

Meeting 2 November 2009: SAOF George Lea Park Sports Club 17:30.

Present: Eugene Botha (EB), Garry Morrison (GM), Richard Lund (RL), Bernelle Verster (BV).

Absent: None

Agenda:

1. Roles and Responsibilities
2. Treasurer
 - including Bank signatures and quorum for payment agreements.
3. Notification that Peter Hemer is Schools Rep.
4. Admin: Current Members vs. New Members
5. Affiliation Fees for 2010
6. SRSA Service Level Agreement DOC
7. Management Committee - Collective vs. Portfolio responsibility.
8. Important Dates and Deadlines
9. Development material development and funding allocated to that?
10. Development report
11. Technical Report
12. Admin Report
13. President Report
14. Next Meeting

1. Roles and Responsibilities

a. The Document "Roles and Responsibilities" was discussed. An overview was given with input by the committee on the general roles of the Portfolio's, followed by a more detailed discussion along the guidelines of the Funding Distribution 2009/2010 Document presented at the AGM.

President:

The main role is to manage the executive committee, including coordinating clubs. It is the president's role to communicate effectively with SASCOC,

NLDTF and similar, in order to secure these important sources of funding. The president ensures compliance with the constitution, encourages performance of the committee and the clubs, and assists that performance. This includes securing sources of funding. Overall this provides the focus and vision of the SAOF: Development, Growth, Excellence. The three documents that supports and guide these actions in 2009/10 are the two grant agreements from NLDTF and SRSA, and the SAOF constitution.

Technical:

The previous year was a big learning curve on how to approach the technical aspects of the SAOF. An extensive amount of discussion and development of the technical portfolio resulted in a Technical Plan 2009 document. While thorough dialogue is crucial for good execution, dialogue on all aspects with the other Management Committee members in 2009 slowed progress, This year the Technical (and other) portfolios will be empowered to take responsibility for their functions and associated budgets.. In the case of Technical these responsibilities are outlined in the 2008/9 Technical Report (presented at the AGM).

Development:

As the most challenging portfolio, selecting and prioritising projects that holds personal interest will initiate this learning curve. A great focus is on schools development, and increasing PDI involvement. Subcommittees and action groups are crucial, and this year much work on how to mobilise, motivate and empower members to implement development will be done. The YOC initiative will be continued to be managed by Tania Wimberley. Materials to assist introduction to Orienteering will be developed from both a recreational and educational (as part of the curriculum) point of view. We expect this to be a tough journey, and some mistakes and bottlenecks will occur. We will have to report back on successes, failures, shortcomings and lessons learnt, but with the SRSA guidelines great progress is anticipated.

Admin and Treasurer:

This portfolio must ensure timely payment, budget management and report reminders to ensure that the SAOF runs smoothly. This portfolio coordinates communication and information sharing between committee members, subcommittees, clubs and external players. This includes submission of Treasurer Reports and Membership Statistics. Education about the role of SAOF, the demands of the constitution and funding bodies must be managed through this portfolio. This carries responsibility and demands sensitivity in a sport that is growing from a hobby to a serious federation. The SAOF is committed to progress and development, but cannot afford to lose the input from lifetimes of experience and passion.

Funding Distribution 2009/2010 Document Sections:

Equipment: Technical Portfolio

The Emit system upgrade is imminent. This purchase will be made from an international supplier, which requires foreign transfer approval by Eugene, and is a matter of urgency. The amount of member input and discussion around the options available, and SAOF matters in general was discussed, and while this is encouraged, especially through the Wiki site, it was agreed that in this particular case a tight deadline might hamper the decision. Nonetheless the discussion will be opened on the Wiki as soon as possible, with a closing date for input on 31 December 2009, after which the committee will make the final decision at the next meeting in January 2010.

Mapping: Technical Portfolio

For 2009/10 there is a total budget of R65 000 for mapping SAOF commissioned events. This is split as R20 000 for GOC, R20 000 for WCOC and R25 000 for SAOC. There is a need for a revision of the legal agreements to enforce national event standards, copyright agreements, funding body requirements etc. This will be one of the issues to be tackled by the Mapping Commission

The distinction between using local and international mappers was discussed. Local mapping ability needs to be developed, but there are a few challenges. Local mappers seem to want to charge commercial rates, which we cannot afford, while international mappers charge much less as they see visiting SA as a tourism opportunity. There is also some reluctance to trust local mapping capacity. It was discussed that a database of trusted mappers must be compiled, and the skills formalised through seminars, qualifications and formalising their experience. The local mappers' expectations towards payment rates must be managed. When a local mapper is used, that mapper needs to have additional terms and conditions to transfer skills to aspiring mappers (for example by hosting a Level X mapping course). This could also be encouraged in international mappers. This argument also applies for planners, with a carrot and stick model of accreditation requirement to plan or map that rewards qualified skills.

The training courses envisaged by the Technical Portfolio will be free to SAOF affiliated club members, as long as we receive funding to cover the costs, but others, schools participants for example, will have to pay.

The incentive is an accreditation and receipt of a certificate. Accreditation may mean that the mapper is qualified to be paid for making a map.

In terms of budget, the need to consider the difference between quote and budget was discussed. Does the rest of the money not spent on mapping get assigned to the club? The remainder of the map budget can be used to build the club, but it may decrease the quality of the mapping to reduce mapping costs.

Payment for mapping is 50% upfront and 50% when map is approved.

All these issues will be considered by the Mapping Commission when that body is populated.

Transformation and Development: Development Portfolio

There existed some uncertainty about the role of clubs and teachers in the coaching of Orienteering in schools. While the eventual goal is to hold

orienteering clinics with teacher representation, with sufficient accreditation and incentives, the immediate step is to go out and talk to them and see what can be done. The Western Cape is taking steps to include Orienteering in the curriculum, but in Gauteng the role Orienteering plays in the curriculum is still very vague. It seems the teachers do not see it as part of Life Skills, and only want a 3 lesson setup. The SRSA agreement towards education and training could be very helpful as guidelines. There is not a similar requirement from the NLDTF funds, but remains good to follow for both approaches.

Capacity Building

This falls jointly between Technical and Development Portfolio, where Technical takes care of the courses and equipment, and Development coordinates the projects. It is important to track progress on PDI involvement, and noted that action needs to be taken now, for example school clinics, holiday activities, and linking up with NGO's, outreach activities, and explore creative options. Expanding into other provinces is the top priority with the main focus at this stage being schools, as that gives high impact, and league events are the main draw card. The issue was raised how to attract club members to push development. It was highlighted, however, that cooperative personalities are the main determinant to contributions, not necessarily competitiveness in the sport. What is needed is an approach that combines a short drive, attractiveness to new people and an element of excitement, that is well coordinated and organised.

Infrastructure and Administration: Admin Portfolio

Costs for the president to attend the IOF conference, general travel costs, venue costs and marketing make up the bulk, with R10 000 allocated to admin and promotional material related to a WRE planned to happen in January or February 2011 To ensure transparency between clubs and the SAOF, the saof.org.za site must be kept current and well managed.

Having the WRE in the European winter, and advertising well in advance will boost international numbers. Continuing to host WRE's will increase our

general organisational ability. The first 1-2 attempts will be a learning curve, no doubt followed by 3 years of larger, higher quality WRE's . This would lay the foundation for a World Masters Event to be held. It is planned that this will happen around 2015, at the earliest. This will have immediate advantage of Development, but will also contribute further to Tourism in South Africa. It opens the doors of hosting JWOC and WOC in RSA. If we want to eventually achieve a medal at these events, it is most likely to happen at a local World Champs event. Hosting international events also means more funding from government. In order to achieve this there needs to be continual development of International Event Advisors, including attendance of the advisor's course. Current advisors are Ian Bratt, Neville Stocks, Garry Morrison, Albert Epprecht and Nico van Hoepen. To further boost their participation, if a multi-day WRE is held, each event should have its own Advisor.

The immediate action is to compile a world class brochure advertising the WRE 2011 that includes related tourism activities as well. This event must be planned in conjunction with SASCOC, SRSA and the local authorities. They will make funding available to promote the event and may even be able to assist with providing quality accommodation at lower rates, i.e. Durban City paid for the SASCOC AGM to be held in Durban as they wanted to attract the tourism.

International Participation: Selection Subcommittee

It was noted that the Swedish clinics & Oringen should be dealt with under development, even if they are International. Sheila Terry's comment that money is better spent on clinics than WOC and JWOC was discussed, and it was agreed that a JWOC is more useful, as it makes the athletes feel more special, is more competitive and has greater interaction between athletes and overall more experience is gained. It was noted that the High Performance Strategic Plan outlines the SAOF's approach to improve elite performance at international level. The plan will continuously be refined and is open to discussion and contribution from members.

A national ranking scheme is under development. It is proposed to use the attackpoint.org system to do this. It can easily be administered by RL, who does it for GOC anyway. An alternative is to use the World Ranking scheme adapted to our own baseline. A trial of the attackpoint.org scheme will be in place for the 2010 season.

2. Bookkeeping

It was noted that keeping George van Jaarsveld as bookkeeper (Treasurer) will be beneficial to the SAOF. The subcommittees have the responsibility of managing their budget, and it was made explicit that it is not the treasurer's role to question expenses, but to monitor and record them. Quarterly reports need to be submitted. This does not mean the treasurer has no input, but questioning expenses must be channelled through quarterly management committee meetings at which progress reports will be presented by the different portfolio VPs.

It was noted that internal financial control is sufficient.

3. National Schools Representative

Peter Hemer to report to Richard (Development Portfolio) on as Schools representative, but does not need to attend meetings. Peter needs to accept this position to formalise it. As soon as possible, and as a general note as well, a future replacement needs to be identified and trained to optimise skills transfer. To enable schools colours, it is under consideration that GOC (Gauteng Orienteering Club) become a constituted body.

4. Admin: Current Members vs. New Members

As a SRSA requirement, and as good practice, we need to track increases in membership as a result of our development efforts, as well as the distribution of these members. VP Admin will coordinate the collection of records, ask club secretaries to send member lists, as well as ensuring levy payments for events. VP Development will manage the statistics and report back. With regards to payments, it was suggested to automate the expected income

from the database provided from the clubs.

5. Affiliation Fees for 2010

After thorough debate, it was unanimously voted to change the fixed affiliation fee of R1500 (and R750 for the smaller clubs) to R20 per member. This makes the fee more representative of member counts. It was noted that this doubles the PenOC affiliation fees, but Bernelle as PenOC treasurer stated that the club could absorb this, due to their efforts to expand the club that generated non member fees for a while. The other large club would separate their non-orienteeing members to reduce these members' fees.

The point was then raised that if GOC becomes a constituted body as an extra level of hierarchy could incur extra costs for Gauteng Clubs. Pending further discussion, this could be linked to how competitive the individual members want to be, they can pay SAOF only if they want to be nationally ranked, and compete at SA Champs. This also affects YOC, and a two-tier system was suggested to not discourage them. The money from affiliation fees are for discretionary use, development and PR.

6. Service Level Agreements

These documents were discussed point by point, and agreement was reached on all points. Specific points noted below:

a.NLDTF Service Level Agreement DOC

The money allocated to Development must be spent on Development.

The bookkeeper must flag when 75% of the funding has been spent, as quarterly reports and a '75% spent' report must be submitted. Interest accrued from accounts must be paid back to the SRSA, as the incentive is to spend the money as soon as possible. NLDTF's logo must be on everything they paid for, as they prescribe on www.NLB.co.za.

Breach of agreement will be very serious, and can not be allowed to happen at all.

b.SRSA Service Level Agreement DOC

There was some incompleteness on this document, including failing to allocate R4000, an incomplete internal control document and incomplete banking details. These were corrected at the meeting and submitted. Payment of the R60K will be made by SRSA once they receive a signed SLA.

Copyright and IP issues were discussed around the ownership of maps. If a commercial rate for the map is paid it belongs to the funding body, but currently the SAOF owns the map with the mapping club having the right of first refusal to use. The final terms depend on the terms of agreement on signing the contract, and this needs to be sorted out. According to the NLDTF agreement the SAOF must own the Assets it purchases and therefore the maps must be owned by the SAOF. It was queried whether or not this is aligned with Intellectual Property rights in the case when commercial rates are not paid for maps. School map ownership has similar insecurities, the use of which needs to be defined.

It was noted that the British system gives IP to the mapper, with copyright to the club for an allocated number of prints. This system differs from our system in that the NLDTF stipulates the ownership of the map.

The document requires a breakdown of the funding per club, these details will be included in the expenses sheet.

SRSA requires membership statistics before 1 April 2010, and an annual licence fee.

There is some interest in experimenting with Trail O development to accommodate disabled athletes, and as another fun thing to do. The SRSA provides opportunities for Education and Training (p27) that we should make use of. It was also noted that Municipal funds exist to develop facilities, this information needs to be distributed to club chairpersons.

7. Management Committee - Collective vs. Portfolio responsibility.

Portfolio's have subcommittees that take responsibility for their projects and the budget associated with it, and report back at the meeting. The collective

responsibility around the SA Champs irregularity was then discussed. The manner of formalisation and sensitivity to feelings of club members was flagged as inadequate. There is a great need to advertise the proper process to follow to raise a complaint, and to make sure that everyone understands this procedure. The correct procedure is to make a written complaint to the Organiser(WRE)/Controller(SA events), who deals with it either by making a decision or referring to the jury. If the complainant is unsatisfied, a protest can be made in writing, which is then considered by a jury. The jury makes a decision and if the complainant is not satisfied, then only is it taken to the SAOF to review the process up to that point, and if needed launch a formal enquiry. In addition to improving this process, and educating the members about the procedure and their rights, the Constitution needs to be refined to provide greater guidance in these matters. It was noted in an addendum to the meeting that the IOF "Rules of Foot O" has different rules on this, and that this discrepancy needs to be addressed.

If this process is not followed every member has the right to complain directly to the SAOF as there is not properly constituted provincial body currently.

The incident that followed from the SAOF was then discussed. It was agreed that SAOF did not follow the correct procedure, because no enquiry process was in place, which was SAOF's error. This led to a misunderstanding of the SAOF's intentions, which was exacerbated by the reference to the 'possibility of suspension' included in the enquiry. This was only referred to as a result of the Constitutional Rules and the requirements of fairness that are stipulated by SRSA and SASCOC in enquiries. It was felt, however, that a procedure executed in some way was needed to uphold the standard of the sport, and that withdrawing the enquiry meant that no one learnt from this experience, and as such it was a failed exercise. However, the Technical VP will hold a WRE debrief with the organising club. One of the points for discussion will be the incident that occurred at SA Champs.

It was noted that this was not an isolated event. The Doornpoort event, that eventually led to an inconsistency at log level and the Zoo event that led to disqualifications were dealt with at GOC level, but contribute to the feeling

that discipline is slipping up. A WCOC event that led to a voided course at Champs level a few years ago, also point that a more formal enquiry procedure is crucial to keep up the standard.

The danger does exist to alienate people with legalese, to avoid this the members need to be educated about the formal procedures and what they mean. This also means that people will not take offence to actions that are merely following procedure, and not meant to offend. There is a tension between acting in the best interest of the athlete, while upholding the rules of the sport, and this needs to be managed. The two extremes of this is a dropping of standards in the sport, or a trigger-happy litigious society. To minimise the legal impact while ensuring quality, the complaints have to be dealt with on the day as far as possible, while following the correct procedure as documented in the SAOF Rules of Foot O..

It was also discussed what level of athlete are allowed to compete in SAOC that double as WRE's. It may be a good time to start having a cut-off of for example, twice the leading athlete's time at the Provincial Champs, or similar qualifying standard.

In conclusion, the SAOF must uphold the constitution and its rules, to which the committee is subjected to. The proper complaint process was not followed at the SA Champs and the member complained directly to the SAOF. This could have been avoided if the proper process was in place and the athletes were fully aware of their options. As a result, the SAOF felt obliged to hold an enquiry in the interest of the sport. We withdrew our enquiry documents on the basis that they have not been approved by the AGM, but it was agreed that the enquiry documents, although very formal, would in all likelihood be accepted as they currently stand, pending adequate education of the members on the proper procedure. In addition to this type of enquiry document the SAOF needs to document the enquiry process, which also needs to be ratified at the AGM.

The SAOF cannot allow event standards to drop. In Gauteng at least three events had serious irregularities which caused members to suffer harm. This

reflects on the SAOF and negatively impacts our efforts for excellence. It was agreed that the VP Technical would discuss the events leading up to the irregularity while debriefing the WRE with RACO, to ensure they are not repeated at any event.

AT this point we were running out of time, the following points may not have been dealt with sufficiently, and will be handled thoroughly at the next meeting.

8. Important Dates and Deadlines

In other words can we basically try and have our SAOF Management Committee calendars populated with things like;

- 1) Management Committee quarterly review meetings,
- 2) Grant application submission deadlines,
- 3) SASCOC meeting dates.

May 2010: Budget for NLDTF 2010/11, following a horizontal approach where all stakeholders are consulted and guided by the SAOF committee members. The clubs needs to be included in the proposal preparation as they will be required to contribute time, effort and expertise, possible routes of funding and admin.

July 2010: SRSA Doc.

Quarterly reports as they are called for, for example NLTDF. The first report is already submitted and included the budget approval and section breakdown.

Quarterly SASCOC Progress report – know and read presentations to see what they expect.

Six weeks before WOC (held mid May 2010), JWOC (held mid July 2010), make payments.

GOC, WCOC, SAOC requests, quotes and forms submissions.

9. Development material development and funding allocated to that?

The Western Cape Education Department Curriculum Advisors workshop held at the SOS camps in Villiersdorp 23-25 October 2009 was a great success, but showed that the material for recreational orienteering is slightly different to educational orienteering, and that there are some gaps in introducing the sport. Copyright issues of material mostly from British Schools Orienteering needs to be sorted out, and South African material developed. There is funding available for this.

10. Development report:

Richard has compiled a list of club kit to serve as starter kits for schools. The initial cost of R27 000 per kit was deemed too expensive, and three kits of R10 000 each was proposed. The idea is that these kits are on loan to schools in the various provinces to kick start orienteering, but remain the property of the SAOF. An asset register is required and legal agreements protect the assets. In preparation of going to a school to introduce them to Orienteering, one school can be loosely mapped as a model, to show the schools what a school map would look like. The emphasis is on simple and usable, and it is understood that schools orienteering is very different from competitive colour coded events, and that a transition strategy has to be developed as well. It was noted that the starter kits have some overlap with training kits. A list of schools and contact numbers is underway. www.doe.gov.za was suggested. Clubs will be contacted to garner their members' interest in development plans. A Western Cape Education Department Curriculum Advisors workshop was held at the SOS camps in Villiersdorp 23-25 October 2009. PenOC linked up with MTN Sciencentre on 1 August 2009 in Cape Town to attract school going children to Orienteering. The Schools League Timetable will be developed with Peter Hemer, and Tania Wimberley's development material will be used and developed with her input.

11. Technical Report

The Selection Policy documentation is almost done. A Technical Seminar is to be held in Cape Town on the 15th of November, following which the technical

sub committees will be up and running. A Long Term Athlete Development (LTAD) seminar will be held in Jozi on the 5th of December to kick start the Coaching Development pathway.

12. Admin Report

The financials, current membership statistics, minutes and meetings are all under development. General organisation, dates fixed for meetings and deadlines, suitable venues for seminars and workshops are underway. By the next meeting report backs on financial status and members will be given.

13. President Report

As given at AGM.

14. Next Meeting

Meeting adjourned at 22:00.

Next Meeting 18 or 21 January 2010.

ACTION LIST:

ALL:

Action EB & committee: Put in place a process to follow unresolved complaints at events. Engage in member debate to get best solutions.. Define the Enquiry Process referred to in the constitution.

ACTION SAOF: Need to revise the legal agreements to enforce mapping to national event standards, copyright agreements, funding body requirements etc.

Action: Prioritise the vision, development, growth, excellence, what does this mean and what to do step by step.

Action: (Mapping sub-committee) VP Technical needs to get a policy statement on map budget differences from quotes. It was noted that the budget allowances for 2009/10 may be suboptimal, and it was noted that

All subcommittees need to submit a budget for 2010/11 according to their needs and feedback from this financial year's experiences.

PRESIDENT:

Action EB: Obtain quotes for equipment upgrade. Deadline to purchase: end January 2010.

Action EB: Send municipal funds to develop facilities info to club chairpersons.

Action EB: Submit progress report to NLDTF .

VP ADMIN:

Action BV: Emit stub on Wiki, history and what options to upgrade system. Start discussion on Wiki, close 31 December 2009 and management makes final decision that incorporates this.

Action BV: email Eugene 2008 SRSA Internal questionnaire.

Follow up from AGM minutes. Get agenda from EB

Action BV: set up expenses sheet. Give budget breakdown to George, and indicate with each payment where it goes.

Action BV: SRSA needs official cheque requisition payment process with 3 signatures (I have no idea what this means)

Action BV: Manage NLDTF logo, etc.

Action (BV) PenOC: Need to provide quote and area to be mapped for WCOC, SAOC to Technical VP.

Action (BV) PenOC: Discuss WRE for Jan/Feb 2011

Action BV: Get member stats from all clubs, make sure levies etc up to date.

Action BV: Feedback on WRE admin and planning for WRE 2011. Most urgent is designing and advertising promotional material for WRE 2011

Action BV: Attend SASCOC AGM in Cape Town.

Action GvJ: Flag when 75% of NLDTF funds have been spent.

EB: Invoice from David Peel for mapping GOC champs. R11 250 + R1519.50 + R750.00 to be reimbursed. **Action:** BV file invoice (2 pages) Pay into Attorney's trust account: Send info to George, George records it and EB makes the payment.

VP DEVELOPMENT:

Action RL: Formalise a system for member stats.

Implement the Attack Point system or WRE system as a national ranking scheme. Present draft National Ranking System at next meeting.

Action RL: Put Development Plans on Wiki (or send to me to do)

Action RL: Formalise Peter Hemer's position.

Action RL: Contact clubs to discuss development initiatives. Seek assistance for development plans. Send out an email calling for assistance on RSA orienteers.

Action RL: Call for interest from schools in three new provinces. Once interest is established, then schedule clinics.

VP TECHNICAL

Action GM : Host Seminar in Cape Town.

: Attend at the SASCOG AGM in Cape Town.

: Establish Sub-Committees.

: Meet with RACO to debrief on 1st WRE.

: Assist RL with Clinic preparation for Expansion Plan.