

MINUTES OF IOA FACE TO FACE MEETING, SUNDAY 13TH NOV 2016

Attendees:

	In attendance	Apologies
Paul O'Sullivan-Hourihan (Chairperson)	x	
Fergal Buckley (Fixtures & Hon. Secretary) ,	x	
Sarah Ní Ruairc (Treasurer),	x	
Andrew Cox (Development Officer),	x	
Stuart Scott (Mapping Registrar),	x	
Mike Long (Junior Representative)	x	
Darren Burke (High Performance),	x	
Eoin Browne (Director of Orienteering Education)	x	
Finn van Gelderen (Communications Officer),		x
Harold White (Technical Standards)	x	
Aine Joyce (Admin Assistant)		x

Agenda:

1. Minutes of Meeting on 5th Sept
2. Matters arising
3. BRIEF reports by officers
4. Recording of decisions made by email
4. AGM of Schools Group
5. Governance
6. Irish Championships Standards (HW)
7. HMCA - FVG (see email sent by FVG)
8. Specific Mapping ownership conflict
9. Mapping Issues
 1. How to solve the maps issues
 2. Use of map registration ID for new event registrations;
 3. Ways to promote map sharing;
 4. Changes to map ownership rules
10. A.O.B.

1 Minutes of previous meeting

No comments. AJ to place on website

2 Matters Arising

None

3 Decisions agreed by e-mail since the last meeting

None

4 Revision to the Rules relating to Complaints, Protests, Jury, and Appeals with the introduction of a Rule: Fair Play

The proposed changes were agreed.

ACTION: HW

5 Revision of the Rules relating to the Organiser, and the introduction of Rules for an Event Co-ordinator

This is part of the process of revising and expanding the Rules relating to Event Safety, and a Risk Assessment Form will be put on the website for use by event Organisers. As part of this has to be completed by the Planner, the Rules relating to them were also amended. More detailed information on the responsibilities of the Organiser, Planner, and Controller will be given in a new Appendix: Responsibilities of Competition Officials.

All of the proposed Rules were agreed.

ACTION HW

6 Revision of the Rules relating to the Controller

The proposed changes were agreed but should be amended so that only Senior Certified Event Controllers shall control C2 championship events. It was also agreed that the appointment of Controllers for the regional championship events should be approved by the IOA. An amended version of the proposed Rules will be submitted to the Committee for approval.

When agreed, the Controller of Technical Standards will write to the affiliated clubs advising them of the changes, and asking for recommendations for the new two controller grades.

ACTION: HW

7 Finance

The Treasurer reported that the Leinster Council had agreed to forego the subvention payment for the Leinster Three Day, given the expected financial shortfall in 2016.

The Chairman asked for his thanks to be conveyed to the Leinster Council.

The proposed revision of the policy on the payment of travel, subsistence, and other expenses to Officers was agreed.

8 Coillte Licence

The Chairman had replied to Coillte and is awaiting a reply.

A discussion on the method of recovery of the likely payment to Coillte will take place at a future meeting and to prepare for that an analysis of the use of Coillte land in the last three years will be carried out.

ACTION: SS?FB?

9 Schools Orienteering

It was agreed that the recently acquired equipment be passed to Ted Lucey for its use in the development of schools orienteering in the Limerick area.

Some more areas for schools orienteering should be identified and mapped, with the possibility of developing permanent courses.

ACTION: AC

A recent letter received by the IOA from a club was introduced to the meeting. A discussion took place among committee members regarding the issues involved. Subsequent to the meeting and upon examination of the Rules a decision was taken to reply to the letter.

ACTION POSH

10 Map of National Sports Campus

This new map was produced by the IOA for the Sports Council and will have a permanent course. It was felt worthwhile in producing in that it will get good exposure on the site of the Sports Council. Clubs and other bodies will be able to use it subject to the approval of the Sports Council.

11 Governance

The Secretary is to form a sub-committee to consider governance issues. It is likely to consist of the Chairman, Secretary, and two other committee members.

ACTION: FB

12 Map Register

The Mapping Registrar is to issue shortly to clubs a list of their current registered and intended maps.

ACTION: SS

Appendix

TO: IOA Committee

From: Harold White Controller of Technical Standards

RE: Revision of the Rules for Complaints, Protests, Jury, and Appeals, and the introduction of Rules for Fair Play

Date: 2 November 2016

INTRODUCTION

The present Rules relating to Complaints, Protests, Jury, and Appeals are out-of-date and not in line with current international practice. In revising the Rules I have tried to bring them as much as possible into line with those of the IOF, and where needed I have used the BOF Rules for guidance. My proposals for the revision of the Rules were discussed at the recent Major Events Conference and in the main were accepted. With a few minor amendments, I am now putting forward the proposed new Rules to the Committee for approval.

I am proposing a new Rule titled Fair Play. This is effectively the IOF Rule that sets out the principles of fairness in our sport and I think it is worth adding to our Rules. I have omitted some of the IOF Rules that are more applicable to major international events such as those dealing with team officials etc. but I have kept in the paragraph on betting – you never know!

My proposals are:-

RULE 11 FAIR PLAY

R11.1 All persons taking part in an orienteering event shall behave with fairness and honesty. They shall have a sporting attitude and a spirit of friendship. Competitors shall show respect for each other, for officials, media representatives, spectators, and the inhabitants and other users of the competition area. The competitors shall be as quiet as possible in the terrain.

R11.2 Except in the case of an accident, seeking to obtain or obtaining assistance from other competitors, or providing assistance to other competitors during a competition is forbidden. It is the duty of all competitors to help injured competitors.

R11.3 Doping is forbidden. The Irish Anti-Doping Rules, as published by the Irish Sports Council, apply to all IOA registered competitions. The Irish Sports Council may require doping control procedures to be conducted.

R11.4 All officials shall maintain strict secrecy about the competition area and terrain before they are publically made available. Strict secrecy about the courses must be maintained.

R11.5 Any attempt by a competitor to survey or train in the competition terrain is forbidden, unless explicitly permitted by the Organiser. Attempts to gain any information related to the courses, beyond that provided by the Organiser, is forbidden before and during the competition.

R11.6 The Organiser may bar from a competition any competitor who is so well acquainted with the terrain or the map, that the competitor would have a substantial advantage over the other competitors.

R11.7 Competitors and spectators shall remain in the areas assigned to them.

R11.8 The event Officials shall neither disturb or detain any competitor, nor supply any information whatsoever. They shall remain quiet, wear inconspicuous clothing, and shall not help competitors approaching controls.

R11.9 Having crossed the finish line, a competitor may not re-enter the competition terrain without the permission of the Organiser. A competitor who retires shall announce this at the finish, and shall in no way influence the competition nor help any other competitors.

R11.10 A competitor who breaks any Rule, or who benefits from the breaking of any Rule may be disqualified.

R11.11 The Organiser must stop, postpone, or cancel a competition if at any point it becomes clear that circumstances have arisen that make it dangerous for the competitors, officials, or spectators.

R11.12 The Organiser shall void a competition, or age class, in a competition if circumstances have arisen that make the competition significantly unfair.

R11.13 Participation in betting relating to an orienteering competition is prohibited for competitors, and officials. They are also prohibited from supporting or promoting betting related to the competition. Additionally they must not participate in any corrupt practices related to betting.

RULE 12 COMPLAINTS

R12.1 Any competitor or official may lodge a complaint with regards to any competitor or any aspect of the organisation or course planning thought to have materially contravened the Rules or other instructions issued by the Organiser.

R12.2 A complaint shall be made to the Organiser either orally or by way of the IOA Complaint/ Protest form. The Complainant shall be informed about the decision immediately

R12.3 The Organiser is the adjudicator of a complaint. The Organiser may need to consult other members of the organising team as to the circumstances of the complaint before reaching a decision.

R12.4 No fee shall be charged for making a complaint.

R12.5 The Organiser may set a time limit for making complaints.

RULE 13 PROTESTS

R13.1 A protest may be made against the Organiser's decision about a complaint, or if the Organiser fails to address the complaint in a timely manner.

R13.2 A protest may be made by any competitor or official.

R13.3 A protest shall be made to the Controller using the IOA Complaint/Protest form.

R13.4 Any protest shall be made as soon as possible after the decision is communicated to the complainant. The Organiser may set a time limit for protests. However if the protest concerns a matter arising from the publication of the final results, a written protest may be made within 7 days of the results being published.

R13.5 On receipt of the protest, the Controller shall notify the Organiser. If they agree with the protest, the Organiser shall take the appropriate remedial action. If the Controller and/or the Organiser do not agree with the protest, they shall convene the Jury. In the case of a written protest received after the event, the Controller shall notify the Jury members of the protest together with any relevant information.

R13.6 The jury shall deal with any protest referred to them in the appropriate manner.

R13.7 The Jury shall meet as soon as possible after the receipt of the protest. They shall notify the Organiser of their decision.

R13.8 No fee shall be charged for making a protest.

RULE 14 THE JURY

R14.1 A Jury consisting of 3 voting members shall be appointed to rule on protests.

R14.2 The Jury for a C1 (international) competition shall be appointed as required by the IOF Rules.

R14.3 The Jury for C2 level (championship) competitions shall be appointed by the Organiser. The Jury shall consist of three IOA Certified Event Controllers, or BOF Grade A or B registered Controllers who are members of an NIOA affiliated club. The Jury members shall not be members of the organising club.

R14.4 One of the Jury members will chair the Jury.

R14.45 The Organiser and Controller of the event may attend any Jury meeting but they may not vote.

R14.6 The Organiser shall appoint and announce the Jury for C1 and C2 level competitions at least 7 days before the event. In the event of a Jury member being conflicted as a result of a protest, an alternate Jury member may be appointed after the protest has been made.

R14.7 For C3 level (league) competitions, a Jury need only be appointed if and when a protest is made.

R14.8 For C4 (club) events no Jury need be appointed. Any protest shall be resolved by an IOA Certified Event Controller from the organising club but who is not directly involved in the organisation of the event.

R14.9 In the case of C1, C2, and C3 competitions, the Organiser shall act according to the Jury's decision and will notify the affected competitor or official.

R14.10 The Jury shall meet as soon as possible after the receipt of the protest. The Jury Chairperson shall notify the Organiser of their findings within 7 days of receiving the protest.

RULE 15 APPEALS

R15.1 An appeal can be made against the Jury's decision with regard to a protest.

R15.2 An appeal shall be made within 7 days of the decision of the Jury being announced or communicated to the person making the protest.

R15.3 For C1, C2, and C3 level events, an appeal shall be made to the IOA Executive Committee.

R15.4 For C4 level events, an appeal shall be made to the executive committee of the club that registered the event.

R15.5 The appeal shall be heard and decided by the appeal body at the earliest opportunity

R15.6 The decision of the appeal body shall be final.

R15.7 No fee shall be charged for making an appeal.

GUIDELINE 9: COMPLAINTS, PROTESTS, JURY, AND APPEALS

G9.1 THE JURY

G9.1.1 Meeting Procedure

G9.1.1.1 Jurors should be asked to meet at a specific time and place.

G9.1.1.2 The Organiser shall supply the Jury with a copy of the Rules, Appendices, and Guidelines.

G9.1.1.3 The Organiser shall supply the Jury with a copy of the Complaint/Protest form.

G9.1.1.4 The Jury shall appoint a Chairman who shall be responsible for keeping a record of all relevant information.

G9.1.1.5 If it is not possible for the Jury to consider a protest on the day of the competition then the jurors should make arrangements to hold a meeting at a later time.

G9.1.1.7 The Chairman shall prepare a written report, a copy of which should be sent to the Organiser, and one to the IOA Executive Committee.

G9.1.1.8 Any expenses incurred by the Jury shall be reimbursed by the Organiser.

G9.1.1.6 If an unanimous verdict cannot be reached, a majority verdict from the Jury is acceptable.



COMPLAINT/PROTEST FORM

Name of the competition	
Venue	
Date of competition	
Organising Club	
Organiser	
Competitor's name (Capitals)	
Age Class or Course	

1 Details of Complaint

Signed:..... Time:..... Date:.....

(The competitor or official)

2 Organisers Decision on the Complaint (with reasons)

Signed:..... Time:..... Date:.....

(The Organiser)

3 Details of the Protest against the Organiser's Decision

Signed:..... Time:..... Date:.....

(The competitor)

4 Decision on Protest by the Controller and Organiser (with reasons)

Signed:..... Time:..... Date:.....

(The Controller)

Signed:..... Time:..... Date:.....

(The Organiser)

To: IOA Committee

From: Harold White Controller of Technical Standards

Re: Revision of Rule R5.2 Organiser and the introduction of a Rule for Event Co-ordinator

I am in the process of revising and extending the Rules and Guidelines on event safety. The event Organiser is responsible for event safety and I think that this should be clearly stated in the Rules as well as their other responsibilities. Rather than overloading the Rules with the details of their responsibilities I am suggesting that they be obtained in a new Appendix, Appendix F: responsibilities of Competition Officials. The detailed responsibilities of the other event officials could also be included. I will present the wording for this at our next meeting. This will include any changes necessary from the proposed changes to the Rules relating to Controllers.

The present Rules are minimal as you can see below.

R5.2.1 The Organiser shall be responsible for the organisation of the event. He shall ensure that other competition officials are appointed as necessary.

R5.2.2 The Organiser shall be a member of the IOA.

I would propose that this should be changed to:-

R5.2.1 The organising body shall appoint an Organiser who will be responsible for the organisational aspects of an event up to the point where a competitor starts the event, and from the finish. Details are given in Appendix F: Responsibilities of Competition Officials)

R5.2.2 The Organiser may delegate responsibility for any aspects of the organisation to other officials.

R5.2.3 The Organiser shall ensure that the event conforms with the Rules and Guidelines for that type of event.

R5.2.4 The Organiser shall be responsible for the safety and welfare of competitors and officials, and other members of the public in the event area.

R5.2.5 The Organiser shall conduct a risk assessment, and in the case of competitions of C1, C2, or C3 status complete an IOA Risk Assessment Form in conjunction with the Planner.

R5.2.6 For any event of C1 or C2 status, the Organiser shall have experience of organising C1, C2, or C3 status competitions, and shown competence in organising, as judged by his IOA affiliated club.

R5.2.7 The Organiser shall be a member of an IOA affiliated club.

The proposed Rules relating to the Organiser establishes the principal of them being responsible for all aspects of an event up to the starting line and from the finish line. By the same principal, the Planner should be responsible for all aspects of the event from the start line to the finish line, and this would need to be reflected in the Rules relating to the Planner. The proposed new Rule R5.3.1 is:-

R5.3.1 The Planner shall be responsible for all course planning aspects of an event, from when a competitor starts to when they finish. (Details are given in Appendix F: Responsibilities of Competition Officials)

R5.3.2 The Planner may delegate responsibility for any aspects of the course planning to other officials.

R5.3.3 The Planner shall plan the courses in accordance with the Rules and event Guidelines.

R5.3.4 The Planner shall assist the Organiser in carrying out a risk assessment, and in the case of competitions of C1, C2, or C3 status shall assist in the completion of the IOA Risk Assessment Form.

R5.3.5 The Planner shall be a member of an IOA affiliated club.

Rule R5.3.3 currently reads as follows:-

‘Other than for non-competitive events the Planner shall be a member of the IOA and shall be an active orienteer. For any event of C2 status or above, the Planner shall have previously planned a C3 event or higher and shown competence in course planning, as judged by the Regional Council in whose area the competition took place.’

I do not think that this serves any useful purpose in our current environment, and I think the responsibility for appointing Planners for C2 (championship) competitions should rest with the organising club. I would therefore suggest the following wording:-

R5.3.6 For any event of C1 or C2 status, the Planner shall have experience of planning C1, C2, or C3 status competitions, and shown competence in planning, as judged by his IOA affiliated club.

I would amend the present Rule R5.3.2 as follows with red indicating words to be taken out and blue for words to be inserted:-

R5.3.7 The **Course** Planner shall have an understanding and appreciation of the qualities of a good course gained from personal experience. He must also be familiar with the **theory principles** of course planning and appreciate the **special** requirements of different **age** classes, and different types of competition. The **Course** Planner shall be capable of assessing on site the various factors that can affect the competition, such as the conditions of the terrain **and any dangerous areas**, the quality **and accuracy** of the map, and the presence of **competitors, officials, spectators and other users of the area**.

It has become the norm with multi-day events that an Event Co-ordinator is appointed and while their activities are loosely covered by the Rules relating to Organisers, I think that their role should be recognised in the Rules. Where they are appointed, the Organisers of the individual events are responsible for all aspects of their event as detailed in the Rules.

I would suggest the following wording in the Rules for Event Co-ordinators:-

R5.X.1 The Event Co-ordinator shall be responsible for the coordination of all aspects of a multi-day event. They shall be responsible for aspects of the organisation that are common to some or all of the competitions including the appointment of officials. (Details are given in Appendix F: Responsibilities of Competition Officials)

R5.X.2 At multi-day events where an Event Co-ordinator is appointed, the Organisers of the individual events are responsible for all aspects of that competition as detailed in Rules R5.2.1 to R5.2.5.

R5.X.3 The Event Co-ordinator shall be a member of an IOA affiliated club.

Harold White

Controller of Technical Standards

8 November 2016

TO: IOA Committee

FROM: Harold White Controller of Technical Standards

RE: Controllers

Date: 4 November 2016

Controllers for Irish Championship competitions

At our last committee meeting I proposed that the Controllers for the Irish Championship events be appointed by the IOA and from the feedback was supported by several committee members. It was mentioned as a proposal at the Major Events Conference and met no objections. I am therefore seeking the formal approval of this at our meeting on 13 November. The proposed wording for the Rules would be:-

‘The Controllers for Irish Championship competitions shall be appointed by the IOA Executive Committee and their expenses shall be paid by the IOA.’

I would propose that this Rule would first apply to the Irish Championship competitions in 2018 as arrangements may already be in place for 2017.

Changes to Rules R5.4.1.2 and R5.4.1.3

The present Rules are:-

R5.4.1.2 The Controller of any competition of C2 status or above shall normally come from a different club to that of the Organiser and Planner.

R5.4.1.3 At any Irish Championship competition the Controller should preferably come from a different region to that of the Organiser and Planner.

In paragraph R5.4.1.2 I am proposing taking out the word *normally* to clearly indicate that required independence of the Controller.

I am proposing the withdrawal of Rule R5.4.1.3 as in practical terms it is not very realistic to expect Controllers from outside a region to control distant Irish Championship events.

Certified Event Controllers

Currently we have 31 registered Certified Event Controllers of whom about two-thirds could be regarded as active in recent years. It has proved extremely difficult to increase this number despite many attending controllers' courses who do not register. Many events are controlled by individuals who are not registered. The requirements to become a Certified Event Controller (Rule R5.5.2) are not onerous in that the individual shall have controlled at least one competition on the IOA fixtures list, have organised one competition, have planned a competition of at least C3 status, be a member of an IOA affiliated club, and have attended an IOA Controller's Course.

In addition Rule R5.5.4 requires a Certified Event Controller to have acted as an Organiser, Planner, or Controller of a C3(league) event within a three year period otherwise they are automatically removed from the Register. I have periodically sent requests to the registered Controllers for updates of their activities and only a few have provided this with the result I have no details of their activities in the three previous years,

and technically their names should have been removed from the register. I have been reluctant to do this as it would reduce the number of registered controllers to a very low level.

A part of the discussion on providing Controllers for the Irish Championship events focussed on the grading of Controllers where the feeling was that they should have the experience and knowledge required to ensure a high standard of competition. Previously the IOA had a grading of Controllers similar to that of BOF with grades for international, national, and league competitions. With our small pool of Controllers this grading was dropped in the revision of the Rules in 2008 when a single grade of Controller was introduced.

In view of our desire to ensure high standards at our Championship competitions, I would suggest the introduction of two grades of Controller, a Senior Certified Event Controller and a Certified Event Controller.

As the present process of registration is not functioning I would suggest that the process be changed to one where clubs would propose members for registration as Controllers subject to the criteria for each grade.

For the grade of Certified Event Controller I would suggest no change in the present Rule R5.5.2.

- (1) Have successfully completed an IOA approved Controller's course
- (2) Have controlled at least one competition on the IOA Fixtures List and shown competence in controlling
- (3) Have successfully organised at least one competition on the IOA Fixtures List
- (4) Have planned a competition of at least C3 (league) status and shown competence in planning
- (5) Be a member of an IOA affiliated club

For the grade of Senior Certified Event Controller I would suggest the following:-

- (1) Have been a Certified Event Controller for at least three years
- (2) Have controlled at least three C3 league competitions on the IOA Fixtures List
- (3) Be a member of an IOA affiliated club

In both cases the judgement of their competence should rest with their clubs, but the IOA should have a right to refuse their application if it is thought that the individual does not have the required experience and knowledge.

In the revision of the Rules, I would propose extending the time limit in Rule R5.5.4 for Controller registration from three to five years.

Harold White

4 November 2016