2014 Orienteering Australia Annual Conference and General Meeting, 6 and 7 December. Silver Room, Conference Centre, Australian Institute of Sport, Leverrier St, Bruce, ACT.

Minutes

Attendees:

OA Board: Mike Dowling (chair), Bruce Bowen, Craig Feuerherdt, Jenny Casanova, Lance Read, Robert Spry

State delegates: Paul Prudhoe and Andrew Lumsden (NSW); Dennis Mews and Ruth Goddard (VIC), Tim McIntyre, Felicity Crosato (QLD), Robin Uppill, Erica Diment (SA), Graham Braid, Natasha Sparg (WA), Warwick Moore, Ian Rathbone (TAS), Rohan Hyslop, David Poland (ACT).

MTBO: Craig Steffens.

Elite athletes rep: Simon Uppill.

OA staff: John Harding, Nick Dent.

Observer: Michael Burt (OACT), Sunday afternoon.

Apologies: Blair Trewin (OA President), Kay Haarsma, John Scown (OA staff).

1. Conference and General Meeting opening by Mike Dowling

2. MINUTES

2.1 Appointment of verifiers: Robert Spry and Jenny Casanova appointed.

2.2 Confirmation of minutes of 2014 AGM. Motion (Craig Feuerherdt/Jenny Casanova): that minutes of the 2014 AGM be confirmed. Passed.

2.3 Minutes of 2013 Conference (already confirmed at AGM, for reference). Noted.

2.4 Matters arising from minutes of 2014 AGM

   i.   Eventor: Report on action on motion that:
The board of OA develop a plan to resource the upgrade of the Eventor System to suitable standards including but not limited to a more user friendly membership module and the ability to produce statistical data to meet our reporting obligations.
Deferred to the Eventor agenda item.

   ii.   OA Risk and Audit Committee. Bruce B reported that a committee of Bruce Bowen (chair), Robert Spry and Ian Dodd was elected at the AGM.

However, John H noted that Ian, although a practising accountant of over 20 years experience, was no longer a CPA and the ASC governance requirements stipulated that a current CPA should be a member. The meeting noted two current orienteers who are CPAs who it suggested might be considered for inclusion in the Committee to satisfy the ASC guidelines.

3. GOVERNANCE and BUSINESS MANAGEMENT

3.1 Report by Board. Noted.

3.2 Finance report (Bruce Bowen)
    3.2.1 Budget report.
The Expenditure report and Budget were presented by Bruce but a motion to endorse the Budget was not put until day 2 of the Conference after decisions affecting the Budget on the cost allocation paper and Eventor financing were resolved.

Motion (Bruce Bowen/Warwick Moore): That the 2015 budget be endorsed. The motion was passed.

    3.2.2 OA funding cost allocation to States

The recommendations in the paper (page 4 of the paper) were considered by the Conference as follows.

1. OA to move to a cost allocation model with a greater weighting based on participation rather than memberships to reflect the changing nature of the sport. This was approved.

2. The sharing of the State Registration Fee to be based on the number of memberships of orienteering clubs in a State plus any State Association-only members. An exception would be for school-based clubs, which would be treated as one membership each. Arrangements for remote associate members to be continued.
Motion (Bruce Bowen/Paul Prudhoe): That this recommendation be approved. The motion was passed, with one delegate against.

3. The time period over which memberships are averaged in calculating the State Registration Fee be reduced from 5 years to 3 years.
Motion (Warwick Moore/Bruce Bowen): That this recommendation be approved. The motion was passed.

4. State Associations to regularly advise the OA Annual Conference of changes to membership fees and entitlements to assist in harmonising memberships arrangements over time.
This recommendation was agreed. Changes in membership by Orienteering Victoria were noted.

5. The cost sharing arrangements for OA recovery of public liability insurance be changed to be based on the number of participants that attended category 4 and

5 events over the most recently reported 12 month period, as set out in the OA 6 monthly event levies reports submitted by State Associations. (Parts 2.4 and 3.3) Motion (Paul Prudhoe/Robin Uppill): That this recommendation be approved. The motion was passed.

6. The cost sharing arrangement for the annual license fee for Eventor be based on (Parts 2.5 and 3.4):
   - Continuation of the special Eventor levy on all events associated with national carnival events (i.e. $1 per entrant per day).
   - Continuation of recouping $8000 via the additional levy to the State registration fee (divided between States on the basis of number of memberships as set out above).
   - The residual divided according to the number of non-national carnival participants (number of entries/results) in Eventor per State over the last 12-month period (i.e. Eventor usage).

There was a great deal of debate on this motion. An amendment to the motion was proposed.

Motion (Warwick Moore/Andrew Lumsden): That the last dot point be changed from the residual being based on Eventor to the residual being based on 6 monthly participation statistics. The motion was lost, with 4 in favour and 6 against.

Motion (Andrew Lumsden/Paul Prudhoe): That recommendation 6 unamended be approved. The motion was passed.

7. The current OA event levy structure be continued. (Parts 2.3 and 3.6)
This was agreed.

8. The above changes to commence in 2016, as some States will have already decided on membership fees and event fees for 2015, before this paper is discussed at the OA Annual Conference in late 2014. Noting that for the State Registration Fee (the largest component) it would take three years for the new arrangements to be fully phased into effect. (Part 3.1)
This was agreed.

9. The OA media review committee considers the issues raised in the paper on the financing of the AO magazine as part of its review (part 3.7).
This was agreed.

3.2.3 Eventor Financing

The Eventor Financing paper outlining the decisions agreed at the 2013 Conference was noted.

It was also noted that SOFT has now invoiced OA for the final cost of the license fee for 2014 based on the usage of Eventor between 1 Nov 2013 to 31 October 2014. The usage data over this period are also used to allocate the costs between States for points 3 and 4 in the 2013 Conference decision.

The full cost of the license fee for 2014 was $25,428. This was based by SOFT on 42,000 entries/results. According the above formula, $12,428 (plus gst) is therefore to be recouped from State Associations.

3.2.4 Report on Moira Whiteside bequest expenditure. Noted.

3.3 Governance update and Board vacancies. The governance update was noted. ONSW advised that its most recent Board meeting had considered what was an appropriate operating reserve and concluded that it should be a minimum of 50% of annual operating expenses.

3.4 Risk management.
i. Robert Spry and Andrew Lumsden presented scenarios of the consequences of an event not being either cancelled or postponed in the event of circumstances including extreme heat and severe thunderstorms. They noted that there seemed to be a lack of awareness among organisers and therefore procedures for event cancellation should be highlighted to clubs and organisers.
ii. The legal advice provided by Nicky Nygh and her legal firm on the legislation governing risk waivers and risk management in all states and territories was tabled at Conference and Robert Spry gave a precis of the advice. Motion (Andrew Lumsden/Warwick Moore): That Nicky Nygh be thanked for her advice which was greatly appreciated. The motion was passed.

3.5 Orienteering Australia Hall of Fame. The report tabled was noted.

3.6 Update of anti-doping policies and procedures (required by ASADA by 31 Dec 2014).
John Harding reported that:

ASADA provided a compulsory template for all sports to use to comply with new WADA rules coming into force on 1 January 2015. The template changes largely involved clarification on the procedural issues involved in anti-doping testing, reporting and actioning of results and the guidelines prevented changes by sports to the WADA/ASADA wording other than replacing 'national sporting body' with 'Orienteering Australia' in the case of OA. The one area orienteering-specific was in the definition of a national-level athlete and Blair T and John H had drafted a definition to provide clarity in this area.
The OA Board and ASADA had approved the new policy which was now required to be included in the OA Operational Manual on the website. The policy was made available to all Conference delegates electronically in the Conference papers but was not printed as there were almost 90 pages.
There was then discussion among Conference members about:

1. who might be considered a NOL orienteer and who wouldn't and who would ASADA want to test.
2. whether OA should let someone compete in a NOL team unless they had signed an anti-doping undertaking (even if they were just a last minute fill in for someone else injured).

3. The appointment of an OA Anti-Doping Officer independent of the OA High Performance management team, similar to the IOF having a medical practitioner as its Anti-Doping Officer. It was suggested that a pharmacist could also be an appropriate person.

It was recommended that the OA Board further consider these issues.

Motion (Andrew Lumsden/Warwick Moore): That the new OA Anti-Doping policy be adopted. The motion was passed.

4. High Performance and Athlete Development Pathway

4.1. Update on foot orienteering pathways development (Lance Read and Nick Dent)

Lance presented a summary of achievements during 2014 in implementing the Athlete Development Pathway, in improvements in team performances at WOC and JWOC, and in the competition structure. However, he said
- More coaches were needed to strengthen the athlete development pathway, with more younger coaches a priority
- An Australian Junior Development Squad coach was still to be appointed
- A European master coach will be funded to come out early in 2016
- A Level 2 coaching course was an essential focus for 2015
- Updated NOL guidelines will be a catalyst to improving NOL events

Mike Dowling noted that there were very good online coaching sessions for the JWOC Squad before and after JWOC.

Nick Dent gave a very substantial presentation
- Analysing WOC and JWOC team statistics since 2005
- Standards used overseas, eg. In the UK, an orienteer cannot qualify for consideration for selection unless he or she has achieved a performance standard in a 3km time trial
- An overview of the Athlete Management Platform (AMP) now being used by OA (costing $2000 for up to 75 users)

Mike Dowling noted that for children to stay in sport, they need to maintain engagement through being part of a squad, through group training, through social contact, through family support.

Action items:
  i. John Scown to get the ASC to authorise re-accreditation of the coaching curriculums which had technically expired
 ii. After the January Coaching Conference, states to provide Lance Read with a pathways plan identifying gaps that can then be discussed in the Easter Coaching Committee meeting
iii. States to think about Master Coach visits to their states and provide feedback to Lance Read.

4.2. MTBO report on 2014 and pathway plans for 2015 (Kay Haarsma)

This was presented by Craig Steffens. It was noted.

4.3. 2014 HP expenditure

The report by Lance Read was noted.

4.4. 2015 HP budget issues

- funding from ASC decreasing each year in real dollars after adjusting for inflation

- $5000 NOL reimbursement
- JWOC team size and expenditure
- how can OA and states best support TTA athletes and TID processes
- boosting Level 0 and Level 1 coach numbers (ASC Participation KPI)
- increasing resourcing for club coaching (ASC Participation strategy)

In respect of these, Lance noted that the $5000 NOL reimbursement was a historical decision when the NOL was first being set up and with declining ASC funding and unfunded priorities in the Athlete Pathways Plan, the Board was recommending to Conference that this money be re-allocated. Delegates from Tasmania and Western Australia said that the NOL funding support was important, especially in assisting juniors participate in Junior NOL events. It was decided to discuss this further at the January Coaching Conference and make a decision at the Easter AGM.

4.5 Pan Pac competition proposal

A paper setting out a proposed set of rules was tabled at Conference; David Poland spoke to the paper.
Warwick Moore expressed the view that Pac Pac was an inappropriate name as it was in common use in other sports to denote an international competition that included the USA, China and other major Pacific countries.

Several delegates noted that the inaugural Pac Pac competition appeared to be quite successful in bringing younger junior orienteers together as a social group, so if this was the major focus, rather than the competition side, then it should be supported, with the name less of a concern.

It was agreed that it was better conducted in conjunction with the Australian Championships Carnival than at Easter because there are more children participating at the former.

It was agreed to endorse the Pan Pac proposal in principle and adopt it at Easter after further discussion during the Oceania Championships.

5. ASC Sporting Schools update
Renee O'Callaghan, ASC Director for National Participations Outcomes, provided an update on ASC Sporting Schools program implementation and answered questions.

The update included the following.

Funding: $100 mill over 2.5 years, $44 mill per year, $29 mill to schools per year, $2.3 mill in product development, $3.4 mill in support resources, $1.5 mill in IT to develop the ASC Sporting Schools website.

Targets: 5700 schools (up from 2500 Active After School schools), over 860,000 participating, 80 high schools to be piloted (not yet selected)

Scope:
- 4 to 8 week programs per term; based on Playing4Life; website to be an interactive portal for schools, coaches and teachers (with information for parents)
- while the preference is 4 to 8 week programs, there is flexibility for, say, 3 weeks
- funding will be for 3 terms per year, and for 2 sports per term
- funding is tied to accredited SS providers or to teachers running SS programs in the schools
- funding is $1700 per term based on the average for Active After Schools
- it is expected that there will be different products for different school grades

Key activities recently:
- workshop for state sport and rec representatives
- tender developed for curriculum alignment so that Sporting Schools is mapped into the curriculum

Orienteering specific questions:
- can SS pay for a bus for an off-site group session and for mapping and maps?
Answer: schools will decide on the best returns on investment.
- state orienteering associations have trained many people as accredited AASC providers but do not have contact details with many of them. Can OA access these?
Answer: The ASC is contacting all previously accredited AASC providers and asking them to re-accredit where necessary as SS accredited providers.
- what will be the recommended price for SS providers (currently $50 for a 1 hour AASC orienteering lesson in NSW including preparation and after lesson collection of materials)?
Answer: ASC still working on price.

Where to:

- ASC priorities are to confirm products and confirm workforce

- Products may include games to aid in understanding of sports

- Product development should list options for packages and ideally have alignment with the Australian curriculum

6. Participation and Sporting Schools

6.1 Participation projects in 2014 and 2015 and longer term (John Harding)
A report to the OA Board on the status of proposals submitted was tabled, with some states requested to renegotiate and/or prioritise projects.

6.2 Participation KPIs for 2014 and 2015
John Harding reported that the KPIs that the ASC were using for their Participation assessments were numbers of registered orienteers; total

participant numbers; numbers of Indigenous and non-English speaking background participants; numbers of accredited coaches and officials. Hence:

- Participation projects in the NT involving significant numbers of Aboriginal people were important in presenting the case for continued Participation monies
- addressing the drop in numbers of coaches was very important: through following up lapsed accreditation cases to re-accredit, targeting more people (including juniors) to become accredited Level 1 coaches, and gathering national statistics on Level 0 coaches (also needed for Sporting Schools reporting)
- at the 2013 Conference it was agreed to collect the numbers of people who undertook coaching, controlling, course planning, event organisation and mapping courses, not just those who became accredited coaches and controllers. These numbers would be requested in the 2014 annual statistics return.

6.3 Sporting Schools implementation

A report by John Harding on information on Sporting Schools to date was tabled in the Conference papers and discussed for an hour before the presentation and Q & A session by Renee O'Callaghan of the ASC.

The principal challenge is to increase the numbers of Level 0 and Level 1 coaches who can be accredited orienteering Sporting Schools providers. Nick Dent reported on his plans in updating the Level 0 curriculum and Manual. He noted that how Level 0 was currently taught varied considerably among the states, from a 90 minute to 2 hour session in Victoria to a 6 hour course in QLD. John Harding said that the ASC expects each sport to set an appropriate adequate standard for an accredited Sporting Schools provider so we as a sport had to agree on what this standard should be. AASC providers have to be 18 years of age an older.
Lance Read recommended

- Recognition of prior learning be included (for teachers in respect of their teaching experience and skills; for experienced orienteers, in respect of some of that experience being partly applicable to Sporting Schools orienteering teaching)

- For a Level 0 course to be recognised for teacher professional development, the course and providers of the course must register with the teacher learning institute in each state

Nick Dent recommended

- It should be compulsory for any orienteer without a teaching background to undertake the ASC online general principles of coaching course (Rohan Hyslop said that, as a teacher, he also found it helpful)

- Making it easier for both teachers and others doing Level 0 to have 50% of the course online

There was general agreement from Conference delegates that Nick's Level 0 curriculum and manual plans were on the right track and should be supported. In respect of product development for Sporting Schools, we need to list on the ASC SS website orienteering page and on our own the various packages offered by the states to run orienteering in primary schools, and we need to find out more about alignment with the Australian curriculum.

Robin Uppill reported that OSA has had a very successful program for some years of doing orienteering presentations at ACHPER Conferences; Peta Whitford at OV also does this.

The Conference paper included the following recommendations:

1. Publicise Sporting Schools heavily in the Orienteering Community.

2. Each state appoint a Sporting Schools coordinator who will participate in a national implementation group.

3. Each state develop a Sporting Schools Implementation Plan
   - inventory of schools maps (current or need updating)
   - list of clubs willing to assist
   - inventory of schools to approach to either update maps or prepare maps and which may be interested in using SS money to pay for orienteering lessons
   - develop a workforce training plan: Level 0 and Level 1 courses and courses in schools mapping
   - market the implementation plan to the orienteering community in each state and actively target orienteers with potential to become good SS coaches or good schools mappers

4. Cross reference Sporting Schools plans with junior development plans.

5. Develop marketing material to give to schools/include in schools newsletters to promote club orienteering activities for kids.

These recommendations were agreed.

7. Media and Communications
7.1 Media and Communications Discussion Paper (Craig Feuerherdt)
Craig provided this presentation: -
http://prezi.com/4rcqavpnwobt/?utm_campaign=share&utm_medium=copy

He spoke to the discussion paper and a summary of the November 2014 Media and Communications survey. He advised that about half of the OA cost of the Australian Orienteer was printing and the other half labour. The paper was noted.

7.2 Eventor update
Craig Feuerherdt spoke to the following presentation on Eventor:
http://prezi.com/6olpav8b41tw/?utm_campaign=share&utm_medium=copy

He said that there were 41,885 results in Eventor from 1/11/13 to 31/10/14.
The cost in 2013-2014 was $27,500, or 65 cents per result.
When 50,000 results are entered, the licence fee caps out at $31,000. It is anticipated that this will happen in 2015. This will average about 62 cents per result. By comparison, RegisterNow charges $1.10 per entry plus a bank fee.
ONSW reported that it integrates Eventor with OE using an extraction tool. It was agreed to provide this to other states.
[Following the Conference, ONSW provided its current script used to extract statistics directly from Eventor. OA has made it available via http://stats.orienteering.asn.au/

Simply enter the to & from date along with the organisation ID. Note that the stats will only be collated for the explicit organisation not those below ie only the state and not the clubs under the state.

Please ensure you use a "reasonable" date range (maximum of a month) to reduce the load on the server.

Please acknowledge that this has been provided "as is" by ONSW. It is simply a PHP script and could be customised to add further functionality if required in the future.]

Craig reported that the Eventor Working Group comprised Jack Dowling (WA), Rob Edmonds (VIC), John Cooper (QLD) and Ian Rathbone (TAS).
There was discussion on how to best progress improvements to Eventor. This was considered by an after dinner forum on Saturday evening. From this, the following recommendations were put to the Conference on Sunday.

The Meeting agrees that:

1. Ian Rathbone is appointed as interim chairman of the Eventor Working Group. He can find a replacement Chairman if appropriate.
2. The Board may agree to fund travel and accommodation costs for one or two weekend meetings of the Working Group.
3. The Working Group's Charter for 2015 is:
    a. Establish broad priorities for enhancing Eventor;
    b. Develop specifications for enhancing Eventor;
    c. Plan to efficiently implement plug-ins;
    d. Develop strategies to ensure the cost of Eventor is kept at reasonable levels; and
    e. To obtain broad agreement to the Working Group's draft proposals under a-d.
4. The Board approve OA appropriate expenditure to implement 3 and subsequent IT development work.

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5. The Working Group will report on progress to an OA meeting at Easter 2015.
6. The Working Group will make substantial progress on 3 by the 2015 Annual
    Conference and will report to the Conference.

Motion (Andrew Lumsden/Paul Prudhoe): That Conference agrees to the 6
recommendations on the Eventor Working Group. The motion was passed.

7.3 Website update (Craig Feuerherdt)
The verbal report by Craig was noted. It was agreed that updating the beginner
information was a high priority.

8. International report (Mike Dowling)
The report was noted.

9. Technical Infrastructure and Event Management
9.1 OA Technical Committee report (Jenny Casanova)
Jenny reported on the following:

- update to NOL guide lines: these were not absolutely final. The goal is to
provide information for state NOL team managers, athletes, course planners,
controllers and applicants to stage NOL events.
- new forms for Controller accreditation and re-accreditation. Noted.
- 2015 Level 3 workshop: Level 1 and Level 2 Controller workshops are a state
level responsibility, Level 3 an OA responsibility. A Level 3 workshop is being
planned for 2015, possibly at the 2015 Australian Championships carnival.
- changes to OA rules for 2015: there are only 2 small changes. MTBO rules are
being examined by the MTBO technical group with a view to finalisation for
submission to the Easter Technical Committee meeting.

9.2 Mapping report (Adrian Uppill)
Noted.

10. Major Events calendar (Jenny Casanova, Greg Hawthorne)
 2015 NOL program
The 2015 NOL program was noted, with 2 changes from the original draft being
the inclusions of a Sprint in Ballarat on 29 August and the Victorian Middle
Distance Championships in Ballarat on 26 September.

2017 calendar
The Oceania Championships will be in New Zealand in Easter 2017. ONSW
volunteered to organise the 2017 QBIII carnival on the June long weekend using
an Easter format. This was agreed by Conference.
The OA Board is to advise whether the OA AGM can be held as late as the June
long weekend.

2018 calendar

It was agreed to defer consideration of any changes to the roster for the major events until the calendar for 2019 was resolved. OTAS indicated that it wished to host the 2018 Easter 3 Days.

2019 calendar

In 2019 the Oceania Championships are scheduled to be hosted in Australia.

Discussion included:

- Whether there should be 3 separate major carnivals: Oceania, Easter, Oz Champs. There was a consensus that it would be preferable to have just 2, especially because WA is to host the Easter and this increases travel costs for the year.

- Nick Dent, supported by Rohan Hyslop, recommended that the 2019 Australian and Oceania Long Distance Championship be the one event to assist in compressing a combined Oceania and Australian Championships carnival. This would be in breach of IOF rules for regional championships, so it was recommended that OA consult with the IOF on a dispensation of the rule.

- Michael Burt, President of OACT, presented a proposal for a 2 week long Oceania and Australian Championships Carnival with various events organised by OV, ONSW and OACT. There was a consensus that a 2 week carnival was too long, with the maximum one and a half weeks.

It was agreed that:

- The Events Committee meeting at Easter should finalise an 8 year schedule.

- Jenny Casanova will summarise the issues in a paper which will be distributed to state associations for their consideration.

2016 State Championships and other major events

It was agreed that there should be an interactive online calendar developed for 2016 to assist in avoiding clashes of state championships and other major events.

11. Updating strategic plan 2015-2018

11.1 John Harding spoke to this item. He said that significant changes needed to be made to the draft 2014-2017 Strategic Plan to take into account ASC Participation and Sporting Schools changes and requirements, the OA media and communications plan, and changes in HP Pathways development. A number of these were being debated at Conference, including responsibilities for actioning

strategies. It was therefore planned to update the draft as a 2015-2018 plan and present it to the 2015 AGM. This was agreed.

12. Other business

12.1 Sports Marketing Australia: offer to work with OA major carnival organisers to obtain sponsorships from local government bodies for events in regional areas. This was noted.

12.2 ASC invitation to participate in a research project entitled Active and Healthy Ageing: a survey study about sport and ageing. This project is being conducted by Claire Jenkin, Dr Jannique Van Uffelen, Associate Professor Rochelle Eime and Professor Hans Westerbeek of the Institute of Sport, Exercise and Active Living (ISEAL) at Victoria University in Melbourne. This study has been co-funded and supported by the Australian Sports Commission. The researchers may want state association contacts to interview, as well as John Harding from OA. This was noted.

12.3 Mike Dowling thanked everyone for attending the Conference and closed proceedings at 3.10pm.