

Events Committee

Minutes

21st April 2012



The meeting was held at Holland Park YHA, commencing at 10.15 am.

1. Attendance, apologies, introductions and Chairman's opening remarks

Mike Forrest (MF)	Chairman, Chairman Event and Competitions Committee
Barry Elkington (BE)	
Graham Gristwood (GG)	
Chris Phillips (CP)	
David May (DM)	
Keith Downing (KD)	
Katy Stubbs (KS)	
Scott Collier (SC)	Board representative.
Dave Peel (DP)	Event Manager
Helen Errington (HE)	Event Manager (Minute taker)

In attendance Lyn West (Chair of Board)

Apologies for absence; Mike Hamilton

Each person introduced themselves with short summary of their orienteering history.

HE explained about the claiming of expenses – form is on the website here:
http://www.britishorienteering.org.uk/index.php?pg=107#useful_docs

Lyn West attending the meeting welcomed the members to the new committee and thanked them for agreeing to serve on the committee. She reminded them of the responsibilities and challenges of serving on such an important committee. Decisions should be taken in the best interests of British Orienteering as a whole.

She also explained how the appointment process had been run and asked for any comments on the recruitment process to be sent to her. Any comments will inform the recruitment process for the other committees.

Action All

2. Declarations of Interest

Chris Phillips BNC 2015 bidding club

David May – IOF position with regard to WRE

Katy Stubbs – volunteer training payment

David Peel, Event Manger and map maker

Graham Gristwood – Map maker

Helen Errington – Event Manager

There is an Annual declaration of interest where these on-going items can be listed so that for future meetings it will be only items directly relating to the agenda. Form to be sent out.

Action HE

3. Terms of Reference

The latest version of the draft Terms of Reference were agreed to be those of the 25th October 2011.

It was confirmed that the appointment time for committee members is to be the same as for the Board – 3 years in the first instance with 2 renewals, making a maximum term of 9 years.

Voting protocol was discussed and it was agreed that the Event Managers would only have one vote between them. Current British Orienteering meeting guidelines allow for the Chair to have the casting vote.

It was agreed that the Board be asked for clarification as to where the responsibility for bidding for and delivering potential future IOF events (other than WOC2015) lay.

Action LW/SC

The draft Terms of Reference were agreed subject to anything that might arise during the course of the meeting.

Brief mention was made of the implementation plan and how the strategic objectives from the Whole Sport plan will form the basis of this plan.

4. Work groups and work load for the committee

HE outlined the background to Agenda item 4 and her paper on a possible model for the group structure.

It was agreed that Access and Environment was not part of the remit of the Event and Competitions Committee and the Board is to be asked for this to be removed from the draft work plan.

Action LW/SC

It was agreed that for the purposes of the draft work programme, Major Events are defined as follows: British Night champs, British Sprint Champs, British Middle Champs, British Champs, British Relay Champs and The JK.

HE explained the concept of the 'Focus Forums'. A task and finish group was set up to develop this concept.

Action HE/GG/DM

It was agreed that ranking strategy be moved from admin to the ECC work list.

Action HE/SC

It was agreed that Appeals would be added to the ECC work list

Action HE/SC

The general principle was that the three proposed groups dealt with on going matters and might only meet face to face once or twice per year. That there would be task and finish groups as well as focus groups that may only ever meet 'virtually'.

The committee asked LW to speak to the Board about what resources there would be allocated to ECC for meetings etc.

Action LW

It was agreed that technology to assist with virtual meetings should be investigated.

Action

It was agreed that the following would be the way to take the work groups structure forward.

- Draft plan for Board approval to be drawn up by SC and circulated for comment prior to 25th April.

Action SC

- An ECC committee member is to be appointed as a member of each work group and to work on the terms of reference, the invitation to applicants, the identification of possible group members, appointment of the chair.
- The Terms of reference, role description for the chair, meeting frequency and invitation for applicants would be drawn up for each group.

Action HE/GG/KD/CP

- It was considered important that the whole structure was in place in the first instance to allow potential applicants see where they might best fit. Adverts to be for all the groups and sub groups, also to include reference to focus groups/forum.
- Appointment would be by selection panel via teleconference and that appointments would be in place for all three groups in time for some of them to attend the Event Officials conference on the 8th/9th September.

Discussion took place on the position of the existing Fixtures group and the work they do for the Associations on scheduling.

It was agreed that there would be a proposal for an Event Scheduling group with Association representation, which would be responsible for scheduling all fixtures from Level B down and report to the Event Programme and Publicity Group. It was hoped that Mike Cope would be willing to stand for chair of this group and that the group would be consulted on whether they would need to meet once or twice per year.

There was a proposal for a group to define the major event strategy and oversee the bidding & approval process, however this was not taken any further at this point.

Each group to consist of Chair, ECC rep, Event Manager and 2 - 3 members.

Appointment to be the same as for the Board and Committees, 3 year term with 2 renewals so max term of 9 years except for the Event Scheduling group where the appointment and term of the Association representatives would be determined by their individual Association. ECC rep appointments for each group were to be for an initial 12 months at which point there would be a review of the groups.

Work groups agreed were:

- Event systems – GG to be ECC rep. Sub groups to be Mapping Advisory and Technical Advisory.

NB the chart drawn up by SC during the meeting contained a Rules Advisory group but post meeting emails have concluded that there has not been sufficient debate at this stage as to how the rules will be dealt with in the group structure and that this sub group is to be removed from the proposal to the Board.

- Event Officials – KD to be ECC rep.
- Event Programme and Publicity – CP to be ECC rep, Sub group to be Event Scheduling.

It was agreed that there was one substantial area of committee work that was not covered in any of the groups or sub groups and that it may well need a separate work group. That was the monitoring and feedback on major events and competitions. This was subsequently added to and was titled the Delivery of Major Events.

Discussion took place as to what is the current level of influence, control and sanctions over major events by committees, groups and staff. The Event Managers outlined their experiences to date with both Partnership and non-Partnership Agreement events. Their concerns with regard to the resource input versus the outcomes are also going to the Board meeting via Mike Hamilton who is their line manager.

It was agreed that the role of the Event Managers with relation to the Event and Competitions Committee and major event delivery should be an area for further discussion.

No conclusions were reached with regard to this area of work and it was left for future action.

Action MF

5. Interim working arrangements for outstanding issues/actions

It was agreed that any matters requiring decisions or action before the group structure is operational would be dealt with by MF as chair who would involve an EM plus an appropriate committee member. Event Officials to be asked to refer any such matters to HE in the first instance.

There was a short discussion on fixtures scheduling in the interim. It was agreed that by the planned October meeting of the Fixtures group, a bid process and major event scheduling strategy should be produced to give them clear guidance on what is required. NB this was put in place prior to this meeting and would have been cancelled if it was considered by the new ECC to be unnecessary. This was left within the main ECC for action with a possible delegation to a group or sub group.

Action MF

The committee considered the reports from Mike Cope and David Olivant. Most of the concerns that MC had will be considered under item 7. It was agreed that MC be asked to continue to schedule Junior events into 2014.

It was not clear to the committee as to whether the map issues had been resolved or not as it seemed that most of the events were sufficiently far advanced they must have been, therefore only the issue of the un-crossable wall symbol was considered.

Revision of Appendix B 3.1.21 to make overprinting of un-crossable boundaries on ISOM2000 maps compulsory - to be incorporated into the next rules update.

Action HE

6. Administration of the committee and meetings schedule for the future.

The aim is for ECC to meet face to face once per year at least.

Email guidelines were proposed. These were to use the correct title for the topic. To use headings that included For decision, For information, For discussion.

The use of Doodle for scheduling meetings was proposed.

Friday 12th October 2012 was agreed as the next face to face meeting date, venue to be Birmingham within walking distance of a station, start time to be 10.30am. A meeting at the Event Officials conference was considered as was the option of using the Matlock office as a meeting venue. Both were dismissed as not viable on the grounds of time and cost.

The issue of committee member induction was raised. There is induction training for Board members and HE to find out if one exists for committee members.

Action HE

It was agreed that that the groups should to meet one or two times per year and these meetings need to be co-ordinated with the ECC meeting schedule.

7. Competition Review and National O series

DP outlined the history to the national O series. He is expecting from the committee general input and a small group to expand the detail.

The issue of relays was raised and how they fitted into the O series. DP reported that relays had not been part of the remit given to him as they had not been an area that the Competition review had any feedback about or information on.

There was short discussion about relays and how they might fit into the series. It was suggested that the Harvester relays could be added to the list of events that bids are sought for.

It was agreed that the optimal model was the way forward. There was debate over SinS versus Scottish Champs but no conclusion was reached. It was suggested that a multiday event result could count as one score but maybe double points.

Eligibility was agreed as being British Orienteering members only to receive scores. (Not as per UK Cup current scoring system).

Other comments were as follows:

Take into account where possible international fixtures to avoid clashes.

Try to include selection races where possible. DP to work with selectors on dates.

Consult with Eddie Harwood, Duncan Archer and Roger Thetford about scoring systems.

The issue of a compulsory final was discussed and it was agreed not to have one.

The name was agreed as the UK Orienteering League with the option to add UK Relay League.

It was agreed that there should be a club element possibly similar to a football league however more work is required on this.

A small group was formed to take this forward for the launch of the 2013 UK Orienteering league by the Event Officials conference on the 8th/9th September.

Action DP/GG/BE, SC for relay input

MF thanked DP for all his hard work on the Competition Review

8. Urgent items requiring a decision

The 2013 WREs were agreed to be the JK Sprint and two at the Scottish 6 Days. Exact details to be delegated to EMs.

Controllers for 2014 event. HE to go ahead and seek volunteers for BOC/BRC 2014. A discussion took place on the possibility of using an model similar to the IOF event advisor for the Major events. There was insufficient time to debate this in any detail and a small group were tasked with looking at a model that could be used for pilot at JK 2014.

Action HE/DM/MF

Major events 2014 & 2015. DP to progress these and seek to fill gaps and move from unsuitable dates.

Action DP

Trail O – clarification required from the Board on where responsibility for this lay.

Action SC

Rules variations – dealt with by ECC in interim. See earlier minutes.

9. Action list from final Events Committee meeting

This was quickly worked through as most of the actions had been carried out. Those that had not were brought forward to the next action list.

Item 1 (review of map scales) is to be passed onto to the proposed Map Advisory group

Item 2 (review of seeding process) is to be referred to the proposed Event Systems group

Item 4 (Elite course lengths) is to be followed up by SC

Action SC

Item 5 (relay classes for senior competitors) still outstanding

Items 8 & 9 (SI firmware issues) – HE to send the paper from Martin Stone to clubs and controllers.

Action HE

10. Any Other Business and dates of future meetings

None. The meeting closed at 4.20 pm.