

Rules Group

23rd October 2010

Minutes of meeting



Minutes of the meeting of
Rules Group
held on Saturday 23rd October 2010
at the Carrs Lane Church Centre, Carrs Lane, Birmingham. B4 7SX
commencing at 12.30 p.m.

Present:

Barry Elkington	(WMOA) – Chairman
Charlie Adams	(YHOA)
Andrew Cordle	(EAOA)
Neil Crickmore	(SEOA)
Katy Stubbs	(SCOA)
Dick Towler	(NWOA)
Arthur Vince	(SWOA)
Ernie Williams	(EMOA)
Helen Errington	(British Orienteering Event Manager)
Mike Forrest	(Chair of Events Committee and Chair of Major Events Group)

10/38 Apologies, Courtesies, Minute Taking

Barry Elkington welcomed and thanked those present for attending. Apologies were received from David May (WOA) and Paul Taylor (NEOA).

Ernie Williams volunteered to take the Minutes.

ACTION: EW

10/39 Minutes of Rules Group meeting held on 22nd May 2010

These were accepted as tabled.

10/40 Actions

The following Actions were reported upon:

10/05 The role, training and accreditation of controllers

To be covered by Agenda Item 10/42.

10/06 Processes for controller management

To be covered by Agenda Item 10/42.

10/09 Rules Group terms of reference document

The interim terms of reference are still to be put up on the British Orienteering website.

10/15 BOF Rules Update - Document control

Done.

10/17 Junior Event (Competition) Guidelines for 2010

Wording of criteria for eligibility in the Yvette Baker Trophy (i.e. who can run 'down') agreed.

10/21 to 10/25 Event Guidelines – update on current status

Current versions of generic Event Guidelines have been made available on the British Orienteering website.

10/26 to 10/31 Appendices B, C, E, G, I, K, L and M

Current versions of Appendices have been made available on the British Orienteering website.

10/37 Dates and locations of future Rules Group Meetings

Dates for 2011 meetings will be arranged to take place two or three weeks before the meetings of Events Committee in February, June and November 2011.

(* see Agenda Item 10/76)

10/41 Matters arising not elsewhere on the Agenda

None.

Items from previous meeting requiring further discussion**10/42 Update on the role, training and accreditation of Controllers - Agenda Item 10/05**

A very lengthy discussion took place regarding the role, training and accreditation of Controllers. Helen Errington had compiled from British Orienteering database records a Register of Grade 1 Controller appointments at Major Event level from 2000 to 2009 and, following a review of all those listed, had sixty wishing to be 'Licensed' for the period 2011-2013. Updated lists supplied by Rules Group members on behalf of Associations will allow Helen to produce a Register of Grade 2 and Grade 3 Controllers who will also be 'Licensed' for the same period.

ACTION: HE to check and discuss future work on Event Officials Registers with Chief Executive Mike Hamilton.

Helen Errington and Katy Stubbs, with the assistance of Hilary Palmer, will be rolling out from November 2010, and through 2011 and beyond, Training Modules in Event Safety throughout the UK. A number of Regional Representatives expressed the wish that some courses could be conducted locally and on a mid-week evening. It is also hoped that all Event Officials will be able to develop and have as a record a 'Portfolio of Skills' related to various aspects of orienteering.

ACTION: HE and KS

10/43 Review of the governance structure of Events Committee and its Groups – Agenda Item 10/08

Mike Forrest reported that the Board had appointed Brian Porteous to review the Governance Structure of British Orienteering and as part of his review he may contact members of Rules Group.

10/44 Rules Group Terms of Reference document – Agenda Item 10/09

The Rules Group Terms of Reference document is currently still in an interim state and the original version is still on the British Orienteering website. This can now remain there until after Brian Porteous's review.

10/45 Distribution of BOF Rules for 2011 - Agenda Item 10/16

Discussion centred on the expense likely to be incurred if the 2011 Rules were to be printed and distributed to all members of British Orienteering or to a more limited number. Helen Errington indicated that she had discussed the distribution of the Rules with Mike Hamilton and there was the possibility of funds being made available. It was agreed that the 2011 Rules, produced to be

in line with the new '4 Tier Event Structure, should not require changing in the two to three years after publication. It was recommended that in the event of the Rules not being distributed to every member, then an A5 sized four page 'Summary of 2011 Rules for Orienteering Competitors' be prepared and distributed with 'FOCUS' and also made available from National office upon request.

ACTION: HE to check number of 'FOCUS' Magazines distributed to membership and to compare with number of Organisers, Planners and Controllers and to then check possibility of distribution to all of the membership or only to the Event Officials, and to also check the financial costs of the alternatives.

The discussion on this Agenda Item concluded with a request that by January 2011 a composite set of all of the Rules, Appendices, Competition Rules and Event Guidelines be publicised and made available as a single download from the British Orienteering website.

ACTION: HE to check possibility of composite set of Rules etc. being downloadable from British Orienteering's website shortly after approval by the Board in December 2010.

Reports from other Committees:

10/46 Summary of Events Committee Meeting held on 12th June 2010.

The Minutes of the Events Committee Meeting and a summary of same were available on British Orienteering's website. Particularly relevant to the work of Rules Group was the discussion held on the implementation of the Four Tier Event Structure and the Rules etc.

10/47 IOF Rules Commission Report.

David Rosen by email raised the possible change to IOF Rules whereby the Finish be marked by an orienteering kite fixed to the stake or stakes holding the electronic control box. Comments are to be made as soon as possible to David Rosen.

ACTION: All

10/48 IOF Foot O Commission Report:

David May had indicated that there was nothing currently to report and that he would make a report to the next meeting of Rules Group following the October meeting of the Commission in Prague.

ACTION: DM

Updates to Rules and Guidelines for the Four Level Event Structure:

10/49 Summary of Board output and overall approach.

A lengthy and detailed discussion took place on the '4 Tier Event Structure' and the 'Event Quality Standard (Draft 3)' documentation.

Terrain:

The scheduling of Level A Events is the responsibility of Major Events Group working with Fixtures Group. At Level B it is suggested that Fixtures Group consider adopting the method for terrain assessment similar to that currently employed by Major Events Group at Level A. The Regional Association to initially recommend use of an area via the Association Fixtures Secretary to Fixtures Group, with a Grade B or above Controller external to the host Club to then visit, judge and make an advisory report to Fixtures Group before the date of the event. At Level C the suitability of event area terrain is to be agreed by the Regional Association. At Level D the scheduling of events and the suitability of an area is the responsibility of Clubs.

ACTION: BE to contact Mike Cope, Chair of Fixtures Committee, with recommendation of adoption re advisory reporting on suitability of terrain for Level B Events.

Helen Errington raised the need for an 'Event Area Checklist' to be made available in order that Controllers will have to hand an appropriate set of criteria regarding the suitability and quality of terrain for a Level B Event based on that to be used by Controllers of Level A Events.

ACTION: HE and KS agreed to draft a version of an 'Event Area Checklist' suitable for use by all Controllers at Levels A and B.

Maps:

The requirement is that maps for Level A and B events are printed by an accredited printer.

ACTION: HE to request that Map Group produce a list of accredited printers asap.

Event Officials:

Rules Group noted the need and importance of all Organisers being trained in order to meet insurance requirements as a British Orienteering priority.

ACTION: HE

Safety:

Rules Group agreed the need for the Organiser of an event at whatever Level to complete the Risk Assessment Form and to ensure that the Risk Assessment is also signed by an appropriate Controller, Coach, or someone with safety training. It was also agreed that the First Aid available should be appropriate to the event as indicated in Appendix C: Event Safety.

Event Facilities:

It was agreed that the minimum requirements at each Level should be met, but it was noted that concerns had been expressed over the mandatory provision of toilets at Level C Events.

Event Systems:

Neil Crickmore raised a matter of concern regarding timed and punching starts and it was agreed that this should be a specific item on the Agenda for the next Rules Group meeting.

ACTION: BE

Publicity:

Concerns were expressed as to how British Orienteering's website manager would be able to cope with the wide range of publicity methods that would be required by the Event Quality Standard requirements. Rules Group agreed to make the recommendation that on the British Orienteering Fixture List there should simply be a direct link to the event details on the hosting club's website, and that all Level A Events have dedicated pages that can be accessed directly by prospective competitors.

ACTION: HE and BE

Event Quality Standard table:

Following the discussion on specific items in the '4 Tier Event Structure' document, Rules Group made a systematic check of proposed amendments to text in the Event Quality Standard table.

ACTION: BE to report proposed amendments to sections of the text in the Event Quality Standard table to Events Committee and to also ensure that similar wording is included, where applicable, in the Rules, Appendices, Competition Rules and Event Guidelines.

10/50 BOF Rules for 2011.

Following a detailed check and amendment of text as required of the draft 2011 Rules, it was agreed to delete all vertical lines denoting changes to the 2007 and 2010 versions of the Rules as

the 2011 Rules are to be seen as completely new in relation to the introduction of the '4 Tier Event Structure'.

ACTION: BE/HE to prepare an article summarising aspects of the new 2011 Rules for 'FOCUS' Magazine.

10/51 Competition Rules.

The suite of Competition Rules had been amended as required in the light of the '4 Tier Event Structure' document and the Event Quality Standard table to ensure compatibility.

ACTION: DM to make a final check of all Level A Competition Rules and BE to make a final check of all Level B Competition Rules prior to publication.

Ernie Williams raised a question concerning the current January 2010 CompassSport Cup and Trophy Competition Rules J version 1.1 and it was confirmed that the rules relating to the competition itself will be unchanged from 2010, but with the Qualifying Rounds as Level B events and the Final as a Level A event.

Event Guidelines - update on current status:

10/52 Generic Event Guideline A - Event Summary / Overview of Event Structure.

The Event Guideline was checked and amendments made in the light of the '4 Tier Event Structure' document and the Event Quality Standard table to ensure compatibility. Barry Elkington is to make a final check of the text and to distribute the proposed final version prior to submission to Events Committee and the Board.

ACTION: BE

10/53 Generic Event Guideline B - Long Distance Events.

The Event Guideline was checked and amendments proposed in the light of the '4 Tier Event Structure' document and the Event Quality Standard table to ensure compatibility. Neil Crickmore agreed to review the current document as discussed and to insert appropriate numbering and then to circulate all Rules Group members with a proposed final version of 'Event Guideline B - Long Distance Events' prior to submission to Events Committee and the Board.

ACTION: NC

10/54 Generic Event Guideline C - Middle Distance Events.

Charlie Adams to undertake a final check of the Guideline in the light of the '4 Tier Event Structure' document and the Event Quality Standard table to ensure compatibility.

ACTION: CA

10/55 Generic Event Guideline D – Sprint Events

David May to undertake a final check of the Guideline in the light of the '4 Tier Event Structure' document and the Event Quality Standard table to ensure compatibility.

ACTION: DM

10/56 Generic Event Guideline E – Urban Events

Charles Adams to undertake a final check of the Guideline in the light of the '4 Tier Event Structure' document and the Event Quality Standard table to ensure compatibility. As this document has undergone significant changes around the safety aspect, also to confirm that this is consistent with the Rules and Appendix E. Then distribute the final version before submission to the Events Committee and the Board.

ACTION: CA

10/57 Generic Event Guideline F – Relay Events.

Katy Stubbs to undertake a final check of the Guideline in the light of the '4 Tier Event Structure' document and the Event Quality Standard table to ensure compatibility.

ACTION: KS

10/58 Generic Event Guideline G – Score Events.

Neil Crickmore to undertake a final check of the Guideline in the light of the '4 Tier Event Structure' document and the Event Quality Standard table to ensure compatibility.

ACTION: NC

10/59 Generic Event Guideline H - Ultra Long Distance Events.

Paul Taylor to undertake a final check of the Guideline in the light of the '4 Tier Event Structure' document and the Event Quality Standard table to ensure compatibility.

ACTION: PT

10/60 Generic Event Guideline I - String Courses.

The Event Guideline had been previously checked and any amendments made as required by Barry Elkington.

Appendices - update on current status:**10/61 Appendix A - Control Descriptions.**

The Appendix was checked and amendments made in the light of the '4 Tier Event Structure' document and the Event Quality Standard table to ensure compatibility.

ACTION: BE

10/62 Appendix B - Course Planning.

The Appendix had been checked and amendments made in the light of the '4 Tier Event Structure' document and the Event Quality Standard table to ensure compatibility. It was agreed to change the word 'accredited' to 'licensed', not only in Appendix B but in all Appendices where appropriate.

ACTION: DM

10/63 Appendix C - Event Officials.

The re-draft of Appendix C has had Event Safety and Welfare information inserted where appropriate throughout the document, and Helen Errington agreed to check the wording of section 1.4.2. It was agreed that the Appendix is to be reviewed and checked and then sent to Barry Elkington as a 'final version' as soon as possible for submission to the Events Committee for consideration at their November 2010 meeting.

ACTION: KS and HE

10/64 Appendix E – Event Safety.

Helen Errington reported that the new training unit "Event Safety & Welfare" was piloted in June and that in the remainder of 2010 and throughout 2011 the half-day training units would continue to be made available. It was agreed that this Appendix need a statement added re courses for under 16s with regard to roads and road crossings. It was agreed that the Appendix is to be reviewed and checked and then sent to Barry Elkington as a 'final version' as soon as possible for submission to the Events Committee for consideration at their November 2010 meeting.

ACTION: DT

10/65 Appendix G - Protests, Juries and Appeals.

The Appendix was checked and amendments made in the light of the '4 Tier Event Structure' document and the Event Quality Standard table to ensure compatibility. It was agreed that the Appendix is to be reviewed and checked and then sent to Barry Elkington as a 'final version' as soon as possible for submission to the Events Committee for consideration at their November 2010 meeting.

ACTION: NC

10/66 Appendix H – Mapping

Rules Group is awaiting final version for January 2011 from Map Group.

ACTION: BE

10/67 Appendix I - Electronic Punching.

The Appendix was checked and amendments made in the light of the '4 Tier Event Structure' document and the Event Quality Standard table to ensure compatibility. It was agreed that the Appendix is to be reviewed and checked and then sent to Barry Elkington as a 'final version' as soon as possible for submission to the Events Committee for consideration at their November 2010 meeting.

ACTION: NC

10/68 Appendix K – The Ranking Scheme.

The Appendix requires checking and any amendments made in the light of the '4 Tier Event Structure' document and the Event Quality Standard table to ensure compatibility.

ACTION: DM

10/69 Appendix O - Embargoed areas and non-competitive runners.

The Appendix was checked and amendments made in the light of the '4 Tier Event Structure' document and the Event Quality Standard table to ensure compatibility.

10/70 Other Appendices

It was agreed that the following text in bold print be inserted at the beginning of each of the Appendices, including those previously discussed, before the 'Introduction':

Text in bold below has mandatory status and shall be followed by relevant event officials. Other content refers to material provided for guidance and for information. This Appendix shall be read in conjunction with the BOF Rules and shall have the same authority. They shall be considered as their extension.

ACTION: BE + other Appendix owners

Matters raised by or through Association Representatives:

10/71 Competition Rules for the UK Cup and the UK Relay League

Barry Elkington reported that these two sets of Competition Rules were not yet available as details for 2011 still had to be finalised. When they are then final checking would be required in the light of the '4 Tier Event Structure' document, with approval to be confirmed by e-mail.

ACTION: BE

10/72 Grade 1 Controller applications - Graeme Ackland and Mark Dyer

Graeme Ackland had provided a full CV and although he had been unable to attend a Major Events Conference (which is normally a requirement for all prospective Grade 1 Controllers) he had attended an SOA Grade 1 Controller Course. Graeme was approved by Rules Group to be registered as a Grade 1 Controller and he would be asked to attend a Major Events Conference as and when appointed to control a Level A Major Event.

Mark Dyer had provided a full CV including attendance at a Major Events Conference and Mark was approved as a Grade 1 Controller.

Barry Elkington as Chair was asked to inform Chief Executive Mike Hamilton of the approval of Graeme Ackland and Mark Dyer as Grade 1 Controllers and to request that the Chief Executive sends them a letter of congratulation on behalf of British Orienteering.

ACTION: BE

After consideration of the two Grade 1 Controller applications, Rules Group agreed that there was a need to check how, in future, training opportunities for prospective Grade 1 Controllers could be undertaken other than at the annual Major Events Conference.

ACTION: BE and MF

10/73 Reduction in embargo period for 2012 British Relays

In light of the circumstances outlined in the application for a reduction of the embargo period for the 2012 British Relays being held at Helsington by Lynne Thomas, Rules Group agreed to the reduction.

ACTION: BE to inform Lynne Thomas of the result of the application.

10/74 Reduction in embargo period for 2012 JK Day 2

In light of the circumstances outlined in the application for a reduction of the embargo period for the 2012 JK Day 2 being held at Rannoch by Scott Fraser, Rules Group agreed to the reduction.

ACTION: BE to inform Scott Fraser of the result of the application.

Following the publication of the Agenda, Barry Elkington had received an application from Ranald Macdonald for a reduction in the embargo period for the 2011 CompassSport Cup and Trophy Final being held in the EMOA Region at Longshaw. In light of the circumstances outlined in the application Rules Group agreed to the reduction.

ACTION: BE to inform Ranald Macdonald of the result of the application.

10/75 Any Other Business

(i) Masters UK Cup (League) 2011

On behalf of Ranald Macdonald, Chair of SCG, and EMOA Committee, Ernie Williams distributed copies of proposal document and requested that views on the proposals be submitted to Ranald Macdonald as soon as possible.

ACTION: All

10/76 Dates and locations of future Rules Group Meetings in 2011

* The dates in 2011 were confirmed post-meeting by Barry Elkington as taking place at Carrs Lane Church Centre, Carrs Lane, Birmingham, B4 7SX, commencing at 12.30 p.m.:

Saturday 29th January

Saturday 4th June

Saturday 22nd October

ACTION: All

There being no further business the Chair closed the meeting at 4.55 p.m.