



New Zealand Orienteering Federation
Orienteering On-line at www.nzorienteeing.com

MISCELLANEOUS NZOF POLICIES and BY-LAWS

Adopted by the NZOF Council, 2 December 2006

Most recently updated 30 November 2008

1. INTRODUCTION

1.1 These By-Laws and Policies, other than 2.1 which are constitutional, take effect as of the result of resolutions passed at an Annual General Meeting or Special General Meeting of the New Zealand Orienteering Federation (NZOF), or by the NZOF Council, in accordance with the powers invested it under the NZOF Constitution (4a).

2. BY-LAWS

2.1 Annual General Meeting powers (as per Constitution 7a)

- 2.1.1 Elect the President and Vice-President.
- 2.1.2 Appoint an honorary auditor and an honorary solicitor.
- 2.1.3 Consider amendments to the Constitution.
- 2.1.4 Determine the affiliation fees (See 3.2) and event levies (See 3.3).
- 2.1.5 Accept new clubs.

2.2 General Manager powers

- 2.2.1 Pay accounts within approved limits (Council 27 Nov 2004).
- 2.2.2 Manage the sub-committees.
- 2.2.3 Set rates of payment to coaches, in conjunction with Coaching Director, for NZOF Training Camps.
- 2.2.4 Determine University Sport NZ Blues criteria.

2.3 Executive Committee powers

- 2.3.1 Arrange for Sport and Recreation NZ Grant applications.
- 2.3.2 Decide on international competitions, dates, grades etc.
- 2.3.3 Approve rules for international competitions, eg ANZ Tests, Oceania Champs.
- 2.3.4 Endorse NZ Team selections.

2.4 Council powers

- 2.4.1 Approve NZOF Policies, as required, see 3.1.
- 2.4.2 Appoint General Manager.
- 2.4.3 Appoint NZOF Officers and members to NZOF Committees, See also 2.5.
- 2.4.4 Appoint NZ Team Managers and Coaches; Squad Managers and Coaches.
- 2.4.5 Approve all payments, with prior approval for unbudgeted amounts up to \$2,000 (Council 27 Nov 2004).
- 2.4.6 Approve the major fixtures list (applies to Technical, MTBO & Rogaine Committees).
- 2.4.7 Approve Competition Rule changes (applies to Technical, MTBO & Rogaine Committees).
- 2.4.8 Approve NZOF Awards Scheme (See Section 4)
- 2.4.9 Approve appointment of graded controllers (applies to Technical, MTBO & Rogaine Committees).
- 2.4.10 Approve applications for NZOF Development Funding.
- 2.4.11 Approve budgets for presentation to General Meeting.
- 2.4.12 Approve applications for Gaming Trust (& other charitable trust) funding.

- 2.4.13 Set rates of payment to tutors for NZOF Seminars/Clinics.
- 2.4.14 Set one day event participation fees.
- 2.4.15 Confirm “Silva Award” recipients.
- 2.4.16 Confirm winner of Brighthouse Trophy.
- 2.4.17 Confirm winner of Kapiti Havoc Trophy.

2.5 Appointments of Officers and Committees

- 2.5.1 Officers and Committees for which the NZOF Council makes appointments, as per 2.4.3, are set out in Schedule 1.
- 2.5.2 Applicants for positions on the NZOF Selection Panel must be nominated by a club.
- 2.5.3 One member of each committee/panel will be appointed as Convenor.
- 2.5.4 NZOF Officers employed by the NZOF, under contract, cannot delegate nor have any person perform their obligations, or appoint any subcontractor without the written approval of the NZOF Council.
- 2.5.5 Where NZOF Officers subcontract work, the rate if higher than that set as per 2.4.13 must be approved by the NZOF Council. (See Schedule 2 for current rates.)

3. **POLICIES**

3.1 Policies contained in separate documents (*adopted as per 2.4.1, refer specific documents*)

- 3.1.1 NZOF Anti-Doping Policy (approved NZOF Council, 27 Nov 2004)
- 3.1.2 NZOF Selection Policy (approved NZOF Council, 9 April 2004)
- 3.1.3 NZOF Junior Sport Policy
- 3.1.4 NZOF Health & Safety Policy (approved NZOF Council, 26 Nov 2005)
- 3.1.5 [NZOF Code of Conduct \(to be adopted\)](#)
- 3.1.6 NZOF Code of Behaviour for Junior and Squad Training Camps
- 3.1.7 Government Policy on Volunteering

3.2 Club Affiliations

- 3.2.1 All members of clubs are affiliated to the NZOF by way of a club affiliation levy, other than those who are members of a club by way of an institutional membership, eg school, polytechnic.
- 3.2.2 The total levy is set to provide revenue of \$12,500 in the 2002 year and is inflation linked for subsequent years.
- 3.2.3 The levy per club is based on club membership as at 31 December of the previous year (with a \$100 minimum).
- 3.2.4 Membership for affiliation purposes is calculated as ordinary seniors (excluding NZOF Life members) + 0.5 ordinary juniors.
- 3.2.5 Juniors are defined as age 20 or under as at 31 December of the reference year.

3.3 Event Levies

- 3.3.1 The levy amount is 25% of the entry fees of all orienteering events, **except** rogaines, for which the rate is 12.5%.
- 3.3.2 The levy applies to the gross event fee.
- 3.3.3 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.
- 3.3.4 Orienteering events are defined as events that require entrants to navigate using a map. They do not include fun runs and training events (where an NZOF approved instructor is involved in coaching).
- 3.3.5 However they do include:
 - Schools events, other than primary school events, run by an orienteering club, or club member.
 - All events run by individuals (affiliated members of a club) who would expect NZOF to cover their public liability insurance requirements.
 - Entry fees from the general public.
 - Events run by groups such as National Orienteering Squad, Development Squad etc.
- 3.3.6 A rogaime is defined as an endurance event of three hours or longer exclusively for teams of 2-5 persons, where teams navigate between fixed points on a given map and members travel together as a team at all times.

3.4 One-event participation fees

- 3.4.1 Entries to A level competitions, except NZSSSC and other schools events, under Competition Rule 6.2, are permitted from those not members of the NZOF or an IOF member organisation, upon payment of a one-event participation fee.
- 3.4.2 In the case of multi-day events, the one-event fee must be paid for each separate competition entered.
- 3.4.3 The fee shall be set by the NZOF Council (as per 2.4.13) and be added to the general event fees and then levied at 25%, the same as for all other entry fees. (See Schedule 5 for current rates.)

3.5 Travel Equalisation

- 3.5.1 At the 1995 AGM it was agreed that travel equalisation would apply to the AGM and other council approved seminars. The following are the rules that were subsequently adopted:
- 3.5.2 Travel equalisation shall apply to the NZOF AGM and any other national seminar, approved by NZOF Council, where participation of all clubs is required except, *as per the remit passed at the 2005 AGM*, for meetings and/or seminars held in conjunction with the national foot orienteering championships.
- 3.5.3 For the AGM, *as per the remit passed at the 2002 AGM*, all clubs whether they attend or not must participate in the travel equalisation. For other seminars, costs will be shared by clubs with members present.
- 3.5.4 It will be based on one member from each club.
- 3.5.5 Costs will be based on the most economical reasonable method. Airfares are based on the most economical fare available if booked at least 1 month in advance of the event. Cars are based on 25c/km. Where car pooling is possible, cost will be allocated equally to participating clubs. Other costs will be calculated on the most economical reasonable method available. Actual costs will not be taken into account except in exceptional circumstances.
- 3.5.6 Allocation of costs will be as follows:
 - 50% of total costs will be shared equally by each club.
 - 50% will be allocated in proportion to the number of members affiliated to NZOF at the end of the previous financial year.
 - Accurate figures will be sent to clubs following the meeting. Where payment by a club is required, this must be paid within 1 month of the date of the invoice. Payments to clubs will be as soon as possible after the meeting, but will be sent not later than 1 month from the meeting.

3.6 Meetings

- 3.6.1 NZOF Councilors & Officers are entitled to be reimbursed for fair and reasonable expenses incurred in attending Council & Committee meetings.

3.7 Technical

- 3.7.1 Controller Accreditation (Refer separate document).

3.8 Coaching

- 3.8.1 Coaching Accreditation (Refer separate document).
- 3.8.2 Training Camp Management Policy (Refer separate document – **to be adopted**).
- 3.8.3 Funding for NZOF Training Camps. For senior camps, NZOF will pay for fees to coaches and other approved tutors; travel to and from the camp for assistants (eg cooks), trainee coaches, approved coaches. Funding for junior camps, as for senior camps plus internal camp travel for attendees.
- 3.8.4 Use of rental vehicles for camps. In the event of an accident the NZOF will pay the insurance excess unless the driver is legally responsible for the accident. The excess should be at the minimum level possible.

3.9 Support for National representatives

- 3.9.1 The NZOF will pay the race entry fees on behalf of all competitors selected to represent New Zealand at the World Orienteering Championships and the Junior World Orienteering Championships in foot orienteering (AGM 2007).

3.10 New Zealand Orienteering

3.10.1 The editors will be paid a stipend per issue and a bonus of the same amount if the four issues are received by the General Manager on or before the 28 February, 31 May, 31 August and 30 November respectively. See schedule 3 for rates.

3.10.2 Advertising rates will be as determined by the NZOF Council, refer schedule 3.

3.10.3 A commission as a percentage of the relevant advertising revenue will be paid to individuals who obtain one year's advertising from a single advertiser. See schedule 3 for rate of commission.

3.11 Trophies

3.11.1 The NZOF will fund the maintenance or (if necessary) the replacement of donated trophies.

3.11.2 Engraving is the responsibility of the trophy holder. The NZOF will reimburse the cost of engraving of trophies upon production of receipts.

4. **NZOF AWARDS SCHEME**

4.1 Outline

4.1.1 For all A-level events, participants will be awarded, on request to the NZOF Statistician, a badge in recognition of their performance, relative to their peers, as specified in 4.2.

4.1.2 For any B-level event to be included, the organisers must apply to the NZOF Fixtures Officer.

4.1.3 Credits for the Award Scheme shall be calculated by the NZOF Statistician.

4.1.4 It is the organiser's responsibility to ensure results are sent to the Statistician.

4.2 Credits

4.2.1 All IOF members are eligible for credits; however those not members of the NZOF are not included in the base calculations.

4.2.2 Base calculations are:

First two New Zealand competitors if five or more finishers

First New Zealand competitor if three or four finishers

Iron credit only if one or two finishers.

However, for gold credit calculations only one finisher is required in classes where the age is 75 or above.

4.2.3 Credits are:

Gold: within 12.5% of the base calculation

Silver: within 25% of the base calculation

Bronze: within 37.5% of the base calculation

Iron: for completing the course.

4.2.4 Credits described in 4.2.3 apply to all grades, however, higher grades can be used for calculating base times (eg M12 for W12, M40 for M45) if there are not enough finishers AND both grades are on the same course.

5. **ELIGIBILITY FOR NZ REPRESENTATION/TITLES**

5.1 National Teams

5.1.1 For WOC, JWOC, A-NZ Tests and ANZ Challenge, representatives must be a member of a club affiliated to the NZOF and possess a New Zealand passport.

5.1.2 For NZ Schools team, representatives do not have to be a member of a club affiliated to the NZOF; any bona fide secondary school student is eligible (ie any student undertaking a course of study at a NZ secondary school).

5.2 NZ Championship Titles

5.2.1 For NZ championships, titleholders must be permanent residents of New Zealand.

5.2.2 For NZ Secondary School championships, titleholders (as per the NZ Secondary School Sports Council) need only be a bona fide student (NZ or overseas); that is studying at least 80% of a programme that is part of the timetable provided by the school for at least four weeks prior to the event.

5.2.3 NZ Secondary School Championships are restricted to students, years 9 to 13.

6. NATIONAL SQUAD CRITERIA

6.1 The National Orienteering Squad is made up of athletes with a) the potential to represent NZ in elite competition in the next three years and b) an ongoing commitment to seeking excellence in orienteering.

6.2 Criteria are as determined by the NZOF Selection Panel and currently are as follows.

6.2.1 National Orienteering Squad members or prospective members will compete regularly in the M/W21E class at major NZ events, in particular world ranking events. As a guideline, participation in at least 12 NZOF major events during any two-year period would be expected, where individual days of a multiday are regarded as separate events.

6.2.2 National Orienteering Squad members or prospective members are expected to race within 125% of the fastest NZOF member's time in at least 75% of major event races run. These would include individual SuperSeries and other NZOF major orienteering events and events of equivalent standing overseas in which at least three squad members compete.

6.2.3 National Orienteering Squad members or prospective members based overseas are expected to participate in sufficient world ranking events to allow objective comparison against squad members based in New Zealand.

6.2.4 Removal of an athlete from the National Orienteering Squad would only occur following consultation with the National Squad Coaching Coordinator and the High Performance Director.

6.2.5 Injury problems are taken into account on a case by case basis.

6.3 NZOF will provide extra financial support for the athletes considered likely to qualify for an A-final at the World Orienteering Championships. These athletes to be referred to as endorsed athletes. The aims are:

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

6.3.1 The following criteria for athlete endorsement in any given year will be:

1. Qualification for an A-final at the previous year's World Championships (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.

6.3.2 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 High Performance budget, the total amount for endorsed athletes being capped in advance for that year. This is the only way for an athlete to gain endorsement after team selection has taken place.

7. CRITERIA FOR UNIVERSITY SPORT NZ BLUE

7.1 As per University Sport NZ's requirements, to be eligible nominees must meet the following criteria.

7.1.1 Be enrolled at a NZ University or have graduated one year prior to the presentation of the award.

7.1.2 Have paid students association/university fees.

7.1.3 Be a competing member of a university club where possible.

7.1.4 Have passed the national qualifying standard set by the NZOF, see 7.2.

7.2 The NZOF standard for nomination is:

7.2.1 To have represented New Zealand in at least one of the following: World Orienteering Championships, World Orienteering Cup, (either foot orienteering or mountain bike orienteering).

8. MAPS IN SCHOOLS SCHEME

8.1 The NZ Orienteering Federation has initiated a programme of providing maps of schools for the purpose of introducing school children throughout New Zealand to the sport of orienteering.

8.1.1 Map making is free for schools if they buy in a tutor for a series of 4-6 sessions.

- 8.1.2 If fewer sessions are required a proportion of the map cost is free.
- 8.1.3 The NZOF pays for the cost of the map at the rates as per Schedule 7.
- 8.1.4 Maps should be full colour and drawn, using OCAD. The school receives 10 colour masters, which can be photocopied and laminated.
- 8.1.5 The school receives a free resource pack with future lesson ideas and examples of gear needed to run a school based orienteering session.
- 8.1.6 The tutor's work in the school besides that with the students also includes in-service training for teachers to allow them to run the initial sessions next time round.

9. DEVELOPMENT FUNDING

- 9.1. General Development Funding Guidelines (see separate document) but the following should be noted:
 - 9.1.1 Applications from clubs for NZOF development funding must include the club's most recent annual accounts, preferably audited.
 - 9.1.2 If an event carries unsponsored prizes then it is deemed to be sufficiently profitable that NZOF will not consider any development grant or other form of subsidy. [Council, March 2002]
- 9.2. Kiwisport Development Funding
 - 9.2.1 The NZOF will fund Kiwisport development for teacher training and/or Kiwisport school mapping, where either is done in conjunction with (or with the acknowledgment of) of the local Regional Sports Trust.
 - 9.2.2 Expenses that can be claimed are for 'out-of-pocket' expenses and include return travel to the school, teaching resources, mapping resources and child care if tutor/mapper is a parent and has to arrange this while tutoring/mapping.
 - 9.2.3 Expenses can be claimed in lieu of the club paying them but cannot be claimed if they are reimbursed by the Regional Sports Trust. (Receipts must be provided where applicable.)

SCHEDULE 1: NZOF OFFICERS AND COMMITTEES (as at January 2008)

<u>Officers</u>	<u>Committees</u> (number of members)
Coaching Director	Selection Panel (3)
High Performance Director	MTBO Committee (4)
Technical Director	Rogaine Committee (4)
Secondary School Coordinator	Coaching Advisory Panel (3)
Media & Promotion Officer *	Technical Advisory Panel (3)
Editor, <i>NZ Orienteering</i>	<u>Coaching Coordinators</u>
Webmaster	National Squad
Statistician	Development Squad

* includes Ampro liaison

SCHEDULE 2: RATES OF PAYMENT (as at May 2004)

Rate for the conduct of NZOF Seminars/Clinics is \$20 per hour with a maximum per tutor per clinic of \$300. [Council, March 2002]

Rate for qualified coaches at NZOF Training Camps/Coaching Clinics is \$100 per day.

Rate of reimbursement for use of private motor vehicle is 30c per kilometre.

SCHEDULE 3: EDITORIAL AND ADVERTISING RATES FOR N. Z. ORIENTEERING

Editorial stipend, per issue \$250

Editorial bonus for timeliness, per issue \$250

Commission for sourcing one year's advertising, 20%

Advertising rates available on request from the Editor or General Manager

SCHEDULE 4: STIPENDS FOR OTHER NZOF OFFICERS

\$500 per annum for specific officers as determined by the NZOF Council..

SCHEDULE 5: ONE EVENT PARTICIPATION LEVIES (as at May 2004)

Fee per day:
Senior \$9.00
Junior \$5.50
Family \$23.00

SCHEDULE 6: CLUB ABBREVIATIONS

The following 2-letter abbreviations should be used for all competitions and results, where the full name is not being used.

Auckland	AK
Counties Manukau	CM
Dunedin	DN
Hamilton	HA
Hawkes Bay	HB
Hutt Valley	HV
Marlborough	MB
Nelson	NL
North West	NW
Peninsula and Plains	PP
Pinelands	PN
Red Kiwi	RK
Rotorua	RO
Southland	SD
Taranaki	TA
Taupo	TP
Wairarapa	WA
Wellington	WN

SCHEDULE 7: RATES FOR MAPS IN SCHOOLS SCHEME (as at May 2004)

Rates per map:
Fieldwork \$150.00
Cartography 50.00