

Meeting of
FIXTURES GROUP

held on Saturday 28th February 2004 at the Tally Ho Centre, Birmingham.

Event Operations is asked to NOTE:

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Present:

Peter Guillaume	Chairman
Pat Martin	Secretary
Dawn Watson	YHOA
Richard Sharp	SCOA
Peter Manancourt	WMOA
Richard Tiley	NWOA
Brian Hughes	WOA
Ian Whitehead	EMOA
Roger Stenson	EAOA
John Shucksmith	SWOA
Michael Richardson	MEP

04/01 Apologies and Courtesies

Colin Matheson(NEOA Neil McLean	SOA Phillip Gristwood	SEOA
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04/02 Minutes of the meeting held on 15th November 2003

The minutes were accepted following a correction of the SWOA representative's name from Richard to Robin Walker.

04/03 Actions

03/41(i) Mike Richardson circulated a list of possible topics for agreement.

03/41(v) Ian McMillan's article to appear in the next edition of Focus.

03/41(ix) Action is continuing.

03/43(x) No further action required.

03/45 Action complete

03/49 On agenda

03/52 Article in next Focus

03/53 Action complete

03/56(vi) Action is continuing.

03/56(vii) Action is continuing.

04/04 Matters arising not elsewhere on the agenda

No matters arising.

04/05 Report on Council meeting held on 17th January 2004

A subsidiary company is being set up to accommodate World Cup 2005.

A new look website is being set up with an end of June completion date. It is hoped to host all sections of the website on the same server. The webmaster is Sophie Furness.

The Strategic Plan 2004 – 2008 has been submitted to the Sports Councils. A change to the reporting date is being negotiated to fit in with changes in the financial arrangements.

Council agreed a proposal that in normal circumstances, the BEOC, the BSOC and the BJOC should be held together. There is a particular problem facing BJOC in 2005 which has yet to be resolved but a final decision is expected to be taken at the May meeting.

Nine standards relating to Child Protection, set by Sport England, have to be achieved by 2008. The first two, to be achieved by February 2004, have been submitted. There will be a presentation at AGM 2004.

BOF achieved a surplus of £24,000 in 2003. A break even budget for 2004 has been approved.

04/06 BOF Structure – Event Operations Committee and Rules Group

Documents relating to the new BOF structure, as approved by Council, and draft Roles and Responsibilities for Rules Group were discussed. Issues relating to Composition, Communication and Responsibilities were raised and recommendations made. These will be discussed at the next meeting of Event Operations and a revised document circulated. **Action AR**

04/07 Planning and Development Experiment

This item was deferred.

04/08 Electronic Punching Systems

E-mail correspondence relating to a request from QO was discussed. The need for a further EPS was questioned but it was agreed that a submission should initially go for IOF approval, as had occurred with the two currently approved systems, before being considered by Rules Group. However attention was drawn to Rules 1.3.7 and 1.3.8 where an alternative system might be trialled at Level 4 and 5 events provided the Controller agreed and competitors were given prior warning. It was recommended that reliability data from such a trial should be retained and used to support any application to the IOF if use at higher level events was contemplated. **Action AR**

04/09 Ranking System

Council agreed, following lobbying from Coaching Committee, that the ranking of 18s was inappropriate and that the process should be discontinued. **Action AR**

04/10 Matters raised by Association representatives

a) Course lengths for older age groups

A paper provided by Katy Stubbs proposing a specific course for W65S, W70S, W75S and W80 was circulated. There was some concern regarding making extra work for planners and whether TD should be reduced. An alternative compromise was suggested but it was agreed that the needs of the over 70s needed to be canvassed. **Action AR**

b) OCAD 8

A paper provided by David May was circulated highlighting some of the issues regarding the use of OCAD 8 especially for planning purposes. Several solutions were discussed from asking the provider to improve the software, seeking to provide suitable technical guidance written by experienced users and consulting Map Group and its regional representatives. **Action AR**

c) Junior Classes at Night Badge Events

As only over 16s were involved it was suggested that only J5 classes should be provided. It was agreed to produce a suitable Night Badge Event Guideline

04/11 Controllers – Numbers required

Two papers, provided by Ian McMillan and Mike Richardson, were discussed. There was some concern over the increasing requirements being placed on Controllers, Planners and Organisers and expression of a need to bring about a gradual change although no specific current problems could be identified. There seemed to be little enthusiasm by Grade 3 Controllers to move up with the major reason given being the perceived increased workload. Pressure on G1 and G2 Controllers could become a problem if this trend was maintained.

Several proposals were agreed. Regular reviews to check that Controllers were achieving the minimum requirements. Encourage younger section of the membership to become qualified. Encourage experienced Controllers to consider moving up. Consider measures to increase the pool of Controllers to draw from especially in those Associations where provision is low. As these proposals had national implications it was felt that Event Operations should take a lead here. **Action AR**

04/12 Map Group report

A copy of a map group letter regarding map provision at BOC 2004 was circulated expressing some concerns but sanctioning the arrangements.

There was also some concern expressed over arrangements for BNC 2004. Specifically poor overprinting, lack of course descriptions and omission of important information from the final details eg distance to the start.

04/13 Major Events progress report

Mike Richardson provided a verbal report.

2004: JK is on target. BOC problems seem to have been overcome. BRC will be held by SWOA in conjunction with Triple O Severn. Little information is available regarding the Harvester. The National Events due to be held in NWOA, SOA and SWOA are OK but little information is currently available for NEOA provision.

2005: JK is generally OK. Some officials have still to be appointed for BOC and BRC. Little is known about proposed National Events. It looks as though BJOC will be held within the framework of World Cup 2005.

04/14 Regional Conferences and Major Events Conference

The Major Events Conference will be held from July 2nd to 4th. The aim is to hold regional Conferences in the Autumn as in 2003.

04/15 Appointment of new Controllers

The appointment of Colin Duckworth (TVOC) as a Grade 1 Controller was approved. **Action AR**

04/16 Chairman of Rules Group

Barry Elkington has agreed to be the chairman of Rules Group.

04/17 Any Other Business

a) JOK Chasing Sprint

The Committee had already made its views on such situations clear.

b) Appendices and Guidelines

The Committee felt that the provision of Appendices and Guidelines on the web, and available in hard copy from the office, was the most cost effective way of ensuring the use of up to date information. Hard copies of the new International Specifications for Control Descriptions would also be available from the office.

c) Trail-O Rules

Copies of proposed rules supplied by Ann Braggins were circulated for comment at the June meeting.

d) SWOA Grade 1 Controllers

Peter Downe has retired as a Grade 1 Controller.

e) Junior Badge Standards

It was confirmed that the latest edition of Appendix J, as approved by Management Committee appeared on the website. There was great concern expressed regarding the calculations required.

f) CompassSport Cup

The use of control cards at a level 3 event was questioned. It was agreed that this was not against the Rules.

04/18 Proposed dates and locations of Rules Group Meetings in 2004

19th June 2004

A venue in Birmingham is to be sought.

13th November 2004

Actions

97	03/41(ix)	Alex Ross to discuss Ranking Scheme for M/W 18s and M/W 20s with new BOF Development Officers Peter Bylett and Hilary Palmer.	AR
98	03/56(vi)	The 'Publicity and Sponsorship Time-line' produced by Sophie Furness to be incorporated into the 'Organiser's Handbook'.	SF
99	03/56(vii)	Robin Field to raise the issue of either 'BOF 2003 Rules' or a 'Competitor's Rules Digest' to all BOF members at Management Committee and BOF Council.	RF
01	04/06	Raise issues arising from discussion of Roles and Responsibilities at Event Operations and provide revised version for further discussion.	AR
02	04/08	Pass on decision and advice on EPS to QO.	AR
03	04/09	Inform Mike Cumpstey of Council decision on 18s ranking.	AR
04	04/10a	Canvas M/W 70s and above regarding their preferences for course provision.	AR
05	04/10b	Investigate existence of expertise in the use of OCAD 8	AR
06	04/11	Raise issues regarding the provision and training of Controllers with Event Operations.	AR
07	04/15	Arrange letter of congratulation for Colin Duckworth from the Chairman.	AR