



New Zealand Orienteering Federation

General Manager: Stuart Payne

171A Fifield Tce, Christchurch 8023, NEW ZEALAND
ph: 64 - 3 - 337 2275 email: nzof@nzorienteering.com
Orienteering On-line at www.nzorienteering.com

MINUTES OF NZOF COUNCIL MEETING -- 18 August 2007

held at NZ Rugby Union, 1 Hinemoa Street, Wellington, 9:00 am

PRESENT

Paul Dalton (Pres/chair) Nicola Kinzett (AOA)
Graham Fortune (VP) Raewyn Simpson (CDOA)
Stuart Payne (GM) Andrew McCarthy (WOA)

Observers: Michael Wood (from 11 am).

1. **Apologies:** Trish Faulkner.
2. **Call for items of general business (in addition to ones already notified)**
GM: 12.4 (Coaching budget for schools team).
3. **Minutes of previous meeting** (6 April 2007)
Moved (Graham Fortune /Nicola Kinzett) that these are a true and correct record. Carried.
4. **Decisions made by email since last meeting**
 - 4.1. Endorsement of AOA Championships 2007 as A-level status.
 - 4.2. That the Sports Anti-Doping Rules made by Drug Free Sport New Zealand (DFS) under the provisions of the Sports Anti-Doping Act 2006, and as amended from time to time by DFS, will become the New Zealand Orienteering Federation's Anti-Doping Rules from 1 July 2007 and will replace the existing NZOF Anti-Doping Policy.
 - 4.3. It was resolved that a request be made to the Lion Foundation for funding for air travel for the New Zealand team competing at the Junior World Orienteering Championships in Australia, 8-13 July, for the amount of \$7,000.
 - 4.4. It was resolved that a request be made to the Oxford Sports Trust for funding for air travel for the New Zealand team competing at the Junior World Orienteering Championships in Australia, 8-13 July, for the amount of \$7,000.
 - 4.5. That we ask Orienteering Australia for W70 class to be included in the Oceania Championships and therefore also in the ANZ Challenge.
 - 4.6. It was resolved that a request be made to the NZ Community Trust for funding for air travel for the New Zealand team competing at the World Orienteering Championships in Ukraine, 18-26 August, for the amount of \$10,000.
 - 4.7. It was resolved that a request be made to the Southern Trust for funding for air travel for the New Zealand team competing at the World Orienteering Championships in Ukraine, 18-26 August, for the amount of \$10,000.
 - 4.8. Given the necessity to invalidate the original selection of the NZ team for WOC 2007, and therefore the short time frame required to reselect a new team, the NZOF Council approves the selection of the team without recourse to any specific selection trials or events.
 - 4.9. That rules 3.1 of the AUS/NZL Challenge and the Oceania Championships respectively be qualified such that when these events are also World Ranking Events (WRE), IOF WRE rules take precedence for the M/W21E classes. (fw OA).
 - 4.10. That \$750 development funding be granted to Dunedin OC for new POC at Gabriel's Gully.

- 4.11. It was resolved that a request be made to the Perry Foundation for funding for competition race tops for the New Zealand team competing at the World Orienteering Championships in Ukraine, August 2007, for the amount of \$792 excluding GST.
- 4.12. It was resolved that a request be made to the Caversham Foundation for funding for competition race tops for the New Zealand team competing at the World Orienteering Championships in Ukraine, August 2007, for the amount of \$792 excluding GST.
- 4.13. That an additional \$1,000 be voted for the Silva NZ Junior team competing at JWOC 2007, from unspent budgeted 2007 WOC MTBO funding.
- 4.14. That a rogaining development grant of \$300 be made to Auckland OC.
- 4.15. That Derek Morrison be appointed as manager of the NZ Schools team to Australia.
- 4.16. That Carsten Jorgensen be appointed Acting Coaching Director.
- 4.17. It was resolved that a request be made to Pub Charity Inc. for funding for travel for members of the national and development squads to compete in the 2008 Orienteering SuperSeries for the amount of \$10,000.

Moved (Graham Fortune / Andrew McCarthy) that these decisions are a true and correct record. Carried

5. Matters Arising

- 5.1. Aon & Public Liability Insurance. (GM has not taken this further.)
- 5.2. Readership survey of *New Zealand Orienteering*. (Not yet commenced.)
- 5.3. Marketing-promotion role (refer item 6.1).
- 5.4. On-line research (No action to date.)
- 5.5. Regional forums. SI forum date is 24 Nov; Nicola will use AOA operational meeting early in 2008, Raewyn initiating meeting for CD and Andrew to set date for WOA. A draft set of objectives/agenda to be developed so people get an idea of what will be covered.
- 5.6. Review membership of MTBO Committee. (Membership unchanged – committee seems to be again operating effectively.)

GOVERNANCE

6. Strategic Plan Progress Report

- 6.1. Progress report
Report from GM received. Discussion summarised as Appendix 1 to these minutes.
- 6.2. SPARC Investment targets
The GM's report noting progress to date was received.

7. Accounts of Payment

Approval of payments of \$74,928.84, as per separate schedule, as follows: 21 March – 31 July 2007, being cheques 636379 – 636466 (\$53,174.18), plus International Payments of \$21,725.12 (including fees of \$75) and stamp duty/adjustments of \$2.54.

Moved (Graham Fortune / Raewyn Simpson) that payment of these accounts be approved. Carried.

8. Financial Report

- 8.1. Financial position, year-to-date @ 31 July

Cheque Account	\$12,981	
Savings Account	11,697	
Investments	60,466	
Accounts receivable	3,708	
Undeposited Funds	11,057	
Prepayment	438	
Owed by HP account	1,839	(Silva gear)
less		
Kapiti HAVOC Fund	5,466	

NZ Community Trust grant	2,500
JWOC team contributions	1,400
Accounts Payable	167
Balance	92,653.

- 8.2. Actual performance to date is a net income of \$10,544, but actual cash flow has been a net outflow of \$16,962.
- 8.3. "New Zealand Orienteering"
After two issues, deficit of \$1,826 is close to budget, being 55% of budgeted full year deficit of \$3,350.
- 8.4. Moved (Stuart Payne / Graham Fortune) that the club affiliation levy total for 2008 be increased by 2.0% (in line with CPI for year ended 30 June 2007). Carried.

9. Appointments

- 9.1. ANZ Challenge Team Manager
Agreed that Paul Dalton be appointed.
- 9.2. Pinestars Manager for test in October
Agreed that Jamie Stewart be appointed.
- 9.3. NZ Schools Team, Assistant Manager
GM advised that Derek Morrison has asked Anna Robertson to assist him. Anna's appointment was endorsed.
- 9.4. Other vacancies & GM workload
Carsten is acting Coaching Director for the remainder of 2007 and the position has been advertised as part of the 2008 cycle.
While the creation of a new contract position for Marketing-Promotion (as per item 6.1 above), will relieve the GM of having to fill in for Media Officer & Ampro Liaison Officer, there remains the matter of "Development Officer" tasks. Agreed that the GM can charge for additional hours worked in relation to development tasks.
- 9.5. JWOC 2008 Manager-Coach.
This has been advertised as a single position, applications closing 30 September. Agreed that the position may be split between two if necessary, depending on applications received.

POLICY

10. Endorsed Athletes

With the NZOF now targeting every WOC, the High Performance Director, the Selection Panel and the National Squad Coaching Coordinator would like to provide extra financial support for the athletes considered likely to qualify for an A-final. These athletes to be referred to as endorsed athletes.

The aims would be:

- 1) to encourage the very best athletes to go every year:
- 2) to maintain NZ's results at their best level and thereby motivate others: and
- 3) to specify that our result goals are to have athletes qualifying for finals (and doing well in the final).

Accordingly, the High Performance Director, the Selection Panel and the National Squad Coaching Coordinator proposed the following criteria for athlete endorsement in any given year:

1. Qualification for an A-final at the previous year's WOC.
or
2. Achieving a World Ranking points score above the qualifying standard at one or more of the WOC trial events. This qualifying standard is effectively a World Ranking points score that would have ensured A-final qualification for the same discipline (sprint, middle or long) at the previous year's WOC.
or
3. Having 2 or more live (within the year prior to the first day of the trials) World Ranking points scores above the qualifying standard.

A non-endorsed athlete that reaches an A-final at WOC will be retrospectively endorsed to the level of the other endorsed athletes, within the HP budget. This is the only way for an athlete to gain endorsement after team selection has taken place.

The Council approved the proposal with the exception of retrospective endorsement. At the same time, it was decided to revisit the funding of the National Squad with a view to separating out NZOF funding for WOC/World Cups (including endorsed athletes), SuperSeries and NOS coaching. The GM to consult with Carsten about such a split.

OPERATIONAL

11. Reports

- 11.1. High Performance Director
Report from Carsten Jorgensen received & accepted.
Issues arising were:
 - a) Dynamic webpages (discussed under item 11.9).
 - b) NOS Coaching Coordinator's expenses. The GM noted that there is a separate budget for this.
 - c) GM advised that WRE sanction fees were paid by the NZOF in February (\$1,118)
 - d) JWOC has been handled by the team managers & GM.
 - e) Pinestars racing tops. It was agreed that these racing tops might be better owned by the NZOF and lent out. Carsten to be asked to investigate the cost and the possibility of some of the cost being covered by sponsorship.
- 11.2. Coaching Director
Carsten Jorgensen has been appointed acting CD, following Darren's resignation. Primary emphasis will be the Junior Training Camp, to be organised by PAPO.
- 11.3. Technical Director
Report from Graham Teahan received & accepted.
Graham has recently attended a mapping workshop in Australia and will organise one for New Zealand, to be held before the end of the year.
Graham also noted that he has still to update the Competition Rules for the changes passed at Easter and recognises that there is a need for a controller's workshop.
- 11.4. Fixtures Officer.
Report from Stuart Payne received & accepted.
Noted that NZ Rogaining Champs 2008 application received (see item 11.7 below).
Updated major fixtures calendar for 2008 endorsed.
- 11.5. Selection Panel
Report from Jeff Greenwood received & accepted.
Agreed that the minor error in the criteria for membership of NOS be updated in the Miscellaneous Policies document.
With regard to Greg Barbour's participation at WOC Ski-O, the GM noted that his 'selection' was not sent to the Executive for endorsement.
- 11.6. MTBO Committee
Report from Michael Wood received & accepted.
- 11.7. Rogaine NZ
Report from Michael Wood received & accepted
Noted that as per minutes of IOF Council meeting in January, the IOF had decided on the basis of responses from a questionnaire on endurance orienteering that "there does not seem to be sufficient demand for international endurance

orienteeing events at this stage.”

The joint offer from Taupo/Rotorua to host the 2008 NZ Championships on 24/25 May was endorsed. NZRA to be advised.

11.8. Secondary School Coordinator

Report from Geoff Morrison received & accepted.

The GM also noted that participation at the NZSSC was effected by the NZSS Cross-Country being held in Christchurch one month earlier.

With regard to the World Schools Championships, the GM wrote a letter of support for Havelock North HS girls participating.

11.9. Webmaster

Report from Paul Smith received & accepted.

The GM reiterated the HPD’s call for dynamic webpages that will enable them to update webpages directly. This would be more efficient and would mean news would be made available faster. GM to follow up with Paul Smith.

11.10. Statistician

Report from Bryan Teahan received and accepted.

11.11. Media Officer / Ampro Liaison Officer

The General Manager reported that he had been acting in both positions while they remain vacant.

12. General Business

12.1. OHV Development application for retrospective funding for the 2007 Urban Safari held in May. Decision deferred; the General Manager to request a fuller breakdown of revenue and expenses for the event.

Also suggested that the GM develop a template for development applications.

12.2. WREs 2008.

Each country is allocated 3 events per year. With more forward planning for our major fixtures, there is some competition for WREs. The General Manager had consulted the High performance Director as to whether all three should be allocated to one major event. Carsten was of the view that they should be spread across at least two major events. This was endorsed by the Council.

12.3. 2008 Meetings / timing of AGM, etc.

With Good Friday being 22 March next year, the General manager expressed doubt that audited accounts would be ready to circulate to clubs ahead of the AGM in ample time. Accordingly agreed to hold the AGM in April (weekend of 12,13) in Wellington in conjunction with a national strategic planning workshop and national meeting for 2009 major fixtures calendar.

12.4. Moved (Stuart Payne / Raewyn Simpson) that \$2,500 be voted from the coaching budget (unspent Coaching Director fees) for the NZ Schools team. This to be additional to the already budgeted development funding of \$2,750.

13. Date of next meeting

Saturday 1 December, Wellington.

Confirmed as a true and correct record

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Appendix 1: Strategic Directions 2007

(from item 6.1 above; numbering below is from the Strategic Plan)

4.1.1 MARKETING & MEDIA RELATIONS

- Set targets and marketing strategy based on results of 2005 research.
Comment: Will need to cover more general marketing issues than just awareness and will be about 'Who' as much as about 'What' as there are already a range of initiatives identified that are not happening due to a lack of a person(s) to drive them.
Update: Still to be actioned with the GM to initiate and others to assist with input. \$10,000 from funds unlikely to be spent in 2007 to be earmarked to carry over to 2008 to ensure funding is available for at least a 12 month trial.
- Fill vacancy for a Media Officer.
Update: The draft job scope, circulated to the meeting, for a new part-time contract position of Marketing-Promotion Officer was accepted. The GM to complete the job description and advertise for 2008.

4.1.2 INFLUENCERS

- Start recording/building the network of people with influence in various areas.
Update: GM has initiated and with Council input, this is now an ongoing resource. GM to ask club secretaries for their input to capture a wider base.

4.2.1 REGIONAL DELIVERY & DEVELOPMENT

- Develop a strategy for mapping school camps and training camp teachers.
Update: GM still to follow up with EONZ and Coaching Director.
- Develop training programme and resource materials for mappers.
Update: Technical Director has attended workshop in Australia and will organise NZ workshop. (Michael Wood indicated he could attend.)
- Allocate funding for regional development projects.
Ongoing action: Council Reps and GM to continue to promote funding availability at local levels and identify suitable projects.
- Schools Development.
Update: Best Practice resource now on NZOF website.
Sir Edmund Hillary OPC organising Get 2 Go adventure series, featuring rogaine events. GM to follow up with Grant Davidson re OPC becoming an institutional member of Taupo OC so that events can be recorded in NZOF statistics. GM to also ask Darren Ashmore how NZOF can help promote the series.
GM to remind clubs to link in with their local Sports Trust where appropriate.
- Identify orienteering contractors and develop ideas to encourage more people to do this type of work.
Update: GM still to establish and publicise a central registry of people willing to do contract work. In meantime Michael Wood has advised clubs of his own plans to develop successors to his contract work.
- Rollout club assessment tool.
Comment: While ready to communicate the availability of this to clubs the experience in Auckland suggests that the small clubs will find this overwhelming and the big clubs will not see any need to use it. A soft sell approach will be required.
Actions: GM to make the documentation available on the website. Regional Reps to utilise the tool (or just appropriate parts of it) in the 2007 Regional Forums.
- Club Rescue Package (*new*).
Action: GM began drafting one at time of Southland's postponed AGM and will follow it through.

4.2.2 VOLUNTEER & MEMBER PROTECTION

- Introduce a Volunteer Recognition and Rewards programme to support and acknowledge efforts of volunteers at both national and local levels.

Update: GM has still to ask Ampro to consider an additional annual award for officials. The SPARC report, *Finding and keeping volunteers* has been made available to all clubs.

- Undertake research on membership retention and utilise the information to develop appropriate strategies for clubs.

Update: The questionnaires on why people take up/leave the sport are now on the NZOF website ready for on-line surveying. The delay has been how to advise those to be surveyed. Decided to ask clubs if their email networks can be used, even though this will only access current members. Incentive to participate will be a random prize of a \$100 voucher for The Mapsport Shop.

4.2.3 YOUTH

- Complete the strategy.

Update: Strategy has been drafted. GM to incorporate comments from the Council and then send out to youth members who have already agreed to review it.

- Formally establish the Youth Council including defining its terms of reference.

Comment: On hold until the strategy is completed.

4.2.4 DIVERSITY

- Finalise strategic plans for MTBO and Rogaine after discussion with clubs.

Update: The plans have been circulated. As only one club has responded, GM to remind other clubs. If there is no significant response, then silence will be taken as endorsement of the status quo without further engagement of the major stakeholders.

4.3.1 COACHING

- Implementation of the Coaching strategy, including ensuring adequate training and education of all levels of coaches is supported and a succession plan is operating.

Update: With change of Coaching Director this has been delayed.

- National coaching refresher course.

Update: Held 10,11 April. Subsequent refreshers to be organised regionally. GM to check that Carsten has a network of regional contacts to work with.

4.3.2 HIGH PERFORMANCE

- Good performances at JWOC 2007.

Update: Overall, best ever results at JWOC achieved with five top 20 results.

- Develop a strategy to improve our elite coaching resources.

Action: Carsten with Jamie and James to formulate by the end of 2007.

- Introduce initiatives to encourage veteran elite performance.

Action: Elites to be encouraged to include experienced veterans in their regional activities.

4.4.1 KNOWLEDGE MANAGEMENT

- Complete best practice repository and communicate to clubs.

Update: Five documents now on the NZOF website; two others are completed. GM has asked for input into two of three outstanding but this is still forthcoming..

Action: GM to follow up.

Additional: Link to legal resource kit promoted by OCVS also on NZOF website.

4.4.2 STAKEHOLDER RELATIONSHIPS

- Rollout strategy document and example to clubs.
Comment: This is ready and remains simply a matter of timing.
Action: GM to circulate at an appropriate time.

4.4.3 INFRASTRUCTURE DEVELOPMENT

- Review those NZOF volunteer positions where we are having trouble filling them.
Update: Marketing-Promotion Officer position (incorporating existing Media Officer, Ampro Liaison Officer and NZO Editor marketing roles) established and to be advertised for 2008..
- Event levies on major events to be kept under review.
Action: GM to prepare review for December Council meeting.
- As resources allow, attend IOF meetings.
Action: Clem Larsen attending 2007 IOF President's conference on NZOF's behalf. Agreed that he be funded \$500 for expenses.
- National Magazine.
Action: GM to develop questions for readership survey.
- Increasing Income from external sources
Action: President to draft a discussion document for 2008
- Initiate a Risk Management process. Defer until 2008. In the meantime the GM to think about a reserves policy.

Performance Indicators

- Website measure to change to be number of unique visitors per month and/or number of page impressions.
- Number of club capability assessments to be reduced.
- GM to continue to work on 2008 targets.