

Meeting of  
**EVENT OPERATIONS COMMITTEE**

held on Saturday 25<sup>th</sup> February 2006 at the Carrs Lane Church Centre, Birmingham.

Management Committee is asked to NOTE:

- 06/03 Major Events Conference likely to be on 1<sup>st</sup>-3<sup>rd</sup> September 2006.
- 06/04e Extension to the dissemination process for guidelines as a means of improving quality.
- 06/04f The quality of the Strategic Planning occurring in Fixtures Group.
- 06/04g The updating of the Map Registration Scheme.
- 06/06a-e The decisions relating to BOC 2006 and BOC 2007.
- 06/06f,g The agreed variations to the guidelines for SOC 2006.
- 06/06k-m The responses to concerns raised by members.
- 06/07a The decision on an Ultra Long British Orienteering Championships.
- 06/07b The ongoing quest for a Senior Competitions Group.

Minutes of the meeting of  
**EVENT OPERATIONS COMMITTEE**  
held on Saturday 25<sup>th</sup> February 2006 at the Carrs Lane Church Centre, Birmingham.

**PRESENT:**

Neil Cameron (Chairman)  
Barry Elkington (Rules Group)                      Peter Guillaume (Fixtures Group)  
Susan Marsden (Junior Competitions Group)  
John Palmer (Elite Competitions Group)  
Mike Richardson (Major Events Co-ordinator)  
Colin Spears (Map Group)

In attendance:

Alex Ross (Executive Officer)

**06/01 Apologies and Courtesies**

No apologies. The Chairman expressed his aim to provide suitable conditions for a productive meeting.

**06/02 Minutes of Meeting held on 15/10/05**

A small error in Action 37 was corrected to read 05/22c. Minutes accepted as a true record.

**06/03 Actions and Matters Arising**

Actions Deleted      25, 36, 40 and 41.

Actions Continuing   37, 38 and 39.

Some uninformed comment appearing on Nopesport arising in part from Action 36 was discussed. It was agreed that a statement explaining the nature of and the responsibility for the Home Internationals should appear in Focus.

**Action AR**

The reporting process from Major Events was reviewed under discussion on Action 37. It was agreed to concentrate initially on eliciting feedback through a more formal reporting process. The action continues.

A date of 1-3 September 2006 is being considered for the Major Events Conference with 8-10 as a fall back date.

## **06/04 Reports from Operations Groups and Matters Arising.**

### **a) Home International Group**

There was a successful series of Home Internationals held in Wales, Northern Ireland and England.

### **b) Elite Competitions Group**

A Middle British Elite Championship will be held in April in conjunction with Triple-O Severn. An agreed programme for the UK Cup has been published on the website and in CompassSport.

### **c) Senior Competitions Group**

Group still awaits formation.

### **d) Junior Competitions Group**

All competitions are in place and a scoring issue for the Yvette Baker Trophy is being resolved. Efforts are being made to bring BSOC, BSSC and JIRC Guidelines into line with the standard format used for other guidelines. This may be extended to include Organisers guidance for the FCC and the UK Cup.

### **e) Rules Group**

The variation to the Harvester Relay Guideline, as requested by the SOA, for 2006 was noted. A decision to make a back up punches available at all controls at Level 3 and above events will require a change in the appropriate Appendices and Guidelines. The opportunity to include appropriate guidance where EMIT is the punching system of choice will also be taken. The changes will be published in Focus.

#### **Action BE**

The CompassSport Cup guideline will continue for 2005 as it was felt necessary to allow sufficient background to be collected before a review of the competition.

Updated Guidelines for District, Regional and National Events will be published by mid-March.

In the interests of quality the Committee agreed to extend the procedure for disseminating newly updated guidelines, presently Organisers of Level 1 and 2 events. An accompanying letter will now be included pointing out the critical issues, Planners and Controllers will also be included and an investigation into the feasibility of including Regional Event Organisers will be investigated.

#### **Action AR**

This decision arose out of a discussion on individuals not using up to date guidelines, below standard planning involving poor choice of course lengths and poor provision for juniors. Other issues identified included the delayed registration of events, the lack of formal training for planners and organisers, and the frequency of updates in some areas.

#### **Action BE**

It was agreed to target, initially, the major issues by reinforcing the

Controller training packages and identifying the areas of responsibility within the guidelines and communicating that to Organisers with appropriate recommendations.

#### **f) Fixtures Group**

A reminder will be sent to all those who have nominated major events but not registered them at the end of each year.

An April date for BOC 2008 (SOA) has been allowed to cater for the exam period in Scotland. A bid for BOC 2009 may come from EMOA along with their re-entry into the rota system.

Improvements to the Fixtures Database have been implemented including a facility to produce reports on event officials. There was some concern over the sustainability of the software given the proposed rationalisation of IT provision in the Federation.

Some potential problems in provision have been identified for 2010 and beyond and solutions are being sought.

#### **Action All Members**

The Committee congratulated Peter Guillaume and the Fixtures Group on their strategic planning and early identification of the problems.

#### **g) Map Group**

A specification for School Maps has been distributed to all Clubs and further copies are available from the National Office and from the website.

Map Awards have been agreed for 2005.

The OS licence has been purchased for 2006 at lower cost than previous years due to increases in school maps using LEA OS Licences.

An OCAD 9 course is to be provided with the course being advertised to all mappers.

A revised MR1 form is to be produced with the SA forms being made redundant to reflect modern methods of map printing. The purpose of recording map numbers on a new MR3 form was questioned. It is intended to introduce a three year renewal of registrations.

#### **Action CS**

Advice will now be offered to individual mappers through a series of letters, ranging from good through points to note to the offer of 1:1 help where necessary.

Investigations are underway into the digital storage of maps as historical documents. There are a number of issues over format, IT requirements and searchability including any particular needs of the British Library.

MAPNAV, the mappers bulletin is now published on the website.

An idea to employ part-time mapping officers was referred to Map Group to produce a costed proposal identifying the benefits.

#### **Action CS**

#### **h) Major Events**

A paper provided by Mike Richardson reviewing events held since last

meeting, the progress in events due in 2006 and those planned for 2007 was discussed. The lack of National Events in 2006 and the gap between them was noted.

A paper detailing an improved system for Nomination, Registration and Monitoring Major Events from Peter Guillaume was accepted, subject to a number of small changes, and will be implemented through Fixtures Group.

## **06/05 Reports from Management and Development Committees**

### **a) Management Committee:**

Neil Cameron reported on the following: the appointment of Mike Hamilton as CEO, the imminent change of premises for the National Office, the financial outturn for 2005 with a larger than expected deficit, the need to prioritise activity and the possible impact of the Membership Proposal on the Guidelines.

### **b) Development Committee:**

The present approach to the promotion of orienteering is somewhat unco-ordinated. Development Committee will be focussing its attention on this area.

## **06/06 Individual Items:**

### **a) BOC - Entry Criteria**

No review was thought necessary at the moment. Action should alleviate some of the problems. There could be some guidance given to event organisers on how to accommodate certain groups.

### **b) BOC 2006 - Concerns**

Communication both within the organising group and with BOF had caused some problems. It was agreed to discuss the appointment and training of co-ordinators for major events at a future meeting.

**Action AR**

### **c) BOC 2007 – Map Scales**

Proposals on appropriate map scales were discussed. A response to the problem identified by the BOC 2007 team was approved. 1:15,000 for M/W/21/20/E with a recommendation that the longer courses also be 1:15,000 with 1:10,000 for the rest.

**Action AR**

### **d) BOC 2007 – Planner**

The appointment of Bill Teahan, as Planner for the individual days was approved subject to a number of conditions.

**Action AR**

### **e) BOC 2007 – Relay Area**

Following the rejection of Penyard Hill as a venue for BRC 2007 a proposal to use Pwll Du for both individual and relay days was approved.

**Action AR**

**f) SOC 2006 – Controller**

The action taken (appointment of Controller from within the SOA) following confusion over the procedure was confirmed.

**g) SOC 2006 – Venue**

The action taken in allowing a change of venue was confirmed.

**h) Selection Races – Seeding**

It was agreed that Organisers needed more guidance on this especially where junior races were concerned.

**i) Selection Races – Start Times**

As h) above. It was agreed this could be provided as an add-on to the guidelines.

**Action JCG**

**j) Fixtures – Funding**

The need for a small budget to allow upgrades to the Fixtures Database was noted and will be recommended to Management Committee.

**Action NC**

**k) Map Quality**

An issue raised by a BOF member on map quality arising from the quality of surveying and printing was discussed. The matter was referred to Map Group with an endorsement of their ongoing efforts to improve map quality.

**Action CS**

**l) Event Pressure**

A letter from a concerned BOF member was noted. The reasons behind the combination of BNC and a NE were discussed. Given the issues of numbers, access and a balanced fixtures programme It was agreed the combination was permissible. The added effect of the decision to hold the Southern Championships in conjunction with the NE was a matter for the appropriate Associations.

**Action AR**

**m) Micro-O – Concerns**

The electronic discussion over the possible inclusion of Micro-O at JK 2006 highlighted a problem associated with late changes to event provision. It was agreed that we needed a decision process involving appropriate event personnel which provided a suitable route for introduction. It was suggested that this be introduced at the Major Event Conference to make the key event officials aware.

**n) Meeting Dates**

The disruption caused by changes to meeting dates was discussed. It was agreed that the next three dates would be available at each meeting with the first date being fixed.

**06/07 Any Other Business**

**a) Tim Watkins Trophy**

A proposal to incorporate a British Ultra Long Orienteering Championships into this, presently, biannual event was discussed. Although its use for FCC and UK Cup would be considered, it was felt such a move was inadvisable at the moment although further feedback would be sought.

**Action AR**

**b) National Events**

The need for an individual or group to provide a focus for senior competition similar to that allowed by the Future Champions Cup and the UK Cup for junior and elite competition was reiterated. National Events could form the basis of such a competition to provide a differentiation from Regional Events. So far no such individual or group has come forward.

**Action AR**

**c) Embargoes**

There is a lack of clarity over embargoed areas and their use. It was agreed that Rules Group would examine the issue and make suitable proposals for discussion by the various Committees and Groups.

**d) May Day Weekend**

The May Day weekend is the preferred date for the British Championships. Where this is not possible the weekend is available for bids from Associations.

**e) Bird Flu**

An issue identified over contact with bird faeces will be referred to the BOF advisor.

**06/08 Reporting and Actions**

The following items were identified for immediate notification to the membership via the website.

1 Major Event Conference 2006 will most likely be held on 1st to 3rd September 2006.

2 Major Event Officials to receive copies of the latest Guideline for their event along with guidance on communication and responsibilities. The need to plan courses of a suitable length especially for juniors will be emphasised.

3 Process in 2 to be extended to Level 3 events.

4 An application from the SOA to hold BOC 2008 in April was supported.

5 Ideas are being sought to resolve problems regarding major event allocation in 2011.

6 A new process and procedure for major events registration was agreed. Details to be published soon.

7 Problems over map scales, planning and venue for BOC/BRC 2007 were

resolved.

**06/09 Dates and Venues of Future Meetings:**

3<sup>rd</sup> June 2006      Birmingham

14<sup>th</sup> October 2006   Birmingham

3<sup>rd</sup> February 2007   Birmingham

## ACTIONS

arising or continuing from the meetings of Event Operations Committee.

- |    |        |  |    |
|----|--------|--|----|
| 37 | 05/22c | Review present reporting back process from major events and availability of the information recovered.         | MR |
| 38 | 05/22h | Progress booking for 2006 Major Event Conference.  | AR |
| 39 | 05/24c | Progress provision of JK 2007 as approved.   | AR |
| 42 | 06/03  | Provide Focus article on the responsibilities for Home International Competition                               | AR |
| 43 | 06/04e | Arrange update to appropriate Appendices and Guidelines on provision of back-up punches at events.             | BE |
| 44 | 06/04e | Examine feasibility of providing updated guidelines and accompanying letter to all Regional Event Organisers.  | AR |
| 45 | 06/04e | Provide Focus article on improvements to Planning Standards particularly course lengths and junior provision.  | BE |
| 46 | 06/04f | Investigate and report possible solutions to PG on E.Ops. problems identified in Fixtures programme post 2010. | PG |
| 47 | 06/04g | Confirm need and purpose for collecting numbers of printed maps.   | CS |
| 48 | 06/04g | Provide costed proposal and benefits of employed Mapping Officers.   | CS |
| 49 | 06/06b | Add item to next agenda on the appointment and training of co-ordinators for major events.                     | AR |
| 50 | 06/06c | Communicate decision on Map Scales to BOC 2007   | AR |
| 51 | 06/06d | Communicate decision on Planner to BOC 2007  | AR |
| 52 | 06/06e | Communicate decision on Relay Area to BOC 2007   | AR |
| 53 | 06/06i | Provide suitable guidance on selection races and seeding for JCG juniors to Event Organisers.                  |    |
| 54 | 06/06j | Recommend to Management Committee the need for a small budget to enable small upgrades to Fixtures Database.   | NC |
| 55 | 06/06k | Investigate and report on issue over map quality as identified by EMOA   | CS |
| 56 | 06/06l | Provide suitable reply to member on issue of Event Pressure.   | AR |
| 57 | 06/06m | Raise issue of late additions to event programme with Officials at Major Event Conference                      | AR |
| 58 | 06/07a | Communicate decision on Ultra Long Championship to proposer.   | AR |
| 59 | 06/07b | Add item to next agenda on the provision of National Events.   | AR |