



RULES GROUP
REPORT TO EVENT OPERATIONS
11th November 2006

Meeting of
RULES GROUP
held on Saturday 11th November 2006
at the Carrs Lane Church Centre, Birmingham.

Event Operations is asked to NOTE:

Agenda item 06/21: A document on embargoes to be drafted for Event Operations

Agenda item 06/22: The requirement for Development Funds for the monitoring and training of Controllers

Agenda item 06/24: The likely requirement for a Middle Distance Championships Guideline for 2008

Agenda item 06/27: Eligibility of Event Officials, eligibility for the Badge and Ranking schemes, and eligibility of BSOA members who are not NBM's or LBM's

Agenda item 06/29: Revision of all Rules, Appendices and Guidelines in line with new membership structure to be effective from 1st January 2007

Agenda item 06/30: The need for the British Orienteering website to have a section for Event Officials documents

Agenda item 06/32: Notification to all Event Officials listed on ER1's re download availability of Rules, Appendices and Guidelines on British Orienteering website

Agenda item 06/32: Drafting of new 'Standard Event Assessment Form' for Level 3 Events and above, and piloting in three Regions

Agenda item 06/34: Event Operations to be informed of additional identified areas of responsibility for Rules Group

Agenda item 06/40: Replacement of Appendix C section 1.4.2 (pages C9 and C10) re Controllers



RULES GROUP

MINUTES

11th November 2006

Minutes of the meeting of
RULES GROUP
held on Saturday 11th November
at the Carrs Lane Church Centre, Carrs Lane, Birmingham
at 12.30 p.m.

Present:

Barry Elkington	(WMOA) – Chairman
Charlie Adams	(YHOA)
Andrew Cordle	(EAOA)
Neil Crickmore	(SEOA)
Charles Daniel	(SWOA)
Terry Smith	(SCOA)
Ernie Williams	(EMOA)

ITEM		ACTION
06/16	Apologies, Courtesies, and Minute Taking: Apologies were received from Simon Thompson (NWOA). Neil Crickmore (SEOA) was welcomed to the meeting. Ernie Williams agreed to take the Minutes on behalf of the Group and to distribute them by email to the Chairman and to Amy Sarkies at British Orienteering National Office. Members present agreed that all communication and tabled papers to be distributed via email rather than paper copies.	EW BE
06/17	Minutes of Rules Group meeting held on 25th March 2006: The Minutes of the Rules Group meeting on 25 th March 2006 were accepted as a true and accurate record of the business undertaken by those present.	
06/18	Actions: 05/24 Produce synopsis of desirable features for provision of a planners guide to OCAD 8: Nothing received from Alistair Mackenzie. (See also RG 11/11/06 Agenda item 06/20.) 05/39f Liaise with CompassSport Cup Co-ordinator over review and statistics: The new Rules and competition format had proved to be successful with reports of increased participation and with no negative feedback having been received to date. OD had narrowly won the Cup from SYO with SARUM winning the Trophy. It was	

agreed that the Autumn was the best time to hold the Final with NOC due to host the 2007 Final on 14th October.

06/06c

Draft Event Checklist Document to be made available:

The Checklist is now available for download from the British Orienteering website.

06/06d

Graham Nilsen's Planning Document to be made available on the BOF web site:

The revised Planning document is now available for download from the British Orienteering website.

06/06f

What eligibility rules do other Federations have for their National Championships?

This item yet to be fully followed up. It was accepted that the British Championships are strictly for those eligible under the Rules. Any non-eligible orienteers may be permitted, at the discretion of the Organiser, to pre-run the courses 30 minutes before the official start of the Championships, but they should not appear in the results.

06/06g

To produce a document on embargoes for Event Operations:

This item is still to be finalised. (See also RG 11/11/06 Agenda item 06/21)

06/06j

Guidance on Event Refunds to be published in 'Focus':

Article in 'Focus' as previously agreed.

06/08

Application for Development Funds for the monitoring and training of Controllers:

(See RG 11/11/06 Agenda item 06/22)

06/09

Appendix J Revision (The Badge Scheme) to be published on the BOF web site:

Version 1.0 effective January 2005 currently available on British Orienteering website.

06/10a

Guideline J (British Night Championships) to be updated before publication:

(See RG 11/11/06 Agenda item 06/23)

06/10b

Guideline for Middle Distance events to be produced:

(See RG 11/11/06 Agenda item 06/24)

06/11

Recognition of Philip Gristwood's appointment as a Grade 1 Controller:

A congratulatory letter had been sent and a reply received from Philip Gristwood, who also has responsibility for co-ordination of Home Internationals.

06/12

White Rose 2005 Appeal. Appellant to be notified of the Rules Group decision:

The appellant was duly notified by letter of the decision.

06/13a

Issues with seeding and start times for Juniors:

Junior Competitions Group is in communication with the Organisers of events where there is to be seeding in order that the appropriate Rules, Appendices and Guidelines are used. (See also RG 11/11/06 Agenda item 06/42)

06/13b

Guidance on voiding courses to be included in a good practice guide:

There is an expectation that the British Orienteering website will soon be able to host a section alongside that of the 'Guidelines' where examples of 'best practice' can be found that will be of use to Event Officials and others in orienteering. When available on the website, information on the 'Good Practice Guide' will also be in a future edition of 'Focus'. (See also RG 11/11/06 Agenda item 06/30)

06/19 Matters arising not elsewhere on the Agenda:

There were no items brought forward for discussion.

06/20 Planners guide to OCAD:

A wide range of material is now available for map surveyors and cartographers on the Map Group 'Mapping Support and Resources' section of the British Orienteering website.

06/21 Embargoes on areas and publication of embargoed areas etc:

Barry Elkington is to produce a paper for members of Rules Group to review. There are two main questions to be resolved. Firstly, what is acceptable regarding the self-declaration by an individual competitor and secondly, what is the best method and timing for the publication of the areas that are embargoed?

**BE and
Event
Ops**

06/22 Development funds for monitoring and training of Controllers:

Agreed Rules Group responsible for all parts of Rules, Appendices and Guidelines relating to the work and responsibilities of Controllers, together with courses for Grade 2 and 3 Controllers, whilst Major Events Group, headed by Mike Richardson, responsible for Grade I Controllers Course as part of the Major Events Officials Annual Conference.

Agreed need for a core set of two to three centrally funded courses per year for Grade 2 and 3 Controllers with good pre-course publicity and prospective Controllers of all Grades to be identified by the Regional Associations. Agreed need for each existing Grade 1 Controller to receive a letter asking whether or not they wish to remain a Grade 1, when and where they have acted as a Controller and, from a list of future events, whether or not they would be prepared to be the Controller at one of the events listed – in this way active and inactive Controllers can be identified and the workload for major events spread as much as possible amongst willing and able qualified Controllers.

BE and
MR

06/23 Revision of Guideline J: British Night Championships:

The revised document will replace existing Draft A dated 25/07/02 and is to be officially operative from 1st January 2007. Copies have already been passed to the Organising Team of BNC 2007 for their comments. Upon return of any comments the final draft will then be circulated to members of Rules Group for their agreement prior to being made available on the 'Events Guidelines' section of the British Orienteering website.

BE

06/24 Requirement for Middle Race Championships Guideline:

Following discussion on the likely demand from senior orienteers after the 2007 British Elite Championships (Middle) due to be held in North Yorkshire on 15th April 2007, it was agreed that there is a need to monitor Middle Distance races being held both in the UK and elsewhere in Europe and then to aim by 2008 for the formulation of a set of suitable age groups and course combinations. Charlie Adams agreed to monitor and obtain feedback from the Organising Team and competitors at the BEC (Middle) event and then to report back to the June 2007 meeting of Rules Group when a decision will be made on the drafting of a Guideline.

CA

06/25 JK Appeal - confirmation of decision reached by e-mail:

Formal confirmation of the decision was agreed; the appellant had previously been informed of the result of the appeal.

06/26 Reports from Event Operations Committee Meetings held on 3rd June 2006 and 14th October 2006 plus Rules Group report to Event Operations:

Barry Elkington reported that he had drafted a report to Event Operations on 12th October 2006 on a number of items relevant to the on-going work of Rules Group – this had also been circulated to all members of Rules Group. Commenting on item 7 in the Report, Barry Elkington stated that the first of three articles on the planning of White Courses had been published in 'CompassSport' magazine and further articles on Yellow and Orange courses are being drafted.

BE

06/27 BOF Membership changes - impact on Rules, Appendices and Guidelines:

a) Eligibility of Event Officials: Confirmed that Organisers and Planners can be either NBM's or LBM's and that Grade 1 and Grade 2 Controllers must be NBM's whilst Grade 3 Controllers could be either NBM's or LBM's. It was also agreed that LBM's successfully undertaking Event Officials roles should be actively encouraged to become NBM's.

b) Eligibility for the Badge and Ranking schemes: Noted that the Badge Scheme is open to all NBM's and LBM's, each of whom will have a unique British Orienteering membership number whilst the Ranking Scheme will only be open to NBM's and that entries and results systems will need to be programmed to filter out LBM's.

c) Eligibility to compete at Events: A paper tabled by Barry Elkington was discussed re eligibility of NBM's, LBM's and Non-members to compete at the whole range of events held within UK. Agreed need to clarify position of schoolchildren who are members of BSOA but not issued with unique British Orienteering membership number. Also agreed need to keep fee structure at events easy to understand with British Orienteering senior

BE

members getting £2.00 discount that will not be available to senior Non-members, and with no discount available to junior competitors who will all pay the same fee. British Orienteering has distributed a letter to all Club and Association Secretaries about the new fee arrangements from 1st January 2007, stressing the need for all NBM's and LBM's to show their membership card when entering 'on-the-day' at events, otherwise they would not be eligible for the discount.

06/28 Definitions of the Role of the Organiser, Planner, and Controller. (Rule 4):

Agreed that current definitions re roles of the major officials at events, particularly those of Organiser and Controller, require review and redrafting to show, with clarity, who has which specific responsibilities at an event. Andrew Cordle agreed to produce an initial draft that would then need to be circulated to members by email via Amy Sarkies at the British Orienteering National Office. Barry Elkington agreed to ask Amy Sarkies to circulate to current Rules Group members an up-to-date list of address, telephone and email details of the Group's membership.

AC

BE and
AS

06/29 January 2007 update of Rules, Appendices and Guidelines:

All Rules, Appendices and Guidelines will be revised in line with the changes to the membership structure and the eligibility to take part in competitions as outlined in the document discussed under Item 06/27 and to be effective from 1st January 2007. Changes will also be made to incorporate the new 'British Orienteering' logo and to change all references to the 'British Orienteering Federation' to 'British Orienteering'. It was agreed that Guidelines still to be approved for the Junior Inter Regional Championships, for the British Schools Championships and for the British Schools Score Championships must be written by orienteers knowledgeable in the areas under consideration and that they must be in the same format and style as the existing documentation. All updates will be placed in the respective section of the British Orienteering website and information about any updates to the Rules, Appendices and Guidelines will be published in 'Focus' when applicable.

BE

06/30 BOF web site structure for Rules Group documents:

The current British Orienteering website is in the process of being re-structured. It is understood that it is the intention of Council and the Management Committee to get an external company to provide the website construction rather than use an individual working on his/her own. It was agreed that Rules Group material needs to be in two separate sections – the first for the Rules, Appendices and Guidelines and the second with information for Event Officials i.e. links to Handbooks, Checklists, FAQs' examples of good practice etc.

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06/31 Update of Major Events Organisers Handbook. cf. Checklists for Badge and National Events:

It was agreed that there was an urgent need to see if the two documents were complementary and if Roger Hargreaves who, in March 2006, revised the existing 'Checklists' document dated November 2004, would be prepared to review the contents of both documents and report back on the viability of amalgamating the information into one working draft. Barry Elkington agreed to contact Roger Hargreaves on behalf of Rules Group. It was also noted that the version currently available on the British Orienteering website as a pdf file is the November 2004 version by Katy Stubbs and not the March 2006 version by Roger Hargreaves.

BE

06/32 Promotion of Guidelines and good practice. How do we encourage event officials to adhere to the Guidelines, e.g. course lengths? How do we review events and feed back comments when things go wrong, e.g. poor map printing?

Following a lengthy discussion it was agreed that there needs to be set in place a system of assessing and reporting on events that will, over time, build into a set of

examples of good organisation, planning and controlling together with providing examples of where errors and mistakes had crept in, sometimes inadvertently, but which can be used as the basis for promoting better practice. The assessment reports on Level 3 events and above, in the first instance, would need to be undertaken post-event by experienced orienteers, such as Grade 2 Controllers, on a Regional Association basis, using a specially prepared 'Standard Event Assessment Form'. When completed the SEAF would then be sent in confidence to the Rules Group Representative of the specific Association who would then report to Rules Group. Incidences of problems with map legibility and colour will be forwarded to Map Group for their attention. It was also agreed that Event Officials, identified by their details on the ER1 when received at British Orienteering National Office, should be sent an email alerting them to the availability of the appropriate Event Guidelines that can be downloaded from the British Orienteering website which, together with the Rules and Appendices, should ensure that event standards are maintained. Neil Crickmore volunteered to produce a draft SEAF and Ernie Williams volunteered to trial the concept of post-event assessment and reporting at a number of events being held in the EMOA Region up to March 2007. Andrew Cordle and Barry Elkington also volunteered to do the same in EAOA and WMOA Regions respectively.

MH and AS

NC

EW, AC and BE

06/33 BOF Appeals Procedures:

Sport England requires that these are in place. After discussion it was agreed that the current Appeals Procedures were seen to be working satisfactorily with Rules Group having responsibility for the handling of, and decision making on, appeals that related to all aspects of events on the annual calendar of British Orienteering which are regulated by existing Rules, Appendices and Guidelines.

06/34 Development Committee Review of Rules Group remit (reference Rules Group Responsibilities document):

A thorough review was undertaken of the section of the document 'Governance for the Future of Orienteering' dated January 2004 which related to the composition, communication and responsibilities of Rules Group. The existing responsibilities given on the document re Rules Group are:

1. Responsible to Event Operations for formulating, writing and publishing the rules of orienteering for the Federation.
2. Formulating, writing and publishing technical guidelines for orienteering within the Federation.
3. Formulating, writing and publishing a handbook on the technical aspects of the organisation and running of events within the Federation.
4. Ruling on disputes and protests concerning the rules of Orienteering.
5. Advising Event Operations on the numbers and levels of volunteers required to run all events for the Federation.
6. Other responsibilities as decided by the committee and agreed by Event Operations.
7. Agree KPI's with Event Operations to monitor, assess, and report on performance.

The following five 'responsibilities' were added to the seven already in the document:

New 8. Responsible for overseeing the application of the Rules, Appendices and Guidelines at all levels of events.

New 9. Responsible for identifying and disseminating examples of good practice in organisation, planning and controlling at all levels of events.

New 10. Responsible for defining the roles of Event Officials and for the provision of materials to be used in the training of Event Officials both regionally and nationally.

New 11. Responsible for the approval of Grade 1 Controllers.

New 12. To take note of IOF decisions and to be responsible for providing feedback to IOF on behalf of British Orienteering.

With reference to new 12, Barry Elkington agreed on behalf of Rules Group to seek clarification on the appointment and role of David Rosen to IOF and the official relationship that the appointee has with Rules Group on behalf of British Orienteering. It was noted that the Group recognized and welcomed the work and feedback provided by David Rosen as a member of the IOF Rules Commission.

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As Chairman Barry Elkington agreed to inform Event Operations Committee of the additional identified areas of responsibility for Rules Group.

BE

06/35 IOF Rules Commission Report:

The report of the meeting of IOF Rules Commission on 4th and 5th August 2006 from David Rosen were noted, particularly the reference to a proposal put to IOF Council that in the case of a missing punch in a competitor's card, but where there is firm evidence that the competitor visited the control and initiated the punching process (in the case of SportIdent it can be obtained by reading out the control unit), the competitor is not disqualified but instead receives a 30 second time penalty. The IOF Rules Commission were not in favour of that as competitors currently understand that it is their responsibility to punch correctly (i.e. insert their card and receive the feedback signal).

Matters raised by or through Association Representatives:

06/36 Road Crossings:

Charles Daniel's paper on Road Crossings lead to a discussion which was centred on a general belief that it is better not to have road crossings but sometimes they are unavoidable, and whether it is preferable for Event Officials to have a Rule or a Guideline or an informal and helpful statement. Agreed that for Elite competitors it is best to have a set time limit for a road crossing which is then deducted from the overall race time and to have a map exchange after the road crossing has taken place. Rules Group also agreed that it is the responsibility of the competitor to cross the road only when it is safe to do so and that a Road Marshal is in place to advise and guide the competitor whether it is safe or not and is not there to stop traffic thus enabling the competitor to cross. Charles Daniel agreed to re-write his paper in the light of the discussion and to make the guidance suitable for both Elites and other competitors.

CD

06/37 Removing leg splits versus voiding courses. Paper by John Embrey:

The paper by John Embrey lead to a discussion on a number of options and a review of the wording within the Rules, Appendices and Guidelines that might allow the removal of leg splits as an alternative to the voiding of a course or courses. The preferred options were that at Level 4 events the Organiser would have the discretion to allow the taking out of leg splits although this is not recommended; and that at Level 3 events and above there would need to be a ruling as to whether or not the outcome of the race as a whole had been significantly affected and, if so, the objective decision has to be to void or not to void the course. It was therefore agreed to amend Appendix I section 2.7.5 to read:

"If there is a serious problem with a course that has a significant affect on the result of the race, then the course should normally be voided".

BE

06/38 Providing results in a C3 (Age Classes) format for C4 District Events. Paper by Steve Bones:

Agreed that EMOA be invited to trial the suggestion that two sets of results – one in

course finishing order and one in age classes per course – be produced at District events and published on Club websites in the first instance.

EW

06/39 A suggested National District Events League. Paper by Steve Bones:

The tabled paper by Steve Bones of LOG on the amalgamation of the existing Regional Leagues into a National League created a lengthy discussion. Rules Group members believed the existing Regional Leagues and the National Rankings, together with the Badge Scheme, are providing what the bulk of orienteers want, but the discussion led to Rules Group expressing an interest in the creation of a new 'National' competition specifically for seniors and which would provide annual winners in age classes from M/W 35 and upwards using existing events. This would be not unlike the existing 'Masters Cup Competition but one that overall would be more inclusive than the existing competition which has been running since 2002, which is for all classes M/W35+ and is based on a subset of the scores in the main Ranking List. The events currently included are BOC, JK, BNC, the Nationals and one or two Regional Events, often chosen from a Multi-Day event. The best five scores from the events nominated counted towards an individual's total at the end of each year. The continuing need for a Seniors Competition Group is also an area of concern and needs to be urgently addressed, particularly as other Groups such as ICG, ECG and JCG are working very successfully. Rules Group suggested that it would be worthwhile for EMOA to further explore the concept of a new Seniors competition. Ernie Williams agreed to do as requested.

EW

06/40 Proposed Controller Requirements:

Simon Thompson was thanked for his proposed amendments on 'Controllers, responsibility for appointment, and experience' that had previously been discussed as replacing section 1.4.2 (pages C9 and C10) in Appendix C 'Event Officials'. After discussion the proposed changes were accepted en-bloc and were recommended to Event Operations Committee to be effective from 1st January 2007.

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06/41 Grade 1 Controller Applications:

Application for Grade 1 status by Charles Daniel of BOK approved.

Application for Grade 1 status by Roger Hargreaves of KERNO approved.

Application for Grade 1 status by John Parfitt of SARUM approved.

Application for Grade 1 status by Ray Barnes of NOC approved.

Chief Executive Mike Hamilton is to be asked by Barry Elkington on behalf of British Orienteering to write to each of the successful candidates to congratulate them on their gaining Grade 1 Controller status and to wish them well in their future controlling of major events.

BE and
MH

06/42 Any Other Business:

Terry Smith raised the on-going problems relating to seeding and start times at major events (see also Agenda Item 06/18 re 06/13a), particularly those affecting Juniors, and the need for start times to be allocated randomly with a minimum of 3 to 4 minutes between competitors. He agreed to prepare a paper and proposal to be tabled at the 10th March 2007 meeting of Rules Group. Members of Rules Group and members of British Orienteering were invited to give their views on the current Appendix L 'Selection, and Seeding and Start Lists' to Terry Smith.

TS

06/43 Reporting and Actions:

It was agreed that 'Actions' by individuals in advance of the next meeting of Rules Group on 10th March 2007 would be both indicated alongside specific items in the published Minutes and as a separate postscript to the Minutes.

EW

06/44 Dates and locations of Rules Group Meetings in 2007:

17th March 2007 Carrs Lane Church Centre, Birmingham, at 12.30 p.m.
23rd June 2007 Carrs Lane Church Centre, Birmingham, at 12.30 p.m.
10th November 2007 Carrs Lane Church Centre, Birmingham, at 12.30 p.m.

BE

Actions

66	06/16	Production of Rules Group Minutes	EW
67	06/16	All communications and tabled papers to be distributed via email	BE
68	06/21	A document on embargoes to be drafted for Event Operations	BE
69	06/22	Application for Development Funds for the monitoring and training of Controllers, and for the independent assessment of Level 3 Events and above	BE and MR
70	06/23	Guideline J (British Night Championships) updated and to be effective from 1 st January 2007	BE
71	06/24	British Elite Championships (Middle) to be monitored and relevant information gathered prior to the production of a Guideline for Middle Distance Championships	CA
72	06/26	Articles in future editions of CompassSport Magazine re planning of Yellow and Orange Courses	BE
73	06/27	Eligibility of Event Officials, eligibility for the Badge and Ranking schemes, and eligibility of BSOA members who are not NBM's or LBM's	BE
74	06/28	Re-draft of the definitions of the role of Organiser, Planner and Controller	AC
75	06/28	Circulation update of Rules Group members home addresses, telephone numbers and email details	BE and AS
76	06/29	Revision of all Rules, Appendices and Guidelines in line with new membership structure to be effective from 1 st January 2007	BE
77	06/30	Requirement for Rules Group to have two linked sections on British Orienteering website for 'Rules' Appendices and Guidelines' and for 'Event Officials'	BE
78	06/31	Roger Hargreaves to be contacted re 'Checklists for Badge and National Events' and Major Events Organisers Handbook'	BE

79	06/32	Email alert to all Event Officials listed on ER1's re download availability of Rules, Appendices and Guidelines on British Orienteering website	MH and AS
80	06/32	Drafting of new 'Standard Event Assessment Form' for Level 3 Events and above	NC
81	06/32	Trial of new 'Standard Event Assessment Form' before next Rules Group meeting on 17 th March 2007 within EMOA, EAOA and WMOA Regions	EW, AC and BE
82	06/34	Clarification of appointment and role of British Orienteering member on IOF Rules Commission	BE
83	06/34	Event Operations to be informed of additional identified areas of responsibility for Rules Group	BE
84	06/36	Paper for guidance on Road Crossings to be produced for next Rules Group meeting on 17 th March 2007	CD
85	06/37	Amendment to Appendix I section 2.7.5	BE
86	06/38	EMOA to trial provision of results at District Events in C3 (Age Classes) format	EW
87	06/39	EMOA Committee membership to further explore concept of new competition for seniors 35 and over that is more inclusive than existing Masters Cup Competition	EW
88	06/40	Replacement of Appendix C section 1.4.2 (pages C9 and C10) re Controllers	BE
89	06/41	Recognition of appointment to Controller Grade 1 following approval of Rules Group for Charles Daniel (BOK), Roger Hargreaves (KERNO), John Parfitt (SARUM) and Ray Barnes (NOC)	BE and MH
90	06/42	Review of Appendix L 'Selection, Seeding and Start Times' before 23 rd June 2007 meeting of Rules Group	TS
91	06/43	Actions by members of Rules Group and others to be indicated in Minutes	EW
92	06/44	Dates and Locations of Rules Group meetings in 2007 to be booked and confirmed	BE