

Minutes of IOA executive meeting in Bewleys Hotel, September 29th 2012

Attendees:

Aine Joyce, Sarah Ní Ruairc, Fergal Buckley, Mary O'Connell, Mike Long, Finn van Gelderen, Harold White, Brian Power, Ed Niland

Apologies: Andrew Cox, Darren Burke,

Agenda

Chairperson's report

Treasurer's report

Technical report

Fixtures Report

Junior report

Comms report

Coaching report

Strategic Plan

Trophy names

Sport Ireland

AOB

Chairperson's Report

Corporate Governance

The chairperson attended an ISC seminar on this subject recently.

Sport Ireland

Letters are in appendix. Comments to be emailed to Chairperson.

Coillte Sale

The committee supported signing a letter from MCI raising objections to the sale of Coillte.

Child Protection Courses

AJ to ask BFF about running Child Protection courses

Treasurer's Report

A report was circulated at the meeting showing each budget with up to date balances. The IOA account is in a healthy position.

Technical Controllers Report

The second draft of the Relay Guidelines for IOC is completed. There is a need for a draft for a Middle Distance Guideline. Will consider a course for event organisers before year end. Possibly use the same venue as the Mapping Seminar. The Controller of Technical Standards will liaise with the Mapping Officer.

Fixtures Secretary's Report

The committee decided that Clubs should submit an overall proposal for the IOC in advance; this would be part of Event Registration. An extra form would be used for IOC Event Registration and the IOA would approve or not approve each proposal. This would not apply to Northern Ireland.

There has been a recent discussion on the inclusion of NI fixtures on the IOA fixtures list.

Junior Report

The Junior budget is in a healthy position. JHI is coming up

WOC in Finland for Summer tour, nearly school accommodation will be booked.

Communications Officer Report

The '10 elements of Orienteering' project is underway. Will start 'cutting' on 16th October and expect to Launch on 25th January 2012.

Hope to make a video of Thierry Gueorgiou's presentation in Tollymore. Awaiting permission.

Also making a 3 minutes promotional video for Schools orienteering, should be available on Nov 1st 2012.

New car stickers are also available and will be distributed (some at the Leinster Championships).

The Communications officer will supply a total cost for the '10 Elements' project to the committee. The communications and the coaching budget will be used.

The Chairperson thanked the Communications officer for the article in IOF's magazine, she also thanked the Administrative Assistant for 'The Gathering' submission.

Coaching

Two courses have recently being completed, along with Andrew Cox. 12 +16 people on the courses. One was an Ordinary Instructor Course (Level 1) for Scout Leaders done over 2 evenings. The participants need to be assessed before they are qualified.

A Level 2 course for the staff of Dublin VEC will happen in the next few months.

Regarding IOA Tutors – Andrew Cox will soon be qualified, and Lindie Naughton and Deirdre Ni Challanain are not far behind.

The Coaching officer will discuss his requirements for administrative help in organising courses with Aine Joyce.

Mapping Officer's Report

There is a need to revisit the Mapping Registration rules . These will be presented at the upcoming AGM. There is a need for training on OCAD, with emphasis on using OCAD for planning and organising events. There has been no significant mapping budget for the last 2 years. Mapping Officer would like this position reviewed for next year.

High Performance Report

Report was emailed in advance of the meeting, see appendix.

The Junior officer expressed a hope of increasing the links between the seniors and juniors.

Trophies

The new Irish Champion trophies are ready, Mens, Womens and Junior. There was a discussion about the naming of the trophies, some suggestions were made. It was decided to order another Junior trophy. It was also decided that the Junior Trophies were for the M/W18 class.

SHI in Ireland

Philip Baxter has asked if the SHI can be held in Ireland. There were no objections to this.

Expenses Policy

Document is in appendix. Read and reply to Treasurer.

Development Officers Report was Distributed and is in Appendix

Appendix

Expenses Policy

Sport Ireland letters

Development Officers report

High Performance Report



**POLICY
ON
PAYMENT
OF
TRAVEL, SUBSISTENCE & OTHER EXPENSES
TO
OFFICERS**

BY

SARAH NÍ RUAIRC

TREASURER

SEPTEMBER 2012

1. INTRODUCTION

The Irish Orienteering Association (IOA) is the National Governing Body responsible for the promotion and development of the sport of orienteering in Ireland. The IOA is governed by a Committee of Executive Officers, each of whom serves on the Committee in a voluntary capacity. The IOA also engages the services of an Administrative Assistant who is paid to carry out administrative work on its behalf. The purpose of this document is to set out a procedure that Officers shall use when claiming for travel and subsistence expenses incurred in the course of carrying out official IOA business.

The IOA acknowledges that its Executive Officers and ordinary members carry out work for the Association on a voluntary basis, in their own free time and sometimes at considerable expense without charge.

2. OFFICERS AND BUDGETS

At present there are ten Executive Officers on the IOA Committee in the following positions:

- Chairperson;
- Treasurer;
- Director of Orienteering Education;
- Communications Officer;
- Controller of Technical Standards;
- Development Officer;
- Director of High Performance;
- Director of Junior Representative Orienteering;
- Fixtures Secretary;
- Mapping Registrar.

There are also three non-Executive Officers: a Webmaster, anti-doping Officer and Child Protection Officer.

Each Executive Officer, with the exception of the Chairperson, Treasurer and Fixtures Secretary is allocated a budget at the beginning of the financial year and is responsible for overseeing expenditure in their own area. Decisions on non-exceptional expenditure within each area are made by the relevant Executive Officer and paid by the Treasurer, subject to the production of suitable supporting documentation. Exceptional items or amounts that are significantly higher than normal require approval at committee level; this approval can be given by email. However in the normal course of operations, each Officer is responsible for their own budget provided that there is no scope for a conflict of interest. Any potential conflict of interest should be reported to the committee and approval to purchase should be sought before the purchase is authorised.

An allowance is also made for expenditure associated with administration, such as paying the Administrative Assistant, affiliation fees, insurance costs and bank fees.

3. EXPENSES PROPOSAL

The IOA proposes that Executive Officers use the following guidelines when claiming travel expenses.

- a. Expenditure on travel and subsistence shall be taken from each Executive Officer's budget. For example any travel and subsistence claimed for by the Controller of Technical Standards shall be paid out of that budget.
- b. Any claims made by the Chairperson, Treasurer, Fixtures Officer or Administrative Assistant shall be paid out of the Administration budget.
- c. The maximum amount payable for travel expenses shall be based on a standard rate per kilometre: 15c per kilometre.
- d. Executive Officers may not claim for travel to a meeting if they are travelling to the area for reasons other than attending the meeting.
- e. Executive Officers shall make every effort to carpool where possible.
- f. Subsistence claims shall only be paid on production of receipts.
- g. When making a claim, each Executive Officer shall complete the form given in Appendix A and forward it to the Treasurer for approval. The Chairperson shall approve any claims made by the Treasurer.
- h. Claims should be made within one calendar month of any journey undertaken. Failure to lodge a claim within this time period may result in non-payment.

- i. Claims can be rejected if the above guidelines are not followed.

The above guidelines shall be followed by the Administrative Assistant and all Officers when claiming for expenses.

The above guidelines are not relevant to team leaders/supervising adults when accompanying Irish teams attending international competitions or training camps. The relevant expenses shall be reimbursed in full on production of the appropriate receipts.

APPENDIX A – TRAVEL & SUBSISTENCE EXPENSES CLAIM FORM
(To Be Completed and Forwarded to the Treasurer)

Name:	
Position Held:	
Address:	
<i>Travel Claim</i>	
Date of Travel:	
Travel from	to
Reason for Travel	
Amount Claimed (€)	
Amount Claimed (Stg)	
Amount Claimed (Other, please state)	
<i>Subsistence Claim</i>	
Subsistence Claim Amount (€)	
Subsistence Claim Amount (Stg)	
Subsistence Claim Amount (Other, please state)	
Date of Claim	
Total Amount (€)	Date
Total Amount (Stg)	€ Equivalent
Total Amount (Other)	€ Equivalent
Signed (Officer)	Date
Treasurer	Date
Treasurer (Block Caps)	
Chq No	Date
Fexco Amount	Date

Notes:

1. Supporting documentation shall be submitted with this claim.



An Roinn Iompair
Turasóireachta agus Spóirt

Department of Transport,
Tourism and Sport

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14 September 2012

Aine Joyce
58 Griffith Avenue
Dublin 9

Re: Consultation on role and remit of Sport Ireland

Dear Aine

In November 2011, the Government published its Programme of Public Service Reform including the rationalisation of State agencies. In the case of sport, the Government decided to merge the Irish Sports Council (ISC) and the National Sports Campus Development Authority (NSCDA).

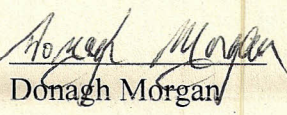
The Minister has considered the options for implementing the Government decision and has decided to establish a new organisation which will replace the ISC and the NSCDA and which will encompass the relevant functions of both bodies. The Minister considers this to be the most suitable approach for the further development of sport in Ireland while at the same time achieving the stated aims of the Government in relation to the rationalisation of State agencies. This Department is now preparing the legislation, which has the working title of the Sport Ireland Bill, to establish the new organisation.

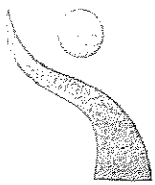
The Minister believes that the decision arising from the Government's Public Service Reform Plan provides an excellent opportunity to examine how Government policy in relation to sport has been delivered and how it might best be delivered into the future. To inform our preparation of the merger legislation, I am inviting submissions on the future role and remit of Sport Ireland and how we might best deliver for sport in Ireland.

If you would like to submit your views, you can do so by email to Ms Mary Ferris at maryferris@dtas.ie or by post to Ms Mary Ferris, Sports Policy and Campus Division, Department of Transport, Tourism and Sport, New Road, Killarney, Co Kerry. The closing date for submissions is **31st October 2012**. Please note that all submissions and comments submitted to the Department of Transport, Tourism and Sport for this purpose

are subject to release under the Freedom of Information Acts 1997 and 2003 unless you indicate that certain specified information is commercially sensitive.

Yours sincerely,


Donagh Morgan
Assistant Secretary



17 September 2012

David Gash
Sport HQ
13 Joyce Way
Parkwest, Business Park
Dublin 12

Re: Consultation on role and remit of Sport Ireland

Dear David

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The Minister has considered the options for implementing the Government decision and has decided to establish a new organisation which will replace the ISC and the NSCDA and which will encompass the relevant functions of both bodies. The Minister considers this to be the most suitable approach for the further development of sport in Ireland while at the same time achieving the stated aims of the Government in relation to the rationalisation of State agencies. This Department is now preparing the legislation, which has the working title of the Sport Ireland Bill, to establish the new organisation.

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Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Donagh Morgan', written over a horizontal line.

Donagh Morgan
Assistant Secretary

Report from Development Officer 29/09/12

The start of the new school season has seen an almost exponential growth of interest.

- Instructors Course: 2 basic instructors courses have been run in Waterford in partnership with Waterford Sports Partnership and Wato. (ask ed for more detail). I will be running the next one in Clonmel in partnership with South Tipperary Partnership and Clonmel Borough Council starting on Monday. 31 people have attended the courses so far with a mix of Wato club members, surf centres, primary and secondary school teachers and Scout leaders. The response to date has been very positive and we look forward to assessing the majority of those who attended during the next 12 months.
- Training/introductory events: in the Southeast, training has been split with 4 sessions in Kilkenny, Tipperary, Waterford and Wexford. The Cork schools association ran its first two introductory events last week with huge numbers taking part. The emphasis has been on introducing new schools to the sport. A quick look at the results from Doneraile and Curragh wood shows many new schools. The Waterford area training event on 11th October has already 400 pupils signed up with half of them from new schools.
- Mapping: Ted Lucey is working with Limerick schools using a new map in Newcastle West. I have mapped Kilbarry amenity park (Waterford), Mulcahy Park (Clonmel) and Ballygunnar GAA grounds (Waterford) for use with schools and scout groups. Liam O'Brien is doing some mapping in the Cork region.
- Partnership: we have already worked with Waterford and South Tipperary sports partnerships. In addition, I have been communicating with the relevant people in Kilkenny and Wexford County Councils. The Wexford County Council are already working with Colin Gibbon in Shielbaggan Adventure Centre. We have established good links with Coillte (which is being reorganised into 8 districts which means dividing up forest responsibility differently) and ensured contact with the foresters who now have responsibility for a range of forests that we use. The OPW and Dept. of Environment have both been very positive about use of the parks under their remit.
- Equipment: all events (including training) are using Sport ident. Various grant applications have gone in to supplement the equipment needed for the increasing numbers.
- Issues: the advertising of schools events via the BOC website remains the biggest concern.
- Uniformed groups: there has been a very big interest shown in the past 3 weeks by uniformed groups in Waterford (St Pauls, De la Salle, Faithlegg, Butlerstown) and 1st Kilkenny. In addition I have been working with Gary Gordon who is the Garda Liaison officer for the Kilkenny area and who works with uniformed groups as well.

Thank you for the ongoing support of the IOA for schools orienteering.

Apologies for not being able to make the face-to-face meeting. I have the following comments to make, basically an update on the High Performance side of things:

1. Budget

Recent outlay on squad accommodation for the Thierry Gueorgiou (TG) weekend, paid for the full amount, but some of this will be reimbursed to the squad after the weekend. The total paid minus €500 funding for the squad. Squad members will be paying to attend, some money goes towards accommodation with the remainder towards weekend expenses.

Entries for the SHI also came out of the HP Budget.

There is still money owed by a few members of the Squad regarding WOC and also the purchase of gear (which I think just goes to the IOA). I am chasing up those people.

2. TG weekend

Plans for this are at an advanced stage. Keep an eye on the various squad forms of communication for updates, www.irishseniororienteer.wordpress.com

As of September 26th, 17 seniors, 16 juniors and 12 others are signed up.

There is open training on Saturday afternoon, a talk in the evening, and on Sunday everyone will be at the Carlingford event.

I'm hoping that posters advertising the event will be erected at the Leinster Champs.

3. Irish Orienteering High Performance Awards

This was something new that Ivan started last year. From the news item on the squad website last year:

“At the end of each year the top ranked Irish Male and Female (according to the [IOF world rankings](#)) will become the IOA high performance award winner and the top 3 Males/Females will receive cash awards to be used for their personal orienteering development.

The cash awards (modest to start with but hopefully increasing in size over the years) are in recognition of their achievements during the year.

The 2011 award is kindly supported by the IOA. In future we hope to secure the backing of other outside agencies to support the new award.

The prize fund for the award is 1000 euro, so the split is 300 for the winner, 150 for 2nd place and 50 euro for 3rd place.”

If we have a spare €1000, which I think we have, then I propose we go with this award again. I don't see any reason to increase the size of the award. Any comments on this?

	Men	Women
1 st	Nicolas	Niamh
2 nd	Marcus	Rosalind
3 rd	Hugh	Ciara
As of September 27 th 2012 but final rankings will be as of December 31 st 2012.		

4. Upcoming plans

The squad is pretty much done for the year, apart from the TG weekend, the international season is over. I intend to book accommodation for WOC2013 in the coming weeks (initial searches show that there is limited accommodation, also expensive) and start discussions with the selectors regarding selection policy for WOC2013. There are WC races in New Zealand this January, so will need to see if there is any squad interest in this competition. There was a rumour a few months ago that an Australian girl (Irish parents) was interested in representing Ireland at these races! But I never heard anything directly.

5. Facebook

I started a Facebook page and Twitter account in the Summer. There are 233 members of the Irish Orienteering Association Group but only 56 'Likes' of the Irish Senior Orienteering Squad page. Will be continuing with both of these forms of social media into the future, no harm too it, and hopefully in the long run we will pick up a few more followers.

Darren Burke

Director of High Performance Orienteering

Irish Orienteering Association

www.irishseniororienteering.wordpress.com



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