

SAOF Meeting 20 January 2010: George Lea Park Sports Club 17:50

Present: Eugene Botha, Garry Morrison, Richard Lund, Bernelle Verster.

Absent: None

Agenda:

1. Matters Arising
2. ADMINISTRATION
3. DEVELOPMENT
4. TECHNICAL
5. PRESIDENT
6. General
7. Next Meeting

1. Matters arising from last meeting

The Action list of the November meeting was reviewed, progress noted and discussed under the relevant portfolios. The enquiry process is scheduled to be discussed at a meeting 60 days before AGM (around July 2010).

2. ADMINISTRATION

2.1 Admin Report

A Budget form ('Cheque requisition process?') and Expenses sheet has been designed, the NLDTF and SRSA logos have been found and is put on all documents. An Operations Manual and Instructions to anyone claiming reimbursement through Expense sheets, and procedure to respond to Tenders from SAOF is currently being drafted. The SASCOC AGM in Cape Town, 14 November 2009, was attended with Garry.

2.2 Important Dates and Deadlines

SASCOC: 6-7 March 2010, Presidents council (Gauteng)

SASCOC: 10-11 April 2010, General Meeting (Gauteng) – clashes with WCOC 2010.

SASCOC: 11-12 September 2010, AGM (Free State)

NLDTF Quarterly reports.

IOF Presidents' conference, August (Norway)

2.3 Calendar 2010

Finalised, to be sent out to IOF and member countries as soon as possible.

2.4 Affiliation fees payment deadline

The timing for payment of the new per head affiliation fee structure has not been finalised. The Constitution does not specify time of any payment, but says it has to be paid by the AGM (constitution 20(a)(ii)):

(ii) The affiliation fee shall be due by the date of the Annual General Meeting.

It was decided that current members have to have paid their affiliation fees (and by association their membership fees to the clubs) by the sanctioned events: GOC, WCOC and SAOC. The clubs can do this by their normal quarterly payments. The IOF flat rate payment is usually due by February, but the SAOF can buffer this payment. The quarterly updates will serve to monitor memberships (needed for NLDTF reports anyway) and reconciliation of affiliation fees can occur by the end of year.

ACTION LIST - ADMIN:

- Investigate routes to access municipal funds to develop facilities, and distribute info to club chairpersons. This may be a two-year plan.
- Distribute calendar to IOF and member countries (putting FIFA 2010 in subject line).
- Finalise Operations Manual and Instructions. Continuously communicate availability of funds for projects to clubs.
- Get 2010 membership statistics from clubs and send on to Development.
- Design and Promote material for WRE 2011.
- Update and print flyer "What is Orienteering" originally developed by Lisa de Speville.
- Get Emit fund amounts from the finances, update progress on funds spending and compile a general report.

3. DEVELOPMENT

3.1 Development Report

A list of addresses of the schools in Rustenberg area has been compiled. The North West Province Dept of Education website has reasonable contact details. Richard sent emails highlighting the advantages of orienteering to the schools with more than 50 pupils passing matric, as a rudimentary selection procedure. The emails also referred to a government document:

'Appendix 3 Subject Assessment Guidelines Life Orientation – Jan 2008'. This document shows that Orienteering will be incorporated into the Curriculum in a

Basic, Intermediate and Advanced section, each in a 4 week slot. He highlighted that mapping of schools, assistance to the teachers in lesson plan development and implementation need to be investigated. The issue of remuneration need to be looked into, and what can be billed (for example materials from the British Orienteering Federation can be used for non-profit purposes only). Richard is also looking at what to include in the schools curriculum. The member statistics system is set up, now needs to be populated with members data. Peter Hemer's position as Schools Representative has been confirmed formally.

3.2 Permanent courses

Kloofendal – Botanical Reserve (Karin Spottiswoode works there on Saturday mornings) for map dissemination and feedback.

Future: (e.g. Sowetan) map in the newspaper for a permanent course in Soweto. Publish training and time trials in newspapers as well.

3.3 Schools League

Schools League for Gauteng is on track. Training is on Mondays at Fourways and meant for kids who haven't orienteered before.

3.4 Schools Mapping

Peter Hemer is mapping Randpark High and Trinity College. The Western Cape has also indicated interest in schools mapping. This is a work in progress, and communication between clubs needs to be improved in this regard (Cape-Gauteng in particular).

3.5 Coaching Development

JP Sissing to be trained by Garry to do Coaching in his area (Randpark Ridge).

ACTION LIST - DEVELOPMENT:

- Attend Tanya Wimberley's event at Fourways (brief workshop with Life Orientation teachers); the Skills Quest will show which materials are suitable for the schools.
- Indicate which projects are open to tender to SAOF, for example, how much money is available for mapping of schools? How closely is this aligned with the Municipal Development Funds?

- Talk to Alex (Junior Squad Manager) to sort options as soon as possible to get the cheaper flights to Denmark, and confirm participating athletes.
- From last meeting: Are there Development Plans to be put on website? Or is this pending a Development Sub committee?
- Pending statistics from members (to be obtained through Admin):

4. TECHNICAL

4.1 Technical Report

After the LTAD seminar held on 5th December 2009 a Coaching Commission has been formed consisting of Michele Botha (Chair), Nicholas Mulder, Sarah Pope, Glen Terry, Garry Morrison and Tania Wimberley.

Garry to move forward with LTAD commitments.

The Emit discussion has been placed on the website, and generated valuable debate.

4.2 Mapping

4.2.1 Map printing standardisation (from Steve Mills emails).

Following a query from Steve Mills on standard map printing colours, SAOF suggests to print out a legend for the most potentially confusing colours (greens, yellows), either on the map, or on the notice board, to indicate to the athletes what is actually represented.

Later a localised printing system to print all the maps could be considered.

(From Ricky Raine: IOF colour specifications can be found at: http://www.orienteering.org/i3/index.php?/iof2006/document_library/rules_and_guidelines/mapping_standards)

4.2.2 Mapping Subcommittee

This still needs to be formed. Among their duties will be to develop a plan to revise the legal agreements to enforce mapping to national event standards, copyright agreements, funding body requirements etc.

4.3 Event Organising

The Mapping, Planning and Organising of events need to be standardised and accredited to raise the standards of events. As an example a Planner may not plan an event without being accredited to plan events. The tests needs to be compiled as soon as possible, and could consist of an existing book as preparation material, and

a multi-choice exam, with the first event planned (or mapped or organised) after that serving as a 'Practical exam'. Existing planners etc of sanctioned events will be accredited on an 'state of existing experience' basis, and is not obliged to go through the whole process.

Eugene volunteered to investigate Level 1 material for Planners/ Organisers & to investigate accreditation materials.

4.4 High Performance

4.4.1 Selection Committee feedback.

The JWOC team and Junior National Squad has been finalised. The Senior National Squad has been formed and their availability requested. The High Performance link is on the website now, including the strategic plan, selection policy draft and national squad definition document.

4.4.2 National Ranking System

Stijn Laenen has been asked to trial a system based on the IOF World Ranking system. He has sent through a initial version looking at the 2009 GOC sprint series. The system will be on trial during 2010, with the aim of finalising for 2011.

4.4.3 JWOC Flights (repayment)

Following a query of payment options to Denmark, the Junior Squad Manager (Alex Pope) should investigate options on flight bookings and payments.

4.5 SAOF Commissioned Events

Mapping funds should be put out to tender for clubs to map new areas. R20 000 is a reasonable amount to expect for maps to be used for sanctioned events, depending on SAOF funding securement, and inflation in future.

4.5.1 SA Champs 2010

To be held in Western Cape. The mapping application is pending, but the area will be mapped locally. R25 000 is allocated and will be taken up by PenOC.

4.5.2 Regional Champs 2010

AR club (GOC) and PenOC (WC) are sorted. At this stage not a real tendering process exists, but at this stage not necessary for regional events.

4.5.2 WRE 2011

Western Cape: A 4 day event in April 2011 over Easter is suggested, pending PenOC willingness – Foot O WCOC (possibly including WRE), fun event, MTB O and Colour Code O (possibly WRE instead, if that is not combined with the WCOC).

January, the best month for international athletes, is too hot to have events in the Western Cape. These athletes are in Mpumalanga at this time anyway for altitude training, making January good for WRE hosted by Gauteng clubs.

Propose: 2 WRE's each year, starting in 2011, January in Gauteng, April in Western Cape. The Champ events should have an Elite Course, as well as an A and B course, with the WRE, if occurring, being the Elite event.

4.5.3 SA Champs 2011

Funding applications for tendering of clubs and from funding bodies need to be finalised to have enough money for mapping. Tenders have to be subject to SAOF securing the funding. Alternatively clubs have to secure their own funding to create quality maps for sanctioned events. The SAOF will know by June/July about NLDTF funding for 2011.

4.6 IT Infrastructure

4.6.1. Website: hosting and progress on revamp

Hosting is being transferred to a single place. Website is being revamped by Lisa, money to be reimbursed soon.

ACTION LIST - TECHNICAL:

- Form Mapping Subcommittee.
- Get started on Event Organising subcommittee
- Oversee Website revamp and transfer of hosting of website.
- From last meeting: : Assist RL with Clinic preparation for Expansion Plan
- What is the decision on the WRE debrief?
- Send links on Public Liability Insurance to rest of the Committee.
- Give review on Sprint Champs (? found this written somewhere...).

5. PRESIDENT

5.1 Presidents Report

The NLDTF report has been submitted by email, but it needs to be physically submitted as well. This was scheduled to be done on Wednesday 20 January 2010. In general Eugene is pleased with the Selection Committee's performance to achieve clarity, purpose and vision, and congratulates them on this progress. The Committee as a group is performing admirably, and this is much appreciated.

3.2 Emit purchasing

The Wiki discussion on the emit system showed no clear advantage of the Sportident over Emit. Main points are:

- The Emit has a built in back up system and is generally considered to be better designed;
- Emit is the current system in SA and was used at the WOC and JWOC this year;
- The latest versions of Emit has cards with the time on them, and advanced systems also exist;
- Sportident is difficult to set up, miss-punching is a problem.

(Wiki: http://saorienteer.co.za/index.php?title=Talk:Electronic_Timing).

A disadvantage of emit is lack of radio control, but the emit could be adapted to radio control by a South African engineer. There is only one Emit manufacturer, and based on this one quote, it was decided to buy 1 MTL4 reader, one printer, and as many extra controls as the budget allows.

3.3 VP Marketing position

A Market Research study on Orienteering needs to be done first to find out what materials and surveys needs to be developed to attract schools, and the general public. Claudia Epprecht is currently doing her doctorate on market research, and would be the perfect person to do this because of this knowledge combined with orienteering experience, but studies in 2010 is taking first priority. Once this is done, the job of the Marketing VP would be obtaining and managing sponsorships and NLDTF funding, publishing results from events in the newspapers, and advertising: Sponsors want numbers.

In the mean time incentives for club members must be developed to advertise by word-of-mouth, to get more members. While clubs are tasked with growing their memberships, SAOF needs to look at what is good for the whole country, and how to sell it to the country, by for example targeting primary schools with Interhouse athletics type stuff.

ACTION LIST: PRESIDENT:

- Please send Admin the municipal links & info? (I want to see if I can find similar in the other provinces)

- Report on Progress on NLDTF and SRSA funding & reports.
- Report back on Emit.
- Follow up on Market Researchers found by Claudia, get quotes on Market research.

6. GENERAL

6.1. Public Liability Insurance

SRSA National Sports and Recreation Act 1998 (Act No 110 of 1998 as amended) was mentioned. It is noted that a Risk Assessment is prohibitively expensive and impractical. Australian and British Federations take out Liability Insurance to cover all clubs.

6.2 Next Meeting

Next meeting to be scheduled before May, somewhere in March will be good.

Meeting adjourned 21:30.

ACTION LIST: ALL:

- Prepare Budgets for 2010/2011 before May 2010.
- Is there a formal form that exists for Peter Hemer's position? Does there need to be formal forms to 'contractualise' the sub comms, selection comms (from Garry: this one is in the constitution (section 17), with more info in the Selection Policy documents).
- Fix dates for WRE, North January 2011, Western Cape April 2011. Submit WRE application after AGM of PenOC (WRE April host).
- Develop incentive suggestions and support for club members to grow their clubs. Make it easier for people to follow up on casual conversations by sending through a link or a flyer (business card size flyer?).
- Get tips and look at how other sports deal with Market research.
- Investigate options for public liability insurance – cycle tours, Michele (contacts in insurance), weblinks from Garry.

Minuted by Bernelle Verster

VP Admin, SAOF