

Fixtures Group Minutes
Saturday 16th October – Birmingham



1. Opening Remarks

The Chairman welcomed everyone to the meeting. He noted that there was no 'minute-taking' support, as had been promised by the Chief Executive. The National Fixtures Secretary offered to take minutes of the meeting on this occasion. **Action**
Chief Executive

In absentia, Joe McClure was welcomed to the Group as the new NIOA Fixtures Secretary, Violet Linton having stood down after many years' service.

2. Present

Mike Cope (MC)	Chairman & YHOA
Paul Caban (PC)	Secretary & SOA
John Shucksmith	SWOA
Richard Sharp	SCOA
Philip Gristwood	SEOA
Tony Biggs	EAOA
Ian Whitehead	EMOA
Allan Williams	WMOA
Brian Hughes	WOA
Richard Tiley	NWOA
Duncan Archer	NEOA
Mike Forrest (MF)	Major Events & Board

3. Apologies

Joe McClure	NIOA
Helen Errington	Events Manager
Dave Peel	Events Manager
Mike Hamilton	Chief Executive

4. Declaration of Any Other Business

There was none. At this time, both the Chairman and Secretary noted their respective dual roles on the Group.

5. Minutes of the Previous Meeting

a – Accuracy In section 6biii the words "north" and "south" had been transposed. In section 12, the date of the next-but-one meeting had been set to be March 26th. Subject to these two amendments, the minutes were accepted as a true and accurate record of the meeting.

bi – Actions The first two actions had been completed; the second two would be considered as part of the meeting.

bii - Matter Arising, not dealt with elsewhere It was noted, relevant to section 6biv that the 'Nordics' in 2011 *may* be cancelled.

6. Items from Other Meetings

From Events Committee, it was reported that:

BOC/BRC (and indeed other major events) may occur during the autumn, subject to the usual scheduling arrangements, should the hosting Association wish that;
the appeal, via the Club Newsletter, for Clubs to host some of the currently vacant events, had received precisely zero response;
although Peter Guillaume retains administrative/organisational responsibility for the CompassSport Cup, rules were now the responsibility of the Senior Competitions & Rules Groups;

training for 'Health and Safety'- type responsibility for event organisers was being rolled-out after a successful pilot.

From Senior Competitions Group, it was reported that:
it was likely that there would a Masters Cup initiated next season;

From Elite Competitions Group, it was reported that:
both the UK Cup and the UK Relay League had new co-ordinators, namely Robert Campbell and Scott Collier, there is a programme for 2011, and a provisional one for 2012.

7. Update on the Four Tier Structure

The previously circulated paper "4 Tier Event Structure" was discussed at length. It was confirmed by MF that the quality standards were indeed minimum requirements, rather than expectations. MC commented further that it was his understanding that the Board believed that Level B events should be targeting 'out-of-Association' participation. Several members of the group noted that the geographical peripheries of the country would be defined out of hosting 'optional' (ie not those scheduled by rota or invitation by Fixtures Group) Level B events.

8. Suggested Scheduling Timetable

Following discussion, the previously circulated paper "Suggested Timetable for Scheduling Fixtures" was broadly accepted with the amendment that Level B events would be scheduled in rolling six-month blocks, as at present. It was confirmed that "area" did indeed mean approximate location of an event rather than its specific venue, until the point where event guidelines require a specific venue. **Action** MC to recast the timetable.

9. Registration of Events

MC confirmed that all three Officials must be completed for all events. AFSs should be using the relevant reports available to them, to encourage their Clubs to ensure that any gaps are completed. **Action** AFSs

10. Fixtures Group Terms of Reference

The Group noted that it had no responsibility for the functionality of the Fixtures Database. It proposed an additional responsibility: "Providing advice to the Board and particularly the Chief Executive on developments and amendments required to the British Orienteering database in order that the Group could successfully discharge its duties." The Group noted the new emphasis on marketing and promotion. **Action** MC to take this amendment to the Board

11. Priority Tasks ...

No further action at this time.

12. Fixtures Database

The Group discussed the information in the paper from the Chief Executive (tabled), and ranked the proposed amendments to the Event Registration System as high, medium or low importance. In particular, it was unaware of any "bottom-up" requests for the 'activities' data to be combined into the events listing. The Group also wished to see significantly improved provision of management information be made available to them. The Group reconfirmed that it wished to be involved in developments. **Action** PC to circulate ranking list.

13. Regional Reports

These would be circulated. **Action** PC.

14. Planner for Major Events

In time-honoured fashion, the planner was worked through, and some gaps in future years were filled. It was noted that there has been no bids to host the Harvester in 2012. **Action** PC to create wrappers for some newly allocated events. **Action** AFSs to solicit bids for the Harvester for 2012 (and beyond). **Action** AFSs to proactively check allocations against the planner for the next meeting. **Action** Various people on specific events as detailed on the updated planner

15. Update of Notes

16. Rotations etc

Both deferred to the next meeting due to pressures on time

17. Other Level B Events

In response to his request to AFSs to indicate which current L2 events they would wish to become Level B, MC noted that there were far more than he expected. After discussion, it was observed that few of these events were specifically targeting out-of-Association participation. **Action** MC to request guidance from the Board about their expectation of the number of Level B events.

18. Competitions

Considered under item 14.

19. Scheduling Level C Events

AFSs should encourage their CFSs to ensure that scheduling discussions also involved out-of-Association neighbours. **Action** AFSs

20. Any Other Business

None declared.

21. Date of Next Meetings

Following after March 26th 2011, October 15th was nominated for the second meeting of the year. **Action** MC to ask BOF Office.