

Event Scheduling Group Meeting Minutes
12:30 pm Saturday 15 March 2014
Carrs Lane Church Centre, Birmingham



1. Chairman's opening comments, welcome and introductions.
2. Record of persons present, and apologies. Travel claims and our budget.

Mike Cope – Chairman of the Event Scheduling Group (ESG) and YHOA
Paul Caban – SOA
Dick Towler – NWOA
Duncan Archer – NEOA
David Pal - WOA
Allan Williams – WMOA
Paul Beresford – EMOA
Anthony Biggs – EAOA
Richard Sansbury – SWOA
Richard Sharp – SCOA
Philip Gristwood – SEOA

Apologies

Joe McClure – NIOA
Chris Philips – Events and Competitions Committee Representative
Sally Pygott – Major Events Manager

Travel claims are best submitted electronically to BO office. ESG budget is now part of the overall E&CC budget and there should be sufficient funds for the group to meet twice per year as normal.

3. Declaration of interests and any other business.

MC YHOA rep and ESG chair, PG chair of EOC and SEOA rep.

4. Minutes of Fixtures Group meeting held on 19 October 2013.

- a. Accuracy. The previous minutes were agreed as an accurate record.
- b. Actions from meeting.

5. CP/MC to pass on and consider concerns expressed over the Event Delivery Plan's National Audit when devising it. Done.
 5. MC to adjust ToR as necessary and pass on to E&CC. Done.
 6. CP to make E&CC aware of the suggestions concerning changes to Major Event finances. It is known that an agreement has been reached for JK 2015.
 8. CP/MC to ask EP&PG/E&CC whether there is any flexibility in having the Sprint and Middle Champs on the same weekend. E&CC prefers that they should not be split but it could be done if a real problem providing Spr and Mid with something else big e.g an Area Champs.
 8. JIRCs 2014 still to be sorted. Done thanks to an offer by LOC.
 9. AW, PB and TB need to check that regions can accept this new Midlands Champs rota suggestion. Done but still reservations from EA concerning putting on Midlands Champs in 2019 as an A event.
 10. MC to progress UKOLs as required for 2014, 2015 and 2016. Done – comes later on agenda.
 11. CSC 2015 heats distribution to be an item on March 2014 agenda. On agenda later.
 12. JIRCs rota still needed. Rota almost settled.
 13. PG to pass on HI rota suggestions for approval by others concerned. Rota agreed by HI people and generally OK with all associations except for concern by WOA at putting on an HI event 3 years in every four.
 13. 2015 SHI – MC to chase up. Done
 16. TB to progress any database issues. Ongoing. Closing date report soon and then another problem will be tackled.
 17. MC to produce CFS newsletter including items listed above. Done
 18. MC to add any further details to event list and pass on to EP&PG/E&CC. Done
 20. MC to arrange for meeting bookings for 2014. Done
5. Comments from the E&CC meeting on 1 February and from any other relevant recent group meetings. SAGs?
ToR agreed and we work with EP&PG and answer to E&CC. There is a revised structure with a new joining line linking us directly to E&CC. All scheduling of A and B events now rests with ESG including UKOL. E&CC and EP&PG seem OK with the arrangements so long as we do our job as well as possible and keep them informed.
'Invitation to host' idea from E&CC is mentioned later in minutes.

Event Scheduling Group Meeting Minutes
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BNC will no longer be a Partnership Agreement event. Details from Event manager email to be passed on to ESG members and to AIRE and LEI for 2015 and 2016.

SAG – Safety Advisory Group. Asked to mention these but no real information about them. AFS made aware that they exist and may want to know about big events.

6. Events Delivery Plan Audit.

5 out of 12 have now been completed and all at the meeting expected to be able to get them done by about 31 March. MC will create a summary and send all on to E&CC when all done. Some issues are already becoming clear and these were discussed. A revised version, which may be further revised when all association audits are complete, is a separate document from these minutes.

In spite of all the difficulties, ESG is managing to persuade associations to continue to put on all the named competitions, and to schedule them.

7. Bidding process and/or invitation to host major events.

It is felt that neither a bidding process for events nor an 'invitation to host' events is appropriate. There is still no situation where there is the luxury of many willing offers to make either appropriate. More of the events scheduled are on a rota basis and there is an acceptance of associations taking their turn. The reality is that ESG is persuading people to take them on rather than inviting them.

The list of expectations for an 'Invitation to Host' from the E&CC minutes of 1 Feb were discussed. MC will continue to liaise with Ernie Williams to get contact and venue details to him as early as possible. If there is no coordinator/organiser, the default contact will be the AFS. The Terrain Suitability Report should be done by a grade A controller from outside the club/association hosting the event, who may not necessarily be the controller eventually appointed. On the old system for Major Events, the controller was appointed and the Terrain Suitability report done about 2 years before the event. We are still playing catch up to get back to this timescale but ideally this is the timescale required. Most of the other expectations are not directly the concern of ESG.

One issue with the information about venues and officials is that it is not always desirable to put these details into the database and therefore make them public too early. Though it would make collecting the information easier, it probably is unrealistic.

8. Appointment of controllers for A events. The need for early information in the BO database.

This is covered above. MC will do some chasing up and liaise with Ernie.

9. A reminder of the timetable for scheduling events and what we should be doing.

At this meeting, ESG should be finalising dates and areas for the biggest events in 2017 and checking responsibilities for others. Club B events to the end of 2015 can be confirmed. ESG is not completely on target for this timescale but reasonably near and getting better.

10. Major problems where ESG is falling behind its planned timetable for scheduling – 2015 JHI and Harvester, 2016 CSC final.

JIRCs 2014 was on this list but LOC kindly agreed to do it at last minute.

Harvester problem continues in 2015 and 2016 but dates are provisionally sorted out and the hope is that some club will come forward in the end.

Communication with NI is difficult and the 2015 JHI date (and the 2016 VHI date) cannot be confirmed.

Surprisingly, no offer has come for the 2016 CSC final. AFS from SW, EM and WM will ask, but it is still open to any club. More comments under item 13.

11. JK, British Long/Middle/Sprint/Night Champs, Area Champs.

Dates and hosts for all of these are now sorted out. Possibly the greatest concern is for the British Sprints in 2015 but SCOA are working on it. What is known about venues and officials is either going into the BO fixtures database or on a sheet separate from it if more appropriate at this stage.

The rota for the JK, BOC/BRC, and the Brit Spr/Mid was checked and accepted up to 2020. 2021 may present problems but DP, PB and MC will follow these up for WOA, EMOA and NIOA. Possible rearrangements for next meeting.

12. UK orienteering League.

Event Scheduling Group Meeting Minutes
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- a. 2015 - plans to be finalised. Types of event were checked and plans agreed. Details on planning sheet.
- b. 2016 - plans to be finalised. Only definite offers for extras had come from LOC and PFO so these were agreed and put in the programme. Could still be an opportunity for a LOG sprint/urban weekend with another club in July – MC to check with them. If not settled, UKOL will stay as it now is.
- c. 2017 - further needs to complement the basic structure identified. Basis of UKOL is fixed with usual big events and including the Area Champs. Opportunities for 2/3 other events – May/June/July and September. Details to go in newsletter.

13. Compass Sport Cup and Trophy – distribution of heats for 2015 and 2016, dates and hosts for final up to 2017.

MC raised the problems of fixed association rotas causing heats to be too close or too far apart in some years. The 2015 distribution does not really look ideal but it was felt that it may be best to leave it alone. NN and WCOC events in the north could be far away for some clubs with there being no YHOA event. The rearranged HOC event at Kinver Edge could have the same problems which caused the cancellation this year and it might be changed. The EM heat will be NOC which is OK for those from the south of the YHOA region. The 3 southern heats are likely to be close together but to make them all viable it is suggested that clubs attend their heat in their own region.

The 2016 distribution will be looked at at a later meeting.

There was little enthusiasm for any radical change to the single day for the heats.

There was some discussion about whether the requirements of an A event were dissuading clubs from offering to put on the final. MC would pass on these concerns but it was felt that the CSC group would be OK with B type requirements. The A was kept to continue the status as the premier club competition rather than all the extras as an A event. Another suggestion was that the final might be extended to more clubs e.g. those coming second in the bigger heats, but to some extent this is done already (where there is a winner from a previous year and where 8 or more clubs are in a heat). Others thought this might increase the size of the event and lead to other concerns.

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

There will not be a YBT heat in SCOA this year, but all other regions are OK. Sarah Mansel (SUFFOC) is now coordinating YBT.

JIRCs rota going forward is now agreed – just 2019/2022 to sort out WOA or NIOA.

2015 junior competitions are sorted out. Most of 2016 ones are nearly sorted out. All as on planner. Suggestion that a rota might help – MC will consider. It looks like the 2016 PPJTR might be the biggest problem.

15. Other ESG scheduled events on the main planner for A and listed B events 2014 – 2016.

All as on planner with notes where necessary.

16. Other level B events requested by clubs/associations. All B events up to Dec 2015 should be finalised. Any later requests can be made known and added to the database but not confirmed.

All requests agreed without any difficulty. A few weeks leeway as usual for any extras if we can all agree. 2 late requests for earlier in 2015 were refused. Note that any proposed Bs beyond 2015 can go into the BO database for future consideration.

Comment from MC that international fixtures were put there on the best information available which was not always easy to find. It has not been possible to check the date of Tio Mila in 2015 and it could be changed from the original expected. PG will try to find out.

17. Any BO fixtures database issues.

Mentioned earlier. Attempts will be made to deal with one enhancement at a time.

18. Newsletter for Club Fixtures Secretaries.

Detailed info about when club B events are fixed and why, as some new club fixtures secretaries are not aware of the arrangements.

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A mention of BO's possible environmental help when access problems occur.

List of events needing clubs to host them – BNC, CSCF, UKOL and some junior events.

A mention that organisers ought to familiarise themselves with the new BO insurance policy.

19. Any other business.

There are some issues to be sorted out with BO's new insurance policy. One concern is about insurance where accommodation is sorted out by event organisers. Answers are awaited. It was suggested that in the newsletter, there ought to be a note suggesting that organisers do look at the new policy.

UK Relay League. A query was raised as to whether this was still in existence. PC will try and find out.

Nopesport Urban League was mentioned. Less known about it this year and only a few events for it have been decided. It does not have any great impact on other fixtures and no need for ESG to take account of it in early planning.

PC and TB mentioned that they had both asked for replacements to be appointed as AFS for their associations. Neither was certain that this would happen and they may still be in post by the time of the next meeting.

20. Dates of next meetings agreed. 18 October 2014 and 14 March 2015.

MC to confirm the first and provisionally book the second one via BO office.

ACTIONS

5. New BNC arrangements to be passed on to all AFS. MC
6. All audit responses to MC by end of March approx. All AFS who have not completed task already.
6. Audit responses and an agreed summary to go to E&CC. MC
- 7&8. Liaise with Ernie Williams about a better way to get the information to him. MC
10. Search for CSCF 2016 host. RS/PB/AW/MC
12. Further UKOL needs to be advertised to clubs. MC
13. Comments about CSC to be passed onto PG/steering group. MC
13. 2016 Heat distribution to be considered further. MC
14. Some flexible rota suggestions for junior events. MC
16. Tio Mila dates to try and confirm. PG
17. Continue with database developments. TB
18. Newsletter to produce. MC
19. UK Relay League queries. PC
19. Insurance queries to pursue. TB
20. Future meetings to arrange. MC