

BYLAWS AND POLICY DECISIONS

6.0

These bylaws and Policies should be read in conjunction with the OQ Constitution and the OQ Technical Manual.

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1. ADMINISTRATION

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 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.

1.2 The Operations Committee is a permanent sub-committee of the Management Committee. 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.

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.

1.4 Roles within the Operations Committee (but not limited to) may include:

Administration Officer

Memberships Officer

Member Protection Information Officer

Technical Officer

Events Officer

Equipment Officer

Mapping Officer

MTBO Co-ordinator

High Tech and SI Development Officer

OY Statistician

Web Manager

OQ Weekly Bulletin Editor

Promotion and Development

Athlete Development and High Performance

Coaching Director

Junior Development Officer

Cyclones Manager

Cyclones Coach

Junior Cyclones Manager

Mini Cyclones Manager

Ultra-mini Cyclones Manager

QSS Liaison Officer (*Schools Committee Chair*)

OQ Historian

OQ Statistician.

Some of these are paying positions. Refer to section 9 for detail.

1.5 At the first Management Committee meeting after the Annual General Meeting, the Management Committee will ratify appointments to the Operations Committee and those other roles as detailed in Paragraph 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.

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.

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.

1.8 Sub-committee Chairpersons and paid officers will provide regular reports to the Operations Committee.

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.

1.10 Representation at Operations Committee meetings and OQ conferences by regional clubs is encouraged - either in person or by telephone conferencing (telephone, Skype etc). Where travel is necessary to attend a meeting, club delegates outside Brisbane may be reimbursed for travel, as follows,

Townsville/Cairns	As approved
Bundaberg/Fraser	\$150
Stanthorpe	\$90
Warwick	\$75
Toowoomba	\$60
Sunshine Coast/Gold Coast	\$45

Pre-approval for travel should be obtained from the Management Committee. Payment will be made by the OQ Treasurer after receipt of an authorised claim form.

1.11 Position Descriptions for the Management and key Operations Committee Members will be detailed in section 10 of the OQ Administration and Technical Manual.

2. MEMBERSHIPS

2.1 The Management Committee shall set membership fees, in consultation with the Clubs.

2.2 Membership fees shall run from the first day of January to the last day of December each year.

2.3 Membership fees paid after 1st August will be at a reduced rate as determined by the Management Committee. Membership renewal fees paid after October 31st will count towards the following year's membership. Introductory memberships taken out after July 31st will count towards the following years membership. An early bird rate may also be offered for memberships paid before December 31st.

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.

2.5 Family Membership shall consist of 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.

2.6 Associate Group Membership (Schools and community groups) will pay a fee as determined by the Management Committee. These memberships are entitled to membership event fees but are not entitled to enter any Australian Championships.

2.7 Associate Memberships: Members of State Associations who are members of remote clubs as determined by the OA Board (currently this applies to Townsville, Cairns, and Bundaberg Clubs only), will

pay a fee as determined by the OQ Management Committee. These members are not entitled to receive the Australian Orienteer magazine.

2.8 Persons organising any orienteering activity on behalf of OQ or its affiliated clubs should be a member or associate member of OQ.

2.9 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.

3. FINANCIAL GENERAL

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.

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.

3.3 OQ's annual budget should aim to be a balanced budget with regards 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 and for approved Development Fund proposals.

3.4 Affiliated clubs are encouraged to maintain their financial autonomy. Capitation fees of \$1 per membership and \$3 per family will be paid in October based on membership numbers at the end of September to affiliated clubs, at the discretion of the management committee.

4. EVENTS

4.1 All foot and MTB orienteering events, approved for the State Event Calendar, must be listed on the OQ web site. Brief details of each event are to be listed for the full year, by 1 December of the previous year, or as approval is given, or an amendment is made. On the first day of each month, the complete details of each event for up to the third month ahead is to be listed on the OQ web site.

4.2 In the event of a club map being used by another club, a map royalty can be requested as per item 6.5. The using club will also pay for the printing of the map.

4.3 The map royalty for the mid week orienteer's (MWO) use of club maps is to be recorded by the MWO co-ordinator each week, based on maps used. At the end of the year, the figures are to be given to the Treasurer, who will pay the map royalty fee to the applicable club from funds which accrue with OQ, from the mid-week BCC events

4.4 The annual OQ event calendar shall identify whether events are OQ or Club events.

4.5 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.

4.6 OQ will pay for all event expenses which accrue from the conduct of an OY or other specific OQ event.

4.7 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.

4.8 For State Championships a budget is to be presented to the Management/Operations Committee for approval at least 6 months prior to the event. Organisers of OA National Events will submit a budget in a timely manner.

4.9 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.

4.10 Payment to the event organisers. OQ makes a payment to OQ event organisers based on the distance of the event from the organiser's residence for OY, Badge and Minor Championships. The reimbursement should be split between the event organiser, the controller and the course planner, as appropriate. The rate of payment is determined by Local - less than 1 hour travel time; Medium - 1 to 2 hours travel time and Long - more than 2 hours travel time, based on the travel time of the key event official. *** Rates that are to be paid should be inserted here***

The reimbursement amounts are set out on the OY/Badge event report, and may be reviewed and changed by the management committee annually.

4.11 Both OQ and its affiliated clubs need to recognise whether an activity/event is of an official or non-official nature, 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. EVENT FEES

5.1 The OQ Management Committee will set the event fees for all OQ events, OQ organised National and State Championships. In the case of State and National Championships, the organising committee will make event fee recommendations for the OQ Management Committee approval.

5.2 For Badge and Championship Events, the OA levy payable must be taken into consideration in the pricing..

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 the entry fees by the club and an OY/Badge Event Form will be completed and sent to the OQ Treasurer as soon as possible and not later than 2 weeks after the event.

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 Family discounts are available where families with 4 or more members are competing on the same day.

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.

5.7 New persons to the sport may be issued with vouchers that allow them to enter up to three OQ events at novice entry rates.

5.8 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. This current fee for all club events is \$3 for individuals, \$6 for groups and \$12 for families.

6. MAPPING

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 thus doesn't include club events).

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.

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

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.

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.

6.6 OQ will retain an electronic copy of all maps produced and/or updated using OQ funding under the direction of the OQ Chair of Technical (or appointed 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.

6.7 The OQ Management Committee shall set the charge for all OQ produced maps for sale to non-orienteeing organisations. Currently the charge for hard copies is \$2.00 + GST per map and postage. The charge for the delivery as an electronic file is \$50.00 + GST and any postage. Fees will not apply where maps are provided to landowners or land managers such as government agencies.

6.8 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.

6.9 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.

6.10 Club Technical and Mapping Officers should ensure that when a new club map is made or updated, that a digital copy is sent to the OQ Map Stockholder for recording purposes. Club Mapping Officers should ensure that the original mapper/s are given credit and that updates do not change the major features of the map.

6.11 There is no geographical or time restrictions 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.

6.12 Generally maps of private land should not be sold to non-affiliated clubs or retail outlets, unless they can provide proof of landowner consent.

7. COACHING

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 at the current level.

7.2 OQ currently supplies free maps, control stands, and some pre-used equipment, and photocopied handouts for squad coaching. Other costs that can be covered include subsidies of coach's travel, equipment maintenance and occasional hall hire. All such costs are to be included in the annual budget for coaching. Pre-approval must be sought from the Management Committee for any costs that will be incurred.

7.3 Maps produced using OQ funding will be made available at no cost for use in OQ coaching activities. Club produced maps used for OQ coaching activities shall be paid for by OQ at the going rate as in Section 6.5.

7.4 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.

7.5 The levy fee per participant normally payable by the club to OQ is waived for these types of coaching events.

7.6 All coaching activities run by OQ for non-members must be self-funding.

8. CORPORATE

8.1 The Chair of Development is responsible for the promotion of orienteering to the conference/corporate market. Equipment and funding to develop this role may be funded by OQ and/or specific grant funding until the role becomes self-sustaining.

8.2 External charges for goods and services provided by OQ - 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.

9. PAID EMPLOYEES

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.

Funded from OQ general funds:

Bookkeeper/Treasurer (approx. 5 hours per week)

Funded from external grants:

Development and Promotions Officer

Junior Development Officer

E-bulletin Editor

Social Media Officer

Other positions as decided by the Management Committee

9.2 OQ shall employ personnel to the extent that the salary and salary on cost (including superannuation and worker's compensation) of such employees is fully funded by government grants, or by potential self generated income (excluding the Bookkeeper). 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.

9.3 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

9.3 Employees must submit to the President (or nominated delegate), detailed invoices of activity as required by treasurer, and written reports with agenda items in a timely manner prior to the OQ Management Committee meetings.

9.4 OQ employees (contract and casual) shall be paid at an hourly rate, as per award Australian Government MA00002 Clerks-Private Sector Award 2010, level 5, casual rate, with an appropriate adjustment for juniors (currently \$29.04 per hour). The 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). Travel expenses shall be paid at ***value to be decided***.

10. DEVELOPMENT FUND/CASH RESERVES

10.1 The profits from major national events and other invested moneys 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.

10.2 Members and Clubs may put forward to the OQ Management Committee project proposals to access the Development Fund moneys to be used for long term sustainability for OQ. These proposals may be submitted for consideration at any time but adequate notice must be given to allow for pre Committee meeting and circulation.

10.3 It is intended that the income and capital from the Development Fund may be used to finance such projects.

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.

11. EQUIPMENT

11.1 Any club may borrow equipment by prior arrangement with the designated Equipment Officer. The designated Equipment Officer is the person immediately responsible for care of the relevant equipment. OQ will borrow club equipment with approval from the relevant club. State Events will have priority in the use of OQ equipment.

11.2 On request, OQ may supply one set of equipment to all new affiliated clubs at the establishment time only.

11.3 A stock take of all OQ equipment will be carried out annually, and at least 6 weeks prior to the major championships held that year.

12. STATE CHAMPIONSHIPS, NATIONAL CHAMPIONSHIPS AND AUSTRALIAN THREE DAYS

12.1 The Management Committee may appoint an organising committee or allocate the organisation to a club or clubs.

12.2 The Management Committee will retain responsibility for all aspects of these events - financial, technical and administrative, via the Treasurer and the Chair of Technical.

12.3 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.

12.4 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.

12.5 The duties of the controller are specified in the OQ Administration and Technical Manual.

12.6 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.

12.7 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.

13. PAYMENT FOR ACCESS TO LAND

13.1 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.

13.2 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.

13.3 Any other financial agreement with a private land owner 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.

13.4 Clubs may make their own arrangements for access to land, provided it does not involve any cost to OQ.

14. DISPUTE RESOLUTION

Any dispute or difference arising within the sport of orienteering shall be resolved with reference to the relevant sections of the Orienteering Australia Operations Manual (available through the OA web-site).

15. ATHLETE REP SUPPORT

15.1 OQ will fund junior and senior elite Queensland teams competing at National League events, including the Cyclones and elite members of the mountain bike orienteering Storm team.

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.

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

Bushranger representation at NZ Challenge events

Bushranger representation at World University Games.

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 a week before the event

15.5 Athlete support funding levels will be set annually in the budgeting process.

By Laws Amended January 2016