

2016 Orienteering Australia Annual Conference and General Meeting, 3 and 4 December. Gold Room, Conference Centre, Australian Institute of Sport, Leverrier St, Bruce, ACT.

Minutes

Attendees:

OA Board: Blair Trewin, Mike Dowling, Bruce Bowen (Saturday only), Craig Feuerherdt, Jenny Casanova, Lance Read, Robert Spry

State delegates: Greg Barbour, Andrew Lumsden (NSW); Ruth Goddard (VIC); Tony Bryant, Anna Sheldon (QLD); Robin Uppill, Erica Diment (SA); Edward Plummer (WA); Jo Bissett, Ian Rathbone (TAS); Geoff Wood (both days), Phil Walker (Saturday), David Shepherd (Sunday) (ACT).

Elite athletes' rep: Simon Uppill.

OA staff: John Harding, Jim Russell, Kay Haarsma, Ian Prosser - Sunday.

Apologies: Barbara Hill, Jim Mackay, Felicity Crosato, David Poland.

1. Opening by the President

1.1 Welcome and introductory remarks

BT thanked Nick Dent for his years of work as Head Coach and welcomed Jim Russell as the new Head Coach and Ian Prosser as the HP Administrator.

BT also acknowledged the contributions of the late Eric Andrews and Chris Crane.

1.2 Meetings in 2017

It was noted that the following OA general meetings are scheduled for 2017:

Annual General Meeting – this will take place on Saturday 25 March in Canberra, in conjunction with the National League weekend. The business of this meeting will be restricted to those matters which are constitutionally required to take place at the AGM:

- The election of office-bearers.
- Consideration of the annual report and annual financial statement.

Special General Meeting – a Special General Meeting will be held in conjunction with the Australian 3-Days, in June. This meeting will consider all business which would normally be transacted at the AGM other than the items listed above. The specific nature of that business will depend on the outcome of discussions at the 2016 Conference, in particular on governance, finance and membership.

Annual Conference – the Annual Conference (which, in constitutional terms, is a Special General Meeting) will take place in early December as usual.

Committee Chairs will determine when committee meetings will be held.

2. MINUTES

2.1 Appointment of verifiers: R Spry, E Plummer

2.2 Confirmation of minutes of 2016 AGM. Moved I Rathbone/J Casanova that the minutes be confirmed. Carried.

2.3 Minutes of 2015 Conference (already confirmed at AGM, for reference). Noted.

2.4 Matters arising from minutes of 2016 AGM. No matters arising.

3. BUSINESS MANAGEMENT

3.1 Budget report and forward estimates

B Bowen provided an overview of the 2016 budget outcome:

It is expected that the 2016 operational budget will show a small deficit of around \$1000, due to some one-off factors. The projected deficit is driven by \$4000 higher than expected revenues combined with over spends of around \$5000.

Revenues were higher than expected mainly due to a one-off refund of GST (\$5000) that was overpaid in 2015. Importantly, on the revenue side this budget outcome is also based on a rundown in cash reserves of \$20,000 for 2016.

On the expenditure side there were a range off under and over spends against various items. The main overspend is the extra costs involved over the past 6 months in administering the Sporting Schools grants (estimated at \$7,500). At this stage, funding is being sought from the Australian Sports Commission (ASC) to cover these costs (which were covered in the first 6 months of 2016) but as yet no advice has been received. If funding becomes available for this item then the operational budget is projected to show a small surplus for 2016.

Note that this budget projection does not factor in the Sporting Schools grants – these funds are not being used to fund the day-to-day operations of OA, which is what is reflected in the budget spreadsheet. There is also some uncertainty about the status of some of the grant monies that were provided at the end of the 2015-16 financial year – this is another issue yet to be resolved with the ASC at the time of writing this report. A separate report on Sporting Schools funding will be provided.

This overview was noted.

B Bowen gave an overview of the 2017 budget strategy to meet the \$86,000 shortfall in high performance program arising from the cessation of ASC Whole of Sport funding:

- Re-badging some funding
- Reducing some expenditure
- Increasing revenue
- Spreading the adjustment over time by using reserves

G Barbour asked what the current reserve was and Bruce advised 3 months of operating expenditure. GB recommended that the OA Board review whether this was adequate.

E Plummer recommended that the accounting reporting move to accrual accounting.

Motion by B Bowen/E Diment: That the 2017 Budget be endorsed. The motion was passed.

3.2 Future financial situation

B Trewin and B Bowen noted a shortfall of about \$40,000 and expanded on the financial strategy:

- More active fund raising through the ASF, and events like Sprint Canberra (raised \$4000 for the HP program). The 2017 budget includes \$10,000 in fund raising so it is essential that this is realised, otherwise the deficit will further increase
- Increased cost cutting
- Online version of the Australian Orienteer saving \$10,000 to \$15,000 per year
- 30% increase in participation over the last 5 years generating more revenue to clubs, states and OA
- Local fund raising initiatives for HP more likely to generate support

It will be unacceptable to run with a \$40,000 deficit in 2018. Alternatives to addressing this include:

- The Orienteering NZ model of no financial support to the WOC and JWOC teams
- Increases in levies

G Barbour was against cutting the OA Executive and I Rathbone opposed increases in levies and supported the Orienteering NZ model.

B Trewin asked for a straw poll of states on increasing the major carnival levy and any other levies necessary to address the \$40,000 shortfall

- Half of state delegates were in favour and half against

There will need to be further discussion at the June 2017 general meeting to firm up a strategy for 2018 to balance the budget.

3.2A Cash reserves of State Associations and clubs

B Bowen provided a paper for information showing estimated cash reserves of \$1.8 million of state associations and clubs, indicating significant capacity at the state and club level to partner with OA in addressing national expenditure priorities

3.3 Fees and levies for 2017 (were set at 2016 AGM, see AGM minutes). Noted.

3.4 Australian Sports Foundation

J Harding provided a report on an ASF workshop on 23 November outlining expanded options for ASF donations. Noted.

3.5 Risk management

R Spry provided a paper advising of recent developments in risk management, with the following recommendations:

1. Review course standards for older orienteers (OA & States/Territories)
2. Clarify the wording of statements on competitors' insurance (OA & States/Territories)

3. Ensure adequate insurance coverage for OA activities such as overseas team competitions, to minimise financial risk (OA)
4. Implement suitable training for OA Directors (OA)

These recommendations were noted.

3.5A Risk statement on Enter On The Day forms

J Harding provided a paper which noted

- OA consulted Nicola Nygh, orienteering lawyer, for legal advice and MGA insurance brokers for insurance advice on risk statements for participants, especially for enter on the day, as online entry on Eventor already includes a standard risk waiver
- Both Nicola and MGA said the same thing. A Risk Statement and signed Risk Waiver provides a strong first line of protection and strong second line of protection from legal action if a mishap occurs.
- Regardless of the nuances of legislation in this area among state and territory legislation, if a mishap occurs, an injured person is far less likely to think about suing if they have acknowledged the risk and signed a waiver. If legal action is pursued, the chances of it being successful is also greatly diminished if the mishap was an accident directly related to a risk identified and acknowledged and for which the participant has knowingly signed up to compete in full knowledge of that risk.

Motion (G Barbour/J Bissett): All states should implement a risk waiver for all Enter On The Day events by January 2018. The motion was carried.

3.6 Strategic and Operational Plans

The OA Strategic Plan 2016-2018 was provided for reference. J Harding advised that this would need updating following the 2016 Conference in respect of strategies being reviewed at Conference in respect of:

- Participation in Sporting Schools
- High Performance
- Governance
- Media and Communications

A revised draft Plan should be ready for the June 2017 General Meeting. In addition a 1 or 2 page summary document was needed. This was noted.

4. PRESENTATIONS BY STATES

4.1 Information sharing on new projects/activities that are working particularly well

- ACT: strong growth in Summer Twilight and Winter Saturday morning Series participation; results system

- NSW: the Board has set priorities and followed up implementation of those priorities; main priority is participation, with investing and spending (ie. spend more, improve outcomes)
- QLD: the promotional campaign for the Australian Championships using Awaken The Dreams consultants costing \$4000 (timelines and targets; social media; tracking of who clicked on links; entry target exceeded; templates for banners)
- QLD Maprunners project: website www.maprunners.com.au; series of 30 minute smartphone orienteering events on the same map at the same time each Saturday from 7.30am to 9.00am; a full test run before rolling it out further.
- SA: Participation (extended Summer Series, FB ads, flyer to metrogaîne participants, more centrally located events); Membership (70 new members from Twilight Series, follow up of newcomers required to achieve this); Permanent courses (free to download, add to enews addresses, foot and MTBO courses); Schools team (athlete pathway strengthened); Publicity and promotion (1257 enews recipients; Facebook content expanded and growth in like numbers)
- TASMANIA: Development (2 orienteers in residence, one in north, the other in the south, MOU of your and our responsibilities); Participation (East Coast schools program; big increase in Twilight Series); Media (Online mag – O Know); Performance (strong Junior Training Squad); Technical (OST Series; Easter 2018 and NOL 2017); enhanced mapping program; IT (SI, Eventor, Livelox, website and Facebook, Active Collab for admin management)
- VICTORIA: Sprint into Spring very successful; more events close to the city; Vic Health \$40,000 Bendigo Project (Come and Try; 300 people registered; maps at tourist info centre and libraries)
- WA: SWOT (Explore the South West schools comp, Its my Game, 6 events, 11 schools); Eventor (all events and results in Eventor); Membership (100% adoption of digital renewals); Governance (strategic review for the next 3 years)
- NT: Alice Springs Masters Games (60 min score event in bush; sprint events in Uni, 90 min MTBO score event); Alice Springs (12 to 14 public events, including a 4 week street series; newspapers happy to publish Kay's stories and photos; Red Centre Orienteers club formed and first event held; interschool championships (150 kids); NT scholar (Manu from Spain for 3 months; 11 new maps)

5. PARTICIPATION

5.1 Engaging with scouts and Level 0 training course for scout leaders (Geoff Hudson)

Geoff Hudson did a Powerpoint presentation on his very successful Scout Suburban Adventure Racing Series in Melbourne and on plans to train Scout Leaders in orienteering for a scout badge scheme for navigation.

5.2 ASC-funded participation projects

J Harding presented an update on the allocation of \$200,000 in Participation funding for 2017 projects. Noted.

5.3 Sporting Schools Program (SSP)

J Harding presented a Powerpoint presentation by Jim Mackay on changes in the way the ASC was managing the national website and database with standardised 'packages' for schools to choose.

John reported on meetings he had had with the senior manager in the ASC responsible for the SSP. The feedback from the ASC was:

- The ASC could no longer be providing \$50,000 to \$80,000 admin support grants for orienteering based on the number of schools being serviced as it didn't pass a sensible cost-benefit analysis test
- Consequently from 2017 it expected that state associations should be fully recovering their admin costs through admin charges to schools for mapping, coaching and professional development training, and the ASC would provide much less funding to support OA's national coordinator of the SSP
- State associations should reduce the admin workload by identifying on the SSP website which areas of each state can be realistically serviced with mapping and coaching for SSP orienteering lessons and which cannot, to reduce the number of rural schools making inquiries which cannot be met. Orienteering as a sport should be standardising its SSP product instead of having many different coaching programs with different cost structures; this is highly inefficient and bureaucratically cumbersome and has greatly increased the admin workload in the last 2 years.
- OA should decide what its strategic priority was in relation to Sporting Schools and whether it should continue under the reduced funding support terms.

Therefore Conference was asked:

- What is the strategic priority for Sporting Schools
- If it is a priority, should orienteering continue to participate in the SSP under the reduced funding conditions

The general view was that Sporting Schools in primary schools was a much lower priority than many other participation priorities and to some extent mitigated against some higher priority projects being implemented because of the resources that needed to be devoted to it. Sporting Schools in High Schools is a much higher priority.

B Trewin argued that there is likely to be a significant benefit in the long term and that orienteering should continue to be involved at the primary schools level; this would also increase the chances of involvement at the high school level when a national roll out by the ASC occurred. It was agreed that the SSP in primary schools should continue to be supported and there should be further discussion at the June OA general meeting when it was clearer what the ASC's future plans for high schools SSP would be.

5.4 Statistical reporting requirements

J Harding reported on feedback from the ASC:

- Several NSOs had applied to upgrade their ASC Participation funding category based on increased Participation numbers. The ASC had engaged an accountancy firm to audit the Participation data of each.
- The ASC now requires all NSOs as part of the Annual Sports Review reporting process to stipulate what auditing/validity checks had been made on the data
- The primary data that the ASC require are
 - 'fully active' members: full, associate and schools club members
 - other registered orienteers: all others who have paid to participate in a club or state orienteering event
- The ASC has changed the rules for determining Participation funding categories and now only uses 'fully active' numbers. Because of this, OA's Participation funding from 2017-18 onwards will reduce from \$200,000 per year to \$100,000 per year
- Currently the membership and registered orienteer numbers reported by OA from manually collected data for the OA Annual Report lack credibility with the ASC. What needs to happen to provide credibility is that all memberships and results are loaded into Eventor and that as many enter on the day or non-club series participants as possible become club members in some kind of valid category

In Conference discussion, it was noted that some states already include all memberships and results in Eventor, and therefore meet the ASC requirements. It was recommended that states who do not do this not be eligible for future Participation funding until they comply. It was noted that OA has budgeted some Participation funding in 2017 to employ someone to load EXCEL results into Eventor as interim assistance.

5.5 World Orienteering Day

It was agreed that all states and OA would strongly support WOD in 2017 as it no longer clashed with schools Naplan testing.

6. NATIONAL MEMBERSHIP PROPOSAL

6.1 National membership proposal

B Trewin presented a summary of 'What do we want' in a National Membership model:

- Comprehensive, robust national database including casuals
- Seamless experience for users where taking out state and national membership is integrated from the user perspective
- A system that is easy to find and easy to use for new and renewing members alike

- Reports of their members readily accessible to national, state and club administrators

It was noted that if OA membership was Googled, the outcome was pages on the website which were not useful.

ACTION: Update OA website to provide easy to understand information on membership.

There was general agreement that club membership on Eventor provides a de facto national membership model, but there is considerable variation in the membership categories and fees among the states. E Plummer recommended that OA develop a desirable model with preferred membership categories and that states move towards these over time.

Motion: B Trewin/E Plummer: That Conference endorses moving towards a national membership database with ongoing management by states. This was carried.

ACTION: OA Board to bring a proposal to the June General Meeting.

ACTION: Examine the Eventor membership and results standards and write to the IOF IT Commission about whether changes can be made to vary standards which would make Eventor more comprehensive and user friendly in Australia.

7. GOVERNANCE

7.1 Proposal to transition OA to a Company Limited by Guarantee

B Trewin did a presentation overviewing the Conference papers and the feedback from the ASC. A Lumsden recommended using the ASC model constitution to develop a new OA constitution (which is a requirement for Company Limited by Guarantee).

Motion (G Barbour/G Wood): That:

- i. Orienteering Australia continues to pursue a transition from a Registered Association to a Company Limited By Guarantee
- ii. A working group be set up to action this
- iii. Professional advice be sought
- iv. A progress report be provided to the June 2017 General Meeting.

The motion was carried.

7.2A Governance Reform in Sport letter from the ASC. Noted.

7.2B Unified Behaviours (ASC paper on Governance reform). Noted.

8. HIGH PERFORMANCE

8.1 High Performance Report

L Read advised that strategic priorities included

- Increase coach numbers, activities and development

- Adopt the new ASC coach training principles: flexibility for training of coaches; flexible learning and recognition of prior learning; mentoring and working with groups
- Continue to expand the Level 0 base to meet the requirements of the Sporting Schools program and basic club coaching
- Reinforce the role of state directors of coaching in endorsing coaches for accreditation through prior learning, assistance in conducting group activities etc
- Using new Director of Coach Development Barbara Hill to engage states in appointing state directors of coaching and providing support to the directors where required in conducting courses and accessing resource material online

The report was noted.

8.2 HP calendars and communication

I Prosser provided 2017 Foot and MTBO HP calendars and a draft 2018 NOL calendar which he hopes to resolve as a final by Easter.

Ian is managing a HP email list.

ACTION: Each state to appoint a NOL coordinator and advise Ian of that person's contact details.

8.3 MTBO report

K Haarsma presented a written MTBO report and noted:

- 20 Australian MTBO Masters attended the World Masters MTBO Championships
- MTBO FB page created
- E bikes being allowed to take part in MTBO events
- ANZ Challenge issued to Orienteering NZ for the Australian Championships in October 2017
- Successful Participation program in SA using a 3 hour score events and allowing participants to take part in groups

The report was noted.

9. COMMUNICATIONS

9.1 Media and Communications report

C Feuerherdt presented a comprehensive written report with the following recommendations:

1. Seek feedback from states to determine if there is merit in reviewing their current web hosting arrangements with a view to consolidating the hosting if it is cost competitive.
Noted by states to consider.

2. That a standardised URL system be implemented by OA and that these be re-directed to existing state/club web sites.
CF explained a rationale for this but it was not agreed.
3. Seek feedback from states about implementing the standard email convention.
This was not supported.
4. Keep states abreast of any progress towards implementing a business management platform.
Active CoLab and Sharepoint were discussed and noted by states.
5. That states use the OA Mailchimp account for all their email marketing.
Noted but not supported.
6. That OA work with states to ensure the relevant data is in Mailchimp to allow for proper segmentation of users.
Noted.
7. States ensure that members have the option to order a hardcopy version of the AO when renewing their memberships and that there be no price difference between the two options.
This was agreed.
8. That back issues of the AO be digitised subject to finding a suitable hosting platform.
This was agreed.
9. That content be created and that the editor of the AO be engaged to consider appropriate advertising fees for the various channels.
Noted.
10. That a professional Media Kit be created presenting all the advertising opportunities across the various channels.
Noted.
11. OA negotiate a package price for unlimited access to omaps.net, Livelox and Winsplit and bring a proposal back to states for consideration.
It was noted that Livelox was about to transition from free use to a fee for use of \$30,000 if purchased by OA for all states and clubs, and that this was unaffordable given the current OA budget deficit.
12. Find strategies to engage with participants so they contribute articles for the web site and social media platforms.
Noted.
13. OA seek responses from states on how to fund a Social Media Strategy.
States are currently doing paid targeted Facebook promotional purchasing at the state and club level for particular events/series and this will continue.
14. That OA establish an appropriate help/support site that is accessible to approved users in order to centralise common help resources.
Noted.

9.2 Eventor update

A report on the Eventor work program and achievements to date was included in the Media and Communications written report, and noted by Conference.

9.3 Marketing: what we know and don't know

J Harding summarised this Conference paper and asked states to review the content, and add to it over time, so that it became a useful reference resource.

10. International

10.1 IOF Council and International Relations

M Dowling advised:

- the IOF now has an MOU with FISU and that orienteering has been included in the 2019 World University Winter Games.
- 'IOF live orienteering' has just been created
- The IOF has just produced a marketing and promotion guide
- IOF World has ceased publication. There is 1 annual magazine and IOF news every 2 months
- The IOF is seeking more data and reporting on orienteering activity worldwide

11. Technical Infrastructure and Event Management

11.1 Technical report

J Casanova presented an update on technical issues, including

- The need for a Technical Coordinator in each state
- No major changes are being proposed to OA rules; the committee will look at the new IOF GPS rule
- Controller development was an issue because of the numbers of retiring Level 3 controllers and IOF Event Advisors

David Shepherd asked about whether an online course component for controller accreditation might be considered, using pre-reading and short questions. B Trewin suggested that the IOF be asked whether it might consider an online course. There was agreement that a valuable part of current controller accreditation is the group discussion at controller training courses of scenarios and experiences, and the ability to ask questions face to face. However, an online supplement may enhance the face to face training.

11.2 Future major events

- 2019 Oceania and Australian Championships

OWA is conducting the Australian Sprint and Middle Distance Championships at Easter

and OACT was looking at the Wagga region for the Oceania Sprint, Middle and Long and Relay and Australian Long and Relay. A combined Oceania and Australian Relays Championships was being proposed.

Noted.

11.3 Major Events Schedule 2011-2028

A proposed Schedule of major foot orienteering events from 2011 through to 2028 prepared by Greg Hawthorne was tabled and noted. J Casanova advised that a swap would be needed for 2023 as WA was listed for the Australian and Oceania Championships and New Zealanders will not want to fly to WA for the Oceania carnival. ACTION: Events Committee to look at options for a swap.

11.4 Level 3 Controllers for next 3 years

J Casanova listed events over the next 3 years requiring Level 3 Controllers. Noted.

11.5 Mapping report

R Uppill reported on behalf of A Uppill who had provided a written report:

- Lidar workshop in Adelaide in January 2017
- Lidar has been used to auto generate a map of the whole of Finland, with the standard suitable to conduct local events
- The ISOM Revision project has been going for 9 years with a completion date not finalised yet

11.6 IOF major events

B Trewin will send an information paper to states on IOF major events, with JWOC and a MTBO WOC possibilities for Australia to consider

- Currently a proposal is under development for a JWOC in Bendigo
- Everything is open to negotiation with the IOF on IOF support for a JWOC in Australia

12. Other business

No other business. The Conference finished at 3.30pm.