

**International Rogaining Federation Inc.  
Roles and Responsibilities – IRF Executive  
October 2011**

10WRC 2012 Czech Republic (31 Aug-1 Sep 2012 Prebuz), IRF levy will be 9 Euro.

11WRC 2013 Russia (27-28 July 2013 Pskov). Arrangements between IRF and 11WRC organisers need to follow soon (Alan Mansfield).

12WRC 2014 USA (16-17 August 2014 Black Hills, South Dakota)

9ERC 2012 European Rogaining Championships Lithuania (5-6 May 2012 Kaunas)

IRF Meetings at WRC: see September R&R

Procedures for announcing results at WRCs: Alan Mansfield is setting up a group to develop guidelines for the release of preliminary results and then final results at World Rogaining Championships. These guidelines will be integrated with potential WRC protests and appeals to clarify the timing for each. Other sub-committee members welcome.

Sub-committees

Sub-committees in general: The IRF has several active and planned sub-committees to address major issues. The IRF Executive invites rogainers from outside the IRF Council to volunteer for these sub-committees, and where appropriate, the IRF Councillors should approach their associations to extend this invitation. Councillors are encouraged to participate in sub-committee proceedings by either having input at an early stage when the terms of reference are announced, or by contacting the sub-committee chair at any time.

All Members of Council are asked to acquaint themselves with the aims and progress of each sub-committee at the earliest possible opportunity; it is important to make suggestions at a stage when the sub-committee can easily take these in to account. This will save considerable time compared to if issues have to be re-opened later. Comments can be made directly to the sub-committee chairs, or to the full Council.

WRC Entry Criteria for 10WRC 2012 Czech Republic and beyond

A new motion has been put to the IRF Council (24/10) and is now open for voting.

Age criteria for sub-categories

- a) review the impacts of the current policy
- b) discuss and decide on the age limit for juniors
- c) consider a single ultra-veterans class.

Rogaining checkpoint markers and description clues: review (David Baldwin, Bob Reddick, Lauri Leppik): to report in November 2011. Terms of reference:

- to review the rules about the hanging of checkpoint markers,
- to invite input from the IRF Council and beyond, as the subcommittee sees fit,
- to consider whether these rules are being followed,
- to recommend appropriate changes to ensure high standards of placements.

### **Executive Structure sub-committee**

Draft guidelines issued 7 October 2011

Background: The design of the IRF Executive including its five positions was developed in 2000 and has not materially altered since. For some months the IRF has notified its intention to re-examine the size and format of the IRF Executive. This review of the Executive is partly in response to the quite different operation of the Executive in 2011 compared to 2000, the increasing workload, and a desire to facilitate transitions on and off the Executive so these leadership roles are accessible to Council members.

Purpose: the sub-committee is to advise IRF Council on the optimal size and composition of the Executive to meet the challenges of 2011 and the immediate years ahead. The structure should encourage transitions onto and off the Executive by considering more positions including some that are less-defined than the current ones. There needs to be some career path outline within the Executive that might include the position of President-Elect. There may be value changing to three-year terms rather than four year, and considering an expansion to 6-7 members. This might involve separating the Secretary / Treasurer position (this might need integrating the IRF VRA Liaison role on Council). The new structure should take into account workloads, governance issues, and the likelihood that future leaders will continue to be geographically separated both from one another and from the governance base of the IRF.

Sub-committee membership: suggested Richard Robinson (chair), Lauri Leppik, Neil Phillips, 1-2 others invited.

Timeframe:

Refinement of these sub-committee guidelines before the end of October 2011

Call for input from Council members to guide initial sub-committee work (Oct)

Draft plan for a future Executive (end November 2011)

Responses from Council (end December 2011)

Final suggestions for Executive including changes to the Constitution (end Jan).

### **Finances sub-committee**

Draft guidelines – 12 October 2011

Background: The IRF financial system is considerably more complex today than when it was set up in 2000, and this sub-committee is tasked to lead a review process so the IRF will be well places for years ahead.

The IRF finances have been organised over the last decade so as to grow slowly and progressively, rather than erratically. Revenue has been quite episodic coinciding with bi-annual World Rogaining Championships. Revenue raising has been concentrated on participants in the major rogaining championships that the IRF has initiated, sponsored and/or supported, rather than seeking financial support for the IRF from new rogaining associations who are generally energy-rich, but cash-poor. Expenditure has been budgeted so that IRF assets grow slowly, but resources are used actively to support members and rogaines rather than simply stored in an account. A conservative approach

has been taken to safe-guard IRF funds rather than adopting any financial strategy that primarily chases high interest. More recently, a VRA-IRF Liaison role has been established to assist meeting some of the governance requirements of an association registered in the State of Victoria, Australia; and this role provides the opportunity to operate an account long-term without regular bank and branch and signatory changes. The review should cover the optimal two-to-sign bank account for a small number of transactions, but with some overseas payments.

The IRF financial year ends on 31 December. IRF budgeting occurs towards the end of each year with the aim of being completed before the financial statements need to be audited and approved in February-March. The budget has always been closely linked to the goals within the Strategic Plan for Rogaining.

Purpose: To design a financial system appropriate for the IRF for 2012 and immediate years to follow. This should address the responsibilities for finance on the IRF Executive, the VRA-IRF liaison role, sources of revenue, budgeting, international payments, reporting and compliance.

Sub-committee membership: Rob Gardner (sub-committee chair, former President of VRA), Bob Reddick, Rebecca Shaw, Richard Robinson, possibly 1-2 others.

Timeframe:

Refinement of these sub-committee guidelines before the end of October 2011

Call for input from Council members to guide initial sub-committee work (end Oct)

Contribution into 2012 IRF budget (budget to be finalised before the end of 2011)

Draft plan for future financial system and activities (end December 2011)

Responses from Council (end January 2012)

Final suggestions for finances including changes to the Constitution (end February).

To include review of banking system including two-to-sign, and making overseas payments. Define options on the calculation methods of membership fees. Discuss the calculation base for regional rogaining championship fees and introduce a NARC fee similar to ERC (Bryant, Leppik, others welcome). The WRC levy requires discussion and longer term it will require a Constitution change as Appendix 2 (WRC levy) was deliberately not altered in the March 2010 membership voting.

### **IRF Membership sub-committee**

Alan Holdaway (chair), Rod Phillips, Richard Robinson, Lauri Leppik, Jan Tojnar, invitation for 1-2 Observers to join.

IRF Observers: The role of Council Members and Observers is likely to change significantly by the end of 2012 when IRF Members will be national rogaining associations. All but two IRF Observer positions are due for review before the end of 2011. Countries need to discuss their respective representation, and the IRF Executive is discussing the expectations of Observers. It is likely that Observers will be asked to play a leadership role in the updating of their country's Development Plan (Part D of Strategic Plan for Rogaining: Alan Mansfield to co-ordinate).

The sub-committee will review the role of Observers and what is expected of each one, i.e. pass information to IRF, pass information from IRF. Contribute to IRF discussions and decisions, and anything else?

The Constitution (c6 iii) says: iii) Observers co-opted onto the Council

Council may co-opt individuals onto Council as non-voting Observers for a two year period. Council can renew or remove an observer at any time. Membership committee reviews and makes recommendation.

IRF Liaison Officer: Rebecca Shaw is now responsible for the purchasing and distribution of Rogaining Promotional material for the IRF. Rogaining associations are encouraged to contact Rebecca ([rebecca.shaw@gmail.com](mailto:rebecca.shaw@gmail.com)) to place orders for promotional material. The current product range consists of navy blue Polo Shirts (\$30AUD), navy blue Soft shell Jackets (\$88AUD), commemorative #150 IRF Newsletter orders for (\$2AUD), car bumper stickers (new batch just printed) and business cards (new set available). Bulk purchases are preferable so please liaise with your members to develop an order. It is also possible to produce these in your own countries using branding and logo standards.

Community Engagement and Land Access: Land access remains a major issue globally, in different forms, in different areas.

Executive: Neil Phillips, Lauri Leppik, Alan Mansfield, Rod Phillips.

Neil Phillips

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