

**Canadian Orienteering Federation  
Board of Directors Meeting  
Oct 21, 2008**

**In attendance via conference call:**

Charlotte MacNaughton, Andrée Powers, Ian Sidders, Mark Rosin, Paul Looker, Alex Kerr

**Not in attendance:** All in attendance

**Quorum present?** Yes

**Chair:** President Charlotte MacNaughton

Meeting called to order by President Charlotte MacNaughton

Charlotte MacNaughton agreed to act as **Secretary** for meeting.

**AGENDA**

1. Approval of agenda (Moved by Mark. Seconded by Andree. Carried)

2. Welcome to new Board members Mark and Alex

2.1. Charlotte welcomed the new Board members and outlined expectations.

3. As per constitution, appoint Executive Vice President

*4.04 Executive Vice-President - During the absence or disability of the President, his duties shall be performed and his powers exercised by the executive vice-president designated by the board after board elections are completed. The Executive Vice-President shall be an elected member of the board.*

MOTION: That Andree Powers be designated at Executive Vice-President (Moved by Paul. Seconded by Mark. Carried)

4. As per constitution, the COF Board can appoint individuals to fill vacancies on the COF Board.

We currently have a vacancy for a two year term that ends at the 2009 COF agm. Charlotte has recruited Wayne Hellquist from Regina for this position. Wayne has a great deal of governance experience with sport organizations. Wayne will join the SOA to fulfill the requirements for membership according to the COF by-laws. SOA agrees to support his nomination. COF Board will vote by email for his appointment after Wayne joining and receiving support from the SOA.

5. The draft minutes from the COF AGM were presented. Action items from 2008 AGM:

5.1. Discussion regarding increasing affiliation fees and/or provincial association to help COF financially to ensure projects move forward, support as needed (eg team leader costs to JWOC). Discussed possibility of approaching the wealthier clubs and provincial associations to assist with various COF projects after COF Board has created 2009 plan. Don't feel it's appropriate to raise affiliation fees. But to talk with the wealthier associations/clubs.

- 5.2. 2011 Canadian Orienteering Championships > no bids received, COF Board to recruit a host. Nova Scotia not interested at this time. COF Board to recruit a host. Need to think about possible hosts. Andree suggests looking into a NWT or NL?  
*Board members asked to think about possible hosts.*
- 5.3. Constitution amended to include Athlete Rep. Updated version on [www.orienteeing.ca](http://www.orienteeing.ca). Election process being created. Athlete Rep to be officially elected by early December by and the Athlete Rep will join the COF Board.
- 5.4. Request for COF rule review regarding misplaced controls, when to throw out a course, too ambiguous as is. *Charlotte to talk to Mike Smith about doing more work on the rule revisions. And will recruit a few others to assist with this. High priority item.*

6. 2010 Canadian Orienteering Championships

COF Board charged to recruit and appoint a host. Expecting a bid from Ottawa Orienteering Club. Ottawa club comfortable to host COCs in late August, understanding that NAOCs will be in BC in early July. COF Board expects to receive formal bid from Ottawa soon.

7. 2010 North American Championships > IOF regional championships

IOF would like the 2010 North American Championships to be an IOF sanctioned regional championships. Charlotte has talked with Jim Webster (event chair) and he is happy with this. IOF requirements for a regional championships:

- 7.1. Regional Championships are only for elite classes but they can easily be part an event or series of events with a wider range of classes
- 7.2. They need to conform to the IOF Rules for competition (on the IOF website)
- 7.3. The IOF appoints a Senior Event Advisor
- 7.4. Would ideally include 3 World Ranking Events (WREs)
- 7.5. The sanction fee for regional championships, the IOF Council has decided that, in regions with less than 15 IOF members, the fee is 500 EUR (foot orienteering, MTB orienteering and ski orienteering) and for trail orienteering 250 EUR up till and including the year 2012
- 7.6. If the Regional Champs events and the WREs are same competitions, the organiser won't have to pay any separate WRE fees (included in the 500 EUR levy). If one or more of the WREs are organised separately but in conjunction with the Champs, the interpretation might be different
- 7.7. The organizing committee would not have to pay the international travel expenses for the IOF event advisor, only the local costs (travel, accommodation, food) as for other major IOF events

MOTION: That the COF request sanctioning for the 2010 North American Orienteering Championships to be an IOF regional championship. (Moved by Mark. Seconded by Alex. Carried)

8. Magnus Johansson appointment as 2009 national team coach

Ted de St. Croix officially resigned from his national team coach roll last year, but was willing to assist with team selection. Magnus Johansson (GVOC member) would like to be the 2009 national team coach – as a volunteer. A position description has been created. (available at [www.orienteering.ca](http://www.orienteering.ca))

MOTION: That Magnus Johansson be appointed at the 2009 national team coach.  
(Moved by Alex. Seconded by Mark. Carried)

Maybe this is one of the areas where the wealthier clubs and associations can assist. Also the athletes have been talking about different ways to best use the HPP funds.

## 9. Newsletter

- 9.1. Need to edit and send out a newsletter within the next 4-6 weeks. *Paul has agreed to put this newsletter together. Charlotte will send him information to get this started.*
- 9.2. Need to decide on future of newsletter, electronic only, partner with ONA, continue with hardcopy. COF wants to ensure that there is a mechanism to get information to all orienteers in Canada. *Charlotte to gather feedback from the provincial associations and consider a survey to Canadian orienteers as well.*

## 10. Officials program

- 10.1. This is the highest priority project for the COF. Top priority because we want anyone organizing an orienteering in Canada to have done some certification. Draft framework is at the end of these minutes. Have received positive feedback on the module concept and COF Board is comfortable with this general framework. FWOC hired someone to write an Orienteering 100 manual. He has been slow to get this done. Andree says it is in the works. Consider possibility of paying someone to be a project manager to get this moving forward? John Rance has updated the course planning material. Alex wonders if there is a need for fewer modules – not spread the modules too thin. Need tweaking to determine what modules are offered. Need discussion re delivery, what can be done on-line, in person, what requires practical component, mentoring, how to evaluate. Andree points out that various people have created updated materials for some of the materials already. Others with an interest on working on this include John Rance and Adrian Zissos.  
*Alex, Andree, Ian will meet to talk about next steps. Andree has an interest in determining the course delivery component. Alex interested in the technical content. Need to create plan to move this project forward.  
Mark will recruit a volunteer to type the contents of the current B meet manual.*

## 11. Plan / budget

The next COF meeting will focus on creating a 2009 plan. We need to better prioritize to be sure that most important plan items move forward successfully.

## 12. 2009 National Orienteering Week

Dates have been set for May 2 – 10, 2009. Basic promo materials were created last year. Plan to create more promo templates this year.

*Board members to help get the word out so that all clubs across Canada are doing an event that week.*

13. Pat de St. Croix

Should the COF create an award, fund, project... to commemorate Pat and her wonderful contribution to the COF and orienteering? One idea is to create an annual COF award named in her honour.

*Charlotte to talk with the OOA and the Ottawa Orienteering Club to ensure coordinated effort.*

14. Next meeting

Tuesday December 2 (Moved by Mark)

15. Adjournment

## **COF Officials Program draft framework**

Finishing all the components of a level certifies an individual to organize:

Orienteering 100	a park event / a typical Wednesday evening event
Orienteering 200	a forest event / a typical B meet
Orienteering 300	a typical A meet and provincial, western/eastern provincial championships
Orienteering 400	a Canadian or North American championships
Orienteering 500	to be an event advisor at a World Ranking Event (as well as experience with championship events and recommendation from the COF, see IOF web site for details)

### **Orienteering 100**

An evening long course (partly on-line?) to provide all the basics to put on a simple park event (a typical Wednesday night meet).

(No prerequisite) (Practical component required)

### **Orienteering 200**

A two day course (partly on-line?) to prepare the official to be able to organize a forest event (a traditional B meet). Essentially an updated version of the current Level 1 officiating course.

(Prerequisite: Orienteering 100 or orienteering experience)

(Practical component required)

### **Orienteering 300 and 400 MODULES**

(some mandatory for all, some mandatory only for officials working in that area)

- Course planning theory – basic
- Course planning theory – advanced
- Advising (event controlling)
- Meet Directing (including promotion, sponsorship, media)
- Electronic timing – basic
- Electronic timing – advanced (electronic timing software)
- Mentoring
- Map updating, mapping, OCAD
- Start and finish procedures
- Instructing officials courses
- Volunteer Management
- Rules and jury
- Rescue, risk management, safety (likely as part of 100 and 200 levels)
- Other?

Mandatory for those organizing events in these disciplines:

- Ski orienteering
- Mountain bike orienteering
- Trail orienteering
- Rogaine

### **Orienteering 500: World Ranking Event Advisor Clinic**

A two day course (partly on-line?) taught by an IOF instructor.

(Prerequisite: Have experience as a key official at national/north American championships)

