



# **Australian Schools Orienteering Championships Organisational Manual**

**OA Schools Coordinator**

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**(January - October 2019)**

*Updated June 2020*

**(Adapted from SSA Manual, Ian Dalton, January 2016)**

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## AUSTRALIAN SCHOOLS ORIENTEERING CHAMPIONSHIP TIMELINE

OA SCHOOLS COORDINATOR	TIME	HOST STATE
	By January of previous year	*Contact State Orienteering Association to confirm venue.
	August of previous year	*State officials to notify all states, and New Zealand, of the venue and date at Australian Schools Orienteering Championships (ASOC) Post Event Meeting (Bulletin 0).
<p>*At December OA Conference table any requested event/procedural variations for consideration and approval.</p> <p>*Ensure that host state organisers have OA Organisational Manual.</p>	November of previous year – preferably <b>two years prior</b>	*Make a temporary booking for suitable accommodation not far from the championship venue. Recommend temporarily booking enough to host approximately 200 people. Consider whether two venues may be needed if the carnival is spread over a wide area.
<p>*In conjunction with National Carnival organisers, check through the Event Budget prior to ensure all equipment/requirements for the championship have been included – this will be an early draft only.</p>	January/ongoing	<p>*Put together a team of people, for example:</p> <ul style="list-style-type: none"> <li>) <i>Championships Coordinator</i>: good knowledge of the sport and previous experience at a Championship an advantage.</li> <li>) <i>Technical Convenor</i>: usually appointed by the State Sporting Organisation (as part of whole Carnival organisation).</li> <li>) <i>Committee Members</i>: various roles, official dinner etc.</li> </ul> <p>*Begin to finalise Event Budget in consultation with OA Schools Coordinator</p>
	<p>Easter National 3 Days Carnival of previous year</p> <p>National Carnival of year before</p>	<p>*Preliminary information to be circulated</p> <p>Bulletin 1 (or Preliminary Bulletin) to be circulated</p>
<p>*Circularise all states inviting states to make Service to Sport nominations and forward to OA Schools Coordinator a request for any agenda for the Post Championship Meeting to be held during the Championships.</p>	<p>Easter National 3 Days Carnival of same year</p> <p>April/May</p>	*Send out Bulletin 2

<p>* Liaise with Host State/OA re entry process</p> <p>*Send invitation to OA Officials inviting them to attend the championships.</p>		<p>* Advise all team management of entry processes. Ensure that processes for non-selected entrants are clearly identified.</p>
<p>*Send message for program.</p> <p>*Invite sponsors and/or OA and host state officials to Presentation Dinner/closing ceremony to present awards.</p> <p>*Request the names of team officials from each state together with email address and phone contact details.</p> <p>*Forward agenda items to Host State for consideration and inclusion on the post championship agenda.</p> <p>*Notify Host State if there is a Service Award recipient this year.</p>	<p>June on</p>	<p>*Order necessary sport specific equipment i.e. Honour Team race tops or other prizes.</p> <p>*Request message for program from OA and host state officials and local dignitaries (e.g. Regional Council Mayor etc.)</p> <p>*Order medals, arrange engraving</p> <p>*Invite dignitaries for Opening Ceremony and Presentation Dinner e.g. OA officials, host state Orienteering officials, local dignitaries, sponsors etc.</p>
<p>*Prepare documentation for presentation at the Post-Event Meeting</p> <p> <ul style="list-style-type: none"> <li>) OA Schools Coordinator's Report on activities for the past year</li> <li>) Minutes of previous year's (Pre-event and) Post-Event meetings</li> </ul> </p>	<p>August/ September</p>	<p>Send out Bulletins 3/ Final/4/Supplementary*Publish program.</p> <p>*Publish Team Officials' Handbook and /or Student Program</p> <p>* Ensure that times and venues are set for Pre-and Post-Event meetings</p>
<p>* Take minutes, set judiciary committee (all as per agenda)</p>	<p>ASOC – Pre-Event Meeting</p>	<p>*Organise a suitable time for the meeting when ALL teams have arrived. Organise chair for the meeting.</p>
<p>*Be present as one of the official guests. Welcome everyone on behalf of Orienteering Australia.</p>	<p>ASOC – Opening Ceremony</p>	<p>*Coordinate the ceremony. State flag placement to be considered</p> <p>*Players march on in alphabetical order by state/territory but with the host state last.</p> <p>*Include: Acknowledgment of Country, OA Schools Coordinator (or delegate) to welcome everyone, Host state team captain to read the Players' Oath, last year's winning captain to hand over the trophy to OA Schools Coordinator.</p> <p>* Start Draw may also form part of this Ceremony, or be a separate occasion, depending on its nature.</p>

<p>*Ensure that the Championship is conducted in accordance with Orienteering Australia Policies and Orienteering Rules and Guidelines.</p> <p>*Assist in compilation of daily results and ensure results are posted on the OA website.</p> <p>*Coordinate Australian Honour Team Selectors. Select if needed.</p> <p>*Act as Secretary of the Protest Jury if needed.</p> <p>*Circulate minutes of the Pre-Event meeting prior to the post championship meeting.</p>	<p>Championship</p>	<p>*Coordinate day-to-day running of the championships, including daily presentations (individual and relay teams only)</p> <p>*Daily results to be posted so that they are visible to all spectators, and to a website that is accessible to all competitors and spectators.</p>
<p>*Confirm number of VIPs from OA, and host state Orienteering organisation, local organisations and/or sponsors.</p>	<p>Presentation Dinner</p>	<p>*Organise a guest speaker.</p> <p>*Service award appointment if required.</p> <p>*Post dinner disco/entertainment to be arranged.</p>
<p>*Present correspondence, report on activities and minutes of OA Conference and previous year's Post-Event Meeting. Take minutes.</p>	<p>ASOC Post-Event Meeting</p>	<p>*Organise chair for the meeting.</p>
<p>*Present as part of the official guests.</p> <p>*Announce the Australian Honour Team recipients.</p> <p>*Collect the addresses of the Honour Team members so that congratulation letters from Orienteering Australia can be sent after the Championship. Coordinate outfitting of team if required (e.g. for an international tour)</p>	<p>Championship – Closing Ceremony/ Official Presentation Dinner</p>	<p>*Coordinate the Ceremony.</p> <p>*Presentations include: Course setters, placegetters, Australian Team (announced by OA Schools Coordinator). Try to arrange a current or past Australian player to help with presentations.</p> <p>*Gifts may given to organising committee and setters.</p> <p>*Next year's host state captain invites everyone to next year's Championship and thanks the host state on behalf of all states.</p>
<p>*Send recommendations arising out of the Post Championship Meeting to Host State and OA office for circulating.</p> <p>*Complete report for host state/OA.</p> <p>*Send thankyou letters &amp; report to sponsors and other interested parties.</p>	<p>Post Championship</p>	<p>*Compile Championship Report for OA – include OA Schools Coordinator's report and minutes from both meetings.</p> <p>*Compile budget acquittal.</p>

# EVENT REQUIREMENTS/PROTOCOLS

## ORIENTEERING CHAMPIONSHIP ORGANISATIONAL MANUAL

*To be read in conjunction with*

*Orienteering Australia Operational Manual*

*Australian Schools Championship 2.5 RULES*

### **1. Organisation:**

- 1.1 The event is an Orienteering Australia (OA) activity. In the host state the Schools Orienteering Committee will be responsible for all but the technical side of the organisation. It will work in conjunction with the State Orienteering Association and OA.
- 1.2 A long term roster for hosting the event is prepared by OA. It is the normal expectation that the event will be scheduled to be held in the week of the Australian Orienteering Championships and within easy travelling distance.
- 1.3 A host state 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 ASOC Post-Event 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:**

- 2.1.1 Choose competition area and map and assembly area in accordance with Orienteering Australia rules.
- 2.1.2 Choose the event controller to oversee all technical aspects of the event. Have the appointment ratified by OA.
- 2.1.3 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.
- 2.1.4 Supply technical equipment as needed to assist the organising committee.
- 2.1.5 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).**

- 2.2.1 Liaise with the OA Schools Coordinator to establish a division of duties and keep all necessary lines of communication open.
- 2.2.2 Prepare and distribute the Bulletins with the information included as per the attached schedule. This includes an event invitation in Bulletin 1 and entry details with Bulletin 2.
- 2.2.3 Arrange sponsorship deals with either local or national companies, and in conjunction with Orienteering Australia. Deals may include the provision of awards (e.g. Honour team clothing items), vouchers or cash donations.
- 2.2.4 Make accommodation arrangements satisfactory to the participating state teams. It is normal to arrange hostel type accommodation.
- 2.2.5 Make sure the catering provisions are of a standard and quality for the needs of young endurance athletes.
- 2.2.6 Prepare event budget to cover both ASOC and OA medallions and their engraving, other awards including Honour Team awards, Presentation Dinner venue and guests, first aid arrangements, printing and stationery, PA and other necessary equipment hire, and the event fee entry set by the Host State Orienteering Association. Establish event levy to cover costs. Include medals levy; consider how this will be applied to non-selected competitors. Seek the advice of the OA Schools Coordinator and gain his/her approval for the levy fee.
- 2.2.7 In consultation with Orienteering Australia/host state organisation arrange all procedures for the receipt of payments and payment of accounts. A full financial report is required within six months of the event.
- 2.2.8 Investigate the staging of a formal opening ceremony at a suitable venue and make arrangements for a welcome by a local dignitary.
- 2.2.9 Confirm all accommodation, catering, dinner venue, dinner guests and sponsorship arrangements in writing.
- 2.2.10 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)** *All these positions can be covered by one or more people*
  - Start team coordinator**
  - Finish team coordinator**
  - Results statistician PA announcer/commentator**
  - Event treasurer**
  - Relay team registrar**
  - First Aid coordinator**
  - Social events convenor**
- 2.2.11 With the help of Orienteering Australia and the host state organisation prepare and circulate the event programme to be in the hands of team officials and team members at the event.

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

- 2.3.1 Organise the reception of teams at the accommodation venue. Distribute housekeeping information and local rules and catering arrangements and brief team officials.
- 2.3.2 In consultation with the OA Schools Coordinator arrange the venue, chair person and time for the Management Meeting on the afternoon before the competition starts.
- 2.2.4 In consultation with the OA Schools Coordinator and team managers arrange the venue, chair person and time for the ASOC Post-Event Meeting to be completed before teams disperse at the end of the carnival.
- 2.2.5 Arrange and carry out the opening ceremony, start draw, relay team registration, daily presentations, social events and presentation dinner. Ensure protocols relating to start blocks are followed, and that there are procedures for informing non-selected competitors of their start times, and of their relay team inclusion etc.
- 2.2.6 Invite the President of OA, the President of the Host State Orienteering Association, the Sponsors' representatives, and local dignitaries as official guests to the Presentation Dinner.
- 2.2.7 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. Arrange for timely publication of daily results and progress scores in the relevant competitions.
- 2.2.8 Supervise safety, risk management and first aid arrangements on all days of competition, in conjunction with Australian Carnival Organising Committee.
- 2.2.9 Help co-ordinate any necessary investigation into code of behaviour violations, documentation of findings and follow up procedures.
- 2.2.10 Document official results for distribution as soon as practical and for publication on the OA website.

### **2.4 The Orienteering Australia Schools Coordinator:**

- 2.4.1 Liaise with the organising committee and offer advice on all aspects of the organisation.
- 2.4.2 Provide advice and clerical assistance to the organising committee.
- 2.4.3 Help prepare and arrange the printing of the event programme and results.
- 2.4.4 Assist with mailing arrangements and communication.
- 2.4.5 Assist in determination of the event levy.
- 2.4.6 Endorse sponsorship arrangements.
- 2.4.7 Arrange for the distribution of the latest version of the event rules with the second information bulletin.
- 2.4.8 Prepare the agendas and take minutes at the Management Meeting and the AGM
- 2.4.9 Present any relevant correspondence or reports to the meetings.
- 2.4.10 Collect, check and return all team documentation as per event rules.



- 2.4.11 Advise the accommodation officer and team officials on appropriate standards of behaviour.
- 2.4.12 Ensure that students have signed Code of Behaviour contracts and are aware of the consequences of any infringement.
- 2.4.13 Assist team managers in any investigations, documentation and procedures to do with breaches of student Code of Behaviour.
- 2.4.14 Help arrange a chairperson for the Management Meeting and AGM.
- 2.4.15 Obtain ASOC Medallions for Australian states, and OA medallions for all competitors, including New Zealand and non-selected competitors and help arrange engraving.
- 2.4.16 Chair the protest jury should a protest be lodged by a team manager or other appropriate personnel.
- 2.4.17 Help coordinate and participate in the Opening Ceremony and Presentation Ceremony.
- 2.4.18 Circulate minutes of meetings.
- 2.4.19 Represent Orienteering Australia at the event and at the Orienteering Australia annual conference.
- 2.4.20 Help prepare the financial report for Orienteering Australia accounting for the expenditure of the event levy.
- 2.4.21 Report to Orienteering Australia including results and Honour Team selection.
- 2.4.22 Request endorsement of proposed rule changes at Orienteering Australia conferences.
- 2.4.23 Send letters of thanks to relevant parties including the sponsors.
- 2.4.24 Update the event history and event records files.

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

- 2.5.1 Prepare and distribute results and a full report of the carnival including the meeting minutes and recommendations for rule changes.
- 2.5.2 Complete all financial transactions and prepare a financial report to go Orienteering Australia.
- 2.5.3 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 and/or team officials' handbook 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:**

It is recommended that the following should be included:

- 3.2.1 Welcome by host state and OA Schools Coordinator
- 3.2.2 Event information including terrain notes, road directions, assembly area and parking arrangements, course lengths start and finish procedures and safety.
- 3.2.3 List of team members, their schools, and space for start times, finish and elapsed times and placings for the individual and similar table/spreadsheet for use with the relay competition.
- 3.2.4 A table for calculating results.
- 3.2.5 Synoptic presentation of past results.
- 3.2.6 A short history of the event.
- 3.2.7 Acknowledgements.

#### **4. Event requirements:**

##### **4.1 Budget Levy:**

- 4.1.1 Medals. At least 132 medals for the Australian Schools Orienteering Championships: 44 Gold, 44 Silver, and 44 Bronze. A further 60 medals will be required for the Open Championships (See Appendix 5).
- 4.1.2 Honour Team Prizes
- 4.1.3 List specific requirements needed in the budget, e.g. number of medals, equipment requirements (e.g. team tents). Include any VIPs attending the dinner who should be paid for.

##### **4.2 Bulletins:**

- 4.2.1 Bulletin 3 sample provided in Appendix 6

##### **4.3 Invitations:**

- 4.3.1 List the VIPs who should be invited to the championships

##### **4.4 Protocols, including but not limited to:**

- 4.4.1 Travel times to events
- 4.4.2 Course lengths; climb; special symbols; use of SI equipment; other technical information
- 4.4.3 Start draw procedures
- 4.4.4 Arena arrangements
- 4.4.5 Quarantine arrangements (e.g. for Sprint)
- 4.4.6 Orienteering Australia Code of Behaviour

##### **4.5 Scoring:**

- 4.5.1 Include point allocations
- 4.5.2 Include how to work out placings when there are 2 teams on the same points.

##### **4.6 Awards:**

- 4.6.1 Include what to engrave on the perpetual trophy
- 4.6.2 Include what to engrave on the individual medals. Refer to Attachment 5
- 4.6.3 Fair Sportsmanship Award. Not awarded per se every year but only when nominations are

received at AGM or after Relay event. The award is not limited to 1 but could be to multiple winners if nominations are deserving.

- 4.6.4 A suitably inscribed memento or clothing item is presented to those selected in the Australian/Honours Team (maximum of 16, with four from each of the four classes). It is the responsibility of the host state to select the type of memento and have it ordered.
- 4.6.5 An Honour Team photo should be taken with members displaying their memento for records and promotion.

#### **4.7 Meetings:**

- 4.7.1 Pre-Event Meeting – this is chaired by the host state with the OA Schools Coordinator taking the minutes. An agenda is attached (Attachment 1). This is to be held at a time when all states/territories have arrived.
- 4.7.2 Post-Event Meeting - this is chaired by the host state with the OA Schools Coordinator taking the minutes. An agenda is attached (Attachment 2). This is to be held after the final event. This is a formal meeting where all states/territories have one vote each.

#### **4.8 Ceremonies:**

- 4.8.1 Opening Ceremony – a sample running sheet (including Student Pledge) is attached (Attachment 3).
- 4.8.2 Closing Ceremony / Presentation Dinner – attendance by:
- \*state officials
  - \*sponsor(s) representative
  - \*host state/territory committee
  - \*Controllers and Course Setters
  - \*Orienteering Australia Representatives
  - \*State Orienteering Organisation Representative
  - \*State teams and officials

#### **4.9 Programme Book:**

- 4.9.1 A sample format (from 2019) is available. The OA Schools Coordinator updates the welcome, history, previous winners and award winners

#### **4.10 Officials' Handbook:**

- 4.10.1 A sample Officials' Handbook is available (from 2019).

#### **4.11 Website:**

- 4.11.1 Include a copy of the format you would be using to show results on the website

**4.12 Report:**

4.12.1 The OA Schools Coordinator in consultation with the host state forwards the Event Recommendations to Orienteering Australia.

4.12.2 The Host State Event Report includes:

- Host State summary
- List of Event Personnel
- OA Schools Coordinator's Report
- Event Convener's Report
- Copy of event meetings minutes
- Team lists
- Event results
- Team placings
- Honour/Australian team
- List of award winners
- Acknowledgements

**Orienteering Australia  
2019 Australian Schools Orienteering Championships**

**Pre-Event Meeting**

**Agenda**

**Venue: Conference Room, Borambola**

**Time: 8:00pm Monday 30<sup>th</sup> September**

- 1 Welcome
- 2 Attendance & apologies
- 3 Minutes of 2018 Pre-Event meeting
- 4 Appointment of Protest Jury
- 5 Appointment of OA Australian Honour Team selection panel
- 6 Confirmation of team documentation (if appropriate)
- 7 Confirmation of Event Rules; Code of Behaviour
- 8 General business
  - ) Confirmation of Service Award to Joan Sheldon (QLD)
- 9 Discuss Sprint Draw management (Sprint on Tuesday).
- 10 Discuss Long Draw management (Long on Wednesday).
- 11 Other house-keeping, event management matters (e.g. Presentation Dinner and Awards)

**Orienteering Australia  
2019 Australian Schools Orienteering Championships**

**Post-Event Meeting**

**Agenda**

**Venue: Dining Room, The Old Priory, Beechworth**

**Time: 7:30pm, Friday 4<sup>th</sup> October**

- 1 Attendance & confirmation of voting delegates
- 2 Minutes of 2018 meeting
- 3 Business arising; correspondence
- 4 OA Schools Coordinator National Report 2018
- 5 Event convener's report 2018 & event recommendations
- 6 OA Discussion Paper (as circulated); feedback from states
- 7 Hosts of future ASOC carnivals: 2020 – Tasmania; 2021 - Victoria
- 8 Orienteering Australia Service Awards
- 9 Host state 2020 briefing
- 10 General business

## OPENING CEREMONY RUNNING SHEET

### 'Date & Time'

NB it may be appropriate to include the Sprint Draw announcement – as a Powerpoint presentation, and/or presentation of athletes

- 11.45am - Teams assemble behind the grandstand (as per the diagram) in double file behind the  
11.55am Captain and Vice captain, who are holding their State Flag
- 11.55am Official Party to be in place and seated by 11.55am, if not before
- 12.00 MC announces each State as they enter to music (or each captain could read the blurb instead once all team assembled) Teams will assemble facing the grandstand, Captain and Vice Captain standing in front of their team holding the flag
- 12.10pm MC invites all to stand for the National Anthem
- 12.12pm MC invites Host State/Territory President/Rep to introduce the official guests and to welcome everyone on behalf of the State/Territory. Acknowledgement of Country
- 12.15am MC invites President of State Orienteering Association to welcome everyone on behalf of that Association
- 12.18pm MC invites Orienteering Australia rep (will be OA Schools Coordinator if no-one else attends) to welcome everyone on behalf of Orienteering Australia.
- 12.21pm Winning team Captain from 2013 to hand over the trophy to the OA Schools Coordinator
- 12.22pm MC invites OA President (or representative) to speak and officially open the event
- 12.27pm MC invites the Captain of the Host state to read the Student Oath (see below).
- 12.30am Teams depart to music. MC invites Official Guests, State Team Officials and the Championships Committee to partake in some refreshments.

### **STUDENT PLEDGE (Version 1)**

On behalf of all the participants, we will take part in the 2014 Orienteering Australia Australian Schools Orienteering championships respecting and abiding by the rules that govern them in the best traditions of school sport.

We endeavour to participate fairly, with due respect for our fellow participants in a competitive, and friendly atmosphere.

### **STUDENT PLEDGE (Version 2)**

On behalf of all participants at the 2019 Australian Schools Orienteering Championships, together we aspire to achieve our highest level of personal performance and conduct.

We promise:

To represent our teams with pride,

To cooperate with all officials.

To respect and abide by the rules that govern these Championships in the best traditions of school sport; and

Above all else, to enjoy!



## CLOSING CEREMONY RUNNING SHEET

### 'Date & Time'

NB This ceremony is likely to be a public event held prior to the Presentation Dinner. It may include a guest speaker.

Program will vary according to the circumstances

- 1.20pm - 1.30pm** Teams assemble at the side of the event venue behind the Captain and Vice Captain, who are holding their State Flag
- 1.25pm** Official party to be in place and seated by **1.25pm** if not earlier.
- 1.30pm** MC announces each State and as they enter to be seated. Flags may be placed as appropriate.
- 1.35pm** Host State/Territory Rep introduces Official Guests and completes thankyou's
- 1.40pm** Awards Ceremony - Conducted by the MC
- Presentation of gifts to the organising committee etc.
  - Presentation of medals: Individual teams (Sprint, Long)
  - Rob Simson Memorial Shield for Best Newcomer
  - OA Service Awards
- Australian/Honour Team announced. To be presented by ?  
Team members to come forward to receive gift/certificate.
- Final state positions announced.  
ASSOC Shield presented  
Southern Cross Junior Challenge Shield presented
- A team photo will follow the closing ceremony.
- 1.55pm** Captain of the next host state thanks the current host state and invites everyone to their state/territory for the next Championship.
- 2.00pm** MC - housekeeping. Teams walk off in reverse order of entering. Ceremony closed.

**OA Medallions - ASOC**

The medals are to be engraved as follows, for each of the four classes:

ORIENTEERING

SENIOR BOYS

LONG

2019\*

ORIENTEERING

SENIOR BOYS

SPRINT

2019\*

ORIENTEERING

SENIOR BOYS

TEAM INDIVIDUAL

2019\*

ORIENTEERING

SENIOR BOYS

RELAY

2019\*

\* Alternatively, date may be included on front of medal, if OA logo is used (as for sample below, for 2019)



## A. ASOC Medallions

Refer to **Clause 32. Competition Awards (in Rules)** for details of points system to be used for the determination of these awards.

The table below shows how many medallions for each age class are required, 132 in total\*

	<b>Gold</b>	<b>Silver</b>	<b>Bronze</b>
Junior Boys Long	1	1	1
Junior Girls Long	1	1	1
Senior Boys Long	1	1	1
Senior Girls Long	1	1	1
Junior Boys Sprint	1	1	1
Junior Girls Sprint	1	1	1
Senior Boys Sprint	1	1	1
Senior Girls Sprint	1	1	1
Junior Boys Team Individual (Long & Sprint)**	6	6	6
Junior Girls Team Individual (Long & Sprint)	6	6	6
Senior Boys Team Individual (Long & Sprint)	6	6	6
Senior Girls Team Individual (Long & Sprint)	6	6	6
Junior Boys Relay	3	3	3
Junior Girls Relay	3	3	3
Senior Boys Relay	3	3	3
Senior Girls Relay	3	3	3
<b>Total</b>	<b>44</b>	<b>44</b>	<b>44</b>

\* In exceptional circumstances, a team may be given a singular dispensation to have more than six competitors (for example, seven) in any one age class, assuming that the total team size does not exceed the maximum allowable. In the case that such a team were placed in an event, then all members of the age class group would

receive a medal. For example, in 2019, in two instances, teams of 7 (Junior Boys) placed in the Individual Teams event; all seven team members were awarded medals.

*\*\*Ties in events will also necessitate extra medals and/or extra engravings*

## **B. Open Championships Medallions.**

The Open Championships include all Australian state and territory selected teams, all NZ selected teams, and all non-selected runners. These championships run concurrently with ASOC. All place getters are issued with a separate medallion, engraved or labelled as follows

AUSTRALIAN SCHOOLS  
ORIENTEERING CHAMPIONSHIPS  
2019

(In 2019, NZ medallists received the medal illustrated above; there was no further engraving as would appear on the ASOC medals).

*\*\*From 2020, these medallions are issued to the first three place-getters in each class including all competitors including New Zealanders and those not in selected teams.*

E.g.	1. J Ratana (NZ)		Gold OA Medallion
	2. B Smith (Non-selected) *		Silver OA Medallion
	3. T Jones (VIC)	Gold ASOC Medallion	Bronze OA Medallion
	4. A Moore (NZ)**		
	5. V White (QLD)	Silver ASOC Medallion	
	6. S Dent (ACT)	Bronze ASOC medallion	

\* Not eligible for points scored in SCJC

\*\* Eligible for SCJC points (third place), along with J Ratana (first) and T Jones (second)

### **OA Medallions (for Open Championships)**

The table below shows how many medallions for each age class are required, 60 in total\*

	<b>Gold</b>	<b>Silver</b>	<b>Bronze</b>
Junior Boys Long	1	1	1
Junior Girls Long	1	1	1
Senior Boys Long	1	1	1
Senior Girls Long	1	1	1

Junior Boys Sprint	1	1	1
Junior Girls Sprint	1	1	1
Senior Boys Sprint	1	1	1
Senior Girls Sprint	1	1	1
Junior Boys Relay	3	3	3
Junior Girls Relay	3	3	3
Senior Boys Relay	3	3	3
Senior Girls Relay	3	3	3
<b>Total</b>	<b>20</b>	<b>20</b>	<b>20</b>

*Ties in events will also necessitate extra medals and/or extra engravings.*

**NOTES:**

1. Along with the two concurrent sets of medals (as per Clause 32), the points for the **Southern Cross Junior Challenge, contested between all Australian and New Zealand selected teams**, need to be determined (Clause 35). These will need to be calculated independently of both the ASOC placings/medallions and the Open Championships placings/medallions. (Refer to the example above).

2. The host state needs to budget for the supply and engraving of the ASOC medallions, and the supply and engraving of the OA medallions.



**BULLETIN 3**  
**August 2019**

**2019 Australian Schools Orienteering Championships**  
**27<sup>th</sup> September – 6<sup>th</sup> October 2019**  
**Wagga Wagga**  
**NSW**

**IMPORTANT Information + DEADLINES**  
**Beechworth – Dietary Information (NEW)**

- Borambola on-line information (8) (+ Attachment 1)
- Team lists (9) (+ Attachments 2, 3)
- Entry Process (10) (+ Attachment 4)
- SI/SIAC use (12)
- Code of Behaviour (15) (+ Attachment 5)

All States, Territories and New Zealand are cordially invited to contest the 2019 Australian Schools Orienteering Championships organised by Orienteering ACT in conjunction with Orienteering Australia and Orienteering NSW.

The 2019 Australian Schools Championships will be held in conjunction with the 2019 Oceania Orienteering Carnival.

**1. Program of Events**

DAY	DATE	ACTIVITY
1	Fri 27 Sept	Arrival of teams at Wagga Wagga
2	Sat 28	Oceania Sprint Championships – Wagga Wagga
3	Sun 29	Australian Long Distance Championships - Cootamundra
4	Mon 30	Oceania/Australian Relay championships - Cootamundra
5	Tue 1 Oct	Australian Schools Orienteering Championships – Sprint (Wagga Wagga)

<b>6</b>	Wed 2	Australian Schools Orienteering Championships - Individual (Wagga Wagga)
<b>7</b>	Thu 3	Australian Schools Orienteering Championships – Relay (Wagga Wagga)
<b>8</b>	Fri 4	Rest Day/Travel Day to Beechworth
<b>9</b>	Sat 5	Oceania Long Distance Championships – northern Victoria
<b>10</b>	Sun 6	Oceania Middle Distance Championships – northern Victoria Travel home

## 2. Arrival

Teams should arrive in Wagga Wagga on Friday afternoon 27<sup>th</sup> September and move into the accommodation from 3pm. **Registration packs will be available for each team, and will include programs for students and officials.** The accommodation is an easy 25-minute drive from the city of Wagga Wagga, 2½ hours from Canberra, and 4½ hours from Melbourne Airport. A late afternoon arrival will allow teams time to settle into the centre and prepare for the evening meal. New Zealand teams will need to allow similar travelling times, presumably from Melbourne Airport.

## 3. Departure

Departure will be on Sunday afternoon, October 6<sup>th</sup>. (Checkout from our accommodation will be on the morning, prior to leaving for the final day's event). Allow 3½ hours from the event (near Beechworth) to the Melbourne Airport, and 4½ hours to Canberra Airport. Late evening flights are suggested. Be aware that daylight saving starts on Sunday as well.

## 4. Travel Arrangements

Each team must make their own flight and bus bookings. The travel times from Borambola/Wagga Wagga, and Beechworth to the events vary considerably, from less than half an hour into Wagga Wagga from Borambola, up to 1½ hours to Cootamundra, and about 30-45 minutes from Beechworth to the final weekend's events.

Buses may be booked through the following companies:

Budget Tel: 13 27 27

Europcar Tel: 1300 131390

Hertz Tel: 13 30 39

Avis Tel: 136 333

Thrifty Tel: 1300 367 227

(Note: these are all Australian phone numbers)

## 5. Accommodation

- (a) Friday 27<sup>th</sup> September to Thursday 3<sup>rd</sup> October (7 nights): **All Australian teams**
- ) All Australian teams are staying together at Borambola Sport and Recreation Centre, east of Wagga Wagga, [<https://sportandrecreation.nsw.gov.au/sportandrecreation/facilities/borambola>].
  - ) We have sole use of the centre (for ALL competitors, including both New Zealand teams staying off-site).
  - ) Team members will be housed in self-contained lodges with bunks, sleeping up to 12 people. All linen is provided.



- ) All officials will be accommodated in a number of staff rooms (attached to the lodges), and in separate units, in mostly shared rooms. Bathrooms are not shared with students.
- ) A large dining hall will be available for all meals.
- ) We will have sole use of the dining hall, a large recreation hall, conference room and other small meeting rooms, plus all free time activity areas. This does NOT include the swimming pool, however.
- ) Limited Wi Fi facilities are available.
- ) Borambola's grounds are extensive. There is a wide range of recreational and sporting facilities available for use. Staff have a separate common room as well. There are some laundry facilities on site (no charge), and supermarkets and other shopping facilities are in nearby Wagga Wagga.
- (b) Friday 27<sup>th</sup> September to Thursday 3<sup>rd</sup> October (7 nights): **Both New Zealand teams**
  - ) New Zealand teams are staying together at the Wagga Wagga Big 4 Caravan Park [<https://www.big4.com.au/caravan-parks/nsw/riverina/wagga-wagga-holiday-park>]
  - ) Team members and officials will be housed in self-contained cabins, with three students per cabin. Officials will be in separate cabins. All linen is provided. There are a number of camp facilities, including a camp kitchen and laundry facilities (payment required), which will be available to the teams to use.
  - ) Breakfast and lunch will be self-catered. We have negotiated with Borambola for the NZ teams to have their evening meal at Borambola, not only to save shopping and cooking but also to ensure that you are able to join in and be part of all of the on-site/evening activities.
- (c) Friday 4<sup>th</sup> October to Sunday 6<sup>th</sup> October (2 nights): **All Australian and New Zealand teams**
  - ) All teams are staying together in Beechworth at The Old Priory [<https://www.oldpriory.com.au>]
  - ) The Priory is under new ownership and there are refurbishments going on, as we understand, which should be to our benefit. Students will be housed in dormitory style accommodation. (Officials' accommodation arrangements are yet to be confirmed). All linen will be provided.

## 6. Meals

Borambola will provide all meals for the on-site teams, and evening meals for the NZ teams. The Priory will provide all meals over the weekend we are there, including lunch on the final day (after we have checked out).

Our aim is to ensure high quality nutritionally balanced meals suitable for young athletes. All major dietary requirements will be catered for (see 8. below).

## 7. Costs

Accommodation costs are now confirmed and all other costs are finalised.

- ) Accommodation 7 nights (+ linen hire) and all meals at **Borambola** (all Australian teams and officials)
  - Students: \$574.00 + \$18 (GST incl.)
  - Adults: \$756.00 + \$18 (GST incl.)
- ) Accommodation at **Wagga Wagga Big 4 Caravan Park** (NZ teams only):
  - 40 persons \$415.80/person
  - 45 persons \$369.60/person
- ) Dinner at Borambola (NZ teams and officials only):
  - \$25/dinner/person
- ) Accommodation and meals at **The Priory** (all team members and officials)
  - Accommodation (all): \$123.75 (GST incl.)
  - Meals (all): \$130.35 (GST incl.)

- Linen: \$ 18.70 (GST incl.)
- ) Presentation Dinner (see below):  
\$40 per head (students and officials)
  - ) ASOC/OA Levy: \$70
  - ) Team management must of course take into account entry fees, bus costs, fuel and various tourist opportunities which may be selected (see later).

## 8. Documentation for Borambola

Borambola is managed and operated through the NSW Government Office of Sport.

It is critical to our booking that they receive information relating to medical, dietary and other special needs for ALL attending participants and other supervising adults – that is, from all Australian and New Zealand team members and all team officials. This information is provided using their **online Medical and Consent Form** available at <https://sportandrecreation.nsw.gov.au/facilities/medicalandconsentform>. Parents and guardians must complete this form on behalf of their child. Visiting/supervising adults and officials are also required to complete the form.

When communicating this information you must include the following details:

Booking Number: **520796**

Booking Start Date: **27/09/2019**

Booking Venue: **Borambola Sport and Recreation Centre and Southern Regional Office**

All Medical and Consent forms **MUST** be submitted online at least fourteen (14) days prior to the start date. We recommend that you ask parents /guardians and supervising adults to submit the form by **Friday 6 September, 2019**.

Attached is a sample letter for you to distribute to all participants/parents and guardians to assist them in meeting this requirement. We have already completed this process; it is clear and straightforward. Parents are able to print off a copy of the submitted information. *You might find it useful to have your parents save and send you a copy of their information as a cross-check for your own records too.*

### **Attachment 1**

## 9. Team Documentation

- (a) Attached is the form for you use to submit all **team members and officials' details** (names, schools etc.). Please ensure names and schools are correctly spelled as this information will be used in the official program, as well as being used for on-site management (e.g. room allocation).  
**Attachment 2**
- (b) Team managers will also need to provide a comprehensive list of all dietary requirements for use at the Old Priory, Beechworth. (Borambola uses the online system as above; NZ managers will also be responsible for any self-catering they do in Wagga Wagga).
- (c) Ensure that you request full medical information, for your own use, from each of your students. We are attaching a sample Medical and Consent form that you might like to use as well, although most teams will have their own protocols. This information is to be retained by the team manager and must be available to relevant Carnival officials **at all times**.  
**Attachment 3**
- (d) This year we are **not** requiring that Team Officials provide documentary evidence that all team members are bona fide students and that their birth dates have been verified

(by sighting birth certificates). We are confident that team managers and national/State and Territory Associations will satisfy themselves that all necessary team membership criteria have been met, according to the OA Rules. We shall be cross-checking that students have entered the correct classes according to their age. As incorrect entries could potentially be the subject of a protest at an event, it is imperative that entry data is correct.

- (e) Please ensure that you also obtain a **media release** for each student, or be able to identify students whose photographs are not able to be used.

*Sample documentation is available for you (as per **Attachment 3**) if you do not have ready access to appropriate pro-formas for the collection of this information (c), (d), (e).*

## 10. Entries

Attached is a document to assist team officials with the entry process for the three ASOC events. Note that ASOC event entries are managed by team officials, and are NOT done individually by students. Please ensure that you follow these directions carefully – we are well aware that there may be changes later, especially with relay teams. This process ensures that all students are in the system, and later changes are easily accommodated. **All ASOC entries MUST be completed by 31<sup>st</sup> August.**

Please ensure that team members are aware that they (and their families) are responsible for their individual entries for any other Carnival events, in appropriate age categories, by the due date.

## Attachment 4

## 11. Use of SIAC

This year all competitors are being encouraged to use a **SPORTident ActiveCard (SIAC)** rather than the standard SI units. While both systems will operate simultaneously at all Schools events (and indeed ALL Carnival events), the ASOC organisers' preference is that students use SIAC. (The swipe with an SIAC is quicker than the punch necessary with an SI card).

While a number of your team members may already own one of these, we are aware that many may not! In the event that team members (and officials) wish to use SI Air, there are two options: purchase or hire.

- (a) To purchase, contact Colin Price ([colinp53@yahoo.com.au](mailto:colinp53@yahoo.com.au)) of *Aussie O Gear* ([www.aussieogear.com](http://www.aussieogear.com))

- (a) To hire (\$12 per SIAC for the duration of the carnival), go to <https://eventor.orienteering.asn.au/Events/Show/7817>. Refer to Oceania Bulletin 1, page 6. Encourage team members to get in early and do this for themselves. Hire is easily organised using the link above.

Note that you will need to *ensure that correct SI/SIAC numbers are used for these ASOC events.*

## 12. Day Equipment

The Oceania organisers will be providing each team with shelter tents (probably 2 per team), tarpaulins, and an esky (chilly-bin!). It is likely that the eskys will be used for the lunches each day from our accommodation, but team managers are likely to want to purchase extra food/snacks (bananas always seem to be a necessity!), and the esky will help with this. The tents will be transported to the site each day, but teams will need to collect them from the logistics truck/supply point, and erect them at the start of the day, then dismantle and return them at the end of the day for their transport to the next site. Teams will remain responsible for tarpaulins and eskys as appropriate.

## 13. Start Draw

The Opening Ceremony and Start Draw for the ASOC Sprint and Individual events will take place on Monday 30<sup>th</sup> September in the Recreation Hall at Borambola, at a time to be advertised later. This will be a public event.

#### **14. Presentation Dinner**

The Presentation Dinner and the announcement of the Australian Honour Team will be held on Thursday 3<sup>rd</sup> October, at the Wagga Wagga RSL Club. Guests will be welcome to attend the formal ceremony prior to the dinner. The disco will follow at the Club. (Transport to and from by team bus). We are pleased to acknowledge the financial support that the Wagga Wagga RSL Club is providing us for the Dinner.

#### **15. Code of Behaviour**

Team managers are responsible for ensuring all competitors are familiar with an appropriate state/territory 'Code of Behaviour'. A *draft sample* is attached for your reference. Please note that as part of our transition to OA endorsement, this document will be taken to the 2019 School Committee meeting for formal approval and for endorsement by the OA Board.

You might also like to refer to the relevant OA documents: <https://orienteering.asn.au/wp-content/uploads/2015/09/1.18-OA-Member-Protection-Policy-Mar-2018.pdf>, in particular the Section B Attachments (Attachment B1, General Code of Conduct, p.25; Attachment B4 Athletes Code of Conduct, p.28).

#### **Attachment 5**

#### **16. Social Programme and Excursions**

As there is only one rest day which doubles as a travel day when we move from Wagga Wagga to Beechworth, there will be no formal excursion. A Model orienteering course will be available at the Beechworth Gorge on that afternoon, and no doubt some of our students will be keen to experience this.

More specifically, there will be on-site activities arranged throughout the week, as per previous ASOC events; we are keen to follow tradition!

We recommend that teams might like to visit Junee, only about 45 minutes north of Wagga Wagga. In particular, we know that students will enjoy a visit to the Junee Licorice & Chocolate Factory, and the Railway Roundhouse Museum and the Bethungra Railway Spiral (which is represented as part of the Oceania 2019 logo).

The Organising Committee will be very pleased to offer advice and assistance with your planning.

#### **17. Weather**

Daytime temperatures could vary from 9°C to 22°C. Night-time temperatures can still be quite cool. We still have no idea of what the weather will be during the carnival. Expect a little of everything!

#### **18. Competition rules**

Competition rules have now been ratified by OA, and fully reflect the endorsement of ASOC by OA. You should all be aware of particular changes to team structure as you finalise your team selections. Please refer to

[https://orienteering.asn.au/wp-content/uploads/2015/09/Australian-Schools-Orienteering-Championships-Rules\\_205.pdf](https://orienteering.asn.au/wp-content/uploads/2015/09/Australian-Schools-Orienteering-Championships-Rules_205.pdf)

### **19. NZ and other interstate visitors**

Families and friends of team members planning to support and/or participate in the 2019 Carnival are encouraged to make early arrangements for their accommodation. This is a big year in that it is an Oceania Carnival, and moves between venues in southern NSW and northern Victoria. While the ACT is heading the Events management team, the Carnival is utilising the skills and experience of officials from across ACT, NSW and Victoria. Please go to the Carnival website <http://act.orienteering.asn.au/event-series/major-events/oceania-2019/> which details a range of accommodation options to suit all budgets.

### **20. All other Carnival information**

The website <http://act.orienteering.asn.au/event-series/major-events/oceania-2019/> is not only a source of information specific to the Carnival, but it also provides interesting geographic and historical background notes. See the News page. As well, in the News page, a link to the Oceania Carnival Bulletin 1 is provided. This will give you all of the preliminary information about the Oceania Carnival. Bulletin 1 is also available directly through Eventor.

**ASOC Bulletin 3 will be forwarded in late August, 2019**

#### **Contacts:**

) **Organising Committee**

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