registered; there is a need to try to get them registered.
 - PG thanked 'Forrest enterprises' for hosting the Harvester event in 2009 as a BOK consortium led by Mike Forrest has taken on the 2009 Harvester in South Wales on 20th/21st June and SWOC will organise a Middle race on the Saturday afternoon. It should also be acknowledged that Alan Farrington, BAOB had also offered to step in and organise the 2009 Harvester.
 - PG asked Event Committee to decide and minute the status for the events level for Harvester, Schools Score, Schools Champs, Yvette Baker Final, Compass Sport Cup first round. This was tackled in an email after the Nov meeting and members had agreed that these events would be Regional, Level 2, events.
 - The next meeting is March 21st 2009; issues to be considered include: the role of the Association Fixture Secretary now that the web system is on line.
- c) Junior Events – there is a meeting next week and the British Middle Championship is on the agenda.
- d) Major Events:
- Generally, events being staged in 2009 and beyond are progressing well. The exceptions that Events Committee need to consider are:
- Northern Championships 2009 – Graythwaite
Permission was sought by the organisers to use 1:10,000 and 1:7,500 instead of 1:15,000 and 1:10,000 respectively, with the very shortest junior courses using 1:5,000. This was considered by map group, and referred to Events Committee, and the request was rejected. The organisers have decided, without reference to map group, major events or Events Committee, to offer entrants to the event a choice of map scales. This has been advertised in CompassSport, and on the

LOC website. Major Events Group consider it to be 'not fair' if participants are being given a choice of map scale. On the issue of fairness members gut reaction and the majority of opinions dictate that the maps must be the same for it to be deemed a fair competition.

Events committee agreed that the Graythwaite event should be downgraded from a National Event to a Regional Event by majority of 6 to 2.

An exit survey should be done by British Orienteering to determine member's opinions regarding map scale and about how the rules such as map scales etc are reviewed and consulted on. LW

- **British Championships 2009 – Hampton Ridge**
The event is progressing well and should deliver an acceptable National standard event. Issues have been raised regarding the decision by the organisers to overcome the difficulties presented by relay runners running in the wrong order by imposing the use of hired bricks for all for the relay. It is not the role of Major Events Group to try to micro-manage events. The position with regard to the use of EMIT at the relay with a hire charge of £1 per brick for the weekend is not considered excessive, especially as EMIT are shipping a significant number of bricks from Scandinavia. There is an issue about procurement at major events and MF suggested that in future procurement and the subsequent contract could be dealt with by the National Office, MF agreed to continue to investigate this.
It has been agreed with the organisers that they can accept entries from overseas orienteers (non-competitive, of course). They have received three entries from Ireland.
The issue of colour code courses being staged at National events was raised, it was agreed that in future this may need to be written into agreements. As a part of this discussion it was queried as to whether a representative of Development Committee or the development programme should be represented at Events Committee since this decision could well impact on participation figures.
- **British Night Championships – 2009**
The entries secretary has queried how he can identify entrant's BOF membership when the event is so close to the beginning of the year. He has proposed that a start list is published with every entry BUT for all entries without a BOF number to be marked as Non-Competitive in the start list. The entrant will be made aware of this within the final details and if a runner disputes their competitiveness they will then have an opportunity to prove it – this does however mean some non-comp runners may compete. This appears to be a reasonable solution under the circumstances. The event is too small to be able to stand the risk of turning people away who are entitled to run.
- **JK 2009**
The organisers have had many challenges to overcome, not least in connection with the mapping. For the Sprint Race, they are trying to negotiate access to a building which will provide a crossing over the busiest road in the area. This may not be successful, and may result in competitors on the longest courses having to cross this road, in conflict with the guidelines. Provided this is subject to a proper review of risk assessments, this may be acceptable.
- **Controllers for 2010 events**
Volunteers to control most of the National events for 2010 are now largely in place, there is still need to identify controllers for JK day 2, BRC and the Northern Championships. Another mailing to Grade 1 Controllers will be made later this month.
- **Sprint and middle races 2010**
NWOA are still experiencing difficulties with the organisation of this weekend and the Sprint organisers have a meeting with the local authority in Chorley. As yet an update on the plan to stage the Middle Race at Formby has not been

received. The time will soon be approaching when alternative venues for these events may have to be sought.

- Major Events Conference 2009
The Conference has now been booked at YHA Sherwood Forest for the weekend of 4/6 September 2009. The capacity of the hostel is 48, and topics that are likely to be covered are planning for Elites and Map Scales at National events, as well as the usual debriefs from recent major events.

e) Map Group

CS explained that there had been communications regarding the OS contract and that information will be going out to mappers shortly. It was also recognised that there are several issues with the map database:

- i) there is as yet no mechanism for registering maps
- ii) 2008 maps have yet to be assessed as the paperwork has not been sent out by the National Office; MH said he will look into this

The issue of map scales continues to be discussed by Map Group.

f) Rules Group

Rules Group has had the responsibility for the new and updated Guidelines required to implement a number of the recommendations. It was agreed that when the 2009 versions are published the new or revised Guidelines will be either:

- 'Event specific', and therefore labelled 'Event Rules', with information on the criteria that need to be fulfilled to stage the event e.g. 'British Orienteering Championships', 'Jan Kjellstrom Sprint', 'Area Championships', 'Compass Sport Cup and Trophy', 'Yvette Baker Trophy', etc.

or

- 'Event generic' and therefore labelled 'Event Guideline' with information and advice based on 'best practice' for the particular type of event e.g. 'Sprint', 'Middle Distance', 'Long Distance', 'Urban', etc.

Once finalised, these Guidelines will become a single point of reference for each of the major events.

In addition there may need to be Guidelines written to information about any incentive schemes, e.g. Colour Coded Awards, the Ranking Lists, or for when age class trophies are to be awarded. These will not be specifically associated with either Regional or Local events.

The Event Rules for the Major Events in 2009 have been distributed to the Organisers but not published on the BOF web site as there is still some tidying up work to do on them. In particular the naming and sequencing will be updated to provide a more logical structure to the present one, which has grown piecemeal over the years.

The current Event Guidelines for the Local and Regional events are related to the incentive schemes and will not be updated until a decision has been made on them.

Event Advisors: Various members of Rules Group agreed to act as 'Event Advisors' through 2009 on receipt of any queries received by email / telephone / letter relating to the 'Event Rules' they are responsible for.

Technical Difficulty / Course Length grid: This has been published and whilst the technical difficulty is fine, the mapping of classes to course lengths has not provided any additional clarity.

Event Jury acting as assessors: BE agreed to talk to MF and the Major Events Group regarding the need to get feedback on the quality control of National events, and ask for suggestions as to how this could be achieved.

Junior classes at British Middle Distance Championships: A query had been received in connection with the possible non-provision of courses for M/W10 and M/W12 competitors at the British Middle Distance Age Class Championships on

10th May 2009. Concern had been expressed that this would result in them competing on the M/W14 course (for which they may not have the technical ability) or taking part on a course for 10s and 12s but for which no medals would be awarded. Neither of these occurrences was thought to be satisfactory.

British Championships trophies and medals: After discussion re the awarding of trophies and medals to the winners of classes in a particular Age Group at the British Championships it was confirmed that these only go to the winners of the highest class in each age group. e.g. the winner of M21E should be awarded the trophy, with medals to the first three. The winners of classes M21L and M21S only receive mementoes. It was also suggested that the specific Event Rules for Major Events should contain details on the awarding of trophies and medals.

Training course for event officials: These are being updated by Katy Stubbs under the guidance of Hilary Palmer, who has provided some funding. They should be available early this year.

Outstanding Issues:

- Ranking list - until the single Ranking list is in operation then any event that wants to be included in the existing Ranking List will have to specify the courses each age class must run.
 - Badge Scheme – The future of this scheme needs to be determined and as an incentive scheme the responsibility for it should lie with Development Committee.
 - Colour Coded Awards - how will these work under the new system? It was felt that Colour Coded standards are only meaningful if achieved at events of a certain level of competition. If not, then there was a danger of awards being gained which were not proper indications of someone's ability. As an incentive scheme the responsibility for the colour coded awards should lie with Development Committee.
 - Yvette Baker Trophy eligibility. With the disappearance of the Junior age classes except at National Events there are no obvious course eligibility criteria.
 - Colours for courses - Confirmation of which ones are going to be used.
- g) Senior Competitions Group
- No formal meeting has been held and it is proving difficult to hold a meeting where a reasonable number of regional representatives can attend. A meeting is currently trying to be organised possibly at JK/BOC. There is a query over the brief of the Group and whether it is wide enough. RM was asked to consider the brief and make suggestions back to Events Committee.
- There has also been some discussion over the BOC/BEOC consultation, around the VHI and the role of the EOC.
- It is becoming clear that it is not just Senior Competitions which should interest SCG but all competitions in which seniors take part, excluding the Elites. This is particularly the case when it comes to scheduling of fixtures.

8 Competition Structure Implementation

- 8.1 To discuss and agree the way forward in implementing the recommendations
This has been dealt with in previous reports and discussions.

9 Whole Sport Plan Update

- 9.1 To receive an update on the funding agreements and implications for Events *
MH provided a brief update on the progress of the Whole Sport Plan (WSP) and members were given opportunity to raise queries. It was noted that there is need for the Board to be asked to provide more strategic direction to Event Committee and the groups regarding how they should support the implementation of the WSP. It was also noted that events are an intrinsic part of all three aspects of the plan ie increasing participation, increasing satisfaction of participants and the talent pathway. The plan includes the appointment of an Events Manager who will support the work of developing events.

10 Timing of future BOC and Elite Championships

10.1 Update on the practicalities of setting a fixed date for BOC

There is a great deal of consensus regarding the principle of having 'fixed' dates and giving priority to these dates; feedback continues and already includes:

- The different school holiday structure ie SOA causes significant scheduling problems.
 - There is some feeling that the elite/age class should remain separate.
 - Should be a review of the whole fixture schedule and an attempt to spread fixtures across the calendar.
 - Need for a group to start to build relationships with Natural England and other such bodies.
 - The Chairs of Senior/Junior/Elite Groups were asked to provide a rationale for what ideally their event/competition schedule would be.
 - Moving age class sprint and middle to autumn is a contingency for 2010.
- No decisions have yet been taken as there needs to be considerably more discussion prior to a decision being taken.

10.2 To agree which junior age class courses will be provided at the championship

BE Champ 18/20 is being awarded at the Age Class champs; is this answer the same at all events?

11 Controllers, Event Advisors, Elite Advisors, Map Advisors

11.1 JP had produced a document for discussion that had been circulated prior to the meeting.

The discussion highlighted that there were currently problems regarding some events producing the quality of elite event that is required. The role of Elite Advisor has been designed to provide advice to organisers, planners and mappers in order that the equality of elite events can be improved.

There was generally support for the role although MH queried the clarity of the role and the difference in roles and responsibilities between the controller, IOF Event Adviser (if one is appointed) and the Elite Advisor.

JP was asked to prepare a paper highlighting the role and differences of these positions.

12 Use of electronic cards at events and the hire costs

12.1 To determine how guidelines should be produced and a timescale for production and implementation.

This matter had been dealt with previously in the agenda.

13 Road crossings – Guidance & Risk Assessment

13.1 To determine how guidelines should be produced and a timescale for production and implementation.

It was agreed that guidance should be provided to organisers as a matter of urgency. MH agreed to provide information regarding the insurance situation.

13.2 To consider any events in the immediate future that may be at risk and what advice should be provided.

The events held in 2009 make use of campus terrain but the risk involved from roads and road crossing at the major events will be looked at and a risk management strategy put in place and reported on.

14 Any Other Business

There was no time for other business to be raised.

15 Dates and Venues of Meetings

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

Dates for 2009:
 13 June – can it be changed to 6 June?
 14 November

The meeting finished at 16:45

Events Committee January 2009

Action List

Action 1: LW was asked to raise again at the Board the issue of the £2 discount for members being presented as a £2 surcharge on non-members	26 Feb	LW
Action 2: Board to asked to consider providing more strategic direction to the Committees and Groups	26 Feb	LW
Action 3: Board be requested to consider scheduling a club delegates conference or conference of committee and group members or both	26 Feb	LW
Action 4: Graythwaite, LW to contact LOC regarding the decision to 'downgrade' the event; MH to consult with LW regarding a news item	asap	LW/MH
Action 5: MF and Major Events Group to look into taking an exit survey of competitors at Graythwaite to look into the impacts of chosen map scales. Questions would be drafted and circulated to Events Committee prior to the next Events Committee meeting.	MF & Major Events Group	→
Action 6: LW to raise the issue of a development Committee person sitting on Events Committee as a liaison	End Feb	LW
Action 7: JP was asked to prepare a paper highlighting the roles of Controller, Event advisor and Elite Advisor and the differences between these positions.	End Jan	JP

ACTIONS from previous meetings

Arising or continuing from previous meetings of Event Operations Committee.

MF to arrange signing of Major Event agreement with organisers of British Orienteering events from 2010 onwards.	MF & Major Events Group	
MF to consult with Major Events Group and Fixtures regarding practicalities of setting a fixed date for BOC.	MF	
Once PG had confirmed the new Area Championships, a web article would be published	PG/Office asap	
Mapping forms MR1 & MR2 to be updated and formatted – Still requiring implementation; awaiting confirmation as to the cost of changing the database New map database operational; work remains on registration system	CS	
Procedures for the removal of controllers from the list to be developed – This is now within the remit of Rules Group	Rules Group	

✓ Completed

→ On-going

A Agenda item