

Fixtures Group Minutes

Saturday 7th October 2006 - Birmingham



06/15 Opening Remarks The Chairman welcomed all to the meeting.

06/16 Present:	Peter Guillaume	Chairman
	Pat Martin	Secretary
	Dawn Watson	YHOA
	Richard Sharp	SCOA
	Ian Hopkins	WMOA
	Brian Hughes	WOA
	Paul Caban	SOA
	Philip Gristwood	SEOA
	Duncan Archer	NEOA
	Richard Tiley	NWOA
	John Shucksmith	SWOA
	Clive Coles	EAOA
	Amy Sarkies	BOF Office

06/17 Apologies:	Greame Ackland	SOA
	Ian Whitehead	EMOA
	Michael Richardson	Major Events

06/18 Declaration of Any other Business

Responsibility for registration of events by clubs not members of the Association where the event takes place. (PC)

Declaration of Interests (PG)

06/19

a. The minutes of the Fixtures Group meeting on 11th March 2006 were agreed to be accurate.

b. Matters Arising/Actions from previous minutes not covered elsewhere:

- i. BOF now have a pool of kit available for Major Events.

Action: Amy Sarkies will post this onto the British Orienteering web site

- ii. English Orienteering Council (EOC) - YHOA have now taken on 2006 SHI. EOC have advised that the Association EOC point of contact is the Association Chairman. Philp Gristwood is the new Chair of EOC.

06/20 Reports From Other Meetings

The following items were discussed:

Event Operations 3rd June 2006

- i. Selectors advised Fixtures Chairman of proposed Selection races. Clubs were asked to host. This was well received by the clubs. All had agreed to host the selection races.

Elite Competitions Group – 13th June 2006

- i. A copy of 2007 UK Cup and Future Champions Cup fixtures were distributed.
- ii. Clubs wishing to bid for these races should make bids via their Association Fixture Representatives and not directly to Elite Competitions Steering Group.
- iii. SROC have bid for a Sprint race in 2008.

Management Committee 14th June 2006

- i. Minutes reported that British Orienteering Chairman and Chief Executive were to visit NIOA.

- ii. Fixtures Chairman requested that they ask NIOA if they would host JK in 2011. NIOA have agreed to host JK 2011. This was accepted.
- iii. British Orienteering is 40 in 2007 – any ideas of ways to celebrate to BOF Chairman.

Coaching Committee 17th June 2006

- i. Form ER1C can only be submitted by a BOF member? Is this the Coach or the person organising the activity – Does this person have to be a member of British Orienteering.
Action: *Amy Sarkies to clarify with insurers, whom she is meeting with later in October.*
- ii. World Schools in Scotland in 2008 – date? No consultation or advice to Fixtures concerning the date. Possible clash with BOC/BRC in Scotland in 2008.
Action: *Fixtures Chairman has emailed BSOA fixtures corresponding member to determine the date.*

BOF Council 23rd September 2006

- i. Mike Hamilton is looking at the British Orienteering staff support to Committees. Fixtures Group appreciate the support and quick resolution of problems as a consequence of Amy Sarkies attending their meetings.
- ii. Web site and management system currently on hold while needs of Federation are clearly identified.

Development Committee 27th September 2006

- i. British Orienteering is looking at a volunteer strategy and support for volunteers.

06/21 Major Events 2007 – 2010

2007		
British Night Championships	EAOA	10 th February 2007
National Event	MV	25 th February 2007
National Event	SROC	10 th March 2007
Compass Sport Cup First Round	ALL	18 th March 2007
BUSA	Durham	31 st March – 1 st April 2007
JK	BOF	7 th – 9 th April 2007
British Sprint Championships	YHOA	14 th April 2007
British Elite Orienteering Championships (M)	NEOA	15 th April 2007
Future Champions Cup Final	WMOA	21 st /22 nd April 2007
British Orienteering Championships & Relays	WOA	5 th -6 th May 2007
British Elite Orienteering Championships (L)	WOA	5 th May 2007
National Event	NWOA	20 th May 2007
Harvester	WCH ??	3 rd June 2007
National Event - Scottish Champs	SOA	16 th /17 th June 2007
Junior Inter Regional Championships	YHOA	23/24 th June 2007
Peter Palmer Relay	BOF ??	9 th September 2007
National Event	AIRE	15 th September 2007 (Sat)
Junior Home International	NIOA	29th/30 th Sept 2007 ??
Senior Home International	WOA	20 th /21 st October 2007
British Schools Score	NOC	6 th October 2007
Compass Sport Cup Final	EMOA	14 th October 2007
British Schools Champs	SARUM	18 th November 2007
National Event and VHI	SOA	17 th /18 th November 2007
Yvette Baker Trophy Cup Final	HALO	2 nd December 2007
National Event	DVO	9 th December 2007

2007 ISSUES

- i. Harvester 2007: WCH/WMOA position still uncertain. BAOC have offered the use of Swynnerton Camp map. Permissions being investigated. Fixtures Chairman has also posted a plea on the British Orienteering web site for offers to host. None forthcoming.

Action: Ian Hopkins to clarify position with WCH.

- ii. Peter Palmer Relay 2007: NWOA have withdrawn their offer to host the in 2007 because of ongoing problems over permissions.

Action: All to find an organising club.

2008		
Compass Sport Cup First Round	ALL	13 th January 2008
British Night Championships	SWOA	23 rd February 2008
National Event	SARUM	9 th March 2008
JK	SEOA	22 nd – 24 th March 2008
British Elite Orienteering Championships(M)	OD	Saturday 5 th April 2008
British Sprint Championships	OD	6 th April 2008
World Schools	SOA	??
British Orienteering Championships & Relays	SOA	19 th - 20 th April 2008
British Elite Orienteering Championships (L)	SOA	19 th April 2008
Future Champions Cup Final	EBOR	3 rd & 4 th May 2008
National Event	EBOR	4 th May 2008
Harvester	TVOC	17 th May 2008
National Event – Scottish Championships	SOA	Saturday 24 th May 2008
National Event	HOC	8 th June 2008 ??
Junior Inter Regional Championships	NEOA	28 th /29 th June 2008
Peter Palmer Relay	AIRE	7 th September 2008
Junior Home International	MEROC	27 th /28 th September 2008
Senior Home International	SOA	
Veteran Home International	NIOA	
British Schools Score	NOC	12 th October 2008
Compass Sport Cup Final	OD	19 th October 2008
British Schools Champs	???	16 th November 2008
Yvette Baker Trophy Cup Final	EAOA ?	7 th December 2008

2008 ISSUES

World Schools Score: Date required

Action: Fixtures Chairman to clarify with BSOA.

HOC National: Move to 8th June for a better spread of national events

Action: Ian Hopkins to ask HOC.

British Schools Champs: Organising club needed

Action: All to find an organising club.

Yvette Baker Trophy Final: EAOA?

Action: Clive Coles (EAOA) to clarify offer

2009		
Compass Sport Cup First Round		
British Night Championships		
British Orienteering Championships & Relays	SCOA	14 th /15 th March 2009 ??
National Event	HH	29 th March 2009 ??
JK	NEOA	11 th - 13 th April 2009
National Event	NWOA	19 th April 2009 ??
Future Champions Cup Final		
National Event	BOK	3 rd May 2007 (Triple O 7) ??
National Event & Scottish Champs	SOA	23 rd May 2009
Harvester		
British Elite Orienteering Championships (L)	???	(March may not be suitable)
British Elite Orienteering Championships(M)	EMOA	

British Sprint Championships	EMOA	
Junior Inter Regional Championships		27 th /28 th June 2009
Peter Palmer Relay		6 th or 27 th September 2009
National Event	AIRE	12 th Sept. 2009
Junior Home International		
Senior Home International		
Veteran Home International		
British Schools Score		11 th October 2009
Compass Sport Cup Final		18 th October 2009
British Schools Champs	SE	22 nd November 2009
Yvette Baker Trophy Cup Final		6 th December 2009

2009 ISSUES

- i. BOC/BRC: March date required to satisfy environmental constraints
BEOC (long) usually with BOC: Is March suitable ?
Action: *Fixtures Chairman*
- ii. Offers to host unallocated events
Action: *All*

2010		
JK	SW	3 rd – 5 th April 2010
British Orienteering Championships & Relays	WMOA	

06/23 Regional Events

The planner was updated up to 31.12.2008.

06/24 Compass Sport Cup

Compass Sport Cup first round moved back to January 13th 2008 to ease congestion. No adverse comments from clubs, so date confirmed.

CS CUP 2007 - 18 th March 2007		
REGION	CLUB	LOCATION
YHOA	SYO	Tankersley Sheffield
WMOA	OD	Hay Wood – Baddesley Clinton
EMOA	LOG	Stapleford Woods, Newark
NWOA	SROC	Torver
SEOA	HH	Burnham Beeches
SCOA	BADO	Harewood, near Andover
SWOA	BOK?	Wellcombe, near Wells
SOA	KFO	Fife
FINAL	NOC	14 th October 2007 Mansfield

06/25 Fixtures Database

a. Completed Issues

- i. Upload to British Orienteering web site by Fixtures Secretary now resolved
- ii. ER1 update to allow for higher entry fees and car park fees was put on hold due to incompatibility with import process to database.
- iii. Association Fixture Secretaries have advised clubs re the availability of the official's activity report from the fixtures database.

b. Outstanding Issues

- i. On line event registration: Pending, review of the BOF Management systems.
- ii. Wider publicity of C5 events: ER1S now has a Yes/No box for publicity. This needs to be further updated together with database to indicate Regional, National or None. National Fixtures Secretary to update form, Association Fixture Secretaries to advise clubs that the "box" on form ER1S requesting publicity needs to be ticked for C5 events, if they the club wants it to become visible on this list. Association Fixture Secretaries were asked to seek their club's agreement to this.
Action: *Task has been passed to Michael Napier, work in progress, Fixture Secretary to monitor progress.*
- iii. The database does not have a field for major Event coordinators, so this activity is not recorded. It also needs extra fields for assistant organisers, controllers and planners.
Action: *Amy Sarkies: To be included in the new membership system when produced.*

06/26 Major Events Procedures

- a. Good progress has been made in the submission of ER1 partials for major Events. 2008 is complete except for SOA and EBOR Nationals.

Action: *SOA position known, EBOR to submit ER1 partial for their National Event 3rd/4th May 2008.*

- b. Major events procedure document: The document was updated as the previous version was now out of date following the departure of Alex Ross.

Actions:

- i. *Fixtures Chairman to take revised document to Event Operations for sign off on Saturday 14th October 2006.*
- ii. *Guidance document to be posted on to the BOF web site on the Regulations Section and Forms Section of the web site.*
- iii. *Form ME1 to be removed from Forms Section of BOF web site*
- iv. *Form ME2 to be revised and renamed MEO (**M**ajor **E**vent **O**fficials)*
- v. *A document listing advice to Grade 1 controller assessing Major Events has been compiled. To be posted on Regulations Section and Forms Section of the web site.*
- vi. *Article to be submitted for inclusion in Focus.*

06/27 Long Term Schedule for JK and BOC

- a. NIOA have offered to host JK 2011. This was welcomed.
- b. The advance planner sheet was discussed. A "line in the sand" approach has been taken from 2011 onwards. Associations that can host have then been allocated the JK and BOC at 5 year intervals from the last time they hosted. This will still require some compromise to put a viable schedule in place. If EMOA and EAOA combined to host then the schedule is more achievable or that they work with WOA to host a JK in Wales..

Action: *Planner sheet made available to Association Fixture Secretaries for discussion with their associations for the March 2007 meeting.*

06/28 Any Other Business

a. Yvette Baker Trophy 2007

Action: *Association Fixture Secretaries to ascertain 2007 events for March 2007 meeting.*

b. Fixtures Budget

Fixtures have been allocated a budget for stationary costs, minor updates to the fixtures database and a contribution towards broadband costs for the National Fixtures Secretary. The sum is £400. Meeting costs are met from a separate budget.

c. Withdrawal of printed fixture lists with Focus

It is proposed to cease circulating the printed fixtures booklet with Focus. Members could seek a printed list from the National Office if they required one. All present felt the booklet was of little value. It was out of date by the time it went to print. It would appear Compass Sport will continue to print a copy of the approved list.

d. Membership Changes

It was agreed that published event entry fees for all fixtures should be the full fee before member's discount. Therefore these need to be the fees listed on the ER1
There was a need for a consistent approach.

Action: Association Fixture Secretaries to inform their clubs.

e. Event registration

- i. The procedure was queried concerning the registration of an orienteering activity by a club in an Association other than their home Association. It was agreed that all ER forms must be submitted via the Association Fixture Secretary/Club Fixture Secretary where the terrain is located.
- ii. There was also an issue of clubs registering events in multiple Associations on one ER1S. These are mainly RAFO and BAOC events, many of which are held on MOD land that is not controlled by clubs. It was felt that these should also be submitted in the same manner as i above.
- iii. The issue of individuals registering what were essentially commercial orienteering events via clubs to benefit from British Orienteering insurance was raised. It was agreed that it was not appropriate unless it was the club running and benefiting from the activity. Otherwise these registrations should not be accepted.

Action: Association Fixture Secretaries to inform their clubs about items i to iii above.

f. Fixture Appeals Process

Other parts of Orienteering have an appeals process. The view of the meeting was that Fixtures did not need an appeals process. They were content to put items to a vote and accept a Chairman's casting vote, if necessary. Fixtures are part of Event Operations, so there is a higher committee to take to disputes to.

g. Declaration of Interests

The Chairman queried if members of this Group were required to complete declaration of interest forms.

Action: Amy Sarkies to make enquiries and clarify the situation.

06/29 Dates of Future Meetings

Saturday 17th March 2007 at Birmingham (lunch at 12.15pm, for a 12.30pm start)

Saturday 13th October 2007 (Booking confirmed)

Item	ACTIONS Fixtures Group Saturday 9 th October 2006	Completed
06/19	BOF now have a pool of kit available for Major Events. Action: Amy Sarkies will post this onto the British Orienteering web site	
06/20	Coaching Committee 17th June 2006 q Form ER1C can only be submitted by a BOF member? Is this the Coach or the person organising the activity – Does this person have to be a member of British Orienteering. Action: Amy Sarkies to clarify with insurers, whom she is meeting with later in October. q World Schools in Scotland in 2008 – date? No consultation or advice to	

	<p>Fixtures concerning the date. Possible clash with BOC/BRC in Scotland in 2008.</p> <p>Action: <i>Fixtures Chairman has emailed BSOA fixtures corresponding member to determine the date.</i></p>	
06/21	<p>2007 ISSUES</p> <p>q Harvester 2007: WCH/WMOA position still uncertain. BAOC have offered the use of Swynnerton Camp map. Permissions being investigated. Fixtures Chairman has also posted a plea on the British Orienteering web site for offers to host. None forthcoming.</p> <p>Action: <i>Ian Hopkins to clarify position with WCH.</i></p> <p>q Peter Palmer Relay 2007: NWOA have withdrawn their offer to host the in 2007 because of ongoing problems over permissions.</p> <p>Action: <i>All to find an organising club.</i></p>	
06/21	<p>2008 ISSUES</p> <p>q World Schools Score: Date required</p> <p>Action: <i>Fixtures Chairman to clarify with BSOA</i></p> <p>q HOC National: Move to 8th June for a better spread of national events</p> <p>Action: <i>Ian Hopkins to ask HOC.</i></p> <p>q British Schools Champs: Organising club needed</p> <p>Action: <i>All to find an organising club.</i></p> <p>q Yvette Baker Trophy Final: EAOA?</p> <p>Action: <i>Clive Coles (EAOA) to clarify offer</i></p>	
	<p>2009 ISSUES</p> <p>q BOC/BRC: March date required to satisfy environmental constraints</p> <p>BEOC (long) usually with BOC: Is March suitable?</p> <p>Action: <i>Fixtures Chairman</i></p> <p>q Offers to host unallocated events</p> <p>Action: <i>All</i></p>	
06/25 b	<p>q Update of ER1 to allow variable publicity</p> <p>Action: <i>Task has been passed to Michael Napier, work in progress, Fixture Secretary to monitor progress.</i></p> <p>q The database does not have a field for major Event coordinators, so this activity is not recorded. It also needs extra fields for assistant organisers, controllers and planners.</p> <p>Action: <i>Amy Sarkies: To be included in the new membership system when produced.</i></p>	
06/26	<p>q 2008 ER1 partials for National Events</p> <p>Action: <i>SOA and EBOR</i></p> <p>q Update of Major Events Procedure</p> <p>Action: <i>Fixtures Chairman 6 Actions as per minutes</i></p>	
06/27	<p>q Long Term Plan JK and BOC/BRC</p> <p>Action: <i>Planner sheet made available to Association Fixture Secretaries for discussion with their associations for the March 2007 meeting.</i></p>	
06/28 a	<p>q Yvette Baker Trophy 2007</p> <p>Action: <i>Association Fixture Secretaries to ascertain 2007 events for March 2007 meeting.</i></p>	
06/28 d	<p>Membership Changes</p> <p>It was agreed that published event entry fees for all fixtures should be the full fee before member's discount. Therefore these need to be the fees listed on the ER1. There was a need for a consistent approach.</p> <p>Action: <i>Association Fixture Secretaries to inform their clubs.</i></p>	
06/28 e	<p>Clarification of event registration procedures</p> <p>Action: <i>Association Fixture Secretaries to inform their clubs.</i></p>	
06/28 g	<p>Declaration of interests for Fixtures Group members</p> <p>Action: <i>Amy Sarkies to make enquiries and clarify the situation.</i></p>	