

## EVENTS AND COMPETITONS COMMITTEE

Minutes of Meeting held on Saturday 20<sup>th</sup> February 2016 at Carrs Lane Centre, Birmingham.

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

- 1 **Apologies for Absence:** Sally Pygott, Major Events Manager (SP), Graham Gristwood (GG)
- 2 **Chairman's Opening Comments:** CJ welcomed everyone and said we will use the outcome of Actions from previous meetings and the Sub-committee reports (appended) to keep minutes to a minimum. The Board's Vision for the future should now be finalized at their June Meeting and will form the basis of our July meeting.
- 3 **Operational Matters**
  - **Actions carried forward from previous meetings:**
  - **Rules:** It was noted that the Competition Rules for the British Sprint Championships had not been updated on the website to take account of possible changes for 2016. **Action: BE/HE**
  - The Board has decreed no Rule changes before 2017, other than corrections. CP will re-check David May's report to ascertain which operational changes can be made to the British Sprint Championships. **Action: CP**
  - **Day 2 of JK** as a Middle Distance to have broader consultation for future years. Already agreed for 2017. MC to take this to ESchG meeting in 3 weeks for further discussion with Associations, reporting back to July 3 meeting of E&CC. **Action: MC/ESchG**
  - **WRE:** Protocol Document re applications to hold WRE in UK agreed. CP to circulate Regional Fixture Secretaries and email requests. WRE can include Level B events. Document about WRE to be included in British Orienteering library for events **Action: CP**
  - **Rankings:** MH/TS awaiting meeting with the developer **Action: MH/TS**
  - **Sprint Relays:** Logistics of Sprint and Middle distance BOC on same weekend.. ESchG to decide whether flexibility is possible. MC to come back to E&CC **Action: MC/ESchG**
  - **Membership:** Where Open Club has members in different Associations, the Club must make it clear to which Association the club belongs for purpose of certain competitions. To be clear in competition Rules. TS to see what changes are necessary **Action: TS**
  - **Event Safety Workshop:** This is mandatory for all Event Officials by 1<sup>st</sup> January. 2017
  - **Training for Different Levels of Officials:** Training for Organisers to be discussed at next meeting. Simplification is needed overall. Agenda item. **Action: CJ**
  - The Yvette Baker Trophy Coordinator role has now been taken on by Sarah Mansel.

- **Elite Matters:** David Schorah is willing to take over GG's role in E&CC
- **Major Events:** Conference - attendance criteria to be reviewed in the Rules/Guidelines. It was suggested that more Officials may wish to attend. MH to remove the clauses in Appendix C – Event Officials that currently require attendance at the British Orienteering (Major) Event Conference from 1.2 (14.8) Organisers and 1.3 (14.9) Planners at Level A. Identify Conference Organiser once maternity cover is arranged for SP. Likely date 17/18 September **Action: MH**

#### 4. Updates from Groups:

- **EPP:** No major issues. Applications received for further WREs from GG.
- **ESchG:** Nothing to add
- **ESysG:** Consensus that contactless cards should not be used with contact cards. Advice to be put on website with immediate effect that the two types of card must not be used in same class. Has to be Rule for BOC. TS will send text to MH, for input to Board and upload to website following approval. **Action: TS/MH**
- **EOG:** Struggle to get people to commit to being Controllers, and then upgrading to higher level. Clubs and Associations need to encourage them.
- **Elite:** Changing course criteria for JK has knock on effect on Rules. BE and TS to discuss and go back to GG and Jackie Newton with a solution. **Action: BE/TS**
- **Board update:** DM – Strategic Plan. As Government funding ceases, British Orienteering needs to become self-sufficient with implication on funding, Staffing, Competition and Committees. Strategy will focus on competition and we should have details in time for July meeting **Action: MH/DM**

#### 5. Strategic Issues

The Board should complete its Vision and Strategy for the future of the sport at its June 2016 meeting when we should be able to further discuss future plans. Agenda item for E&CC on 2<sup>nd</sup> July meeting.

**Action: CJ**

- **Rules:** Discussed at length. Areas covered simplification of Competition Rules which are for competitors and Rules for Organisers, Planners and Controllers. Urgent need to make it easier to follow for new Event Officials. Also simplification of the essential Rules for those new to Orienteering as a competitive sport. How to handle changes and process of dealing with getting changes on website. CJ has set up working group with Chris Johnson (BOK) (CJo) and MH. TS & BE to contact CJo with a view to furthering project. **Action: TS/BE/CJo/MH**
- **Volunteer Development:** Need to develop more localised training opportunities for Volunteers to encourage Event Officials for the future. Volunteer Champions for each Association being put in place. Craig Anthony and Judith Holt are progressing volunteer development
- **Something Old and Something New:** Only 2 Clubs and 1 individual commented on CJ's article. MH's response to a member of LOC will be in next Focus to be published shortly. CJ to contact LOC and SROC re their emails to him. **Action: CJ**  
Once we have Vision and Strategy we will be able to discuss further. **Action: All**

#### 6. Any Other Business: None

**Next Meetings:** 2<sup>nd</sup> July 2016 in Margaret Rowland Room, and 12<sup>th</sup> November 2016 in Bertha Wright Room, both Carr's Lane Church Centre, Birmingham

**Action: CJ**

The Meeting closed at 16.00

## **Appendix to E&CC Committee Meeting Minutes of 20<sup>th</sup> February 2016 of individual Reports**

### ***E&CC Chris James, Chair***

#### **Tasks Concluded since November 2015**

- Issued minutes of E&CC meeting 19<sup>th</sup> November 2015
- Updated E&CC details on BO website – 30<sup>th</sup> November 2015
- E-mail to Associations re Development of Officials for Level A & B events - 30<sup>th</sup> November 2015
- Attended the pilot Organiser Training Course in Bristol 14<sup>th</sup> December 2015
- Article on the origins of the JK for Focus Spring 2016 & JK 2016 Event Details
- Reminder re expense submission – 14<sup>th</sup> January 2016
- Sending Preliminary notice of E&CC meeting 19/02/16 – 15th January 2016
- Report on operation of E&CC as part of "Committees and Steering Groups" for the Board

#### **Tasks Progressing update (all on-going)**

- Responding to enquires and delegating to members of E&CC as appropriate
- Need to encourage Associations to collaborate on Developing Officials for Level A & B Events
- Rules simplification project meeting – 12<sup>th</sup> January 2016
- Progress LOC response to Focus article – 28<sup>th</sup> January 2016
- Planning for Older Competitors
- Increasing participation – Army Orienteering
- Progressing Succession for Graham Gristwood
- Work on pilot for Organising Orienteering Events Course
- Date and venue for MEC 2016 to be proposed
- Encouraging the movement of juniors from the School/League activities on into Clubs and main stream Orienteering. – Meeting 5<sup>th</sup> March 2016
- Liaising with Mike Hamilton on Strategy
- Supporting Sally in her development work on Major Events

#### **Tasks Planned but not yet started**

- Recognition that for "Something Old" we need:
  - Succession Planning for Major Events
  - Freedom to run Level C & Level D to suit local needs
  - Colour Coded Courses Structure Simplification
  - A more flexible approach to planning courses for the older competitors
- Recognition that for "Something New" we need:
  - Developing themes from Focus article – Mike Hamilton on or after 5<sup>th</sup> February 2016
  - Demanding and meaningful events with stiff competition
  - Prestigious races with dynamic and vibrant prizes
  - Entry fees, selection criteria and volume of participants which encourage professionalism
  - Simplicity of rules and guidelines (inevitably simpler than O can ever be)
  - An attractive image
  - Good press coverage

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### ***E&PP – Chris Phillips, Chair***

Nothing to report

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### ***EShG – Mike Cope, Chair***

Some of this has not changed much since the last E&CC meeting as EShG have not met.

#### **Tasks concluded since Nov 2015**

1. A few problems dealt with – HIs, CSC heat rearranged, other clashes and extras.
2. Provisional agenda sent out for ESG meeting on 12 March.
3. Lists and planners updated.

4. IOF adviser and WRE mentioned in Major Events timeline.

### **Tasks progressing update**

1. Much updating of events in the database in preparation for 12 March meeting continues.
2. Home Internationals problems – timing and overload in Wales.
3. British Middles 2017 at Wendover. Terrain assessment accepted. Some officials appointed. Still no organiser.
4. Sprint/Middle weekend and Mixed Sprint Relays to be discussed again at next meeting.
5. Key dates for 2019 will hopefully be filled in by next EShG meeting in March.
6. Timeline for Major Events to be checked again at next EShG meeting.
7. Cannot claim that I have done much but there is now contact between EShG and others concerning UKEOL, Junior UKEOL, WRE, and selection events.

### **Tasks planned but not yet started**

1. Need to sort out a better way of getting officials appointed for events earlier in cooperation with EOG. It has to fit in with forward scheduling and so far it has not been possible to catch up.
2. Junior competition rotations need better forward planning.
3. Succession planning for a new EShG chair.

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### **EOG – Ernie Williams, Chair**

#### **(a) Tasks Concluded since November:**

(i) IOF WRE - Protocol and Guidelines - drafted by CP, amended by EW, and then further amended by MH - distributed to E&CC in February 2016.

(ii) IOF WRE Event Adviser Courses - responses received forwarded to Chair and Co-Chair of E&CC - can be briefly summarised as British Orienteering and/or Regions to make available financial aid for Course Fees and, if at all possible, travel and accommodation.

(iii) Rule Changes - E&CC agreed in November 2015 amendments to Appendix C re need for all Event Officials at all Levels A to D to attend an Event Safety & Welfare Workshop by 1st January 2017 which was sent to Board for ratification at December 2015 Meeting - Board forwarded to HE for amendments to be made re 2016 Rules and Appendices. Following publication EW approached in person and by email in January 2016 re clarification of changes to Rules and Appendices and date stating requirement for ES&W qualification by 1<sup>st</sup> January 2016. A detailed statement was drafted by EW and sent to National Office for distribution to Chairs of all Clubs - MH incorporated sections of the statement for February 2016 edition of Mike's eNews, under header 'Insurance & Event Officials'. Also, comments have been received that 2016 Rules are headed '2014 Rules'.

(iv) Contact with Associations with regard to training and other matters within EOG remit undertaken but also see 'Tasks Progressing' and 'Tasks Planned' for further detail.

#### **(b) Tasks Progressing update:**

- (i) Appointment of Controllers to Level A Events 2016 - 2017:
- 2016 Scottish Championships - Colin Matheson (MOR)
  - 2016 Southern Championships – Peter Nicholls (GO)
  - 2017 British Night Championships – Dick Carmichael (TINTO) tbc
  - 2017 Northern Championships – Ted Finch (FVO) tbc
  - 2017 JK Day 2 – Andy Yeates (WCH)
  - 2017 British Long Championships -Mike Forrest (BOK)
  - 2017 Scottish Championships – David Rosen – (SROC) (NB: First England based Controller appointed in a decade)
  - 2017 British Sprint Championships – Colin Duckworth (TVOC)
  - 2017 CompassSport Cup and Trophy Final – Roger Hargreaves (KERNO) tbc
  - 2017 Southern Championships – Peter Brett (DEVON)

Controllers for 2017 Midlands Championships and 2017 JK Days 3 and 4 still being sought. Also, approaches have been made to more than one Controller re 2018 British Night Championships and 2018 Midland Championships but no positive responses to date (13-02-2016). Controller appointments for 2018 Level A Events other than these two Major Events to be undertaken as soon as can be arranged.

- Approval of Planners for Level A Events and receipt of 'O' Experience CVs:  
2016 Southern Championships at Fritham & Island Thorns - received from Terry Smith (SOC) and forwarded to EP&PG;  
2017 Midland Championships at Bentley Wood - received from Anne Straube (OD) and forwarded to EP&PG;  
2017 British Middle Championships at Wendover Woods – received from Mark Thompson and Co-Planner Peter Riches (TVOC) received and forwarded to EP&PG;  
2017 Southern Championships at Highland Water – the appointment with a specific proviso agreed at EP&PG and EOG level of a need for a Level A experienced Planning Adviser to be appointed for Co-Planners Simon Bevan and Nick Bosbury (SOC) - requires a verbal summary of action to date and discussion within E&CC.

(iii) Distribution and receipt of Terrain Suitability Assessment Reports – receipt of TSARs continues to be spasmodic but when supplied by appointed Controllers demonstrates the importance re reporting on competition area, mapping, and available facilities including car parking.

(iv) All Regional Associations requested to supply details of Training Courses and Workshops June 2014 to June 2016 - those Associations who have not yet responded will hopefully do so following publication and distribution of Mike's eNews, February 2016 which contains a reminder to do so.

(v) Contact details of Grade A Controllers to be appointed to Juries for Level A Events distributed to Event Organisers as and when required.

(vi) Seeding of Juniors re 'Gold Times' made available and forwarded to Major Events Manager and to be supplied to Organisers of Yvette Baker Trophy Regional Rounds.

### **(c) Tasks Planned but not yet started:**

(i) Requirement that **all** registered Level A Events to have contact details, preferably of Coordinator/Organiser, and, if available Planner or Co-Planners, at the time of registration or very shortly thereafter. This would be of very real assistance to Chairs of EschG and EOG as well as to others such as Controllers and Major Events Manager.

(ii) Liaison with others (CEO/Board/E&CC/MEM/Regional Association Chairs) to determine availability of training opportunities to allow Grade B Controllers to upgrade to Grade A for Level A Events i.e. re-establishment of MEOC at either national or regional level, also to include training opportunities for prospective Level A and Level B Event Planners. Also training opportunities for Level C and Level D Event Planners and Grade B and Grade C Controllers, using Board approved training materials available to Associations and Clubs for Course/Workshop Tutors/Leaders.

(iii) Review by Associations of availability and willingness of Grade A to be appointed for Level A Events – this is required as there are Grade A Controllers listed in National Office database who have not Controlled a Level A Event for some years or, due to age, infirmity, or ill-health of a spouse/partner, have indicated their unavailability. Also availability and willingness of Grade B Controllers to be appointed to act as Controller (with Mentor) or Assistant Controller for Level A Events, prior to upgrading to Grade A needs to be investigated at Regional Association level.

(iv) Future EOG membership and succession planning.

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### **Event Systems Group – Terry Smith, Chair**

#### **Tasks Concluded since Nov 2015**

- MAG has **approved digital printing of the maps for the BOC2016 Relays.**
- MAG has offered advice to Colin Drury ref 2016 CompassSport Cup Final on **control circle size for 1:7,500 maps** and **mapping of bramble.**
- I have provided input to the debate on the use of **mixed contact and touch-free SI dibbers** at events.

### Tasks Progressing update (all on-going)

- Initiated the **2015 Mapping Awards** process with help from Scott Parker of BOF Office and David Olivant. Deadline for submission was midnight 14/02/2016. Judges are Bruce Bryant, Mike Elliott and Rod Postlethwaite. Judging is due to be complete by 28<sup>th</sup> Feb in order to have sufficient lead time for making the awards at JK2016. I am building on David Olivant's foundations to document the process, including a schedule, for others who might take on the role of managing this activity in the future.
- I have highlighted an apparent discrepancy between the published **specification for files submitted for ranking** and the operation of the ranking system. Mike Hamilton has undertaken to review this with the website developer. The aim is to either modify the specification or revise the ranking system process.
- Raised the issue of **mixing contact and touch-free** punching at events with TAG. The consensus so far is that within any competition class, all competitors should use either contact or touch-free punching. The two types should not be mixed because of the potentially significant time-advantage of touch-free. This applies to any punching system. We need to capture an agreed position in the BOF Rules at the earliest opportunity.
- I've invited TAG to consider any **lessons to be learnt from WOC2015** that might be applicable to other BOF events.
- MAG has provided comment to Erik Peckett as our representative on the **IOF Mapping Committee** with reference to a draft revision to ISOM. This included discussion on control circle size for different scale maps.
- I have initiated a discussion within MAG regarding the justification for the requirement that all maps for **Level A events should be printed by offset-litho**. The quality of digital printing continues to advance and seems a pragmatic and cost-effective alternative, especially for the ultra-short print runs for relay maps. I hope to reach a consensus where we are able to establish technical criteria that the printed map should meet and that this should form the decision-making basis rather than the method of printing. This may enable us to devolve the technical review of map quality to Controllers. However, this should be done with the option to refer to the extensive experience available within MAG.

### Tasks Planned but not yet started

- **Accreditation of officials.** On hold.
- **Membership structure.** On hold.
- **Definition of Event Levels.** On hold.
- **I(S)SOM Interpretation.** Invite members of MAG to document their experience and advice to share with others.
- **Rules.** Please see considerations below.

### Considerations for managing BOF Rules

I have set out my personal thoughts below on opportunities to improve the way we manage the Rules of Orienteering. I am very much aligned with the sentiments that David May has shared in the last week and I know others have similar views. I accept that many members consider the Rules to be too complicated. The challenge is for them to suggest something they will be happy with.

I am also aware that the Rules reflect strategic decisions such as Event Levels and the roles of officials. Consequently, I feel we may be wise to seek views from a wide range of members before making any fundamental changes. However, some of the items below relate to the process of managing the Rules and are essentially independent of the underlying strategy. Your thoughts and comments are most welcome.

- Avoid deviation from IOF rules wherever possible.
- Remove "advice"; focus on what needs to be done.
- Include the basis for each rule (hidden text). (Maintains "Corporate memory" when the rule is challenged or an exception is requested).
- Avoid repetition; write a requirement once only.
- Allow indexing of the entire Rules and Appendices to help users find what they need.

- Incorporate a work process for changing the Rules.
- Incorporate a process for waiving a Rule.
- Incorporate a process for changing a rule at short notice. This should include notification to officials and members as appropriate.
- Define the attributes that differentiate events by standard.
- Include a glossary of defined terms, e.g. the differences between course, class, Age-Class and Age-Group.
- Clearly define the roles, responsibilities, qualifications and demonstrated competencies required of Officials.
- Document a process to be followed, with consequences, if the Rules are unreasonably or unjustifiable ignored to the detriment of the competitors.
- Each individual Rule should be justifiable, practical and enforceable. If not, remove it.
- Consider adopting staged Rules, i.e. base Rules that apply to all events and other rules that apply to events of higher expected standards.
- **Critically, we need a body of experienced members who are given the responsibility and authority for managing, maintaining, adjudicating on and interpreting the Rules.**

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#### **Report for E&CC meeting - Barry Elkington**

##### **Actions from the November meeting**

- 1) British Middle and Sprint - The 2015 version of the Rules are now on the BOF website; all be it sometime after the events.
- 2) "CP had implemented changes to the Rules. BE to ensure they reach HE for publication." Chris does not think that he has implemented any changes to the Rules, hence no action taken.
- 3) The Yvette Baker Trophy Coordinator role has now been taken on by Sarah Mansel and a draft role description produced. An item promoting this year's event has been published on the BOF web site.

##### **Other input**

- 4) Chris's article in Focus on Rule simplification has no doubt generated some feedback. We have to decide how we are going to handle wider discussions on the suggestions that we receive as this cannot be done just on the basis that one or two individuals think something is a good idea.
- 5) Need to progress the "Owners of the Competition Rules" process.
  - Events which are competitions in their own right, e.g. British Championships, Harvester.
  - Competitions which are simply based on a compilation of the results of individual events, e.g. UKOL.
  - Incentive Schemes, e.g. The Badge Scheme. (Is the Ranking system a competition or an incentive scheme?)

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#### **Report for E&CC meeting - Graham Gristwood**

##### **Tasks completed**

- Written guidelines for British Mixed Sprint Relay Champs
- Developed a trail British Mixed Sprint Relay Champs with SYO to take place in June
- UK Elite Orienteering League 2016 now has 4 World Ranking Events thanks to Northern Champs and Scottish Spring getting WR status, and Sprint Scotland also has 2, so we have the full quota which should be the target each year.

##### **Proposals for E&CC Meeting (see supporting document attached)**

- Split M/W18-20 from M/W21 at the JK

- New M/W18-20 class should have winning times in line with JWOC at JK (and British Champs)
- Ensure M/W21 meets winning times guidelines at JK (and British Champs)
- Elite relay should have winning time in line with WOC/World Cup at JK (and British) - Suggest 36-32-36 for example

## **Working On**

- UK Elite Orienteering League 2017
- Succession

## **From previous minutes**

"Rules Issues: Should we assign someone to look at Guideline changes to British Relays? The Guidelines for JK and BOK Relays should be looked at together. MH has asked GG to look at World Cup and World Championship Rules/Guidelines. We need more analysis from Talent Programme and Development. Easter is too early and JK becomes selection races. GG to link with Jackie Newton (JN) to ascertain what is needed and what should link in with WRE."

- MH has not responded to my email requesting a conversation.
- I reattach the document I submitted for previous meeting which has input from the Talent and Development Programme, including text from a email from Jackie Newton supporting the document, and the JWOC, World Cup and World Championship Rules/Guidelines for course lengths.

**I would like a decision on the proposals at this meeting please. We have input from the elite runners, as well as the Talent and Performance Program.**

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## ***Report from Sally Pygott, Major Events Manager for E&CC meeting***

Start maternity leave on 1<sup>st</sup> April 2016, anticipated return to work mid-February 2017

### **Tasks concluded since Nov 2015**

1. Updated Event Safety Workshop rules handout
2. Updated Event Safety Workshop Tutor procedures document
3. UKOL marketing & promotion request/guidance and UKOL results guidance sent out to the contact listed on the British Orienteering fixtures website, contact for the organising club website master or club results secretary of the competitions.
4. Major Event Manager maternity cover role advertised to progress new events, closing date 28<sup>th</sup> February
5. Entries for British Sprint & Middle Champs due to open on 1<sup>st</sup> March through Fabian4

### **Tasks progressing update**

1. Partnership agreement yet to be signed by SEOA for British Sprint & Middle Champs, been chasing since November 2015.
2. Still in negotiations with London Legacy Development Corporation for access to the South Park, due to possible music event in the stadium.
3. Financial arrangements still to be agreed for JKs, clarification from the board about the Super-levy
4. Initial phone call with Linda Pakuls who is taking on the role of Coordinator for JK2017
5. Working with Andy Yeates and Allan Williams to identify land owners in North Wales for JK2018
6. Re-writing JK agreement
7. Elizabeth Barnes, niece of Jan Kjellström to spectate at JK2016 Day 1, present prizes and give a talk in the evening, before the AGM

### **Tasks planned but not yet started**

1. Major Event Officials Conference-flagged up with E&CC that I won't be here to organise.