

Event Scheduling Group Meeting Minutes
12:30 pm Saturday 19 October 2013
Carrs Lane Church Centre, Birmingham



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

Welcome to Paul Beresford as AFS for EMOA and Sally Pygott as Major Events Manager. Thanks to Ian Whitehead for his work as AFS for EMOA.

2. Record of persons present, and apologies.

Mike Cope – Chairman of the Event Scheduling Group (ESG) and YHOA

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

Chris Philips – Events and Competitions Committee Representative

Sally Pygott – Major Events Manager

Apologies

Paul Caban – SOA

Joe McClure – NIOA

3. Declaration of interests and any other business.

MSC chair and YHOA rep.

PG SEOA rep and EOC chair.

4. Minutes of Fixtures Group meeting held on 23 March 2013.

a. The minutes were agreed as an accurate record.

b. Actions from meeting.

4. All AFS who have not completed Declaration of Interest forms to do them. Done.

5. Decision about October meeting after more is known about finances – MC. Done.

6. 15. ESG terms of reference to E&CC – CP. Later on agenda.

6. 15. Full database access for 2 others – MC to follow up. Not done

11. UKOL – MC to work with HE. Now work progressing with Sally

13 Home Internationals Rota – PG will chase up. Done – later on agenda

13 JIRCs rota – MC to suggest when 2014 sorted out. Not done as 2014 not sorted out.

17 Database issues – TB to continue with this work. Ongoing.

18 Newsletter – MC. Done.

20 Dates and meeting booking – MC. Done

5. Report from CP/MC about the E&CC meeting on 14 September. The committee structure. Implications for ESG. Terms of reference for ESG. Priorities for scheduling.

CP passed on to the meeting information about BO's difficult financial situation. Participation numbers were down at the beginning of the year. It may be that the levy has to increase next year to make a balancing budget. Participation numbers could have an impact on external funding. A commercial manager has been appointed with some reserve money in the hope that he can develop other sources of funding. The departure in December of Events Manager Helen Errington was mentioned.

CP then gave information about the recent E&CC meeting. Minutes of the normal meeting part are available on the website and there was further explanation about the proposed Event Delivery Plan and the review of E&CC

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structure and composition. It was recognised that the proposed national audit would be a lot of work for some regions (particularly SOA and NWOA), but CP explained that it would be helpful if E&CC had a fuller picture of what was available in each region when suggesting any modifications to the national programme of A and B events. The difficulties of completing the survey would be carefully considered by the small group from EP&PG compiling it. It was pointed out that the audit needed to recognise that areas for B events would not all need to meet the same criteria e.g. some junior competitions and middle, sprint, urban events. Deciding what to cover in the audit, and how to make it both easy to complete and useful would be challenging.

The proposed bidding process for major events was mentioned but implementing anything is some way ahead. 'Bidding' may not be the right word because it has to be recognised that there is more of ESG persuading clubs to take things on than any kind of bidding made to put things on. There should be some kind of early approval process for the biggest events to make sure that they are likely to meet the required standards. There was no intention of restricting club B events.

As part of the review of the committee structure, ESG's terms of reference have been rewritten again. Members of E&CC have seen the current version, and some minor corrections have been made so that it seems to be acceptable to almost everyone. The terms of reference are not formally accepted yet as they need approval by E&CC and the Board. ESG members were generally satisfied. Post meeting there have been a couple of suggestions to clarify rather than change things. MC will consider whether these can be built in.

After the extended E&CC meeting last month, ESG has more authority and clearer guidelines for scheduling. JK, British Champs, Area, Scottish and Welsh Champs take priority. UKOL should have a high priority. UKOL should include the Area Champs and its timeframe can be extended beyond late Feb to early Nov if necessary. We can be more proactive in deciding on suitable dates for events to get a good programme rather than just accepting what is offered – but mindful of the need to keep everyone happy and respect traditions where possible.

6. Information from the new Major Events Manager and her role. How clubs can be helped/encouraged to put on A events.

Sally provided information on her background and her responsibilities. Some of the work she is now taking on for Major Events will help and encourage clubs/regions to put them on. CP and MC commented positively on work that was already ongoing e.g. dealing with tenders and awarding the contract for entries and start times for JK 2014-2016, and already saving money on some aspects of JK 2014.

DT had two suggestions for encouraging clubs to take on some Major Events. These were for financial compensation to clubs providing already well mapped areas for Major Events, and a review of the profit sharing arrangements between BO and associations. Clubs getting new areas mapped for Major Events did get an incentive, but those with areas already well mapped simply lost the use of a good area for up to 3 years. The change in levy arrangements meant that some big events not subject to the Partnership Agreement were now paying less levy overall so that relatively more was being taken by BO from Partnership Agreement events. A review of arrangements for profit splitting was suggested. CP asked to make E&CC aware of the suggestions.

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

In the latest version, there are no changes to timescales but the clarification about the status of UKOL and the Area Champs means that they are mentioned in the timetable. Ideally at this meeting we should be finalising UKOL for 2015 and club B events to July 2015. For 2016, JK, British and Area Champs should be finalised, any further UKOL needs should be identified, and dates agreed for all other ESG scheduled B events. For 2017 we should be confirming responsibilities for JK and British Champs and looking for bids for BNC and the Area Champs.

8. Major problems where ESG is falling behind its planned timetable for scheduling – British Middle and Sprint Champs for 2015 and 2016, 2014 JIRCs.

There was agreement to change years between SCOA and SEOA for the British Sprint and Middle Champs. This required date changes to find suitable areas to use. Dates of 9/10 May 2015 for SCOA and 11/12 June 2016 for SEOA were agreed. The difficulty of finding suitable areas for both the Sprint and the Middle at the same time of year was discussed. It may be easier to split them as there is often a vegetation issue with the Middles which makes it easier to put it on at times of the year when days are shorter and not suitable for the Sprints. However, this would be going against a decision previously made by the old Events Committee and others. CP/MC would ask EP&PG/E&CC how rigid this decision now was, and to see if any flexibility was possible.

The JIRCs for 2014 is still a problem. PB will check again with EMOA but the undesirable last resort is that it will fall on individuals to arrange either in YHOA or NWOA.

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9. JK, British Long/Middle/Sprint/Night Champs, and Area Champs. Confirmations of dates for 2016 and hosts for 2017 and possibly further ahead.

Southern and Northern Champs OK for 2016. Decision to keep BNC and Midlands Champs on same weekend and see how well it is received in spite of concern that some individuals may choose only to run one event. PB needs to confirm that DVO will be doing Midlands Champs.

Hosts all agreed as on planner up to 2017. Provisional dates even agreed for British Champs and Northern Champs 2017. BOC/BRC wanted on 29/30 April (Bank Holiday weekend), 2 weeks after JK and hopefully 1 week before Tio Mila. BNC 2017 offers to be sought via newsletter and AFS – SC/EM/NE suggested.

EA do not want to run the Midlands Champs in 2017 if they are doing the Brit Sprint/Middle. Suggestion is that the rota is changed so that WM do it in 2017, EM in 2018, and EA in 2019. It was recognised that this is putting a bigger workload on EM and WM because it will be the second time that EA have opted out (though with a good excuse in 2017). AW, PB and TB need to check that regions can accept this new rota suggestion.

10. UK orienteering League.

- a. 2014 programme published in Focus. SP/MC to progress.
- b. 2015 plans almost agreed as on year outline plan. Bias to north and NW in particular but this is where suitable events and offers have come from. Post meeting MC checking on one possibility of reducing NW weekends from 4 to 3 by having a weekend in SOA. Later MC will seek EP&PG/E&CC approval for plan.
- c. 2016 further needs to complement the basic structure to be identified. These needs are shown on the outline year planner. It looks like 2/3 weekends in Jul/Sept/Nov in NW/EA/SC would be ideal. Possibly a sprint, 2 urbans, a middle, 2 longs in any combination. MC to give details in newsletter asking for offers.

11. Compass Sport Cup and Trophy – distribution of heats for 2014 and 2015, dates and hosts for final up to 2016.

There is a problem in 2014 as EA are not planning to put on a heat. SE heat too close and north of London. This will cause problems for EM clubs. TB/PG/PB asked to sort this out to try and ensure that heats are as accessible as possible for everyone. SC heat details will be added by RS.

The likely heat distribution for 2015 needs looking at in March 2014 to pre-empt the problems we now have in 2014 for EM/EA/SE.

2016 final. Host needed for this. NE/WM/WOA/SE suggested. AFS to ask clubs and MC via newsletter.

12. Junior competitions timetable – autumn squeeze etc. Can improvements be suggested? JIRCs and other junior rotations.

Because several dates are fixed and there is a time of year fix for others, it is difficult to avoid the squeeze. BSOA events are not really a problem from a scheduling point of view. It is the fixed dates for PPJTR and the JIRCs, and the JHI needing to be at a similar time. Little can be done without flexibility. JIRCs needs a new rota but still best not to do it until 2014 sorted out then MC will make suggestions.

Hosts are needed for some of these junior events in 2015 and 2016. These will be identified in the planner and mentioned in the newsletter. EA is due to do the BSOC in 2015 but it may only be possible if it is a one day event like the BSSC i.e. no accommodation needs. MC to inform BSOA.

13. Home Internationals – concerns about workload associated with the event. HI rotations. PG provided suggestions for rotations slightly modified by MC because of things that had already been agreed. PG to check and seek approval of others concerned. This is now built into the planner. The urgent outstanding problem is the SHI in 2015. MC to ask YH.

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

Details and outstanding issues are on the planner. Apart from problems already mentioned above, the Harvester as usual remains a problem. MC to ask again in newsletter.

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

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This process was completed fairly easily with hardly any adjustment necessary. Deadline for any early 2015 club Bs can be extended until early November providing agreement with all AFS. A couple of events have been added since the meeting.

16. Any BO fixtures database issues.

TB provided a list of outstanding issues. Some of these were minor having been raised by only one person. It was agreed that 3 items should have priority and TB would continue to try and get things done. DP raised another issue concerning access to events put on in Wales by clubs from outside. There could be problems with allowing such access and others seem to manage. There was some discussion about how to deal with chasing events. MC will put something in the newsletter.

17. Newsletter for Club Fixtures Secretaries.

General information about how ESG is now working.

BNC 2017 offers

UKOL 2016 offers to complement major events already in.

CSC final host needed for 2016

Hosts for some junior events and the Harvester.

Chasing events procedure in BO database for results and rankings.

18. Events list. What should be on it? What can we add now?

It was decided that no more events needed to be added to the list though ESG members will think about other events. It is helpful to have the list but even better if named events can be flexible with their dates. MC will try to add more details about rules etc. for checking later.

19. Any other business.

None.

20. Dates of next meetings. Provisionally agreed as 15 March and 18 October 2014.

ACTIONS

Actions noted on the overall planner are not usually mentioned here as well. Numbers refer to the minutes above.

5. CP/MC to pass on and consider concerns expressed over the Event Delivery Plan's National Audit when devising it.
5. MC to adjust ToR as necessary and pass on to E&CC.
6. CP to make E&CC aware of the suggestions concerning changes to Major Event finances.
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.
8. JIRCs 2014 still to be sorted. PB then MC as necessary.
9. AW, PB and TB need to check that regions can accept this new Midlands Champs rota suggestion.
10. MC to progress UKOLs as required for 2014, 2015 and 2016.
11. CSC 2015 heats distribution to be an item on March 2014 agenda. MC
12. JIRCs rota still needed. MC
13. PG to pass on HI rota suggestions for approval by others concerned.
13. 2015 SHI – MC to chase up.
16. TB to progress any database issues.
17. MC to produce CFS newsletter including items listed above.
18. MC to add any further details to event list and pass on to EP&PG/E&CC.
20. MC to arrange for meeting bookings for 2014.