

EVENTS AND COMPETITONS COMMITTEE

Minutes of Meeting held on Saturday 21st March 2015 at Carrs Lane Centre, Birmingham.

Present: Chris James, Chairman (CJ), Mike Hamilton, CEO (MH), Mike Cope (MC), Barry Elkington (BE), David Maliphant, Board Rep (DM), Chris Phillips (CP), Ernie Williams (EW), Gill James (Min Sec),

EOG – Event Officials Group

ESchG – Event Scheduling Group

MAG – Map Advisory Group

EP&P – Event Programme and Publicity

ESysG – Event Systems Group

TAG – Technology Advisory Group

	Agenda Item	Action
1	Apologies for Absence: Sally Pygott, Major Events Manager (SP), Peter Hornsby (PH)	
2	<p>Chairman’s Input: CJ welcomed everyone and announced that Peter Hornsby had resigned from the Committee with immediate effect, but will honour his commitment to implement the JK Map Survey for 2015 and ask the Office to send the questionnaire out to the members. CJ has thanked Peter for his work on the Committee and with ESysG.</p> <p>Structure for meetings</p> <ul style="list-style-type: none"> • First part to cover Strategy • Second part to cover Operational 	PH
3	<p>E&CC Strategic Matters (Long term issues)</p> <p>1. Volunteer Development and Succession Planning</p> <p>To appoint/train/progress volunteers, Clubs and Associations need a culture within that says “this is what we need to do”. Ideally, Clubs will have a group identity and a majority of members willing to offer help. Important to accept that some individuals will never want to be involved. What incentive is there for an outsider to join a Club? Ensure they are welcomed and encouraged to come back.</p> <p>Compass Sport Cup/Trophy is an interclub competition which does generate club feeling. Encourage people to volunteer by communicating well; don’t just send a blanket email asking for help. A personal approach is much better. The Volunteer Needs Development Group, 2 years ago, published recommendations which were reported at the Club & Association Conference 2014. Challenge is to find resources to drive the implementation. Requires a dedicated member of staff, or volunteer to lead the work, but other equally urgent things take priority?</p> <p>Sporting Culture has changed in UK with many people moving from sport to sport or doing multiple sports. A change from membership turnover 2 or 3 years ago of 8% to 20%. Perhaps clubs and Associations need to ask members what they want from them – are they successful in meeting member needs? Associations need support from clubs to be successful. Associations should be proactive and get people involved. Some Associations are questioning their role as they do not have a huge amount to do. They organise Junior Squads and Associational Championships. What do we expect of them? It is individuals that make things happen within the Clubs and Associations. Training courses can be opened up to other Associations which will help clubs to move forward. Event Fixtures and Junior Squads work well because of volunteers. Some Associations have good equipment loaning service. Some are very strong at achieving what they want to do such as multi-day events and try to give money back to the clubs. Work across from Association to Association. Bring people in gradually by asking them to undertake a role, mentoring if necessary. People are looking for</p>	

	<p>enjoyment. Orienteering has more volunteers than any other sport but they need to be used correctly. Younger people have less time spare for volunteering with many outside constraints. Perhaps they can be used as part of a team rather than a leader so that they need to give less time. At a Level A event it is important to have a good team leader who will manage the team well on the day and beforehand.</p> <p>Aim to be successful with development through grass roots to National level. Funding and using resources sensibly. We need to be aware of succession planning so that we have people trained as event officials, which is one area which has gaps at the highest level. .At present there is funding for an outside trainer to run courses for Tutors to train Event Organisers at all levels. It is hoped that in time there might be funding for training Planners and Controllers in future. A requirement of BO Insurance is that all officials attend an Event Safety Workshop. If there was a problem at an event and the Insurance requirement was not complied with, it could mean, at worst, that the Organiser of the Event or the Club Chair is held personally responsible.</p> <p>CJ summary list for the next step in developing a Volunteer Development Guideline</p> <ul style="list-style-type: none"> - Bring in the 2013 Volunteer Needs Workgroup’s report recommendations - Recognise variety of Cultures exist - Prepare a brief paper on need for good people skills and approach <ul style="list-style-type: none"> * Appropriate initial contact with new members * Inviting and encouraging but never imposing * Teamwork across Clubs in each Association - Can apply to any area of Volunteers Development and Succession Planning - Offer approach to Associations & other Steering Groups as a way forward <p>2. The bigger picture</p> <p>Future Input into Board’s 2015 – 2020 Vision and Strategic Plan</p> <ul style="list-style-type: none"> - Need Board’s Overall Vision before E&CC can respond for the strategic plan. Strategic Plan - Paper circulated to Club and Association Chairs and Secretaries - Preparation for Board Strategic Plan 2015 - Meet on Saturday 6th June to focus on Strategy 	<p style="text-align: center;">CJ</p> <p style="text-align: center;">Board</p>
<p style="text-align: center;">4</p>	<p>E&CC Structure Update</p> <p>Strategic role</p> <ul style="list-style-type: none"> - Developing Strategies for the optimum delivery of all Events & Competitions - Reflect Board’s Vision <p>Operational role</p> <p>Review how our meetings work. Need to operate individually or autonomously to progress matters, only reporting back on exceptions and not on day to day things.</p> <p>We are the only Committee in British Orienteering that is not a Steering Group. Part of Committee role could be to act as a Steering Group looking at Strategy, leaving the Operational side dealing with day to day issues. We need to know that things are completed and only need to be consulted if there is a problem. CJ will delegate fully to MC, CP and EW, who all do an excellent job, running the day to day areas, accepting that CJ is accountable to the Board. Best practice is that each work alone and liaises electronically to carry things forward and make decisions. CJ can listen to any concerns if there is a real problem. SP need not be kept up to date with every decision, only if there is a problem with a Major Event. Many things can be simplified. Strategic issues need to be shared. If a controversial problem arises then circulate more widely within committee. Provide people with a clear list of responsibilities and who needs</p>	

	<p>to see what and then publish. Include reps from Scotland, Wales and Northern Ireland and other specific roles ie Yvette Baker Trophy.</p> <p>Rule changes can be looked at and then forwarded to Carol Edwards (CE). Barry will receive specifics from E&CC members which may need phraseology considering. We need more clarity on who is in the process and who makes what decisions. Issue a document so that everyone knows who is involved, for instance BE deals with some Rule changes. CE to collate queries from members which go to HE for wording. HE checks wording and gets approval from Board. These changes will be effective 2016. Any corrections to Cerianne Dengate (CD) who will publish Rule changes on website.</p> <p>ESysG and MAG - No chair of either group. Members are still answering queries with exceptional queries coming to us. They do have specific roles, such as appointing Map Advisors. MAG needs someone to pull them together and meet twice a year, but not necessarily a mapper. All to consider potential replacements.</p> <p>Technical side still has areas which should be addressed. It is there to deal with cost of technology which is only used for likes of World Championships. Set up 'task and go' group to deal with urgent issues. Somebody to look at all systems - what is the remit?</p> <p>EW to continue with Officials, CP with Programme and Publicity, MC with Scheduling and BE with Rules and Junior Competitions. All establish what they need to see and it will be published</p> <p>CJ Summary list of E&CC core team</p> <p>Each member to operate autonomously referring to others when necessary and only raising concerns with the Chair when needed:</p> <ul style="list-style-type: none"> - Strategy – Chris James - Event Planning & Publicity (EP&P) – Chris Phillips - Event Scheduling (ESch) – Mike Cope - Event Officials (EO) – Ernie Williams - Event Systems (ESys) – Vacant (Including Mapping & Technical Systems) - Rules and Junior Competitions – Barry Elkington - Elites – Graham Gristwood - Major Events – Sally Pygott Board Liaison – David Maliphant 	<p>MH/CD</p> <p>HE/CD</p> <p>All</p> <p>All</p> <p>All</p>
<p>5.</p>	<p>Individual Input</p> <ul style="list-style-type: none"> • Actions from all previous minutes <p>Barry E: Report on actions from the last E&CC meeting:</p> <p><i>The course tables for British Sprint and Middle Distance Championships are no longer suitable due to the increase in competitor numbers. BE tasked with checking SP had discussed this with relevant event officials so that we do not have the course overloading that occurred in the 2014 events. (See also update to the Middle Distance Rules regarding awarding of medals to the M/W18s and 20s).</i></p> <p>Planners and Controllers for both the Sprint and Middle Distance Championships have increased the number of courses to cater for a entry of up to 1,500 competitors. This should obviate course overloading.</p> <p><i>Approval was given at the meeting to update the Competition Rules on the website so that they match what will happen in practice next May.</i></p> <p>I still need to get confirmation of the revised tables from the event officials and will update</p>	<p>SP/CP MC/</p> <p>EW</p>

the Competition Rules for publication then.

Rules for Urban Events: Carol Edwards queried whether courses are suitable for Juniors under 16 as event officials are letting them run on public roads unaccompanied. Rules are straightforward in saying juniors under 16 have to be accompanied by an adult. No rule change needed. Problem is that clubs are putting courses on areas where there are busy roads. British Orienteering as a governing body has clearly stated the rules regarding this and unfortunately people organising events where they allow juniors to run unaccompanied must be held to account. We must inform organisers that they will be personally responsible if they break this Rule. MH asked to inform clubs.

MH

This clarified the position for the under 16s with regard to the existing rules. However the rules and guidelines (appendices) need updating so that they are unambiguous with regard to the course planning restrictions for juniors, and explain how to cater for these, for example with timed out road crossings.

BE

EP&P Sub Agenda

1. *Under 16s at Urban's.*
Clarification of the rules and how we ensure that clubs/event officials understand and act correctly Rules on Urban events are being updated so that Rules and Appendices concur. Insurers were unclear on exact Rule. However the under 16 Rule applies to all events.
2. *Event Safety & Welfare Module* - appointment of Safety Officers for Major Events – rule change and specification with insurers pushing down litigation route
3. WRE's 2015 & 2016
2015 WRE's - IOF have turned down a request for a rule deviation for JK Day 2 and 3 in relation to shortening the time interval for starts
2016 WRE's - CP will shortly be posting an item on the BOF web site inviting applications for 2016 WRE's
4. CP will liaise with Jackie Newton re requirements for members of the GB Team
5. *British Middles 2017* - Ongoing problems. MH seeking to resolve them
6. JK 2017. Coordinator has requested a rule deviation to allow all courses on Day 2 to be Middle Distance. In view of the fact this has previously been agree for JK 2016, the rule deviation request was agreed.
JK Strategy document. First draft completed. Awaiting comments from members of EP&P
JK Day 1. Change of rule for printing. Agreed to amend the rule to allow digital printing for non WRE courses.

MH

CP/JN
MH

EW/NM

ESchG Sub Agenda

1. *Embargo problems. There are 4 requests to vary the embargo rule for A events. CSCF 2016 at Tankersley will be 17 days short, BOC/BRC 2018 at Balmoral will be nearly a month short, and an area of Charlton Forest needed only for a small part of the longer courses at JK 2017 will be about a month short. These three are deemed acceptable as it is considered satisfactory to assume that the 24 month rule can be interpreted as two orienteering years. In future ESG can make decisions where embargo variations are this close. The fourth problem concerns using Wendover Woods for the British Middles in 2017. The embargo period here will be only 17 months but on this occasion in the light of the problems described below, E&CC will allow it. MC to use discretion on timescale of embargoes*
2. *Natural England? It is noticeable that there seem to be more and more problems with Natural England when clubs are trying to get permission for events.*

MC

The point re Natural England I thought it worth responding to. We do now have quite a lot

<p>of contact with Natural England at the 'National' level however as an organisation it acts almost exactly in the same way as another couple of organisations, National Trust and more and more the Forestry Commission. All 3 organisations have 'national lead' but give autonomy to local 'managers'. We therefore have really positive discussions at national level and hear of their frustrations that national messages are ignored at local level. Even the FC with whom we have a 'national agreement' is not able to enforce the agreement any more. As a consequence of these problems with all 3 we are working closely with Sport England and the Sport & Recreational Alliance (SRA which used to be the CCPR) to try and bring about change. We are probably 1 year into the project but to date having had little success in changing behaviour/practice. We all understand each other's frustrations but little has yet come of it.</p> <p>ACTION – MC to pass this information on via Club Fixtures Secretary newsletter.</p> <p>3. <i>Some time ago, a suggestion came to E&CC about removing the Midlands Champs to reduce the number of A events in the crowded calendar. Unless it was to be part of a bigger review of A events, this idea was rejected. ACTION – None.</i></p> <p>4. <i>The old timescale for finding hosts, areas, officials etc. for major events has disappeared and a new one is currently on hold as in practice, it is very difficult to meet the deadlines hoped for. EShG just about manages to find hosts on time but beyond this it is difficult. Some essentials with realistic timescales are to be built into the timetable that exists for EShG.</i></p> <p>5. <i>The initial area suggested by EAOA for the British Middles 2017 was rejected after an unfavourable terrain assessment. Wendover Woods, a SCOA area nearby, was offered as an alternative but EAOA will not run the event there. The intention is to try and run the event at Wendover with volunteer officials and help from anywhere. Some support has been offered already.</i></p>	<p>MH/CD</p> <p>MC/ EShG</p>
<p>EOG Sub Agenda</p> <ul style="list-style-type: none"> • <i>2015 Northern Championships requires an E&CC decision as a 'deviation' from Competition Rule I has been formally requested. by Tony Thornley - Approved by E&CC - EW to inform TT</i> • Following submission of the Terrain Assessment Report the proposed area of Rushmere for 2017 BMDC has been withdrawn by the Regional Association. Another competition area in an adjoining Region is under consideration and a host Club may be required - this matter is ongoing with EShG, EP&PG and EOG currently involved in finding a suitable and successful resolution for this particular Major Event matter. • TSARs for six Level A Events in 2016 and 2017 have been received re 2016 British Night Championships at Cademan and Thringstone Woods (RC), 2016 Midlands Championships (CD), 2016 British Orienteering Championships at Brown Clee Hill (MD), 2016 British Relay Championships at Brown Clee Hill (MF), 2017 British Sprint Championships at Campbell Park and Springfield (HC), and 2017 Northern Championships at Mulgrave Woods (TT). The Controllers of these Events were thanked for their work in undertaking and completing the TSARs. • Since the last E&CC meeting in November no post-Event Reports from Controllers and/or IOF Event Advisers for forwarding from EOG to EP&PG have been received. • EW, by the end of 2014, had gathered together a range of training course material from a variety of sources and these are now available on a CD on request from either EW or from the National Office Administrator. The updating of Organiser Training Course materials into a set of modules by EW has been discontinued following appointment of Consultant to deliver the brief of 'Organiser Training' materials. BE, amongst others, was thanked for his input. 	<p>MC</p> <p>MC</p> <p>EW</p> <p>MC/EW/ CP</p>

- Following on from the current 'Organiser Training' project it is hoped that at some time in the future funding may be made available for the development of training course materials for Planners, Controllers and Mappers by outside Consultants.
- Attendance at an Event Safety and Welfare Workshop, in the light of advice from Insurers for British Orienteering to MH and the Board, is to be made a mandatory requirement for all Organisers, Planners, Controllers and other key officials of all Levels of Events registered with British Orienteering via ESchG and National Office. EW agreed to amend the text where required of Appendix C: Event Officials and Appendix E: Event Safety - draft text to be submitted to HE following approval by CJ as Chair of E&CC.
- 2016 Midland Championships: Organiser approved and appointment of a Mentor agreed. Planner of this Event with 10 years' experience also approved. BE and EW to find Map Adviser for 2015 BMDC following request from James Cullane as Planner of the Event Completed post meeting.
- *Have received overnight a TSAR from Mike Forrest re 2016 BRC - together with a TSAR from Ray Collins re 2016 BNC at Cademan and Thringstone*
- *The appointed Grade A Controllers for 2016-2017 to date are:*
 2016 BOC + UKOL - Mark Dyer (BOK)
 2016 BRC - Mike Forrest (BOK)
 2016 BSpC + UKOL - Steve McKinley (SN)
 2016 BMDC + UKOL - Katy Stubbs (BKO)
 2016 CSPC&T Final - Allan Williams (WCH)
 2017 JK Day 1 Sprints + UKOL - Allan Williams (WCH)
 2017 BRC - Simon Thompson (HOC)
 2017 BMDC + UKOL - Hedley Calderbank (HH)
- Ted Finch appointed IOF Event Advisor Days 1 / 2 of Schiehallion Weekend in June 2015.

EW

MH Enews is circulated to all Club & Association Chairs and Secretaries and members who specifically request it.

DM We must meet the challenge to keep BO on a firm financial footing with good plans for the future. Sports funding from 2017 may be taken away and given to an outside organisation to support Orienteering or we may be given nothing at all.

Sally Pygott Major Events Manager

To keep you up to speed with the Organiser Training project that SP and Craig are progressing, I am pleased to let you know that after receiving some very interesting proposals and future consultation and meetings with each company we have awarded the project to Dan McAuley of VAYOPS Ltd. We are in the early stages of making arrangements for Dan to spend some time meeting staff, Board members and I'm sure he may wish to have conversations with some of E&CC, in order to get a broader understanding of British Orienteering.

1. Major Event Officials Conference:

- *1 day conference*
- *Date booked for Saturday 5th September at Holiday Inn Derby/Nottingham*
- *Programme TBA-please send topics/suggestions for me to consider to be covered at the conference.*

2. Organiser Training:

- *Consultant now appointed: Dan McAuley from VAYOPS Limited*
- *Myself and Craig will be providing Dan with a list of key contacts including members from E&CC, EOG and EP&PG as part of the consultation exercise*
- *Objectives are:*
 - *Design & deliver bespoke organiser training with activities for each of the Levels*
 - *Provide bespoke materials e.g. training package/workbook on appropriate media*
 - *Coordinate course redesign*

	<ul style="list-style-type: none"> ○ <i>Deliver tutor training</i> ○ <i>Support tutors first delivery</i> ○ <i>Provide collated, electronic, post-training feedback report</i> ○ <i>Ensure logging of training into British Orienteering database</i> ○ <i>Follow up with delegates at a suitable period after training</i> <p>3. Major Events 2015:</p> <ul style="list-style-type: none"> ● <i>JK-there have been significant issues that have had to be dealt with, involving considerable time from myself and Mike</i> ● <i>BOC-no issues to report, on track to deliver a good event</i> ● <i>British Sprint & Middle-no issues to report</i> ● <i>Evaluation-in-line with the Board reviewing British Orienteering Vision and Strategy, I will be carrying out an evaluation covering all the Major Events and UKOL, to be sent out to members and participants mid-end of May.</i> <p>HE has circulated a list of Rule and Appendix changes for 2015 which are effective on publication, subject to Board approval.</p> <p>GG is progressing Elite matters</p>	<p>SP</p> <p>HE</p> <p>GG</p>
5	Any Other Business – none	
6	<p>Meeting closed at 16.06</p> <p>Next Meetings</p> <ul style="list-style-type: none"> - Strategy 6th June 2015 in Bertha Wright Room at Carrs Lane, Birmingham - General 21st November 2015 in Room 3 at Carrs Lane, Birmingham 	<p>CJ</p>