

Orienteering Australia

ANNUAL CONFERENCE 2010

Draft minutes

Burgmann College, Daley Road, Australian National University (ANU), Canberra
Saturday 4 December 2010 9am to 4.30pm
Sunday 5 December 2010 9am to 3.30pm

Attendance

Bill Jones - President, Robin Uppill OA Board, Robert Spry OA Board, Eric Morris OA Board, Blair Trewin OA Board (from 11am Sunday), John Harding OA, John Scown OA, Kay Haarsma OA, Julian Dent Elite (from 9.30am Sunday), David West MTBO, Paul Prudhoe NSW (from 11am Saturday), Barbara Hill NSW, Geoff Wood ACT, Rohan Hyslop ACT, Reid Moran QLD, Liz Bourne QLD, Peter Mayer SA, Jenny Casanova SA, Christine Brown Tas, Mike Dowling Tas & OA Board (from 10.30am Saturday), Craig Feuerherdt Vic, Bruce Arthur Vic, John Toomey WA, Richard Matthews WA, Kim Williams, ASC Orienteering Sports Consultant (Saturday only).

1. WELCOME & CONFERENCE OPENING

1.1. Welcome by Bill Jones, President.

1.2. Opening of the Conference by Andrew Collins, Director of Sports Planning and Performance, Australian Sports Commission, accompanied by Kim Williams, Orienteering Sports Consultant. Andrew gave a Powerpoint presentation, a copy of which has been circulated to all Conference attendees. He noted that in respect of the ASC's participation funding of orienteering that:

- the ASC is not a charity and expects accountability with measured participation results
- there have to be good implementation plans with effective engagement between OA and state partners
- there has to be effective system-wide data collection on participation, not just on the ASC funded programs, including a good understanding of the key performance indicators
- there has to be an ongoing process that includes regular evaluation
- there will be annual ongoing funding, subject to performance, with the first major evaluation at the end of 2012. If OA does not deliver results, funding may be reallocated to other sports.

Andrew was asked what opportunities were available for orienteers to access AIS-SIS services. He said that there were 24 priority sports for these services and orienteering was not one. However, orienteers can apply for individual scholarships, and OA should investigate relationships with universities.

1.3. ASC grant references. Noted.

1.4. Information sharing by attendees:

A summary of key points by state delegates is as follows.

NSW (Robert Spry/Barbara Hill):

- Dave Lotty has retired and been replaced by Anthony Darr, Administration Officer, working 3 days per week, and there is also a part-time marketing and promotions job
- The survey of members found the main issues were the website, services for newcomers, and coaching
- Legal advice was also sought in respect of the risks associated with delivering both current and new events and services. This is on the agenda for separate discussion

- Still trying to work out how to best engage beginners and newcomers
- ACT (Geoff Wood/Rohan Hyslop):
- Geoff has moved from President to Executive Director, Rohan the new President
 - The average number of Summer Series participants has increased from 150 in 2008 to 175 in 2009 to 200 in 2010
 - A \$10,000 grant has been secured from the ACT Health Promotion Fund to start a Street O series at the end of January
 - A day membership has been introduced. Geoff has calculated that this will double the number of registered members.

QLD (Reid Moran/Liz Bourne):

- Orienteering QLD has secured a 40% increase in funding from around \$50,000 pa to \$70,000 pa, indexed
- A new database is increasing participation numbers, partly by counting participants not previously counted and through participants in new programs in regional areas
- There is a junior development officer, responsible for website information developed for schools, and work done in visiting schools
- Brisbane City Council pays OQ \$500 to put on lunchtime in the city and night events, publicized on the BCC website. The lunchtime events are in the centre of the city and non-competitive and encourage office workers and tourists to walk around the city looking up answers to questions at control points
- Effort is put into capturing email and other contact details for newcomers
- Liz recommends that orienteering associations and clubs make contact with the active recreation program officers in local governments, both for funding of events but also assistance in providing access to base maps for mapping
- OQ is looking to upgrade its website & is therefore interested in the Conference discussions on this

VICTORIA (Bruce Arthur/Craig Feuerherdt)

- About 1000 participants per week in summer across 4 series in Melbourne and 3 series just outside Melbourne
- Also a MTBO summer series, Saturday pm
- Funding assistance from Vic Sport & Rec and Vic Health
- Casual membership will be implemented in 2011
- Plans are in place to start orienteering in Gippsland
- Alex Tarr has a very technical gold mining map at Yackandandah for the 2011 Oceania Championships
- Bendigo Orienteers (BO) have a number of very successful programs, including the Space Racing program for primary school children. Peter Creely from BO has been in discussion with other states interested in rolling out the Space Racing program
- VOA is actively looking at technology, the VOA website and social media to further develop orienteering in Victoria

SOUTH AUSTRALIA (Peter Mayer/Jenny Casanova)

- OASA's Sport and Rec funding is lower than for other states and has been reduced in government cutbacks
- OASA is looking at introducing casual membership
- An opt in system is in place to receive Enews
- The experience with schools events is that strong promotion is needed to get good numbers
- There is a vacancy for a publicity and promotions officer
- The OASA website is aligned with the OA website after a lot of work a few years ago and OASA would be reluctant to change at the present time

WESTERN AUSTRALIA (John Toomey/Richard Matthews)

- Casual membership was introduced in 2010 and has resulted in a major increase in persons on the Enews database
- The 2011 Easter carnival has been promoted in Asia and there have been inquiries also from Europe. It has been publicised using digital media.
- A sprint series (NAV DASH) is used to bridge the gap between the spring and winter series
- OAWA has tripled MTBO participation by scheduling events as lead ups to the major adventure races
- A survey of members has been conducted on which maps they liked
- A casual work scheme has been introduced to process results: students are paid \$15 per hour
- A casual admin assistant has been employed from general funds and a new Development Officer is being sought
- There were 800 children at the schools championships, and 12000 children have been reached in schools programs
- It has been hard to get people to serve on the OAWA Board
- OAWA ran a competition for best orienteering photos in various categories. This was quite successful and a slideshow of photos was played at the annual dinner.

TASMANIA (Mike Dowling/Christine Brown):

- OT has undertaken a branding makeover (logo, promotional material template, 12 page brochure) with Joomla used to create an open source website
- Next steps planned are online social community links, community builder and Facebook
- To make it happen and maintain it, a Communications Manager has been employed
- There has been a 50% increase in government grant funding
- A relationship has been developed with the Tasmania Disability Sport unit for events in the Hobart Botanic Gardens
- Compulsory casual or full membership has seen big increases in member numbers, including a 25% rise in full membership
- All members receive the E bulletin unless they opt out
- A street series is now conducted in Launceston in summer and winter

2. MINUTES

2.1 Appointment of verifiers: Liz Bourne and Jenny Casanova were appointed.

2.2 Confirmation of previous minutes – AGM of 11 April 2010. Moved that the minutes be confirmed (Jenny Casanova/Geoff Wood). Agreed.

2.3 Minutes of 2009 Conference. Noted.

2.4 Matters arising from previous minutes.

Mike Dowling volunteered to again prepare the Annual Report and asked for cooperation in timely submission of material.

3. MANAGEMENT AND ADMINISTRATION

3.1 Presidents report. Bill noted that funding provided by the ASC is considerable but comes with significant strings attached.

3.2 Board report. The Board paper was noted.

3.3 Finance report

3.3.1 Budget report.

Blair noted that a deficit of about \$5,100 had been projected but the outcome was about \$20,000 in the black due to under-spending in a number of areas.

3.3.2 Budget projections:

Blair noted that:

- a deficit of \$10,000 to \$20,000 per year was projected for each of the forward estimate years & a tight rein is still needed on any spending commitments
- SILVA sponsorship was mainly in kind, not in cash
- There is a need for greater promotion of donations to the ASF
- With greater funding certainty from the ASC, he intended to send invoices in advance for fees payable by states
- OA funding from state registration fees and event levies are not projected to increase significantly even if target increases in participation are realized. This will be explained more clearly in a funding model paper to be prepared for the AGM

3.4 Statistics:

There were a number of discussions on statistics:

- The ASC advised that it was interested in total increases in members and participants, not just those in ASC funded participation programs
- For OA's membership numbers to be comparable to other sports, then OA can no longer continue not to count as members all regular participants in street, park, bush, schools series and MTBO competitions
- Collection of the contact information on participants serves 3 purposes: contact information for the event safety plan; adding new participants to the ENews & other information databases; statistical information for reporting to sponsors
- The introduction of new member categories during 2011 would provide a statistical benchmark for later year comparisons

3.5 Event Committee report:

The report by Greg Hawthorne was noted.

A lack of a listing of states conducting MTBO Australian Championships was explained by the need to identify suitable venues first, then assign organizers. Eric Morris recommended that major event planning consider regional areas where the map development in conjunction with the carnivals can provide infrastructure for ongoing participation in the areas, especially if linkages can be made with park and street O development in those areas.

3.6 Report on Paddy Pallin Nav Training, Try Orienteering Day

A report was tabled by John Harding, noting that there were 904 participants in the various events around Australia. However, it was noted that the number of beginners was down on expectations as some of the leadup marketing did not occur. Hence a number of improvements are needed for next time.

3.7 Updating the OA Risk Management Policy (Robert Spry)

3.7.1 Risk management paper

Robert Spry noted that his paper was intended to be a high level statement of the principles in managing risk, and state and territory associations still need to periodically update their detailed risk management plans to address local requirements. He asked for comments on his paper before it is finalised for the AGM.

3.7.2 Legal advice provided to OANSW.

This was circulated to all states for information. Robert noted that some of the issues were in respect of NSW law and may not be applicable in other jurisdictions. OANSW is yet to fully consider the advice but important issues included the need for events to be organised by an incorporated body, that there should be a risk disclaimer on the membership form, and that legally it is recommended that

participants in orienteering events should have membership in some form, if only one day membership.

3.7.3 Draft Best Practice Guidelines for Park & Street Orienteering

Robert asked for comments on this paper. It was generally agreed that selection of area and selection of courses were the highest priorities in managing risk. It was agreed that it would be desirable for a separate paper to be developed on managing risk for MTBO.

3.8 Health & Safety Policy update:

3.8.1 Policy paper. No policy paper was provided because of a misunderstanding over authorship. It was suggested that OA should have a health and safety policy for employees. The Board will follow up on this issue.

3.8.2 Safety Procedures Manual:

Blair Trewin provided a paper 'Template for Event Safety Policy and Guidelines' prepared for the benefit of those states/clubs which do not, as yet, have formalised event safety policies.

Motion (Trewin/Bourne): It is recommended that any state without a safety policy consult the template and adopt either it or a modification to suit state-specific requirements. Agreed.

It was further recommended that an appendix be added, noting state-specific requirements, for MTBO and street orienteering. As the template is provided to insurance brokers, it should cover all types of orienteering.

Other points raised:

- There is a safety briefing before the start of all street events in Victoria
- A qualified medical/first aid person should be available at all events
- A communications plan for emergencies is needed at bush events
- If a very serious incident (death or serious injury) occurs, OA must be informed as the media are likely to seek comment from OA

4. INTERNATIONAL

4.1 IOF Council. Mike Dowling's report was noted.

4.2 Foot O Commission. It was noted that Blair Trewin had replaced Mike Dowling on the Foot O Commission.

4.3 NZ World Cup round in 2013; Australian bid for 2015
Mike Dowling advised that in the new year Orienteering Tasmania would be considering whether to proceed with a bid for 2015.

5. TECHNICAL

5.1. Technical report

Robin Uppill spoke to her report:

- i. In respect of the Technical Rules, winning times for junior classes are currently less than at JWOC.
ACTION: The HP Management Group will advise the Technical Committee on new winning time standards for juniors.
- ii. Robin has not been receiving Controller reports for all Group A events.
ACTION: Paul Prudhoe will send a copy of the report from the Belanglo NOL event.
- iii. Jenny Casanova reported that she had simplified the Controller report form and used it successfully herself for the Australian Championships
- iv. Robin advised that reaccreditation for Level 3 Controllers had been reduced from 10 years to 4 years because of changes in standards for things like

digital mapping and because of the introduction of a requirement to attend an update workshop. The first such update workshop is planned for the Thursday of the 2011 Oceania Carnival, in Canberra.

- v. **Recommendation(Uppill/Casanova):** The changes as included in the draft copy of the rules are adopted for 2011. Recommendation agreed.

5.2 Mapping

The mapping report was noted. It was agreed that state representatives pass on copies of the report to mappers, controllers and organisers in their states.

5.3 Information Technology:

Robin Uppill reported that she was progressing improvements to the national results database with Dane Cavanagh. It was agreed that a priority now was to be able to collect and tabulate participation indicators for all states.

It was agreed that a Chair of the IT Committee is needed and states should identify persons interested in IT to form an active IT Committee.

There was a general discussion on software for loading results into the national database. ACT uses OE2010 and Victoria and Tasmania are evaluating this, while Christine Brown has been investigating UK software called Autodownload and Irish software called OR which is SI based. A problem is that OE does not handle score events. Eric Morris noted that no software package is likely to cater for all database scenarios so more than one package may be needed. Information sharing among the states would save duplication of effort.

6. DEVELOPMENT

6.1 OA funding bid to the ASC to increase participation & outcome

John Harding presented a paper which advised that OA was being funded in 2011 for:

1. Online self coaching resources	29,600
2. New metropolitan programs	21,000
3. New rural centre programs	20,000
4. Rural & remote coaches/officials	23,400
5. NSO capacity building	6,000
Total	\$100,000

The ASC had advised that it is keen for us to expand what we are planning for Park and Street O in the later years within a \$100,000 a year budget for those years. This could be done by expanding or rolling out faster what is proposed for NSW, or else SA, WA or Tasmania might want to consider bidding.

Online self coaching resources

1A. Production of four 5-minute videos:

Actions:

- i. Do a situation analysis and project brief defining goals and the target audience then develop a script,
- ii. Develop a contract with the University of Canberra to undertake this project
- iii. Appoint a reference group to provide advice to the University of Canberra and review the scripts and first cuts of the videos. It was recommended that Peta Whitford, Kay Haarsma and Liz Bourne be included in the reference group
- iv. Consider a commercial sponsor.

1B. Revision and updating of current training guide information:

Actions:

- i. Invite expressions of interest to undertake this task, with strong production design values highly desirable
- ii. Appoint a reference group to review and provide advice on the draft

- iii. Consider setting up a 'how to do orienteering' website as a shopfront for beginners and newcomers
- iv. Organise OA copyright on the online resources

New metropolitan programs

2A. Production of an organiser's manual for park and street orienteering.

Actions:

- i. Invite expressions of interest from persons with good writing skills and street and park O program expertise around Australia to contribute chapters to the manual.
- ii. Appoint a reference group with 1 representative from each state

2 B. New metropolitan programs in Sydney

Actions:

- i. OANSW to set up an implementation group which will review costs and develop a detailed implementation plan
- ii. OANSW to provide quarterly reports to OA on progress
- iii. OA in conjunction with the states to develop Park and Street Program participation and membership capture mechanisms to provide the outcome KPIs required by the ASC.

2C. New bike/run program in NSW

Actions:

- i. OANSW to set up an implementation group which will review costs and develop a detailed implementation plan
- ii. OANSW to provide quarterly reports to OA on progress
- iii. OA in conjunction with OANSW to develop Duo Program participation and membership capture mechanisms to provide the outcome KPIs required by the ASC.

3 New rural centre programs

Actions:

- i. OANSW, Orienteering QLD and VOA set up implementation groups which will review costs and develop detailed implementation plans
- ii. OANSW, Orienteering QLD and VOA to provide quarterly reports to OA on progress
- iii. OA in conjunction with the states to develop Park and Street Program participation and membership capture mechanisms to provide the outcome KPIs required by the ASC.

4. Additional training and development opportunities for rural and remote coaches, controllers, organisers and course planners

Actions:

- i. The ASC recommends that this be called a Rural Scholarship Scheme and any recipients be obliged over the 2 years following attendance at the courses to report how many people they have coached or events they have controlled/organised/course set
- ii. The ASC recommends that funding for this project be reduced if additional funding of the roll out of new Park and Street O programs is required
- iii. Each state and territory association plan a program of Level 1 and Level 2 Controller courses and Level Coaching courses in 2011 and 2012 and advise the OA Manager of Coaching & Officiating Development
- iv. As part of this planning, each state consider whether it will be more effective to send trainers out to rural centres to run courses or bring persons from rural centres into a centrally run course
- v. Each state association publicise courses and invite applications for the Rural Scholarship Scheme.

5. Production of Organisers Manuals

Action:

- i. The Technical Committee to advise OA on priorities to use this funding. An update of the major event guidelines was suggested as one project.

6. Orienteering Australia coordination of participation projects and contract management support

Actions:

- i. OANSW, Orienteering QLD and VOA in developing implementation plans for rolling out new programs using ASC participation funding estimate the administrative workload in managing the programs effectively and meeting the ASC's accountability criteria and advise OA accordingly
- ii. Once implementation plans are developed, OA will review the level of management support required jointly by OA and implementing state associations to ensure that this is resourced adequately

2012, 2013 and 2014 projects and funding

The ASC is providing \$100,000 in funding for each of these years providing OA meets accountability criteria. Because the online resources project is a 2011 project only, and because the ASC did not agree to a new Defence Club, Trail O pilot or National Primary Schools Pilot, there is a funding gap in 2012, 2013 and 2014 as follows:

Action:

- i. States to submit proposals to OA on priorities to expend this funding in 2012, 2013 and 2014.

6.2 Development of OA Strategic and Operational Plans for increasing participation

This topic was work shopped, with Mike Dowling facilitating. The following revisions to Purpose and Vision were agreed:

Goal

To enhance the lives of Australians through orienteering.

Vision

Orienteering in Australia will be an inclusive sport and recreation activity which is well managed and provides wide opportunities for participation by people of all ages and abilities, from the recreational to excellence in elite performance.

Key result areas and KRA objectives, outcomes, strategies and Key Performance Indicators (KPIs) were also discussed and it was agreed that these be further developed by the Executive Officer and Board and a draft provided to the states for consideration and comments as input to final documents for approval at the AGM. It was agreed that the KRAs should be re-ordered with the administration KRA last, and that checks should be done to ensure that KPIs match strategies.

6.3 Defining membership using ASC guidelines

It was agreed to define participants as follows:

- a. Exposure participant: participant in a one-off special event
- b. Engagement participant:
 - i. A person who registers at a regular orienteering event
 - ii. A person who pays a membership fee

It was agreed that:

- i. engagement participants should be counted in membership numbers as either full members or another membership category such as school member, casual member, series member, or day member, and
- ii. all members of whatever type should have contact information collected to enable them to be added to the membership and Enews databases, with Enews to be provided unless the member instructed that they wished to opt out of receiving the electronic news bulletins.

6.4 Marketing plan update

The report by John Harding on marketing activities during 2010 and plans for 2011 was noted.

6.5 Website development

A paper was provided by Nicole Davis comparing SocialFx and Joomla, examining desired functionality for the future, and estimating costs and next steps of changing from SocialFx.

Andy Hogg, former OA Technical Director, attended for the discussion and outlined the history of the development of the current SocialFx websites for OA, most of the states, and a number of clubs:

- in 2004 OA & the states had static sites
- it was decided to move to SocialFx because it was cheap, dynamic, allowed cross tagging for news stories and calendars, provided an opportunity for homogeneity between OA and the states, and allowed for a national database of results to be developed
- Andy's view was that there are probably better systems around now but a move from SocialFx should only be done if two conditions were met:
 1. Export all content to the new system (35 years of results, archive of everything else)
 2. Adequate resourcing for maintenance and development (in his view a paid person spending a minimum of 1 to 2 days per week)

Tasmania and Queensland do not use SocialFx and Mike Dowling explained that the reasons why Tasmania did not do so:

- not wanting to rely on just one person for support
- not adequately meeting OT's goals of an electronic shopfront, communication medium for membership, governance repository, and capacity for future add on functions, including linkages to emerging technologies (iPhone & Android technology)
- OT is paying \$28 per hour for a part-time Communications Manager to provide adequate resourcing.

Robin Uppill gave an overview of the current functionality provided by SocialFx and advised that Jon McComb was paid \$840 per year + GST for web hosting.

A number of people noted that inadequate documentation for SocialFx was a major cause of angst among current users.

Motion 1 (West/ Feuerherdt): That OA engage a person to prepare a scoping study for an online services strategy that includes OA, the states, and clubs. Carried.

Motion 2 (Trewin/Uppill): Should any further funds be required beyond those from existing sources, that the additional funds be sourced from monies collected on the same basis as currently calculated for the state registration fees. Carried.

Motion 3 (Uppill/Mayer): On a 12 month trial OA employ a person 1 day per week to maintain the OA website. Carried.

6.6 The Australian Orienteer

Mike Hubbert's budget summaries for 2010 and 2011 were noted.

6.7 Schools

Mike Dowling reported that in Tasmania

- There are 2000 children doing a kids triathlon program
- He has been liaising with the President of Bendigo Orienteers to try Space Racing in the Hobart area in Term 3
- He is developing a proposal for the OT Board to reinvigorate the schools orienteering competition in Tasmania
- An orienteering package is needed which phys ed teachers can implement in schools

Barbara Hill reported that

- A first draft has been developed of an orienteering module for games-based activity for Active After Schools orienteering and children's orienteering groups
- NSW will be conducting a January school holiday program of Space Racing

Mike Dowling said that there is a problem in states filling strong teams for the Australian Schools Championships and the format of schools orienteering needed review. Liz Bourne reported that QLD has commenced sprint orienteering competition for schools in addition to bush and relay orienteering, and Rohan Hyslop said that the ACT was planning to introduce this in 2011.

It was agreed to recommend to the OA Schools Committee that a sprint championship be considered for the Australian Schools Championship carnival.

7. HIGH PERFORMANCE

7.1 High Performance Management

Eric Morris spoke to the HP Discussion Paper and advised that Kay Haarsma had been appointed High Performance Manager with a strategic role and duties as outlined in the paper, and Rob Preston to the High Performance Operations Manager position, with duties as per the paper.

Of the issues raised in the paper, there was some discussion on junior performance internationally. It was noted that NZOF has benchmarks to gain selection for JWOC. Julian Dent recommended that pooling of resources across juniors and seniors be considered, with some combined camps providing some mutual benefits to the two groups.

Eric said the Bushrangers team will continue as a development team.

7.2 High performance funding submission to the ASC. Noted.

7.3 Updated High Performance Strategic Plan. Eric Morris advised that he had partially updated the Strategic Plan, was seeking feedback from the HP Management Group, wanted to link to a number of ASC goals and wanted to firm up 3 or 4 KRAs.

7.4 National Orienteering League report. No report.

7.5 Appointment of Coaching Panel: no report.

7.6 Foot O World Championships 2010: financial report noted.

7.7 2010 World MTBO senior and Junior Championships (coach and financial reports): reports noted.

7.8 2009 Junior World Foot Orienteering Championships (manager and financial reports): reports noted.

7.9 Selection

7.9.1 Senior Panel: report noted.

7.9.2 Junior Panel: report noted.

7.10 Coaching & Officiating Development Report:

The written report by John Scown was noted. He said he was organizing a Level 2 coaching workshop in the first half of 2011 and would be seeking assistance from Level 3 coaches to be presenters.

Eric Morris and John Scown advised that a coaching network was being created using Skype, blogs and email.

7.11 Proposed minor modifications to elite rankings

Bruce Arthur spoke to his proposed changes to Operational Manual 2.18 Elite Rankings and he moved, seconded by Eric Morris, that the changes be accepted.

This was agreed. An amendment was subsequently agreed that if a junior was contesting a senior race then 2 scores would be given, 1 for the senior competition and 1 for the junior competition.

8. MOUNTAIN BIKE ORIENTEERING

David West spoke to the MTBO report and noted that in addition to Adrian Jackson's continued gold medal success that Melanie Simpson was ranked 22nd internationally and that the junior team performed very creditably in its first participation in MTBO JWOC.

It was noted that responses to the recommendations in the report were the responsibility of the High Performance Director and the OA Board.

Liz Bourne recommended that a MTBO Controller accreditation be introduced and Jenny Casanova and Robin Uppill suggested that this would best be done by creating a MTBO module for the existing Controller courses, with this module to be developed by the MTBO Committee and sent to the Technical Committee for endorsement. Jenny was the Controller for the 2010 Australian MTBO Championships.

John Harding noted that Craig Steffen was developing a MTBO-specific module for the Level 1 coaching course.

9. Other business

None.

The Conference closed at 3.30pm on Sunday.