

**Administration Manual**

**AUSTRALIAN SCHOOLS  
ORIENTEERING  
CHAMPIONSHIPS**

JOINTLY HOSTED BY

**SCHOOL SPORT AUSTRALIA**

&

**ORIENTEERINGAUSTRALIA**



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## Australian Schools Orienteering Championships -- Administration Manual

### 1. Organisation:

1.1 The event is a joint School Sport Australia and Orienteering Australia activity. In states where orienteering is a recognised school sport the School Orienteering Committee will be responsible for all but the technical side of the organisation. In other states the State Orienteering Association should expect to host all aspects of the championship.

1.2 A long term roster for hosting the event is prepared by School Sport Australia in conjunction with the OA. It is the normal expectation that the event will be scheduled to be held in the week prior to the Australian Orienteering Championships and within easy travelling distance.

1.3 An Australian Schools Orienteering Championships organising committee should be set up at least 12 months before the event and be in a position to provide preliminary information at the ASOA annual general meeting during the previous year's carnival. This information should include the date, the location in the State, details regarding the proposed map, name of the event organiser and/or controller, and the possible accommodation arrangements. Since this is a category A event in the OA technical rules the controller has to be appointed by OA.

### 2. Responsibilities:

The following is a recommended division of responsibilities and a check list of tasks to be carried out:

#### 2.1 Host State Orienteering Association:

Choose competition area and map and assembly area in accord with OFA rules.

Choose the event controller to oversee all technical aspects of the event. Have the appointment ratified by OFA.

Appoint the course setter(s) in consultation with the organising committee. The committee should provide a brief for the course setter(s) on the event rules and guidelines.

Supply technical equipment as needed to assist the organising committee.

Liaise with the organising committee so all aspects of the event fit smoothly into the overall organisation for the Australian Orienteering Championships carnival.

#### 2.2 The Organising Committee: (prior to the event).

Liaise with the State Executive Officer for School Sport to establish a division of duties and keep all necessary lines of communication open.

Prepare and distribute the Bulletins with the information included as per the attached schedule. This includes an event invitation in Bulletin 1 and entry form with Bulletin 2.

Arrange sponsorship deals with either local or national companies. Deals may include the provision of awards (eg Honour team clothing items), vouchers or cash donations.

Make accommodation arrangements satisfactory to the participating state teams. It is normal to arrange hostel type accommodation.

Make sure the catering provisions are of a standard and quality for the needs of young endurance athletes.

Prepare event budget to cover medallions and their engraving, other awards including Honour Team awards, Presentation Dinner venue and guests, first aid arrangements, PA and other necessary equipment hire, and the event fee entry set by the Host State Orienteering Association. Establish event levy to cover costs. Seek the advice of the National Secretary for School Orienteering and gain his/her approval for the levy fee.

In consultation with the School Sport Office arrange all procedures for the receipt of payments and payment of accounts. A full financial report is required within six months of the event.

Investigate the staging of a formal opening ceremony at a suitable venue and make arrangements for a welcome by a local dignitary.

Confirm all accommodation, catering, dinner venue, dinner guests and sponsorship arrangements in writing.

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Appoint the following **event officials** in addition to the controller and course setter(s)

**Accommodation officer Catering coordinator**  
**Start draw coordinator Presentation dinner convenor**  
**Awards coordinator Publicity/ media liaison officer (team)**  
**Start team coordinator Finish team coordinator**  
**Results statistician PA announcer/commentator**  
**Event treasurer Relay team registrar**  
**First Aid coordinator Social events and educational tours convenor**

Note: The use of trained student officials and or older juniors should be considered in line with School Sport Australia's policy on this issue.

Investigate setting up a Web Page and other publicity ventures including local press releases. Where possible involve local high school students in this project.

With the help of the School Sport Office prepare and circulate the event programme to be in the hands of team official and team members at least four days before the event.

### **2.3 The Organising Committee: (during the carnival)**

Organise the reception of teams at the accommodation venue. Distribute housekeeping information and local rules and catering arrangements and brief team officials.

In consultation with the National Secretary arrange the venue, chair person and time for the Management Meeting on the afternoon before the competition starts.

In consultation with the National Secretary and team managers arrange the venue, chair person and time for the ASSOC AGM to be completed before teams disperse at the end of the carnival.

Arrange and carry out the opening ceremony, start draw, relay team registration, social events and presentation dinner.

Invite the President of OA, the President of the Host State Orienteering Association, the Sponsors representatives, the State Executive Officer for School Sport as official guests to the Presentation dinner.

In conjunction with the course setter(s) and the controller, co-ordinate all aspects of the competition event. Ensure that the interests of spectators are considered and that the relay arrangements include good viewing and a possible spectator control. Arrange for an event commentary.

Supervise safety, risk management and first aid arrangements on both days of competition.

Help co-ordinate any necessary investigation into code of behaviour violations, documentation of findings and follow up procedures.

Document official results for distribution as soon as practical and for inclusion in the event results booklet to be circulated within a month of the event.

### **2.4 The National Secretary, School Sport Australia Orienteering:**

Liaise with the organising committee and offer advise on all aspects of the organisation.

Arrange for the distribution of the latest version of the event rules with the second information bulletin.

Prepare the agendas and take minutes at the Management Meeting and the AGM

Present any relevant correspondence or reports to the meetings.

Collect, check and return all team documentation as per event rules.

Advise the accommodation officer and team officials on appropriate standards of behaviour.

Ensure that students have signed code of behaviour contracts and are aware of the consequences of any infringement.

Assist team managers in any investigations, documentation and procedures to do with breaches of student code of behaviour.

Chair the protest jury should a protest be lodged by a team manager.

Help coordinate and participate in the opening ceremony and presentation ceremony.

Circulate minutes of meetings.

Report to School Sport Australia and OFA including results and honour team selection.

Request endorsement of proposed rule changes at School Sport Australia and OFA conferences.



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### **2.4 The National Secretary, School Sport Australia Orienteering (cont):**

Send letters of thanks to relevant parties including the sponsors.  
Update the event history and event records files.

### **2.5 School Sport Executive Officer - host state:**

Provide advice and clerical assistance to the organising committee.  
Help prepare and arrange the printing of the event programme and results.  
Assist with mailing arrangements and communication.  
Assist in determination of the event levy.  
Help arrange a chairperson for the Management Meeting and AGM.  
Obtain the School Sport Australia Medallions and help arrange engraving.  
Endorse sponsorship arrangements.  
Represent School Sport Australia at the event.  
Prepare a host state report to present at the next School Sport Australia conference. Help prepare the financial report for School Sport Australia and OA accounting for the expenditure of the event levy.

### **2.6 The Organising Committee: (after the event)**

Prepare and distribute results and a full report of the carnival including the meeting minutes and recommendations for rule changes.  
Complete all financial transactions and prepare a financial report to go School Sport Australia and OFA.  
Write letters of thanks to the controller, course setters, sponsors, landowners of the areas used for the competitions and others outside the committee that carried out substantial tasks to help make the event a success.

## **3. Programme:**

### **3.1 Format:**

The format of the programme is a host state decision. Sponsors names and logos may be included on the front or back cover and sponsors advertisements inside.

### **3.2 Contents:**

The following should be included:

Welcome by host state and National Secretary  
Event information including terrain notes, road directions, assembly area and parking arrangements, course lengths start and finish procedures and safety.  
List of team members, their schools, and space for start times, finish and elapsed times and placings for the individual and similar spread sheet for use with the relay competition.  
A table for calculating results.  
Synoptic presentation of past results.  
A short history of the event and list of life members of ASOA.  
Acknowledgements.

## 4. Student Behaviour

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## STUDENT BEHAVIOUR

### TEAM MANAGEMENT PROCEDURES

#### Introduction

Whilst student duty of care is a key priority at all School Sport Australia events, every effort is also made to afford all students the opportunity to accept leadership roles within its programs. School Sport Australia is also proactive in providing students with opportunities to participate in ambassadorial roles which assist in enhancing their self-esteem and social development.

It is recognised that for the large majority of School Sport Australia events and international tours, participants compete and behave in an outstanding manner in line with the expectations of the School Sport Australia **Codes of Behaviour**. **All participants and their parents must be made aware of these Codes and the consequences of breaking them prior to all events and tours.**

These procedures are intended to assist team management in dealing with student misbehaviour at any School Sport Australia event and during international tours.

#### Codes of Behaviour

The following are the School Sport Australia Codes of Behaviour for team members at School Sport Australia events and during international tours:

- ✓ Be a good sport
- ✓ Play for enjoyment
- ✓ Strive for personal excellence
- ✓ Work hard for your team as well as yourself
- ✓ Treat all team-mates and opponents as you enjoy being treated yourself
- ✓ Play by the rules
- ✓ Co-operate with team and game officials
- ✓ Control your behaviour on and off the field
- ✓ Learn to value honest effort, skilled performance and improvement

### **Inappropriate Behaviour**

Examples of inappropriate behaviour that is unacceptable includes:

- Having or consuming alcohol
- Having or using other illegal drugs or substances
- Smoking
- Sexual activities
- Sexual harassment
- Vandalism or other criminal offences
- Swearing or abusing others
- Physical violence towards others
- Harassment or vilification of others
- Violating the School Sport Australia Student Accommodation Policy
- Violating team curfews
- Refusing to comply with instructions
- Poor sportsmanship or cheating

### **Procedures**

#### **a) School Sport Australia Events**

It is recognised that students participating in School Sport Australia events are under the direct control of team management from their state/territory and may be dealt with according to that state/territory's student behaviour management policy.

However, where misbehaviour occurs during School Sport Australia events which contravenes the School Sport Australia Codes of Behaviour and is considered serious enough to warrant immediate and/or further action, the following procedures are recommended:

- Team management should investigate the incident/s thoroughly and obtain written documentation of the sequence of events from all parties. This investigation must include interviewing the student/s involved and providing them with the opportunity to respond to the alleged misbehaviour.
- To ensure natural justice during any interview process, team management must ensure that students have access to an individual advocate of their choice.
- If in the opinion of team management any offences are proven, they should immediately inform the **event convenor**, their respective school sports association **Executive Officer** and the **parents/guardians** of the student/s
- Team management, in consultation with their respective school sports association Executive Officer should decide on any action to be taken. Courses of action could include:
  - Dealing with the incident on the spot
  - Suspending the student from further participation in the event
  - Advising the Principal of the student's school
  - Sending the student home

Where appropriate, the host state Executive Officer may participate in this process

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### 5. Recommended Schedule of Information Bulletin (to be provided by Host State):

#### 5.1 Bulletin 1: Six months prior to the event (normally Easter) or earlier

Posted to School Sport offices in each state and to all State Orienteering Associations Handout copies (one per state) at Australian Orienteering 3 Day Orienteering carnival. To include:

- Invitation to attend Joint School Sport Australia- OFA Australian Schools Orienteering Championship carnival
- Response form to be completed by School Sport Office or State Orienteering Assn. (whichever is sending the team)
- Any sponsorship arrangements
- Carnival details -- dates, locations, maps, terrain, names of course setters and the controller
- Accommodation arrangements, locations, meal provision, facilities, costs.
- Travel arrangements, bus charters arranged by host state and/or names and
- Contacts for charter companies, prices if available.
- Suggested itinerary for whole OFA national carnival if travel between centres is required. Include distances and likely road travel time.
- Map/area embargoes if any apply.
- National carnival entry forms. (eg Be Active 98 carnival)
- Contact names and phone numbers for further information.

#### 5.2 Bulletin 2: Four months prior to the event (normally by 31 May)

Posted to organising associations for state teams that have accepted the invitation (as per Bulletin 1 responses)  
To include:

- ASSOC entry/registration forms
- Forms to gather names, addresses and contact details for managers and other team officials for each state team.
- Sponsorship details including any financial assistance to the carnival.
- ASOC levy details including Budget to show how the money will be spent.
- Arrangements for payments and due dates.
- Proposed arrangements for awards and recognition of the honour team.
- Any restrictions on team size at the accommodation venues -- room for reserves, adult supporters etc. (Note: It was resolved in 1998 that once these figures are set each team should be offered equal places for reserves when another state does not fill its quota. No places to be made available for non-school juniors.)
- Proposed social program during ASOC.
- Anticipated weather conditions.
- Any alterations to information in Bulletin 1 and answers to issues raised by states.
- Copy of latest version of event rules.
- Reminder to managers about Date of Birth and verification of enrolment statements signed by school principals
- Reminder about the code of behaviour policy and the need for signed contracts with students.
- Repeat of contact information from Bulletin 1



**5.3 Bulletin3: One month prior to the event (Normally early September)**

Direct to managers as per responses to Bulletin 2. To include:

Date, location, times of management meetings and name of Meeting Chairperson from host state.

Revised, updated program of events and activities including opening ceremony, start draw and presentation dinner arrangements.

Requests for special dietary arrangements etc.

Availability of maps and opportunities for team training and terrain familiarisation.

Recommendations for sightseeing and educational tours with entry fees to theme parks, museums etc.

Medical clinic and/or hospital emergency facilities near event and/or accommodation locations.

Phone numbers should parents need to make contact from interstate.

**5.4 Bulletin 4: To managers on arrival**

Event programmes if not previously distributed.

Revised, updated itinerary and program of events and activities.

Arrangements for the opening ceremony, start draw and presentation dinner, including names of official guests.

Arrangements for any other social functions

Travel times to event sites.

Housekeeping arrangements and regulations in accommodation venues including reminders about codes of behaviour expectations and procedures.

Access to laundries, telephones, photocopying, and medical services etc.

First aid arrangements at the competition venue.

