

**SOUTH AFRICAN ORIENTEERING FEDERATION  
MINUTES OF THE ANNUAL GENERAL MEETING HELD AT OAKLANE  
COTTAGES, GRABOUW, ON SATURDAY, 25th SEPTEMBER 2010.**

The MEETING was opened by the PRESIDENT of the SAOF, Eugene Botha.

- 1. Opening of the Annual General Meeting.**
- 2. Roll Call of Delegates.**
- 3. Establishment of the number of voting members present.**

PRESENT

**a) SAOF Committee**

President E. Botha

Vice-President, Technical: G. Morrison

Vice-President, Administration: B. Verster

Vice-President, Development: R. Lund

**b) Affiliated Members**

Adventure Racing Club

Peninsula Orienteering Club

Rand Athletic Club Orienteers

Rand Orienteering Club

Wits University Orienteering Club

UCT Orienteering Club

**4. Election of tellers to count votes and observe elections.**

Sarah Pope and Bradley Lund were elected tellers and observer.

**5. Approval of the Agenda and ruling on urgency of any items not included.**

Approved

Note: In future, more copies of the supporting material to be made available, well in advance (noted by Glen Terry).

**6. Approval of the minutes of the AGM on 24 September 2009.**

a) The minutes of the previous Annual General Meeting, held on 25th September 2009, were approved.

Proposed Paul Wimberley (RACO) Seconded Jeremy Green (AR Club)

There were no corrections to the Minutes of this Meeting.

**7. President's Annual Report.**

The President's report will be made available on the website as soon as possible after the AGM, but was not made available before the AGM (due to time constraints).

The report presented a review of the activities of, and matters related to, the Federation during the year up to 25th September 2010. The report reflected the dire state of Orienteering in South Africa, that NLDTF provided money that we were unable to spend, and that we are losing the opportunity to apply for more funding because we are not meeting requirements. Communication was listed as a major challenge. Complying and working with SASCOC and SRSA was listed as a challenging prospect but the prevailing feeling is that we currently have a good working relationship with them. They demand participation in more provinces and a rigorous coaching system. The report reflected on the most recent IOF conference and highlights that they face many of the same challenges we face as the SAOF: getting more members and making it more friendly for newcomers and spectators.

The President expressed gratitude to the National Lotteries Board, Sport and the Department of Sport and Recreation South Africa for their continued support and funding.

After discussion of various matters, the reports were adopted.

Proposed: Dylan Hemer (WITSOC), Seconded: Nic de Klerk (UCTOC)

Questions:

What communication has been done? Is the website a good way to communicate, and are club chairs distributing materials to club members successfully? This has been flagged as an area to improve and will be discussed throughout the year.

What constitutes a province? Geographical boundaries

What constitutes a coach? A coach needs to be accredited by a system approved through the SAOF. SETA accreditation is not required.

## **8. VP Technical's Annual Report**

The Technical Report looked at what has been achieved in 2010 and what needs to be done next.

The Coaching subcommittee has been successful and needs to continue. A separate High Performance Manager is required. Constituting a Mapping Subcommittee proved unsuccessful. The Long Term Athlete Development (LTAD) has shown satisfactory progress.

The SAOF IT Infrastructure has been improved, but was driven by VP Technical and not as a Task team as hoped for. This was discussed at length – listed on a separate appendix to these minutes.

Policy Development and Construction of Guiding Documents has seen significant progress.

In 2011 Technical aims to further develop the LTAD model, further improve and institutionalize the SAOF website, [www.orienteering.co.za](http://www.orienteering.co.za), continue the improvement of the IT infrastructure and further develop High Performance capacity. Improving participation of the Orienteering community will involve setting clear descriptions of required tasks, both in task teams and in the executive committee.

After discussion of various matters, the reports were adopted.  
Proposed: Ake Fagereng (PenOC) Seconded: Craig Ogilvie (ROC).

## **9. VP Development's Annual Report**

This report includes a detailed YOC report. YOC has been very successful this year, with 26% growth. Expansion into 5 more provinces is the main priority, with a growth in orienteer numbers being equally important. Other listed priorities are increasing the pool of talented athletes for high performance squads.

Progress includes establishing club kits to start clubs in new provinces. Contact has been established in Phalaborwa (Limpopo?), Port Elizabeth (Eastern Cape), Durban (KZN), Sabie (Mpumalanga) and Rustenburg (North-West Province). While these are in early stages and still informal, valuable insight has been obtained. The equipment for establishing permanent courses has been acquired, but obtaining permission and people power has proven tricky. Orienteering is now in the Curriculum of Life Orientation for Grades 10-12, and we are now working with Lisa de Speville (contractor), who has been tasked to develop the basic material for the Free State Education department and then workshop it with them. These points will be continued in 2011, and Mapping of schools carry priority in 2011.

A marketing portfolio is needed to strengthen our existing links and promote public awareness. A twitter account has been created in this regard.

After discussion of various matters, the reports were adopted.  
Proposed: Ian Bratt (ROC) Seconded: Jeremy Man (PenOC).

## **10. VP Admin's Annual Report.**

The admin report was concerned about the spirit of Orienteering, our low level of Transformation and lack of volunteering to contribute growing the sport. The future of the sport was questioned.

Glen Terry proposed to delete the comment that the SAOF could be disbanded. It was shown that the context of this was as a possible 2030 scenario and listed as a threat not a current situation, and decided to keep in the context as shown.

After discussion the reports were adopted.

Proposed: Dylan Hemer (WITSOC) Seconded: Jeremy Green (AR Club).

### **11. Auditor's report, approval of the Accounts for the calendar year 2009 – 2010 and discharge of the Executive.**

After the decline of NLDTF funding, an external auditor was consulted, and together with Ken Robinson, JCB <...> has declared the finances audited.

The audited Annual Financial Statements of the Federation for the year to 30th June 2010 had been given to members and were presented to the meeting by Eugene Botha, who highlighted their main aspects, as well as the current financial position of the Federation. After discussion of various aspects, the Annual Financial Statements were adopted.

Proposed: Glen Terry (PenOC), Seconded: Paul Wimberley (RACO).

### **12. Appointment of the Auditor.**

Thanks were expressed to Ken Robinson for his services to the Federation in that capacity in the past year. George and Joan van Jaarsveld are also gratefully acknowledged in their assistance in the roles of Treasurer. Ken Robinson is requested to continue to prepare the Financial Statements.

The financial system that the SAOF is functioning under needs a restructuring to become fully compliant and efficient. It is strongly advised to get external assistance in setting these structures up, but once up and running can be run internally (do not need external employed professionals).

JCB was nominated to be the official auditor. Accepting JCB as auditors have to be in proportion to the funds that we receive.

Proposed: Glen Terry (PenOC), Seconded: Sam Troost (PenOC).

### **13. Election of the SAOF Executive for 2010/2011.**

a. President: (E Botha nominated by AR club)

Seconded: RACO, duly elected.

b. VP Admin

Remain vacant at this stage. Request to out-source this. The position needs a similar restructuring as the financial system.

c. VP Development (G Morrison nominated by RACO)

Seconded: ROC, duly elected.

d. VP Technical (Ake Fagereng nominated by PenOC)

Seconded: Ian Bratt (ROC), duly elected.

e. VP Marketing (Richard Lund nominated by RACO)

Seconded Craig Ogilvie (ROC), duly elected.

f. Selection committee

The following members were nominated and duly elected.

Garry Morrison

Richard Lund

Nic Mulder

Colin Dutkiewics

Michelle Botha

**14. Silva Award: Garry Morrison nominated by RACO (see Nomination attached)**

Garry Morrison was unanimously awarded the Silva award for his outstanding service.

**15. General**

a. Appointment of President as Authorised Person to sign all SAOF documents with SRSA, SASCOC and any other body.

Proposed by Ian Bratt (ROC) and seconded by Paul Wimberley (RACO)

b. Liability Insurance

New legislation of Risk Assessment and Liability forces clubs to look at Liability Insurance, and we have to plan for it. The SAOF has negotiated blanket Public Liability insurance for all calendar events organised by affiliated clubs. The cover will commence on 1 October 2010.

c. Financial compliance and Auditing of SAOF Finances

Greater professionalism and compliance with transparent and accountable practices are sorely needed. This will improve efficiency and increase funding and sponsorship opportunities.

d. Future of SAOF

- i. SAOF levies: Issues around conversion from a flat rate to a member-related fee caused concern

Timing: The money was not the problem, but the timing of the announcement created problems in membership fee structures. Changes in membership fees need to be communicated before clubs release membership fees.

Voting rights: Another issue is how to reflect accurately the affiliation fees according to the size of the club, and the concern that this affects the voting rights of all members and not of club. The voting right remains at club level. Should voting not be proportional to club size? The argument against this is that it disenfranchises smaller clubs.

Disincentive: The per-club member fees are a disincentive to grow clubs.

Outcome: The R20 per member – size reflective fee structure will stay. In clubs that are part of a different club (e.g. a subsidiary of a running or mountain climbing club), affiliation fees can be paid retrospectively on people who have actually competed in Orienteering.

- ii. Representation of all provinces on SAOF (proxied in some cases by clubs)

Voting rights to SAOF AGM and the Provincial structures for future growth need to be put in place. As we are not in a position to do this because of our small size, no changes will be made. A discussion will be started on the Wiki on how to implement this in future, to be able to get the best solution when it becomes necessary.

- iii. Communication

A lack of communication has been listed as the main challenge to progress in the SAOF's vision. A monthly email to members with a short title and a weblink to the full discussion are proposed. These emails are sent to the club chairs, and if members are interested and not receiving emails they need to take it up with their club committees. The SAOF is not responsible to communicate with club members directly.

In addition:

Need direct links to the Wiki discussions topic that is being discussed.

Need notification on WIKI when new comments are made.

Need a link on the web mainpage that lists latest updates, if possible.

- e. Reclassification of age groups to make W and M on equal scales e.g. M40 and W40 (or M35, W35)

Denied, as not needed. The categories were changed around 1991 to accommodate ladies who requested an earlier change to more senior categories. Once the sport has grown large enough, 5-year age categories will be implemented through the board, which will resolve this discrepancy.

- f. Finishing certificates to all athletes at SAOC, format of SAOC medals  
(Proposed: Glen Terry (PenOC), seconded: Ian Bratt)

In order to increase acknowledgement of athletes' participation, a certificate should be issued with the date and venue to build a record of participation. This is a SAOF issued certificate, and can be an electronic copy.

- g. Registration to occur in Finish area of SAOC

In keeping with having all events at WRE standards, national federation commissioned events have to be planned to improve Spectator value, Marketing etc. In future, all SA Champs registration should occur in the same area as the Starts/Finishes to reduce traveling time and expense and increase participant interaction.

Proposed: Glen Terry (PenOC) Seconded: Ian Bratt

Other:

1. Project proposals from O community for SAOF funding can be submitted and will be considered, even if the proposals do not fit in explicitly in SAOF's identified plans. If it meets the SAOF's targets in some way, it will be considered seriously.

2. SAOC medals are now a standard design that is modified per event (by a sticker). The dye system is now obsolete.

16. Closure of the AGM at 18:00.

Next SAOC to be hosted by ROC in Mpumulanga.

The Meeting was then closed by the President of the SAOF.

CONFIRMED THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2010

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Mr. E Botha  
President: SAOF

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Richard Lund  
Vice-President: SAOF