

Meeting of
MANAGEMENT COMMITTEE
held on Wednesday 16th June 2004 at the National Office, Matlock.

Council is asked to NOTE:

- 04/32 Attendance of Peter Christopher as nominated Vice Chairman.
- 04/37a Decision to adopt a suitable model and suitable ethical standards of communication within the BOF structure.
- 04/37bcd Endorsement of appointments of Chairmen for Rules Group, Fixtures Group, Elite Competitions Group, Map Group, International Committee and Coaching Committee.
- 04/37d The intention to examine concerns expressed regarding coaching at "grass roots" level.
- 04/38a Latest progress regarding the hosting of WC 2005.
- 04/38b Concerns over continued funding from the Sports Councils.
- 04/38e Appointment of Development Officers in EA, EM, NE, NW, SC, SE, SW and YH Orienteering Associations.
- 04/39 The examination of possible membership models to be discussed by Council.
- 04/43b The grant aid agreed for TripleOSevern to assist with BRC expenses.

Minutes of the meeting of
MANAGEMENT COMMITTEE
on Wednesday 16th June 2004 at the National Office, Matlock.

PRESENT:

Bob Roach (Chairman)	Malcolm Duncan (Treasurer)
Ranald Macdonald (Vice Chairman)	Peter Christopher (Vice Chairman Nominee)
Katy Stubbs (Councillor)	

In attendance:

Robin Field (Chief Executive)	Sophie Furness (Marketing Manager) for item 04/38f
Alex Ross (Executive Officer)	

04/32 Apologies and Courtesies

Apologies received from Dick Towler (Councillor). Peter Christopher welcomed to the meeting as a nominated Vice Chairman awaiting ratification by Council.

04/33 Minutes of Meeting of 01/04/04.

Accepted as a true record.

04/34 Actions.

Actions Completed: 57, 58, 59, 64, 66, 67, 68 and 69.

Actions Continuing: 41, 48 and 65.

04/35 Matters Arising, not elsewhere on the Agenda.

No matters arising.

04/36 Notification of Major Items of Other Business.

No items.

04/37 Reports from Committees**a) Development Committee**

Bob Roach affirmed the role of Development Committee in "blue sky thinking" for the sport. A model of effective communications provided by Chris James was recommended for use within the Federations Committees. A paper on ethical standards in communications would be discussed at the next meeting.

Action AR

Further discussions on the role of Councillors, new principles for the badge

scheme, review of the junior badge classes and the publication of a post World Championships news release also took place.

b) Event Operations Committee

The appointments of Barry Elkington (Rules), Peter Guillaume (Fixtures), John Palmer (Elite Competitions) and Erik Peckett (Map) were endorsed.

There were no issues arising from the minutes previously circulated.

c) International Committee

The appointment of Mark Saunders (BOK) as Chairman of International Committee was endorsed.

The issues on composition of the Committee and the procedures for appeals were noted.

d) Coaching Committee

The appointment of Andy Thornton (SARUM) as Chairman of Coaching Committee was endorsed. The next meeting of the Committee will be on Saturday 19th June.

Bob Roach reported that the outgoing Chairman had raised some concerns over the role of the Committee in coaching at "grass roots" level. It was agreed that Peter Christopher would gather information and report back.

Action PC

04/38 Updates:

a) WC 2005

Confirmation for the use of Long Valley has been received but there is still some work to be done regarding the use of Mytchett. Although there has been strong support from the Army and the management of English Nature some problems have been created by individuals lower down in the system.

Bulletin 2 has now been published. David Morgan is continuing his role as a representative of BOF in the WC 2005 company.

Further attempts to have the event classified as the European Championships will be made. The conflict with the IOF over payment and promotion remains unresolved.

b) Sports Councils

Lottery and Exchequer Funding (to cover World Class Staff and Performance Athletes and salaries of Chief Executive, Performance Director and Executive Officers) is confirmed.

There has been some equivocation by UK Sport regarding future funding with the possibility of loss of all funding from non Olympic sports. If Sport England adopt a similar position such a loss would seriously affect the Start and Potential Programmes, Development and Marketing Activities and the newly announced PESSCL Programme.

It was agreed that intense lobbying should take place, involving other bodies like the CCPR where necessary, before the planned UK Sport Panel meeting although there were some concerns that this might be

counterproductive. In the interim, a response will be forwarded to UK Sport explaining the implications of such a decision and decrying the lack of consultation. Management Committee pledged their full support to these actions.

Action RF

c) Strategic and Operational Plans

These are now complete and available from the website or in hard copy.

d) WOC 76 Fund

No donation for the proposed Parkamoor development will be provided from the athlete's fund. There is to be a meeting of the working group soon and they are concerned that any proposal they make will not be endorsed. Management Committee affirmed its need to see a business plan before confirming any possible investment.

e) Association Development

The appointment of Regional Development Officers was reviewed. [EA Jeremy Middleton, EM Pauline Olivant, NE and NW Heather Monro, SC Denise Harper, SE Julianna Grant, SW Celia Watkinson, YH Colin Best]. An appointment has still to be made for the WM.

f) Website and Focus.

The changes to the BOF structure have resulted in a need to change the original design of the new website. There are likely to be increased costs involved in making these changes. There was some concern that the end of June timetable for completion would not be met.

A large number of responses have been received from members to the questionnaire sent out with the last edition of Focus. They are already providing valuable information for future developments.

04/39 Membership

By 2006 it is likely that we will need to generate £215000 from within the sport if we are to deliver the proposed programme (In 2004 we are budgeted to generate £180000 from fees and levy)

Some possible scenarios to achieve this were discussed including levy only models, club membership models and variations on the present system.

It was agreed that a small group be constituted to look at this problem and bring forward possible proposal to be discussed at the next meeting of Council.

Action RF/AR/RM

04/40 Data Protection Act

Details of the regulations governing e-mail usage were provided and discussed. It was agreed to put in place whatever procedures are required and provide Clubs and Associations with appropriate guidance.

04/41 Trail-O

The difficulties of integrating Trail-O were discussed. The overall responsibility will be taken over by the co-opted Vice Chairman but until a suitable body can be formed to take over development those difficulties will remain.

04/42 Chairman's Business:

Bob Roach reported on the mixed, but mainly positive, responses he had received from his contact with Clubs in following up on the issue raised at the previous meeting on the content of newsletters and websites. He felt that there was a need for a debate on suitable ethical standards to be adopted regarding communication within the Federation.

A method of establishing improved representation for juniors using a Councillor has now been agreed and details will be disseminated through Focus and RC#5.

04/43 Treasurer's Business:

a) May Figures

A paper describing the changes in headings brought about by the change in structure particularly for Event Operations was discussed. The position for this time of year is satisfactory.

b) BRC Accounts

Provisional accounts for the British Relay Championships were provided. In view of the history of BRC in 2004 and the late agreement to hold them as part of TripleOSevern it was agreed to make a grant of £600 to the organisers to help defray some of the costs.

04/44 Executives' Business:

a) Risk Management Report

No changes recommended. The discussion relating to the risk associated with loss of external funding was held earlier in the meeting.

b) Child Protection Report

The recent incident involving an orienteer that was reported in a newspaper was discussed. As the person concerned had resigned their membership of BOF, and the Club and Association, and the matter was already in the hands of the authorities it was agreed that no further action was necessary at this stage except to provide appropriate ongoing support to the Club.

c) Anti-Doping Report

Tests had been carried out at the British Elite Orienteering Championships but as yet no results are available.

d) Modernisation Report

Nothing to report.

e) Staffing

The recruitment process for the Accounts Manager (to replace Debbie Smith) is ongoing with interviews being held on 23rd June. A temporary appointment has been made to replace the Accounts Assistant (Pat Webb).

John Dalton has been appointed as the Executive Officer – Administration.

Sophie Furness will be reducing her commitment to four days per week with the funds so generated being used to support WC 2005.

04/45 Any Other Business:

It was agreed that minutes would go on the website as soon as they were available but would be marked as “draft” until the next meeting had approved them.

A proposal to improve the fixtures database such that reports on the activities of planners, organisers and controllers could be made to Clubs and Associations was approved subject to a suitable quote being received.

04/46 Dates and Venues of Future Meetings:

September 22 nd	National Office	Matlock	10:30 am
December 8 th	National Office	Matlock	10:30 am

ACTIONS

arising or continuing from the meeting of Management Committee
on 16th June 2004

- 41 03/45 Provide suitable briefing document for members of Council on RF procedures.
- 48 03/74f Liaise with Fixtures Committee to find a suitable venue for a AR Members Gathering in 2005
- 65 04/24 Raise possibility of a visit to the NEOA by Chairman and CEO RF with the clubs within that Association.
- 70 04/37a Circulate Communications Article to responsible staff with AR Committees and Groups for implementation
- 71 04/37d Gather information on “grass roots” coaching and report back PC to Management Committee
- 72 04/38b Engage in suitable discussions with UK Sport regarding future RF funding.
- 73 04/39 Provide suitable proposals on membership for AR/RF/RM discussion at Council.