

Rules Group

29th January 2011

Minutes of meeting



Minutes of the meeting of
Rules Group
held on Saturday 29th January 2011
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)
Neil Crickmore (SEOA)
Paul Taylor (NEOA)
Dick Towler (NWOA)
Arthur Vince (SWOA)
Ernie Williams (EMOA)
Helen Errington (British Orienteering Event Manager)

11/01 Apologies, Courtesies, Minute Taking:

Barry Elkington welcomed those present.

Apologies had been received from: Andrew Cordle (EAOA), David May (WOA), Katy Stubbs (SCOA), David Rosen (IOF Rules Commission), Mike Forrest (Chairman of Events Committee and Chairman of Major Events Group) and Mike Hamilton (Chief Executive).

Ernie Williams volunteered to take the Minutes.

ACTION: EW

11/02 Minutes of Rules Group meeting held on 23rd October 2010:

The Minutes were approved as a true and accurate record.

11/03 Actions:

10/38: Minutes of the previous meeting:

These had been distributed on 10th November 2010.

10/42: Distribution of Rules etc:

There were currently no plans for the Rules to be distributed as a full document to all members until the outcome of the Competition Review and the Rules, Appendices and Guidelines Review (see item 11/14) is known. The proposed distribution of the 'Rules Summary' as a folded A4 sheet with four A5 printed pages is also currently on hold. The February edition of 'FOCUS' will contain an article re the new and revised Rules, Appendices etc. (see Item 11/10)

10/45: Composite set of Rules etc available on British Orienteering website: (see Agenda Item 11/08)

10/49: Level B Events and availability of 'Event Terrain Suitability' Form:

Helen Errington distributed a draft copy of the proposed 'Event Terrain Suitability' form, which is to be completed by the Controllers of all Level B Events at least twelve months before the date of the Event, and is to be used to inform the Event Managers and Chair of National Fixtures

Group of the suitability or otherwise of the proposed Event area. Implementation of this new system is to take place during 2011 and from 2012 onwards the terrain/competition area for each Level B Event has to be 'signed off' as being suitable before being accepted as part of National Fixtures at Level B. If not thought to be suitable terrain the Event will only be authorised at Level C in the National Fixtures List.

10/49: Timed and Punching Starts:

Neil Crickmore is to produce a paper entitled 'Late Starters and Timed Starts' which will be distributed to all members of Rules Group for their comments.

ACTION: NC

10/49: Linking of individual fixtures to Club websites and Event specific flyer:

It was agreed that the electronic link to specific Events, especially Major Events, should be to the Event website if there was one. If not, then the link should be to either the Event Flyer or at the very least to the fixtures page of the hosting Club's website.

10/50: 'FOCUS' Magazine:

(see Agenda Item 11/10)

10/51: Competition Rules:

David May was thanked for the excellent work that he had undertaken in checking and formatting the 'Competition Rules' into a standard 'In-house' style.

10/73 and 10/74: Approval of Event Area Embargo requests:

Barry Elkington had communicated the approval of Rules Group regarding the three embargo requests to the Event Organisers.

10/75: UK Masters Cup:

Ranald Macdonald (Chair of Senior Competitions Group) had distributed the final version of the Rules, Organisation and List of Events for the 2011 UK Masters Cup. It was agreed that 'ownership' of the document that includes a section of 'Competition Rules' is to be clarified at some time in the future between Rules Group and Senior Competitions Group.

(NB: Some Actions within Agenda Items 10/42, 10/43, 10/45, 10/49 and 10/50 are listed on this meeting Agenda as Items 11/05 to 11/10)

11/04 Matters arising not elsewhere on the Agenda:

None.

Items from the previous Rules Group meeting requiring further discussion.

11/05 Item 10/42: Update on the role, training and qualification of Controllers together with accredited Event Safety Training requirement for all Controllers wishing to upgrade:

Helen Errington reported that the Grade A (previously Grade 1) Controllers database has now been fully updated and that all Grade A Controllers on the List are now formally qualified, as are the licensed Grade A Organisers on the British Orienteering database. It is the intention to have all accredited Grade B Controllers formally qualified before the end of 2011 and to have all Grade B and C Organisers licensed, Grade C Controllers and all Planners and Mappers fully qualified/accredited to enable licensing to take place at some point in the future. In order for this to take place all Organisers of all Grade B and C Events and Controllers at Grade B and Grade C will need to attend the Event Safety Workshops that are to be held during 2011/2012, and who will then be followed by Planners and then Mappers. In the foreseeable future there will be an expectation that the various components of the

licence – the specific Grade of Organiser/Planner/ Controller/Mapper Course attended, the Event Safety Course attended, and the specific level of approval at Regional and National Level – will need to be seen to have been achieved prior to formal licensing and listing on the British Orienteering database and, subsequently, for renewal every three years of the licence at all Grades as per the 'Requirements' listed in Appendix C.

To date 150+ people have attended the accreditation Event Safety Workshops with, at the present time, Organisers of Level B and C Events being the main target group and then to be followed by Controllers and then Planners. The training of tutors of the Event Safety Courses is being rolled-out across the UK to enable the Event Safety Workshops to be provided in all Regions, and Helen Errington will provide each trained tutor with a 'Resource Pack' before the Course date. The use of mid-week evenings is being suggested with either one three hour session or two one and a half hour sessions, with financial support currently being available for the initial 'Tutor Training' sessions.

Helen Errington is also to provide each Regional Representative on Rules Group with a list of Grade B and Grade C Controllers in their Region and requests that, in the first instance, all Grade B Controllers, and later all Grade C Controllers, be contacted re their meeting the requirements in Appendix C and whether any wish to be upgraded/downgraded.

ACTION: ALL

Courses for Grade C Controllers wishing to upgrade to Grade B will need Grade B or above Controllers to be the Course Leaders with the Courses being put on by Associations or Clubs. Helen Errington is to discuss with Tony Thornley the updating of Grade B and Grade C Controller Course materials in order that they accurately reflect the new four tier event structure and the 2011 Rules, Appendices and Event Guidelines.

ACTION: HE

Organisers of Level D Events will, at some point in the future, be offered the opportunity of on-line training in 'Risk Assessment' and associated matters, and they will also need to have a 'Club Mentor' appointed who will be expected to act as a guide during their preparations for organising their first Level D Event and who will also, as a qualified Controller or Licensed Coach, be able to 'sign-off' the 'Risk Assessment' form before the Event takes place.

11/06 Item 10/43: Review of the governance structure of Events Committee and its Groups:

Barry Elkington reported that the independent Governance Structure Review had been cancelled by the Board.

11/07 Item 10/45: Distribution of BOF Rules for 2011:

(see previous Item 11/03 and previous meeting Item 10/42)

11/08 Item 10/45: Making the Rules, Appendices & Guidelines file names more meaningful, and making them available as a single-click download or similar:

It was agreed that there was a need to re-name the files for the Appendices, Competition Rules and Event Guidelines so that they were more meaningful. Helen Errington agreed to check that section of the national website and to get changes made, if possible, that would make it more 'user friendly'.

ACTION: HE

Neil Crickmore volunteered to amalgamate together all of the Appendices, Event Guidelines and Competition Rules into three composite pdf files for easier download in the future, and to distribute the resulting files to the other members of Rules Group for comments and checking.

ACTION: NC

11/09 Item 10/49: Feedback on four tier Event Structure:

Helen Errington commented that there is a real need for feedback, review and monitoring of events immediately after they have taken place to ascertain that the 'Quality of Events' is being achieved. She had begun, as a way to find an easily manageable method of doing this objectively, to compile a spreadsheet that listed the requirements of Level B Events and she was currently in the process of checking whether the first few Events at Level B in 2011 were compliant or not by checking the Final Details, the Results, the published Comments from the Event Officials etc. She had been unable to get actual copies of the printed map used at each Event and would welcome any blank copies that could be sent to her. She would also be sending an email to the Controllers of each of these Level B Events held in early 2011, asking them to comment on various aspects of the Event that they had controlled, together with contacting by email a number of competitors and asking them their personal views on the event in question.

ACTION: HE

Helen Errington indicated that she would be sending a copy of the 'Terrain Suitability' form to all members of Rules Group in order that the form would then be available regionally for distribution as for Level B Events.

ACTION: HE

It was agreed that National Fixtures Group should be seen as being in charge of the authorisation of Level B Events, and that Helen Errington as Event Manager together with Rules Group will be in charge of post-event monitoring of Level B Events.

ACTION: HE and Rules Group

11/10 Item 10/50: Preparation of an article summarising aspects of the new 2011 Rules for 'FOCUS' Magazine and consideration of what should be emphasised in the article:

Following discussion various suggestions were made for items to be mentioned in the article by Barry Elkington for 'FOCUS', particularly the double page 'Event Quality Table' re the four tier Event Structure and the role of Controllers at all four Levels of Event.

ACTION: BE

Reports from other Committees.

11/11 Summary of Events Committee Meeting held on 6th November 2010:

Barry Elkington gave a brief summary of the Events Committee Meeting which included the following topics:

The Review of Rules, Appendices, Event Guidelines and Competition Rules;

The independent Governance Review being stopped by the Board;

The Review of Events and monitoring of same by Event Manager Helen Errington;

The Masters Cup for 2011 and how it will fit into the concept of a 'National League';

The possible setting up of a 'Limited Company' to be responsible for JK in line with the 'Scottish 6 Day' model;

The Major Events Group is formally responsible for IOF Advisor accreditation on behalf of British Orienteering.

It was noted that the Minutes of Events Committee are not yet available on the British Orienteering website.

11/12 IOF Rules Commission Report - David Rosen:

Discussion centred on the recent document 'Cancelling a Competition: clarification of IOF Rule 26.12' from David Rosen and the link with the documents on Electronic Punching using SI and EMIT. In connection with the latter, it was agreed that their usefulness to Organisers, Planners and Controllers should be re-publicised and that any suggestions re updating or revision should be sent to David Rosen. It was also agreed that having an absolute set of all likely scenarios and occurrences at all Levels of Event would be impossible to produce, but that having all documentation relating to the use of electronic punching together with past problems and solutions, including the voiding of courses etc. merged together would be of real help to Event Officials. Neil Crickmore volunteered to merge together the current 'Appendix I: Electronic Punching', the IOF 'Cancelling a Competition' document and 'Appendix G: Protests, Juries and Appeals' into one document for consideration at the June 2011 Rules Group meeting.

ACTION: NC

11/13 IOF Foot O Commission Report - David May:

Barry Elkington, on behalf of David May, noted that there was currently nothing to report and that any aspect of IOF Rules raised at Foot O Commission meetings are passed to the IOF Rules Commission for their discussion and decision making.

Rules and Guidelines Review.**11/14 Rules, Appendices and Guidelines Review:**

Helen Errington gave full details of her 'Project' entitled 'British Orienteering Rules, Appendices and Guidelines Review', her approach to which is to be presented to the meeting of the Board on 8th/9th March 2011 for their approval. The Project will review all documentation on the national website relating to the 2011 Rules, Appendices and Guidelines as well as other documentation for event officials. There is also a need for a better schedule for the amending and revision of documents, together with the sharing of good practice and having good lines of communication using the national website, 'FOCUS' Magazine etc. Following a short discussion on the project document, with a small number of amendments suggested, it was agreed that the document, when revised, would be circulated to members of Rules Group prior to being submitted to the Board.

ACTION: HE

11/15 Table of ownership of Rules related documents:

An 'Ownership of Documentation' spreadsheet had been circulated and Rules Group agreed the need for all documents and their contents to be assigned 'ownership', particularly as ways and means of changes had differed in recent years, and that there was a need for clear, accessible and usable cross-links to all British Orienteering Rules, Appendices, Event Guidelines and Competition Rules. It was also noted that there were five 'Competition Rules' still not available in the standard format and that the suite needed completion. There was some question as to the 'ownership' of the 'Risk Assessment' documentation, particularly as they are linked to Event Registration, documentation for Organiser's, and the work of all Grades of Controllers, and also to Helen Errington's 'Project' and review and accessibility of documentation.

ACTION: BE and HE

11/16 Publicising the new Rules & Guidelines and determining the best way to achieve successfully:

This Item was covered earlier in Items 11/08, 11/10 and 11/14.

Items relating to individual Rules and Guidelines.

11/17 Generic Event Guideline A - Event Summary / Overview of Event Structure:

Event Guideline A had been amended by the Board prior to publication in early January 2011. David May had questioned whether or not Event Guideline A should be an Appendix. If changed to an Appendix certain sections would need to be removed and would then have to be included within the Competition Rules, particularly the time-scale for the specific Major Event. It was suggested that the details of what constituted a specific Level of Event within current Event Guideline A would need to be linked to the specific 'Competition Rules' documents and also to the other Event Guidelines. It was agreed that the aim should be to await the outcome of the Review by Helen Errington as discussed earlier and to make changes that would be effective from January 2013 rather than January 2012.

11/18 Event Guideline B course tables:

The current 'Large-sized Long Distance Event' table was considered more appropriate for Level A Events.

It was suggested that the following three tables might be a better guide:

'3.3 Level B Event with large attendance'.

'3.4 Level B with medium to small attendance'.

'3.5 Level C with medium to small attendance'.

Another possibility discussed was to have only two tables – one for events with a large number of competitors and one for events with a smaller number of competitors – with 'Very Short Green' being kept in and, if in doubt, leaving out 'Short Green', and for Level B Events to have Brown and Black included in the courses available if at all possible.

It was noted that Clubs should be allowed to choose what was best suited to their Event rather than be too prescriptive. Barry Elkington agreed to review and revise the tables and to then communicate with Senior Competitions Group for their views and to then have the tables as an Agenda Item at the June meeting of Rules Group in order that the proposed changes could be effective from January 2012.

ACTION: BE

11/19 Course distances at Middle Distance Races for older competitors:

A request had been received via Dick Towler for courses shorter than Green i.e. Short Green / Very Short Green specifically for W65+ and M75+ so that they remain within the Middle distance recommended winning times. Charlie Adams agreed to review and revise the Course Table in Event Guideline C: Middle Distance Events.

ACTION: CA

11/20 Timed starts and dealing with people turning up late:

Neil Crickmore suggested that suitable wording was required that could be recommended for use in Event 'Final Details', indicating that competitors could be started at 'half a minute' at the discretion of a specific Start Official rather than remain at the Start for a length of time for a suitable start time 'on the minute' to become available. It was agreed that after suitable wording had been composed by Neil Crickmore and communicated to Rules Group by email and been agreed upon, then Barry Elkington would send the proposed wording to Events Committee and Major Events Group to ascertain their opinion.

ACTION: NC and BE

11/21 Maps in the start lanes and start triangles on them:

Dick Towler raised the matter of Rule 8.2.2:

"If pre-marked maps are used, copies of the map showing no information other than any map corrections essential to the event should be displayed and available for study before the start line."

Consideration needed to be given to deleting this Rule and replacing it with wording such as "A previous map of the area is to be made available in the Registration/Assembly Area on a board with the start triangle marked in the appropriate place".

ACTION: DT

11/22 Accredited map printers:

A list is now available from the British Orienteering website using the following sequence of links - Officials/Mappers/Support/Approved Printers.

11/23 Wording for eight teams in CSC qualification (from SCG):

It was agreed that the current wording needed to be revised to indicate the number of teams who have entered rather than the number of teams who have competed in the Regional Qualifying Round. Barry Elkington agreed to revise the wording and communicate with the CompassSport Cup Co-ordinator.

ACTION: BE

11/24 Start times for CSC (and YBT) Qualifiers and Finals (from SCG):

It was agreed that the wording regarding allocated start times at CompassSport Cup & Trophy Qualifying and Final Events together with Yvette Baker Trophy Qualifying and Final Events needed to be revised to indicate that a different order of club rotation of start times on each course was required. Barry Elkington agreed to revise the wording and communicate with the CompassSport Cup Co-ordinator and JCG.

ACTION: BE

11/25 Updates to Junior Competition Rules (from JCG):

Concern had been expressed by Rules Group that certain information for the organisers and planners, provided as part of the Competition Rules, had been removed from the documents sent by JCG. This information still needed to be provided for them and at the moment the Competition Rules were the only place to do this. There had also been a query re the 'Yvette Baker Trophy' eligibility table. Barry Elkington had agreed to check with Junior Competitions Group with regard to required Rule changes.

ACTION: BE

11/26 Generic Night Event Guideline:

Arthur Vince agreed to communicate with experienced Night Event competitors and Event Officials in order to be able to compose a Generic Night Event Guideline on behalf of Rules Group.

ACTION: AV

11/27 British Night Championships - Course length table to be revised to be in line with other Competition Rules:

David May has volunteered to revise the current table in 'Competition Rules E: British Night Championships', specifically with regard to Course Length Ratios and estimated winning times.

ACTION: DM

Post meeting note: following this year's event the responsibility for updating this document has been picked up by Barry Elkington.

ACTION: BE

11/28 Competition Rules for UK Cup and UK Relay League:

The current documents for the UK Cup and the UK Relay League, if deemed to be British Orienteering Competitions by the Board, should be reviewed by Rules Group and be added to the existing suite of documents.

ACTION: BE

Matters raised by or through Association Representatives.

11/29 Grade A Controller applications:

None were received for consideration at this meeting. There are believed to be two applications pending from Richard Oxlade and Donald Grassie (SOA).

11/30 Any Other Business:

(a) Road Crossings and Under 16 Competitors:

Charlie Adams raised a matter of some concern regarding Under 16 competitors taking part in various types of 'O' Events where road crossings are likely to feature, particularly with regard to the completion of the 'Risk Assessment' form and the view likely to be taken by British Orienteering's Insurers in the event of an accident occurring. It was agreed that a definitive statement of advice needed to be made available by Rules Group on the topic of 'Road Crossings', whilst noting that local conditions such as category of road, typical or average road usage, time of day, visibility etc. would need to be taken into account when the 'Risk Assessment' form was being completed. Helen Errington suggested that it would be a worthwhile exercise to issue the current available advice document on 'Road Crossings' together with relevant extracts from the Rules, Appendices and Guidelines to all on the licensed 'Organiser' database and to all who had, to date, attended accreditation Event Safety Courses.

ACTION: CA and HE

(b) Map of Ecclesall Woods for Harvester Trophy 2011:

Charlie Adams raised the proposed use of a 1:7,500 scale map (the same scale as used for an event in 2010) for the Harvester Trophy Event in July 2011. It was agreed that it was the responsibility of Map Group to consider and make a decision on the suitability of the map for the event.

ACTION: BE and Map Group

11/31 Dates and locations of future Rules Group Meetings in 2011:

Saturday 4th June 2011 Carrs Lane Church Centre, Birmingham

Saturday 22nd October 2011 Carrs Lane Church Centre, Birmingham.

(NB: This date clashes with the Masters Cup Cambridge City Race and Saturday 29th October 2011 was suggested as an alternative date)

There being no further business the meeting was closed at 4.20 p.m.