

**Event Scheduling Group Meeting Minutes
12:30 pm Saturday 14 March 2015
at Hotel IBIS Birmingham**



1. Chairman's opening comments, welcome and introductions.

All welcomed. Ursula is taking over as EMOA fixtures secretary from Paul. Terry continues to be acting AFS for SOA until someone is appointed.

2. Record of persons present, and apologies.

Mike Cope (MC) – Chairman of the Event Scheduling Group (ESG) and YHOA
David Pal (DP) - WOA
Paul Beresford (PB) – EMOA
Anthony Biggs (TB) – EAOA
Richard Sansbury (RJS) – SWOA
Richard Sharp (RES) – SCOA
Duncan Archer (DA) – NEOA
Philip Gristwood (PAG) – SEOA
Allan Williams (AW) – WMOA
Ursula Williamson (UW) - EMOA
Jean Payne (JP) – NWOA for Dick
Chris Philips (CP) – Events and Competitions Committee Representative

Apologies

Dick Towler (DT) – NWOA
Terry O'Brien (TO) - SOA
Joe McClure (JM) – NIOA
Sally Pygott (SP) – Major Events Manager

3. Declaration of interests and any other business.

MC YHOA rep and ESG chair, PG chair of EOC and SEOA rep. All group members have been sent a BO declaration of interests form to complete as soon as possible.

4. Minutes of Fixtures Group meeting held on 18 October 2014.

- a. Accuracy. Minutes accepted as an accurate record.
- b. Actions from meeting.

4. MC to ask E&CC for any audit comments. Done but little to report.

5. MC/CP to make enquiries about qualifications updating. Ongoing.

8. MC/CP to check on what needs to be done to make JK Saturday a middle in 2017. Being done + printing change for Sprints. Some query as to whether this should be a permanent change or an option. Group members generally supportive of a permanent change to make Saturday a middle, but also a feeling that it should be tried first to gauge membership feelings.

8. MC to check that SOA are OK for BOC/BRC in 2018 and ask for dates. Progress made – details in planners.

8. RJS to get dates for SWOA Brit Spr/Mid 2018. Some dates now suggested – details in planners.

8. MC to chase up terrain assessment for Brit Middle 2017. Done but now problems. Details below.

8. DP to ask WOA again if they want to combine BNC with Welsh Champs in 2018, or MC to ask YHOA about combining with Northern Champs, or PG/HC about combining with Southern Champs. Progress with WOA and a BNC offer.

8. TB to ask EAOA again about Mid Champs 2019, MC/CP to ask E&CC again for B dispensation. Mid Champs must be an A so will in future just rotate between WMOA and EMOA.

9. MC/DP/RS/AW/BB to check on last UKOLs for 2017. Nearly there but still some decisions to be made.

10. All to ask again about CSCF 2016. Now sorted out for 2016 and 2017.

10. Most AFS to identify CSC heat area for 2016 asap. Approximate areas identified – for discussion below.

11. AW/BB/PB/TB/DP/RS/PG/HC - YBT 2015 heats need to be identified. Done.

11. PPJTR. PB to ask EMOA for 2016, RS to ask SCOA for 2017. Provisional answers – see below for changes.

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11. All AFS asked to look at the junior rota beyond 2017. Discuss at meeting.
 12. MC to check with NIOA and SOA about 2017 HI dates. SOA OK and a partial answer from NIOA. If held alongside NIOC (as they will be in 2015), then LVO are due to host in 2016 and FermO in 2017.
 13. RS and HC/PAG to sort out Jan 31 2016 clash. Done
 16. MC to check with BO office about where CFS distribution list comes from. Done – from those with CFS access.
 17. CP to take Red Bull problem to E&CC. Done.
5. Overview of all rotations.
- Rotation plans discussed. Agreements changed to black on BO planner which means that most are settled up to 2020. BNC, CSCF, Harvester do not have rotation plans.
6. JK, British Long/Middle/Sprint/Night Champs, Area Champs. Confirmations of hosts beyond 2017.
- After the unfavourable terrain assessment for the EAOA area offered, SCOA has offered 2 possible areas which could be used by a club/association outside SCOA. EAOA has rejected this solution (though they will still do the Sprints), but efforts are to be made to find either individuals or another club to do it. Wendover preferred as easier arrangements for parking and the date of event need not change. Checks have been made as to whether the area is likely to get an acceptable TAR, though this can only be confirmed when one is done. Already possibilities for planner(s), safety officer, and FE permissions.
- SBOC offer for BNC in 2018 with a supporting UKOL event from SWOC but not on same weekend as Welsh Champs.
- PAG chasing up SEOA JK plans/areas for 2017. Cooperation between WMOA and WOA for 2018 JK is ongoing.
- SOA can do BOC/BRC 2018 on 5/6 May at Balmoral – to proceed with permissions.
- NWOA have problems with an area for BRC 2017 but will be working on it after JK 2015.
- Provisional dates in for most A events in 2018. MC to get a date and host club for Northern Champs - preferably a date later in the year.
7. A event officials and Terrain Assessment Reports.
- In terms of planning responsibilities ahead, we are mostly managing to work to the 4 years ahead wanted by E&CC. However, for getting areas, officials, terrain assessments done, we are still behind. A timeline for Major Events was started but has not been finalised. MC to chase up.
- With reference to the list of areas and officials, there are lots of gaps. A few were filled in, some are being worked on, and just where we are with terrain assessments is not fully known.
8. UK Orienteering League and Year Outline Plans.
- a. 2016 - plans to be finalised.
All agreed for 2016. Southern Champs/Caddihoe Chase weekend to count as 2 events even though second day has a chasing start. MC will liaise with SP later in year to ensure all details are correct for publication.
 - b. 2017 – what else is needed for UKOL.
Almost all settled for 2017. AW to confirm with organisers that SinS is included. MC to confirm with AIRE.
 - c. 2018 – major event dates to get in.
With most dates provisionally fixed, plans are coming together. Gaps in May/June/July and Sept/Oct/Nov. Some ideas to be followed up and considered – Northern Champs, CoL and NW event on Sefton coast. Mention of gaps to be made in newsletter so that decisions can be made from all possibilities at next meeting.
9. Replacements for FCC and UK Cup.
- A draft plan had been circulated to all and then the article about it was in the Spring 2015 edition of Focus. Leagues are to be a subset of UKOL as far as possible and if necessary made up with other events already in the

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calendar. ESG will not sort out events for the new leagues, but will keep an eye to ensure that there looks to be enough suitable in the calendar for new league organisers to be able to put a programme together. DA confirmed that there looked to be enough to choose from for 2016 and 2017.

10. Compass Sport Cup and Trophy – distribution of heats for 2016 and 2017. Hosts for finals in the future. Comments and rota from PG.

Some improvement had been made for 2016 by moving the YHOA heat north and having SYO take on the final. Although some other heats were close, it was thought that travel would be acceptable and clubs could be distributed between them. Although PG's plan looked OK for the north, it was much more complex in the south. It was noted that all associations had a rota except for SCOA and SWOA. It was agreed that early information before clubs got down to permissions and planning ought to solve some problems of distribution. MC to ask for likely 2017 details after Easter this year. Known as likely already – NE – CLOK, EM – DVO, WM – WCH, SE – HH.

Finals for 2016 and 2017 now OK. MC to ask in newsletter for future hosts.

11. Junior competitions timetable and rotations for the next few years.

2016 PPJTR not quite confirmed yet. EMOA can probably do it, but it will have most likely have to be Walesby again. Some relief in that COBOC will take it on again in Sutton Park for 2017.

Suggested rotations can do little more than show North, South, Midlands at the moment. All AFS to consider if more detail can be added by assigning an association/club to each. MC to mention in newsletter. No firm rotations though so any club can offer to do any.

12. Other ESG scheduled events on the main planner for A and listed B events 2016 – 2017.

Harvester will be mentioned in newsletter but not pushed if no club comes forward.

HI rota OK but some details for MC to chase up.

13. Other level B events requested by clubs/associations. All B events up to Dec 2016 should be finalised. Any later requests can be made known and added to the database but not confirmed.

No problems in adding requests made. Confirmed up to end of 2016. Any late additions are required very quickly. A number of B plans for 2017 and 2018 are provisionally in the database and this is to be encouraged since it makes other planning much easier.

14. Items to mention from other groups/meetings etc. - E&CC, EP&PG.

- a. U16 at urban events/road crossings.

This is a concern. Some organisers may not have been following the rules. Plan is that rules will be clarified but all AFS could do their best to get the message across to clubs. Is there a difference between running on a pavement alongside a road and crossing it?

- b. Volunteer strategy/list of volunteers.

Concern that who does what/ is responsible for what is not always known. MC to raise this at E&CC to try and get a list made.

- c. Accreditation/licensing of event officials.

A paper was circulated to all by CP. It contains aspirations of where BO wants to be with organisers, planners, controllers at all events. Event Safety Training should have been done by all organisers, controllers and planners as well as an appropriate course for their role. Recognised that there is much to do to achieve this. It will take time and not all is in place to achieve it yet. Will on-line training modules be developed and acceptable for some roles? Still some concern about updating qualifications – some information sent in to BO but still appears not to get done.

- d. JK strategy.

EP&PG is working on this to make clearer what JK is trying to achieve.

- e. WRE events.

UK can now nominate 6 events per year. Possible for other than the big A events to apply. Any applications or enquiries should go to CP. AFS could encourage applications where appropriate.

- f. Embargo variations.

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There are now 4 of these to request permission for from E&CC. CSCF 2016 will be 17 days out, if Wendover is used for Brit Mid 2017 then only 17 month embargo, BOC/BRC 2018 at Balmoral will mean a 23 month embargo, Charlton Forest for JK 2017 will be OK except for the longest courses which are likely to use an area previously used 23 months earlier. Can we assume that 24 months means 2 orienteering years which would mean that only one of these embargo queries is of concern?

g. Other matters mentioned. Recent advice in Mike's Enews is that competitors at night events must carry a whistle, backup lighting, and reflective clothing for urban night orienteering, and that organisers should check that competitors have these. The safety appendix of the rules implies this but the rules will soon be made clearer. Insurers do expect that events are being delivered according to the rules. There could be a problem if an incident occurred and rules were not being followed.

15. Any BO fixtures database issues.

None.

Newsletter for Club Fixtures Secretaries.

Will be done as usual. A few items noted above for inclusion.

16. Any other business.

None.

17. Dates of next meetings – agreed as 17 October 2015 and 12 March 2016.

ACTIONS

6. MC/CP/PAG to follow up Wendover plans for British Middles.
6. DP/AW to continue with plans for WM JK 2018 in Wales.
6. MC to get a date and host club for Northern Champs preferably later in the year.
7. MC to chase up Major Events timeline and try to get more updated details about areas, officials and terrain assessments.
8. MC to check all 2016 UKOL details in Aug/Sept.
8. AW to confirm with organisers that SinS is included in UKOL 2017.
8. MC/JP/PAG to look at further UKOL 2018 possibilities including newsletter mention for MC.
10. MC to ask for 2017 information after Easter.
10. MC to ask for 2018 onwards hosts for CSCF in newsletter.
11. UW to get confirmation that EMOA will do PPJTR in 2016.
11. All AFS to try and add better detail than Nth, Sth, Mid for junior events. MC to mention junior events in newsletter.
12. MC/JM to check on HI plans for 2016 and 2017 with NIOA.
14. MC to take embargo problems to E&CC.
14. All AFS to pass on concerns about rules – U16s at urbans and night event requirements.
14. All AFS could consider events for WRE status.