

Minutes of the Ottawa Orienteering Club 2010 Annual General Meeting

January 23, 2011

Tanglewood Community Center - 4:00 p.m.

Present: Randy Kemp, Karen Tippett, Bill Anderson, Andrew Cornett, Jeff Teutsch, Robbie Anderson, Eric Kemp, James Richardson, Burt Waslander, Bill Meldrum, Stefan Bergstrom, Alexander Bergstrom, Brian Graham, Peter Laurich, Eric Teutsch, Isabelle Robert, Anne Teutsch, Linda Connell, Richard Guttormson, Lorna Guttormson, Lynda Scrivens, Adrian Turcano, Stephen Powell, Alan and Barbara Gravelle, Nevin French, Steve Buchko

Adoption of Agenda as presented. Moved by Karen Tippett, seconded by Peter Laurich.

Minutes of the 2009 AGM were approved by Lorna, seconded by Andrew.

President's Report – report attached

Treasurer's Report – report for year ended Nov 15, 2010 attached

Cathy Bakker performed review of the financial records – 1 meet revenue was missing and will be included in the 2011 report.

Motion to accept financial reports put forth by Bill Meldrum, seconded by Bert. Carried.

2011 Budget:

Bill Anderson asked to increase software budget from \$600.00 to \$1000.00 in order to purchase 2 more copies of OCAD. OCAD is now per user – no more group usage.

As per letter received by Isabelle, COF increasing levies by 25%. This has not been accounted for in the budget. Discussion of Sport Ident budget of \$2,000 – purchase of color printer for emergency use at meets. Eric does not think we need more units. New version of software available but that can wait another year. 2nd marine battery will be required. Toner. More like \$1,000.00 required. Stefan suggested the purchase of more SI units specifically for training. Budgeted amount to remain at \$2,000.00.

Jeff Teutsch presented proposal for orienteering development with a focus on school orienteering and setting up permanent courses. After some discussion the members were asked if there was support for this. If yes, the board will work with Jeff.

Motion to add \$1000.00 to levies, \$400.00 to software and \$2,500.00 to orienteering development (this will increase Expenses to \$25,200.00 and Deficit to \$12,300.00). Moved by Stefan, seconded by Isabelle. Carried.

Director's Reports

Membership – report attached

With levies increasing by 25%, it was decided to leave meet fees the same for this year but to increase membership fees. Steve proposed the following membership fees for 2011. \$22.00 per adult member, \$11.00 for additional adult, \$7.00 per junior and \$11.00 per individual junior. Eric moved to accept new fees, seconded by Andrew. Carried.

Local Meets – report attached

Andrew expressed his thanks to meet directors, controllers, mappers, registration, SI and all volunteers involved with each event.

4 new maps: Pinheys point, 3 COC maps.

Large number of events with a lot of variety in type of event.

Less standard B meets as more sprints, farsta, relay – off balance this year due to COCs.

Andrew stepping down as meet coordinator. Randy thanked Andrew for taking this on for the past many years.

New meet coordinator is Anne Teutsch.

Randy and Anne met with the NCC. New person looking after activities in Gatineau Park. OOC is on the green list of users in the Gatineau Park. As long as we play by the rules they are happy to have us there. Don't mind people off trail, just people making trails.

Anne will be sending out email for meet directors to sign up. Will also solicit ideas of types of meets.

Winter Ski O – Tentative schedule: Tuesday Feb 1st – night Ski O at Mooney's Bay (Robbie). Feb 6th Silver Spoon in Deep River. Sunday Feb 27 – Kanata Y camp (Adrian). March 5th Keogan Lodge, Gatineau Park (Bill). Ski O in New Hampshire (4 ½ hour drive) Feb 12-13th.

Registration:

COCs brought in new volunteers.

Good to have an ambassador (board member) to help new people.

Only concern regarding registration is safety procedures. Linda prepared the attached OOC Safety Procedure. Copies will be handed out at each meet and laminated copies will be put in the registration box for display at meets. Will also be posted on the web site.

Isabelle revised the COC document for OOC Safety and Emergency Action Plan – attached.

Training Program – report attached

Competition Result also attached.

Adrian thanked Stefan for the training program; He can see an improvement in his orienteering and encourages others to come participate in future trainings.

Other Reports:

2010 COC championship – report attached.

Many people involved with volunteering.

Suggest we do more than once every 14 years!

COC URL is still valid

Thanks to all. A special thank you to Richard and Lorna.

Orienteering Quebec

4 members from OC on the OQ board: Isabelle Robert (president), Randy Kemp, Bill Meldrum and Frederic Bedard.

OQ has accumulated funds; \$32K equity.

Junior funding reinstated, up to \$2000 budgeted from OQ. A Junior could receive, at maximum \$300, (\$150.00 from OQ, matched with \$150.00 from OOC). A Junior can claim \$100 per 'A' meet attended.

Elite funding added, up to \$2000 budgeted from OQ. Any Elite athlete named to the Canadian Senior or Junior National Teams is eligible for up to \$500 from OQ. This is NOT matched by OOC.

A Junior national team member could apply for both junior and elite funding.

Development - \$2,000.00. Target schools and cadets.

Mapping committee - \$3,000.00

Loan policy – idea stage only – would allow clubs to borrow money.

334 members in OQ: 207 OOC, 100 Ramblers and 25 Loup Garou

COF report and newsletter – available on COF website.

Lists great accomplishments in 2010 and what they are working toward. Worth a read.

http://www.orienteering.ca/pdfs/2010/2010_COF_wrap-up.pdf

Sport Ident:

Chris Rochefort volunteered last year – but need more. Isabelle interested in helping with SI. Lorna and Richard are also available.

Mapping:

Lots of mapping madness up to COCs.

Working on Foley mountain (Westport).

Nakkertok – B meet size this year.

Miacak – Sprint map for Ontario championships.

Baxter map – great for sprint.

Tunney's pasture - good for city sprint (Gord Hunter)

Gould Lake - update it.

Timm Road and Corkstown - B meet size or sprint.

March highlands, new unused map – unfortunately a new 4 lane road running down the middle! Will check out road allowances in spring and see how map can be used.

Big budget item \$5,000.00 for new Lidar data, Gatineau Park (\$200/sq km.). OQ to contribute?

Website:

3 ways to improve:

1) More bilingual

2) New look & new ideas (ie. training page)

3) New wording – more inspiring.

Lorna appealing for help. Members could take on a page or two and update. Webmaster would then update on web site.

If someone interested in taking over as webmaster, Lorna does not mind stepping down.

Election of officers:

Rory asked to step down (moved to Deep River). Lorna thanked him for his work on COCs.

Nominating committee proposed Slate of Officers for 2011:

President	Randy Kemp
Treasurer	Karen Tippett
Secretary	Lynda Scrivens
Meet Coordinator	Anne Teutsch
Members at Large:	Linda Conell
	Steve Buchko
	Andrew Cornett
	Jeffrey Teutsch
	James Richardson

No other nominations were put forward.

Bill moved that the slate of nominations be accepted as listed, seconded by Brian. Carried.

Other business:

Acknowledge and congratulate Robbie Anderson's win of City of Ottawa's award for Orienteering.

Meeting adjourned at 6:10 p.m.

REPORTS:

Ottawa Orienteering Club

Annual General Meeting

January 23, 2011

President's Report 2010

The success of the 2010 Canadian Orienteering Championships was the highlight of the Ottawa Orienteering Club's efforts this past year. The eight day championship included seven spectacular orienteering events, the Sass Peepre Junior Camp, and a big party to round it all off. The COC Middle Event was declared the Pat de St. Croix Memorial Event and \$640.00 was donated to the Canadian Cancer Society in Pat's honour. A very heart felt congratulations to all the volunteers who made it possible and especially Lorna and Richard Guttormson for their dedication to making this event so memorable for all those who participated. Well done!!

In 2010, the OOC tied its previous record of 27 orienteering events in a single year but smashed the record of the total number of starts. With the COC's included, over twenty-four hundred individuals and groups were able to enjoy exploring every corner of our great city and region in search of those elusive control flags.

In addition, the spring training program was expanded to include both juniors and adults this year. Through rain, sleet, snow and sunshine, this dedicated group of individuals participated in training exercises to hone their O-skills in pursuit of a better race performance.

The OOC continues to improve to our inventory of maps. Our new map at Carp Ridge has become world renown and Baxter Centre, Foley Mountain and Nakkertok have been updated.

Our juniors continue to impress. At most major events in Canada, and the North-East of the USA, the OOC juniors are a formidable group of competitors and often seen on the podium. The Ottawa Orienteering Club was represented in 16 national and international events in North America and Europe. The support these juniors receive from the OOC is worthwhile and much appreciated.

2011 will also be an exciting year for the club. We will be hosting the Ontario Orienteering Championships on Thanksgiving weekend on October 15th and 16th. This championship event will be returning to the Carp Ridge for the middle and long races. The sprint will be an urban experience in the Beaverbrook area of Kanata.

We have started the process of updating our Gatineau Park O-maps using the LIDAR data acquired by the NCC. Together with Orienteering Quebec, the OOC hopes to dedicate significant financial and human resources to this project. Our first experience running on the new and improved maps will hopefully be sometime this year.

Every two years, the North American Orienteering Championships alternate between Canada and the US. The OOC has committed to hosting the NAOC's in the fall of 2014. Preliminary plans are in the works to secure new and exciting venues for the events and to establish a team of organizers to stage this great international event.

My final word is thank you to all the volunteers that make this club work so well. Orienteering is a labour of love. So many, many tasks are involved in the process of putting on events and running the club. Certainly one of the reasons that I do it is because it is absolutely delightful to watch people conquer their fears, stretch their physical abilities, challenge their mental capacity and bask in the glory of successfully finishing an orienteering course.

Sincerely yours,

Randy Kemp

**OTTAWA ORIENTEERING CLUB
STATEMENT OF REVENUE AND EXPENSE**

	2010 Budget	Year ended November 15, 2010	Year ended November 15, 2009
	\$	\$	\$
Revenues			
Net B meet revenues	5,500.00	5,920.93	6,413.13
Net A meet (COC 2010)	4,000.00	9,419.57	2,741.23
Rogaine	1,000.00	1,480.97	1,485.67
Membership	2,600.00	2,018.00	2,753.00
Training and clinics	200.00	626.58	-39.42
Sales of maps	650.00	759.55	635.50
Sale of SI cards	500.00	0.00	540.00
Sale of O-clothing		50.00	
Rental of SI cards	400.00	408.00	487.00
Trillium Foundation grant	2,700.00	2,700.00	9,800.00
Interest	100.00	11.22	185.55
	17,650.00	23,394.82	25,001.66
Expenses			
Sport Ident	2,000.00		1,097.74
Mapping	9,000.00	2,815.83	21,186.66
Levies	3,000.00	6,452.90	2,549.05
National Team Donation	750.00	750.00	750.00
COF Fundraiser	250.00	0.00	250.00
Equipment and Supplies	1,000.00	1,041.83	672.32
Promotion	500.00	27.69	259.51
Software	900.00		
Junior Program	2,000.00	2,000.00	2,687.69
Miscellaneous	700.00	517.48	780.38
	20,100.00	13,605.73	30,233.35
Net Surplus (Deficit) for Year	-2,450.00	9,789.09	-5,231.69
Opening Members' Equity	18,011.96	18,011.96	23,243.65
Closing Members' Equity	15,561.96	27,801.05	18,011.96

**OTTAWA ORIENTEERING CLUB
BALANCE SHEET**

	November 15, 2010	November 15, 2009
Assets	\$	\$
Cash	25,328.10	20,559.84
Money Market Fund	9,094.38	9,083.16
Inventory	0.00	2,100.00
Accounts Receivable	6,699.21	652.60
	41,121.69	32,395.60
Liabilities and Equity	\$	\$
Accounts Payable	13,320.64	14,383.64
Members Equity	27,801.05	18,011.96
	41,121.69	32,395.60

Financial Statement Notes:

1. Meet revenues are net of expenses, including map copying.
2. Miscellaneous includes: website, photocopying, membership mailing, AGM room, bank fees and NCC permit for Gatineau meets.
3. Members' Equity is intended for major mapping costs and capital acquisitions related to the Club's purposes.

**OTTAWA ORIENTEERING CLUB
2011 BUDGET**

	2011 Budget	2010 Budget	Year ended November 15, 2010
	\$	\$	\$
Revenues			
Net B meet revenues	5,500.00	5,500.00	5,920.93
Net A meet revenues (COC 2010)	2,500.00	4,000.00	9,419.57
Rogaine	1,000.00	1,000.00	1,480.97
Membership	2,600.00	2,600.00	2,018.00
Training and clinics	200.00	200.00	626.58
Sales of maps and other	650.00	650.00	759.55
Sale of SI cards		500.00	
Sale of O clothing			50.00
Rental of SI cards	400.00	400.00	408.00
Trillium Foundation grant		2,700.00	2,700.00
Interest	50.00	100.00	11.22
	12,900.00	17,650.00	23,394.82
Expenses			
Sport Ident	2,000.00	2,000.00	
Mapping	9,000.00	9,000.00	2,815.83
Levies	5,000.00	3,000.00	6,452.90
National Team Donation	750.00	750.00	750.00
COF fundraiser	250.00	250.00	
Equipment and Supplies	1,000.00	1,000.00	1,041.83
Promotion	500.00	500.00	27.69
Software	1,000.00	900.00	
Junior Program	2,000.00	2,000.00	2,000.00
Training	500.00		
Orienteering Development	2,500.00		
Miscellaneous	700.00	700.00	517.48
	25,200.00	20,100.00	13,605.73
Net Surplus (Deficit) for Year	-12,300.00	-2,450.00	9,789.09
Opening Members' Equity	27,801.05		18,011.96
Closing Members' Equity	15,501.05		27,801.05

Note:

- Members' Equity is intended for future major mapping costs and capital acquisitions related to the Club's purposes.



Total Number of Members on Membership List: 284
 Number of Members Who Have Joined, Renewed, or Returned This Year: 207 (72.9% of members)
 Membership Fees Collected This Year: \$2704

Renewal Statistics

	<u>Adult</u>	<u>Junior</u>	<u>Permanent</u>	<u>Total</u>
Active Members Last Year (2009):	160	48	2	210
Renewed This Year (% renewed)*:	108 (67.5%)	23 (47.9%)	2 (100.0%)	133 (63.3%)
Not Renewed (% not renewed):	54 (33.8%)	23 (47.9%)	0 (0.0%)	77 (36.7%)

*Note: 2 Junior members from last year renewed as Adults this year.

Membership List Composition

	<u>Adult (% of Adult)</u>	<u>Junior (% of Junior)</u>	<u>Perm (% of Perm)</u>	<u>Total (% of Total)</u>
Total Members on List:	218	64	2	284
New Members:	47 (21.6%)	18 (28.1%)	0 (0.0%)	65 (22.9%)
Renewed Members:	108 (49.5%)	23 (35.9%)	2 (100.0%)	133 (46.8%)
Lapsed Members, Returned This Year:	9 (4.1%)	0 (0.0%)	0 (0.0%)	9 (3.2%)
Non-renewed Members:	54 (24.8%)	23 (35.9%)	0 (0.0%)	77 (27.1%)

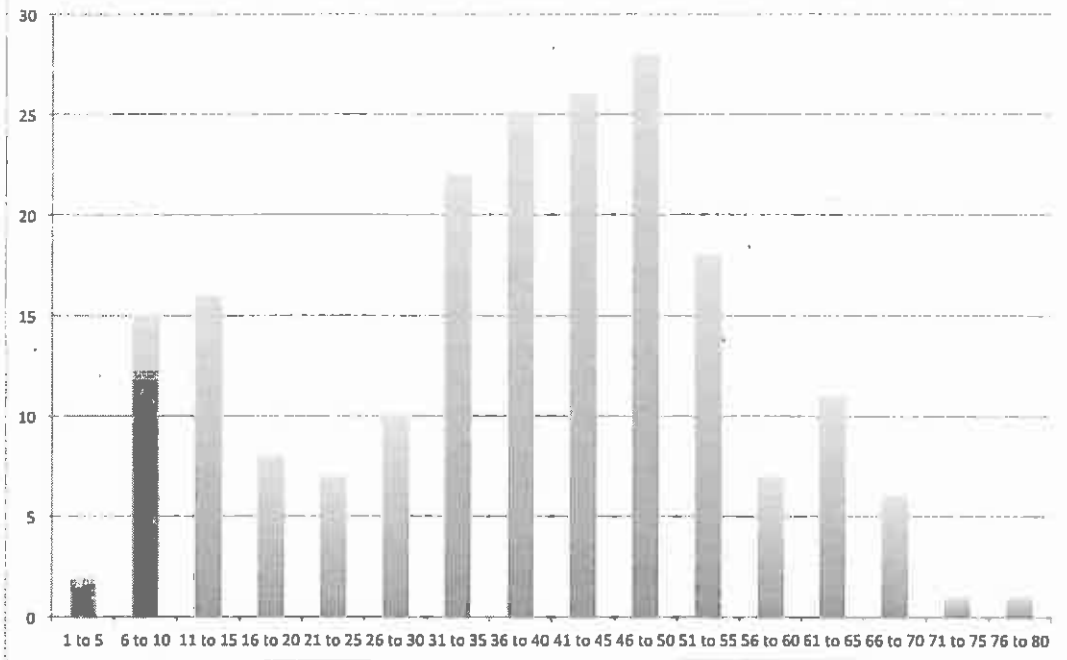
Distribution of Members (Adult vs Junior vs Permanent)

	<u>Adult</u>	<u>Junior</u>	<u>Permanent</u>
Distribution of Members on List:	76.8%	22.5%	0.7%
Distribution of New Members:	72.3%	27.7%	0.0%
Distribution of Renewed Members:	81.2%	17.3%	1.5%
Distribution of Lapsed Members, Returned This Year:	100.0%	0.0%	0.0%
Distribution of Non-renewed Members:	70.1%	29.9%	0.0%

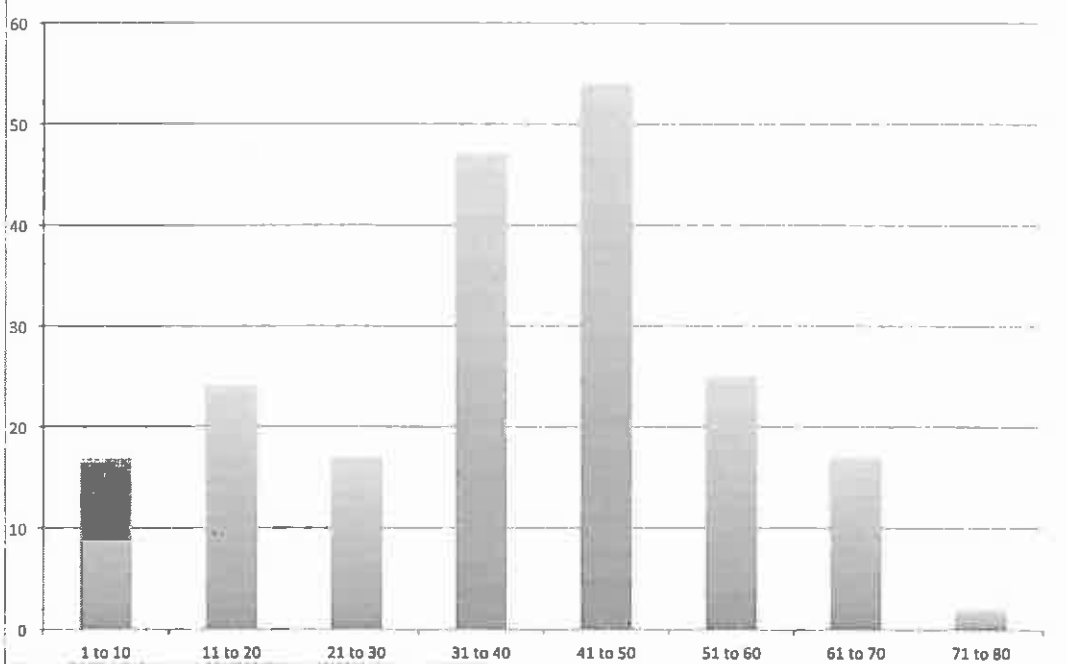
Historical Membership Information

<u>Year Joined</u>	<u>Original Number Of Members</u>	<u>Number Renewed This Year</u>	<u>% Of Original Number</u>	<u>% Of Members This Year</u>
≤ 2001	377	48	12.7%	23.2%
2002	26	5	19.2%	2.4%
2003	28	8	28.6%	3.9%
2004	110	7	6.4%	3.4%
2005	83	11	13.3%	5.3%
2006	45	13	28.9%	6.3%
2007	65	14	21.5%	6.8%
2008	45	7	15.6%	3.4%
2009	62	29	46.8%	14.0%
2010	65	n/a	n/a	31.4%

OOC Membership By Age - 5 Year Intervals



OOC Membership By Age - 10 Year Intervals

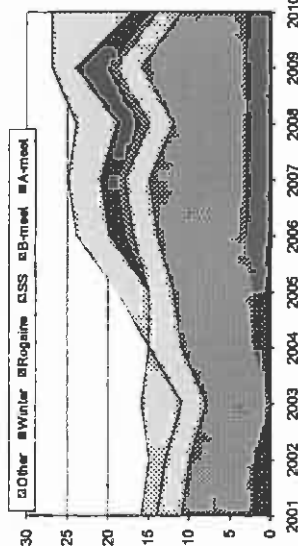


Date	Day	Location/Map	Starts Novice	Starts Short Int	Starts Long Int	Starts Short Adv	Starts Long Adv	Starts Total	Participation	Format/Notes	Meet Director	Controller	Meet report
10-Jan	Sun	Fitzroy PP		5	6		6	17	19	Ski-O	Brian Graham		1
17-Jan	Sun	Kanala Y Camp	4	3	12		26	45	58	Ski-O	Stefan Bergstrom		1
18-Apr	Sun	Kanala Lakes	14	29		24	14	81	115	B-meet	Andy C	Cathy B	1
25-Apr	Sun	Cite des Jeunes	15	30		27	15	87	124	B-meet	Eric Kemp	Randy Kemp	1
2-May	Sun	Kingsmere (P6)						?		B-meet	LGO		
4-May	Tues	Britannia Park						37	67	Welcome Meet	Linda Connell		1
9-May	Sun	P17	6	23	5	14	10	58	87	B-meet	John Ranson	Richard Guttormson	1
11-May	Tue	Vincent Massey						32	32	Beginner's Clinic	Pierre Brassard		1
16-May	Sun	Pirhey's Point	22	36	35			93	108	Sprints	Bill Anderson	Gloria Rankin	1
23-May	Sun	McCarthy Woods	7	52	31			90	?	Chase Sprint	Jeff Teutsch	Robbie Anderson	?
30-May	Sun	Timm Rd S	8	12		24		44	55	Relay	Peter Launch	Anne Teutsch	1
1-Jun	Tue	Vincent Massey						76	89	SS-1	Brian Graham	Marketa Graham	1
6-Jun	Sun	Stony Swamp	6	16		17	8	47	?	B-meet	Liran Raz	Cathy B, Andy C	1
8-Jun	Tues	Rockcliffe Park						65		SS-2	LGO		
13-Jun	Sun	KL/MH/TR			3		12	15	?	Adventure-O	Rory Harding	John Ranson	1
15-Jun	Tues	Mervale Gardens						58	68	SS-3	Gord Hunter	Linda Connell	1
22-Jun	Tues	Cite des Jeunes						41		SS-4	LGO		
29-Jun	Tues	Lac Beauchamp						34	35	SS-5	Barl Waslander	Karen Tippel	1
10-Aug	Tues	Britannia	?					?		Sprints ?	OGA (E Kemp)	Eric Kemp	
15-Aug	Sun	Lac Beauchamp	3	21		44	34	102	102	Farsla	Randy Kemp	Adrian Turcannu	
16-Aug	Mon	P7	5	17	17	29	27	95		Classic	LGO		
18-Aug	Wed	Carleton U						115	115	Chase Sprint	Robbie Anderson	Jeff Teutsch	
19-Aug	Thurs	Nakkertok Nordic						120	120	Team Relay	Peter Launch	Bill Anderson	
20-Aug	Fri	CH - Spreckels Trails						270	270	COC Middle	Stefan Bergstrom	Gord Hunter	
21-Aug	Sat	NRC North						220	220	COC Sprint	Bill Anderson	Bill Meldrum	
22-Aug	Sun	CH - The Baren's						251	251	COC Long	Brian Graham	Andy C	
5-Sep	Sun	P7						0		cancelled	LGO		
12-Sep	Sun	Almonte		12			23	35	45	Farsla	Mary-Anne Sauve	Stefan Bergstrom	1
19-Sep	Sun	Cite des Jeunes	12	46		22	26	106	154	B-meet	Richard Aronoff	David Agar	1
26-Sep	Sun	Kanala Lakes	5	31		19	20	75	?	B-meet	Adrian Turcanu	Nevin French	1
3-Oct	Sun	Lac Bourgeois	5	35		21	17	78		B-meet	LGO		
17-Oct	Sun	Camp Fortune	18	28	12	21	11	90	145	B-meet	James Connell	Bill Meldrum	1
24-Oct	Sun	Galineau Park south				43	46	89	257	Rogaine	Fredenc Bedard	Michael Haynes	1
31-Oct	Sun	Green's Creek						?		B-meet	LGO		
7-Nov	Sun	Britannia Park						53	53	Night-O	Randy Kemp		1
14-Nov	Sun	Kingsmere (P6)	4	22		28	13	67	?	B-meet	Brian Graham	Marketa Graham	1
			120	358	86	283	232	2407		OOB starts			
			10	52	17	50	44	279		LGO starts			
			130	410	103	333	276	2686		OOB+LGO starts			
										27 OOB events			
										611	8 OOB B-meets		
										298	3 OOB Sprints		
										168	3 OOB SS events		
										741	3 COC A-meets		
										62	2 Ski-O		
										137	2 OOB Farsla		
										164	2 OOB Relays		
										89	1 Rogaine		
										37	1 Welcome meet		
										53	1 Night-O		
										15	1 Adventure-O		
										32	Learn-O Clinic		
										?	Snow-shoe-O		
										?	Junior Training		
										?	Senior Training		

OTTAWA ORIENTEERING CLUB EVENTS

Year	A-meet	B-meet	SS	Rogaine	Winter	Other	Events Total
2001	2	3	3			2	16
2002	2	3	3			2	15
2003	0	3	3			5	16
2004	2	9	4			7	15
2005	2	10	3			4	19
2006	3	11	3	1	2	4	24
2007	3	12	3	1	2	4	25
2008	3	9	3	1	3	5	24
2009	3	13	3	1	4	3	27
2010	3	8	3	1	2	10	27

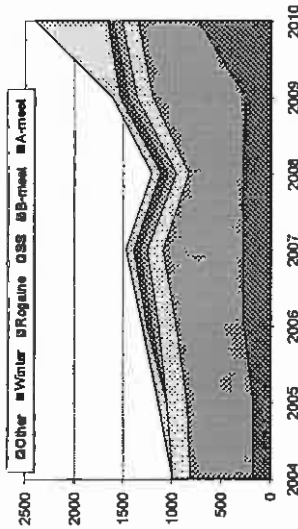
OOC EVENTS



OTTAWA ORIENTEERING CLUB STARTS

Year	A-meet	B-meet	SS	Rogaine	Winter	Other	Starts Total
2001	0	7	7				7
2002	0	7	7				7
2003	185	628	183			7	996
2004	178	671	207			7	1143
2005	260	582	182	57	65	40	1306
2006	281	512	165	68	65	60	1471
2007	292	540	132	76	83	91	1214
2008	267	939	161	78	97	77	1618
2009	741	611	188	89	62	736	2407

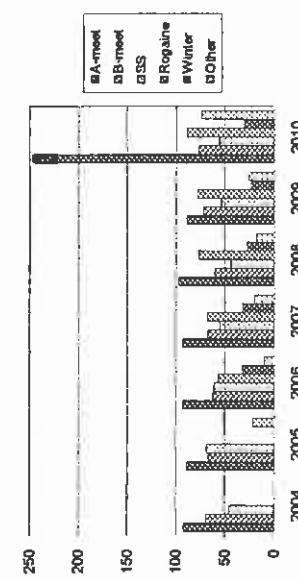
OOC EVENT STARTS



OOC STARTS/EVENT

Year	A-meet	B-meet	SS	Rogaine	Winter	Other
2001	0	7	7			
2002	0	7	7			
2003	92.5	69.8	45.8			
2004	89.0	67.1	69.0			21.8
2005	93.3	62.0	60.7	57.0	32.5	10.0
2006	93.7	67.7	56.0	66.0	32.5	20.0
2007	97.3	60.0	44.0	76.0	27.7	18.2
2008	89.0	72.2	53.7	78.0	24.3	25.7
2009	247.0	76.4	56.0	89.0	31.0	73.6

OOC STARTS/EVENT



OTTAWA ORIENTEERING CLUB SAFETY PROCEDURES

1. **POST-RUN CHECK-IN:** All orienteers must download at the SI station (novices turn in punch-card) upon returning to the finish area whether they have completed the course or not. This is our only way to know that you have arrived back safely.
2. **TIME LIMIT:** All orienteers must report back within the given course closing time. For morning 'B' meets this is 2pm and for Score-O's it is within 15 minutes of the event time limit. This gives organizers time to take down control flags and initiate a search if warranted.
3. **SAFETY BEARING:** All orienteers must know the safety bearing on the map. If you are lost, the safety bearing will lead you to a road, river or known place.
4. **WHISTLE:** A whistle must be carried at all times. Use your whistle only in the case of an emergency. 3 long blows means that you need immediate help. Anyone hearing this should respond by going to the aid of the individual.
5. **CONTACT INFORMATION:** All orienteers must write their phone number and the license plate of the vehicle they are traveling in on their registration form. This information will be used as part of our emergency procedures.
6. **EMERGENCIES:** In case of emergencies or missing competitors, the meet director will have a specific safety procedure to follow. Do not initiate a search on your own.

OOO Safety & Emergency Action Plan

Emergency Services Contact

The Emergency contact number in the region is 911. If the event is in a place where cell phones don't have reception and there is no land line available, the meet director should know where the closest phone or cell reception area is. The meet director should also know where the closest medical services are.

First Aid / Medical Emergency

1. The First Aid area will be situated near the finish line.
2. A First Aid Kit will be made available, and if possible a first aid trained volunteer will be on site.
3. All minor injuries (cuts, scrapes, sprains, etc) are to be treated on site if the injured person accepts treatment. There is generally no requirement to contact the emergency services for minor injuries, although this will be left to the discretion of the first aider and injured person.
4. All major injuries (including breaks, dislocations) or life-threatening injuries will require contacting the emergency services (911) for evacuation and treatment. First aid will be provided while waiting for the emergency services to arrive. If extraction needs specialised equipment (far from road, difficult terrain, etc), this will be discussed with emergency services to determine if a specialised team (e.g. search and rescue) needs to be contacted.

Overdue Person

1. Prevention:
 - a. Competitors will be told the safety bearing and it will be printed on their map
 - b. Competitors will be given a maximum allowed time to report to the finish.
 - c. Competitors will be reminded of the serious implications of not reporting to the finish within their maximum allowed time.
2. Identification of overdue competitors
 - a. When a competitor is overdue by more than 30 minutes past that person's maximum allowed time, the Meet Director is to be notified by finish line personnel or other reporting person. After an initial assessment, he will consult with the Safety Chief, if there is one for that event. In order for the finish line personnel to be able to accurately know how long each competitor has been out on their course it is vital to have accurate start time information. To keep accurate and timely information about who is on the course:
 - i. If *anybody* is started at a time different from their assigned start time, the start officials must inform the finish personnel within a reasonable amount of time.
 - b. If friends or relatives of a competitor express concern about a competitor they should be taken to the first-aid tent and the Meet Director (or Safety Chief) is to be notified. Under no circumstances are they allowed back onto the course to search (see below). They should be asked if the competitor is carrying a cell phone or other communication device.

3. Determining if a search is necessary
 - a. The Meet Director (or Safety Chief) will deal with friends and relatives, informing them of the situation and the procedures being undertaken. The purpose is to reassure them and prevent them from rushing out to search for the overdue competitor. They are to be given a seat, given something to drink, reassured, and informed of the process that is being followed. They should provide a description of the person, the clothes they are wearing, details of their course and their expertise. This person(s) must not be allowed to leave until the overdue person has been found or until cleared by the Meet Director or Safety Chief.
 - b. Announcements will be made at the Finish Area:
 - i. To ensure the person has not come in
 - ii. Asking people on the same course if they have seen the overdue competitor on the course
4. Initiating a search
 - a. Under no circumstances will an active search of the course be initiated by anyone without the approval or direction of the Meet Director (or Safety Chief) . This will prevent the over-zealous actions of the inexperienced who might themselves become lost or injured. The need to act as a team rather than as individuals cannot be overemphasized.
 - b. When a competitor is overdue by more than 60 minutes past the person's maximum allowed time, the Meet Director (or Safety Chief) will contact the Emergency Services and inform them that a search is being initiating for an overdue competitor.
 - c. A search of the immediate area may be initiated. This must be a controlled search and will be under the direction of the Meet Director (or Safety Chief) . Typical areas to be searched will be restricted to parking areas, washrooms, other nearby facilities, start / finish areas, roads bounding and crossing the map. Also, the Meet Director (or Safety Chief) can send a team of experienced orienteers on the missing person's course, to check all control locations and collect the SI boxes but not the flags. It will be possible to use the SI boxes to determine which controls the missing person has visited, which may help to know where to search.
5. Calling in Emergency Services
 - a. At some point in time no later than 3 hours past the overdue person's maximum allowed time, the Meet Director (or Safety Chief) must contact the Emergency Services and ask for assistance. The decision to call in emergency services, after the above attempts to find the person, should be made by the Meet Director (or Safety Chief).
 - b. The actual decision as to how and when to call in emergency services will depend a lot upon circumstances. It is difficult to give black and white answers here, since there are so many factors. Examples of factors to be considered are:
 - age, health, experience of the participant
 - weather conditions
 - length of time the participant is overdue
 - last seen location of participant (e.g. radio controls, other participants)
 - amount of daylight left
 - nature of the terrain
 - c. The Emergency Services will become the Search Master upon arrival at the site.

Sighting or Encounters with large wild animals

Black Bears are common in the Outaouais. Encountering a coyote, wolf or cougar is also possible, though unlikely (extremely unlikely in the case of the cougar). General advice for participants is to be watchful and stay as far away from large wildlife as possible. Participants are to be reminded of what to do if see a large wild animal :

Make your presence known by making a noise or speaking in a calm voice.

Back away slowly, and do not turn your back to the animal.

Do not play dead, and do not run away.

If you are with young children, take them in your arms.

Try to appear larger than you actually are, for example, by raising your arms, or by gathering together in a group, if there are several persons.

In case of an attack, you must be aggressive and counterattack.

Natural Disaster

1. Natural disasters such as forest fires, or severe storms may happen with little notice. The Meet Director (or Safety Chief) may cancel the event and notify the appropriate emergency agency in such situations. Event organizers and competitors will follow evacuation instructions from the Emergency Services.
2. The organizers will have lists of all participants who have started and finished and will therefore know if anyone is still out in the terrain. Depending on the situation, the organizers will either wait for all participants to report back and leave, or will provide information to emergency agencies.

Questions?

If you have questions about this safety plan, you can contact Isabelle Robert at liriel@sympatico.ca or 819-210-3835.

Prepared by Isabelle Robert, in December 2010, with inspiration from Adrian Zissos' Barebones Safety Plan, June 2005.

TRAINING REPORT 2010

The training intensity and volume has increased in 2010. The club have several young elite runners and juniors so the objective has been to give them good and challenging training to improve their orienteering and running skills.

This year the junior training, that have been running for a few years, were opened up to everyone in the club. This resulted in a lot of people coming out to the Tuesday night training in April and May. In total we had approximately 45 people that signed up and participated in the spring sessions, with an average of 25 people per session. A \$20 fee was charged to the participation in the training sessions. The reason for the \$20 fee, apart from covering expenses for the training, is to encourage people to actually register and show up at the sessions. Payment of the fee increases the level of commitment.

In the spring period we held 8 weeks of Tuesday night training and one Saturday training with a morning and an afternoon session. All the sessions focused on orienteering technique and map reading.



The participants at the Saturday 24-April 2010 training session at Pink Lake.

In most sessions we tried to split the participants in an advanced and an intermediate skill level group and have slightly different exercises fitting the skill level.

<u>2010 Spring Training Sessions</u>	<u>Activity</u>	<u># of Participants</u>
6-Apr Mlacak Centre, Beaverbrook	Read map while running	24
13-Apr Hunt Club Rd W, Cedarview map	Compass, terrain with few features	42
20-Apr Kanata Lakes	Corridor Orienteering	15
24-Apr Pinks Lake and Kingsmere	Hilly terrain, One-person relay	27
27-Apr Cite de Jeune	Proper attack points	24
4-May Welcome meet Britannia	Sprint-O training	?
11-May Vincent Massey Park - Hogs Back	Sprint-O training	20
18-May All Saints High School, Kanata	Contours only, Line-o	25
25-May McCarthy woods	O-intervals, aiming off	?

Sass Peepre Junior Training Camp

Not exactly part of the Ottawa Orienteering Club's program, but still worth a mentioning is the Sass Peepre Junior training camp held 15-18 August, a few days before the Canadian Championships. The training camp was organized by Anne Teutsch and Randy Kemp, with many other club members helping with food, coaching and transportation.

Fall and winter running training sessions

During the busy orienteering season several people discussed how to raise the fitness and skill level further, especially for our elite runners. A regular group running training was on the wish list. Luckily to the club, Francis Kawam volunteered to lead a Wednesday evening running training which started end of September.

A group of a dozen people is regularly coming for these interval training sessions held at Frank Ryan Park Wednesdays at 6pm. During the Christmas holidays we went to the Luis Riel indoor track in Orleans and did a training session. Francis is a certified track running coach and he has outlined personalized programs for the participants. The sessions are well planned, fun and varied. Thank You, Francis!

After the orienteering season ended in early November we started a Sunday morning Long Run with map in hand. The aim is to do a Long Slow Distance training of 90 -120 minutes, or 15-20 km of running, to build a endurance base for the coming season. The courses are designed with loops and possible short cuts so everyone can participate and chose a distance and speed to there liking.

Before the snow arrived we had three session of Line-O in the forest. With snow on the ground we shifted to running on streets, walkways and parks in the city, still with a map in hand so we practice map reading on the run. It has been a great way to see city

neighborhoods off the regular beaten track. The number of participants have varied between 10 and 21. Here is a list of the Sunday run locations to date:

- 21-Nov Stoney Swamp
- 28-Nov Cite de Jeune
- 5-Dec Corkstown Road-Timm Drive
- 12-Dec Brewer Park-Rideau River-Vincent Massey park-Hogs back-Carleton U
- 19-Dec Word Exchange Plaza - Parliament Hill- Victoria Island - Jacques Cartier park- Rideau River - Sussex drive
- 2-Jan Carleton U - Rideau canal- Ottawa U - Glebe
- 9-Jan Arboretum-Island Park Dr- Bate Island-Ottawa river - Tunneys pasture
- 16-Jan Rockcliffe - Governor Generals Residence - Beechwood cemetery- Aviation museum



The participants in the Sunday run 19-Dec 2010.

Thank you to all that helped organize and participated in the 2010 training.



COMPETITION RESULTS 2010

The Ottawa OC has a strong group of young athletes that had many good results in 2010. This report just gives an overview as detailed results can be found on the internet.

Junior World Orienteering Championships (JWOC2010) in Denmark was the highlight of the year with Emily Kemp taking a 13th place in the Middle distance event. She also finished on the top half of the result lists in the Sprint (56 place) and Long distance (42 place) races.

Robbie Anderson, Eric Kemp and Jeff Teutsch represented Canada at the World University Orienteering Championships (WUOC) in Borlänge, Sweden. While in Sweden they also competed in the O-ringen.

Canadian Orienteering Championships (COC2010) was the breakthrough for Robbie Anderson as an elite runner, winning the Sprint distance, 2nd on the Middle, and 5th on the long distance. Summing the results from the three distances he was the overall best runner in the M21 Elite category.

The Golden Leaf Orienteering Festival (GLOF), which also counted as the Ontario Championships, in Hamilton in October was a great event for Eric Kemp, winning the Sprint and Middle distance in the M21 Elite category. Jon Torrance was 2nd in the sprint and Robbie Anderson was 2nd in the Middle.

Our juniors dominated both the COC's and the GLOF races with many top three placings. Philippe Turcanu, Victor Turcanu, Molly Kemp and Laura Teutsch won Canadian Championships. Ian Kemp, Robert Graham, Thomas Graham, Eric Williamson and Alexander Bergstrom had podium results at COC2010 or GLOF.

Many OOC runners participated in the US Classic Championships in late October in Glenn Falls, NY and had many good results in tough competition.

Report of the 2010 Canadian Orienteering Championships

August 15-22, 2010 the Ottawa Orienteering Club hosted some 315 orienteers for a week of events culminating in the 3 event Canadian Orienteering Championships. The lead up events were held on the Lac Beauchamp, Fortune (P7), Nakkertok and Carleton University maps. The Championship events were held on new maps at National Research Campus on Montreal Road and in Ottawa's west end on the Carp Ridge. The arena atmosphere at the events with music, announcing and colourful flags; the unique and challenging terrain of the long distance events; the hard work contributed by many, many club members (43 in all); all of this made for a very successful week. We garnered media attention, praise from the participants, and have given orienteering a significant step forward in the Ottawa area.

We received substantial support from Trillium Foundation of Ontario which enabled us to map two of the three championship areas. The Sprint on the NRC Campus and the Nakkertok were also newly-mapped by volunteers: Bill Anderson and Andrew Cornett. We look forward to using these for meets in the years ahead starting with the Ontario Championships next October. We also received great sponsorship from Ottawa firms enabling us, not only to put on a quality event for the Canadian, American and European orienteers, but also to recover \$7500 of the club funds which have been spent on COC-specific mapping and added another \$2656 to the club funds for future development.

All in all, a very successful endeavour for our club and something we should, perhaps, do more often than once in fourteen years – we last hosted the Canadians in 1996.

Photos and results can be viewed at <http://ottawaoc.ca/COC2010/results.shtml>

Proposal to Increase Orienteering Awareness and Participation in Ottawa

January, 2011

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Introduction

The Ottawa Orienteering Club (OOC) is a very active club in Ottawa and as such can do a lot to grow the sport in the city. To this end I am proposing that the OOC provide support and funding for two programs that would help orienteering grow in Ottawa. As I will be graduating from Carleton University in the spring and would like to spend the next year dedicating myself to orienteering I would be eager to lead the development of these programs for their first 16 months and take them to a point where they could be run without undue effort by volunteers.

The first program is a school orienteering program that in its first complete year would see a limited number of carefully selected high schools participate in a pilot program. This program would run through the spring and would consist of regular coaching sessions and multiple interschool competitions.

The second program is a mapping initiative and permanent course program that would see permanent courses set up on maps in the Greenbelt and within the city. This would provide Ottawa residents with easy and regular access to orienteering. Each course would be ranked according to the COC course numbers so participants can work their way up in difficulty and know what level they are at.

For the first 16 months starting in May of 2011 I would create, organize and initially run both of these programs. By the end of the pilot period the goal is that they will be sustainable by volunteers.

Background

Ottawa has a very active outdoor community and a strong orienteering club and there is great potential for the sport to grow further in Ottawa. As Steve Buchko's recently published membership age histogram shows, the Ottawa Orienteering Club (OOC) has very few members between the ages of 16 and 30. The OOC has also historically had low member turnout at its annual A-meet. I believe this is because many of its members are casual orienteers and feel they are not ready for the supposed higher level of competition.

I will be graduating from Carleton University in April and want to take a year or two away from engineering to focus on orienteering and helping develop the sport in Ottawa and Canada. On thinking about these problems I've realised that this coming year would be a perfect year for me to step forward and address the above issues.

There has been recent interest in junior programs such as the highly successful Adventure Running Kids program in Hamilton which has sold out at approximately 80 children for the past several sessions. OQ has recently budgeted \$2,000 in its 2011 budget for coaching for school programs with the intent of supporting a school orienteering program in Ottawa.

The club is currently at a point in its growth where we have a serious training program in place with an excellent running coach and regular Sunday long runs occurring on maps throughout the winter. As the number of people interested in training for orienteering grows, I believe that there would be a lot of interest in permanent courses on maps throughout the city. If these courses are made highly visible to the public I also anticipate much interest from non-orienteers who are looking for something different to add to their regular workout routine.

It is with this in mind that I propose that the OOC provide support and funding for the following two initiatives over the next 16 months. The first initiative is a coaching / training program in line with what was proposed to OQ at the 2010 OQ AGM (attached). The second initiative is a mapping initiative focused on creating more maps closer and more accessible to Ottawa communities and to set up permanent courses on them.

School Orienteering Program

The OQ proposal of a Coaching Program for schools has been attached. The proposed program would target groups near existing orienteering maps and each group would have a coach funded by OQ assigned to them to teach them basic orienteering skills.

A decision was made at the 2010 OQ AGM to form a committee to further examine this proposal and create an action plan. The committee currently consists of Colin Kirk and myself with others to be added as individuals step forward.

I would like to propose that the OOC hire myself to establish a program in line with OQ's proposal and develop and run a pilot program for a year. This pilot program would target 5 or 6 schools in the spring season and involve coaching sessions and several inter-school races during the regular school week. These schools would be selected based on several factors including access to orienteering maps, existing outdoor education programs, keen teachers and students. Emphasis would be placed on schools with OOC members in attendance to help promote the program. Some examples of ideal schools are Merivale High School (Laura Teutsch's school – with an outdoor ed. program– relatively close to the Sportsplex map) and Bell High School (on the Cedarview map).

The spring season has the advantage of being opposite the traditional fall cross country running season but does conflict with the track and field season. This is an issue which will need to be addressed but should not cause any major set-backs given the size of the program for the foreseeable future. Students who show particular interest or talent will be strongly encouraged to attend OOC B-meets and Summer Solstice meets. Those teachers that are involved with the program will similarly be encouraged so as to better familiarize themselves with the sport.

At the end of the spring the pilot program would be evaluated and plans for the fall and coming year would be examined. The possibility of creating similar programs for cadets, elementary schools, and other outdoor groups would be considered as would the need to re-establish a formal OOC junior training program to provide those interested in the sport a more focused opportunity to improve.

At the same time a program coaching guide would be created based on the COF Coaching Program with modules for both OOC volunteers and high school teachers. This would allow the program to be self-sustaining and not dependent on paid personnel longer than necessary.

Map Accessibility and Permanent Course Program

To complement the above program I am proposing a parallel initiative that would see more maps created in Ottawa's Greenbelt and city parks. These maps could then be used for training as part of the school program as well as for local club meets.

Along with these maps a series of permanent courses would be set on new and existing maps. These courses would be graded by difficulty from 1 to 10 as at championship meets. This would provide people a tangible way to track their improvement. It would allow those who want to try orienteering an easy way to do so as well as providing an opportunity for orienteers to enhance their training and skills.

The best methods for distributing the permanent course maps would need to be determined and permission to post permanent orienteering markers in each area would need to be received. The hope is that the OOC would be able to post information about permanent courses at the entrance to each park which would help introduce the concept of orienteering to many people. Permission related issues would, however, need to be addressed before any serious effort gets put into creating permanent courses.

Proposed Timeline

Should the club provide me with monetary support to coordinate the creation of the above two programs I would work on developing both of these programs during a 16 month period beginning in May 2011. During this time I would provide the OOC board with regular progress updates and at the end of the 16th month period in August 2012 would run a review of both programs to date to allow the board to evaluate the work done and consider future action. The time would generally be spent as follows:

May, June 2011: Approach schools about interest in a school orienteering program and run some orienteering sessions and meets for a couple of schools to determine how the program should be developed.

July, Aug. 2011: Switch focus to the permanent course program. Approach NCC and the city to discuss this program and develop a detailed action plan to create permanent courses on maps in the Greenbelt and city parks. Begin mapping more areas suitable for permanent courses. If it is clear at this point that neither of the two programs will have any success the programs will be re-evaluated and OOC funds could be re-allocated.

Sept, Oct, Nov. 2011: Continue mapping and devote time to setting 10 permanent courses throughout the Greenbelt and city parks.

Dec. 2010: Halfway through the program. Review success to date and prepare for second season of the programs.

Jan. Feb. 2012: Provide developmental work for the coming school orienteering program and lay groundwork for heavily promoting the permanent course program. Begin writing draft of coaching guide for the school orienteering program.

March, April 2012: Finish writing draft of coaching guide and establish a group of 5 or 6 schools to run a full scale pilot school orienteering program. Complement this work with more mapping.

May, June 2012: Run pilot school orienteering program. Have coaches use and provide feedback on coaching guide and improve the guide as needed. Complement this work with more mapping as time permits.

July, Aug. 2012: Add more courses to the permanent course program and promote to the general public that these courses are readily available for use by everyone along with information about how they work. Review school orienteering and permanent course programs and submit the results to the OOC board for consideration of further action.

Proposed Budget

To successfully develop the described proposals over a 16 month period I believe that I would need to work an average of 20 hrs a week. Based on my interest in developing orienteering and my current skillset I would value my time spent on the development of the two programs at \$12 to \$14 an hour. At \$12 an hour that comes out to \$16,800 over 16 months.

OQ has allotted \$2000 of its 2011 budget to coaching as part of a school program in Ottawa. Assuming that a similar amount will be provided in 2012 but that I will not be the only coach, I can reasonably expect \$2400 from OQ in the 16 month period.

I would like to propose that the OOC provide \$1000 from its 2011 budget to support testing the school program with a couple of schools and \$2000 in 2012 to match what OQ has allotted for a pilot school orienteering program. I would like to propose that the OOC budget a further \$1500 in each of 2011 and 2012 to the development of the permanent course program. This is an investment of \$6000 by the OOC over two years in programs to develop awareness and interest in orienteering in Ottawa. Any time spent mapping for the permanent course program would come out of the OOC's existing mapping budget. I anticipate spending 200 hours on mapping, which at \$12 an hour would be \$2400 over the 16 month period.

Between funding from OQ and the OOC this would provide me with \$10,800 over the 16 months. I would apply to the Ontario Trillium Fund and the Ontario Sport and Recreation Communities in Action Fund to cover the last \$6000 that I am looking for and to further lower the amount the OOC budgets toward these programs.

Budget Summary

Year	Program	OOC Funding	OQ Funding	Outside Funding (Grants)	Program Totals
2011	School Orienteering	\$1000	\$1000	\$1500+	\$3500
	Permanent Course	\$1500	---	\$1500+	\$3000
	Mapping	\$1500	---	---	\$1500
2011 Totals		\$4000	1000	\$3000+	\$8000
2012	School Orienteering	\$2000	\$1400	\$1500+	\$4900
	Permanent Course	\$1500	---	\$1500+	\$3000
	Mapping	\$900	---	---	\$900
2012 Totals		\$4400	1400	\$3000+	\$8800
Totals		\$8400	\$2400	\$6000+	\$16,800

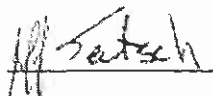
Should the OOC not be willing to budget the above amount or should grant money be refused the programs could be scaled back and developed to a lesser degree with less time spent. Regardless, along with periodic program reviews, I would keep hours to allow the OOC board to keep track of their money is being spent.

Conclusions

My proposal requests that the OOC provide support and funding towards the creation and development of a school orienteering program and a permanent orienteering course program in Ottawa. Both of these projects would require a significant time investment to develop but have great potential to attract many new people to orienteering.

I would propose that I dedicate time over the next 16 months to acting as school orienteering and permanent course program coordinator.

Regards

A handwritten signature in black ink, appearing to read "Jeff Teutsch", written over a horizontal line.

Jeff Teutsch

Proposal of Coaching/Training Program for school and cadet groups.

Background: Sven Brouwer, organized high school orienteering events in 2009 and 2010. Both events were held at Green's Creek in October. 10 schools and over 400 students participated in 2009 and 7 schools and over 200 students in 2010.

The majority of students and most teachers had little knowledge of orienteering or what the sport involved. Many students simply followed the person ahead or anyone who passed.

A similar situation exists in cadet groups. Several cadet corps in the Ottawa and Gatineau regions participated in local events this Fall and with an obvious lack of basic knowledge. Many were DNF or took extremely long times to complete their course. As with school groups, cadet leaders had little knowledge of the sport. At an OOC meet a Beginner course control was misplaced on a similar feature not far away. A large number of students/cadets were unable to re-locate to the correct feature and were DNF.

OQ can remedy this situation by introducing a Coaching/Training Program to assist schools/cadet groups. The program would utilize materials developed for the COF Coaching Program and recently announced Long Term Athlete Development program (LATD).

Procedural Steps.

1. Identify target school/cadet groups. Schools/cadet groups located in near proximity to areas/parks with an orienteering map and accessible by public transportation. E.g Schools in Ottawa East: Green's Creek/Rockcliffe Park. Central : Vincent Massey Park/McCarthy Woods. West End: Nepean Sportplex/Bell High School. Gatineau : Cite de Jeunes/ Lac Beauchamp.
2. A Coach would be assigned to each selected school/group. E.g. Older junior age members may be suitable for school groups.
3. Schedule established e.g Coach/group meet once per week for a 4-6 week period during May/June. This would permit the coach/group to attend mid – week Summer Solstice events and provide opportunities for 'trainees' to be involved in normal 'O' activities. E.g Ottawa Region, Summer Solstice events are generally held in Green Belt areas. It is recommended the also groups attend some normal local 'B' meets in more technically challenging areas.
4. Coaches would be remunerated in the amount of \$3-500.00 depending on the number of training sessions held. .
5. Targeted schools/cadet groups. Those who have demonstrated a prior interest in orienteering by participating in local orienteering events, Ottawa area high school orienteering events.
6. The program to be evaluated at the end of the 2011 season as to value in continuing in 2012.
7. A similar program could be implemented in the Montreal/Laval Region.