

MISCELLANEOUS POLICIES AND BY-LAWS

1 INTRODUCTION

- 1.1 These By-Laws and Policies, other than 2.1 which are constitutional, take effect as of the result of resolutions passed at an Annual General Meeting or Special General Meeting of the New Zealand Orienteering Federation (Orienteering NZ), or by the Orienteering NZ Council, in accordance with the powers invested it under the New Zealand Orienteering Federation Constitution (4a).

2 BY-LAWS

- 2.1 Annual General Meeting powers (as per Constitution 7a)
- 2.1.1 Elect the President and Vice-President.
 - 2.1.2 Consider amendments to the Constitution.
 - 2.1.3 Determine the affiliation fees (See 3.2) and event levies (See 3.3).
 - 2.1.4 Accept new clubs.
 - 2.1.5 Consider and decide any other matter properly brought before the meeting.
- 2.2 General Manager powers
- 2.2.1 Pay accounts within approved limits.
 - 2.2.2 Manage the sub-committees.
 - 2.2.3 Set rates of payment to coaches, in conjunction with Coaching Director, for Orienteering NZ Training Camps.
 - 2.2.4 Determine University Sport NZ Blues criteria.
- 2.3 Executive Committee powers
- 2.3.1 Day to day business of the federation (as per Constitution 4e)
 - 2.3.2 Arrange for Sport NZ Grant applications.
 - 2.3.3 Decide on international competitions, dates, grades etc.
 - 2.3.4 Approve rules for international competitions, e.g. ANZ Tests, Oceania Champs.
 - 2.3.5 Endorse NZ Team selections.
 - 2.3.5.1 In endorsing teams, the Executive will take into account any of the following:
 - athlete is not eligible to represent NZ
 - athlete is not a current member of an affiliated club
 - athlete is currently suspended under the anti-doping policy
 - athlete has previously had disregard for the code of conduct
 - athlete has unpaid debts to Orienteering NZ.
 - 2.3.6 Appoint NZ Team Managers and Coaches; Squad Managers and Coaches.
- 2.4 Council powers
- 2.4.1 Approve Orienteering NZ Policies, as required, see 3.1.
 - 2.4.2 Appoint General Manager.
 - 2.4.3 Appoint auditor and honorary solicitor.
 - 2.4.4 Appoint Orienteering NZ Officers and members to Orienteering NZ Committees, See also 2.5.
 - 2.4.5 Approve all payments, with prior approval for unbudgeted amounts up to \$2,000.
 - 2.4.6 Approve the major fixtures list (applies to Technical, MTBO & Rogaine Committees).
 - 2.4.7 Approve Competition Rule changes (applies to Technical, MTBO & Rogaine Committees).
 - 2.4.8 Approve Orienteering NZ Awards Scheme (See Section 4)
 - 2.4.9 Approve appointment of graded controllers (applies to Technical, MTBO & Rogaine Committees).
 - 2.4.10 Approve applications for Orienteering NZ Development Funding.
 - 2.4.11 Approve budgets for presentation to General Meeting.
 - 2.4.12 Approve applications for Gaming Trust (& other charitable trust) funding.
 - 2.4.13 Set rates of payment to tutors for Orienteering NZ Seminars/Clinics.
 - 2.4.14 Set one day event participation fees.
 - 2.4.15 Confirm Award recipients, including Kapiti Havoc Trophy.

- 2.4.16 Confirm "Orienteering NZ Award" winners
- 2.4.17 Confirm winner of Brighthouse Trophy.

2.5 Appointments of Officers and Committees

- 2.5.1 Officers and Committees for which the Orienteering NZ Council makes appointments, as per 2.4.43, are set out in Schedule 1.
- 2.5.2 Applicants for positions on the Orienteering NZ Selection Panel must be nominated by a club.
- 2.5.3 One member of each committee/panel will be appointed as Convenor.
- 2.5.4 Orienteering NZ Officers employed by Orienteering NZ, under contract, cannot delegate nor have any person perform their obligations, or appoint any subcontractor without the written approval of the Orienteering NZ Council.
- 2.5.5 Where Orienteering NZ Officers sub-contract work, the rate if higher than that set as per 2.4.13 must be approved

3 POLICIES

3.1 Policies contained in separate documents (*adopted as per 2.4.1, refer specific documents*)

- 3.1.1 Orienteering NZ Anti-Doping Policy (approved NZOF Council, 27 Nov 2004)
- 3.1.2 Orienteering NZ Selection Policy (approved NZOF, 9 April 2004)
- 3.1.3 Orienteering NZ Junior Sport Policy
- 3.1.4 Orienteering NZ Health & Safety Policy (approved NZOF Council, 26 Nov 2005)
- 3.1.5 Orienteering NZ Code of Conduct (to be adopted)
- 3.1.6 Orienteering NZ Code of Behaviour for Junior and Squad Training Camps
- 3.1.7 Government Policy on Volunteering
- 3.1.8 Orienteering NZ Policy – JWOC (2009)
- 3.1.9 Orienteering NZ Youth Council
- 3.1.10 Orienteering NZ Policy on Applications to Gaming Trusts
- 3.1.11 Orienteering NZ Policy – World Schools (currently suspended until corrected)
- 3.1.12 Orienteering NZ Volunteer Policy

3.2 Club Affiliations

- 3.2.1 All members of clubs are affiliated to Orienteering NZ by way of a club affiliation levy, other than those who are members of a club by way of an institutional membership, e.g. school, polytechnic.
- 3.2.2 The total levy is set to provide revenue of \$12,500 in the 2002 year and is inflation linked for subsequent years.
- 3.2.3 The levy per club is based on club membership as at 31 December of the previous year (with a \$100 minimum).
- 3.2.4 Membership for affiliation purposes is calculated as ordinary seniors (excluding Orienteering NZ Life members) + 0.5 ordinary juniors.
- 3.2.5 Juniors are defined as age 20 or under as at 31 December of the reference year.

3.3 Event Levies

- 3.3.1 The levy amount is 25% of the entry fees of all orienteering events, **except** rogaines, for which the rate is 12.5%.
- 3.3.2 The levy applies to the gross event fee.
- 3.3.3 Money collected for items such as food, drinks, clothing, or on behalf of third party agencies (i.e. general public gate fees to parks, reserves, etc) is not deemed to be event fees.
- 3.3.4 Orienteering events are defined as events that require entrants to navigate using a map. They do not include fun runs and training events (where an Orienteering NZ approved instructor is involved in coaching).
- 3.3.5 However they do include:
 - Schools events, other than primary school events, run by an orienteering club, or club member.
 - All events run by individuals (affiliated members of a club) who would expect Orienteering NZ to cover their public liability insurance requirements.
 - Entry fees from the general public.
 - Events run by groups such as National Orienteering Squad, Development Squad etc.
- 3.3.6 A rogaie is defined as an endurance event of two hours or longer exclusively for teams of 2-5 persons, where teams navigate between fixed points on a given map and members travel together as a team at all times.



- 3.4 One-event participation fees
- 3.4.1 Entries to A level competitions, except NZSSSC and other schools events, under Competition Rule 6.2, are permitted from those not members of Orienteering NZ or an IOF member organisation, upon payment of a one-event participation fee.
- 3.4.2 In the case of multi-day events, the one-event fee must be paid for each separate competition entered.
- 3.4.3 The fee shall be set by Orienteering NZ Council (as per 2.4.14) and be added to the general event fees and then levied at 25%, the same as for all other entry fees. (See Schedule 3 for current rates.)
- 3.5 Travel Equalisation
- 3.5.1 At the 1995 AGM it was agreed that travel equalisation would apply to the AGM and other council approved seminars. The following are the rules that were subsequently adopted:
- 3.5.2 Travel equalisation shall apply to the Orienteering NZ AGM and any other national seminar, approved by Orienteering NZ Council, where participation of all clubs is required except, *as per the remit passed at the 2005 AGM*, for meetings and/or seminars held in conjunction with the national foot orienteering championships.
- 3.5.3 For the AGM, *as per the remit passed at the 2002 AGM*, all clubs whether they attend or not must participate in the travel equalisation. For other seminars, costs will be shared by clubs with members present.
- 3.5.4 It will be based on one member from each club.
- 3.5.5 Costs will be based on the most economical reasonable method. Airfares are based on the most economical fare available if booked at least 1 month in advance of the event. Cars are based on the Orienteering NZ mileage rate, as per Schedule 2. Where car pooling is possible, cost will be allocated equally to participating clubs. Other costs will be calculated on the most economical reasonable method available. Actual costs will not be taken into account except in exceptional circumstances.
- 3.5.6 Allocation of costs will be as follows:
- 50% of total costs will be shared equally by each club.
 - 50% will be allocated in proportion to the number of members affiliated to Orienteering NZ at the end of the previous financial year.
 - Accurate figures will be sent to clubs following the meeting. Where payment by a club is required, this must be paid within 1 month of the date of the invoice. Payments to clubs will be as soon as possible after the meeting, but will be sent not later than 1 month from the meeting.
- 3.6 Meetings
- 3.6.1 Orienteering NZ Councilors & Officers are entitled to be reimbursed for fair and reasonable expenses incurred in attending Council & Committee meetings.
- 3.7 Technical
- 3.7.1 Controller Accreditation (Refer separate document).
- 3.8 Coaching
- 3.8.1 Coaching Accreditation (Refer separate document).
- 3.8.2 Training Camp Management Policy (Refer separate document – to be adopted).
- 3.8.3 Funding for Orienteering NZ Training Camps. For senior camps, Orienteering NZ will pay for fees to coaches and other approved tutors; travel to and from the camp for assistants (e.g. cooks), trainee coaches, and approved coaches. Funding for junior camps, as for senior camps plus internal camp travel for attendees. In addition, funding is to be based on a flat fee per camp plus a per head contribution. This ensures for larger camps, when there are more coaches, that there is a larger pool of Orienteering NZ coach funding. Any surpluses arising from camps are not redistributed, but are paid to Orienteering NZ. As at August 2008, the base amount per junior camp is \$1,000 plus \$10 per person, capped at \$2,000.
- 3.8.4 Use of rental vehicles for camps. In the event of an accident Orienteering NZ will pay the insurance excess unless the driver is legally responsible for the accident. The excess should be at the minimum level possible.
- 3.8.1 Support for National representatives
- 3.9.1 Orienteering NZ will pay the race entry fees on behalf of all competitors selected to represent New Zealand at the World Orienteering Championships and the Junior World Orienteering Championships in foot orienteering (AGM 2007).



- 3.9 Trophies
- 3.9.1 Orienteering NZ will fund the maintenance or (if necessary) the replacement of donated trophies.
- 3.9.2 Engraving is the responsibility of the trophy holder. Orienteering NZ will reimburse the cost of engraving of trophies upon production of receipts.
- 3.10 Medals and certificates
- 3.10.1 Except where provided by sponsorship arrangements, medals and certificates for NZ Championship events are the responsibility of the host club.
- 3.11 Investment Policy
- 3.11.1 Orienteering NZ funds not required for the day-to-day running of the organisation shall be invested with ASB in term investments at the maximum interest rate obtainable, subject to the proviso funds shall only be invested in term deposits for a period of 6 months or shorter.

4 ORIENTEERING NZ AWARDS SCHEME

- 4.1 Outline
- 4.1.1 For all A-level events, participants will be awarded, on request to the Orienteering NZ Statistician, a badge in recognition of their performance, relative to their peers, as specified in 4.2.
- 4.1.2 For any B-level event to be included, the organisers must apply to the Orienteering NZ Fixtures Officer.
- 4.1.3 Credits for the Award Scheme shall be calculated by the Orienteering NZ Statistician.
- 4.1.4 It is the organiser's responsibility to ensure results are sent to the Statistician.
- 4.2 Credits
- 4.2.1 All IOF members are eligible for credits; however those not members of Orienteering NZ are not included in the base calculations.
- 4.2.2 Base calculations are:
- First two New Zealand competitors if five or more finishers
 - First New Zealand competitor if three or four finishers
 - Iron credit only if one or two finishers.
 - However, for gold credit calculations only one finisher is required in classes where the age is 75 or above.
- 4.2.3 Credits are:
- Gold: within 12.5% of the base calculation
- Silver: within 25% of the base calculation
- Bronze: within 37.5% of the base calculation
- Iron: for completing the course.
- 4.2.4 Credits described in 4.2.3 apply to all grades, however, higher grades can be used for calculating base times (e.g. M12 for W12, M40 for M45) if there are not enough finishers AND both grades are on the same course.

5 ELIGIBILITY FOR NZ REPRESENTATION/TITLES

- 5.1 National Teams
- 5.1.1 For WOC, JWOC, A-NZ Tests and ANZ Challenge, representatives must be a current financial member of a club affiliated to Orienteering NZ and be eligible to hold a New Zealand passport.
- 5.1.2 For NZ Schools team, representatives do not have to be a member of a club affiliated to Orienteering NZ; any bona fide secondary school student is eligible (i.e. any student undertaking a course of study at a NZ secondary school).
- 5.2 NZ Championship Titles
- 5.2.1 For NZ championships (including inter-club relay championships), titleholders must be permanent residents of New Zealand.
- 5.2.2 For NZ Secondary School championships, titleholders (as per the NZ Secondary School Sports Council) need only be a bona fide student (NZ or overseas); that is studying at least 80% of a programme that is part of the timetable provided by the school for at least four weeks prior to the event.
- 5.2.3 NZ Secondary School Championships are restricted to students, years 9 to 13.



5.2.4 New Zealand Year 7/8 School Championships to be run in conjunction with the NZ Secondary School Championships.

6 NATIONAL SQUAD CRITERIA

- 6.1 The National Orienteering Squad is made up of athletes with a) the potential to represent NZ in elite competition in the next three years and b) an ongoing commitment to seeking excellence in orienteering.
- 6.2 Criteria are as determined by the Orienteering NZ Selection Panel and currently are as follows.
- 6.2.1 National Orienteering Squad members or prospective members will compete regularly in the M/W21E class at major NZ events, in particular world ranking events. As a guideline, participation in at least 12 Orienteering NZ major events during any two-year period would be expected, where individual days of a multiday are regarded as separate events.
- 6.2.2 National Orienteering Squad members or prospective members are expected to race within 125% of the fastest Orienteering NZ member's time in at least 75% of major event races run. These would include individual Super Series and other Orienteering NZ major orienteering events and events of equivalent standing overseas in which at least three squad members compete.
- 6.2.3 National Orienteering Squad members or prospective members based overseas are expected to participate in sufficient world ranking events to allow objective comparison against squad members based in New Zealand.
- 6.2.4 Removal of an athlete from the National Orienteering Squad would only occur following consultation with the National Squad Coaching Coordinator and the High Performance Director.
- 6.2.5 Injury problems are taken into account on a case by case basis.
- 6.3 Orienteering NZ will provide extra financial support for the athletes considered likely to qualify for an A-final at the World Orienteering Championships. These athletes to be referred to as endorsed athletes. The aims are:
- to encourage the very best athletes to go every year:
 - to maintain New Zealand's results at their best level and thereby motivate others: and
 - to specify that our result goals are to have athletes qualifying for finals (and doing well in the final).
- 6.3.1 The following criteria for athlete endorsement in any given year will be:
1. Qualification for an A-final at the previous year's World Championships (WOC). Or
 2. Achieving a World Ranking points score above the qualifying standard at one or more of the WOC trial events. This qualifying standard is effectively a World Ranking points score that would have ensured A-final qualification for the same discipline (sprint, middle or long) at the previous year's WOC. Or
 3. Having 2 or more live (within the year prior to the first day of the trials) World Ranking points scores above the qualifying standard.
- 6.3.2 A non-endorsed athlete that reaches an A-final at WOC will be retrospectively endorsed to the level of the other endorsed athletes, within the High Performance budget, the total amount for endorsed athletes being capped in advance for that year. This is the only way for an athlete to gain endorsement after team selection has taken place.

7 DEVELOPMENT SQUAD CRITERIA

- 7.1 The Development Squad is made up of orienteers who have the potential to be in the **National Squad** (refer 6.2) in the foreseeable future. Members are usually of age 17 to 20 - but there can be exceptions at the younger end. In total the squad usually numbers between 20 and 30.

8 CRITERIA FOR UNIVERSITY SPORT NZ BLUE

- 8.1 As per University Sport NZ's requirements, to be eligible nominees must meet the following criteria.
- 8.1.1 Be enrolled at a NZ University or have graduated one year prior to the presentation of the award.
- 8.1.2 Have paid students association/university fees.
- 8.1.3 Be a competing member of a university club where possible.
- 8.1.4 Have passed the national qualifying standard set by Orienteering NZ, see 8.2.
- 8.2 The Orienteering NZ standard for nomination is:
- 8.2.1 To have represented New Zealand in at least one of the following: World Orienteering Championships, World Orienteering Cup, (either foot orienteering or mountain bike orienteering).



9 NEW ZEALAND CHAMPIONSHIPS

- 9.1 New Zealand foot-orienteeing individual championships are contested in the following disciplines: sprint distance, middle distance, long distance. Refer Orienteering NZ Competition Rules.
- 9.2 National inter-club relay championships are run in conjunction with the New Zealand individual Championships. Refer Orienteering NZ Competition Rules.
- 9.3 New Zealand Secondary School foot-orienteeing individual championships are contested in the following disciplines: sprint distance (as from 2012) and long distance. Inter-school relays are held in conjunction with the individual championships.
- 9.4 Three inter-school points competitions are also contested at the New Zealand Secondary School foot-orienteeing championships, namely: top school, premier school and small school. The details of each competition are appended below as Schedules 6 to 8 respectively.

10 MAPS IN SCHOOLS SCHEME

- 10.1 Orienteering NZ has initiated a programme of providing maps of schools for the purpose of introducing school children throughout New Zealand to the sport of orienteeing.
 - 10.1.1 Map making is free for schools if they buy in a tutor for a series of 4-6 sessions.
 - 10.1.2 If fewer sessions are required a proportion of the map cost is free.
 - 10.1.3 Orienteering NZ pays for the cost of the map at the rates as per Schedule 5.
 - 10.1.4 Maps should be full colour and drawn, using OCAD. The school receives 10 colour masters, which can be photocopied and laminated.
 - 10.1.5 The school receives a free resource pack with future lesson ideas and examples of gear needed to run a school based orienteeing session.
 - 10.1.6 The tutor's work in the school besides that with the students also includes in-service training for teachers to allow them to run the initial sessions next time round.

11 DEVELOPMENT FUNDING

- 11.1 General Development Funding Guidelines (see separate document) but the following should be noted:
 - 11.1.1 Applications from clubs for Orienteering NZ development funding must include the club's most recent annual accounts, preferably audited.
 - 11.1.2 If an event carries unsponsored prizes then it is deemed to be sufficiently profitable that Orienteering NZ will not consider any development grant or other form of subsidy. [Council, March 2002]
- 11.2 Kiwisport Development Funding
 - 11.2.1 Orienteering NZ will fund Kiwisport development for teacher training and/or Kiwisport School mapping, where is done in conjunction with (or with the acknowledgment of) of the local Regional Sports Trust.
 - 11.2.2 Expenses that can be claimed are for 'out-of-pocket' expenses and include return travel to the school, teaching resources, mapping resources and child care if tutor/mapper is a parent and has to arrange this while tutoring/mapping.
 - 11.2.3 Expenses can be claimed in lieu of the club paying them but cannot be claimed if they are reimbursed by the Regional Sports Trust. (Receipts must be provided where applicable.)



SCHEDULE 1: Orienteering NZ OFFICERS AND COMMITTEES (as at March 2013)

Officers	Committees (maximum number of members)
Coaching Director	Selection Panel (3)
High Performance Director	Technical Committee (4)
Schools Coordinator	Mapping Panel (4)
Webmaster	MTBO Committee (4)
Fixtures Officer	Rogaine Committee (4)
Statistician	Coaching Advisory Panel (3)

Coaching Coordinators

National Squad
Development Squad

SCHEDULE 2: RATES OF PAYMENT (as at August 2012)

Rate for the conduct of Orienteering NZ Seminars/Clinics is \$20 per hour with a maximum per tutor per clinic of \$300.

Rate for qualified coaches at Orienteering NZ Training Camps/Coaching Clinics is \$100 per day.

Rate of reimbursement for use of private motor vehicle is 40c per kilometre.

SCHEDULE 3: ONE EVENT PARTICIPATION LEVIES (as at August 2012)

Fee per day:

Senior \$10.00

Junior \$5.00

Family \$25.00

SCHEDULE 4: CLUB ABBREVIATIONS

The following 2-letter abbreviations should be used for all competitions and results, where the full name is not being used.

Auckland	AK
Bay of Plenty	BP
Counties Manukau	CM
Dunedin	DN
Hawkes Bay	HB
Hutt Valley	HV
Marlborough	MB
Nelson	NL
North West	NW
Peninsula and Plains	PP
Red Kiwi	RK
Southland	SD
Taranaki	TK
Taupo	TP
Waikato	WK
Wairarapa	WR
Wellington	WN

SCHEDULE 5: RATES FOR MAPS IN SCHOOLS SCHEME (as at August 2012)

Rates per map:

Fieldwork \$200.00

Cartography \$75.00

SCHEDULE 6: TOP SCHOOL POINTS COMPETITION

This is the longest running school points competition and caters for the broadest spread of students. It is intended that the trophies go to the schools that display the greatest depth of orienteering talent at all levels. There are separate trophies for boys and girls.



Only 3 competitors in each age grade contribute to the school's points. That is, a maximum of 9 competitors (3 at each age) are able to earn points for their school.

In the individual (long) competition the best three results at each age grade, whether in the Championship or Standard event, are counted. At least one of these results must be from the Championship level (i.e. a school entering all its competitors in the Standard level will be able to count only two results).

In the individual (sprint) competition the best three results at each age grade will be counted. Only the Championship level is offered.

In the relay, only the highest positioned team from any school in each age grade will count. (Runners in composite teams do not count).

Points for this competition are as follows:

- Individual (Sprint) - Championship: 1st - 25 points, 2nd - 24, 3rd - 23, down to 25th - 1 point.
- Individual (Long) - Championship: 1st - 25 points, 2nd - 24, 3rd - 23, down to 25th - 1 point.
- Individual (Long) - Standard: 1st - 15 points, 2nd - 14, 3rd - 13, down to 15th - 1 point.
- Relays - 1st team - 60 points, 2nd - 54, 3rd - 48, down to 10th - 6 points.

SCHEDULE 7: PREMIER SCHOOL POINTS COMPETITION

This competition (secondary schools only) is supported by the event sponsor, with boys' and girls' trophies. It is aimed at encouraging schools to support their top performing competitors at national level. The winners are the schools that have the best performance by their top competitors at Championship level only, in both individual events (sprint and long). The results of one competitor from each school in each Championship age grade count, with points from 10 for 1st to 1 for 10th.

SCHEDULE 8: SMALL TEAMS POINTS COMPETITION

This competition (secondary schools only) is to cater for schools that have insufficient numbers or an inadequate spread of students to compete seriously in the Top School Competition. It is restricted to schools that have entered 5 or fewer competitors. There are separate boys' and girls' competitions. Certificates are awarded to the winning school and the place getters. This competition will be based on results in the Top School Competition.

