



MINUTES – SAOF MANAGEMENT COMMITTEE MEETING

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| DATE | 19 November 2011 | PRESENT | APOLOGIES | ABSENT | DISTRIBUTION |
| TIME | 14:00 -18:00 | Garry Morrison (GRM) Richard Lund (RL) Ake Fagereng (AF) Jeremy Green (JG) Nico van Hoepen (NvH) | | | ALL |
| LOCATION | Cyberstream | | | | |
| CHAIRPERSON | GM | | | | |
| MINUTES By | VB | | | | |
| NEXT MEETING | | | | | |

| ITEM | DISCUSSION | DECISION | WHO | WHEN |
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| 1) Welcome and Overview by GM | <p>GM thanked everyone for getting on board. Make it an enjoyable experience. LTPD is an important guiding document Better position than we've been in for 3 years (Expansion Plan) Still a lot to do.</p> | | | |

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| 2) Roles and Responsibilities | <ul style="list-style-type: none"> • IAAF Booklet – this is a very informative and practical guide to the Roles and Responsibilities of a National Federation • Domestic <ul style="list-style-type: none"> • Governing – good governance • Resources – human and financial • Communications – with Clubs and athletes • Competitions • Facilities & Equipment • Officials – technical & Coaches • Medical & Scientific Support - doping • International <ul style="list-style-type: none"> • IOF affiliation | | | |
| 3) Direction and Strategy | <ul style="list-style-type: none"> • Automate the Business as Usual aspects to free up MC capacity • Operations Manual (ensure clear guidelines to promote efficient operation) • Annual Calendar (enable Administrator to manage MC around important dates – be proactive rather than reactive) • Good Governance (Financial, SARS, NPO registration, Employment-Processes) | Being investigated | VB | |

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| | <ul style="list-style-type: none"> • Focus as a team on : <ul style="list-style-type: none"> • Expansion Plan • Build Capacity • Coach Framework opportunity • Measurement (need to ensure that our efforts have IMPACT) <ul style="list-style-type: none"> • Mapping • Coaching • Technical Officials | | | |
| 4) Commitments | <ul style="list-style-type: none"> • LTPD • Coach Framework – Ready Willing Able assessment • SRSA Funding – very much outputs/ numbers focused • SRSA School Sports drive (Meeting 29th Nov) • Align to our Expansion Plan | <p>Needs input from all MC members. AF has done some of the ground work particularly regarding the Cape</p> <p>GM and Lisa meeting Rohini Naidoo, SRSA Director of School Sport</p> | <p>GM, AF, RL, JG, NvH</p> <p>GM</p> | 9 Dec |

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| 5) Finances | <ul style="list-style-type: none"> • AFS – process: dates, SRSA • Budget for 2011/2012 (HP from own funds, SRSA, NLDTF 2009) • Use NLDTF lottery grant HP support conditional on athletes helping with Courses, etc. • Employing Val – Invoice for Full Office Service • SARS recognition / NPO registration requirements • SRSA – possibly seek extension to our Agreement date? | <p>Approved AFS need to be submitted to SRSA before the end of December. SGM called for the 11th December 2011 at the Sprint Cup. Financials will be sent out to Clubs to be distributed to their members</p> <p>Contracts need to be drawn up so that athletes selected to be in the Squads know what is expected of them</p> <p>VB has NPO registration documentation, checking if SAOF Constitution is aligned to application</p> <p>No official breakdown on funding has been received from SRSA although R 290 000.00 was received late September 2011</p> | <p>VB</p> <p>VB</p> <p>VB</p> | |

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| 6) Funding | <ul style="list-style-type: none"> • Major role for us to ensure sufficient funding (Professionalisation) • SRSA Funding • NLDTF 2010 grant immanent | | | |
| 7) General | <ul style="list-style-type: none"> • Administration <ul style="list-style-type: none"> • Event Liability (Insurance Agreement; SRSA Safety in Sports Act) • EMIT Insurance philosophy (Resolution) • Headquarters of the Federation (point 16 of constitution) | <p>Event Liability Insurance was renewed as from the 1st October 2011</p> <p>The originator of Penoc's Liability/Health & Safety Plan to be asked about other Clubs using the Plan and possibly be compensated for the use of the Plan b other Clubs</p> <p>The SAOF will no longer insure the Emit system. The Emit hire levy will be put into the Emit fund which can then be used to buy another system should the need arise (self insuring)</p> <p>The SAOF Headquarters are now at 94 King St, Berario (GM's house). The chance of getting a separate P O Box to be looked into.</p> | VB | |

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| | <ul style="list-style-type: none"> <li data-bbox="465 161 913 193">• Technical (HP, Mapping, ...) <li data-bbox="465 384 1055 448">• Development (Expansion, Lisa, Peter, other) <li data-bbox="465 1018 651 1050">• Marketing <li data-bbox="465 1209 689 1241">• HP Manager | <p data-bbox="1171 156 1785 336">Nic Mulder is mapping extensions to Lydenburg area and will also map the area to be used for next year's SA Champs (Haenertsburg area east of Magoebaskloof)</p> <p data-bbox="1171 376 1785 703">Lisa doing amazing work. Newsletter and article needs to be put on web site. Peter has had a Teacher's Course and CATI Event in Durban. Peter trying to get a School League going by late next year. Dylan asked what he needs to start a Club. Raco Constitution sent to him. Potential of a Club in Pietermaritzburg through Dr Green also possible</p> <p data-bbox="1171 743 1785 959">Albert Epprecht to be approached to send the SAOF the Constitution for his new Sabie Club which will allow them to become an Associate member until such time as they hold an Event. Associate Clubs will also pay R 20.00 per member.</p> <p data-bbox="1171 999 1785 1142">JG expressed concern regarding the lack of Event advertising. Lisa has had orienteering flyers printed which direct people to the SAOF website.</p> <p data-bbox="1171 1182 1785 1366">Nic Mulder was the only applicant. He will be offered a R 5 000.00 stipend and R 20 000 to be used for camps/training. This amount may be re-looked at if the NLDTF money comes through</p> | <p data-bbox="1809 376 1872 408">LdS</p> <p data-bbox="1809 743 1859 775">VB</p> <p data-bbox="1809 1182 1859 1214">AF</p> | |

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| | <ul style="list-style-type: none"> <li data-bbox="443 172 685 201">• Event Levies <li data-bbox="443 703 857 732">• Role of VP Administration <li data-bbox="443 919 898 948">• Payment of Expense Sheets | <p data-bbox="1169 172 1785 608">RL is busy with an exercise to see if the SAOF is recovering all of the Event Levies from the Clubs as it seem as though there may be a discrepancy. Once the exercise is completed Clubs that have underpaid will be contacted. The Event Levies will, from now on, be audited on an annual basis. This information is to be highlighted in the covering e-mail when these minutes are sent to the Clubs. Clubs are to be encouraged to use the SAOF Levy spreadsheet.</p> <p data-bbox="1169 683 1785 751">Responsible for policies and their implementation.</p> <p data-bbox="1169 775 1785 879">Better way to manage the approval of Expense Sheets needs to be looked at, possibly through Google Docs</p> <p data-bbox="1169 903 1785 1078">VB could be allowed to make payments on behalf of the SAOF provided there are 3 approvals. Once payment is made the paid ES would be sent to GM. GM gets a sms alert as each payment is made.</p> <p data-bbox="1169 1102 1785 1171">GM would still get the one time password for the loading of new beneficiaries.</p> <p data-bbox="1169 1195 1785 1264">A financial control procedure needs to be documented.</p> | <p data-bbox="1807 172 1854 252">RL VB</p> <p data-bbox="1807 435 1854 464">VB</p> <p data-bbox="1807 807 1877 836">NvH</p> <p data-bbox="1807 911 1854 940">VB</p> <p data-bbox="1807 1123 1865 1203">GM NvH</p> | |

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| | <ul style="list-style-type: none"> Associate Members | <p>A Resolution needs to be passed that membership levies for members of Associate Clubs will be R 20.00 per year per member.</p> <p>An Associate Club needs to provide the SAOF Management Committee with a Constitution which needs to be approved by the MC. Once at least one area is mapped and at least one event (to SAOF standards) is held the Associate Club can become a Full member.</p> | VB | |