

EVENTS AND COMPETITONS COMMITTEE

Ratified Minutes of Meeting held on Saturday 15th November 2014 at Carrs Lane Centre, Birmingham.

Present: Chris James, Chairman (CJ), Mike Hamilton, British Orienteering CEO (MH), Mike Cope (MC), Barry Elkington (BE), Peter Hornsby (PH), David Maliphant, British Orienteering Board Rep (DM), Chris Phillips (CP), Terry Smith (TS), 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
<p>1 Apologies for Absence: Graham Gristwood (GG), David Olivant (DO), Sally Pygott Major Events Manager (SP)</p>	
<p>2 Chairman’s Input: CJ welcomed everyone, in particular, David Maliphant as elected British Orienteering and Representative to his first meeting. Matters arising and actions from the Minutes of the Meeting held on 17th May are covered under the Agenda. TS indicated that this would be his last attendance at E&CC, though he would remain a consulting member. CJ thanked him for all his work for the Committee and Orienteering in general. CJ to write to TS & DO who has resigned as Chair of MAG. No response was received to the Advertisement on British Orienteering website for his replacement. Fresh efforts will be made to find Chairs for MAG and TAG.</p> <p>The Board and CJ felt it is important to have a Co-Chair of E&CC and CP is willing to take this responsibility so that there is cover at all times on operational matters. Both will receive any email communication addressed to E&CC Chair</p>	<p>CJ/CP/MH</p>
<p>3 E&CC Structure Update –</p> <p><u>Composition.</u> The published list of E&CC to be updated on the Website and again when new Chairs of MAG and TAG are in place. As E&CC makes decisions for Competitions and Events across the whole of the UK we need to show there is no Regional bias. The only group within E&CC with 12 regional reps is ESchG. We also link with Graeme Ackland for Scotland, David Pal for Wales and Stephen Gilmore for Ireland. There is a need to ensure that Regions do receive reports and an opportunity to raise points. Associations do appear to be willing to approach members of E&CC. MC feels all Associations should be sent E&CC minutes although these are available on British Orienteering website, but there is the question on whether information is passed to clubs. Association Secretaries should be more of a link between E&CC and Clubs. E&CC would like to strengthen the role the regions have in communicating with clubs. It is part of their remit and they now understand that they are not being ignored and we should strengthen the link. Copies of minutes to go to Association Secretaries so that they can be communicated to Clubs as well as being on the British Orienteering website.</p> <p>Overall E&CC is making progress with its main objectives. It is important to get the message to British Orienteering members that the Board has delegated responsibility to the committee for decisions related to Events and Competitions. CJ as Chairman and on behalf of the Committee then delegates authority, responsibility and accountability to each member of the Committee who is in turn accountable to the Chair just as the Chair and Committee is accountable to the Board. Club members should approach CJ or Committee members and we must respond quickly, either with the answer or a holding reply until the answer is found. CJ requested that if a job can’t be done, please indicate as soon as possible so that someone else can take it on. We must all do our best to keep people informed. Communication is important.</p>	<p>CJ Assoc- iation Secs</p> <p>All</p>

<p>We should be aware of who is responsible for what and communicate that to members. <i>Note: email E&CCChair@britishorienteering.org.uk for CJ and CP and E&CC@britishorienteering.org.uk for all E&CC members are now operational</i></p>	<p>MH</p>
<p><u>Strategy.</u></p>	
<p>Biggest gap in future is likely to be finding qualified people to become officials at Major Events. Meeting broke into 3 groups to discuss various aspects of events and competitions. Notably whether there are gaps in the work areas which we are doing and how we are constructed as a committee.</p>	
<p>Volunteer Link: We have a number of people acting as volunteers linked to E&CC and need a volunteer coordinator within the committee to ensure communication with this growing number of volunteers. Person within E&CC should make contact with specific volunteer, such as Rules to Carol and Helen so that volunteers feel supported and not disenfranchised. They should also be included on our E&CC list on the website.</p>	<p>PH</p>
<p>In terms of Mapping, Coaching and Rules we should consider a user attached to each group in addition to the technical people, keeping a gender and demographic balance where possible.</p>	<p>PH</p>
<p>Rule Change Strategy: Rules have to be dealt with at E&CC level as they are so important. We have Carol Edwards (CE), who receives queries and requests for amendments to the Rules of Orienteering, Appendices to the Rules of Orienteering and Competition Rules. ESysG to review and ratify proposals. PH to identify who will take responsibility to see proposal is appropriate and necessary before ratification by E&CC for passing to Helen Errington (HE) for redrafting and submission to the Board for ratification. Need to be proactive rather than reactive. Important to hear about rule changes going to IOF so we do not receive fait accompli and have no chance to into discussion. Membership to be informed of the changed process for raising queries on rules after ratification by the Board.</p>	<p>PH</p>
<p>Rule Change Operational: The following were considered –</p> <p style="padding-left: 40px;">Rules of Orienteering for all orienteering events Appendices to same as guidelines of best practice for Event Officials Competition Rules for each specific event</p>	
<p>EP&P to review Appendices to Rules of Orienteering to ensure that they do reflect best practice for Event Officials. Competition Rules are for specific events, each of which has its own set of rules. We need to be aware of users of the Rules of Orienteering, of insurance conditions, and of health and safety considerations. If Orienteers do not follow these, it could leave British Orienteering (and members) vulnerable with legal responsibility. If something goes wrong it would be on the organiser's own head rather than British Orienteering and so we need to make organisers aware. Needs are complex and we need a comprehensive strategy. If separate rules are provided for different groups of competitors, it could make life difficult in organising events. We need to be more proactive in ensuring Competition Rules are adhered to and The Rules of Orienteering are followed.</p>	<p>CP/MC</p>
<p>Find motivated volunteers one to look at simplifying Rules of Orienteering and Competition Rules and another to reflect the needs of all groups to ensure that these cover all aspects. They will report to EP&P and ESchG who will put a strategy and framework brief together to carry this forward. We should consult with the whole membership in order to present updated Rules of Rules of Orienteering and Competition Rules for 2016/2017, following ratification by the Board.</p>	<p>CJ/MH</p>
<p>Rules: Explanatory notes to be appended to show changes. We need an authorisation process to ensure Rules Changes are made (see above). Keep Carol Edwards informed.</p>	<p>HE</p>

	<p>Training and education is being worked on. EW is updating this and keeping all informed. EW to consider seeking a volunteer for this specific role. We need someone responsible for developing modules. SP's responsibility is for major events, not for the technical aspects within those events. We need to be sure that E&CC and British Orienteering are giving out the same message and work together to provide the correct information to members.</p> <p>Mapping and coaching groups are asked to identify perceived gaps from users' perspective and inform EW. Information should be on website giving point of contact for all materials. EW to continue to contact all Associations to get further response on gaps and then update the material. British Orienteering to consider locally delivered 3 hour modules as being the most effective delivery for training members.</p> <p>Commercial orienteering. Should we be looking at it in more detail? It is not our responsibility as it is commercial. We need to represent our views to the Board and work with commercial enterprise. The Robin Hood event was a success as local club worked with Red Bull to ensure it worked for orienteering. Sponsorship and Commercial are 2 different things. Peter Buckley, Commercial Manager may be able to advise on the way the world of O is changing via Focus.</p> <p>Coaching. Can be left with British Orienteering and other Steering Groups.</p>	<p>EW/MH</p> <p>EW</p> <p>DM/PB</p> <p>MH</p>
4	<p>Major Events: MH gave a summary of SP's report on the Major Events Conference. It was observed that some presenters had been at a previous Conference. It is important to get a wide perspective to ensure that no bias is perceived in choice of commercial companies. It is probably good practice to rotate around suppliers although it is appropriate on some occasions to have the same speaker again.</p> <p>Venue excellent and reaction at conference was very good. Members of E&CC were there to talk / listen to views as networking with members is very important. Feedback very positive.</p> <p>Should members not involved in current major events be allowed to attend MEC? SP felt she had the right people there to cover the next 3 years' events and attendee numbers can be limited by venue. It was suggested that the next most relevant people can be included if space allows.</p> <p>Partnership Agreements Sometimes difficult to get these signed. Budgets can be a problem as some events will result in a loss when fewer competitors take part. We need to be pragmatic when taking decisions.</p> <p>It was agreed that in future major event partnerships should be made between British Orienteering and the Regional Association rather than with the club. The Association can then support the delivery of the event.</p> <p>Reviewing Major Events. Do we have right implements in place to review how an event has gone? Major Events will have a jury who should be independent and able to stand back and give a review of how the event has gone to officials. Competitors are not often aware of problems that go on in the background. The jury should be able to talk to officials and competitors to find out what has happened. SP is MEM and should do the bulk of the review; E&CC should have their own overview, particularly on the technical orienteering side. E&CC feedback to CP so that he can liaise with SP. EW had received reports on Events (JK 2014 and Race the Castles) from a Controller and IOF Event Advisers - it was agreed that all such reports should be forwarded to EP&P for review and, if required, response.</p> <p>Accounts to be published in brief format to show that a loss was made on 2014 British Orienteering Championships.</p>	<p>SP</p> <p>CP/SP</p>

<p>Major Events Timeline: CP and EW happy with SP's "Timeline". Objective to enable ESchG to plan ahead as an overall framework.</p> <p>SOA Event Delivery Plan: Members invited to consider the SOA approach to events.</p> <p>Staff integration with Volunteers. Membership is being educated that there is a role for someone like SP who can provide a wider view on events and how to make them more consistent. She has asked that our roles and responsibilities be set out so that she knows to whom she should address queries which come to her.</p> <p>Programming: Qualifications database was discussed at last ESchG. Not up to date as there is no guide on who should update the database. Guidance exists for coaching but not for some aspects of EOG. Association Fixtures secretaries to annually check organiser and B & C controller qualifications for updating the list and sending request to Cerianne. We need to be clear on rules for updates whether a qualification is ongoing or time limited. CP and EW to make a set of rules and circulate to committee which must be viable. Give Associations a bit of flexibility in applying the qualification rules.</p> <p>Robin Hood Event run by Red Bull discussed as was it felt that the rules were not being followed. E.g. the area was embargoed. Red Bull were going to hold the event and local club felt that it was better to be involved and ensure the orienteering aspect was done properly and the event was very successful. CEO of Red Bull in Switzerland is an orienteer. DO felt that Red Bull has learnt a lot about how orienteering operates and it should be easier in future.</p> <p>Appointment of Safety Officers: CP gave input on Safety at MEC. It is an important issue to ensure that officers attend Event Safety Workshops. We have to work with local Safety Officials and we should appoint Safety Officers for each Major Event.</p> <p>WRE 2016: Item on British Orienteering website inviting clubs and Associations to propose events. Benefit is to elite but how will these best fit in with international programme?</p> <p>Jennie Taylor: She is to attend EP&P Meeting in January. CP tasked to set up group to look at JK long term strategy which is progressing.</p> <p>Elite League: GG asked if we can use a sub-set of UKOL events to make an Elite League. It was agreed he should go ahead. GG to propose new name for League and generate publicity copy for E&CC approval before advertising on British Orienteering website. British Orienteering to advertise it. Results can be done within existing system as a category. Decision will be made electronically. Publicity in Focus is a minimum. It was agreed that GG should speak with Jackie Newton about a similar competition for juniors.</p> <p>Major Event Updates 2015</p> <p>David Urch is proposing draft website material for BOC next year WRE in NIO has 2 Event Advisors in place</p> <p>Officials: SP needs to be supported should problems with officials arise so that timely action can be taken by Associations and E&CC. It is recognised that E&CC cannot force officials to follow guidance and good practice; we can only raise concerns as early as possible and support Associations and SP in order to work within present Competition Rules, taking a pragmatic course if necessary. The competitors must be kept informed of any proposed deviation from the Competition Rules before entering the event. Should problems arise the Official's responsible will have their accreditation / license re-examined.</p>	<p>All</p> <p>CJ</p> <p>MC CP/EW</p> <p>CP/EW</p> <p>MH</p> <p>CP</p> <p>All GG</p> <p>SP/EW</p>
--	--

<p>BOC sprints have grown and should now be responsibility of the Association rather than Club. We have the capacity for reports if we need them and if things are not going as we wish them we can take action. Or if SP has any concern about capability of Event Officials then she should raise these with EOG.</p> <p>The course tables for both British Sprint and Middle Distance Championships are no longer suitable due to the increase in competitor numbers since they were written. BE was tasked with following this up to see whether SP had discussed this with the event officials for these events so that we do not have the course overloading that occurred in the 2014 events. (There is also an update to the Middle Distance Rules regarding awarding of medals to the M/W18s and 20s).</p> <p>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.</p>	<p>SP/EW</p> <p>BE</p> <p>MH</p>
<p>Appointment of controllers</p> <p>CSC Final in 2015 in NWOA - Andy Yeates (to attend an Event Safety Course)</p> <p>2016 BOC Night - Ray Collins 2016 Midland Championships - Charles Daniel JK 2016: all covered: Day 1 - Mark Garside Day 2 - Adrian Barnes Day 3 - Ray Barnes Day 4 -Paul Taylor - a positive Terrain Assessment report has been received. Northern Champs 2016 - Tony Thornley 2016 BOC Long - Mark Dyer 2016 BOC Relay - Mike Forrest 2016 BOC Sprint - Steve McKinley 2016 BOC Middle - Katy Stubbs - availability to be confirmed 2017 BOC Sprint - Hedley Calderbank has agreed to undertake Terrain Assessment 2017 BOC Middle - Hedley Calderbank.</p>	
<p>MC and EW maintaining a list of contact details.</p> <p>Officials Approved</p> <p>Andy Yeates (WCH) formally upgraded from Controller Grade B to Controller Grade A. John Britton (MDOC) formally upgraded from Controller Grade B to Controller Grade A. EW to contact Andy and John to confirm the Committee's decision.</p>	<p>EW/MC</p>
<p>Andrew Evans (DFOK): Andrew has indicated that he does not, at present, match planning requirements but has every intention to do so by 2016. Michael Chopping (RAFO): controlled (with John Bennison as mentor) 2014 Midland Championships - to be invited to attend 2015 MEC. Alice Bedwell (BOK): has not yet responded to initial invitation to upgrade following JK 2014 Day 3.</p>	<p>EW</p>
<p>IOF Event Advisors: all appointed for 2015. EW supplies list of all Grade A Controllers and IOF Event Advisors to Coordinators/Organisers for Jury selection and they must select from the list and inform EW who has been selected.</p>	<p>Assoc- iations</p>
<p>Organisers' Training</p> <p>EW redrafted first module for organisers at Level C & D events which could be used by people running course. Volunteer required to go through what is available, identify gaps and recommend action. Rewrite where necessary. Aim to get set of Modules to be promoted and be available to everyone. No feedback received from any course for</p>	

<p>2014 so far. Association Secretaries to ensure feedback to EOG following every course and to let EW and Cerianne at National Office know who has attended the course.</p>	<p>EW</p>
<p>Planners have no official accreditation qualification. EW has re-written it and will do amendments for Appendix C and then send them to committee.</p>	<p>EW</p>
<p>Midland Champs 2014. Terrain and bracken unsuitable for 21E course, unfortunately all elite courses were missed out. CP sent an explanation to family of W18/21 affected explaining situation. It was noted there is a Competition Rule to cover such a problem.</p>	
<p>Sprint Control Stakes, JK 2015 Day 1. Query about validity of South Ribble plastic stakes with numbers on side. David Rosen is Planner. It fits in with Rules, but does not work well with Sprints having numbers on side only. The IOF advisor, Mike Forrest (MF) will need to approve their use.</p>	<p>CP/MF</p>
<p>IOF seminars - No funding available from British Orienteering to attend.</p>	
<p>Scheduling: Midlands Championships has to be a Level A event and will rotate between East and West Midlands and leave East Anglia out. EA have been asked if they are prepared to put it on as a level A Event. They can have it if they make it an A Event.</p>	<p>MC</p>
<p>BOC 2017 will clash with World Masters, but cannot be helped. Audit at last meeting showed what each Region can put on. MC still trying to schedule everything he has been given and is succeeding at the moment. ESchG does a very good job.</p>	
<p>2016 CSC. Still no decision about where the final will be. Difficult at the moment to get answers on where events will take place in Scotland as they are all engaged with WOC and S6D.</p>	<p>EW</p>
<p>Event Systems: PH will send copy of JK 2014 map scale survey to E&CC. DO and PH have looked at whether the questionnaire needs changes for next year, particularly question of sight problems.</p>	<p>DO/PH</p>
<p>Responsibility for specific Rules for Juniors, Seniors and Elites. It is not clear to whom these groups are reporting. Who is responsible for Junior orienteering input? Seniors seem to be happy with what happens. GG and GA have taken on board looking after Elite because they really want to and have responsibility to generate decisions. Linked in with all there are Rules of Orienteering and Competition Rules. All of which we need to check for consistency, as Competition Rules can be very specific. There is a need to clarify what is mandatory and what is guidance. See Rule Change Strategy above.</p>	
<p>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.</p>	<p>MH</p>
<p>Map Advisory: Thanks to DO for his contribution to MAG. Post advertised for replacement – no replies. It will be managed for the time being from ESysG. DO will stay on within MAG. Will also involve GG. PH to call Group meeting in order to elect a Chair. PH will put issues to whole group and if no one to deal, then will deal personally.</p>	<p>PH</p>
<p>Robert Dove approached CJ at Club Conference as he is concerned there are Map</p>	

	<p>Advisors in place. PH will appoint a member of MAG to be responsible. PH to contact Robert Dove, to gain access to fully documented system in place. The Map Advising system is not MAG imposing their will, merely an advisory system which people have found very useful. There is a very good map course which is available to be delivered.</p> <p>Technical: Succession Planning - CP and TS have had correspondence on this. Promoting needs to clubs and regions which they can use to update members skills. A role for British Orienteering to provide a skeleton document for Clubs and Associations to keep up to date. We do need to encourage everyone to look to developing officials for the future. EW has contacted all the listed Grade A to check their availability and “O” event commitments for at least the next three years. We could be faced with a Major Event with no official fully qualified to run the event. It is a big commitment for a volunteer, especially if it is a WRE.</p> <p>There is a need to reward event officials to make sure they feel valued. Recognising the good work that people have done. Public acknowledgement and a written “thank you” would be a very good start.</p> <p>UKOL scoring: GG reported it is easier to gain points if you go to a smaller event so it needs to be clear how scoring is done to make it fair. Some people use this to rise in the League. We have to accept that people will always seek ways to maximize their personal opportunity.</p> <p>Rankings. TS attempting to consider and justify any changes in system. Given British Orienteering’s limited budgets, members should be invited through Focus for inputs, priorities and suggestions.</p> <p>Event levels: Clear criteria are set out, but it may need further clarification of the differences between the 4 levels.</p> <p>Committee Members Inputs:</p> <p>Board Liaison: DM still feels he has some catch up to do, but feels the link is good. Will be looking at the AGM structure. DM keeps Martin Ward in touch with E&CC matters and issues. Any changes to AGM structure or the method of making proposals would need an Article change.</p> <p>Overview:</p> <p>Major Events Conference expenses: It was clarified that any expense for Officials at the Major Events Conference can be claimed providing it has been accounted for in the Event Budget. In the short term Associations are asked to meet these claims until the event has taken place.</p>	<p>MH</p> <p>TS/CP</p> <p>EW</p> <p>All Officials</p> <p>TS</p> <p>CP</p> <p>DM</p>
5	<p>Strategic (long term issues – Report on Progress)</p> <p>Future meetings: Strategic Issues should be discussed at the commencement of the meeting and time allocated for each member to put forward his Group’s issues.</p> <p>The key issue of supplying an adequate number of Major Event Officials for the future should be started with Clubs and Associations undertaking succession planning. Thus the skills and competencies of members need to be monitored and managed In order to keep abreast of the future supply of event officials at all levels Simplification of events would be ideal, but we are constrained by regulations and laws imposed by external bodies, such as Sport bodies and also Health and Safety Issues etc.</p> <p>What can we do without at a major event, say live results and TV screens. However, with competitors we need to be aware of what is a safety issue and what is a discipline</p>	<p>CJ</p>

	<p>issue. Safety Advisory Groups (SAGs) can be very supportive, in particular for a multi-day event and we must continue to engage with them at the earliest opportunity as they feel we are ahead of many organisations in our approach to safety. Could use a future Club and Association Conference to share views on safety matters and differences between the 4 levels of event.</p>	MH
6	<p>Meeting closed at 16.15</p> <p>Next Meeting</p> <p>We need to meet more often in order to keep abreast of everything.</p> <ul style="list-style-type: none"> - 21st March 2015 at Carr's Lane, Birmingham - Chair to evolve a more structured approach to handle detailed matters. 	CJ