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# Australian Rogaining Association Inc.

## 2016 Annual General Meeting

16th September 2016

Nannup, WA

### Minutes

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The meeting was opened by the President at 2:10pm.

#### 1. APOLOGIES AND NOTIFICATION OF PROXIES

Apologies received: Jon Potter, Andrew Duerden, Nick Bowden, Tom Lothian, Ron Frederick, Mark Porter, Steve Cooper, Paul Williams, Mike Dunbar, Alex Morgan

Proxies advised:

Vic Sedunary and Andrew Baker are proxies for Tom Lothian and Ron Frederick, Craig and Evelyn Colwell are proxies for Mark Porter and Steve Cooper, Warren Smith is proxy for Paul Williams.

Delegates were in attendance representing all states and territories except RTas and NTRA:

- ACTRA: Julie Quinn, David Baldwin
- NSWRA: Gill Fowler
- NTRA: none
- QRA: Paul Guard
- RT: none
- SARA: Craig and Evelyn Colwell
- VRA: Vic Sedunary, Andrew Baker
- WARA: Paul Szijarto, Warren Smith

#### 2. INTRODUCTIONS

Each delegate was invited to introduce themselves and to briefly outline some of the successes and challenges currently being experienced in their state/territory organisation.

**Paul Guard** (QRA webmaster and ARA Secretary)

- Current challenges: Difficulty recruiting sufficient volunteers to run events smoothly.
- Current priorities: Continuing to build participation and expanding our multisport event calendar.

**Richard Robinson** (WRC 2016 Organiser and ARA Immediate Past President)

- Richard expressed his thanks to all WRC volunteers

**Andrew Baker** (VRA Co-President with Tom Lothian)

- VRA continues to organise a large event program. Ran a CBD-gaine in February, which was very successful in attracting lots of families and novices. VRA runs only one 24 hour event per year. VRA has a permanent course, which is unique in Australia.

**Vic Sedunary** (VRA Event Treasurer)

- One of the biggest issues is finding volunteers, especially equipment, hash house and admin. Not as much of a problem finding course setting/vetting volunteers.

**Mike Aylott** (ARA Treasurer, Chair of IDF subcommittee)

- Interested in strategic issues and sharing good ideas and practices between states/territories.

**Gill Fowler** (NSWRA President)

- Participation numbers are growing. Volunteers tend to be the same regular group. Trainees are assigned an experienced person for “hand holding”. The main event coordinator role is the most difficult role to fill. NSWRA employ two event administrators. They are contractors: two people alternate between events to do all the admin and results. They are paid a standard fee per event (plus a bonus if there are more competitors than normal). NSWRA didn’t have to increase fees too much to cover their costs. Participation numbers at the shorter events are continuing to increase, but can’t get many to move up to the longer bush events. Lots of interest in people joining the committee. Navigation and Rogaine Skills Workshop is popular.

**David Rowlands** (ARA President)

- The 5 hour schools rogaine in Victoria is a long standing initiative which has proven very popular for schools, scouts and cadets. This should lead to increased numbers of younger participants in regular events to offset the ageing population.

**Evelyn Colwell** (SARA Treasurer) and **Craig Colwell** (SARA Vice President)

- SARA had a partnership with the Asthma Foundation which has grown the sport significantly, but promotion dropped off this year. Tea Tree Gully Council asked SARA to run a rogaine for them later this year. Gill said the Lake Macquarie rogaine in NSW started off in a similar way. SARA has a very good promotional and marketing person (Sally Caston) who has improved the visibility and image of the sport. SARA has a system where each event has a committee contact person. Priorities include development of a new safety plan template. They are also using a new indemnity form which is much more detailed than before.

**David Baldwin** (ARA Technical Committee Chair and ACTRA webmaster)

- Admin systems are a continuing challenge. ACT’s system has good points and bad points and ACTRA would like to build a new system which could be shared with other states/territories. ACTRA will be using Teslin waterproof paper for the first time next weekend (the WRC map was also Teslin and cost \$7 per person). David suggested that we should be doing a better job of sharing information between the states. An initiative that works well at ACTRA is the outsourcing of the catering task to community groups.

**Julie Quinn** (ACTRA President)

- One thing that ACTRA has been doing is a partnership with ANU where they run an event in parallel with an ACTRA event. This helps in recruitment of young people into the club. Next year the Australian Champs will be organised by ACTRA on the first weekend in May.

**Paul Szijarto** (President of WARA)

- The main issue facing WARA is filling up the volunteer list. WARA is currently running 2x 24hr, 2x 12 hr, 1x 6 hr, an upside-down and a novelty event per year. There is novice training at each event. Next event there will be ~20 schools teams: the event is being run by a teacher. A council has approached WARA to set up a permanent course, but WARA has not formally adopted this yet. WARA is very interested in the possibility of a new shared online entry system. There has been a change in the WA Associations Incorporation Act: WARA need to change their

constitution (this is not applicable to other states/territories). WARA have developed a new electronic scoring system over the last year, to be used at this ARC.

**Warren Smith** (Event Coordinator 2016 ARC, WARA Safety Manager)

- WARA has promoted the social aspect of rogaining. Portaloos have helped! WARA try to ensure there are some decent scoring controls near to the HH for families. WARA hold a volunteers' barbeque a week after key events.

## **2. MINUTES OF THE PREVIOUS MEETING HELD 2015**

Craig Colwell notified one correction to the minutes of the 2015 ARA AGM (being the date of the next meeting).

**MOTION:** That the minutes of the 2015 AGM (once corrected) be accepted as true and accurate.

Moved: Richard Robinson, Seconded: Craig Colwell. Motion passed.

## **3. MATTERS ARISING FROM THE MINUTES NOT DISCUSSED ELSEWHERE**

The meeting did not raise any additional items to be addressed.

## **4. PRESIDENT'S REPORT**

The President's Report was tabled. David Rowlands noted that the main activity in the last year was the organisation of the World Championships, which was outstandingly successful and a credit to all those involved.

## **5. FINANCIAL MATTERS**

### **a) Treasurer's Report**

The Treasurer's Report was tabled. Mike Aylott noted that finances last year were complicated by the addition of significant WRC entry fee income. Excluding this, the balance available for general expenditure of \$26,400 was lower than normal, caused by the change of insurance period from 18 months to 12 months.

The NAMSF payment to ARA for this year's student travel subsidies has not yet been made.

Mike will use the participant/member numbers collected from the states and territories earlier in the year to procure insurance for next year. A request for payment for 2016 levies was sent out to the states/territories earlier in the week prior to the AGM.

**MOTION:** That the Treasurer's Report be accepted.

Moved: Mike Aylott, Seconded: Evelyn Colwell. Motion passed

### **b) Setting of Capitation Fee for 2017**

The proposal for the 2017 capitation fees was tabled. Mike proposes that the capitation fee for 2017 remain at \$1 per member/participant.

**MOTION:** That the capitation for the calendar year 2017 be set at \$1 per participant/member.

Moved: Mike Aylott, Seconded: Richard Robinson. Motion passed.

**c) IDF Levy**

Mike Aylott proposed that the international capitation fee remain at \$0.50 per member/participant, with the whole of this amount to be contributed to the International Development Fund (IDF).

**MOTION:** That the IDF capitation for the period 2017 be set at \$0.50 per participant/member.  
Moved: Mike Aylott, Seconded: David Baldwin. Motion passed.

**d) Liability Insurance**

The liability insurance arrangement through brokers Arthur J. Gallagher currently costs around \$3 per head. The current insurance cover will be due for renewal in the middle of December 2016. Member states will be notified when the levy is finalised and are asked to pay this early in the new year.

**e) ARA Grant Policy and Status of 2015 Grants**

There were no applications in 2015. Buses to the ARC will probably be required again in 2017, but this is not funded under the grant process. Grant applications are due by end of November. State and territory associations are encouraged to review the application guidelines on the ARA website and submit proposals before the deadline.

**f) Appointment of ARA Auditor**

No audit has yet been undertaken for the 2014 or 2015 accounts. The Treasurer has some work to do to package the data for review. The ARA Executive will take responsibility for recruitment of a suitable auditor.

**ACTION Mike Aylott and ARA Executive:** Recruit an auditor and arrange auditing of ARA Accounts.

**6. AUSTRALIAN CHAMPIONSHIPS**

**a) 2016 WARA**

- Date 17-18 September 2016. Location: Nannup.
- Organiser: Warren Smith, course setters: Jeff Conrades, Ian Thomsett, veters: Bryan McClintock, Geoff Hearne.

**b) 2017 Australasian Championship, 11-12 February, New Zealand**

- Location: Waikaia in northern Southland
- Richard Robinson vetted the course and highly recommends the area and course.
- Promotion online has started, please share the ARA social media post.

**c) 2017 Australian Championship: ACTRA**

Date: 6-7 May. Course Setters: Jean Douglass and Ron Simpson. Vetter: David Singleton.

- Jean and Ron are very experienced course setters.
- The area is 1 hour south of Canberra, in NSW towards Cooma. This is a dry area with not much undergrowth. The last event there was 2012. It is forested, but easy to walk through. The landowners of the private property have been secured.

**d) 2018 Australasian Championship: QRA**

- Originally NTRA was pencilled in to organise this event. The ARA Executive met with the NTRA committee members at the WRC who expressed reservations about their capacity to run the event.
- The QRA committee has confirmed that it is able to take on the 2018 event in South East Queensland. In effect QRA have not held an ARC there since 2005, because the 2013 ARC was held in North Queensland.
- Delegates agreed that the ARA should support NTRA to hold an Australasian Championship in 2021, either near Darwin or on the WRC map at Alice Springs. Mentoring and helpers from interstate for key roles will be needed.

**e) 2019 Australasian Championship: RTas**

- The event is scheduled for February 2019. The event coordinator is confirmed.

**f) 2020 Australasian Championship: SARA**

- The course setter has been chosen and an area in the south Flinders Ranges has been identified.

**g) Trophies**

- David Baldwin and Julie Quinn have done a very good job of 'lightening' and extending some of the trophies. New Ultra Veterans section trophies have also been built. There is an ongoing process of renewal as trophies fill up.
- The Interstate Challenge trophy will be completely renewed.

**7. WORLD CHAMPIONSHIPS 2016**

- The WRC 2016 Lessons Learned Report was tabled by Richard Robinson. The meeting thanked Richard for preparing this comprehensive report.
- The event provided an additional degree of difficulty due to its remoteness which impacted the logistics both before and during the event. Each state contributed its expertise to particular roles, which was unique and worked well.
- One of the biggest potential areas for improvement would be the procurement of a fit-for-purpose entry system. This could be addressed by the planned ARA-developed system.
- David Baldwin plans to produce a report on the map preparation issues. It was done with open source GIS software, which proved very powerful. This could be used as the basis for a national map making system and a uniform national approach to mapping.
- Interim financial results indicate a surplus. Richard suggested some ideas for usage of surplus funds, including the suspension of collection of capitation fees, helping the NTRA run a major event, or assisting the organisation a world championship by a non-IRF member. It would seem appropriate to support more rogaining activity in Central Australia. It was noted that the WRC map could be used for future events. The delegates were asked to discuss the Lessons Learned Report and this opportunity with their committees.

**8. INTERNATIONAL ROGAINING FEDERATION**

**a) IRF Meeting July 2016 (David Rowlands)**

- The President's report discussed the IRF meeting in detail.
- It was noted in discussion about the IRF that this year might be a good time for the ARA to put forward a motion that WRCs should only be held every second year.

**b) IRF Capitation (Richard Robinson)**

- ARA's IRF contribution rose to \$280 (US\$200) in 2016, but is still very low per capita. Richard noted that a per-member capitation fee for the IRF is not going to happen any time soon due to European resistance.

**c) IRF Technical Regulations (David Baldwin)**

- At the IRF Meeting, there was discussion about whether teams can score points after the event finish time. This has always been the case under ARA Technical Regulations.
- The issue of live tracking of teams was not discussed at the meeting, but Richard Robinson noted that tracking is a reality. The European Championship in 2017 will have tracking of all teams. We need to manage it to ensure that fairness is not compromised.

**d) WRC event entrant criteria, ARA wildcard policy**

- Latvia has set a limit of 1000 participants at the 2017 WRC. The event is not likely to be filled, so it is not expected that the wildcard policy will be triggered.

**e) ARA's International Development Fund (IDF)**

- Future opportunities for the IDF include course setting workshops, training in North America, or assisting in the organisation of a rogaine in a non-rogaining country (e.g. South Africa). In addition to event equipment, it could be used to underwrite event cash flow for an emerging international group. There is an active proposal for a course setting workshop at WRC 2017 in Latvia.

**f) IRF Positions Vacant – Possible Australian Nominees**

- States/territories were asked to let the ARA Executive know if they have any suitable nominees for the vacant IRF positions.

**g) 2019 WRC Bids from Spain and Ukraine**

- Richard provided an overview of the two bids and their relative merits.
- IRF delegates David Baldwin and David Rowlands requested feedback from state/territory associations by the end of September to inform the ARA vote.
- The WARA delegates expressed their support for the Spanish bid.

**h) Other IRF matters**

- Nil

**9. TECHNICAL SUBCOMMITTEE (Convenor: David Baldwin)**

**a) Review of Australian Rogaining Championship 2015 Organised by NSWRA.**

- The water management proposal from the ARA Executive was described in the President's Report. This mandates a Water Management Plan and a new role of Water Steward, which is a vetter independent of the organisers.
- Warren Smith advised that there is a Water Management Plan in place for the WARA Australian Championship. Andrew Baker suggested that, based on experience in the 2014 ARC in Victoria, the safety car and water vehicle need to be separate roles.
- David Baldwin tabled a water management process document which can serve as a guide for planning water management for championship rogaines. He is requesting feedback from all states/territories with suggestions for improvements based on their existing water plans.

**b) Proposal For 'Water Steward' Appointment At Future ARCs**

- ACTRA will prepare a Water Management Plan for the 2017 ARC which can be used as a template for future ARCs.

**MOTION:** That the ARA Executive review the organiser's Water Management Plan (or appoint a Water Steward) to manage the competitor water drops at each future ARC.  
Proposed: David Rowlands. Seconded: Paul Guard. Motion passed.

**c) Future Revision of ARA Rules and Technical Regulations**

- There have not been any recent developments or planned changes to the rules and regulations.

**d) Electronic Scoring**

- Paul Szijarto provided an overview of the hardware features of the new WARA electronic scoring system.
- There was debate as to whether the electronic scoring system should mandate a requirement for all team members to record a control within two minutes, or any other time limit. Paul Guard pointed out that the organisers had the opportunity to apply to the Technical Committee in advance to request a variation to the rules, so that competitors could be given sufficient warning. David Baldwin added that it would be useful to analyse the data to understand the natural variation in time differentials. The AGM confirmed that the 2016 ARC will be held using the ARA Technical Regulations, which do not provide any time limit.

**10. INTERVARSITY (Convenor: Gill Fowler)**

**a) Location, Date for 2017 Intersarsity Championship**

- Next year the Intersarsity will be Australian Championship held by ACTRA on 6-7 May 2017.

**b) Appointment of University Convenor**

- Gill advised that she has limited time, but has offered to continue to manage the Australian University Sports (AUS) accreditation. The ARA Executive will take on the task of promotion of Intersarsity for 2017.

**c) Future NAMSF Funding**

- The NAMSF will be wound up in the coming years, with an amount of money to be transferred to the ARA. The ARA intends to continue student sponsorships, provided that the Intersarsity attracts sufficient and diverse participation from university teams.

**d) Australian University Sports (AUS) Accreditation.**

- Gill Fowler will manage the AUS accreditation for 2017. In 2015, the level 3 accreditation was deemed beneficial.

**11. GENERAL BUSINESS**

**a) ARA Website Upgrade**

- The new website is in the final stages of implementation. There is now a backlog of synchronisation work to be done.

**b) National Rogaine Entry System Proposal**

- David Baldwin presented a review of the ACTRA website/entry system at the 2015 AGM. He is planning to design and develop a national rogainie entry system for launch at the Australian Championship in 2017.

**c) Review of ARA Constitution Under Federal Law.**

- There have been no recent developments in planned improvements to the ARA constitution.

**12. OTHER BUSINESS**

- Nil

**14. NEXT AGM**

The next AGM is planned to be held at 2pm, Friday 5 May 2017, before the Australian Rogaining Championship, ACT.

The meeting was closed at 5:30pm.

### Tabled Documents

- President's Report – **2015-16 President's Report.pdf**
- Treasurer's Report – **2015 Treasurer's Report.pdf**
- Capitation/levies proposal 2017 – **ARA levies for 2017.pdf**
- Minutes of Previous AGM – **2015 ARA AGM Minutes.pdf**
- WRC 2016 Report – **14WRC2016 Lessons Learned Final.pdf**
- Water Management – **Water Drops Process.pdf**

### ARA Council as at 21/09/2016

**President:** David Rowlands  
**Secretary:** Paul Guard  
**Treasurer:** Michael Aylott  
**Immediate Past President:** Richard Robinson

### Delegates:

Alex Morgan	QRA	President
Paul Guard	QRA	Representative
Jon Potter	NTRA	President
Mike Dunbar	NTRA	Representative
Julie Quinn	ACTRA	President
David Baldwin	ACTRA	Representative
Gillian Fowler	NSWRA	President
Andrew Duerden	NSWRA	Representative
Paul Szijarto	WARA	President
Paul (Wil) Williams	WARA	Representative
Nick Bowden	RT	President
Nick Bowden	RT	Representative
Tom Lothian	VRA	President
Ron Frederick	VRA	Representative
Mark Porter	SARA	President
Steve Cooper	SARA	Representative