

## 5. Bylaws and Procedures

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These Bylaws and Procedures should be read in conjunction with the OQ Constitution and the OA Operations Guide.

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## 5.1. Administration

- 5.1.1. Administration of Orienteering Queensland Inc (“OQ”) will be carried out by the Management Committee (as specified in the Constitution). The Management Committee will consist of 7 positions, namely the President, Vice-President, Secretary, Treasurer and the Chairs of Development, Performance and Technical. The Management Committee is elected by members at the Annual General Meeting in line with paragraph 18 of the Constitution.
- 5.1.2. The Operations Committee is a permanent sub-committee of the Management Committee. It will meet at every second monthly meeting. It consists of voting and non-voting members. The voting members consist of the Management Committee and one delegate from each affiliated club (as nominated by the club). Each member of the Operations Committee with voting rights will have an equal vote. Non-voting members of the committee include all paid officers, club presidents and other members of OQ holding positions recognised by the Management Committee. Operations Committee recommendations only become valid after ratification by the Management Committee which may occur at the Operations Committee meeting if a majority of the voting members of the Management Committee are present.
- 5.1.3. Additional sub-committees will be made up of club members holding similar roles to that of the chair and other parties as appropriate. Other sub-committees may be formed, or individuals appointed, as the Management Committee deems appropriate.
- 5.1.4. Roles within the Operations Committee may include, but are not limited to:
- Administration Officer
  - Membership Officer
  - Member Protection Information Officer
  - Equipment Officer
  - Mapping Officer
  - MTBO Co-ordinator
  - Web Manager
  - OQ Weekly Bulletin Editor
  - Marketing and Promotions Officer
  - Athlete Development and High Performance
  - Coaching Director
  - Junior Development Officer
  - Cyclones Manager
  - Junior Cyclones Manager
  - Mini Cyclones Manager

Ultra-Mini Cyclones Manager

Junior Development Committee Chair

Some of these may be paid positions.

- 5.1.5. At the first Management Committee meeting after the Annual General Meeting, the Management Committee will ratify appointments to the Operations Committee and other roles as detailed in Paragraph 5.1.4. Such appointments will be made from nominations received from financial members. Nominations for all non-elected roles will be canvassed during February each year by issue of an invitation to all members to submit nominations or self-nominate to the advertised roles. Such appointments will be made by the Management Committee prior to the AGM and announced at the AGM.
- 5.1.6. Paid positions will be ratified annually by the Management Committee. Vacancies in paid positions will be advertised firstly to OQ members, then publicly if not able to be filled from within OQ.
- 5.1.7. Members of the Management and Operations Committees may cast a proxy vote on any issue before their respective committees by written notification to the Secretary.
- 5.1.8. Sub-committee Chairpersons and paid officers will provide regular reports to the Operations Committee.
- 5.1.9. Sub-committee Chairpersons will be responsible for liaising with any relevant committees and personnel at Orienteering Australia ("OA") level, though all OQ decisions conveyed to OA must be ratified by the Management Committee.
- 5.1.10. Representation at Operations Committee meetings and OQ conferences by regional clubs is encouraged.
- 5.1.11. All OQ Management Committee members must hold a blue card or blue card exemption; Club Management Committee members should hold a blue card or exemption. All coaches and those involved in junior activities must hold a blue card or exemption. General controllers, course setters and event organisers are not required to hold a blue card unless organising events primarily for children.

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## 5.2. Memberships

- 5.2.1. The Management Committee shall set membership fees, in consultation with the Clubs. All new memberships must be formally ratified by the Management Committee.
- 5.2.2. Membership fees shall run from the first day of January to the last day of December each year.
- 5.2.3. Membership renewal fees paid after October 31st will count towards the following year's membership.
- 5.2.4. Members who are un-financial at 1st March each year will be removed from the membership list and will pay non-members event fee rates.
- 5.2.5. Memberships are individual, however family discounts on entry fees shall apply to up to 2 seniors domiciled at the same address and any number of juniors who look to at least one of the seniors as a parent. This includes full time secondary and tertiary students up to the age of 25.
- 5.2.6. A discounted membership fee shall apply to members of clubs outside South-East Queensland who live in the region of the club. It also applies to members living more than 90 minutes drive from an active Orienteering Club. Members paying a discounted membership fee are not entitled to receive the Australian Orienteer magazine.
- 5.2.7. Persons organising any orienteering activity on behalf of OQ or its affiliated clubs should be a member of OQ.
- 5.2.8. The Management Committee may waive membership fees for any individual as deemed appropriate. This waiver should apply for persons paid for work by Orienteering Queensland, in a specific organisational role, but who do not regularly compete in events.

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### **5.3. Financial General**

- 5.3.1. OQ Financial policy and management will be in accordance with the Associations Incorporations Act and any other relevant legislation, as well as OQ's constitution.
- 5.3.2. OQ will set an annual budget that minimises the cost of orienteering for members consistent with meeting statutory obligations and the reasonable expectations of members and the future growth of Orienteering in Queensland.
- 5.3.3. OQ's annual budget should aim to be a balanced budget with regard to meeting administrative expenses from income generated. Each calendar year, OQ should be capable of carrying out the objectives of the strategic plan without drawing on cash reserves, excluding surpluses from major Australian and International Carnivals used for approved Development Fund proposals.

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## 5.4. Events

- 5.4.1. All foot and MTB orienteering events, approved for the State Event Calendar, must be listed on the Eventor web site. Brief details of each event are to be listed for the full year, by 1 December of the previous year or soon after, or as approval is given, or an amendment is made. Complete details for each event are to be listed at least one month in advance of the event.
- 5.4.2. In the event of a club map being used by another club, a map royalty may be requested as per item 6.5. The using club will also pay for the printing of the map.
- 5.4.3. Events will be identified on Eventor as OQ or Club events.
- 5.4.4. All South-East Queensland foot orienteering clubs must share, on a membership basis, the organisation of State OY and other major events such as Queensland Sprint Distance, Middle Distance and Open foot Champs, Club Relays etc. Country Clubs in the south-east Queensland area are expected to run at least one OY, or other bush event per year. Country Clubs may also be included in the roster for the various Queensland Championships.
- 5.4.5. OQ will pay for all event expenses which accrue from the conduct of an OY or other specific OQ event.
- 5.4.6. Only OQ can host National and Queensland Championships within Queensland. Except as otherwise provided herein, all revenue and costs associated with such events shall be for OQ's account. Affiliated clubs may apply to hold fund-raising activities (e.g. food and clothing sales etc) in conjunction with these events.
- 5.4.7. For State Championships a budget is to be presented to the Management/Operations Committee for approval several months prior to the event. Organisers of OA National Events will submit a budget in a timely manner.
- 5.4.8. For club events, Clubs are free to set their own fee structure and will retain all proceeds from the event with the exception of a levy to OQ as determined and set out in Section 5, which is payable to OQ.
- 5.4.9. Clubs running an OY/Badge event on behalf of OQ can deduct a cost for reimbursement to organisers based on the distance of the event from the organiser's residence for up to 3 trips. The reimbursement should be split between the event organiser, the controller and the course planner as appropriate. The reimbursement amounts are set out on the OY/Badge event report, and may be reviewed and changed by the management committee annually.
- 5.4.10. Whether an activity/event is of an official or non-official nature, OQ and clubs need to ensure that these activities/events be compatible and in harmony with the overall goal of progressing the sport of Orienteering in all its forms throughout Queensland.
- 5.4.11. Event officials should only use membership and participation data for purposes of running an event.

- 5.4.12. Competition procedures for Qld Schools events, including selection criteria, will be determined by the Junior Development Committee and ratified by the Management Committee.

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## 5.5. Event Fees

- 5.5.1. The OQ Management Committee will set the event fees for all OQ events, OQ organised National and State Championships. For OY events, a 50% surcharge will be applied for non- member fees. In the case of State and National Championships, the organising committee will make event fee recommendations for the OQ Management Committee approval.
- 5.5.2. For Badge and Championship Events, the OA levy payable must be taken into consideration in the pricing.
- 5.5.3. For State events (OY, badge and championship events), costs incurred by the club on behalf of OQ will be reimbursed by OQ. These and any other costs will be deducted from any entry fees collected by the club and listed on an OY/Badge Event Form. Clubs will retain any SI card hire income from the event. The OY/Badge form which will be completed and sent to the OQ Treasurer as soon as possible and not later than 2 weeks after the event.
- 5.5.4. If an OQ event will incur additional expenses greater than \$300, such expenditure must be approved by the management committee prior to the event.
- 5.5.5. Family discounts should be made available where families with 4 or more members in a family membership are competing on the same day.
- 5.5.6. Junior Event Fees: Juniors entering M/W21 classes shall be entitled to pay the junior entry fee. Full time secondary and tertiary students up to the age of 25 will pay junior event fees at regular OQ events with the exception of Championship and National events.
- 5.5.7. For club events, excluding coaching days, clubs shall remit to OQ a levy sufficient to cover OQ's administrative costs including but not limited to: affiliation fees, training for event organisers, course setters and controllers, participation of OA insurance, Eventor use and general administration. This levy shall be charged on a per entrant basis and shall be set by the Management Committee, and listed on the local event report submitted by the clubs. For 2024, the OQ event levy is \$4 for an individual, and \$8 for a group. A group is defined as people running on a course together with only one SI stick/Eventor result.

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## 5.6. Mapping

- 5.6.1. OQ will fund all new maps used for OQ events (OY, badge and championship events). All maps, once produced, become the property of the nearest relevant club as defined by the Management Committee. OQ retains the right to use OQ funded maps for any future OQ event at no cost to OQ. OQ will also fund the update of any map to be used for an OQ event (note that this doesn't include club events).
- 5.6.2. Clubs are responsible for funding new club maps and updates to maps to be used for club events. Clubs may put in a proposal to OQ for financial assistance to produce or update maps. Club maps produced using OQ financial assistance may be used by OQ for OQ events at no cost to OQ.
- 5.6.3. Mapping contracts (new maps and map updates) let by OQ will be based on a quote provided by the selected mapper. For small mapping contracts (budgeted under \$1,000), a contract for a map can be offered without advertisement (although advertisement through the weekly bulletin is encouraged). For intermediate contracts (budgeted between \$1,000 and \$5,000), OQ is required to call for tenders to complete the mapping work through a notice in the OQ weekly bulletin. For larger contracts (over \$5,000), tenders should be sought through an advertisement in the weekly bulletin and more widely through communication to other states. Mapping updates should be first offered to the original mapper without advertisement.
- 5.6.4. All mapping contracts must stipulate that the mapper will provide an editable electronic version of the map (normally OCAD). Maps, once produced, become the intellectual property of the relevant club (as decided by OQ). Any future updates to the map file must ensure that the name of the original mapper (and date of map production) remains on the map along with the details of any previous updates. To this, the mapper who updates the map must include their name and date of update.
- 5.6.5. In the event of a club map being used by another club, or a club-produced map being used by OQ, a suitable map levy may be requested. At present the levy is 50 cents per map used. The using club (or OQ) will also pay for the printing of the maps.
- 5.6.6. OQ will pay for the annual licence to OMaps to retain an electronic online cloud copy of all maps produced and/or updated using OQ funding under the direction of the OQ Chair of Technical (or appointed OQ Mapping officer). Clubs are also required to keep an electronic copy of all OQ-produced maps that they have been allocated and all maps they have produced themselves on OMaps.
- 5.6.7. Club Technical and Mapping Officers should ensure that when a new club map is made or updated, that a digital copy is loaded on OMaps as per OQ specifications. Club Mapping Officers should ensure that the original mapper/s is given credit and that updates do not change the major features of the map.
- 5.6.8. The OQ Management Committee shall set the charge for all OQ produced maps for sale to non-orienteeing organisations on a case-by-case basis. . Fees will not apply where maps are provided to landowners or land managers such as government agencies.

- 5.6.9. Generally maps of private land should not be sold to non-affiliated clubs or retail outlets, unless they can provide proof of landowner consent.
- 5.6.10. The mapping costs for the annual State Championships shall aim to be at least 50% recovered from the fees charged for this event. This will be done by charging either 50% of the full mapping costs, or \$2,500, whichever is the greater against the event budget.
- 5.6.11. Mapping for major National events (e.g. Australian Three Days or Australian Championships) shall be budgeted separately with 100% cost recovery required for that event.
- 5.6.12. There is no geographical or time restriction on where or when a club may make local club maps, park or street maps with their own funding. Clubs will own copyright of such maps and may charge a map royalty of other users.
- 5.6.13. A rebate for new state school maps may be offered by OQ if covered by external funding. A Memorandum of Understanding may also be offered to a school regarding provision of a mapping rebate in return for usage of the map for an OQ/club event.
- 5.6.14. When paying mappers (or coaches) without an ABN, OQ can accept a Statement by Supplier (Hobby) form to avoid withholding tax. Mappers who are sole traders are also to be paid a superannuation component equivalent to the Super Guarantee Award rate (currently 11.5%).

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## 5.7. Coaching

- 5.7.1. Coaching comes under the umbrella of Athlete Development. OQ has a long-term ongoing financial commitment to club, beginner and squad coaching and it is expected that this will continue, external grant funding permitting.
- 5.7.2. OQ lends equipment for squad coaching. Other costs that can be covered include subsidies of coach's travel and occasional hall hire. Pre-approval must be sought from the Management Committee for any costs that will be incurred.
- 5.7.3. OQ will seek to keep costs involved in participating in coaching activities to a minimum. Where possible, state government funding will be used to offset costs for these activities.
- 5.7.4. The levy fee per participant normally payable by the club to OQ is waived for these types of coaching events. There are also no levies charged on events set up specifically to raise money for junior squads, including targeted Maprun/NightNav events.
- 5.7.5. All coaching activities run by OQ for non-members must be self-funding.
- 5.7.6. MTBO as a discipline should receive a lump sum of \$500 for training purposes, external grant funding permitting. They may spend these funds on training as they see fit.
- 5.7.7. The following honorariums may be paid annually to partially compensate for time spent on administrative duties, external grant funding permitting.
  - \$500 for the Junior Camp Co-ordinator
  - \$300 for Minis Camp Co-ordinator
  - \$500 for Cyclones Co-ordinator

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## 5.8. Corporate

5.8.1. External charges for goods and services provided by OQ to the Conference/Corporate market -- including map sales, coaching and other sales of skills -- shall be maximized having due regard to the capacity of the market. Charges for corporate activities must cover all costs involved along with a levy per participant as set by the Management Committee.

Currently this levy is suggested to be \$5.00 per participant. Pre-approval must be obtained from the Management Committee before such activities are conducted.

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## 5.9. Paid Employees

5.9.1. The following roles within Orienteering Queensland will be part-time, paid positions with the total hours per year and the pay rates as determined by the Management Committee:

- Finance Officer
- Admin Officer
- Membership Officer
- Junior Development Officer
- Social Media & Promotions Officer
- Other positions as decided by the Management Committee.

For reference, the hours allocated by Management for 2023 were:

- Finance Officer – 260hrs p.a. (approx. 5 hours per week)
- Admin Officer -260hrs p.a.
- Membership Officer -60hrs p.a. (includes some website work)
- Junior Development Officer -500hrs p.a. + additional hours on condition that the remuneration plus superannuation costs are financed by net income generated from invoices to schools/organisations.
- Social Media & Promotions Officer -350hrs p.a.

5.9.2. The hours per year will be reviewed annually as part of the budget process.

5.9.3. Historically, the Junior Development Officer and Social Media & Promotions Officer positions have been funded from external grants. From 2024, limited funds may be drawn from the Development Fund for these positions, however, as far as possible, the salary and salary oncosts (including superannuation and worker's compensation) of the Junior Development Officer should be funded by external grants or by self-generated income.

5.9.4. Travel and direct costs shall be funded by OQ but any such expenditure must be within budget limits approved by the Management Committee. Any proposed over budget expenditure requires OQ Management Committee approval prior to expenditure.

5.9.5. The Management Committee will be responsible for the appointment of these positions and for the required reporting procedures. OQ employees shall be supervised by the President (or nominated delegate) on behalf of the Management Committee.

- 5.9.6. Employees must submit to the President (or nominated delegate) detailed invoices of activity as required by the Treasurer, and written reports with agenda items in a timely manner prior to the OQ Management Committee meetings. OQ employees (contract and casual) shall be paid at an hourly rate, as per award Australian Government MA000002 Clerks-Private Sector Award, level 5, casual rate, with an appropriate adjustment for juniors. A superannuation component equivalent to the SGA rate shall be included in the payment. The remuneration rate in any calendar year will be as per the award level from the previous fiscal year commencing July 1 (available on-line through the Fair Work Ombudsman). For travel expenses claimed by paid officers, the preference is that fuel receipts are submitted for reimbursement, with the next preference being that a claim shall be made at the ATO cents/km rate.
- 5.9.7. At the beginning of each calendar year, the available hours and casual pay rate will be communicated in writing to OQ employees.
- 5.9.8. For travel costs claimed by volunteers, reimbursement preference is also by submission of a fuel receipt or at 75% of the ATO rate (100% if towing a trailer).
- 5.9.9. For travel costs claimed by non-employees who are paid to do a specific job for OQ, reimbursement preference is also by submission of a fuel receipt or at the ATO rate.
- 5.9.10. Superannuation must be paid for all employees, regardless of income amount. Honorarium payments do not attract superannuation.

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### **5.10. Development Fund/Cash Reserves**

- 5.10.1. 50% of profits from major national carnivals are to be set-aside in a Development Fund. Such funds are to be used for the long-term sustainability of OQ including creation of new maps, not on day-to-day operational expenses or to cover the operational loss for any year.
- 5.10.2. Profits from running National School Championship carnivals shall be set aside for the subsidy of travel and associated costs for the Qld Schools team.
- 5.10.3. Members and Clubs may put forward to the OQ Management Committee project proposals to access the Development Fund moneys. These proposals may be submitted for consideration at any time but adequate notice must be given to allow for pre Committee meeting circulation.
- 5.10.4. No more than 25% of Current Development Funds capital investment may be utilised in any one calendar year. The minimum balance, including interest, is not to reduce to below \$5,000 before the year of the next major national event. The exception to this is for a special project which the OQ Management Committee supports and is endorsed after adequate discussion and approval by the Operations Committee.
- 5.10.5. Ultra Mini Cyclones can apply for annual funding up to \$1000 from the Development Fund.

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### **5.11. Equipment**

- 5.11.1. After a stocktake, the majority of OQ Equipment was distributed amongst the clubs back in 2016, to be held in trust and to be made available for major championships hosted by OQ, if required,
- 5.11.2. A stock take of the location/type of OQ equipment will be carried out annually, and/or at least 6 weeks prior to any major championships held that year.
- 5.11.3. On request, OQ may supply one set of equipment to all new affiliated clubs at the time of their establishment only.

### **5.12. Sportident Security & Management**

- 5.12.1. The Sportident system is valuable equipment owned by OQ and its clubs, and it is important that it be treated and managed as such. The following procedures are designed to maintain the integrity and quality of the overall system.
- 5.12.2. All of the related equipment owned by OQ is to be retained in one group and multi-storage locations of hardware or consumables are not to occur. Any loss (after reconciliation of the loss) is to be rectified (after OQ Management approval) by purchase or replacement. Clubs are encouraged to follow a similar policy to maintain the integrity of the pool of equipment.
- 5.12.3. All OQ equipment in the pool is to be under the management and responsibility of the Sportident Manager. All equipment in the pool is to be stored at the residence of the relevant Sportident Manager of the time.

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### **5.13. State Championships, National Championships & Australian Three Days**

- 5.13.1. The Management Committee may appoint an organising committee or allocate the organisation to a club or clubs.
- 5.13.2. The Management Committee will retain responsibility for all aspects of these events - financial, technical and administrative, via the Treasurer and the Chair of Technical.
- 5.13.3. OQ will have sole responsibility for approving and meeting the cost of all event expenses. It will retain any profit and meet any losses, except for financial responsibility (including any profit or loss) on catering and event souvenirs, which rest with the club (for Queensland Champs only). Equipment purchased by OQ for these events becomes the property of OQ. Maps produced for these events will be passed onto the relevant club but remain available for use by OQ at no charge to OQ.
- 5.13.4. The OQ Management Committee will appoint a controller at least one year prior to the State Championships and at least two years prior to National Events. The controller should be correctly accredited and normally be appointed prior to the commencement of mapping for the event.
- 5.13.5. The OQ Management Committee will approve event fees on the basis of the budget submitted by the organising club or committee. When recommending event fees, the organising club or committee should be guided by fees at similar recent events and must budget to recoup at least 50% of the total map cost for State Championships and 100% for National Championships through the event, unless some lesser percentage is approved by the Management Committee.
- 5.13.6. The co-ordinator /organiser of the event will submit regular reports to OQ Management Committee Meetings detailing progress, problems and proposed solutions. Where confirmation or advice is sought, the event coordinator/organiser is responsible for disseminating this confirmation or advice and for implementing any decision made by the OQ Management Committee that affects the proposed conduct of the event.

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#### **5.14. Payment For Access To Land**

- 5.14.1. OQ should be prepared to pay a reasonable administration fee for the issue of a permit for access to government land for events. The payment of a refundable bond could also be undertaken on condition that it is refunded should OQ meet all conditions of the permit.
- 5.14.2. OQ should be prepared to pay for access to facilities such as toilets and shelter sheds that could help enhance an event if such facilities are not normally open to the public free of charge.
- 5.14.3. Any other financial agreement with a private landowner should be avoided if possible. However, such an agreement may be entered into on special circumstances of a one-off basis following negotiations that involve the OQ Management Committee and lead to an agreement that is ratified by the OQ Management Committee.
- 5.14.4. Clubs may make their own arrangements for access to land, provided it does not involve any cost to OQ.

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### 5.15. Athlete Rep Support

- 5.15.1. OQ will fund junior and senior elite Queensland teams competing at National League (NOL) events, including the Cyclones and elite members of the mountain bike orienteering Storm team. Funding will be at two levels:
- (A) Level 2 (All Cyclones squad members): Athletes travelling with the team to NOL races (not Easter or Aus champs) will have car hire and accommodation paid by the squad.
  - (B) Level 1 (Cyclones in OA High Performance Group and Cyclones running Junior Elite classes): In addition to the level 2 car and accommodation funding, a flight subsidy: Southern NSW/ACT \$100, Other states (excepting Queensland) \$200. Funding to be capped at the OQ budgeted amount for the Cyclones.
- 5.15.2. The Queensland Schools Committee may forward a recommendation to the management committee regarding financial support towards junior state representatives' travel and accommodation costs.
- 5.15.3. OQ will fund members who attend the following events as Australian team members at the junior or senior elite level:
- World Orienteering Championships
  - Junior World Orienteering Championships
  - World Cup events
  - World Games
  - Bushranger representation at NZ Challenge events
  - Bushranger representation at World University Games.
- 5.15.4. Currently, funding is set at \$500 for events in Europe/America, \$300 for events in Japan/Asia, \$200 for events in NZ, \$100 for events in Australia. MTB events receive an additional \$100 funding for bike transport. Payment will be made prior to the event on the understanding that it is to be refunded if the athlete is unable to participate.
- 5.15.5. Athlete support funding levels will be set annually in the budgeting process. This funding can be paid in arrears if it is not paid in advance.
- 5.15.6. OQ will fund four support staff to accompany the Queensland Schools team when they travel to the Aus Champs carnivals.

## 5.16. Gender Equity Plan

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|---------|---------------|---------------|--------------------------|
| 1       |               | 9 May 2022    | DTIS requirement         |

### 5.16.1. Background

From its inception in Australia in the early 1970s, orienteering has catered equally to men and women. Male and female athletes have equal access to sporting, funding, promotion and management opportunities. Representative teams comprise equal numbers of males and females, receive equal travel subsidies, and have access to equal conditions and development resources.

Participation rates, however, reflect those of the broader population, i.e. there is a decrease in participation among women from 14 years of age onwards. Overall female participation nonetheless remains at approximately 44% at large national events.

Orienteering is an amateur and predominantly volunteer sport in Australia. Neither board members nor athletes are remunerated.

### 5.16.2. Gender equity on the OQ Management Committee (OQ Board)

The Queensland Orienteering Association (QOA) was formed in 1974, and women have occupied executive positions on the state governing board since at least 1977. There are an equal number of male and female life members of the association. QOA became OQ in 2007.

Since the current management structure of seven board members was introduced in 2014, there has been equitable representation of men and women on the OQ board. The proportion of women has varied slightly from year to year, ranging from a third to more than two thirds, but averaging over 50%. Women have outnumbered men on the board in six of the past nine years, but the rolling three-year average indicates relatively even representation.

|                | Female | %          | Rolling 3 yr<br>average % | Male | %          | Total board<br>members |
|----------------|--------|------------|---------------------------|------|------------|------------------------|
| 2022           | 3      | 43%        | 60%                       | 4    | 57%        | 7                      |
| 2021           | 5      | 71%        | 66%                       | 2    | 29%        | 7                      |
| 2020           | 4      | 67%        | 53%                       | 2    | 33%        | 6                      |
| 2019           | 3      | 60%        | 42%                       | 2    | 40%        | 5                      |
| 2018           | 2      | 33%        | 42%                       | 4    | 67%        | 6                      |
| 2017           | 2      | 33%        | 50%                       | 4    | 67%        | 6                      |
| 2016           | *3.5   | 58%        | 58%                       | *2.5 | 42%        | 6                      |
| 2015           | 4      | 57%        |                           | 3    | 43%        | 7                      |
| 2014           | 4      | 57%        |                           | 3    | 43%        | 7                      |
| <b>average</b> |        | <b>53%</b> |                           |      | <b>47%</b> |                        |

Gender representation on OQ Management Committee since current structure introduced

*\*Change of personnel during the year.*

We should not, however, become complacent about gender equity, and assume that it will simply continue into the future. This document therefore outlines measures to ensure that a gender balance is maintained on the OQ board.

### 5.16.3. OQ Gender Equity Plan

1. Orienteering Queensland subscribes to Orienteering Australia's Gender Equity Policy <https://drive.google.com/file/d/1ZwuO6Op33pqtXCugbgYM6d16qwfHqGm0/view>
2. Orienteering Queensland Inc. (OQ) is committed to promoting gender equity in all its policies and practices and to providing equal opportunity for both genders to participate in all aspects of orienteering, including management.
3. Orienteering Queensland is committed to maintaining gender equity on its Management Committee, with ideally a minimum of three women and three men on the board. Given the small number of volunteers available, the high level of expertise required for certain positions, and the need for regional representation and athlete representation on the board, this precise composition may be difficult in some years. Our target is therefore a rolling three-year average of between 40%-60% of women on the board. Steps to maximise gender equity include:
  - a. engaging in succession planning at regular intervals;
  - b. approaching potential board members of both genders well in advance of the AGM to encourage them to nominate;
  - c. actively encouraging potential future board members of both genders to access skill development opportunities;
  - d. holding training activities targeting women to increase the participation of women more generally in the sport, and therefore the pool of female volunteers available.

### 5.17. Affiliate Compliance Strategy

| Version | Date reviewed | Date endorsed | Content reviewed/purpose |
|---------|---------------|---------------|--------------------------|
| 1       |               | 17 April 2023 | DTIS requirement         |

Policies are only effective if they are implemented throughout the organisation. Regular changes of personnel in both the Management Committee and in the committees governing Affiliate Clubs mean that measures are needed to maintain awareness of and compliance with policies.

To this end, a two-step process will be undertaken annually:

- 5.17.1. Shortly after the OQ AGM each year, information regarding OQ policies will be circulated to the Operations Committee, with advance notice that a compliance check will follow.
- 5.17.2. One month later, a checklist will be sent out, and clubs and key personnel will be asked to certify their awareness of and compliance with specific policies.