

# Events & Competitions Committee Minutes 26<sup>th</sup> November 2012



The meeting was held at Carr's Lane Church Centre, Birmingham commencing at 11.00 am.

## 1. Attendance and apologies for absence.

Chris James (CJ) Chairman, Chairman Event and Competitions Committee  
Barry Elkington (BE)  
Graham Gristwood (GG) – via Skype for part of the meeting  
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)

## 2. Declarations of Interest

None based on the Agenda circulated.

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 for 2013 for all existing and new group members. **Action 29 HE**

## 3. Chairman's introduction

Chris J briefly outlined his background and handed out short note entitled E&CC Chairman's Introduction.

## 4. Introductions – brief personal background

Each person highlighted the particular skills and experiences that led them to be on the committee.

In addition to the roles & experiences listed on the Agenda, the following was added:

David May – ex BOF Rules Group, IOF Foot-O Commission, Grade A controller, IOF Senior Event Adviser.

Barry Elkington – Ex Rules group Chair; junior and schools competitions.

Keith Downing – local events knowledge.

Chris Phillips – Chair of LEI, Level A Organiser, Work related experience in marketing and publicity.

Katy Stubbs – JK 2013 Co-ordinator; Volunteer training; Event Safety workshop developer; club coach.

Scott Collier – Board communications channel – working both ways.

Dave Peel – has an interest in the technical side and wishes to improve the communications between Event Managers, Controllers and Event officials.

Helen Errington – key work recently has been rules revision and Event Officials training.

A short discussion took place on how the groups might work together with the committee and the Event Managers as a team and how they can best support Event Officials in the delivery of quality events.

## 5. Committee member roles

CJ will circulate to all group and committee members an email list for all **Action 30 CJ (done)**

The terms of reference for E C & C on the website is still listed as draft. **Action 31 SC**

## 6. Vision for Events and Competitions Committee

Discussion took place on the vision for the E&CC. What exactly is the committee's purpose and role? There were various suggestions put forward that included the following:

A strategic role; to serve the membership; problem solving; supporting volunteers in their roles; to assist with the delivery of quality events; WOC 2015 support and legacy.

It was agreed that CJ would take these suggestions away and put together a vision for the group to discuss by email. **Action 32 CJ**

## 7. Terms of Reference of the groups.

It was agreed that all of the groups are to be asked to check their Terms of Reference when they have their first 'meeting'. Any amendments are to be sent to CJ; otherwise they will be taken as agreed. CP reported that the Event Scheduling T of R needed revising.

**Action 33 CJ to ALL Chairs**

## 8. Minutes of the April 21<sup>st</sup> 2012 Meeting

These were agreed. NB the Sept teleconference notes were never circulated. These are to be supplied with these minutes.

## 9. Matters arising and actions.

There were no matters arising. Actions were dealt with as follows:

(Please refer to the action list table for details)

1. Map scales to be considered by work group Completed
2. BE to seek volunteer to carry out junior seeding for 2013. Jon Cross to be asked to carry out the seeding & where applicable the start time allocation for M/W18 – 21E for all Level A Events for 2013 **Action BE**  
Decision made – needs to be incorporated into Rules for 2014. DM to review all course length ratios and running speed tables in Competiton Rules and new Appendix B. **Action DM**
3. There is a pilot of a M/W210+ class at the JK 2013. There will not be a very senior relay class at BOC 2013 but the JK relay will be evaluated to see if the class needs adding for 2014 relays.
4. M/W70 class for BRC 2012 to be considered Completed
5. IOF to be asked about V6 SI card issue Completed
6. Clubs to be asked to check that firmware up to date Assume Completed
7. Comments on recruitment process to be sent to Lyn West  
The responsibility lies with the Board.
8. Where does the responsibility for the delivery of other (non JK) international events in the UK lie? Done for 2012 existing members. To be done for all new and existing members for 2013.  
Action The Board
9. Annual Declaration of interest form to be sent out and completed by all who have not done one for 2012 **Action HE**
10. Sub group to develop the concept of Focus groups and Forums **Action CJ**
11. Ranking strategy to move from Admin to ECC Task list Completed
12. Board to be informed that ECC do not see Access and Environment as part of their remit
13. Board to supply ECC with the resource allocation for meetings and groups. HE understands £1,000 **Action SC**
14. DM to circulate information on Google hangout. Completed
15. Major Event strategy, delivery & monitoring to be added to the ECC work list. **Action SC**
16. Diagram of groups and committee structure to be produced for Board meeting Completed
17. Sub group ECC reps to work up a draft T of R for their group & invitation to apply Completed
18. Discussion of role of Event Managers with regard to ECC to take place **Action All**
19. Appeals to be added to ECC task list **Action SC**
20. Revision of Appendix B 3.2.21 to make overprinting of un-crossable boundaries on iSOM2000 maps compulsory Completed

21. Email protocol, use correct heading for email content. Indicate if for decision, for discussion or information Action All
22. Does a committee member induction session exist? None exists. HE to ensure group chairs are aware that there should be minutes of teleconferences submitted the same as for face to face meetings. Action HE
23. Publicity on website & sent to Event Officials about interim arrangements for all matters needing a decision. Completed
24. Develop a bidding and approval strategy & process for all major events. The process has commenced. Further action DP & CP
25. Task & finish group to be set up to develop and finalise the UK Orienteering League rules etc Completed. SC to continue with UK Relay league for 2013.
26. MC to be asked to continue as NFS heading up the ESAG. Also to continue to schedule junior events in 2014 Completed
27. Board to be asked for clarification on where the responsibility of Trail O at major events lies. SC to formally request from Trail O Committee a specification for Trail O at the JK and BOC. Action SC
28. 2014 Controllers still TBA. JK 2014 EA model requires and small group to meet and draw up a proposal. Neil Crickmore suggested for group Action DM

## 10. Individual Agenda Items that there was time to deal with or partially discuss.

### Graham Gristwood

All group members have made contact with each other electronically. Now awaiting instructions from E&CC.

Issue: The clash of the British Elite champs with the Tio Mila for 2012 and 2013. Several of the British Elite runners are contracted to run in the Tio Mila for overseas clubs.

There is now no such competition as the British Elite Championships, the elite courses are part of the British Championships.

It was agreed that CJ would seek clarification from the Performance Team and Mike Hamilton on their views about elite participation in the British Championships with regard to this clash and also whether there is any scope for using WOC selection races as the British Championships for the elite if such a clash continues to occur. It was also agreed later on in the meeting that CP would investigate the reasons why BOC was set to take place on the early May bank holiday weekend and if the reasons for this were still valid. Action 34 CJ & Action 35 CP

### Chris Phillips/Dave Peel

Programme and Publicity group are to meet in Feb 2013 to discuss the 2015 event and competition programme. 2014 programme is in place part from the Midland Champs.

- It was agreed that 2016 is the first year that any significant changes would be made to when certain competitions were scheduled.
- A request was made that where ever possible the UK O league events comply with IOF requirements with regard to map scale, distance and estimated winning time for each format. (Long, Middle, Sprint).
- UK O league review; It was agreed that a short questionnaire would be drawn up and put on the website for anyone to complete after each of the O league events during 2013. Action 36 DM with DP/BE/HE
- Area Champs review; It was agreed that a short questionnaire be drawn up for Associations/Regions & clubs to comment on whether the Area champs should continue to be held as level A events as part of the Major events programme or whether they should be allowed to be level B. Action 37 DP with CP/Mike Cope

### Scott Collier

- Urban race time penalties – further discussion needed
- Inclusion of night events in ranking list - the ranking software can cope. Further discussion needed
- “Junior Cup Proposal” – awaiting revised proposal from Mark Nixon. SC to forward to Event Programme and Publicity Group when received. Action 38 SC

## David May

- Review of 4 level event structure and is it working as anticipated and are the criteria for the event levels correct? **Action 39 CP**

## Katy Stubbs

- Map scales – David Olivant is to be advised that all map printing issues are delegated to Map Advisory group for action. **Action 40 GG**

## 11. Any other business

None.

## 12. Date of next meeting/teleconference

CJ to Doodle for teleconference w/b 18<sup>th</sup> March 2013 **Action 41 CJ (done)**

Meeting set for 8<sup>th</sup> June 2013

Timings to be agreed electronically

## Event & Competitions Committee 26-11-2012

MAG – Map Advisory Group

ESG – Event Systems Group

ESchG – Event Scheduling Group

E&CC – Event and Competitions Committee

### Action List

1. Map scales to be considered by work group	Completed	
2. Seeding review  Decision made – needs to be incorporated into Rules for 2014. DM to review all course length ratios and running speed tables in Competiton Rules and new Appendix B.	BE to seek volunteer to carry out junior seeding for 2013. Jon Cross to be asked to carry out the seeding & where applicable the start time allocation for M/W18 – 21E for all Level A Events for	BE  DM
3. Elite course lengths review to be completed There is a pilot of a M/W210+ class at the JK 2013. There will not be a very senior relay class at BOC 2013 but the JK relay will be evaluated to see if the class needs adding for 2014 relays.	Completed	
4. M/W70 class for BRC 2012 to be considered	Pilot of 210 class at JK. Review for 2014 JK & BOC	KS
5. IOF to be asked about V6 SI card issue	Completed	
6. Clubs to be asked to check that firmware up to date	Completed	
7. Comments on recruitment process to be sent to Lyn West	Completed	
8. Where does the responsibility for the delivery of other (non JK) international events in the UK lie?	The Board	
9. Annual Declaration of interest form to be sent out and completed by all who have not done one for 2012	TBA 2013	HE
10. Sub group to develop the concept of Focus groups and Forums	To be set up when required	CJ

11. Ranking strategy to move from Admin to E&CC Task list	Completed	
12. Board to be informed that E&CC do not see Access and Environment as part of their remit	Completed	
13. Board to supply E&CC with the resource allocation for meetings and groups	Outstanding	SC
14. Technology to facilitate virtual meetings to be investigated	Google Hangout to be trialled	DM
15. Major Event strategy, delivery & monitoring to be added to the E&CC work list.	Still to be added	SC
16. Diagram of groups and committee structure to be produced for Board meeting	Completed	
17. Sub group E&CC reps to work up a draft T of R for their group & invitation to apply	Completed	
18. Discussion of role of Event Managers with regard to ECC to take place	On going	All
19. Appeals to be added to E&CC task list	Still outstanding	SC
20. Revision of Appendix B 3.2.21 to make overprinting of un-crossable boundaries on iSOM2000 maps compulsory.	Completed	
21. Email protocol, use correct heading for email content. Indicate if for decision, for discussion or information	On going	ALL
22. Does a committee member induction session exist?	No	
23. Publicity on website & sent to Event Officials about interim arrangements for all matters needing a decision.	Completed	
24. Develop a bidding and approval strategy & process for all major events	Commenced	DP/CP
25. Task & finish group to be set up to develop and finalise the UK Orienteering League rules etc	Completed	
26. MC to be asked to continue as NFS heading up the ESAG. Also to continue to schedule junior events in 2014	Completed	
27. Board to be asked for clarification on where the responsibility of Trail O at major events lies	Further information sought from Trail O committee	SC
28. BOC/BRC controllers to be appointed. JK 2014 pilot EA model - T & F group to report to E&CC asap	Still outstanding JK 2014 EA model to be progressed.	HE/DM/An Other
29. Circulate email list to all group members	Completed	
30. Prepare a Vision statement for E&CC	Completed	
31. The terms of reference for E&CC on the website is still listed as draft		SC
32. Finalising T of R for groups		CJ to All Chairs
33. Date of British Champs and position with regard to elite participation		CJ

<b>34.</b> Date of British Champs and position with regard to elite participation		CP
<b>35.</b> Review of O League in 2013		DM to DP/BE/HE
<b>36.</b> Area Champs review		DP with CP/Mike Cope
<b>37.</b> Junior Cup Proposal awaiting Mark Nixon		SC
<b>38.</b> Review of 4 level event structure		CP
<b>39.</b> Map Scales – David Olivant to be advised		GG
<b>40.</b> Doodle invite for w/b 18 <sup>th</sup> March		CJ done