

# Minutes TeleMeeting of IOA committee on 2<sup>nd</sup> Dec 2019

**Time: 8.00pm**

**Attendees:**

|   | In attendance | Apologies |
|---|---------------|-----------|
| Mary O'Connell (Chairperson)                                      | x             |           |
| Sarah Ní Ruairc (Treasurer),                                      |               | x         |
| Andrew Cox (Development Officer),                                 | x             |           |
| Stuart Scott (Mapping Registrar),                                 |               | x         |
| Darren Burke (High Performance),                                  | x             |           |
| Eoin Browne (Director of Orienteering Education)                  | x             |           |
| Aine Joyce (Minute Secretary)                                     | x             |           |
| Debi Whelan (PRO)   | x             |           |
| Paul O'Sullivan-Hourihan (Controller of Technical Standards)      | x             |           |
| John McCullough (Vice Chairperson)                                | x             |           |
| Fergal Buckley (Fixtures and Hon Sec)                             | x             |           |
| Ciaran Donaghy (National Children's Officer)                      | x             |           |
| Colleen Robinson (Director of Junior Representative Orienteering) | x             |           |

**Agenda:**

- **Minutes of Previous Meeting**
- **Matters arising**
- **Recording of decisions made by email**
- **Officer Updates - matters arising from reports**
- **Governance updates**
- **Rules changes to R8-11 (for next meeting that POSH can attend)**
- **A.O.B.**

## Actions from Meeting

AJ to put approved minutes on website,

CD and AJ-*check on club websites next year re compliance with child protections,*  
Ciaran to talk to AJ re *distribution of risk assessment document to clubs,*  
CR to sign up to *ClubForce app for Juniors in January*

FB-*Event Registration,*

Fergal and AJ- further investigation of price and role of SIAC.

JMcC *Governance meeting will be completed by end of month,*

MOC to follow up with Andrew in next week, re schools meeting<sup>3</sup>

POSH to do an initial report on IOC into the future,,  
POSH-4 rules outstanding that need to be approved,

SS to email clubs re map register,

## Previous minutes

Minutes were approved by the committee.

Action: AJ to put approved minutes on website

## High Performance

Darren's report was emailed in advance and is as follows. During the meeting Darren summarised his report to the committee.

### 1. China World Cup Races in October

Nick Simonin & Niall McCarthy attended. Plenty of media coverage of China after this event and also CISM which was an unconnected event to the World Cup.

### 2. Budget

I plan on spending as much as I can between now and Christmas. Also did have a discussion a while ago with Coleen regarding gear. I need to get a handle on what we have and possibly get an order together before the end of the year.

### 3. Training

Anton Hallor organised a physical training weekend a couple of weeks ago to prepare for WOC 2020. He's looking at another technical weekend next February.

### 4. WUOC & European University OC

Mike Long raised this issue with myself & Mary last week. Students are currently preparing for exams so will be leaving getting an idea of interest in these competitions until early in the new year.

## Matters Arising from previous meeting:

- *A small group discuss mapping issues offline led by SS,*
  - *JMC updated committee*
- *Mapping course discussion SS,EB still an action item,*
  - *EB worked on syllabus for mapping course, maybe a level 1 followed by level 2, hoping for a date in q1 2020*
- *Aine to resend link to governance sign sheet,*
  - *done, more still to sign up, Debbie and Colleen have signed*
- *AJ to update and put approved minutes on website,*
  - *done*
- *Andrew to outline proposal for Schools Meeting.,*
  - *hoping for a mid week meeting, MOC to follow up with Andrew in next week, re: schools meeting*
- *AJ to organise next meeting,*
  - *done*
- *AJ: as part of affiliation, should ask all clubs for a copy of their risk assessment.*
  - *Ciaran to talk to AJ re distribution of risk assessment document to clubs*
  - *check on club websites next year re compliance with child protections, CD and AJ*
- *Colleen to check with Stephanie P Re: Hawkshead.,*
  - *see colleens report*

- *Consent forms: need to change form so it doesn't ask for details, only name and year of birth should be asked for. CD to do this.,*
  - *CD passed over to CR*
  - *CR looking at storage of juniors data via app, ClubForce. CR to sign up to ClubForce app for Juniors in January, CD happy with pdf copy of consent form. App has potential outside of juniors*
- *John to arrange governance sub committee meeting,*
  - *Governance meeting will be completed by end of month, JMcC*
- *Paul will be working on putting together a certified controllers course. Aiming for early next year*
  - *issue caught up IOC2020, which is urgent, priority to get senior cert controllers for IOC2020*
- *Paul will do an initial report on IOC into the future,*
  - *working on it,*
- *SS asked committee to look at map register and comment. Action: Committee,*
  - *SS to email clubs re: map register*
- *There are 4 rules outstanding that need to be approved Before the end of the year,*
- *Website: Fergal will speak to Gavan D about progress on this*
  - *Event Registration - Gavan doing some research,*

## Chairperson – Mary O’Connell

An update was emailed to the committee members in advance of the committee meeting:

Mary summarised this update to the committee.

### Chairperson's Report

Regina Kelly has agreed to act as the main IOA contact for Women in Sport. Sport Ireland plans to publish a list of contacts for each of the NGBs. Regina has kindly offered to be the lead contact person for the IOA.

Humphrey Murphy has commenced the review of the IOA Strategy. He has spoken to a number of the committee members and to a few non-committee members with a view to identifying the key issues. We expect to receive an interim report in the near future.

I have been working with Anton Hallor and Eileen Young on the Dublin/Leinster Development initiative. This is a trial to try and ascertain how best to deploy resources. The plan at the moment is to build on the work being done in the Ready to Go programme and to feed into the schools events. In addition, we are trying to provide additional support to clubs at the Leinster league events to promote the event and encourage newcomers at the event and to return to following events. It is also planned to provide support for orienteering education events. We would also like to establish stronger links with the LSPs in the Dublin area to try and work with them to run more introductory events.

Sport Ireland has allocated €40k for DAF funding for 2020 which is very positive. This is an increase of €10k on the 2019 funding.

It's been a busy period in the calendar recently, great to see so many people out orienteering and enjoying themselves even if the weather has been very mixed or just downright wet.

Kind regards,

## National Childrens Officer / Ciaran Donaghy

Ciaran emailed a report in advance of the meeting (see below)

I have drafted a simpler version of the Risk Assessment and Child Safeguarding Statement that has to be sent to all clubs. Most of you have probably seen it. I have to add on the fact that the Child Safeguarding Statement should be displayed at all events. Thank you to Paul for pointing that out to me. I will also adjust the links to make them hyperlinks for simplicity. (I don't understand the technology so it's being done for me). Hopefully it can then be sent out to clubs in the next week or so.

I gave all contact details relating to the junior squad and all consent forms that were in my possession to Colleen who will store them properly. Mike asked me to do that job while there was no Junior Rep.

Sport Ireland / NSPCC are continuously running child protection courses. For the next few weeks they will be rerunning ones that I have already done so I won't be attending any for the moment.

The report was reviewed and discussed during the meeting.

## Fixtures – Fergal Buckley

Fergal is looking for SIAC cards for IOC2020. There was a discussion about the pros and cons of buying versus renting.

Fergal and AJ- further investigation of price and role of SIAC

## Technical – Paul O'Sullivan- Hourihan

Paul updated the committee on work regarding controllers for IOC2020 and also the progress for a Controllers Course. The Major Events conference was very successful and well attended.

He is also working on an initial report on the subject of the future of IOC rotation.

Paul is also working towards rules approval.

Priority is given to the senior event controllers for IOC2020.

## Director of Junior Representative Orienteering.

Colleen's report was emailed in advance of the meeting and is below.

### Training

- Anton Hallor conducted training with juniors M/W14+ at Killiney Hill on 9th November to prepare for future events. Training included explanation and examples of appropriate warm-up before events. Route choice and sprint training was covered. The event was well received and Anton would like to hold more training in future. There were 12 juniors present and two parents took part. A note was made afterward that pairings made up for the second activity based on results of the sprint race had two pairings of a junior with an adult. This is not in keeping with child protection guidelines and we will make sure this does not happen in future.
- Juniors have been encouraged to discuss route choice post event with Anton at events where he is in attendance
- David Healy has provided training in the Dublin / Wicklow area biweekly since the end of October. He has been focusing on the needs of juniors and intends to continue regular training in 2020
- Colm Moran has offered to plan training for M/W18+ in Jan / Feb (date to be confirmed). This will be with a view to prepare for JWOC
- Plan in early January to look for volunteers to host junior training events in various areas of the country...not solely focussed in Dublin
- JWOC / EYOC training camps will be looked at in detail and plans made in the new year

### Communications

- I have looked into a number of hosts / apps to communicate with juniors as well as hold data. I think that the one that will best suit our needs is Club Force (used by most GAA clubs, FAI and numerous athletics clubs). The app is preferential to be GDPR compliant, and have ease of communication without members inadvertently slipping off mailing lists. Can easily ask members for interest / availability for training or competitions and do team selections. The app can be used by senior squad as well as there can be more than one administrator. Members will be able to upload Garda vetting certificates ( then only seen by child protection officer), upload first aid certs, certs from Child welfare courses etc. We could also have members upload consent forms so that these documents are not stored in someone's house. We don't have membership to be paid through the app but could do fundraising through it - eg selling tickets to junior quiz at IOC etc. There is a €427 set up fee and then an annual €200 annual training and support fee.
- Consent form to be redesigned for 2020. (in progress)
- Will encourage juniors to write race reports to be shared on website etc (not yet done)

## Competition

- Made contact with Stephanie re Hawkshead but unfortunately we had missed the deadline and did not send any juniors. I registered our interest for next year though Stephanie thinks that she will have much more interest there next year so we will have to see what places are left.
- Planning for 2020 events and appointment of a team manager will be looked at in detail in January

## Other

To develop supervision guidelines for away trips

Looking at suggestions of accommodation at JK near Pickering for those looking to stay in the vicinity of other junior families

## Vice Chairperson – John McCullough

have been in touch with the mapping sub-group with comments on the current rules and guidelines in advance of tackling the map registration situation.

I have asked the Governance sub-committee to meet this month to wrap up what we were doing: probably meeting by phone.

I have circulated the non-exec job descriptions to the committee for review, revision and approval.

I have been involved with Mary (among others) in aspects of the Leinster development programme.

I will be working with Eoin Browne on developing contacts with Parkrun.

John McC

## Education and Coaching – Eoin Browne

Eoin summarised the report below to the committee.

### Ready to Go

There has been lots of activity and developments with the Ready To GO project since the last report.

Five Ready to Go teacher training days was held over last few weeks,

| <u>Venue</u>           | <u>Partner</u>                         | <u>Teachers Trained</u> |
|------------------------|--|-------------------------|
| Balbriggan CC          | Fingal Sports Office                   | 21                      |
| Collinstown CC         | South Dublin County Sports Partnership | 23                      |
| Lough Lanna, Castlebar | Mayo Sports Partnership                | 15                      |
| Clonmel                | Tipperary Sports Partnership           | 12                      |
| Tanagh OETC            | Cavan & Monaghan Sports Partnership    | 21                      |

A Ready to Go Park event was held in Cleaveragh Park in Sligo on the 7<sup>th</sup> of November, this event was organised as a follow up on the Ready To GO teacher training held in Sligo last year. The event was attended by pupils from five local schools. The event was run in conjunction with Sligo Sports Partnership.

One issue that arose in planning of this event was the quality of the Cleaveragh Park map, even though it was a relatively new map it required quite a bit of work to bring it up to standard for this schools event.

Sligo Sports partnership had hoped to install a POC in Cleaveragh Park, we were supporting them with course design and map updates - unfortunately as a result of public liability concerns from the County council this POC is unlikely to be installed any time soon.

Work is taking place on developing map templates for future Ready To GO school maps, we have always included IOA, RTG and Sports Partnerships logos. We are now hoping to take this a step further to ensure all these maps have similar font, borders and other branding.

We have been notified by Sport Ireland that we are to receive a Dormant Accounts Fund grant of €40000 to continue the Ready to Go Project into 2020, an official announcement has yet to be made on this.

Other activities,

- One instructor training course took place in Killarney at the end of October.
- Work is continuing on a syllabus, tutor and date for a mapping course to be held in early 2020.
- I have sent on a template to act as a basis for a certified controllers course – I will continue to liaise with PO'SH on this.
- I attended the CARA National Seminar for Inclusion in Sport, the theme for this seminar was 'Children and Young People with Disabilities', this was a very informative event with a lot of good information and point to think about – I will try to feed some of this information gained at this into the next committee meeting.
- I am working with Anton and John McCullough to develop a link with Parkrun and possibility offer Orienteering promotion activities in conjunction with Parkrun events – nothing definite has been agreed on this yet.

## Development Report

Andrew emailed the following report of his activities in advance of the meeting. He also noted that Eileen Y assisted at 2 schools' events and that POC's need constant maintenance.

### Schools

1. Huge numbers (1100 at recent Cork schools event at Fota)
2. New schools bulking up the numbers
3. SE regional focus to meet demand outside major cities of Dublin and Cork: provided training events in Carlow (Altamont), Waterford (Colligan), Tipperary (Templemore)

### Sports partnerships

1. Events provide follow up to RTGO courses, providing next step
2. Urban events: Fethard (TSP) under urban adventure sports initiative. Good promotion, excellent development of local links, new families turning up and having a positive experience
3. Working with 4 Sports Partnerships and 5 Counties
4. Sporteering planning: Clonmel ready, reviewed Kilmacthomas and Dungarvan, planned Lismore, Fethard, Graiguenamanagh, Tramore ...very popular with SPs, seen as a natural progression from urban maps and events.

### Scouts

1. Carlow/Kilkenny scouts event at Woodstock attended also by scouts from Wexford and Waterford
2. Cub event planned for New year

### Permanent Orienteering courses

1. Kilkenny castle review carried out by Daniel and Laura (some plaques damaged, ordered new ones from Signiatec, Medium course map had answers on it so revised it on advice of scout leader locally)
2. Castlecomer (heavily used, new plaques did not correlate with map, courses revised)
3. Carlow, Kilkenny and Tipperary sports partnerships undergoing website developments so slow to upload course maps and details.

During November I estimated that I drove 1788 km, working with 4 sports partnerships and 13 secondary and 28 primary schools from 6 counties, providing orienteering events in a region covering +7000 km<sup>2</sup> (calculated by location of schools at events)

## Communications Officer/Debbie Whelan

Debbie submitted the report below in advance of the meeting. She also noted that there is a need for an inventory of comms resources and other assets. Debbie also asked the committee about advert support for IOC.

Following from previous report, continue to update and post on social media. John and Aine are also posting occasionally.

Attended a seminar for NGB on promotion of sport via social media in Dublin. Have been trying out some of the ideas given and had some response.

Clubs have been requested to co host their events on the IOA Facebook page. Some of the clubs have done this, creating a mini fixture list on the IOA page which can be easily accessed by newcomers. Facebook interest on events has increased it has generated some enquiries by newcomers too which is positive.

I am working on a leaflet with Cathal, the information is with him at the moment. He is to get back to me in the next week. It is primarily aimed at schools events, to be given to teachers to send home with the children post event, encouraging further participation in club events.

There has been some requests for IOA branded banners etc. by the recent beginners events etc. Cathal is also designing a feather banner and revised horizontal welcome banner for use by IOA at events and those representing the organisation and local clubs.

I have asked many people over the past month to write pieces for me on the events that have been happening through the autumn, however few are forthcoming! JHI, VHI, Sprint weekend, have all passed by.... I will try and gather my thoughts and write about November which must have been one of the busiest orienteering months in a long time!

Attended Paul's conference in Portlaoise in October and presented a short piece on using social media to promote IOC and general discussion around building rather than reinventing an audience each year, using a generic social media as Irish orienteering championships across the platforms. This will hopefully grow year on year and I hope clubs will cross post from the IOC pages to bring more traffic in the direction of the IOC where information will be updated regularly.

I have been encouraging and assisting with IOC2020 and their website and entries have been launched. This will be a static site, updated annually by each organising club. Kerry O have done the first version under [www.irishorienteeringchampionships.org](http://www.irishorienteeringchampionships.org)

Planning needs to start for WOD2020!

## Mapping – Stuart Scott

A report was submitted in advance of the meeting.

My apologies, I had a prior engagement for this evening so I can't attend.

By way of a very brief report:

1) My thanks to the Committee members who provided valuable feedback on the new map register system ([http://www.orienteering.ie/mapping/show\\_map\\_register.php](http://www.orienteering.ie/mapping/show_map_register.php)). If no-one has any objections I intend to publish this online in the coming days;

2) Once the map register is published, I will write to all clubs reminding them that all maps cease to be registered at the end of this year unless:

- a) They have been used in the last 5 years (completed maps only);
- b) A completed map has been produced within 2 years ('intentions to map' only);
- c) An OCAD or PDF file is held by me.

I will ask all clubs to confirm the details held on the online map register and follow-through with corrections and the last event dates. I suspect (and hope!) this will result in a flood of

applications but the new system will help me cope with them easily - provided they are done online. The aim is not to penalise clubs but to enhance our records.

3) Plans for the mapping course and determinations by the mapping sub-committee are still in course.

Any advice welcome!

## AOB:

Paul O'S-H raised the issue of IOC 2020 and ticks awareness it was suggested that, laminated notices and leaflets be available

## Next meeting.

Next meeting: end Jan / beginning Feb

The Chairperson asked that the committee use 2020 Operation Plans to update the meeting on activities. These will be submitted one week in advance of meeting.

## **Meeting ended:**

9.15pm