

ARA Annual General Meeting – Minutes

Fri 20th May 2005

1 Apologies and Notification of Proxies

The meeting was opened by the President at 2:15pm.

Apologies: Peter Taylor (Immediate Past President), Janet Bush & Dave Heatley (RT Pres & Rep), Lewis Carter (SARA President), Alan Mansfield (NSWRA)

Present: Phillip Holman (**PH**) - President and Chair, David Rowlands (**DR**) – Secretary and minute taker, Richard Robinson (**RR**) - Treasurer & QRA Rep, Emma Murray (**EM**) - ACTRA Pres, David Baldwin (**DB**) - ACTRA Rep, Mike Hotchkis (**MH**) - NSWRA Pres, Julian Ledger (**JLe**) - NSWRA, Jon Potter (**JP**) - NTRA Pres, Mark Raines (**MR**) – NTRA Rep, Michael Costello (**MC**) – QRA Pres, Rob Tucker (**RT**) - SARA, Andrew Murphy (**AM**) - SARA Rep, Di Young (**DY**) - VRA Pres, Jim Langford (**JLa**) - WARA Pres, Bryan McClintonck (**BM**) - WARA Rep.

Proxies:

- Rogaining Tasmania – 2 proxies held by Richard Robinson
- SARA – Lewis Carter’s proxy held by Rob Tucker
- VRA – Rep’s proxy held by President Di Young
- NSWRA – Rep’s proxy held by Julian Ledger

With 14 delegates present (19 including proxies) a quorum was obtained.

2 Minutes of the Previous Meeting

MOTION: “That the minutes of the 2004 ARA AGM be accepted as a true and correct record of the meeting.” Moved **RR**, Seconded **MH**. **MOTION CARRIED.**

3 Matters Arising from the Minutes Not Discussed Elsewhere

a) Tracking down of previous Intervarsity trophies

PT has not been able to locate the Intervarsity trophies, hence new trophies are required. This is addressed later in the meeting under General Business.

b) Distribution of colour rogaining brochures

PH reported that all states have had their stocks of the current rogaining brochure replenished in the past few months. With about 1000 spare copies remaining (currently in the hands of WARA), there is expected to be enough until the end of 2005.

c) Reprint of colour rogaining stickers

DR reported that Alan Mansfield had implemented a reprint of the stickers through the printer of the previous run. There are currently 1000 stickers spare, held by the Secretary.

d) Delegates' transport to AGM

The delegates' transport was implemented successfully for this AGM, though take up was low. The ARA provided a small subsidy. The Secretary should poll Councillors to determine viability prior to the next AGM.

ACTION: David Rowlands

4 President's Report

The Presidents Report was tabled. The President welcomed the new Councillors and briefly outlined the ARA's activities over the last 12 months. The Technical Committee has reviewed the Rules and Technical Regulations under the guidance of the Technical Convenor. NSWRA have been actively preparing to host the World Championship in 2006. The ARA provided grants to SARA and ACTRA, both toward provision of event communication equipment. The opportunity was taken to remember Nigel Aylott's presence at past AGMs and his contribution to the ARA.

5 Election of ARA Executive

All the Executive positions were up for election for a three year term. All incumbents nominated to continue. There were no competitive nominations.

- a) President:** Nomination: Phillip Holman.
Proposed **JLa**, Seconded **DB**. **ELECTED**.
- b) Secretary:** Nomination: David Rowlands.
Proposed **RR**, Seconded **MH**. **ELECTED**.
- c) Treasurer:** Nomination: Richard Robinson.
Proposed **DR**, Seconded **JP**. **ELECTED**.

6 Financial Matters

a) Treasurer's report

The Treasurer's Report was tabled. The Treasurer outlined a year of consolidation for the ARA in the area of financial and insurance matters. The Insurance Subcommittee completed its goal to establish a satisfactory cover at the best available rate. Remaining activity is to produce legally supported sample wording to be included in the states' landowner letters and indemnity forms. The Treasurer reminded Councillors that the insurance renewal is due soon. He requested rapid turnaround of payment by the states.

b) Setting of Capitation Fee for 2005-06

The Capitation Fee was waived in 2003 and 2004 because no states had applied for grants in the previous year. The expenditure on grants in the first half of 2005 and the expected expenditures going forward are such that the Treasurer recommended that this waiver not continue for 2005.

MOTION: "That the Capitation Fee be set at \$1." Moved **RR**, Seconded **DB**.
MOTION CARRIED.

c) ARA funds available for state grants

States are encouraged to apply for grants by 30 November each year. The Grant Application Policy is on the ARA website: <http://rogaine.asn.au/ara/docs/index.html>.

7 Australian Championship Schedule

a) 2006 VRA

DY confirmed that the event date is May 13-14 2006. Location is the western part of Victoria, near Avoca. Course setter is Derek Morris. Coordinator and Vetter details to be advised to ARA.

ACTION: Di Young

b) 2007 NTRA

JP reported that the event is planned for 28-29 June, in the Eastern MacDonnell Ranges, near Alice Springs. A number of major roles have already been filled and the landowner permission is completed. Course setting starts in November 2005. SARA offered to assist with personnel and equipment.

c) Subsequent years

MOTION: “That the subsequent allocation of Australian Championships be: 2008 NSWRA, 2009 WARA, 2010 ACTRA, 2011 RT, 2012 SARA.” Moved: **DY**, Seconded: **JLe**. **MOTION CARRIED.**

8 World Rogaining Championships 2006

a) Progress report

The Organiser's progress report was presented by **JLe** (see 7WRC REP ARA AGM 2005.DOC). The location will be within 500km of Sydney. Several candidate areas have been investigated and the event location will be finalised soon. The event promises navigation, strategic and physical challenges. The World Championship will take place on Friday-Saturday 13-14 October. This is the last weekend of school holidays in NSW and one week after the Australian Orienteering Championship in WA. Special photogrammetry has been ordered because existing maps are not adequate. WRC Manager Gordon Birch has not been in contact with NSWRA, instead the ARA Executive is providing the WRC manager role. It is acknowledged that an anomaly exists whereby the ARA is not a member of the IRF. The ARA is providing insurance cover for the event. The ARA's interest is to ensure that the event is of the highest Australian standard and therefore reflects well on the ARA and its member associations.

The ARA Executive has requested that NSWRA submit a timetable of event management milestones.

ACTION: Julian Ledger

Update the WRC web site to show that Event Organiser is Alan Mansfield.

ACTION: Julian Ledger

b) Requested loan for the event

MOTION: “That the ARA provide NSWRA with an interest free loan of \$10,000 to assist the NSWRA manage cash flow for the World Championship. The loan shall be repaid within 6 weeks of the conclusion of the event”. Moved: **JLe**, Seconded **DB**. **MOTION CARRIED.**

c) Procedures to control event numbers

An entrant limit has been discussed, with any limit dependent on land manager restrictions, which are as yet unknown. The meeting expressed caution regarding a selection process, bearing in mind that the limitation imposed for first World Championship in 1992 caused much angst, but ultimately was not necessary.

d) Promotion of the sport

Preliminary discussions have been held with several sponsors and publicity channels. NSWRA favour electronic promotion, but the consensus was that a hardcopy information flyer was essential to capture the attention of the fringe market. The World Championship provides an opportunity to focus promotion of rogaining by each state association. The meeting supported NSWRA's proposal to compile a calendar of supporting events around the WRC.

ACTION: Julian Ledger

e) Sleepmonsters.com web site advertising and rogaining forum

Sleep Monsters have both Australian and international sites to promote Adventure Racing and similar events such as rogaines. NSWRA have discussed promotion options with Australian contact Steve Cooper. The WRC is an opportunity to raise the profile of rogaining within these broader circles.

JLa expressed concern that the rogaining brand name should be protected by keeping any "rogaining forum" within the WRC site. ARA should confirm preferred approach regarding promotion within Adventure Racing with IRF.

ACTION: David Rowlands

f) New naming convention for the event

NSWRA have been told by Neil Phillips of the IRF to use the term "7WRC 2006 Sydney". However NSWRA would prefer to use the name "WRC 2006" because "WRC7" or "7WRC" causes confusion. The consensus was that whilst IRF has decided on a long name, a short name was also necessary.

9 Publicity

a) Publicity Officer

The Publicity Officer position remains vacant and volunteers or nominations are invited. There is potential to assist in promotion of the WRC. The President has offered to open discussions with Liz Bourne, a possible candidate.

ACTION: Phillip Holman

b) Brochures

As discussed earlier in the meeting, there is a 9-12 months supply of brochures remaining. **RR** proposed that the brochure, being seven years old, will be due for an update in design. The current publicity brochure contains a prominent picture of Nigel Aylott, which it was felt by the meeting should be changed as a mark of respect.

ACTION: Phillip Holman

10 Technical Subcommittee

a) Recommended amendments to ARA Rules and Regulations

Between January and May 2005, a review of the ARA Rules and Technical Regulations has been conducted. An agreement was reached through the ARA Executive and the IRF President to include a number of international participants in the discussions. Each state was represented on the Committee and most states made formal submissions. This was the first time that international representatives had been involved in either ARA or IRF rules deliberations.

The committee has recommended the following changes to the ARA Rules and Technical Regulations:

- All team members to approach to within 5m of controls (rather than previous 20m).
- Clarification of the “no punch, no points” rule and expectations for marking of intention sheets.
- Reflectors on controls banned at the Australian Championship.
- An Under-23 age category for the Australian Championship, to replace the Junior (under 18) category.

Given that discussions were still continuing a few days before the AGM, the consensus was that the committee should be given a further short period to finalise the recommendations. The changes are planned to take effect from 1 January 2006. The Convenor was requested to finalise the recommended changes and submit them to the ARA Executive by mid-June. The approval process shall be by electronic vote.

ACTION: Michael Hotchkis

b) Proposed amendments to Technical Sub-committee Charter

During the Committee’s discussion regarding the provision of water at events, it became apparent that a mechanism was required to identify, discuss and deal with instances where organisers did not adhere to the rules or regulations.

MOTION: “That the ARA Technical Sub-committee Charter be expanded to include: “The sub-committee shall conduct a review following each Australian Rogaining Championships, drawing on the experiences of the organiser and the participants, to examine issues arising related to the standard of the event with respect to the application of the Rules and Technical Regulations. The sub-committee, acting through the chair and relevant state representative, shall make contact with the organiser of the following Australian Rogaining Championships, to make the organiser aware of issues of concern regarding the application of the Rules and Technical Regulations.” Proposed: **MH**, Seconded: **DR**. **MOTION CARRIED**.

c) Water:

Water supply has been a problem at last two Australian Championships. However **MH** cautioned that ARA should not be writing guidelines into the Technical Regulations. A number of additional suggestions were made to deal with water management:

- WARA have one person who reviews water provision for every event.
- Manage through adoption of a formal risk management process (**PH**).
- Enforce a requirement to document procedures to be used on the day (**DB**).

- Organisers can use team flight plans to review water allocation after the event starts (**RR**).
- d) Position of IRF Technical Convenor 2005-2006**
Not discussed.
- e) Future review of ARA Rules and Regulations**
There were a number of items raised during the current review that would require substantial research and hence were deemed to be out of scope. However these issues such as electronic scoring and graphic control descriptions are worth discussing in the future. There is a need for an active subcommittee to continue into the future.
- f) Review and update of Environmental Guidelines (see attached).**
MOTION: “That the ARA re-ratify the Environmental Guidelines as documented in “ARA Environmental Guidelines v4.0”. Moved **PH**. Seconded **DR**. **MOTION CARRIED**.

11 General Business

- a) Intervarsity Trophy**
The Intervarsity “24 Hour Orienteering” competition which commenced in 1964 was the genesis of what is now known as rogaining. The competition was combined with the ARC from 1985, but has fallen away in recent years, due to the transient nature of the participants.

PH presented a proposal to provide a solid foundation to the Intervarsity competition by subsidising its participants, providing coordination and incentives. The funding for this proposal would be through Nigel Aylott memorial trust. An Intervarsity Trophy would be named after Nigel. The ARA informally endorsed this proposal.
- b) RR - Public Liability Insurance: status of indemnity forms.**
Finalise standard paragraph and place on ARA website.
ACTION: Richard Robinson
- c) RR - Public Liability Insurance: landowner letters.**
Finalise standard paragraph and distribute to the states.
ACTION: Richard Robinson
The ARA is proposing to support each state in obtaining legal approval in it's jurisdiction for the paragraphs, the subsidy being on a dollar-for-dollar basis up to \$200 maximum.
- d) ARA's negotiations regarding IRF constitution**
No activity in the last 12 months. The ARA's request for eight major changes to the constitution as submitted to the IRF in 2001 remains the basis of the ARA's position. No formal reply has yet been received from the IRF. Informal discussions by **PH**, **PT** and others since have not lead to any progress. As recommended at last year's AGM, it is worthwhile continuing negotiations. Proposal to implement through a committee consisting of **PH**, **RR**, **DR**, **PT**, Chris Solnordal and any other nominees from Council.
ACTION: Phillip Holman

e) ARA Council website

The Council website is not linked to the ARA public site and hence can be used with some privacy for Council business. Such potential uses include motions requiring electronic voting, IRF constitution proposals, and draft Technical Rules and Regulations. The ARA Council URL is: <http://rogaine asn au/aradocs>.

The ARA Council Policy documents have been moved to the public ARA Documents page: <http://rogaine asn au/ara/docs/index.html>.

f) ARA website

A major activity of the Secretary in 2004-05 was to collect, digitise and standardise all the results from the 25 Australian Championships held to date. These are now displayed on the ARA website at: <http://rogaine asn au/ara/results/results.htm>. **DB** requested that the results of the Interstate Challenge be completed and displayed on the ARA Results web page.

ACTION: David Rowlands

The ARA website is not well known by the rogaining population. **DR** proposed to continue improvements including more news and resources. The default Australian rogaining site <http://rogaine asn au> which contains a map with links to the state associations will be moved to a links page and its URL redirected to <http://rogaine asn au/ara>.

ACTION: David Rowlands

g) Accreditation with the Australian Sports Commission

Investigate accreditation with ASC and present costs and benefits to the ARA Council.

ACTION: Phillip Holman

h) Adoption of best practice risk management

WARA, NTRA and VRA have risk management policies. **PH and DY** stated that the benefits of formal risk processes include better management of events, closure of gaps in procedures and the protection of insurance premiums. In establishing the ARA's insurance policy, **RR** submitted the VRA process to demonstrate a culture of risk assessment in rogaining. However, according to **RR**, the ARA is not bound by this requirement.

DY presented a brief overview of the VRA Risk Management Process, based on AS4360, which includes the following steps:

1. Brainstorm risk types
2. Assess likelihood and severity
3. Analyse appropriate controls for high risks
4. Implement improvements where the control is poor
5. Conduct an annual review
6. Write policy

The VRA Risk Management Process should be put on the ARA Council web site so that other states can quickly develop policies or improve existing procedures.

ACTION: Phillip Holman

i) Sponsorship guidelines

The QRA sponsorship guidelines were circulated by **RR** some time ago. **JLe** has offered to write the ARA sponsorship guidelines.

ACTION: Julian Ledger

j) Application to rename Mt Nelse West

MOTION: "That the ARA endorse Jeff Symond's submission that Mt Nelse West be named after Nigel Aylott". Moved: **PH**, Seconded: **RR**. **MOTION CARRIED.**

The next ARA AGM is proposed for the Friday afternoon prior to the Australian Rogaining Championship, in Victoria. Time: 2:00pm - 5:00pm. Location: at or near the Hash House.

The meeting closed at 4:58pm.

Attachments:

- Presidents Report: 2004 PRESIDENTS REPORT.DOC
- Treasurers Report: 2004 TREASURERS REPORT.DOC
- WRC 2006 progress report: 7WRC REP ARA AGM 2005.DOC
- Environmental Guidelines: ARA ENVIRONMENTAL GUIDELINES V4.0
- Technical Sub-committee report: ARA TECHNICAL SUB REPORT 05.DOC