

Minutes of Major Events group meeting

25th June 2011
Carrs Lane, Birmingham.

1. Attendance

Dave Peel (Chair & Event Manager)
Sue Birkinshaw
Nev Myers
Steve McKinley
Helen Errington (Event Manager)

Apologies were received from Dave May.

2. Minutes of teleconference 17th March 2011

Item 4 the date should be 2011 presenters

3. Matters arising not covered elsewhere

Item 5 the Partnership agreement has been signed with SOA. The partnership agreement may need a review in the light of these changes. DP to circulate to group members the version as amended by the SOA.

4. Notification of any other business

Map Advisers and their eligibility in a competition was raised by Nev.

5. Review of Level A events 2011

There were reports from several sources, questionnaires from competitors for JK2011 and British Sprint & Middle 2011. Reports from the competition groups and from event officials and data provided by Event Managers.

All reports were thought to have provided interesting reading and should be continued for 2012.

- The questionnaires were well received by the group and it was agreed that they should be prepared in advance for the 2012 competitions. They also need to have tighter questions that leave no room for confusion on the part of the person answering. To be planned in Jan 2012 meeting of Major Event Group.
- The current JK format seems to be acceptable for 2012 at least and there was a wish to return to the question of the JK format so that changes could be in place for 2013 if required.

The Officials reports had some very specific details however there was a general theme to the issues. These were:

Seeding, Commentary, ratios, map scale and course offer re guidelines.

- Seeding - Elite Comps Group (ECG) are looking at elite seeding and the issues arising from the Sprint & middle race. They are to be asked if they can also look at senior seeding as well.
- Ratios & course lengths – Helen reported on the variety of ratios & course lengths and her preliminary work on the area champs 2011. Helen & Steve are to do more work on the actual ratios used in 2011.
- Course offer – ECG have said that it is very likely that they do not require an elite course at any of the 2012 Area championships. There was an issue raised on the guidelines and the course table therein. Rules group are in the process of changing this table to reduce the

number of recommended courses for area champs and will offer two versions to suit medium and small competitor numbers.

- Map scale was discussed and the issue seems to be one of confusion surrounding the area of map clarity, how this is defined and what effect it has.
- It was agreed that the Event Managers were to work with the Map advisers and Event officials/mappers for the 2012 events to be proactive in this area rather than reactive at a late stage in the process.

The JCG report was noted and it was agreed that Helen would speak to SCG, JCG and Neil Crickmore/Rules on the subject of small classes at the British Sprint. The group is recommending that for all classes where there are less than 20 entrants, there is one qualifier and the top 50% go through to the A final and the rest are in the B final.

Neil Crickmore's report on the Sprint & Middle was noted and it was agreed that the suggestion made at the Rules Group meeting of 4/6/2011 of trying to fill the gap between the last non elite heat and the first non elite final should be done by bring the Elite heats earlier and running the Elite final in this gap. (Subject to controls being in place and controller approval – NB may need assistant controller in order to achieve this).

The SCG & JCG reports also raised the issue of start layout – there also concern about the Sprint heat start. Event Managers to pick this up as a topic/guide/checklist at the Major Events conference

The JK report was noted as being very through and comprehensive. A short discussion took place as to whether a JK 'how to do it' manual would be used by Event Coordinators and therefore justify the time it will take to compile it. Helen is to present to the Major Events conference a revamped Event Handbook & website document guide.

6. Major Events Conference

The outline plan was noted. It was agreed that following on from the JK 2011 report , the team are to be asked to present on the topic of Communication and Marketing – both within the event and to the competitors as well as externally.

It was requested that speaker be found to present a session on middle race planning as this appears to be little understood by some event officials.

Martin Ward is to be asked to deliver a session on the 10 things that went well and the 10 that did not at the British Champs 2011.

7. Endorsement of IOF Applications

The group endorsed the application of Mike Forrest to become an IOF Event Adviser. The application of Dave Peel was not endorsed as he did not meet requirement 3 – to have successfully controlled major national events in the last 3 years.

8. 2012 World Ranking Events

ECG had indicated their preferred events to be considered for WRE status in 2012. There are the British Sprint, the JK middle race and the Scottish Champs (Long). Both Steve M and David M preferred to have two of them at the JK in 2012 but it was agreed that for 2012 they would endorse the ECG recommendations. This is with the intention that moving forward WRE status is part of an event strategy, part of this will include the needs of the elite. This will be in place for 2013.

British Sprint to be controlled by Tony Thornley who will be asked to be the IOF Event Adviser.

For the Scottish Champs Ted Finch has indicated he will be the IOF Event Adviser for this event.

JK Middle to be confirmed as Mike Forrest is to be approached.

9. Controllers for 2013 events

Helen had already circulated the list of controller offers for 2013. They were all endorsed and it was noted that there is still a vacancy for a controller for BOC 2013. Also the British Nights needed a venue before the controller could be appointed.

10. Development of the JK

The contents of the paper were noted. It was agreed that there is a need to increase the membership of Major Events group by at least 2 -3 with relevant areas of expertise and knowledge. This would then place the group in an ideal position to form itself into a JK management group. Dave is to add detail to the list of portfolios and circulate round the group

Discussion took place about the volume and type of work that would be suitable for a paid JK role. Also the sort of tasks that would be suitable for a long term volunteer – such as entries or website.

Dave is to refine the paper and present it to the Board meeting.

11. 2012 and 2013 Major Events

Dave had circulated before the meeting reports on progress for British Sprint & Middle, BOC & BRC and JK and BNC. Apart from the lack of anything including a host association/club for BNC 2013, there are no issues on these events apart from BOC 2013. Helen outlined the current position on BOC 2013 and their request for a Grade A controller to visit the area. Steve M agreed to visit the areas under consideration and report back. Helen to provide him with all the relevant email information and maps of the areas.

Sue offered to find out what the position is with Formby as a possible area for the BNC 2013. (The issue of access and map ownership is not clear now that MEROC are no longer in existence). Date to be end of Feb 2013. Nev to see if YHOA could host the BNC 2013

12. 2014 Major Events and process for bids.

Dave reported that Fixtures do a great job of scheduling but that for some events and competitions there is perhaps a need for Major events group to be more proactive in seeking bids from Associations for certain events.

It was suggested that a template for each type of competition and what is required be prepared.

Sue is to send in the NW venue specification and Helen is to put this together with the checklist she sent out for BOC 2013. Dave & Helen to meet with Fixtures to progress this matter.

13. Reports from Event Committee 18/6/2011

The minutes are not yet available but there was nothing of note to report.

14. Competition Review

This paper had not been circulated so could not be discussed. Dave to send this out to the group for comments by

15. Governance Review

It was noted that the timetable for a decision has been moved back to be after the Association and Club conference on the 15th October. It was noted that as there were so many other things on that weekend there needs to be a mechanism for individuals to input their contribution.

It was agreed that Major Events need to be in the remit of a standing group and the JK management group could be within this or stand alone. There could be better use made of the contributions from the various competition groups.

Dave is to co-ordinate the responses from MEG members on this topic. It was noted that there needs to be a clear and transparent process for the appointment to groups and committees. There also needs to be a process that allows for interested persons to volunteer for a group/committee.

16. Remit and membership of MEG.

This was discussed under item 10.

17. AOB Map Advisers & eligibility

Helen to send the role description and details of the Map adviser scheme to the group and this should answer Nev's questions on map advisers and their eligibility in a competition.

18. Date of next meeting

To be in November by telephone conference or Skype. Dave to circulate dates.

19. Action List

Item	Action	Responsible
3	SOA Partnership Agreement to be sent to MEG	DP
5	2012 competitor questionnaires to be planned in Jan 2012	All
5	ECG to be asked to look at seeding across seniors & elite	DP/HE
5	Course ratios and lengths for Area champs 2011 to be further analysed	HE/SM
5	Sprint classes under 20 to have one qualifier and 2 final – 50% in each	HE/SCG/JCG/Rules
5	Area champs 2012 not required to have elite courses?	DP to clarify
5	Map scale v Map clarity. Proactive approach needed for 2012	DP/HE/Map group
5	Sprint to have gap filled by moving of elite final	HE/Rules group
6	ME conference to have start layout guide, MW and Middle race planning	HE/DP
6	JK 2011 to present on communications & marketing	HE/DP
7	IOF advisers endorsement feedback to IOF	DP
8	WRE events for 2012, appoint advisers & apply to IOF	DP/HE
9	BOC 2013 controller outstanding	HE
10	JK paper to be revised and submitted to the Board	DP
11	BOC 2013 Grade A controller visit	SM
11	BNC 2013 Offer needed	NM/SB
12	Major events 2014 venue checklist to be devised	HE/SB
12	Fixtures group to be engaged in process for 2014 bids for Major events	DP
14	Competition review – paper to be circulated	DP
15	Governance Review comments to be collated	DP
16	MEG TOR	DP
17	Map adviser scheme & role description to be circulated	HE