

EVENTS AND COMPETITONS COMMITTEE

Minutes of Meeting held on Saturday 17th May 2014 at Carrs Lane Centre, Birmingham.

Present: Chris James, Chairman (CJ), Mike Hamilton, BOF CEO (MH), Barry Elkington (BE), Peter Hornsby (PH), 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
1	Apologies for Absence: Graham Gristwood (GG), Mike Cope (MC), David Olivant (DO), Sally Pygott (SP), Martin Ward (MW)
2 (a)	The minutes of the meeting on 1 st February were agreed, with some matters arising covered in the Agenda. CJ felt that the Lakeland Orienteering Club (LOC) proposal regarding map scale change which was passed at the AGM raises issues of governance which will be discussed by the Board at their next meeting. This will also require amendment to the Rules for 2015 by Helen Errington (HE) who will prepare drafting for E&CC and Board for inclusion. September deadline for Board approval. A brief discussion on JK was held and will be discussed more fully when all reports are available.
2 (b)	Chairman's Input: CJ welcomed everyone and briefly outlined the agenda. Made progress with Event Delivery Plan (EDP). Are we structured to go forward? We need to ensure that things are put in place for Major Events in very good time, rather than firefighting as we have in the past year. E&CC should look at what needs to be in place 3 to 4 years ahead and what can be left to a shorter timescale.
3	<p>E&CC Structure Update –</p> <p><u>Composition.</u> The Board representative will be chosen at the meeting due shortly. The current membership of E&CC, with Board authority, has evolved from original composition. The 3 Chairmen of the current Groups have been drawn into the main Committee. It would be good to have representation from Scotland, Northern Ireland and Wales, even if only by email. Better exchange now of information between the Groups and sub-Groups of E&CC. Getting commitment from officials 3 years ahead would make life easier. Post meeting Stephen Gilmore of NIOA will be liaison.</p> <p><u>Operational Approach.</u> E&CC current structure acts cohesively but needs to look to the current and future programme and is making progress. Have we the right people, what do we need to change? How often do we meet face to face? Any other broad issues? Each of Home Nations involved have differences in legal terms which may become more of an issue if Scotland gains independence. Volunteers have taken on roles out with the Committee, which work well. All Home Nations can be included on this basis if people are unable/willing to travel to meetings. Volunteers unable to act within a role should say so, rather than let things slip. A member of the main committee should keep in touch with each of them to ensure feedback. Important to differentiate between Strategic and Operational needs; E&CC to concentrate on Strategy and devolve Operational needs to others.</p> <p><u>Major Event Conference.</u> SP will host a Major Events Conference in September over 2 days subject to finance. Perhaps Regions/Clubs can help finance their participants. There will be a pre meeting on 4th June with SP to discuss the conference which will be her responsibility. We need a theme for the conference -focus on what the orienteer wants and not the technical detail. We need to look at what is family friendly.</p>

	<p>Networking is very important.</p> <p><u>Strategy.</u> Something we do not have is an operating brief that says JK needs to be family friendly, which is something the Scottish 6 Days does have. We need to ask: Why are we doing this? What are the objectives? Do we want a BOC arranged on finding the very best orienteering focused on competition, or should they be open to all? JK is set up to give both, whilst BOC is set up for a purpose. We need to ask the Regional reps to raise significant issues at each meeting so they feel involved. Need to look at how these roles are defined and their responsibility.</p>	<p>All</p>
4	<p>Events Delivery Plan Progress</p> <p>MC has feedback from 11 out of 12 regions. Down to 9 regions with good terrain. Care not to use certain regions too often and cause burnout of volunteers. Maybe argument for more central organization to take burden from the Regions particularly smaller Associations.</p> <p>JK 2016 and 2017 Regions are identified. Problem with getting Regions to sign partnership agreements which may need more clarification. We need a strategy; then a promotional or marketing plan. Culture change is needed to set up a common formula for running Major Events. Small committee to sit down and sort out an overall strategy for JK as the biggest event. CP to set up an initial group to discuss strategy and agree principles and then involve SP/HE/ PB (Peter Buckley) who have a particular responsibility which will be taken to Regions following Board approval. Strategy needs to incorporate needs of individuals, clubs and regions including what support is needed from E&CC and the Centre. We need a local coordinator and technical experts. Then devise what is needed locally, because that defines what local people can do. We can do a lot of work to save local volunteers, by involving members from different Regions. CP to keep E&CC informed on progress</p> <p>Thanks to MC for his hard work in putting together his report and also to Nev Myers</p>	<p>CP</p> <p>CJ</p>
5	<p>Matters for Consideration:</p> <p>a) JK 2014 Can be significantly delivered out of Region. Further discussion will take place once all reports are available. Some operational difficulties, in technical terms, such as a need for Technical Co-ordinator and an Equipment Officer. Training of JK and Major Event Officials needs to be addressed. Need to look are role of Safety Officer. Katy Dyer (KD) as Safety Officer did an excellent job. Thanks to Katy for her work. Also to all other officials for their time and effort.</p> <p>JK 2014 Map Survey Ended this week and we now have the final results PH will circulate report to all committee. Main theme about clarity, very little about scale. We will repeat the exercise again next year as we have discussed. Sprint map printing had complaints. Digital printing of sprint maps allowed because of late changes, but quality of paper poor resulting in some blurring. Survey to be published after checking.</p> <p>b) JK 2015 Officials. Concerns about Official with no experience of Level A event. Support will be offered in form of a mentor. EW will consult his list of Level A Controllers. It is significant enough to be a Board concern as at the end of the day it is Board responsibility if anything goes wrong. We cannot give a WRE ranking event if we are not happy that it will be delivered properly. WRE application can be on back burner until the Autumn. Mindful of the World Champs next year and the best opportunities for our athletes, we should be driven by what is best for the British Squad and need to involve Sarah Hague (SH) to understand requirements. Day 1 is WRE, Day 3 clarification of officials needed before deciding WRE status</p>	<p>EW</p> <p>CJ</p> <p>PH</p> <p>EW</p> <p>CP/SP/</p>

<p>because of ramifications to British Orienteering. Offer support in areas then if they decline offer then will not be put it forward as a WRE. <u>WRE 2015</u>. Discussion on other possible WRE events including 2 in England, and one from Lagan Valley for same weekend as Irish Championships for a Sprint race. Nothing from Scotland which will be followed up by CP. <u>Developing Major Officials</u>. EW to contact all Association Chair/Secretary/Development Officer/Controller Co-ordinator re current Event Officials requirements being met and request contact details for Association's person i/c Controllers within Region. Also to request details of all training courses held in 2013 and planned for 2014 and 2015 plus recommend an annual Training Day to cover Event Safety/Organisers/Planners/ Controllers/Mapping and surveying - especially for Level B and C Events</p>	<p>SH</p> <p>CP</p> <p>EW</p>
<p>c) Operation of EP&P – ESchG The main difference between the 2 committees is that EP&P is strategic and ESchG is operational. EP&P role not defined clearly and with Caroline and Peter we should begin to change this. EP&P is more operational so E&CC has taken on the role. Meeting regularly with SP should help. ESchG is operational, we need to focus on strategy and then devolve from there. We need to change culture tie up with lead competitors for 2017. EP&P did lot of work on audit, which MC collated. We need to talk about JK within the group, Need to know who to involve to set up strategy and then look at how to achieve it. ESchG still fire fighting. Need to dissect MC's report and come back with recommendations. Involve SP to move forward. ESchG - not all Fixtures Secs give views of clubs rather than personal ones. Time delay on Focus, reporting what has happened rather than future events.</p>	<p>CP/SP</p>
<p>d) Invitation to Host – bidding as opposed to invitation. Not discussed</p>	
<p>e) Clarifying Level A and B requirements Is SP clear about we mean by these Levels? We need a strategy before talking about this subject. Level A means all the whistles and bells. Strategy dictates what requirements are. Need to involve SP/SH</p>	<p>EW/SP/SH</p>
<p>f) Review UKOL – Can we get somebody to promote this?</p>	<p>BE</p>
<p>g) Training and Appointing Major Event Officials – Do we have the resources? There are a number of points. We have training material on CD from Centre, but need opportunity to go on courses e.g. Event Safety, Controllers etc. Are Associations training as we have no feedback? Necessary to keep things up to scratch. EW to ask all 12 regions. Mentoring, helping and assisting. We need to agree promotional aspects and orienteers' needs for the Major Events. Look at contracts and how they are allocated. 4 volunteers do an incredible amount of work to cover the ground. Good mentors needed within our Grade A controllers. Also terrain checks to assess suitability. Additional people have come forward as Grade B and we need to encourage them to come to Major Events Conference. Officials proposed for BOC – all approved. Should try to include an Inter-Regional Grade A Controller Course. EW aided by Katy Stubbs and David May, to check, review and update all existing material held at National Office and recommend changes re Organisers/Planners/Controllers. Grade B survey - only those in SWOAWO/NIOA still to be contacted -to date response rate only 25% -good news that survey has found four Grade B able and willing to act as Assistant Controller/Event Controller with mentor: John Britton MDOC JK 2015 Day 1 (Assistant) Alice Bedwell BOK JK 2014 Day 3 (Controller with mentor) Michael Chopping RAFO 2014 Midland Championships (Controller with mentor) Andy Yeates WCH EW to check all Grade A Controllers availability for Terrain Assessment Review and Report and also to act as mentor to Grade B Controller as shown in b) above. Appointments confirmed: BOC 2015</p>	<p>EW/KS/DM</p> <p>EW</p>

	<p>British Night Championships: Planner - Chris Burden AIRE</p> <p>British Orienteering Championships Organise -, Katy Dyer BOK Planner Mark Dyer BOK</p> <p>British Relay Championships Organiser, Howard Thomas BOK Planner, Mike Forrest BOK</p> <p>British Sprint Championships: Sprint Championships: Controller - David May SLOW Planner - Katy Stubbs BKO</p> <p>British Middle Distance Championships Organiser, Neville Baker TVOC</p> <p>h) Brief discussion about the lack of training material available for Planners above Level C. Noted that present requirements for event officials are based principally previous experience with no requirement to demonstrate competence. This has particular implications for the map scale rule change which devolves decision making from MAG to planners who potentially lack the skills and competence to make the appropriate decisions. EW and BE to liaise re drafting requirements for implementation of Planners Grading/ Licensing as per Organisers and Controllers. EW to check if feedback from Course Leaders and attendees at Training Courses is being forwarded to National Office - forms to do this are part of the Training Course materials packs/CD files.</p> <p>i) Rule Change Procedure – TS to look at the rankings system consider implication for current rules and changes that might be necessary to be consistent with meeting the objectives of the ranking system. Specific criteria might be appropriate for each level of event depending on the need to ensure fair competition for ranking purposes. Look at the existing ranking system first, with cost in mind, before changing the Rules. The Ranking work group to write a summary of Ranking system in layman’s terms. TS to get commitment from the work group to justify any changes they propose and provide evidence that the changes will meet their intent in order to build case for change to be put to the Board. A lot of work for little payback it is not worth it. <u>Results have to be sent into BOF within one week to be counted in the Rankings.</u></p> <p>j) Electronic Punching Review – Something yet to kick off. There are some factual inaccuracies in the current guidance. David Rosen (DR) agreed that TAG will take over ownership of document. TS’s proposal for the TAG is to extract any guidance that is generic, i.e. independent of the specific electronic punching system into one section and cover EPS specifics separately.</p> <p>k) Urban Event Rules – Paul Frost raised a question and CE is looking at this.</p> <p>l) Mapping Advisory Group – Status and Scope - Not currently dealing with broader area such as Map Advisers. Did cover this until 2010. As DO has come to end of term of office. Remit for replacement required through proper procedure. Thank DO for introductory Mapping training document. This document needs final approval. Talked about training – Volunteer Needs Group recognized that training has not been kept up over last couple of years. Work Hilary Palmer (HP) and HE have done is nearly ready to be published. Package has to include feedback. Needs to be tested before general issue. (TS Club could act as trialists)</p> <p><u>Information to Regions needs to go to Secretary as well as Regional Chairmen.</u></p> <p>m) iOrienteering – not missed the boat, but we are involved in negotiations with</p>	<p>MAG</p> <p>EW/BE</p> <p>TS</p> <p>TS</p> <p>CE</p> <p>CJ</p> <p>HP/HE</p> <p>TS</p>
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	<p>larger organizations. Some packages do only part of the job. We need to concentrate on something that is good and worthwhile. Sports Council are now looking at it again.</p> <p>n) Investment in GPS tracking – BOF would prefer to buy in the service rather than purchase outright which will be more financially viable as it will be necessary for WOC 2015, but would only be used for major events subsequently. Look at an ongoing contract for future. Might get sponsorship. Advice from IoF is to buy in service.</p> <p>o) SP feedback – all dealt with under other headings. Tendering and awarding contracts. Seeking advice / information and approval from SP. People approaching SP should be referred to MAG on mapping issues.</p>	<p>MH</p> <p>MH</p> <p>SP SP/DO</p>
6a	<p>Detailed agenda items from September 2013 meeting:</p> <ul style="list-style-type: none"> - Budget Control. Well under limit. Each committee to meet when needed - The dispensation for JK 2016 was for the Saturday to be a Middle Distance race for all competitors rather than just the Elite. We had proposed at the Sept Meeting a survey of the membership, at JK 2014, on the changes. This was held back because of the need to survey on map scales. 	<p>MH/CJ</p> <p>MC</p>
7	<p>Any Other Business</p> <p>Map Printing - Board needs to look at broad issues and make a decision. Also entry fees. LOC request an exception to the Rules to allow them to use digital printing for JK 2015. Sent in samples of digital prints, but quality is not good. We should say No to digital printing as this is a Major Event. Mapper should insist on litho printing. Steve Barrett agrees. No compromise on cost for JK as this is a premier event. We need to appoint Map Advisors early enough for them to be effective. Rule change to include competent controller, planner, etc. CJ to contact Dick Towler</p>	<p>DO/PH CE/HE</p> <p>CJ</p>
8	<p>Next Face to Face Meeting</p> <ul style="list-style-type: none"> - 15th November 2014 at Carr's Lane, Birmingham - Summarise all emails that come in to keep everyone involved - 	<p>CJ</p>

The meeting closed at 16.10

18th October – Club and Association Conference which is likely to concentrate on events

Project Box:

2 (b)	Event Delivery Plan. Establish outline of Level A events 4 years ahead.	All
3	E&CC Structure Update – overall approach Major Events Conference – meeting 4 th June Strategy – operating brief	
6 (a)	JK 2016 – Middle distance race for all	MC
5 (f)	Review UKOL	BE
5 (h)	Training	
5 (l)	iOrienteering : Sports Council update	MH
5(m)	GPS Tracking – buy in service for World Championships	
6 (a)	Budget control	
4 (b)	Map Survey – circulate results	PH
7	Map Printing	
3	E&CC structure Update: Obtain representation from Scotland, Northern Ireland and Wales if only by email.	CJ
4	Thank Mike Cope and Nev Myers for work on EDP	
5 (a)	Thank Katy Dyer and all officials for work at JK	
5 (k)	Thank David Olivant for introductory Training Document	
6 (a)	Budget control	
7	Contact Dick Towler re Map clarity	
8	Summarise all emails that come in to keep everyone informed	
5 (g)	Training material for planners above Level C	DO / MAG
5 (n)	SP should refer enquiries about mapping to MAG	
7	Map Printing: LOC request for exception for JK	
4	JK 2016 & 17. – Set up group to prepare overall strategy for events	CP
5 (b)	JK Officials - Local and out of region officials Involve Sarah Hague in what is needed from WRE events	
5 (c)	Operation of EP&P and ESchG	

5 (c)	Operation of EP&P and ESchG with CP	SP
5 (h)	Rule Change Procedures – Ranking List with TS	
5 (i)	Electronic Punching Review with TS	
5 (k)	MAG – TS club to trial Mapping training from document being prepared?	
5(n)	Tendering and awarding contracts. Refer enquiries about mapping to MAG	
5 (h)	Rule Change Procedures – Ranking List	TS
5 (i)	Electronic Punching Review	
5 (k)	MAG – TS club to trial Mapping training from document being prepared?	
5 (a)	JK – operational difficulties	EW
5 (b)	JK Officials – training	
5 (e)	Level A and B requirements	
5 (g)	Training of officials	
2 (a)	Rule change for Map Scales following AGM ready for Board by September	HE
5 (k)	Urban event rules Mapping Advisory Group – training material (project with Hilary Palmer)	CE/HE
7	Map Printing – Rule change to include competent controller, planner etc.	