

ORGANISATIONAL STRUCTURE OF OASA

Written April 2007 Updated December 2009

The Orienteering Association of South Australia, Inc. is an incorporated body with a Constitution and a set of Regulations. The Constitution underwent minor changes at the 1998 AGM to change the financial year to be the calendar year and move the date of the AGM to March. Further changes were made in March 2008 to make provision for electronic banking and again in June 2008 to include the powers of the association. The Regulations are updated regularly to incorporate major decisions of the Council.

The structure of OASA is as follows:

INTERNATIONAL ORIENTEERING FEDERATION (IOF)

ORIENTEERING AUSTRALIA (OA)

ORIENTEERING ASSOCIATION OF SOUTH AUSTRALIA Inc (OASA)

CLUBS AFFILIATED TO OASA:

Onkaparinga Hills Orienteering Club (SE Adelaide and Adelaide Hills)

Tintookies Orienteers (North Eastern Adelaide areas)

Tjuringa Orienteers (Southern Adelaide areas to South coast)

Yallanga Orienteers (Central and Eastern Adelaide)

Wallaringa Orienteers (near SE and S Adelaide suburbs)

Lincoln Orienteers (Port Lincoln)

South East Orienteers (Mt Gambier and Naracoorte)

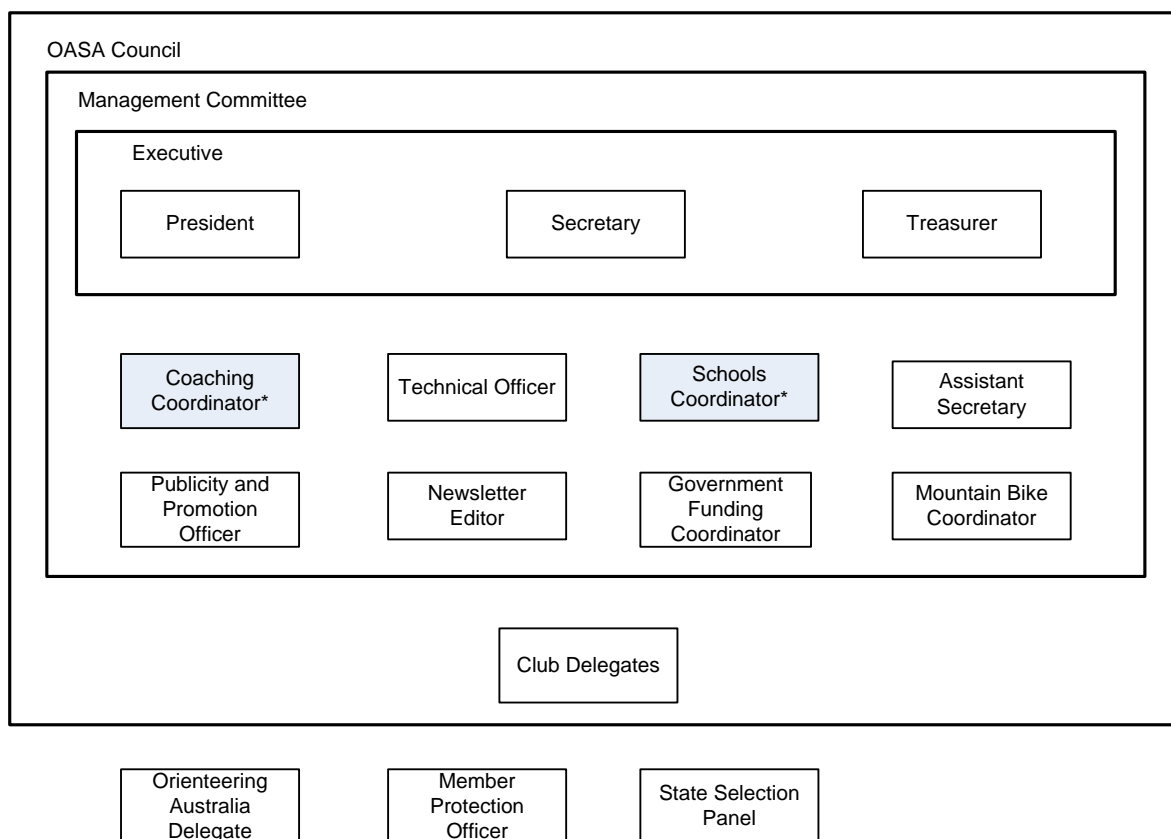
Saltbush Orienteers (Whyalla and Port Augusta)

Top End Orienteers (Darwin, Northern Territory)

Membership of OASA (and OA) is through membership of one of these affiliated Clubs.

The peak body for OASA is the Council, comprised of a Management Committee and Club Delegates, of whom there are two from each of the metropolitan clubs and one from each of the country clubs. The structure of the OASA Council is as follows:

Orienteering Association of South Australia Organisational Structure



* Receive payments on a casual basis for some activities organised

The Council meets on the third Tuesday of even-numbered months to oversee the development and conduct of Orienteering in South Australia. The Management Committee meets in the odd-numbered months. The Coordinators each chair a subcommittee of the Council, with most committees having a representative from each of the metropolitan clubs. The Coaching Committee comprises all the coaches.

Each Club has a Club Committee comprising the Office-bearers of the Club and other elected members. Club Committees are responsible for ensuring the effective conduct of those orienteering events which are allocated to them (in the metropolitan program) by OASA as well as conducting other supportive activities, including social occasions, for members.

OASA Officers Roles and Responsibilities

President

- Attend and chair Council and Management meetings
- Report decisions and business conducted at Management meetings to the Council meeting
- Provide organisational leadership and coordination of OASA activities
- Coordinate development of and monitor implementation of the OASA Strategic and Operational Plan

Secretary

- Manage incoming and outgoing correspondence
- Maintain all OASA Policies
- Maintain the Club Information Manual
- Manage any other allocated tasks as detailed in the operational plan

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- Attend Council and Management meetings
- Distribute OASA Council Minutes and Reports to Clubs
- Prepare agenda and compile reports for Council meetings
- Coordinate the preparation of the Annual Report

Assistant Secretary

- Record and prepare minutes of bimonthly Council Meetings
- Assist the secretary as required
- Attend Council and Management meetings

Treasurer

- Manage the financial affairs of the association
- Fulfil statutory financial requirements e.g. with respect to GST
- Arrange annual audit of the association's finances
- Prepare Annual Budget
- Attend Council and Management meetings
- Present financial report to each Council meeting
- Ensure OASA's contribution to OA public liability insurance premium paid as required
- Facilitate payment of levies and fees to OA
- Maintain membership information (with Membership Officer)

Technical Officer

- Attend Council and Management meetings
- Be the OASA contact for the OA Director technical and the OA Technical and Mapping Committee Chairpersons
- Attend Council and Management meetings
- Present report to each Council meeting
- Coordinate the distribution of technical information to clubs and members as required
- Monitor event standards and compliance with technical rules and guidelines
- Monitor event safety standards for all events on Annual Program
- Arrange appointment of event controllers for Group B events on the annual program
- Prepare budget of technical activities annually
- Coordinate controller accreditation (new and renewals)
- Coordinate the presentation of technical training workshops as required
- Coordinate maintenance of the mapping register and library, and mapping proposals (via Mapping Officer)
- Coordinate information technology activities include management of SPORTIdent equipment and processes (via SPORTIdent coordinator)

Schools Coordinator

- Attend Council and Management meetings
- Be the OASA contact for the OA Schools Committee Chairperson
- Attend Council and Management meetings
- Present report to each Council meeting
- Prepare budget of activities annually
- Coordinate the annual program of orienteering for schools
- Coordinate the presentation of in-school orienteering courses and activities
- Coordinate the preparation of orienteering maps of schools

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Coaching Coordinator

- Attend Council and Management meetings
- Be the OASA contact for the OA Coaching Committee Chairperson and OA Head Coach
- Prepare, publish and manage the delivery of the annual program of coaching and training activities
- Prepare annual budget of coaching and training activities
- Present report to each Council meeting
- Manage appointment of squad and training group coaches
- Supervise squad training and coaching programs
- Coordinate coach recruitment, training and accreditation (new and renewals)
- Coordinate the distribution of coaching and training information to clubs and members as required by appropriate communication methods

Newsletter Editor

- Attend Council and Management meetings
- Present report to each Council meeting
- Publish bi-monthly newsletter
- Coordinate the distribution of other promotional material with the newsletter
- Organise the distribution of the Australian Orienteer

Publicity and Promotions Officer

- Coordinate publicity of the annual event program and the Summer series program
- Coordinate other promotional activities
- Liaise with and support clubs in the promotion of specific events as required
- Attend Council and Management meetings
- Prepare annual budget of promotional activities
- Be the OASA contact for the OA Director development
- Attend or arrange alternate to attend OA Development conference and committee meetings
- Present Report to each Council meeting
- Coordinate the distribution of information including results to the media
- Supervise the maintenance of the OASA website (via Web Master, Administrator and Editors)
- Supervise the distribution of the email news (via E-newsletter editor)

Mountain Bike Coordinator

- Plan the annual Mountain Bike orienteering program
- Support the clubs in the running of MTBO events
- Distribute information on national and interstate MTBO events
- Prepare annual budget of OASA funded MTBO activities
- Maintain technical guidelines for MTBO events
- Liaise with clubs on mapping of areas for MTBO
- Attend Council and Management meetings
- Be the OASA contact for the OA MTBO Committee chairperson development
- Present report to each Council meeting

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Government Grants Coordination

Note: Since the beginning of 2009 this role has been filled by the executive committee

- Maintain liaison with Office of Recreation and Sport with respect to grant applications and reporting
- Coordinate the application of funding under Office of Recreation and Sport grant schemes
- Coordinate grant applications to other government organisations (Commonwealth, State, Local)
- Monitor land access issues with respect to government land used for orienteering

Member Protection Information Officer

- Ensure the Member Protection Policy is complied with
- Fulfil the responsibility of the MPO as outlined in that policy
- Maintain a register of officials with Police Checks
- Provide MP information to members

Other Roles

OASA has a number of other volunteers undertaking specific tasks as referred to above. Each role may be undertaken by one of more volunteers.

1. Membership Officer – maintains membership database
2. E-Newsletter Editor – distributes news items to members by email
3. Mapping Officer – maintain map register and map library
4. SPORTIdent coordinator – maintains SPORTIdent equipment and provides support to clubs on use of SPORTIdent equipment and software
5. A group of web administrators, -administer, maintain, prepare content for the OASA web site
6. Delegate to Orienteering Australia – Represent OASA at the Orienteering Australian Annual General Meeting and Annual Conference
7. State Selection Panel – select state representative teams
8. Southern Arrows (SA National Orienteering Team) Manager – manager of the SA team in the National Orienteering League
9. Junior Squad Manager – manages the activities of the junior squad.
10. Junior Coaching – responsible for coaching the junior squad