

Minutes of Orienteering Ireland Executive Committee Meeting

Date & Location: 1500, 09-Mar-2024 – Killeshin Hotel, Portlaoise

Attendance List

Appointment	Name	Present	Not Present
<i>Executive Chairperson</i>	Paul O'Sullivan-Hourihan	X	
<i>Vice-Chairperson</i>	John McCullough	X	
<i>Honorary Secretary</i>	Fergal Buckley	X	
<i>Honorary Treasurer</i>	Sarah Ní Ruairc		X
<i>Education Officer</i>	Eoin Browne	X	
<i>Controller of Tech Standards</i>	Dermot O'Sullivan	X	
<i>Development Officer</i>	Andrew Cox	X	
<i>High Performance Officer</i>	Jens Waechter		X
<i>Junior Affairs Officer</i>	Dave Masterson	X	
<i>Mapping Registrar</i>	Stuart Scott	X	
<i>National Children's Officer</i>	Ciarán Donaghy	X	
<i>Operations Manager*</i>	Eric O'Brien	X	

**This person was also recorded the minutes for this meeting*

The Chairperson welcomed all who attended and receiving apologies from those who couldn't attend. All meeting members declared that they had no known conflicts of interests at this time.

1. Minutes of the Previous Meeting & AGM:

POSH – Discussed the previous minutes of the committee meeting held online on 18-Jan-2024. Specific updates from that meeting were:

a. Sport Ireland Membership Data

This was discussed at today's Club conference and a synopsis will be completed by DOS.

b. Map Registration & Rules Review:

SS & EOB to commence work in the coming weeks.

The previous minutes were proposed by JMcC and seconded by DM.

2. Matters Arising

a. Club Conference

Today's Club Conference was a very engaging session with representatives from the majority of our clubs, and NIOA. Membership (DOS), Fixtures (FB), RDO & Development Plans (EOB), and the Future of IOC (POSH) were all discussed, and an open Q&A (JMcC) session were all well received by the attendees.

ACTION POINTS: DOS to synthesise the Membership discussion with observations and proposals.

FB to synthesise the Fixtures discussion with observations and proposals.

POSH to synthesise the IOC discussion with observations and proposals.

b. **Sport Ireland Meeting**

POSH, JMcC & EOB met with Brian Staunton (NGB Unit, Sport Ireland) earlier this week. Sport Ireland are very happy with the work that OI is doing, and that we are progressing to a Type B in line with the requirements of the Governance Code for Sport. Brian informed the members that Sport Ireland will not be in a position to allocate our full Core funding as the Executive Committee does not meet the required 40% female representation and that OI should plan for a Core Budget for 2024 of 50% of their allocation. This will be reversed once the ExCom meets this requirement.

Sport Ireland will also be in attendance for all or part of IOC 2024. Brian wished us well on our journey to becoming a Type B, and also reassured the members that Sport Ireland are available for assistance as required along the way.

ACTION POINT: Gov S/Gp to establish a Board of Directors prior to the AGM as the top level of governance for OI that meets the 40% female representation requirement, and reflect changes in the Type A constitution as required.

c. **Transition to Type B**

JMcC updated the ExCom that OI has registered a trading name to support our CLG and is also engaging with the auditor to register with Revenue. Registration is also complete with the Register of Beneficial Owners (RBO) Office. At the AGM, a new Board will be presented to start transitioning OI for the CLG activation date of 01-Jan-2025. A lot of supporting work is required for this transition and should be completed by the 2025 transition date. The AGM will also serve as an EGM to begin the wind down of the Type A organisation and have a motion for dissolution included in the agenda.

ACTION POINT: POSH to ensure that a motion for dissolution is included in the agenda for the EGM/AGM.

d. **Strategic Plan 2030**

POSH, JMcC & EOB met with Moire O'Sullivan who is in the preparatory phase of the Strategic Plan for 2030. Moire will engage with other stakeholders over the coming weeks before starting to prepare the plan.

e. **RDO Recruitment**

The advertisement is live and the screening process by the recruitment panel will begin on 15-Mar-2024. EOB hopes to have the new RDO working in time for IOC 2024.

f. **Orienteering Rules Review**

DOS confirmed that the rules have been reviewed and blank sections that were previously marked as "to be developed" have been completed. These rules will be sent out to the ExCom and presented to the membership at the AGM as a new consolidated booklet.

ACTION POINT: DOS to promulgate the revised rules to ExCom and present at AGM

3. Recording of Decisions Made by Email

a. CRO Registration

This was discussed in Part 2.

4. Officers Reports (additional comments to submitted reports as discussed):

a. Development Officer:

AC and EOB discussed reaching out to scouting Ireland to formalise the revised orienteering skills levels and encourage Scouting Ireland to run RTGO training at county level for their leaders. MapRun should also be encouraged for scout use as badge earning exercise areas.

ACTION POINT: EOB to initiate contact with Scouting Ireland HQ

5. Finance Update

a. In addition to the report submitted by SNíR, EOB updated the ExCom on how a 50% Core budget cut would impact activities if the ExCom does not achieve 40% female representation. All agreed that the new format BOD should be implemented for ratification at the AGM.

ACTION POINT: As discussed in Para 2b.

b. The revised subsistence & mileage rates were approved by the ExCom to reflect the Income Tax implications on persons paid for providing services for OI. This was proposed by DM and seconded by FB.

ACTION POINT: EOB to update the Financial Administration Guidelines and inform contactors of the changes.

6. Governance:

General Governance Discussion

JMcC outlined the new requirements as we progress to being a Type B organisation. Sport Ireland recommended that we should be satisfied that we are a "gold star" Type A organisation before moving to Type B and taking on more governance requirements.

7. AOB:

a. SS asked if the website supporting widgets should be completely redesigned as some clubs are finding it difficult to use. EOB updated the ExCom that Gavan Doherty is currently submitting a proposal to the ExCom on the cost and effectiveness of maintaining our widgets. All agreed to wait for Gavan's proposal before reviewing this.

b. POSH asked that the annual award nominations be sought for our Spirit of Orienteering, Performance Excellence & Mac Tíre awards.

ACTION POINT: EOB to coordinate these awards.

c. POSH asked ExCom members to commence their officer reports in advance of the AGM.

**ACTION POINT: EOB to establish the AGM page on our website
Officers to submit their reports by 12-APR-2024.**

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8. End of Meeting:

POSH thanked everyone in the ExCom for their continued unseen work and participation at the Club conference today.

Appendices to these Minutes are attached.

Appendix 1 – Reports

Vice-Chairperson Report OI ExCom meeting 9th March 2024

The Governance Group has been meeting regularly to move things along towards our becoming a Company Limited by Guarantee (CLG). In terms of the Sport Ireland Governance Code, this will make us a “Type B” organisation rather than “Type A”. We have finally been registered by the Companies Registration Office and the trading name “Orienteering Ireland” has been registered. Our new auditors have made several suggestions about how we progress this, including:

- that we need to open new bank accounts
- that we have 1st January 2025 as the changeover date
- that we run the old and new formats in parallel until that date
- that we have an EGM to approve winding up the old organisation at the 2024 AGM

Thanks are due to Eric for all the work he has done for us in this area.

The recruitment process for a new Regional Development Officer for the Dublin/Leinster area has started and applications close next week. We hope to have the appointment made by the beginning of May.

We have asked Moire O'Sullivan to start a process to feed in to our next Strategic Plan, contacting clubs and individuals for guidance.

We are reviewing the “Type B” organisation Governance Code requirements to ensure that we will comply as we become a CLG.

We approved the updated policies covering Employment Policy, Behaviour & Ethics, RDO role description and our Standard Contract of Engagement. These will now be added to our OI policy folder.

JMcC
8 March 2024

Treasurer's Report Orienteering Ireland Committee Meeting 9th March 2024

1. 2023 Financial Statements

A full set of audited financial statements will need to be presented at the Orienteering Ireland (OI) AGM on 5th May. OI has engaged Grogan's Chartered Accountants, Galway to carry out the audit, as our previous auditors, MCNN, indicated that they are no longer carrying out financial audits. All necessary documentation has been shared with Grogan's and we have provided them with remote access to Xero. I'm hopeful that we will be able to circulate a full set of financial statements and the Treasurer's Report to the clubs in advance of the AGM.

My preliminary estimates for 2023 indicate a surplus of approximately €53,000 but that is subject to verification from the auditors.

2. 2024 Grant Allocations

Details of our grant allocations for 2024, spread across the various spending streams are set out below.

Funding Stream	Allocation (€)	Received to Date (€)	Outstanding (€)
Core Grant	85,000	0	85,000
DAF – Volunteer Supports	6,600	5,400	1,200
DAF – Equality, Diversity & Inclusion	43,000	38,700	4,300
DAF – Her Moves	5,000	4,500	500
Women In Sport	15,540	0	15,540
Total	155,140	48,600	106,540

The closing date for submission of the Core and Women In Sport Grants has only recently passed, but I anticipate that the funds will be received in April. However, we have sufficient reserves to continue to operate until those funds are received.

In 2023 we applied for Sports Capital Grant Funding from the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media but we have yet to receive details of any grant allocation.

3. 2024 Budget

The Budget for 2024 was prepared earlier this year and circulated, but I have reproduced it below for information. Spending to date has been included. As it is early in the financial year, spending is still low, however I would ask each of the relevant Officers to take note of the budget in their areas and consider how they propose to spend it in 2024. I am aware that some Officers have already done so.

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	2024 Budget (€)	2024 to Date (€)
Income		
Core Grant	85,000	
Event Reg	5,000	
Affiliation	3,600	3,590
Mapping & Map Reg	83,000	
Juniors	2,000	
Orienteering Education	13,200	1,418
Other	53,800	
Women in Sport	15,540	
Development Income	13,200	4,160
DAF (Grant & Other)	54,600	48,600
Total	328,940	57,768
Expenditure		
Admin	64,855	6,146
HP	15,555	841
Juniors	24,650	677
Comms	3,000	218
Orienteering Education	10,200	2,539
Events & Awards	2,500	
Mapping	59,000	97
Equipment	27,000	
Development	18,000	3,032
Tech Standards	500	
Women in Sport	20,375	655
Event Refunds	1,800	376
Restart Sport	17,000	2,477
DAF Funded Programmes	64,505	3,125
Total	328,940	20,184
Surplus	0	37,585

4. Transition to CLG

As part of OI's transition to the CLG model, we will need to open a new bank account. We have also considering opening other accounts for specific purposes, but our main account would be a current account. There may be some disruption associated with this, but I'll do my best to try to minimise that.

5. Subsistence Rates

OI had been reimbursing travel and subsistence rates to contracted persons without realising that there is a tax liability associated with these. From the perspective of the Revenue Commissioners, this reimbursement is considered income, and is subject to tax. Volunteers assisting at OI events can claim back expenses, but these are not subject to tax. OI needs to consider whether to introduce two rates of reimbursement, as set out below.

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Item	Volunteer Rate	Contractor Rate
Milage	€0.3/km	€0.38/km
Incidentals	Receipted tolls, parking etc	Receipted tolls, parking etc
Subsistence 5-10 hours	€16	€20
Subsistence 10-16 hours	€39	€49
Subsistence > 16 hours	€50	€63

A Volunteer is classed as a person who does not receive payment for their services (i.e. giving a volunteer a subsistence payment for helping at an OI event). A Contractor is classed as a person who receives payment for their services (i.e., an Instructor received a daily payment rate for delivering an OI activity). These rates are calculated based on the volunteer rate plus 25% and rounded up. It is proposed that in the future, Contractors will not use the OI Expense Claim form, but include it on their monthly invoice. Volunteers will continue to use the OI Expense Claim form.

Agreement is needed on whether to introduce these rates. If it is agreed to introduce those rates, payment will be backdated to the 1st January 2024.

6. Software Changes

We currently use software provided by Google and Microsoft, and pay monthly subscriptions for these. As we are now registered with the CRO as a not-for-profit organisation, we can apply to Google and Microsoft to use their software free of charge. This will save about €2,000 per annum.

7. Website Updates

Since 2020, we have been paying a developer (Adrian-Emil Tudorache) to do some work on our website. He was initially brought on board to assist with online entries, fixtures and other elements of our website. Adrian's estimate for his services in 2024 is €33,600 (480 hours @ €70/hour). This represents a substantial proportion of OI's income and is nearly equivalent to the cost of engaging two RDOs for one year. However, I am aware of the importance of maintaining a high-quality website that is easy to use and always up-to-date. The question to consider is whether this can be achieved via other means, such as engaging third parties to provide services that match the functionality of the apps, for example using Fabian4 for event entries instead of the current system.

Sarah Ní Ruairc
7th March 2024

Orienteering Education, March 2024

There was no written report submitted for the last two ex-com meetings. I will use this report to summarise activities since October.

Coaching - Project Vellum

Eric initiated Project Vellum to review and evaluate our coaching pathway. The project commenced with a meeting of the Education sub committee, the meeting was attended by our team of instructors/coach developers.

The aim of the project is to

- Review of orienteering skills levels 1-5
- Develop a pathway for trainee instructors to complete their logbook requirements
- Develop a panel of qualified instructors qualified and available to work at OI events.
- Review the levels on our coaching pathway. This is an ongoing task that will require consultation with SI Coaching.

Work on this project is ongoing.

Courses and Training

We have had a busy calendar of instructor training courses of the past few months with training taking place in Cork, Kerry and Mayo.

Eileen Young was successful assessed for her Coach Developer award.

Déirdre Ni Challanáin is close to completing her Coach Developer training through Sport Ireland Coaching.

Leaving Certificate PE

The inclusion of orienteering on the PE curriculum at Leaving Cert is a great opportunity for the sport. The orienteering skills are poorly written in the curriculum. This complaint was echoed by many NGBs, and was taken on board by Sport Ireland who have liaised with the NCCA (National Council for Curriculum and Assessment) to allow NGBs to have an input into a review of the skills and hopefully the assessment methods. If these changes go through we will be in better position to promote orienteering as a viable option for Leaving Cert students.

Event Training

Mark and Terry coordinated a very successful beginner training sessions alongside the Djouce event last week. The sessions were advertised separately to the event and were well attended. This gave an opportunity for trainee instructors to gain experience and log hours towards their assessment requirements. When paired with an appropriate event, there is a ready market for this type of training. We are hoping to continue with this model for upcoming beginners events.

High Performance Manager Report March 2024

Training Camps:

Dublin:

3 day sprint training camp completed. Belgium national team runners came over, a few juniors joint. Debrief Sat night in our office at Sport Ireland HQ. 5 Training sessions run overall.

Take aways: Considering to sprint training camp yearly after Armagh Night Race on Thursday. International runners could join from smaller orienteering nations. Raising our portfolio.

Scotland:

Sprint camp , run by WOC organisation. Not much uptake by the national team runners. WRE event weekend after saw a great Irish team turn out.

At least one more sprint camp planned before selection races in Dublin. Potentially a second one before IOC.

Forest focused training camps in preparation for EOC planned, transition period May to July.

Competition:

On track with WOC selection races. Upcoming JK, IOC, World Cup races and WOC selection races.

Decision:

WUOC: After speaking with SSI (Student Sport Ireland), I decided not to go ahead with sending a team due to budget constraints. SSI saw a redline if the NGB (me) is not able to support athletes with at least 1/3 of costs.

SSI clothing question: resolved. There was some misunderstanding/miscommunication, SSI does not require any NGB to buy clothing from them. I have two logos that are required to be printed on team gear of our choosing. Could be added to ours for the future?

Future planning

WUOC 2026, 2 tracks.

Track 1: create structured approach for students who wish to compete and are looking for funding from NGB. WUOC can be part of a 2 year athlete planning on road to WOC. Realistic selection criteria are critical for success.

Track 2: Funding, currently WUOC is about 1/3 of the yearly Senior Squad's budget. Create ways to add Euro 5000 to the WUOC specific budget without compromising squads overall budget.

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Timeframe target: 24 months from March 2024.

Budget

Currently on target with budget spending.

Spent:

approx. 800 Training camp.

Planned:

Camps & selection races Euro 2000

WOC Euro 7000

EOC Euro 5000

Junior Affair Officer – Meeting Report (March 2024)

Here's a rundown of current ongoing work:

Junior Calendar 2024

Time trial was held at end of Feb, with 30 juniors taking part and several very good times. Training in the afternoon, enjoyed by all.

JK Relay teams being finalised – may be competitive this year due to JK “Alliances” trial rule change for junior relay classes - awaiting confirmation from JK entries team (rule may only apply to UK teams).

Training camp organised immediately after JK in Czech Republic (April 1st – 8th), in Pilsen (Venue for JWOC 2024). Joint camp for all prospective EYOC/JWOC juniors, decided by parents as preferable to two smaller camps. All in train, accommodation booked, flights booked, training to be booked soon (awaiting organisers). Group led by Martina Rowe (logistics) and Aidan McCullough (training).

EYOC entries booked (including accommodation)- Sizes/names to be finalised after selection post-IOC.

JWOC accommodation booked, entries made. Sizes/names to be finalised after selection post-IOC.

No information available on JEC2024 – have reached out to British Orienteering to see if they know what's happening.

Finances

Projected Future Expenses (rough)	
EYOC	-€ 7,000.00
JWOC	-€ 5,000.00
Spring Training Camp	-€ 7,000.00
JHI	-€ 3,000.00
Hawkshead	-€ 1,000.00
JK Teams	-€ 700.00
JEC	-€ 2,000.00
Fundraising	€ 3,000.00
Misc	-€ 500.00
Left at the End:	-€ 1,228.21

Current financial projections show as over budget, but the costs for EYOC and JWOC are unlikely to be as high as these worst-case scenarios (if we sent full teams to both). Also JEC costs are in question.

Child Protection

Eoin Browne (Childrens Officer for the Junior Squad) completed his Safeguarding 2 training.

Squad Gear

Received squad t-shirts and polo shirts from admin team. Need to start thinking (in conjunction with senior squad and admin team) about probable need to order new

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squad orienteering gear in 2025. We can probably get through this year with the remains of the current stock, but quantities of some items/sizes are now limited.

National Children's Officer Report for Meeting 9 March 2024

Code of Conduct and Good Practice for Children in Orienteering.

Put final touches to Code of Conduct and Good Practice for Children in Orienteering.
Checked new Child Safeguarding Statement and Risk Assessment.

Designated safeguarding officer (National Children's Officer) meeting 7 Feb. '24:

Regular meeting of National Children's Officers organised by NSPCC – CPSU (Child Protection in Sport Unit) and Sport Ireland.

1. Talk on Northern Ireland's Disclosure and Barring Service (DBS).
2. Discussed Sport Ireland's Young Voices in Sport programme which recommends that children's opinions should be sought and they should be involved in decision making and not kept in the dark.
3. If there are any issues to be dealt with the NCO should not make a decision on their own but get advice from other members. It was decided at a previous meeting that a small group from OI committee would be convened to deal with any issue that might arise.

Course: Child Sexual Exploitation (CSE) 4 March '24:

Given by NEXUS NI on Zoom. Organised by NSPCC – CPSU.

Thanks again to Eric for all his help.

Ciarán (National Children's Officer).

Operations Report – 04 March 2024

OI Activities

Ready to Go:	Delivered:	South Dublin
	Confirmed:	Donegal, Cork x2, Wicklow, Dublin Open, Tipperary (ParkO)
	Planning Stages:	Kerry
Mapping:	Delivered:	Mayo
	Planning Stages:	Multiple LSP contacts
Women in Sport:	WIS Week (3 Club led events)	
Sport Ireland:	Core Funding revised budget submitted WIS Funding Application Submitted 2024 – Change in direction may be required in future applications SCEG 2023 – No Update from Dept of Sport Meeting with NGB Unit in February	
Youth Leadership:	TY Programme ongoing in 2 schools (DUB, WH)	
Training & Courses:	Level 1 Instructor	- Kerry & Mayo
	Planner	- Ongoing
	Social Media Workshop	October
	PurplePen	- Monthly
	CID Course	- Déirdre attending
Other:	DFO Billing & Attendance Model TG4 Recording – Early February Regional Schools Dev Projects - Dublin, Waterford TG4 Interaction for orienteering involvement Policy Development IOC2024 Prep Ongoing LSP Round-Up Ongoing OSI Data requests devolved to Ops Team Vetting Officer role to be devolved to Ops Team	

Internal Development Projects

This is a short synopsis of what the projects are, and the current goals. Full details can be provided on request.

Project Vellum

To revise the OI qualifications frameworks, while creating a fit-for-purpose awards system.

Current Goals:

Review and establish orienteering skills levels – Completed
Create a standard syllabus for the current Level 1 Instructor Award - Completed
Create an Instructor/Coaching Framework.
Create a skills framework with a fit for purpose awards system.

Project Dread

To create an easy-to-use central repository for OI resources

Current Goals:

Master Repository for CLG Policies & Documents - Created
Creation of centralised library for resources ongoing
Map Register & Rules Review commenced

Project Long Reach

To create a small library of informative leaflets and press releases which can be given by clubs to potential members and the local press, to increase knowledge of our sport.

Current Goals:

Announce standard press releases for clubs to use in local media to clubs. Q3 2024

Project Phoenix

To redesign and reconfigure our website to make it more appealing to users and to act as a resource bank which enquiries can be directed to.

Current Goals:

Layouts and Technical improvements are complete. Training to follow.

Project Scaffold

To create a resource library for event organisers to use before, during and after an event, while also creating a fit-for-purpose resource bank for all things O.

Current Goals:

Review Risk Assessment Signature Requirements.
Insurance Pamphlet Development & Travel Insurance Assessment.
Reformatting of O Rules into a new single document - Completed

Planned Events

Ops Huddle (Remote):	01-Sep-2023 (Post HerO & Leave)
PE Expo:	02-May-2024
IOC Dev Stands:	03-May-2024 (Maze KE)
RDO Club Events:	C SOA, CorkO/Intervarsities (March), Setanta (March)

**Eric O'Brien,
Operations Manager**