
New Zealand Orienteering Federation (Inc)

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MINUTES OF NZOF COUNCIL MEETING -- 21 August 2004

held at Mauriceville West, RD, Masterton, 8am.

PRESENT

Rob Crawford (Pres/chair)	Dave Middleton (AOA)
Paul Dalton (VP)	Ingrid Perols (CDOA)
Stuart Payne (GM)	Jim Barr (WOA)
	Myles Thayer (SI)

Michael Wood attended as an observer, other than for items 9.1 & 11.1.

1. **Welcome:** Paul Dalton.
2. **Call for items of general business (in addition to ones already notified)**
None.
3. **Minutes of previous meeting** (9 April 2004)
Moved (Rob Crawford / Myles Thayer) that these are a true and correct record. Carried.
4. **Decisions made by email since last meeting**
 - 4.1. That an application be made to The Southern Trust for funding for the NZ JWOC team for air travel for JWOC 2004, for the amount of \$8,444.
 - 4.2. Co-option of Paul Dalton as NZOF Vice-President and change of cheque signatory.
 - 4.3. Approval of 2004 NZ MTBO Championships, hosted by Counties Manukau, 3-4 July.
 - 4.4. That an application be made to The Lion Foundation for funding to assist financing the Coaching Director and Development Officer of the NZ Orienteering Federation, for the amount of \$5,500.
 - 4.5. Variation of Clause 2.3.2 of NZOF Selection Policy to permit publicising trials for 2004 WOC MTBO with less than 3 months notice (plus two minor amendments to the policy to make it more inclusive of MTBO).
 - 4.6. Appointment of Michael Wood as MTBO WOC 2004 Team Manager.
 - 4.7. Appointment of Derek Morrison as NZ Schools On-Tour Team Manager.
 - 4.8. Appointment of Michael Wood as High Performance Director.
 - 4.9. Unspent portion of the NZ Community Trust SuperSeries grant to be transferred to NZ WOC MTBO team.
 - 4.10. That a request be made to the Bendigo Valley Sports & Charity Foundation for \$4,020 for air travel for ten members of the A-NZ Test team competing in Australia, 26, 28 & 30 September.
 - 4.11. Executive: Appointment of Trevor Knowles & Rob Garden as Assistant Managers (unfunded) to the NZ MTBO WOC team
Moved (Jim Barr / Ingrid Perols) that these are a true and correct record. Carried.
5. **Matters Arising**
 - 5.1. Kiwisport Manual.
Stuart tabled a copy of the revised Manual. A print run of 70 has been ordered. 20 of these will go to clubs; RSTs to be advised that the new Manual is now available.
 - 5.2. NZOF Health & Safety Policy. Draft to Council/Bruce Henderson for comment, 2 June (see General Business, item 12.2).
 - 5.3. Status of WACO. Letter to WACO (Phil Wood) on 16 April that suspension to continue until 1 May at which date the club would be disaffiliated. No response so disaffiliation final

and all clubs notified via NZOF News & *NZ Orienteering*.

- 5.4. Research project on why people orienteer, continue orienteering, quit orienteering etc. Ingrid reported that WinTec had turned down the proposal for 2004. She then talked to Waikato University but has yet to have a positive response. Alternative is to re-approach WinTec when a new person takes over for 2005.
- 5.5. "Sport for Life" brochure
Dave to also ask Kelly Middleton (lecturer at Northland Polytech) if NP would be interested.
Rob proposed that we pay someone to finish the brochure. Agreed.
Aim is to table a completed brochure at the November meeting.

6. Correspondence

Stuart advised the following late correspondence, since the agenda was circulated.

IN

Graham Teahan	19.08.04	Coaching Director vacancy
Bruce Henderson	19.08.04	Tech Comm report for August Council meeting

OUT

P Smith/R Davidson/L&ESmith	18.08.04	Addition to NZ MTBO WOC 2004 Team
OA – Dave Lotty (cc B Gordon)	19.08.04	ANZ MTBO Challenge (Jan 2005) (cc TK)

Moved (Paul Dalton / Myles Thayer) that inward correspondence be received and outward correspondence be approved. Carried.

7. Matters arising from correspondence

- 7.1. NZ Olympic Committee Associate membership.
NZOC has advised that the NZOF's Associate Membership application had been approved, subject to the IOF being formally re-approved as a recognised federation by the IOC, following its current review of its list of recognised federations.
- 7.2. New Model Anti-Doping Code (meeting the requirements of WADA).
SPARC has sent out their Model Policy and supporting WADA Schedule and the IOF has also circulated their revised Code. Stuart to check both policies to ensure consistency before we draft a new policy.
- 7.3. Commission on advertising revenue obtained for *NZ Orienteering*.
Lindsay Smith's request for commission on MACPAC advertising in three issues, although current policy is commission only on a full year's advertising (4 issues), was accepted. However, the current policy was reconfirmed in the meantime while we establish a longer-term advertising revenue target for commercial advertising (ie non-club). Commission paid would then be subject to targets being achieved, rather than the number of issues achieved for each advertiser. Stuart to discuss with Lindsay.
- 7.4. OutdoorsMark
This is a quality assurance scheme providing an independent process for assessing the robustness of safety procedures within participating organisations. It provides a process, specifically relevant to the outdoor recreation sector, to examine the quality of the policies, procedures and practices that exist for safety within an organisation. However, since the process requires external auditing it appears to be expensive. Furthermore, it is not clear how a sport such as orienteering with non-specific venues can be effectively audited. Stuart to investigate further.
- 7.5. Carter Holt Harvey (CHH) forest user levy
The North West and Auckland Clubs have in the past been charged a \$3 per person fee, by CHH, when using their forest. This has been collected from the competitors and passed on to CHH and was not subject to NZOF levies.
This year CHH have raised the fee but it will now be paid as an annual licence fee of around \$7,000 per annum, being the total for both clubs.
Auckland & North West's request that they be allowed to deduct the total cost of the licence from event fees collected before calculating the NZOF levy was approved, since it was in line with the current policy that "Money collected for items such as food, drinks, clothing, or on behalf of third party agencies (ie general public gate fees to parks, reserves, etc) is not deemed to be event fees.". (The event levies are payable in three instalments hence Auckland & North West will deduct 1/3rd of the annual licence cost from each instalment.)

- 7.6. NZOF mileage rate
Current rate is 25c/km. Pamela Morrison has requested that this be reviewed as she considers people should be reimbursed for more than the cost of fuel, when they use their own vehicle for NZOF travel.
Stuart reported that while the AA's full rate was around the 50c mark, their 'running rate' which includes fuel, oil, tyres and repairs & mtce, is less than 25c.
Ingrid reported that the Waikato University rate was 50c & Michael Wood advised that his rate was 30c plus GST.
Agreed to leave the current rate at 25c but Stuart to review it, as time permits.

8. Financial report

- 8.1. Accounts for Payment
Approval of payments of \$32,734.84, as per separate schedule, requested as follows: 1 April – 10 August 2004, being cheques 735 - 789, plus JWOC bank transfer \$3405.70 & fee of \$25; and stamp duty \$2.50.
Moved Paul Dalton / Dave Middleton that payment of these accounts be approved. Carried.
- 8.2. Financial position, year-to-date @ 10 August
- | | |
|---------------------|----------|
| Cheque Account | \$22,793 |
| Savings Account | 10,897 |
| Investments | 70,000 |
| Accounts receivable | 3,274 |
| Undeposited Funds | 2,324 |
| <i>less</i> | |
| Accounts payable | 0 |
| Schools mapping | 421 |
| Prepaid advertising | 0 |
| Balance | 108,867. |
- 8.3. *New Zealand Orienteering*
Deficit after two issues is \$1,528, 47% of full year budget of \$3,250.
Circulation for Jun04: Clubs 521, Overseas 15, RSTs 17, NZ Other 11, Total 564.
- 8.4. SPARC funding, 2004
Stuart met with Roger Wood of SPARC (18 June) and discussed draft outcomes, as submitted 21 April. As a result revised outcomes were resubmitted to SPARC, 25 June. However, investment agreement for 2004 still to be signed.

9. Officer's Reports

- 9.1. Coaching Director
Jamie Stewart's resignation was accepted. See also item 11.2.
An application had been received from Michael Wood, on behalf of the MTBO Committee and WOC 2004 team, for funding coaching for the NZMTBO Team totalling \$3,330.
Moved (Rob Crawford / Myles Thayer) that the application be approved. Carried.
- 9.2. National Squad Manager
Report from Rob Crawford received. Stuart to forward a copy to Michael Wood as new High Performance Director.
- 9.3. Development Squad Manager
Report from Hazel Oates received. Hazel to be asked to remain as Manager for the rest of 2004, while the new High Performance Director focuses on other priorities.
- 9.4. Convenor, Selection Panel
Report from Marquita Gelderman received. Noted that only Alastair Landels has withdrawn from the WOC team.
- 9.5. Development Officer
Report from Robyn Davidson received. It was considered there is a need for Robyn to report back to clubs more effectively on what she has achieved when working with them. Hamilton (through Ingrid) will ask for a report on activities undertaken and what has been achieved compared with the original objectives discussed.
- 9.6. Secondary School Coordinator
Report from Geoff Morrison received. Myles advised that Dunedin agreed with the suggestion to change the date of the SI SS Champs and was working to this end.
- 9.7. Media Officer
Report from Robyn Davidson received. It was considered there is a need to set key promotional targets and then report as to whether these have been achieved.

- 9.8. **Webmaster**
Report from Paul Smith received.
Now that the initial website redesign is completed, Paul's suggestions to add 'Features' and 'Regional News' sections were accepted. They will, however, carry a disclaimer that views therein are not necessarily those of the NZOF. Making the website the central place for "event results from around the country" was considered a secondary priority.
- 9.9. **Convenor, Technical Committee**
Report from Bruce Henderson received. The following recommendations were endorsed:
* A status for the four 2004 Area Championships;
* A status for the 2005 Oceania Championships;
* A status for the 2005 National championships subject to receiving the names of some controllers;
* A grade controller accreditation for Hans Kunzi (Nelson) and Alistair Stewart (Auckland).
- 9.10. **Convenor, MTBO Committee**
Report from Trevor Knowles received. The continuing positive developments in mountain bike orienteering were noted. Re promoting development in Dunedin, Michael Wood is available to assist with this. Such a promotion could be funded under the Silva Development Programme, see also item 9.13.
- 9.11. **Convenor, RogaineNZ**
No report received.
- 9.12. **Statistician**
Report from Bryan Teahan received.
- 9.13. **Ampro Liaison**
Report from Michael Wood received. The recommendations were accepted, viz:
* that benefits of the sponsorship agreement continue despite its technical expiry;
* that NZOF look for opportunities to brand activities under the 'Silva Development Programme'.
- 9.14. **Manager A-NZ Test Team, QB**
Report from Tricia Aspin received. Decided to leave the scoring system unchanged for the next two tests in September and January, then review for consideration at the March 2005 Council meeting.
- 9.15. **SuperSeries Manager**
Report from Michael Wood received.
- 10. Strategic Planning**
- 10.1. **Final progress report against Strategic Plan 2001-2004**
Report by the General Manager received.
- 10.2. **Strategic Plan 2004 -**
Following discussion of the outcomes of the 31 July planning workshop, the following timetable for adopting the new plan was agreed:
* draft plan by the beginning of September;
* circulated to clubs by the middle of September;
* workshops at each Area Championship be organised to discuss the plan;
* all feedback to be received by 28 November (date of next Council meeting);
* final draft to be adopted at the November Council meeting;
* final plan approved at the 2005 NZOF AGM.
- 11. Appointments**
- 11.1. **High Performance Director – rate of remuneration**
Michael Wood's hourly rate is now \$25 plus GST. As SuperSeries Manager, an initial rate of \$23 plus GST was approved by the Council in 2003 and, in 2004, Michael has been charging \$24 plus GST. As the job description only specified a six-monthly amount and not an hourly rate it was agreed to offer the position to Michael as \$5,000 to 31 December 2004, against specified outcomes. As long as they were achieved, he could bill at his current rate up to the maximum of \$5,000. (Michael subsequently accepted this.)
- 11.2. **Coaching Director**
An expression of interest from Graham Teahan, for the remainder of 2004, was accepted.
- 12. General Business**
- 12.1. **IOF General Assembly** Rob reported NZ will be represented by Alastair Landels. The following recommendations from Rob were endorsed – that NZ vote to:

- * accept changes to the IOF statutes;
- * accept IOF Council's activity plan;
- * accept the proposed regional structure, which includes Oceania as a separate region;
- * support the proposed future world events programme;
- * for WOCs 2008 & 2009, first vote to Hungary, second vote to Czech Republic;
- * accept the financial accounts;
- * vote for Hugh Cameron (AUS) and Jan Erik Krusberg (FIN) for Vice-President vacancies
- * vote for John Brammall (AUS), Leho Haldna (EST), Yordanka Melnikliyska (BUL), Shin Murakoshi (JPN) & Iain Rochford (IRL) for the Council.

On related matters:

* NZOF will support Oceania Championships as an IOF regional championship ahead of Asia-Oceania Championships:

* Agreed that NZOF will pay the levy on behalf of clubs hosting NZ WREs.

12.2. Health and Safety Policy

A second draft was tabled by Stuart. Councillors asked to continue to provide feedback.

12.3. Miscellaneous Policies

A first draft was tabled by Stuart. Councillors asked to provide feedback.

12.4. Stipends for NZOF Officers

Stuart raised the question that, as is already the case with the Editorship of *NZ Orienteering*, is there a need to make token monetary acknowledgment of volunteer effort by some of our NZOF Officers, especially for those positions where people are on constant call?

It was agreed to include some proposed stipends in the 2005 Budget for subsequent comment.

12.5. SILVA Award for services to NZ orienteering

Jim's suggestion that unsuccessful nominations should automatically be carried over to the following year was accepted.

12.6. Making electronic punching mandatory for A-level events

Jim raised the prospect that there may come a time when electronic punching will be listed as an expectation of A level events. Should, therefore, NZOF be using some of its development budget to spread the expertise required for electronic punching. The consensus was that at some future date electronic punching is likely to become a requirement and therefore conducting Sport Ident Workshops for clubs will need to be considered.

12.7. Life membership certificates

No information on progress from Stu Barr, Jim to provide Stuart with up-to-date contact details.

13. **Date of next meeting**

Sunday 28 November 2004, Wellington: venue TBA

Stuart to look at the comparative cost of past venues.

Meeting closed at 3 pm.