

Events and Competitions Committee

Minutes of Meeting held on
Saturday 14th September 2013 at Comfort Inn Hotel, Birmingham



Present: Chris James, Chairman (CJ), Scott Collier (SC), Barry Elkington (BE), Chris Phillips (CP), Katy Stubbs (KS), Mike Cope (MC), Peter Hornsby (PH), David Olivant (DO), Ernie Williams (EW), Martin Ward, BOF Chairman (MW), Mike Hamilton, BOF CEO (MH), Sally Pygott, Major Events Mgr (SP), Gill James (Min Sec).

Apologies: Graham Gristwood (GG), Terry Smith (TS)

		Action
	<p>CJ opened the meeting and outlined the purpose and agenda. He then introduced Sally Pygott, Major Events Manager, who gave a brief PowerPoint presentation on her background and her new role within BOF.</p>	
Part 1.	<p>Draft Events Delivery Plan</p> <p>CJ gave a short PowerPoint presentation outlining some ideas and constraints. Building on the Competition Review which identified what competitors want. Keeping everyone involved and informed. Listen to what members say, and understand the framework needed. 3 groups were then set up to discuss creating a delivery plan from the E&CC Strategy identifying a framework for scheduling events that can be accepted by all.</p> <p>There was general discussion on what the groups should cover and any constraints and specific problems we should look at (i.e. what is presently not working, and therefore what do we need to change?). Some regions have not got the terrain to offer for several Level A events, and some clubs will organise and help with events in another region.</p> <p>Before the group work started MC explained that there is no current guidance as to which events are most important and which should be scheduled first in the calendar and he has, for the last 18 months, taken it on himself to sort things out. Most pressure comes from requirements for elite and junior competitions. A further constraint comes from events which have evolved into a fixed date each year, this especially applies to schools and junior events which are put in place years in advance. Also has pressure from clubs and regions who say that an event can only go on one specific weekend or not at all. He has also to consider the UK Orienteering League (UKOL) fixtures and spacing the dates out. Event Scheduling Group (ESG) needs the authority to set the schedule.</p> <p>All agreed that ESG should have the authority and the Terms of Reference (ToR) of the Group should reflect that. Also certain criteria in the Rules & Guidelines are not being followed by clubs when putting on events at Levels A and B. The Controller should assess terrain suitability for major events and we need to be sure Rules & Guidelines are followed.</p> <p>The groups met and then reported their initial ideas in plenary. At this point CJ issued his own draft paper (attached), which included points made by Focus Group. The groups went off to further discuss and review the proposed Events Delivery</p>	

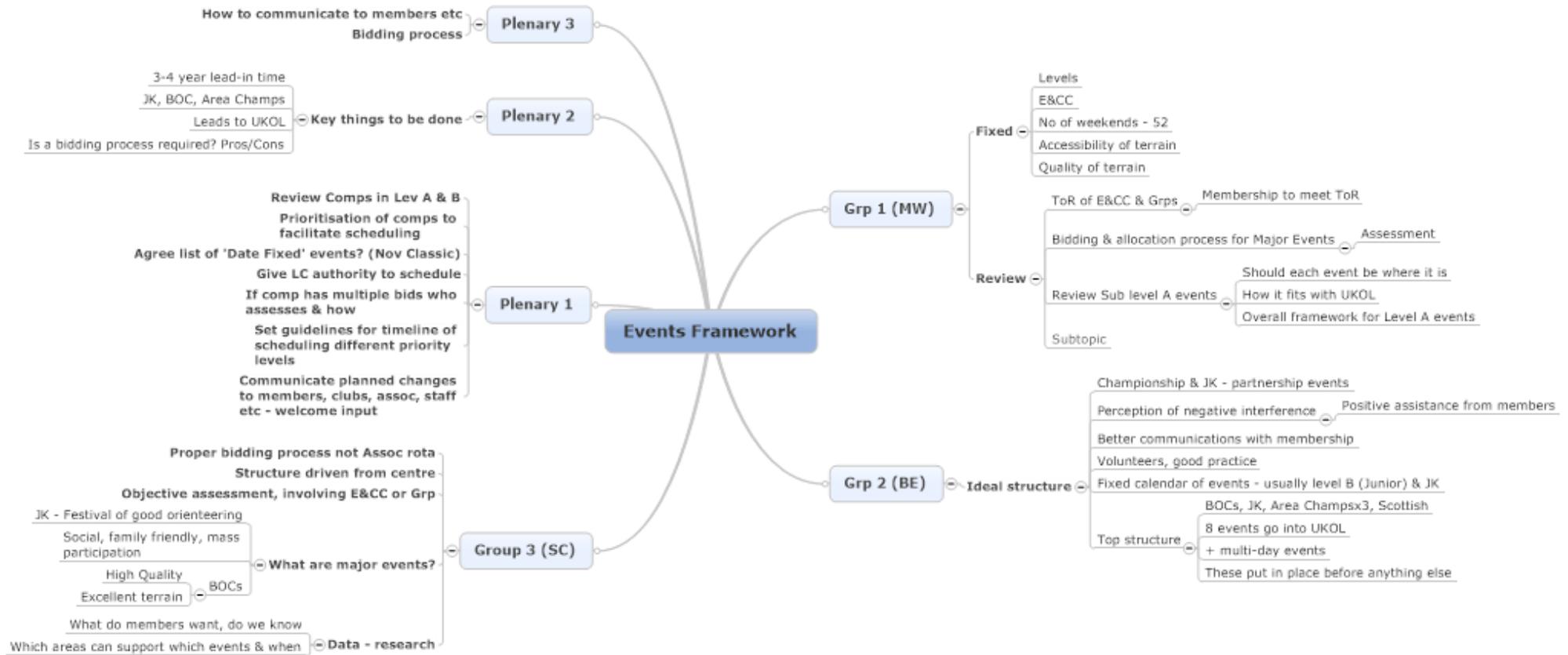
	<p>Plan. Following a further plenary session SP volunteered to take the two sets of feedback and to identify common themes and a possible way forward. The first session was concluded and lunch taken. SP then left the meeting.</p> <p>See attached paper for outcomes of both group sessions from MH.</p>	
Part 2.	<p>E&CC Structure and Composition</p> <p>CJ commented that E&CC has not really been able to work as an effective committee to date for a variety of reasons. The three chairmen of the E&CC sub-Groups were present, and they needed to know that their Groups' ToR is appropriate.</p> <p>The general feelings were that all groups need to be appropriately sized, and that we should use contacts in consulting roles as appropriate. Also that specific tasks can be passed to other volunteers to manage on an ad-hoc basis for completion.</p> <p>Agreed that all would give further thought to (a) the structure of the E&CC sub-Groups, and (b) the appropriate size, scope and skills of each sub-Group, and respond to E&CC Chairman the above and come back by the end of the week.</p>	All
Part 3.	Detailed agenda items:	
1	<p>Chairman's input.</p> <ul style="list-style-type: none"> Focus Group of Clive Allen, Graeme Ackland, Mark Saunders and Tony Thornley had been thanked for their input, which has been incorporated into CJ's Draft Events Delivery Plan document (copy attached) and the Group stood down Major Sponsorship. This awaits appointment of a Commercial Manager 	
2	<p>Overall Operating Plan</p> <ul style="list-style-type: none"> covered in Part 1 of 14th September 2013 meeting 	
3	<p>Budget Control</p> <ul style="list-style-type: none"> In order to operate within a reasonable budget there will need to be a combination of face-to-face and tele-/video-conference meetings. There is a need to review the use of 'hang-out' video-conference meetings, and also expense budget allocation among the sub-groups. 	CJ/Grp Chmn
4	<p>Actions from previous meetings</p> <p>4. M/W70 class – The M/W210+ class had been successful at this year's JK. Both this, and the M/W70 class at the British Relays, should be included in the competition rules. KS said she thought they were already there but will check with Helen Errington</p> <p>15. Major Event Strategy Progress Report, - nothing more from GG or HE. CP said we could do a web based survey.</p> <p>19. Appeals panels – HE looking into who invites the independent people, and whether they should be controllers or event advisers and has not come back. CJ to follow up</p> <p>24. Develop a bidding and approval strategy for all major events</p>	HE/GG/CP CJ/HE MH/SP

	<p>32 Finalising ToR for Groups The three sub-Group Chairmen will review their ToR. E&CC Chair to take responsibility for ensuring ToRs cover the full scope of E&CC, avoiding any duplication.</p> <p>33. Dates of BOC Long for 2014/2015/2016 have been set. Dates not yet agreed for subsequent years.</p> <p>34. Review of UK O League – SP has asked that Event Programme & Publicity Group take on task. CP will prepare a web based questionnaire for participants following consultation</p> <p>35. Junior Cup Proposal - Juniors need to know what is happening. We need to know the requirements of the Talent and Performance Programme in order to find a solution that meets both the needs of the Juniors and that of the T & P Programme for appropriate selection races. Consult GG and Sarah Hague.</p> <p>(a) Information for Beginners. HE working on this</p> <p>(b) Issues from Sub Groups</p> <p>EOG: EW needs support. KS agreed to be on Group and be E&CC rep. Job descriptions for controllers, planners and 3 generic descriptions were proposed. First drafts too long and detailed. All in hand, but is job description the wrong title. MH said lot of information received recently about same and he will let EW and KS have details.</p> <p>EP&P: Midlands sorted for 2014. Membership of committee does need to be looked at as not all are active.</p> <p>MAG: Communication with mappers has been improved following an updated list being compiled by GG. DO to arrange for the list to be sent to clubs to check for completeness. MAG do not have sight of competition maps since the map registration scheme was abolished and are not able to comment or follow up on quality issues. Budget is unspent as currently not practical for MAG to meet. A standardised Introductory Mappers' Training course is being developed</p> <p>(c) UKOL – already dealt with above. MC will talk to SP as it is already scheduled for 2014 and 2015. Much discussion on what events are included in league. At present some area championships have not been included as they are in February. Rules on dates that UKOL competitions are held are not essential, and hence it may be feasible to include one of the area champs currently scheduled in February 2015 in UKOL</p> <p>(d) MW90 additions to rankings, British Championships and JK agreed for 2014 (and already implemented). Missing from SP document of prizes. SC to check with SP.</p>	<p>CP/PH/EW CJ Completed CP BE HE MH/EW/KS DO CP/MC/SP SC</p>
5.	Individual tasks	

	<p>(i) TAG – HE has list of possible tasks. PH asks for details to date as Terry Smith reports to him. SC has list and will forward to PH</p> <p>(ii) English Area Championships – feedback from various people that these should be downgraded to Level B, same as Scottish (some years) and Welsh. Leave guidelines as Level A. The current rotation should continue, accepting that some associations have not got adequate terrain or resources, but clubs can help organise within a different area which does have the terrain.</p> <p>(iii) IOF accreditation –EW approached some Grade A controllers that an IOF Event adviser Clinic was on and a number responded that they were unable to go, but some did not respond. EW has a complete list of IOF advisers which are needed for WRE juries. He will inform the Grade A's when another course comes up. He also has a complete list of world controllers which might be needed for WRE level events. With Event Officials Group</p> <p>(iv) WRE – HE did draft report which was circulated to all. KS not had it and it will be forwarded to her by CP.</p> <p>(v) Rankings and Night Events -David May had wanted to run a Night ranking in parallel with the main list but this would not have been possible due to constraints of the present system. Then he asked for retrospective data which MH gave, but MH was not sure it would be possible to carry out a trial using this data. It was not.</p> <p>After some discussion it was agreed that night events will be ranked from 1st January 2014 (at Level A, B and C, as is the case for other events). If it causes problems then take it out of rankings again. SC will ensure HE gets this into 2014 rules.</p>	<p>SC/PH</p> <p>CP</p> <p>EW</p> <p>CP</p> <p>SC/MH/HE</p>
<p>6.</p>	<p>Any Other Business</p> <p>Sprint Relays – this format already exists at international level (e.g. World Games) and will be included in more events (including World Championships) from 2014. MW said we should organize events in the UK to give others the opportunity to compete in this format. GG had made a proposal for event guidelines, which MW believed were a good basis. Such an event could be run the day before Harvester. Accepted GG's proposal Agreed.</p> <p>Feedback on Survey of Grade B Controllers – 38 controllers from all 12 regions received survey and 26 responded. Majority of Grade A and Bs are currently north and Scotland, many fewer in South. We need experienced Grade B controllers to be upgraded. Some are very particular as to the type of event they will control. Also age is an issue, we need younger controllers. Many do not want the responsibility of being a higher level. Will send out survey to additional controllers in the south of England</p> <p>JK Middle Distance – should this be for all classes, or does the JK have to put on 2 Long distance races? Response from earlier survey was 50:50 between keeping the format as two Long races, and switching to a Middle and a Long (as is already the case for the elite classes). It was noted that it can be easier for organisers to find suitable areas for a Middle and Long rather than two Long areas. Online</p>	<p>EW</p>

	<p>survey to whole membership to ask if it would be acceptable to have a Middle and Long distance race, with the possibility of carrying out a trial in 2016. Good person in MDOC to review survey questions.</p> <p>Application for approval as Grade A Controller - Colin Matheson's application has been endorsed by Roger Scrutton. Application was approved. EW will send letter. EW Appointment of Grade A Controllers should in future be delegated to EOG.</p> <p>Trophy Schedule for JK and Major Events - SP had prepared a paper that reviewed the amount of staff time and costs associated with prize giving at Major Events. Trophy recall is particularly time-consuming. SP looked objectively and has compared with other sports. Her proposal was to reduce the number of trophies presented. It was pointed out that the cost of trophies and prizes is small in comparison to overall cost of JK. Withdrawing trophies would be perceived poorly by many that compete in major events, as they are an important part of the history of our sport.</p> <p>Hence the proposal was not accepted, and instead alternative solutions to the problem were considered. Can we find a volunteer to look after trophy collection and distribution, or make it the responsibility of the event? How can prize giving be run more efficiently?</p>	<p>MC/SC/BE</p> <p>Agreed</p> <p>CJ</p> <p>CP</p>
7.	<p>Schedule for Future Meetings</p> <p>Doodle committee members with dates. Suggested end of January or early February. Meet in Birmingham.</p> <p>Saturdays 25th January & 1st February 2014</p> <p>Post Meeting responses indicate Saturday 1st February will be the date for the next meeting.</p>	CJ
	<p>Comment</p> <p>These minutes have been completed in a narrative style in order to try to make them more understandable to the membership</p>	

Events Framework



Events Framework

1 Grp 1 (MW)

1.1 Fixed

- (1) Levels
- (2) E&CC
- (3) No of weekends - 52
- (4) Accessibility of terrain
- (5) Quality of terrain

1.2 Review

1.2.1 ToR of E&CC & Grps -

Membership to meet ToR

1.2.2 Bidding & allocation process for Major Events

Assessment

1.2.3 Review Sub level A events

Should each event be where it is

How it fits with UKOL

Overall framework for Level A events

1.2.4 Subtopic

2 Grp 2 (BE)

2.1 Ideal structure

2.1.1 Championship & JK - partnership events

2.1.2 Perception of negative interference

Positive assistance from members

2.1.3 Better communications with membership

2.1.4 Volunteers, good practice

2.1.5 Fixed calendar of events - usually level B (Junior) & JK

2.1.6 Top structure

BOCs, JK, Area Champsx3, Scottish

8 events go into UKOL

+ multi-day events

These put in place before anything else

3 Group 3 (SC)

3.1 Proper bidding process not Assoc rota

3.2 Structure driven from centre

3.3 Objective assessment, involving E&CC or Grp

3.4 What are major events?

3.4.1 JK - Festival of good orienteering

3.4.2 Social, family friendly, mass participation

3.4.3 BOCs

High Quality

Excellent terrain

3.5 Data - research

3.5.1 What do members want, do we know

3.5.2 Which areas can support which events & when

4 Plenary 1

4.1 Review Comps in Lev A & B

4.2 Prioritisation of comps to facilitate scheduling

4.3 Agree list of 'Date Fixed' events? (Nov Classic)

4.4 Give LC authority to schedule

4.5 If comp has multiple bids who assesses & how

4.6 Set guidelines for timeline of scheduling different priority levels

4.7 Communicate planned changes to members, clubs, assoc, staff etc - welcome input

5 Plenary 2

5.1 Key things to be done

5.1.1 3-4 year lead-in time

5.1.2 JK, BOC, Area Champs

5.1.3 Leads to UKOL

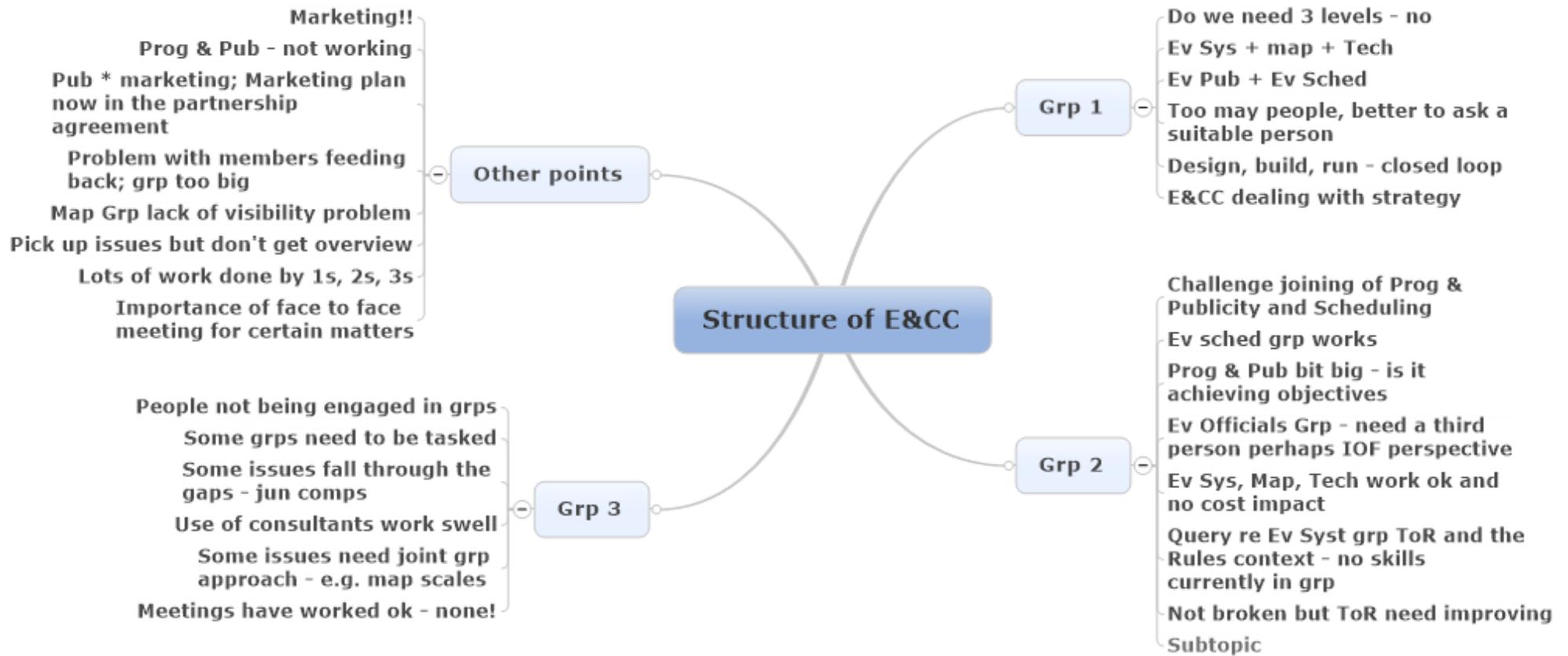
5.1.4 Is a bidding process required? Pros/Cons

6 Plenary 3

6.1 How to communicate to members etc

6.2 Bidding process

Events & Competitions Committee and Groups



Structure of E&CC

Grp 1

Do we need 3 levels - no

Ev Sys + map + Tech

Ev Pub + Ev Sched

Too many people, better to ask a suitable person

Design, build, run - closed loop

E&CC dealing with strategy

Grp 2

Challenge joining of Prog & Publicity and Scheduling

Ev sched grp works

Prog & Pub bit big - is it achieving objectives

Ev Officials Grp - need a third person perhaps IOF perspective

Ev Sys, Map, Tech work ok and no cost impact

Query re Ev Syst grp ToR and the Rules context - no skills currently in grp

Not broken but ToR need improving

Subtopic

Grp 3

People not being engaged in grps

Some grps need to be tasked

Some issues fall through the gaps - jun comps

Use of consultants work swell

Some issues need joint grp approach - e.g. map scales

Meetings have worked ok - none!

Other points

Marketing!!

Prog & Pub - not working

Pub * marketing; Marketing plan now in the partnership agreement

Problem with members feeding back; grp too big

Map Grp lack of visibility problem

Pick up issues but don't get overview

Lots of work done by 1s, 2s, 3s

Importance of face to face meeting for certain matters