

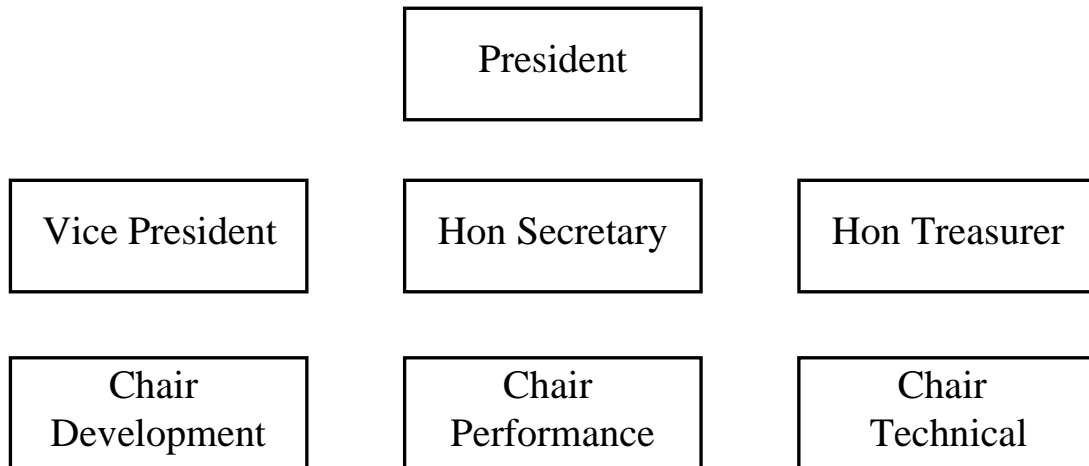
**Administration Manual
2016
with updated
Constitution (Mar 2019)
By-Laws (April 2020)
and Policies (Aug 2021)**

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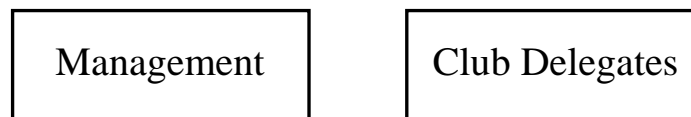
2.0 Our Structure

Management Committee

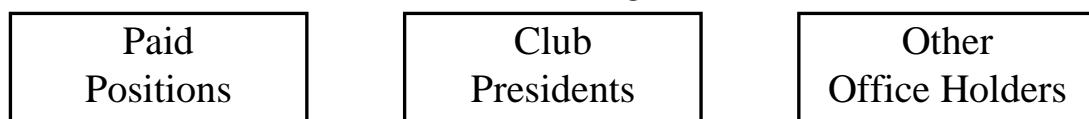


Operations Committee (Sub Committee)

Voting



Non-voting



3.0 Committees

Office Bearers are listed below and may be contacted through the Orienteering Queensland [website](#).

Management Committee

- President
- Vice President
- Secretary
- Treasurer
- Chair Development
- Chair Performance
- Chair Technical

Operations Committee

Voting members

- President
- Vice President
- Secretary
- Treasurer
- Chair Development
- Chair Performance
- Chair Technical
- Club Delegates
 - Bullecourt Boulder Bounders (BB)
 - Bundaberg United Scrub Harriers (BU)
 - Enoggeroos (EN)
 - Far North Orienteering (FN)
 - Fraser Region Orienteering Group (FR)
 - Mid Week Group (Midweek)
 - Multi Terrain Bike Orienteers (MT)
 - Paradise Lost (PL)
 - Range Runners (RR)
 - Sunshine Orienteers (SO)
 - Toohey Forest (TF)
 - Totally Tropical (TT)
 - Ugly Gully (UG)

Paid positions (non-voting)

Bookkeeper
Development and Promotions Officer
e-Bulletin and Web Publications
Junior Development Officer
Social Media Officer

Other non-voting members

Club presidents
Member Protection Officers
Membership Officer
Schools Committee Chair
Social Media Officer
Statistician

4.0 Constitution of Orienteering Queensland Inc

1 Interpretation

(1) In these rules—

Act means the *Associations Incorporation Act 1981*.

present—

(a) at a management committee meeting, see rule 23(6); or

(b) at a general meeting, see rule 37(2).

(2) A word or expression that is not defined in these model rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

2 Name

The name of the incorporated association is Orienteering Queensland Inc (***the association***).

3 Objects

The objects of the association are—

To promote, organise and administer the sport of orienteering in Queensland for people of all ages, sexes, abilities and cultural backgrounds.

4 Powers

(1) The association has the powers of an individual.

(2) The association may, for example—

(a) enter into contracts; and

(b) acquire, hold, deal with and dispose of property; and

(c) make charges for services and facilities it supplies; and

(d) do other things necessary or convenient to be done in carrying out its affairs.

(3) The association may also issue secured and unsecured notes, debentures and debenture stock for the association.

5 Classes of members

(1) The membership of the association consists of ordinary members, in any of the following classes of members—

	Membership Category	Definition	Voting Rights at General Meeting
(a)	Senior Member	A person over 18 years of age registered to participate in orienteering.	Yes
(b)	Junior Member	A person under 18 years of age registered to participate in orienteering.	No
(c)	Group Members	Organisations with individuals participating in orienteering activities and events.	No
(d)	Family Members	Group of 2 adults and their children either; Under 21 years of age or Under 26 years of age & studying full time who are registered to participate in orienteering.	Yes, for family members over 18 years of age.

(e)	Orienteering Clubs	An incorporated association constituted for the purpose of providing orienteering activities to members of the association in any other category. Clubs have to recognise Orienteering Queensland in their constituent documents.	No
(f)	Life Members	A Life Member has been accepted at an AGM under the conditions of the current By-Laws and who has volunteered or attended a general meeting in the past two years.	Yes
(g)	Honorary Member	Person or organisation invited to membership by the management committee in the interest of orienteering for such a period as may be deemed appropriate and appointed according to the current By-Laws.	No
(h)	Casual Members	Persons who participate in orienteering events for a limited amount of time, according to the conditions of the By-Law.	No

6 Automatic membership

(1) The number of ordinary members is unlimited.

7 New membership

(1) An applicant for membership of the association must be proposed by 1 member of the association (the **proposer**) and seconded by another member (the **seconder**).

(2) An application for membership must be—

- (a) in writing; and
- (b) signed by the applicant and the applicant's proposer and seconder; and
- (c) in the form decided by the management committee.

8 Membership fees

(1) The membership fee for each ordinary membership and for each other class of membership (if any)—

- (a) is the amount decided by the management committee from time to time at a general meeting; and
- (b) is payable when, and in the way, the management committee decides.

9 Admission and rejection of new members

(1) The management committee must consider an application for membership at the next committee meeting held after it receives—

- (a) the application for membership; and
- (b) the appropriate membership fee for the application.

(2) The management committee must ensure that, as soon as possible after the person applies to become a member of the association, and before the management committee considers the persons application, the person is advised—

- (a) whether or not the association has public liability insurance; and
- (b) if the association has public liability insurance—the amount of the insurance.

(3) The management committee must decide at the meeting whether to accept or reject the application.

(4) If a majority of the members of the management committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.

(5) The secretary of the association must, as soon as practicable after the management committee decides to accept or reject an application, give the applicant a written notice of the decision.

10 When membership ends

(1) A member may resign from the association by giving a written notice of resignation to the secretary.

- (2) The resignation takes effect at—
 - (a) the time the notice is received by the secretary; or
 - (b) if a later time is stated in the notice—the later time.
- (3) The management committee may terminate a member's membership if the member—
 - (a) is convicted of an indictable offence; or
 - (b) does not comply with any of the provisions of these rules; or
 - (c) has membership fees in arrears for at least 2 months; or
 - (d) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the association.
- (4) Before the management committee terminates a member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.
- (5) If, after considering all representations made by the member, the management committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.

11 Appeal against rejection or termination of membership

- (1) A person whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the person's intention to appeal against the decision.
- (2) A notice of intention to appeal must be given to the secretary within 1 month after the person receives written notice of the decision.
- (3) If the secretary receives a notice of intention to appeal, the secretary must, within 1 month after receiving the notice, call a general meeting to decide the appeal.

12 General meeting to decide appeal

- (1) The general meeting to decide an appeal must be held within 3 months after the secretary receives the notice of intention to appeal.
- (2) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- (3) Also, the management committee and the members of the committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.
- (4) An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.
- (5) If a person whose application for membership has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the membership fee paid by the person.

13 Register of members

- (1) The management committee must keep a register of members of the association.
- (2) The register must include the following particulars for each member—
 - (a) the full name of the member;
 - (b) the postal or residential address of the member;
 - (c) the date of admission as a member;
 - (d) the date of death or time of resignation of the member;
 - (e) details about the termination or reinstatement of membership;
 - (f) any other particulars the management committee or the members at a general meeting decide.
- (3) The register must be open for inspection by members of the association at all reasonable times.
- (4) A member must contact the secretary to arrange an inspection of the register.
- (5) However, the management committee may, on the application of a member of the association, withhold information about the member (other than the member's full name) from the register available

for inspection if the management committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

14 Prohibition on use of information on register of members

(1) A member of the association must not—

- (a) use information obtained from the register of members of the association to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes; or
- (b) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes.

(2) Subrule (1) does not apply if the use or disclosure of the information is approved by the association.

15 Appointment or election of secretary

(1) The secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is—

- (a) a member of the association elected by the association as secretary; or
- (b) any of the following persons appointed by the management committee as secretary—
 - (i) a member of the associations management committee;
 - (ii) another member of the association;
 - (iii) another person.

(2) If the association has not elected an interim officer as secretary for the association before its incorporation, the members of the management committee must ensure a secretary is appointed or elected for the association within 1 month after incorporation.

(3) If a vacancy happens in the office of secretary, the members of the management committee must ensure a secretary is appointed or elected for the association within 1 month after the vacancy happens.

(4) If the management committee appoints a person mentioned in subrule (1)(b)(ii) as secretary, other than to fill a casual vacancy on the management committee, the person does not become a member of the management committee.

(5) However, if the management committee appoints a person mentioned in subrule (1)(b)(ii) as secretary to fill a casual vacancy on the management committee, the person becomes a member of the management committee.

(6) If the management committee appoints a person mentioned in subrule (1)(b)(iii) as secretary, the person does not become a member of the management committee.

(7) In this rule— **casual vacancy**, on a management committee, means a vacancy that happens when an elected member of the management committee resigns, dies or otherwise stops holding office.

16 Removal of secretary

(1) The management committee of the association may at any time remove a person appointed by the committee as the secretary.

(2) If the management committee removes a secretary who is a person mentioned in rule 15(1)(b)(i), the person remains a member of the management committee.

(3) If the management committee removes a secretary who is a person mentioned in rule 15(1)(b)(ii) and who has been appointed to a casual vacancy on the management committee under rule 15(5), the person remains a member of the management committee.

17 Functions of secretary

The secretary's functions include, but are not limited to—

- (a) calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the association; and
- (b) keeping minutes of each meeting; and

- (c) keeping copies of all correspondence and other documents relating to the association; and
- (d) maintaining the register of members of the association.

18 Membership of management committee

- (1) The management committee of the association consists of a president, treasurer, and any other members the association members elect at a general meeting.
- (2) A member of the management committee, other than a secretary appointed by the management committee under rule 15(1)(b)(iii), must be a member of the association.
- (3) At each annual general meeting of the association, the members of the management committee must retire from office, but are eligible, on nomination, for re-election.
- (4) A member of the association may be appointed to a casual vacancy on the management committee under rule 21.
- (5) A maximum of one family member may serve on the management committee at one time. In this clause, family means any combination of married partner, mother, father, children, grandchildren, brothers or sisters.
- (6) From the date of adoption of these rules, a management committee member who holds office for a period of 3 consecutive 1-year terms (the maximum period) in any position or 10 years in the aggregate, is not eligible for election until the Annual General Meeting which follows the Annual General Meeting at which the maximum period was completed.

19 Electing the management committee

- (1) A member of the management committee may only be elected as follows—
 - (a) any 2 members of the association may nominate another member (the ***candidate***) to serve as a member of the management committee;
 - (b) the nomination must be—
 - (i) in writing; and
 - (ii) signed by the candidate and the members who nominated him or her; and
 - (iii) given to the secretary at least 14 days before the annual general meeting at which the election is to be held;
 - (c) each member of the association present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the management committee;
 - (d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- (2) A person may be a candidate only if the person—
 - (a) is an adult; and
 - (b) is not ineligible to be elected as a member under section 61A of the Act.
- (3) A list of the candidates names in alphabetical order, with the names of the members who nominated each candidate, must be made available to members for at least 7 days immediately preceding the annual general meeting.
- (4) If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.
- (5) The management committee must ensure that, before a candidate is elected as a member of the management committee, the candidate is advised—
 - (a) whether or not the association has public liability insurance; and
 - (b) if the association has public liability insurance—the amount of the insurance.

20 Resignation, removal or vacation of office of management committee member

- (1) A member of the management committee may resign from the committee by giving written notice of resignation to the secretary.
- (2) The resignation takes effect at—
 - (a) the time the notice is received by the secretary; or

- (b) if a later time is stated in the notice—the later time.
- (3) A member may be removed from office at a meeting of the association if a majority of the members present and eligible to vote at a general meeting vote in favour of removing the member.
- (4) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- (5) A member has no right of appeal against the members removal from office under this rule.
- (6) A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.

21 Vacancies on management committee

- (1) If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the association to fill the vacancy until the next annual general meeting.
- (2) The continuing members of the management committee may act despite a casual vacancy on the management committee.
- (3) However, if the number of committee members is less than the number fixed under rule 24(1) as a quorum of the management committee, the continuing members may act only to—
 - (a) increase the number of management committee members to the number required for a quorum; or
 - (b) call a general meeting of the association.

22 Functions of management committee

- (1) Subject to these rules or a resolution of the members of the association carried at a general meeting, the management committee has the general control and management of the administration of the affairs, property and funds of the association.
- (2) The management committee has authority to interpret the meaning of these rules and any matter relating to the association on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

Note—

The Act prevails if the associations rules are inconsistent with the Act—see section 1B of the Act.

- (3) The management committee may exercise the powers of the association—
 - (a) to borrow, raise or secure the payment of amounts in a way the members of the association decide; and
 - (b) to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the association's property, both present and future; and
 - (c) to purchase, redeem or pay off any securities issued; and
 - (d) to borrow amounts from members and pay interest on the amounts borrowed; and
 - (e) to mortgage or charge the whole or part of its property; and
 - (f) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the association; and
 - (g) to provide and pay off any securities issued; and
 - (h) to invest in a way the members of the association may from time to time decide.
- (4) For subrule (3)(d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by—
 - (a) the financial institution for the association; or
 - (b) if there is more than 1 financial institution for the association—the financial institution nominated by the management committee.

23 Meetings of management committee

- (1) Subject to this rule, the management committee may meet and conduct its proceedings as it considers appropriate.
- (2) The management committee must meet at least once every 4 months to exercise its functions.

- (3) The management committee must decide how a meeting is to be called.
- (4) Notice of a meeting is to be given in the way decided by the management committee.
- (5) The management committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (6) A committee member who participates in the meeting as mentioned in subrule (5) is taken to be present at the meeting.
- (7) A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.
- (8) A member of the management committee must not vote on a question about a contract or proposed contract with the association if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.
- (9) The president is to preside as chairperson at a management committee meeting.
- (10) If there is no president or if the president is not present within 10 minutes after the time fixed for a management committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.

24 Quorum for, and adjournment of, management committee meeting

- (1) At a management committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.
- (2) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called on the request of members of the committee, the meeting lapses.
- (3) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called other than on the request of the members of the committee—
 - (a) the meeting is to be adjourned for at least 1 day; and
 - (b) the members of the management committee who are present are to decide the day, time and place of the adjourned meeting.
- (4) If, at an adjourned meeting mentioned in subrule (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

25 Special meeting of management committee

- (1) If the secretary receives a written request signed by at least 33% of the members of the management committee, the secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the secretary receives the request.
- (2) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.
- (3) A request for a special meeting must state—
 - (a) why the special meeting is called; and
 - (b) the business to be conducted at the meeting.
- (4) A notice of a special meeting must state—
 - (a) the day, time and place of the meeting; and
 - (b) the business to be conducted at the meeting.
- (5) A special meeting of the management committee must be held within 14 days after notice of the meeting is given to the members of the management committee.

26 Minutes of management committee meetings

- (1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are kept.
- (2) To ensure the accuracy of the minutes, the minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy.

27 Appointment of subcommittees

- (1) The management committee may appoint a subcommittee consisting of members of the association considered appropriate by the committee to help with the conduct of the associations operations.
- (2) A member of the subcommittee who is not a member of the management committee is not entitled to vote at a management committee meeting.
- (3) A subcommittee may elect a chairperson of its meetings.
- (4) If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.
- (5) A subcommittee may meet and adjourn as it considers appropriate.
- (6) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

28 Acts not affected by defects or disqualifications

- (1) An act performed by the management committee, a subcommittee or a person acting as a member of the management committee is taken to have been validly performed.
- (2) Subrule (1) applies even if the act was performed when—
 - (a) there was a defect in the appointment of a member of the management committee, subcommittee or person acting as a member of the management committee; or
 - (b) a management committee member, subcommittee member or person acting as a member of the management committee was disqualified from being a member.

29 Resolutions of management committee without meeting

- (1) A written resolution signed by each member of the management committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
- (2) A resolution mentioned in subrule (1) may consist of several documents in like form, each signed by 1 or more members of the committee.

30 Annual general meeting

The annual general meeting must be held within 6 months after the end date of the association's financial year. Each annual general meeting must be held—

- (a) at least once each year; and
- (b) within 6 months after the end date of the association's reportable financial year.

31 Business to be conducted at annual general meeting of level 1 incorporated associations and particular level 2 and 3 incorporated associations

- (1) This rule applies only if the association is—
 - (a) a level 1 incorporated association; or
 - (b) a level 2 incorporated association to which section 59 of the Act applies; or
 - (c) a level 3 incorporated association to which section 59 of the Act applies.
- (2) The following business must be conducted at each annual general meeting of the association—
 - (a) receiving the association's financial statement, and audit report, for the last reportable financial year;
 - (b) presenting the financial statement and audit report to the meeting for adoption;
 - (c) electing members of the management committee;
 - (d) for a level 1 incorporated association—appointing an auditor or an accountant for the present financial year;
 - (e) for a level 2 incorporated association, or a level 3 incorporated association, to which section 59 of the Act applies—appointing an auditor, an accountant or an approved person for the present financial year.

32 Business to be conducted at annual general meeting of other level 2 incorporated associations

- (1) This rule applies only if the association is a level 2 incorporated association to which section 59A of the Act applies.
- (2) The following business must be conducted at each annual general meeting of the association—
 - (a) receiving the association's financial statement, and signed statement, for the last reportable financial year;
 - (b) presenting the financial statement and signed statement to the meeting for adoption;
 - (c) electing members of the management committee;
 - (d) appointing an auditor, an accountant or an approved person for the present financial year.

33 Business to be conducted at annual general meeting of other level 3 incorporated associations

- (1) This rule applies only if the association is a level 3 incorporated association to which section 59B of the Act applies.
- (2) The following business must be conducted at each annual general meeting of the association—
 - (a) receiving the association's financial statement, and signed statement, for the last reportable financial year;
 - (b) presenting the financial statement and signed statement to the meeting for adoption;
 - (c) electing members of the management committee.

34 Notice of general meeting

- (1) The secretary may call a general meeting of the association.
- (2) The secretary must give at least 14 days notice of the meeting to each member of the association.
- (3) If the secretary is unable or unwilling to call the meeting, the president must call the meeting.
- (4) The management committee may decide the way in which the notice must be given.
- (5) However, notice of the following meetings must be given in writing—
 - (a) a meeting called to hear and decide the appeal of a person against the management committee's decision—
 - (i) to reject the person's application for membership of the association; or
 - (ii) to terminate the person's membership of the association;
 - (b) a meeting called to hear and decide a proposed special resolution of the association.
- (6) A notice of a general meeting must state the business to be conducted at the meeting.

35 Quorum for, and adjournment of, general meeting

- (1) The quorum for a general meeting is at least the number of members elected or appointed to the management committee at the close of the association's last general meeting plus 1.
- (2) However, if all members of the association are members of the management committee, the quorum is the total number of members less 1.
- (3) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- (4) If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the management committee or the association, the meeting lapses.
- (5) If there is no quorum within 30 minutes after the time fixed for a general meeting called other than on the request of members of the management committee or the association—
 - (a) the meeting is to be adjourned for at least 7 days; and
 - (b) the management committee is to decide the day, time and place of the adjourned meeting.
- (6) The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- (7) If a meeting is adjourned under subrule (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (8) The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.

(9) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

36 Procedure at general meeting

- (1) A member may take part and vote in a general meeting in person, or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (2) A member who participates in a meeting as mentioned in subrule (1) is taken to be present at the meeting.
- (3) At each general meeting—
 - (a) the president is to preside as chairperson; and
 - (b) if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be chairperson of the meeting; and
 - (c) the chairperson must conduct the meeting in a proper and orderly way.

37 Voting at general meeting

- (1) At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.
- (2) Each member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the matter shall be decided in the negative.
- (3) A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.
- (4) The method of voting is to be decided by the management committee.
- (5) However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
- (6) If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides.
- (7) The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

38 Special general meeting

- (1) The secretary must call a special general meeting by giving each member of the association notice of the meeting within 14 days after—
 - (a) being directed to call the meeting by the management committee; or
 - (b) being given a written request signed by—
 - (i) at least 33% of the number of members of the management committee when the request is signed; or
 - (ii) at least the number of ordinary members of the association equal to double the number of members of the association on the management committee when the request is signed plus 1; or
 - (c) being given a written notice of an intention to appeal against the decision of the management committee—
 - (i) to reject an application for membership; or
 - (ii) to terminate a person's membership.
- (2) A request mentioned in subrule (1)(b) must state—
 - (a) why the special general meeting is being called; and
 - (b) the business to be conducted at the meeting.
- (3) A special general meeting must be held within 3 months after the secretary—
 - (a) is directed to call the meeting by the management committee; or
 - (b) is given the written request mentioned in subrule (1)(b); or
 - (c) is given the written notice of an intention to appeal mentioned in subrule (1)(c).
- (4) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

39 Proxies

(1) The association does not allow proxy voting.

40 Minutes of general meetings

(1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered into the minutes.

(2) To ensure the accuracy of the minutes—

(a) the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and

(b) the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the association that is a general meeting or annual general meeting, verifying their accuracy.

(3) If asked by a member of the association, the secretary must, within 28 days after the request is made—

(a) make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and

(b) give the member copies of the minutes of the meeting.

(4) The association may require the member to pay the reasonable costs of providing copies of the minutes.

41 By-laws

(1) The management committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the association.

(2) A by-law may be set aside by a vote of members at a general meeting of the association.

42 Alteration of rules

(1) Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.

(2) However, an amendment, repeal or addition is valid only if it is registered by the chief executive.

43 Common seal

(1) The management committee must ensure the association has a common seal.

(2) The common seal must be—

(a) kept securely by the management committee; and

(b) used only under the authority of the management committee.

(3) Each instrument to which the seal is attached must be signed by a member of the management committee and countersigned by—

(a) the secretary; or

(b) another member of the management committee; or

(c) someone authorised by the management committee.

44 Funds and accounts

(1) The funds of the association must be kept in an account in the name of the association in a financial institution decided by the management committee.

(2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.

(3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.

(4) A payment by the association of \$100 or more must be made by cheque or electronic funds transfer.

(5) If a payment of \$100 or more is made by cheque or electronic funds transfer, it must be signed by any 2 of the following—

(a) the president;

- (b) the secretary;
 - (c) the treasurer;
 - (d) any 1 of 3 other members of the association who have been authorised by the management committee to sign cheques or electronic funds transfers issued by the association.
- (6) However, 1 of the persons who signs must be the president, the secretary or the treasurer.
- (7) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- (8) A petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.
- (9) All expenditure must be approved or ratified at a management committee meeting.

45 General financial matters

- (1) On behalf of the management committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.
- (2) The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.

46 Documents

The management committee must ensure the safe custody of books, documents, instruments of title and securities of the association.

47 Financial year

The end date of the association's financial year is 31 December in each year.

48 Distribution of surplus assets to another entity

- (1) This rule applies if the association—
- (a) is wound-up under part 10 of the Act; and
 - (b) has surplus assets.
- (2) The surplus assets must not be distributed among the members of the association.
- (3) The surplus assets must be given to another entity—
- (a) having objects similar to the association's objects; and
 - (b) the rules of which prohibit the distribution of the entity's income and assets to its members.
- (4) In this rule— **surplus assets** see section 92(3) of the Act.

5.0 Incorporation Certificate

FORM 2



QUEENSLAND

ASSOCIATIONS INCORPORATION ACT 1981

Section 12
Regulation 7

No. 2385

CERTIFICATE OF INCORPORATION OF AN ASSOCIATION

This is to Certify

that

..... QUEENSLAND ORIENTEERING ASSOCIATION INC.
.....

is, on and from the sixteenth day of ... February , 19 87 ,
incorporated under the Associations Incorporation Act 1981.

.....
Under Secretary,
Department of Justice.

6.0 Bylaws and Policy Decisions

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

Contents:

1. ADMINISTRATION
2. MEMBERSHIPS
3. FINANCIAL GENERAL
4. EVENTS
5. EVENT FEES
6. MAPPING
7. COACHING
8. CORPORATE
9. PAID EMPLOYEES
10. DEVELOPMENT FUND/CASH RESERVES
11. EQUIPMENT
12. STATE CHAMPIONSHIPS, NATIONAL CHAMPIONSHIPS AND AUSTRALIAN THREE DAYS
13. PAYMENT FOR ACCESS TO LAND
14. DISPUTE RESOLUTION
15. ATHLETE REP SUPPORT

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 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.
- 1.2. The Operations Committee is a permanent sub-committee of the Management Committee. It will meet at least every third 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.
- 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, Zoom, Skype, etc.).

Where travel is necessary to attend a meeting, club delegates outside Brisbane may be reimbursed for travel, as follows,

Townsville/Cairns/Mackay	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 Expenses 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.
- 1.12. All OQ committee members must hold a blue card or blue card exemption, Club Management Committee members should hold a blue card, All coaches and those involved in junior activities must hold a blue card. General controllers, course setters and event organisers are not required to hold a blue card unless organising events primarily for children.

2. MEMBERSHIPS

- 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.
- 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 from Nov 1st and 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:
- (A) Members of State Associations who are members of remote clubs as determined by the OA Board. Currently this applies to Townsville, Cairns, and Bundaberg Club members who live around Bundaberg and north to Cairns. It also applies to members living more than an hour and a half from an active Orienteering Club. Associate members will pay a reduced fee as determined by the OQ Management Committee. These members are not entitled to receive the Australian Orienteer magazine.

(B) Registered officials being persons who have satisfactorily completed a Level 1 coaching course. These people will pay a fee as determined by the OQ Management Committee. "OQ only" membership will be included at no costs as part of any Level 1 coaching course if the participant is not a member otherwise of a Qld club, Membership will be valid until the next renewal period. Renewal for each year thereafter is \$10. 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 may 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 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. 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 may 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. 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.
- 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.
- 4.12. Event officials should only use membership and participation data for purposes of running an event.
- 4.13. Competition procedures for Qld School Sport events, including selection criteria, will be determined by the Schools Committee and needs to be ratified by the Management Committee.
- 4.14. For Qld Sports events, the following safety procedures must be in place:
 - Official monitors out on the course will wear pink vests
 - Correct use of the whistle in an emergency will be printed on maps
 - A safety bearing will be printed on maps

5. EVENT FEES

- 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.
- 5.2. 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 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.
- 5.4. 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 should be made available where families with 4 or more members in a family membership 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 (Only if they enter as part of a family group) 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 \$10 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 this 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 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.
- 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 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.
- 6.11. 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.
- 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.
- 6.13. OQ commits to offering a rebate for new primary state school maps out of its Sport & Rec. annual budget. A Memorandum of Understanding may also be offered to a secondary or public school regarding provision of a mapping rebate in return for usage of the map for an OQ/club event.
- 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 should also be paid a superannuation component equivalent to the Super Guarantee Award rate (currently 9.5%).

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. There are also no levies charged on events set up specifically to raise money for junior squads, including targeted Maprun/NightNav events.
- 7.6. The Cyclones squad will pay a reduced or nil levy for Cyclone events, as decided by the Management Committee.
- 7.7. 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. Current hours determined by Management are as follows:

Funded from OQ general funds:

Bookkeeper/Treasurer (approx. 5 hours per week)
Admin Officer -240hrs p.a.

Funded from external grants:

Development Officer -150hrs p.a.
Junior Development Officer -500hrs p.a.
Social Media & Promotions Officer -150hrs p.a.
Membership Officer -50hrs p.a.
Other positions as decided by the Management Committee.
These hours will be reviewed each year prior to new contracts being offered.

- 9.2. OQ shall employ personnel to the extent that the salary and salary oncosts (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.
- 9.4. 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. OQ employees (contract and casual) shall be paid at an hourly rate, as per award Australian Government MA000002 Clerks-Private Sector Award 2010, level 5, casual rate, with an appropriate adjustment for juniors. A superannuation component equivalent to the SGA rate (currently 9.5%) should be included in the payment. All paid employees have contracts that expire on Dec 31st. 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). 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 (66c/km).
- 9.5. At the beginning of each calendar year, paid positions will be offered in writing to appointed members, with a detailed position description, available hours and casual pay rate.

- 9.6. For travel costs claimed by volunteers, reimbursement preference is also by submission of a fuel receipt or at 30c/km travelled.
- 9.7. 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 66c/km,

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. Profits from running National School Championship carnivals shall be put into a reserve account for the subsidy of travel and associated costs for the Qld Schools team.
- 10.3. 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.
- 10.4. It is intended that the income and capital from the Development Fund may be used to finance such projects.
- 10.5. 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.
- 10.6. Ultra Mini Cyclones can apply for annual funding up to \$1000 from the Development Fund.

11. EQUIPMENT

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

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

14. DISPUTE RESOLUTION

- 14.1. 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 (NOL) events, including the Cyclones and elite members of the mountain bike orienteering Storm team. Funding will be at two levels:
 - (A) Level 2 (Cyclone squad members not in OA high performance group): 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 OQ High Performance Group): The car and accommodation funding, as for level 2, with an additional funding amount for flight subsidy. This is proposed as - Melbourne NOL - \$200, Canberra NOL - \$100, Adelaide NOL - \$200, Tasmania NOL - \$200. Funding to be capped at the OQ budgeted amount for the Cyclones.

- 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. This funding can be paid in arrears if it is not paid in advance.
- 15.6. OQ will fund four support staff to accompany the Queensland Schools team when they travel to the Aus Champs carnivals.

By Laws Amended and updated April 2020

7.0 Administrative Policies

Administrative Policies are linked.

- 7.1 [Anti-Harassment Policy](#)
- 7.2 [Privacy Policy](#)
- 7.3 [Anti-Doping Policy](#)
- 7.4 [Sun Protection Policy](#)
- 7.5 [Sportident Security and Management](#)
- 7.6 [Member Protection Policy](#)

7.1. Anti-Harassment Policy

Policy

1. OQ is committed to providing a sport and work environment free of harassment where individuals are treated with respect and dignity. OQ will not tolerate harassment under any circumstances and will take disciplinary action against anyone who breaches the policy.
2. This policy applies to all employees, officers, volunteers, coaches, athletes, officials, professional personnel and members of OQ. The policy applies to behaviour occurring both within and outside the course of OQ business, activities and events, when the behaviour involves individuals associated with OQ and negatively affects relationships within OQ's sport and work environment.

Definitions

1. For the purpose of this policy, harassment consists of offensive, abusive, belittling or threatening behaviour directed at a person or people, because of a particular characteristic of that person or people (including the people's level of empowerment relative to the harasser). The behaviour must be unwelcome and the sort of behaviour a reasonable person would recognize as unwelcome. Harassment includes sexual harassment, which involves unwelcome sexual advances, requests or conduct towards another person or people.

Behaviour constituting harassment can take many different forms and may be explicit or implicit, physical, verbal, or non-verbal, single or repeated. Examples include, but are not limited to:

- (a) Abusive behaviour aimed at humiliating or intimidating someone in a less powerful position;
- (b) Jokes or comments directed at a person's body, looks, age, race, religion, sexual orientation or disability;
- (c) Teasing, innuendo, insults or taunts
- (d) Uninvited touching, kissing, embracing, massaging;
- (e) Staring, leering, ogling;
- (f) Persistent or intrusive questions about people's private lives;
- (g) Repeated invitations to go out, particularly after prior refusal;
 - (i) Sexual propositions;
 - (j) The display of offensive materials, or the use of offensive faxes, emails, letters or notes

2. Jokes and behaviour which are genuinely enjoyed and consented to by everyone present are not harassment. However it is important to realize that some people may not accept or put up with behaviour they find harassing, especially if they hold a subordinate position relative to the group or individual engaging in the flirtatious or jovial behaviour. It is the responsibility of all people to err on the side of caution and to be sensitive to the impact of their behaviour, not just those to whom the behaviour is directed.

Responsibilities

1. OQ is responsible for taking all reasonable steps to prevent harassment and ensuring its position is widely known through all levels of the organisation's activities.
2. OQ is responsible for identifying appropriate procedures to handle harassment complaints and to ensure that:
 - (a) A Harassment Contact Officer is identified to provide information and support as required;
 - (b) Complaints are treated in an impartial, sensitive, fair, timely and confidential manner;
 - (c) Harassment reporting is encouraged, regardless of who the offender might be;
 - (d) Appropriate training is provided to those who manage and implement the policy;
 - (e) Widespread awareness and understanding of harassment is provided;
 - (f) The policy and procedures are monitored and reviewed regularly.
3. The procedures for making harassment complaints are described in the attached Appendix.
4. Disciplinary action will be taken by OQ Executive Committee against anyone who is found to be in breach of this policy or who victimises or retaliates against a person who has complained of harassment. The discipline will depend on the severity of the case and may involve an apology, counselling, suspension, dismissal or other form of action. Serious cases should be referred to the police for investigation.
5. OQ's management and officers responsible for implementing this policy will keep confidential the names and details related to harassment complaints, unless disclosure is necessary as part of the disciplinary or corrective process.
6. All employees, members, professionals and other persons associated with OQ are responsible for complying with this policy.

Appendix to 7.1

Harassment Complaint Procedures

Complaints should be made via one of OQ's Member Protection and Information Officers (MPIO). Contact details are available through OQ web-site or from a member of OQ Management Committee.

1. OQ recognises that natural justice is the minimum standard of fairness to be applied in the investigation and adjudication of a dispute.
2. Harassment complaints can be handled through a variety of mechanisms. OQ recognises that, as a highly sensitive and complex matter, harassment is best dealt with informally through discussion between the parties or with some assistance from an independent third party, so as to minimise its damaging and disruptive effects. An informal resolution is not always possible and it may be necessary to resort to formal procedures to resolve the complaint.
3. OQ encourages individuals who experience harassment to inform the alleged harasser that the behaviour is unwelcome, unacceptable and contrary to policy, and ask that the behaviour stop. Individuals should also keep notes documenting incidents of the behaviour, time, place and any witnesses.
4. If it is not possible to confront the alleged harasser, or if this course of action fails to stop the behaviour, then the matter should be brought to the attention of an MPIO for advice.
5. The role of an MPIO is to determine whether a complaint has substance, inform the person accused of harassment of the nature of the complaint, inform both parties of their rights and responsibilities in proceeding with a grievance, act as mediator/conciliator between the parties to resolve the complaint, follow up after a complaint has been resolved to ensure there is no recurrence and refer serious matters to management, or to an external agency. It is the prerogative of the complainant to decide to proceed with, or to dissolve a complaint.
6. OQ recognises the importance of providing a choice of reporting mechanisms and officers (male and female) to complainants in order that they may feel comfortable to come forward to discuss or report on an incident. It also recognises that in some instances the officer appointed by OQ may be too close to the problem to serve without bias. Harassment complaints can be brought to the attention of any serving member of OQ Executive or reported to Harassment Contact Officers within Sport and Recreation Queensland.
7. Informal resolution of complaints is the most common form for finding a resolution. Informal solutions may occur to the complainant while he or she is talking to the MPIO. These may then be carried out by the complainant, with or without the assistance of the MPIO. Resolution of complaints at this level allows for complete confidentiality and satisfaction for both parties.
8. The second level of informal resolution involves mediation by a third party. The mediator may be an MPIO, or a member of OQ Committee.

9. In the event that the complaint cannot be resolved informally, the complainant may lay a formal complaint. In this case, the complainant is required to prepare and sign a formal written complaint to the MPIO who, in turn will ensure the alleged harasser is provided with a copy of the complaint. For detailed information on formal complaints procedures, refer to the Australian Sports Commission web-site on Anti harassment.

10. The MPIO is responsible for ensuring the complaint is investigated and mediated or conciliated professionally and confidentially, in an unbiased and prompt manner. The Officer will fulfil this responsibility by either notifying OQ Executive or referring harassment complaints to Complaints Officers within Sport and Recreation Queensland.

11. A complainant may withdraw from the complaint process at any time. However this does not absolve OQ from its obligation to pursue a complaint of a serious nature.

12. After an investigation of a complaint has occurred, a decision has been reached and action recommended, both parties to the complaint have the right to appeal the decision if a matter of procedure, bias or fairness is called into question.

13. OQ can take disciplinary action against any person in the organisation who is found to be guilty of harassment. The discipline would depend on the severity of the case and may involve counselling, compulsory education, suspension, dismissal or withdrawal of coaching or officiating accreditation. OQ can also take disciplinary action against anyone who victimises a person who has complained of harassment, or anyone who is found to have made false, vexatious or frivolous charges of harassment. OQ may refer serious cases to the police.

14. Both complainant and alleged harasser may pursue advice or action from an external authority at any stage of the complaint procedure. In QLD, the Anti-Discrimination Commission is the authority responsible for receiving complaints of harassment.

7.2. Privacy Policy

The intent of the Act is to protect personal information about individuals, in the way it is collected, stored, used and disclosed. Personal information includes a person's name, contact details and other registration information. It also includes medical and sensitive information gathered from time to time for teams, coaching camps and similar activities. The policy should be read in conjunction with the corresponding Orienteering Australia Privacy Policy.

1. OQ and its member clubs shall collect and keep only that information necessary, lawful and practical, to provide a quality orienteering program for its members
2. When collecting data in membership, event entry and other forms, OQ and its member clubs will inform potential participants the nature of the organisation and the reason for collecting the information requested
3. Where practical the person providing the information shall be given the opportunity to remain anonymous and not have their details included in publicly available documents
4. Individuals must be advised on their right to access the files, which contain their information; their right to correct any data and their right to complain about any breaches of privacy
5. Where sensitive information is required (such as camps or team participation) individuals must be advised of why the information is to be collected, the risks if the information is not collected, how the information will be stored and when it will be destroyed. Individuals must provide consent to all proposed uses and disclosures of information
6. OQ will not disclose any information to any other organisation other than where it is necessary to facilitate the pursuit of orienteering for its members
7. OQ Member Protection and Information Officers (MPIO) shall be responsible for the monitoring of the policy and the development and management of any procedures and practices developed to ensure privacy of members
8. OQ shall define which of its executive members are entitled to access all member information and to supply information for relevant functions (e.g. OY computations, details required for selection in state teams, etc.). Clubs shall nominate, each year, one club member who is entitled to receive details of the individuals who nominate that club for their membership.
9. OQ shall at all times consider the privacy of the individual as paramount and shall ensure that other members and kindred organisations shall only receive member information when necessary and only in the form necessary for the proposed use.
10. Event Officials shall only make use of membership and participation details for the purposes of running the event.

7.3. Anti-Doping Policy

Version	Date reviewed	Date endorsed	Content reviewed/purpose
1		15 Sep 2003	
2	July 2021	9 Aug 2021	Updated

Orienteering Queensland officially endorses and adopts the Anti-doping policy of Orienteering Australia.

Additional provisions

1. Everyone in the cyclones squad must complete the "Anti-doping fundamentals" E-learning activity on the sport integrity website- <https://elearning.sportintegrity.gov.au/login/index.php#>
2. Any person under the age of 18 who wishes to be a member of the Cyclones will be required to provide a letter to OQ with a letter signed by their parents or guardian giving permission for sports drug testing.
3. The Chair of Performance or Administrative Officer will be responsible for informing and liaising with the Secretary of Orienteering Australia in the event of a positive result to sports drug testing.

Related policies			
Orienteering Australia	Operation Manual	Dec 2020	5.12 Orienteering Australia Anti-Doping policy

7.4. Sun Protection Policy

1. OQ recognises that Queensland has a high rate of skin cancer.
2. Skin damage, including skin cancer, is recognised to be the result of cumulative exposure to the sun.
3. The following guidelines are designed to protect orienteering participants from the harmful effects of the sun, and to decrease their risk of developing skin cancer in the future.

Aims

1. To provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection
2. To provide sporting environments that support SunSmart practices.
3. To ensure that all members and staff of OQ are protected from the harmful effects of the sun throughout the year.

Procedures

1. OQ recognises that winter sun also contributes to skin damage. The implementation of this policy will therefore be conducted throughout the year.
2. Personal protection measures will be encouraged:
 - (a) A shirt with sleeves and a high neck/collar is encouraged
 - (b) A hat should be worn when not undertaking a course.
 - (c) SPF 30+ sunscreen should be used to protect exposed areas of the skin.
3. Participants should remain in shaded areas when not undertaking a course.
4. Each club will ensure that there is shade provided for officials, and endeavour to make available shady areas for spectators.
5. Each club will endeavour to promote sun safety in a positive way. Coaches are to help educate participants about the importance of sun safety in sport.
6. Club officials are expected to act as role models for players by displaying Sun Smart behaviour at all times.

Club Expectations

Members will:

1. Be aware of this SunSmart Policy.
2. Take responsibility for their own health and safety by being SunSmart.
3. Comply with SunSmart guidelines by wearing suitable hats, clothing, sunscreen and sunglasses where possible.
4. Make good use of shaded areas when spectating and during breaks.

5. Act as positive role models for others (especially junior members) in all aspects of SunSmart behaviour.

7.5. Sportident Security And Management

The OQ Sportident system is a valuable piece of plant and equipment owned by OQ and its clubs, and it is important that it be treated and managed as such.

The following is a proposed management process so as to maintain the integrity and quality of the overall system.

System Procedures

1. All of the related equipment (both hardware and consumables) 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 by replacement (after OQ Management approval) by purchase or replacement. Clubs are encouraged to follow a similar policy.
2. Purchase may be of equipment or consumables (e.g. PCs/SI units). This is so that the integrity of the overall pool of plant and equipment is maintained at all times.
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.
4. In this manner, we facilitate the proper management of the overall system, its security and integrity.

7.6. Member Protection Policy

OQ officially endorses and adopts the Member Protection Policy of Orienteering Australia (available from the Orienteering Australia web-site).

Related policies			
Orienteering Australia	Operation Manual	Sep 2020	1.18 Member Protection Policy (MPP)

8.0 OA/OQ Certificate Of Insurance

Orienteering Queensland and its affiliated clubs are covered under the Orienteering Australia Certificate of Insurance Currency. The current certification is available through the Orienteering Australia web-site or by contacting the Orienteering Australia Executive.

Full details of the policy may be obtained by contacting the insuring company.

9.0 Risk Management Plan

See also 9.1 Child & Youth Risk Management Strategy.

1. Introduction

In 1993 the Sports Insurance and Safety, Advisory, Committee (SISAC) was established at the request of the Minister for Tourism, Sport and Racing. The Department was concerned at the potential for serious injury to participants in sport and at the perceived lack of insurance cover provided by sporting organisations for their particular activity.

The SISAC was given the following terms of reference:

1. To enquire into the nature and extent of insurance and safety, within Queensland sport.
2. To examine existing sports insurance policies and benefits.
3. To examine existing safety systems and services within Queensland sports.
4. To develop strategies, policies and implementation mechanisms and processes, for ensuring appropriate levels of protection from injury and liability for all involved in sport in Queensland: and
5. To report to the Minister for Tourism Sport and Racing on the current status of sports insurance and safety and to make recommendations for the future strategy and policies relating to insurance and safety for sport in Queensland.

The final report of the SISAC was issued in June 1995 and the recommendations were endorsed and adopted by the Queensland Government. Among the key, recommendations were the following:

All sporting organisations in Queensland put in place a Risk Management Plan.

That all sporting organisations have in place liability insurance to a recommended minimum of \$5,000,000 with specific policies for Coaches Professional Indemnity and Directors and Officers Liability.

That an ongoing system of Risk Management education be put into place appropriate to all levels of sport through endorsed courses offered by, ASSA and other bodies.

That State and Local Governments make it a condition that recipients of funding programs have in place an adequate Risk Management Plan.

2. Policy Statement

It is the policy of the Orienteering Queensland to plan and conduct all of the Association's activities in a manner consistent with the Risk Management Plan.

The Plan is intended to provide guidelines for officers, officials and members of both the Association and affiliated clubs for the identification, assessment, analysis and control of the hazards and consequent risk associated with all of it's activities.

The Association believes the implementation of the Plan is consistent with its stated values of being responsive to the needs and expectations of the community, and of operating with integrity, equity and accountability.

3. Risk Management

The aim of this policy is to ensure that the areas of potential risk to which the Association and its members are exposed are clearly identified and the means of managing each risk are clearly established

The introduction of this plan should not be seen as a recognition that risks are not currently being managed adequately, but simply that the Association is determined to assist its officers and officials to manage their responsibilities.

Apart from the obvious impacts caused by injury and damage, failure to properly manage risk can also lead to a poor image of the sport. Additionally poor risk management could lead to increased insurance claims which in turn result in higher insurance costs.

The process of managing risk involves a number of steps:

- Identification of a risk or threat.

- Assessment of the importance and consequences of that risk.

- Establish procedures to eliminate or minimise the risk.

- Supervise and review the procedures.

- Regularly review the Plan.

A vital part of this plan is that it is regularly reviewed to ensure that it is improved and continues to meet the needs of the sport.

Another key element is that the responsibility for implementing the policy is clearly designated.

4. Scope

The policy is intended to cover the activities of the following people who might cause loss or injury, during the course of their activities:

- Officers of the Association

- Management Committee

- Employees and contractors.

- Affiliated clubs and officers

- Competitors

- Officials, coaches and mappers

5. Responsibilities

Orienteering Queensland will appoint a 'Risk Management Officer' (RMO) to be responsible for the implementation of the policy.

The duties of the RMO will be:

1. To prepare and maintain the procedures necessary to implement the policy.

The RMO would work closely, with the Chair of Technical to ensure the Technical Manual procedures and guidelines are consistent with this policy.

2. To ensure that all officials and officers of the Association and its affiliated clubs are aware of the policy and relevant procedures

The policy would be communicated to members, officers and officials through such means as the weekly bulletin and by inclusion of appropriate segments in training courses for officials.

3. To review the policy on an annual basis.

An annual report should be presented to the OQ Management Committee.

6. Types of Risk

6.1 Public Risk Liability

Risk

Negligent behaviour may result in injury to others or physical damage to property owned by others. Liability arises when the Association, or one of its officials fails to take reasonable care to avoid foreseeable risks leading to such injury or damage.

Management

Officials should be provided with up to date procedures and adequate training to ensure they are equipped to take reasonable care when conducting events or other Association activities. For major competitions the practice of appointing controllers to oversee event organisation is an important of ensuring the correct procedures are followed.

Competitors must always be provided with safety information. This will include safety bearings and information regarding unusual hazards on the course. An example of the latter may be mine shafts in the area. Competitors should also be educated on the need to wear suitable clothing and take recognised measures to protect themselves from injury.

The resources available to organisers should be well maintained and relevant. This must include ready access to an up to date technical manual. A fully stocked first aid kit should be available at all events.

Competition and training activities should be supported by appropriate medical coverage. This includes the availability of first aid supplies and the presence of a qualified first aider. The quickest means of contacting and accessing a qualified medical practitioner from the event location should be identified beforehand and a person nominated to either make that contact or transport an injured person if required.

When working alone in the field during mapping or course setting the Association's agents or officials should take recognised safety measures including leaving information on their whereabouts and time due back with a responsible person. They should carry an appropriate first aid kit, a supply of water, insect repellent and sunscreen.

Organisers should ensure that any food and drink provided at events has been prepared in accordance with appropriate health standards.

6.2 Employment

Risk

When employing staff the Association has obligations to meet statutory, requirements relating to recruitment, management and dismissal. These include compliance with industrial awards, taxation requirements, workers compensation insurance and superannuation.

Care must be taken to avoid any form of discrimination when recruiting or dealing with staff.

Management

It is the responsibility of the OQ Management Committee to ensure conditions of employment are in accordance with legal obligations and appropriate awards and that salary payments are made with due regard to taxation and superannuation requirements.

6.3 Associations Incorporation Act Requirements

Risk

The Association must abide by the requirements of the Associations Incorporation Act to avoid statutory penalties and to maintain its status under the Act.

Management

Officers of the Association should be aware of the contents of the Constitution of the Association and requirements of the Queensland Associations Incorporation Act and Regulations. Key provisions include:

- Appropriate accounting, record keeping and auditing procedures.
- Timing of the annual general meeting.
- Notification of office bearers.

The Association must limit its operations to within the stated powers of its constitution.

6.4 Financial

Risk

Safeguards must be in place to ensure that only authorised officers can commit the Association by entering into agreements relating to purchase of goods, sponsorships, consulting or service arrangements.

Management

The requirements for management of the Association's funds: are set out in section 28 of the Association's constitution. Funds may only be withdrawn on the signature of any two of the president, secretary, treasurer or any other members authorised from time to time by the Management Committee.

When entering into commitments with third parties such as those relating to sponsorships or purchase arrangements, no person must represent that they

have the authority to bind the Association without prior approval of the Management Committee.

Similarly no commitments in relation to employment of staff or contractors can be made by a person without the authority of the Management Committee.

6.5 Selection

Risk

The terms of any selection criteria previously advised to competitors must be observed when teams are selected. Failure to do so may expose the Association to embarrassment, internal dispute and in the extreme case, potential litigation.

Management

A selection committee should be nominated with broad discretion which is exercised by considering all factors relevant to selection.

Factors which are irrelevant to selection must not be used to exclude an athlete from a team.

6.6 Nuisance

Risk

The most likely case could result from complaints from residents who incur a disturbance from car parking or disrespect for private property when events are held in suburban areas.

Management

History would indicate that such complaints are most unlikely. However, care should be taken by event organisers to avoid repetitive use of normally quiet suburban streets for access to event areas.

When using parkland or picnic areas for assembly areas, care must be taken to minimise disturbance to other users.

6.7 Defamation

Risk

Written or spoken statements made by, or on behalf of the Association may injure someone's reputation.

Management

In general nothing should be said that is likely to affect another's reputation in any way.

If a statement must be made which may convey an impression that is critical of a person then it is best to obtain legal advice on the content of that statement. This situation should always be referred to the President of the Association.

6.8 Legal

Risk

The Association must operate within a number of Federal and State laws that govern various aspects of its operation. Failure to comply may leave the Association open to penalties.

Management

Officers of the Association must be aware of the laws that impact on the management of the Association and when necessary, seek expert advice on their specific application.

The following are major areas of legislation that are applicable to the operations of the Association. It must be noted that this list may not be comprehensive.

Queensland Associations Incorporation Act.

Commonwealth Income Tax Assessment Act 1936

Legislation applying to the employment and dismissal of staff.

Workers Compensation Act

AntiDiscrimination Act 1991

Workplace Health and Safety Act 1995

National Sporting Organisations (Coaching and other Staff) Award 1996

Commonwealth Superannuation Guarantee Act 1992

Fund raising law:

Additionally, whenever the Association conducts events on Crown land it may be subject to the requirements of the Forestry Act 1959, Lands Act 1994 or the Nature Conservation Act 1992. In such cases the requirements of the particular Act will be specified by the permit issued by the responsible authority. When using local council land a similar situation arises when local council bylaws apply.

6.9 Property Loss

Risk

Inadequate storage and care can lead to loss and deterioration of the Association's property.

Management

The Management Committee will appoint an officer to be responsible for the storage and care of the equipment required to run the Association's events. This will include the trailer and its contents.

An inventory of all equipment will be maintained for accounting and insurance purposes. The association's map stocks are the most valuable property held and particular care should be directed to ensure safe storage of original electronic files. A back-up copy at a separate location should also be maintained

7. Insurance

It is important to ensure that effective protection is provided against liability and financial loss when risk management procedures fall or when unforeseen situations arise.

Suitable policies should be held in the following areas:

Public Liability Insurance

The Incorporations Act requires adequate public liability insurance to be held. Such a policy should cover compensation for personal injury or property damage caused by competitors, coaches, volunteers and affiliated clubs.

The current policy which is negotiated by Orienteering Australia (OA) should be reviewed regularly by OQ to ensure the amount of cover is adequate.

Public liability cover should also include:

First Aid Treatment Risk insurance covers liability arising from the rendering of first aid treatment.

Member to Member Cross Liability Insurance covers each person or club separately in respect of claims made against them by any other person.

Professional Liability Insurance

Such a policy will indemnify Coaches and Committee Members of the Association for loss arising from acts or omissions.

Property Insurance

Equipment owned by the Association should be covered against loss or theft by a suitable policy.

Workers Compensation

The Queensland Workers Compensation Act requires all workers to be covered under this type of insurance. Volunteer workers are not protected by this cover.

9.1. Child and Youth Risk Management Strategy

Version	Date reviewed	Date endorsed	Content reviewed/purpose
1		2 March 2010	"Child Protection Risk Management Plan" introduced
2	July 2021	8 August 2021	Re-written to comply with Queensland Blue Card organisation requirements

1. Statement of commitment

Orienteering Queensland provides outdoor activities for children and young people that combine physical activity with a mental challenge. Participation in orienteering develops young people's decision-making skills, spatial awareness, connection with nature, resilience and sense of adventure.

As a constituent member of Orienteering Australia (OA), Orienteering Queensland (OQ) is committed to the safety and well-being of all children and young people who participate in our sport or access our services. We support the rights of the child and will act at all times to ensure that a child-safe environment is maintained.

OQ has developed a Child and Youth Risk Management Strategy to foster a safe and supportive environment for children and young people by

- promoting a culture of awareness of the safety of children and young people;
- identifying potential risks of harm and implementing strategies to minimise this risk;
- communicating effectively with volunteers and employees to ensure that they understand their obligations;
- communicating effectively with young people to ensure our policies meet their needs.

The Strategy applies to any employee or volunteer engaged by OQ and its constituent clubs, and is supported by the OA Member Protection Policy.

As President of Orienteering Queensland, I am personally committed to ensuring that everyone associated with the organisation complies with the policy.

Juliana de Nooy
President,
Orienteering Queensland
June 2021

Related policies			
Orienteering Australia	1.18 Member Protection Policy	Sep 2020	Preface

2. Code of conduct

OQ subscribes to OA's Child Safe Sport Framework Code of Conduct, which prioritises the safety and well-being of children and young people involved in our sport, and is complemented by the Codes of

Conduct detailed in OA's Member Protection Policy. In addition, coaches must sign the ASC-OA Coach Code of Ethics – Orienteering in order to become accredited.

Related policies & resources			
Orienteering Australia	1.31 Child Safe Sport Framework Code of Conduct	Oct 2020	
Orienteering Australia	1.18 Member Protection Policy	Sep 2020	Section 4 Code of Conduct Sections 7.2-7.4 Part B Attachments: Codes of Behaviour
Australian Sports Commission Orienteering Australia	ASC-OA Coach Code of Ethics – Orienteering		

3. Recruitment, selection, training and managing staff and volunteers

OQ works to ensure that suitable and appropriate people are engaged to work with children, especially in coaching activities, and that information and training are provided to enhance the knowledge and skills of employees and volunteers and reduce exposure to risks.

3.1 Recruitment and Selection

Working with Children Checks are conducted for employees and volunteers who work with children. All those who do not fall under one of the exemption categories listed by the Queensland Government must obtain a Blue Card.

Coaches must obtain OA Coach Accreditation and meet basic requirements of communication skills, experience and good character before being engaged as an employee or volunteer. References are obtained and referees are personally contacted before recruiting volunteers who are not already well known to the organisation. In addition to orienteering-specific training, coaches must read, understand and sign the ASC-OA Coach Code of Ethics – Orienteering form and complete the Sport Australia Community Coaching course in order to be accredited.

OA maintains a list of coaches accredited at Levels 1, 2, and 3. OQ maintains a list of coaches accredited at Level 0.

3.2 Training and Management

Employees and volunteers who work with children are made aware and regularly reminded of the child safety policies and procedures they need to comply with, in particular:

- OA's Child Safe Sport Framework Code of Conduct;
- the Child and Youth Risk Management Strategy, including procedures if there is a disclosure or suspicion of harm or if a complaint is made.

They are required to

- complete OQ's Child Protection & Safety Induction module and associated assessment.
- participate in coach education in order to maintain their OA Coaching accreditation.

In addition, event organisers complete the OQ Event Safety Induction program annually.

Related policies & resources			
Orienteering Australia	1.18 Member Protection Policy	Sep 2020	Section 7.1 Part C
Orienteering Australia	1.31 Child Safe Sport Framework Code of Conduct	Oct 2020	Section 7.2
Orienteering Australia	Coaching accreditation requirements	under review	
Orienteering Queensland	Child Protection & Safety Induction module	under review	currently section 5 of Event Safety Induction. Will be available as a separate module for 2022.
Orienteering Queensland	Event Safety Induction	Mar 2021	
Sport Integrity Australia	Child Protection & Safeguarding Online Course	July 2021	

4. Handling of disclosures or suspicions of harm

4.1 Definition of harm

Harm is defined under the Child Protection Act 1999 as “any detrimental effect of a significant nature on the child’s physical, psychological or emotional well-being. For harm to be significant, the detrimental effect on the child’s well-being must be substantial or serious, more than transitory and must be demonstrable in the child’s presentation, functioning or behaviour”.

Harm may be categorised in the following types:

- physical abuse, for example, beating, shaking, burning, biting, causing bruise or fractures by inappropriate discipline, giving children alcohol, drugs or inappropriate medication
- emotional or psychological abuse, for example, constant yelling, insults, swearing, criticism, bullying, not giving children positive support and encouragement
- neglect, for example, not giving children sufficient food, clothing, enough sleep, hygiene, medical care, leaving children alone or children missing school, and
- sexual abuse or exploitation, for example, sexual jokes or touching, exposing children to sexual acts or pornography or having sexual intercourse with a child or young person under 16 years of age (even if the child appears to have consented).

4.2 Responding to children’s disclosures

The response to any disclosure of harm to a child or young person can be the first important step in preventing or stopping abuse and protecting them from further harm. OA’s Member Protection Policy E3: “Handling an allegation of child abuse” suggests simple guidelines for receiving a disclosure.

4.3 Suspicions of harm

If someone has a reasonable suspicion that a child has suffered, is suffering, or is at risk of suffering, significant harm, they should report it (see 4.4.) as soon as possible.

4.4 Reporting Responsibilities

If a child is believed to be in immediate danger or a life-threatening situation, the Police must be contacted immediately on 000.

Disclosures or suspicions of harm should be reported, as soon as possible,

- to the OQ Member Protection Information Officer, who can assist in ensuring that OA's procedures for documenting and reporting allegations of child abuse are followed (Member Protection Policy E3: Handling an allegation of child abuse);
- or the local Club President, who will contact the OQ MPIO to ensure procedures are followed;
- or directly to the [Queensland Government's Child Safety services](#).

Related policies & resources			
Orienteering Queensland	Contacts: <ul style="list-style-type: none"> - memberprotection2@oq.asn.au - https://oq.orienteering.asn.au/contact - https://oq.orienteering.asn.au/club-positions-contacts 		Member Protection Information Officer Local club contacts
Orienteering Australia	1.18 Member Protection Policy Part E: <ul style="list-style-type: none"> - E3: Handling an allegation of child abuse - E4: Confidential record of child abuse allegation 	Sep 2020	Part E Reporting Requirements & Documents/Forms
Australian Government - Australian Institute of Family Studies	Responding to children and young people's disclosures of abuse		
Queensland Government	Reporting Child Abuse		

5 Managing breaches

Employees, volunteers, members, parents and children involved in OQ activities must comply with this Strategy. Failure to comply with any aspect of the Strategy, including procedures, Codes of Conduct and Risk Management Plans, should be reported to:

- the OQ Member Protection Information Officer. The MPIO may advise and inform the person reporting the breach, or may act on behalf or in support of the person making the complaint if requested.
- or to the local Club President, who will report it to the OQ Management Committee.
- or directly to a member of the OQ Management Committee.

Breaches that result in significant harm to a child or young person will be handled as in Section 4 above.

Other breaches will be managed in a fair, unbiased and supportive manner:

- a person or persons suitably removed from the incident will be appointed by the OQ Management Committee to manage the breach
- all people concerned will be advised of the process
- all people concerned will be able to provide their version of events

- the details of the breach, including the versions of all parties and the outcome will be recorded
- matters discussed in relation to the breach will be kept confidential
- an appropriate outcome will be decided.

The key stages for management of a breach are:

1. Assessment and investigation of the alleged breach, reporting to the Police/Child Safety services if required
2. Review of all relevant evidence pertaining to the alleged breach
3. Decision about suitable consequences to be taken
4. Communicating finding and action taken to the individual, team or club

Depending on the nature of the breach, outcomes may include:

- emphasising the code of conduct or relevant part of the Strategy
- providing closer supervision
- further education and training
- mediation between those involved in an incident
- disciplinary procedures
- review of relevant OQ processes and policies to prevent a future breach

OQ is guided by the disciplinary measures outlined in section 10 of the OA Member Protection Policy.

Related policies & resources			
Orienteering Australia	1.18 Member Protection Policy	Sep 2020	Section 9 Breaches Section 10 Disciplinary measures

6 Compliance with the blue card system

The OQ Management Committee has determined that those in the following positions require a blue card:

1. members of the OQ Management Committee
2. the Junior Development Officer
3. managers of the following squads: ultra-mini cyclones, mini-cyclones, junior cyclones, Qld Schools Team
4. all accredited coaches
5. anyone involved in coaching people under 18 years of age in orienteering, unless they fall into the exemption categories listed by the Queensland Government.

The OQ Member Protection Information Officer and the OQ Administration Officer are jointly responsible for managing blue cards within OQ. They will:

- obtain lists of managers and coaches from the OQ Chair of Performance, the Junior Development Officer, and Camp coordinators to ensure that all of the above hold a blue card
- maintain a blue card register of staff and volunteers, using the Queensland Government Portal
- maintain confidentiality of all information in relation to blue card applications.

Related policies & resources			
Queensland Government	Blue Cards for working with children		

7 High risk activities and special events

OQ provides templates for risk assessment and risk management for high-risk activities and special events primarily involving children and young people, such as:

- Queensland Schools Orienteering Championships
- Mini-Cyclones camp
- Junior Cyclones camp
- Tour of Queensland Schools Orienteering Team to National Championships

OQ complies with OA's [Child Safe Sport Framework Code of Conduct](#) which includes risk minimization strategies for tours by representative teams and squads, overnight stays and transport arrangements.

Related policies & resources			
Orienteering Australia	1.31 Child Safe Sport Framework Code of Conduct	Oct 2020	
Orienteering Australia	1.18 Member Protection Policy	Sep 2020	Sections 7.2-7.4
Orienteering Queensland	Templates: - QSOC Risk Assessment - QSOC Risk Management Plan - Junior Camp Risk Management Plan - ASOC Tour Risk Management Plan	July 2021 July 2021 July 2021 pending	

8 Communication and support strategies

8.1 Communication Channels

OQ is committed to communicating the Strategy to all stakeholders including employees, contractors, officials, volunteers, children and young people, coaches, parents and guardians, through the following avenues:

- Direct communication with employees and volunteers working with children, providing them with information to assist them to:
 - understand how they are expected to behave towards children and manage activities involving children
 - remain alert to the risk of child abuse
 - know how to identify potential child abuse and how to respond to disclosures, suspicions of harm, and complaints
- Prominent publication of the Strategy and supporting material on the OQ website including:
 - Codes of contact
 - Contact person for any concerns

- Risk management templates
- Links in information for junior squads
- Consultation with junior squad members to ensure our youth policies meet their needs
- Updates and reminders on the Child and Youth Risk Management Strategy through the e-bulletin
- Raising awareness that the Member Protection Information Officer is available to help/inform any stakeholders where assistance is required.

8.2 Annual Review

To ensure that the Strategy remains current and effective in identifying and minimising risks of harm to children, the documents forming part of the Strategy are monitored and reviewed annually. They will also be reviewed after any incident where a child or young person or is at risk of harm or a breach of the Strategy is identified.

Related policies & resources			

10.0 Position Descriptions

- 10.1 President
- 10.2 Vice President
- 10.3 Honorary Treasurer
- 10.4 Honorary Secretary
- 10.5 Chair Development
- 10.6 Chair Performance
- 10.7 Chair Technical
- 10.8 OQ Affiliated Club Delegate

10.1. President

The President is a member of the Management Committee of the Association and will also be an ordinary member of the Association.

The President shall preside as Chairperson at every meeting of the Management Committee, including the Annual General Meeting. Employees of the Association shall be supervised by the President.

Purpose of the Position

The position is effectively the Chief Executive Officer of the Orienteering Queensland. It is an honorary position but the person is expected to represent the Association to outside bodies as well as lead the organisation to achieve its vision, mission and key performance indicators.

Skills

The incumbent must have management skills, in particular, be well organised and able to conduct meetings. Administration and finance skills would also be an advantage. The ability to resolve conflicting views is important to the success of the position.

Duties and Functions

The President shall:

1. Supervise all aspects of the association including Chairs of Committees and members of the Management Committee and the various orienteering clubs affiliated with the Association
2. Chair all Committee Meetings including the Annual General Meeting and the Annual Strategy Conference.
3. Arrange appointments of all paid employees and contractors
4. Review employment contract of each employee on a calendar year basis and renew the contract if the person is available and, in the opinion of the President, is competent to perform the role
5. Review the financial performance of the Association on a monthly basis
6. Prepare Agendas for Management Committee Meetings and call for reports from all subcommittees
7. In conjunction with the Vice President, attend the annual general meeting and the annual strategic conference of Orienteering Australia and any other meetings as called by the President of Orienteering Australia.
8. Liaise with members of the Board of Orienteering Australia and their employees as necessary.
9. Liaise with State Presidents of other orienteering associations in Australia.
10. Review the Strategic plan of the Association before submission to the Department of Sports and Recreation, Queensland.

11. Authorise payments of wages hours and expense claims of employees, and other invoices from time to time.
12. Ensure that all reporting obligations are met in relation to funding from the State Government, from OA, and from any other sources of funding.

10.2. Vice President

The Constitution of OQ nominates the position of Vice President as a member of the Management Committee (11.1).

The Vice President shall be an ordinary member of OQ

The Vice President is entitled to one vote on behalf of OQ.

The position of Vice President is valid from an AGM to the next AGM.

The Person

The appointee should possess good administrative skills in order to understand and carry out the relevant duties and functions of which the position specifies.

It is preferable that this person will have had some experience at a Management or Committee level and thus have a reasonable understanding of organisations and their workings.

Duties and Functions

1. The Vice President will report to the President.
2. The Vice President will carry out reasonable duties and responsibilities as requested by the President.
3. The Vice President will act on behalf of the President in circumstances when and where the President is unable to undertake his duty.
4. The Vice President is expected to attend all Management Committee meetings.
5. The Vice President is to serve as a member of the Management Committee.
6. The Vice President is to assist the President in coordinating the affairs of OQ, its Committees and Sub-Committees.
7. The Vice President is to attend the OQ Annual Conference.
8. The Vice President, along with the President is expected to attend the OA AGM and the annual OA Conference.

10.3. Honorary Treasurer

The duty and responsibilities demand that the Treasurer should have good bookkeeping skills and a sound working knowledge of an acceptable accounting package and use of appropriate spreadsheets. The position may be paid.

Purpose of Position

The purpose of this position is to maintain a high level of professionalism in OQ's financial administration.

Reporting

The Treasurer will report to the President of OQ at regular intervals. He/She is expected to attend OQ Management committee meetings, which are held approximately every six weeks. In addition the Treasurer is expected to make a presentation to the OQ annual conference and contribute to the six monthly and annual reporting to Sport and Recreation Queensland.

The Person

The treasurer would have:

1. Bookkeeping skills, or the ability to rapidly acquire such skills;
2. A sound knowledge of, or the ability to acquire a sound knowledge of, the Associations Incorporation Act and other relevant regulations;
3. Good written and oral communication skills;
4. Superior organisational skills to ensure all deadlines are met.

A sound working knowledge of an acceptable accounting package and appropriate spreadsheet usage would be a distinct advantage.

Duties

1. Maintain accounting records in such a manner as would enable true and fair accounts of the Association to be properly prepared from time to time
2. Maintain such accounting records as correctly record and explain the transactions and financial position of the Association
3. Prepare "user friendly" financial reports for management committee meetings and attend these meetings, which are held approximately every 6 weeks
4. Manage available cash in order to ensure the Association is able to meet all debts when they fall due
5. Prepare annual budgets and cash flow forecasts and assist in the preparation of annual funding application to Sport and Recreation Queensland
6. Prepare financial statements for the Annual Report
7. Prepare the necessary financial reports for, and attend the annual OQ conference

8. Ensure OQ complies with the financial sections of the Associations Incorporations Act, all Tax regulations, and other relevant legislation
9. Keep accounting records in such a manner that would minimise audit costs

10.4. Honorary Secretary

The Honorary Secretary is a member of the Management Committee, and will also be an ordinary member of the Association.

Purpose of Position

The primary purpose of this position is to maintain a high level of professionalism in OQ administration and assist in improving strategic planning. The appointee is to assist the President in conducting the Annual Conference, and is responsible for coordinating the annual review of the Strategic and Operations Plans, and the annual funding submissions and reports to Sport and Recreation Queensland.

Reporting

The Honorary Secretary is required to attend OQ Management Committee meetings.. In addition the Honorary Secretary will be responsible, in conjunction with the President, for ensuring timely reporting to Sport and Recreation Queensland (SRQ) and OA.

Skills

The appointee will ideally have had previous experience in sports administration, and particularly experience on the OQ Management Committee. Having previous experience in orienteering or being prepared to participate in orienteering is desired.

Duties

1. Attend all OQ Management Committee meetings.
2. Assist in organisation and conducting of the Annual Conference of OQ.
3. Co-ordinate the review and preparation of OQ's strategic plan and Operations Plan as a result of confirmed decisions emanating from the annual conference.
4. Assist in the preparation and lodgement of the annual application for funding and all required reports to SRQ.
5. Liaise with, and attend relevant meetings with SRQ, Sports Federation of Queensland, and other appropriate state and council bodies.
6. Liaise with OA office bearers and employees on a needs basis.
7. Continue review and development and implementation of policies and schemes such as Member Protection, Risk Management, Anti Harassment etc.

10.5. Chair Development

The Chair of Development (CD) is a member of the OQ Management Committee, and will also be an ordinary member of the Association.

Purpose of Position

The primary purpose of this position is to maintain a high level of professionalism in OQ and is to be responsible for reviewing, developing and implementing strategies for the Development and Promotion of Orienteering in Queensland.

Reporting

The CD is required to attend and report to OQ Management Committee meetings. In addition the CD will be responsible for liaising with OA as necessary, e.g. at Easter meetings. The CD will also contribute to the 6 monthly and annual reporting to Sport and Recreation, Queensland.

Skills

The appointee should have had experience in development and promotion, preferably in the sports field. The person should also have at least five years orienteering experience.

Duties

Development

1. Encourage and support all clubs to increase memberships and promote orienteering in local areas.
2. Assist where necessary in the development of new regional areas.

Promotion

1. Chair the Development and Promotion Committee meetings and give direction on raising community awareness of orienteering through publicity and promotional activities.
2. Maintain supplies of current promotional materials and support Club based promotions.
3. Establish and maintain media contacts so as to promote orienteering and events in the print media on a regular basis.
4. Prepare media releases at appropriate times and endeavour to have results of events published in local and mainstream newspapers.

10.6. Chair Performance

The Chair of Performance (CP) is a member of the OQ Management Committee, and will also be an ordinary member of the Association.

Purpose of Position

The primary purpose of this position is to co-ordinate all aspects of coaching and athlete development in Queensland. This involves ensuring effective and efficient use of all coaching resources, and smooth progression of coaching, training and development opportunities. The CP will supervise planning and budgeting of squads and other coaching projects, and liaise with OA, QSOA, Government bodies and the OQ Committee.

Reporting

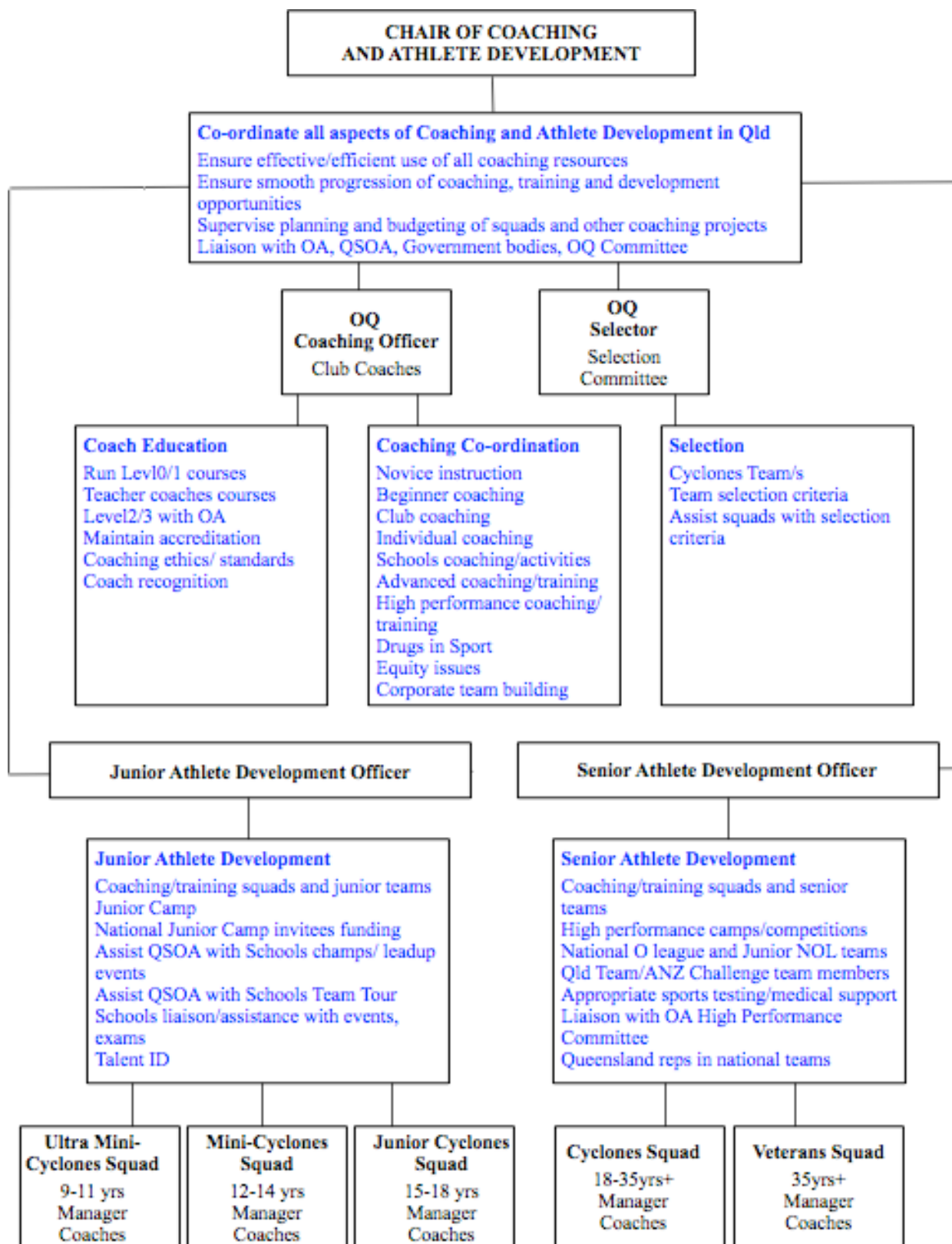
The CP is required to attend and report to OQ Management Committee meetings. In addition the CP will be responsible for liaising with OA as necessary, e.g. at Easter meetings.

Skills

The appointee will ideally have had at least 5 years orienteering experience, preferably running in A classes, plus appropriate coaching and management skills. Level 2 Coaching Certificate is considered a minimum requirement.

Duties

1. Co-ordinate all coaching and athlete development programs in the state.
2. Chair the OQ Coaching and Athlete Development Committee.
3. Liaise with the Queensland Schools Orienteering Committee and report to the management committee on schools championships and selection procedures.
4. The attached diagram shows more specific duties, which may be assumed by the Chair, or ideally several people responsible for various areas of coaching and athlete development.



10.7. Chair Technical

The Chair of Technical (CT) is a member of the OQ Management Committee, and will also be an ordinary member of the Association.

Purpose of Position

The primary purpose of this position is to co-ordinate all technical activities of orienteering in Queensland. The CT will supervise planning and budgeting of all technical activities including events, training of event officials and mapping.

Reporting

The CT is required to attend and report to OQ Management Committee meetings. In addition the CT will be responsible for liaising with OA as necessary, e.g. at Easter meetings.

Skills

The appointee will ideally have had at least five years orienteering experience, preferably running in A classes, plus appropriate technical skills. The person should be at least a Level 2 Controller.

Duties

1. Co-ordinate the event calendar including liaising with club representatives to develop and produce the calendar well in advance of the start of the calendar year.
2. Co-ordinate all event official training including workshops for event organisers, course setters and controllers.
3. Co-ordinate all mapping activities conducted by OQ.

10.8. OQ Affiliated Club Delegate

The OQ delegate from each individual orienteering club is a voting member of OQ Operations Committee and in addition, is responsible for the effective communication of orienteering information both to and from the parent OQ and the delegate's club.

The Person

The delegate should be an orienteer with some past experience and organisational skills so as to be in a position to positively contribute to orienteering organisational matters. In addition, the delegate needs to be able to commit time outside of official meetings so as to further the issues and activities that make up a delegate's role.

Duties

1. The club delegate who is elected to represent their club at OQ meetings shall be a financial member of OQ and also be a member of the club that is being represented.
2. The club delegate is to be elected to the club's committee on an annual calendar year basis in line with OQ's operations.
3. The club delegate is to regularly attend OQ Operations Committee meetings; and procure a substitute, from the delegate's club to attend, if they are unable to do so. As well the delegate is expected to attend the Annual OQ Conference.
4. The club delegate is to regularly attend his or her own Club Management Committee meeting.
5. The club delegate is to represent their club's position at OQ meetings and support the club's position with documentation and or verbal presentations.