

Minutes of the Board of Directors Meeting of the United States Orienteering Federation
Saturday, November 1, 2003
Pocono Environmental Education Center, Dingmans Ferry, Pennsylvania

Board members present:

Chuck Ferguson, President; Robin Shannonhouse, Executive Director; Clare Durand, Competition V.P.; Mike Minium, Program Development V.P.; Frank Skorina, Marketing/Public Relations V.P.; Scott Drumm, Club Services V.P.; Robert Buraczynski, Secretary; Stephanie Martineau, Heartland; Jim Eagleton, Mid-Atlantic Region; Joanne Sankus, Northeast Region; Susan Hawkes-Teeter, Northeast Region (Alternate); Bruce McAlister, Northwest Region (Alternate); Syd Reader, Pacific Region; Gary Kraght, Pacific Region (Alternate); John Fairley, Southeast Region; Walter Siegenthaler, At-Large; Nancy Koehler, At-Large Competition

Guests present:

David Irving (SDO), Steve Shannonhouse (GAOC), Sara Mae Berman (CSU), Karen Dennis (SDO), J-J Coté (RMOC)

Call to order & Secretary takes roll

Chuck Ferguson called the meeting to order at 14:35 EST. Robert Buraczynski took roll silently.

Open Forum

Chuck Ferguson announced the formation of a new associate club: American Bushwhacking Club. Mike Minium added that the interests of this club center around ROGAINE and Adventure Racing.

Chuck Ferguson stated that *Cooking Light* magazine may soon run an article that features orienteering.

Chuck Ferguson reported that Cathy Yekenewicz is recovering well from her recent surgery.

Sara Mae Berman announced that the Convention Committee is actively looking for clubs to host the USOF Convention for the year 2005 and beyond. The Columbia River Orienteering Club (CROC) has offered to host the 2005 Convention during the week before the Labor Day weekend. The disadvantage to that time period is that it is within the school year of many districts. The 2003 Convention was held in the Northeast Region and the 2004 Convention will be held in the Southeast Region; therefore, the Convention Committee is concentrating their search to clubs in other regions.

Frank Skorina announced that the Product Manager for Silva was willing to allow USOF to place inserts into the packaging of their compasses. This would amount to approximately 250,000 compasses per year. However, since Silva now has a new Product Manager, Frank will investigate further whether this is still possible.

Frank Skorina stated that he has given Callan Communications exclusive rights to produce an Orienteering Training CD-ROM and he will be seeking funding for this venture. Chuck Ferguson asked that future exclusive contracts should be brought before the Board so that we can avoid possible conflicts with projects either planned or in progress.

Frank Skorina is investigating the possibilities of promoting orienteering among those who participate in Geocaching and Adventure Racing.

Frank Skorina stated that Debbie Newell wants to step down as USOF Webmaster; he will contact the webmasters of the various club web sites to see if he can find a replacement.

Frank Skorina also stated that Liz Kotowski wants to step down as Photo Librarian.

Scott Drumm reported that the Map Grant Fund is down to \$5,000 and the Map Loan Fund is down to \$18,000. Because of higher map costs clubs need more money to produce maps and more time to repay the loans. Scott is currently looking for ways to increase the input to these funds.

Clare Durand reported that she has done some orienteering-related audio interstitials for the Fine Living channel.

Clare Durand reported that day one of next year's U.S. Orienteering Championships will be an IOF World Ranking Event (WRE).

Clare Durand reported that the College Development committee has presented a request for some rules changes to the Intercollegiate Championships.

Clare Durand announced that Pat Zerfas has stepped down from the position of Competition Awards Fund Administrator.

Clare Durand noted that the USOF Bylaws currently restricts cash awards to \$500. If clubs wish to exceed that amount, we may need a Bylaws change.

Clare Durand announced that Bill Cusworth is stepping down as Chairman of the Rankings Committee. The Rankings Committee is currently investigating the possibilities of a rolling rankings system.

Frank Skorina announced that, in 2003, there were 65 National Orienteering Day (NOD) events with a combined attendance of 6,300 people.

Chuck Ferguson reported that the Junior Team earned \$40 at the 2003 USOF Convention from the sales of T-shirts that were donated for fundraising.

Approval of Previous Meetings' Minutes

Motion by: Robert Buraczynski

"Move to approve the minutes of the Board meetings of August 12, 2003, and August 13, 2003."

Seconded by: Mike Minium

In favor: 12.

(Robert Buraczynski, Scott Drumm, Clare Durand, Jim Eagleton, John Fairley, Nancy Koehler, Stephanie Martineau, Mike Minium, Syd Reader, Joanne Sankus, Walter Siegenthaler, Frank Skorina)

Opposed: 0.
Abstain: 0.
Status: The motion passed.

Financial Report - 2003 Year-to-Date

[Financial Report Details](#)

Robin Shannonhouse presented everyone with a copy of the Financial Report. She stated that the Overall Total of \$158,081.98 does not include funds in the Endowment Account. Chuck Ferguson suggested that soon we may need to hire a financial planner. John Fairley asked if there were any map loans overdue? Scott Drumm said, "Yes, but we expect repayment soon."

Fall Fundraising Campaign

Chuck Ferguson stated that, in the past, the contributions that USOF had received from its Fall Fundraising Campaigns nearly matched the amounts spent to run these campaigns. He suggested, on behalf of Frank Kuhn, that this year's campaign be run via an article in *Orienteering North America*. Chuck asks that all Board members encourage others to contribute. David Irving stated that, in past years, those contributions helped to build up USOF's various funds. Gary Kraght asked that the *ONA* article be posted on the Clubnet. Robert Buraczynski suggested that the campaign be promoted on USOF's web pages; Walter Siegenthaler added that the USOF home page would be most appropriate.

IOF Event Advisors' Clinic in Germany

Chuck Ferguson announced (again on behalf of Frank Kuhn) that the IOF will be hosting an Event Advisors' clinic November 14-16, 2003, in Frankfurt, Germany.

President's Sport and Fitness Award (Orienteering)

Chuck Ferguson announced that the "President's Sport and Fitness Award" is being phased out in favor of a "President's Challenge" Award. However, Jerry Rhodes will continue to distribute Orienteering patches until his supply is depleted.

F50/55 Survey Report

[F50/55 Survey Details](#)

Motion by: Clare Durand

"Move to change the F50+ class from the Brown course to the Green Course, effective January 1, 2004."

Seconded by: Stephanie Martineau
In favor: 9.

(Robert Buraczynski, Clare Durand, Jim Eagleton, Nancy Koehler, Stephanie Martineau, Mike Minium, Syd Reader, Joanne Sankus, Walter Siegenthaler)

Opposed: 0.
Abstain: 3.

(Scott Drumm, John Fairley, Frank Skorina)

Status: The motion passed.

Committee Changes

Chuck Ferguson announced the following:

1. The Rules Committee will now report to the Competition V.P. instead of the Administration V.P.
2. A new International Events Advisory Committee will be formed; it will report to the Administration V.P.
3. Chuck Ferguson is stepping down as chairman of the Military Development Committee; the new chairman of this committee is U.S. Army Lt. Col. Michael Hendricks who is currently studying Geospatial Information Science in Maine.

Convention Policy Change Proposal

[Convention Policy Change Proposal](#)

Motion by: Walter Siegenthaler

"Move to accept the Convention Policy Change as presented."

Seconded by: Nancy Koehler
In favor: 11.

(Robert Buraczynski, Scott Drumm, Clare Durand, Jim Eagleton, John Fairley, Nancy Koehler, Stephanie Martineau, Mike Minium, Joanne Sankus, Walter Siegenthaler, Frank Skorina)

Opposed: 0.
Abstain: 1.

(Syd Reader)

Status: The motion passed.

Relay Rules Proposal

[Relay Rules](#)

Motion by: John Fairley

"Move to accept the Relay Rules as presented."

Seconded by: Clare Durand

In favor: 11.

(Robert Buraczynski, Scott Drumm, Clare Durand, John Fairley, Nancy Koehler, Stephanie Martineau, Mike Minium, Syd Reader, Joanne Sankus, Walter Siegenthaler, Frank Skorina)

Opposed: 1.

(Jim Eagleton)

Abstain: 1.

(Bruce McAlister)

Status: The motion passed.

Trail-O Team Fund Proposal

[Trail-O Team Fund Proposal](#)

Motion by: Mike Minium

"Move to create a Trail-O Team Fund as presented."

Seconded by: John Fairley

In favor: 12.

(Robert Buraczynski, Scott Drumm, Clare Durand, Jim Eagleton, John Fairley, Nancy Koehler, Stephanie Martineau, Bruce McAlister, Mike Minium, Syd Reader, Joanne Sankus, Walter Siegenthaler)

Opposed: 0.

Abstain: 1.

(Frank Skorina)

Status: The motion passed.

Orienteering North America Mailing List Proposal

[Orienteering North America Mailing List Proposal](#)

ACTION ITEM: John Fairley will negotiate a new contract with Donna Fluegel in lieu of any Board action to Robin Shannonhouse's proposal.

2004 Insurance Rate Increase Proposal

[2004 Insurance Rate Increase Proposal](#)

Motion by: Mike Minium

"Move to set the Insurance Fees at the following levels for 2004:

Regular clubs and Associate clubs age 3+: \$8 per club member,
Associate clubs less than 3 years with USOF: \$4 per club member;

and to raise the Insurance Fee charged A-meet host clubs with their Sanctioning Fees from \$25/day to \$1/per participant per day. This A-meet Insurance Fee increase to begin with A-meets held starting September 1, 2004. USOF will waive the optional Terrorism Coverage for 2004."

Seconded by: Scott Drumm

In favor: 13.

(Robert Buraczynski, Scott Drumm, Clare Durand, Jim Eagleton, John Fairley, Nancy Koehler, Stephanie Martineau, Bruce McAlister, Mike Minium, Syd Reader, Joanne Sankus, Walter Siegenthaler, Frank Skorina)

Opposed: 0.

Abstain: 0.

Status: The motion passed.

2004 Budget Proposal

[Budget](#)

Motion by: Frank Skorina

"Move to accept the 2004 Budget as presented."

Seconded by: Bruce McAlister

In favor: 13.

(Robert Buraczynski, Scott Drumm, Clare Durand, Jim Eagleton, John Fairley, Nancy Koehler, Stephanie Martineau, Bruce McAlister, Mike Minium, Syd Reader, Joanne Sankus, Walter Siegenthaler, Frank Skorina)

Opposed: 0.
Abstain: 0.
Status: The motion passed.

Approval of 2004 North American Championships Bid

[2004 North American Championships Bid Details](#)

Motion by: Mike Minium

"Move to accept the bid for the 2004 North American Orienteering Championships submitted by the Northeast Ohio Orienteering Club (NEOOC) providing that the Competition V.P. and the Course Consulting Committee assign an Event Controller to oversee this event."

Seconded by: Walter Siegenthaler
In favor: 12.

(Robert Buraczynski, Scott Drumm, Clare Durand, Jim Eagleton, John Fairley, Nancy Koehler, Stephanie Martineau, Bruce McAlister, Mike Minium, Joanne Sankus, Walter Siegenthaler, Frank Skorina)

Opposed: 0.
Abstain: 1.

(Syd Reader)

Status: The motion passed.

Junior Team Selection Process

ACTION ITEM: Clare Durand should send the new Junior Team selection process to Steve Shannonhouse for him to review.

Interscholastic Discussion Proposal

[Interscholastic Rules](#)

Motion by: Clare Durand

"Move to accept the new Interscholastic Rules as presented."

Seconded by: Nancy Koehler
In favor: 13.

(Robert Buraczynski, Scott Drumm, Clare Durand, Jim Eagleton, John Fairley, Nancy Koehler, Stephanie Martineau, Bruce McAlister, Mike Minium, Syd Reader, Joanne Sankus, Walter Siegenthaler, Frank Skorina)

Opposed: 0.
Abstain: 0.
Status: The motion passed.

Next BOD Meeting

The next Board meeting will be held either on Saturday, March 20, 2004, in Farmington, Missouri, at the Al Smith Memorial Meet, or on Saturday, April 17, 2004, in Brookville, Indiana, in conjunction with the Flying Pig VIII and 2004 U.S. Interscholastic Championships.

Adjournment

Motion by: Walter Siegenthaler

"Move to adjourn."

Seconded by: Clare Durand
In favor: 13.

(Robert Buraczynski, Scott Drumm, Clare Durand, Jim Eagleton, John Fairley, Nancy Koehler, Stephanie Martineau, Bruce McAlister, Mike Minium, Syd Reader, Joanne Sankus, Walter Siegenthaler, Frank Skorina)

Opposed: 0.
Abstain: 0.
Status: The motion passed.

Chuck Ferguson adjourned this meeting at 18:26 EST.

Respectfully submitted,

Robert Buraczynski
USOF Secretary

Revised: November 15, 2003, based upon an e-mail message:

From: Mike Minium; Date: Fri, 14 Nov 2003 00:27:48 EST

Revised: March 19, 2004, based upon the following e-mail messages:

From: Clare Durand; Date: Mon, 17 Nov 2003 23:16:14 PST
 From: Mike Minium; Date: Tue, 18 Nov 2003 09:33:19 EST
 From: Robin Shannonhouse; Date: Tue, 18 Nov 2003 09:52:54 EST
 From: Bruce McAlister; Date: Tue, 18 Nov 2003 10:21:38 PST
 From: Robin Shannonhouse; Date: Wed, 3 Dec 2003 18:32:20 EST

Attachments

Fund Balances (12/31/2002 through 10/31/2003)

Competition Awards Fund	
Beginning Balance	238.51
Transfers into Fund	2,000.00
Competition Awards Shipping to Clubs	-60.00
Total	2,178.51
Endowment Fund	
Beginning Balance	540.78
Life Membership Dues	1,800.00
Endowment Transfer	-1,710.00
Total	630.78
E-Punching Fund	
Beginning Balance	4,136.72
E-Punch Shipping	-254.74
E-Punch Rental Fees	2,664.16
E-Punch Equipment Purchased	-646.06
Transfers into Fund	1,000.00
Total	6,900.08
Insurance Fund	
Beginning Balance	7,291.92
Insurance Fees from Clubs	33,420.00
Total	40,711.92
Junior Team Fund	
Beginning Balance	1,446.48
Contributions	530.00
Fundraising	1,965.15
Transfers into Fund	2,000.00
Training	-20.43
Travel	-4,309.84
Interest Income Boston Bank	3.37
Total	1,614.73
Map Grant Fund	
Beginning Balance	8,025.00
Map Grants	-1,000.00
Total	7,025.00
Map Loan Fund	
Beginning Balance	28,510.00
Map Loans	-11,500.00
Map Loans Repaid	2,900.00
Total	19,910.00
O' in Schools Fund	
Beginning Balance	24,060.71
Programs	-584.23
Books - Redistribution	1,712.31
Total	25,188.79
Operating Fund	
Beginning Balance	41,457.02
Office Support	-8,000.00
Membership Dues	20,560.00
VP Marketing & Committees:ONA	-23,563.00
Club Dues	5,303.00
Postage	-820.43
Telephone	-348.69
VP Marketing & Committees:Web... ..	-225.00
Endowment Proceeds	1,602.00
Bank Charges	-18.25
Contributions	270.00

Dues & Charter	-1,850.00
VP Marketing & Committees:Video	-163.02
Sanctioning Fees	5,507.75
VP Program & Committees	-448.07
Transfers from Fund	-7,400.00
Grants & Loans	-4,350.00
VP Marketing & Committees:200... ..	-2,000.00
Supplies - Other	-523.61
VP Administration & Committees	-67.30
VP Marketing & Committees:Other	-49.02
Transfers into Fund	1,739.60
Interest Income	732.45
President & Committees	-12.78
Total	27,332.65
Program Development Fund	
Beginning Balance	1,958.76
Programs	-280.00
Contributions	200.00
Program Income	415.00
Total	2,293.76
Ski-O Team Fund	
Beginning Balance	6,562.32
Contributions	639.47
Transfers into Fund	1,200.00
Total	8,401.79
Sponsorship & Marketing Fund	
Beginning Balance	3,659.25
Video Distribution	2,567.75
Sponsorships	12,000.00
Sponsorship Expenses	-3,502.00
Sponsorship Distributions	-1,739.60
Total	12,985.40
Team Fund	
Beginning Balance	2,888.99
Contributions	1,485.00
Transfers into Fund	1,200.00
Travel	-8,510.00
Team Trials	3,482.62
Fundraising	2,361.96
Total	2,908.57
Overall Total	158,081.98

F50/55 Follow-Up Report, 10/17/2003, Prepared by Clare Durand

Rankings Data: This data is from the 2002 USOF Rankings. I used the official rankings showing only USOF members. I included the data from people with less than 4 credit days. I looked only at the advanced courses. This does not take into account women who may have run Orange or Yellow.

Green Rankings - 100 pts. = 50 minutes

Definitions: # ranked = number of women ranked in that category

Top 3 pts = average ranking points of Top 3 women

Top 3 time = average time ranking of Top 3 women

Overall pts = average ranking points of all women

Overall time = average time ranking of all women

Note: The average time ranking is NOT equivalent to the time ranking that corresponds to the average point ranking.

F35+ and F40+ included for purposes of comparison.

F45+ total = all women ranked in F45+

F50+ total = all women ranked over the age of 50

Class	# Ranked	Top 3 pts	Top 3 time Avg.	Overall pts	Overall time Avg.
F35+	13	69.5	72:06	56.8	90:18
F40+	33	78.5	64:25	52.1	103:06
F45+ total	44	71.9	69:33	49.3	111:40
F45-49	24	70.2	71:16	51.1	107:56
F50+ total	20	68.7	72:54	47.2	116:09
F50-54	13	65.7	76:33	46.2	120:32
F55+	7 (4 over 60)	59.4	85:15	49.0	108:02

Brown Rankings - 100 pts. = 45 minutes

F50/55 est. is estimated average ranking if the women who only ran on Green had a Brown ranking. Obviously, this is highly suspect math. These numbers have been rounded off to make sure they don't look overly accurate. Although I didn't recompute the top 3 averages, in both cases these results would be expected to go up as well.

Class	# Ranked	Top 3 pts	Top 3 time Avg.	Overall pts	Overall time Avg.
F50+	24	79.0	57:39	52.3	94:26
F55+	11	82.9	57:57	55.2	97:55
F50 est.	32			55	90:00
F55 est.	12			58	94:00

of runs

= number of women in each age group who ran on that course

runs = total number of days run on that course

Avg. = total days run divided by number of women running

* includes 1 woman who ran Red and Brown, but no Green

Age Group	# on Green Only	# on Brown Only	# on Both	Other	Runs on Green	Runs on Brown	Avg. on Green	Avg. on Brown
F50-54	8	19	5	Red 1/8 (4%)	95 (43%)	119 (54%)	7.3	5.0
F55-59	1	8	3*	Red 2/10 (11%)	22 (25%)	56 (64%)	7.3	5.1

Convention Policy Change Proposal presented by Robin Shannonhouse on behalf of Frank Kuhn

The second and third paragraphs in "2)" now read:

As applicable to a particular Convention, the specific program criteria for one or both programs shall be submitted by the Host Club to the Convention Committee Chairperson in a time line mutually acceptable to USOF and the Host Club. The Chairperson shall in turn submit the program criteria to the Board for general approval and funding. Said funding shall be on a flat basis for no more than \$2000 for each program for which approval is requested.

The specific criteria for the above programs shall be submitted by the Convention Committee Chairperson, on a yearly basis to the Board for approval in order that the Board may approve funding on an actual cost or flat rate basis.

Proposed changes:

Delete the paragraph "The specific ... flat rate basis."

Change paragraph "2)" wording and add three short paragraphs as follows:

As applicable to a particular convention, specific program criteria for one or both programs shall be submitted to the USOF VP of Administration through the Convention Committee chairperson by the hosting club. This shall be done on application forms provided by the VP Administration. Said grant funding shall be on a flat fee basis for no more than \$2000 for each program for which applications are made.

The VP of Administration shall request the program funding be provided in the budget for the year in which the convention is to be held.

After the budget has been approved by the USOF Board, program funds may be disbursed to the convention host club only.

The application(s) for grants shall meet the time lines established by the USOF budget director and/or the USOF Board for approval of the yearly budget.

Now that Board members are familiar with the incentive programs USOF offers to Clubs hosting conventions and the great success of the first program at the 2003 Convention hosted by UNO, the procedures have been adjusted so Board approval may be handled through the budget process, as is done with other programs, rather than by the more time consuming process of approving the programs on an individual basis at one or more Board Meetings. The changes also reflect some procedural clarifications.

For recall purposes, the programs under discussion are:

A host club may offer at its Convention, on an every other year basis, one of the following:

- Skills Improvement Training Camp
 - Mapping Training Camp
- and every year:

- A map of a local park of the host club's choosing

GAOC, the Convention Host Club for 2004, applied for the Local Park Mapping Grant, which the Board approved. Undoubtedly they will be applying for a Mapping Training Camp Grant.

I had planned to have these changes approved at the 11/15/2003 Board Meeting in St. Louis and had made plans for a trip to Chile from 10/16/2003 to 11/07/2003. Since I will not be attending the 11/01/2003 Board Meeting, I trust the above data will enable the Board to routinely approve the changes. Thanks, Frank Kuhn

34. Relay

34.1 In the relay event the runners in each relay team complete their individual relay courses sequentially. The results are determined using the combined course time of the competitors in a single team.

34.1.1 A mass start shall be used for the first relay course of any U.S. Championship relay. (Start formats for non-championship relays are at the discretion of the organizers.)

34.1.2 On the second and each of the subsequent relay courses competitors waiting for the return of their teammates may be started with a mass start at a time determined by the event organizers. [Suggested intervals between the time the first runner is tagged on a relay course and a mass start for that same course, are 10 minutes, 20 minutes, 30 minutes.]

34.2 The changeover between the runners on each team takes place by touching, either by way of direct physical contact or using an object (such as a stick) within a limited space close to the line where the elapsed time is measured, but should be no further away than 50 meters. Wherever possible, approaching runners should be announced to the waiting teammates. However, failure to announce an incoming runner shall not be grounds for a protest.

34.3 Each relay team competing in the same category shall run the same combination of relay courses, whether in the same order or in a different order shall be at the discretion of the event organizers.

34.3.1 For any U.S. Championship category, the relay shall consist of at least four (4) relay courses.

34.3.2 Open category relays shall be made up of at least two (2) relay courses.

34.5 Teams shall consist of at least four (4) competitors for U.S. Championship categories, and/or at least two (2) competitors for open categories.

34.5.1 For a team to be eligible for a U.S. championship all its runners must meet the eligibility requirements for individual championships, and must be from the same USOF club. Competitors who are members of more than one club may only compete for their primary club.

34.5.2 Teams shall be categorized by total points based on the orienteering age and gender of their members. The exact number of categories/points for any specific event shall be decided by the event organizers (see 34.5.3 below).

EXAMPLE:

1 point - Ages 17-21 or 35-49

2 points - Ages 15, 16 or 50-59

3 points - Under 15 years of age or 60 and older

2 points - A female orienteer (receives 2 points, in addition to any age points)

[15-year old female = 4 points; 47 year old male = 1 point; 23 year old male = 0 points]

34.5.3 The point teams and team categories for a specific relay event must be published well in advance by the event organizers, and made available to all interested parties. This can be distributed via hard copy, e-mail and/or information on a web page.

34.5.4 The U.S. Relay Championship will be awarded to the three fastest club teams in the categories used at the event.

34.6 There shall be a minimum of two team categories in any relay event. Other categories may be added at the discretion of the event organizers.

34.6.1 U.S. Championship categories/courses shall be as follows:

A: Lowest point (e.g. 4-point) teams shall have one or two relay courses of at least Orange (moderate) level difficulty, the remaining relay courses being equivalent to Brown through Red difficulty.

B: Medium (to High) point (e.g. 8-point) teams shall have no more than one relay course of Yellow (easy) level difficulty, no more than one relay course of Orange (moderate) level, any other relay courses should be equivalent to Brown through Red difficulty.

C: Optional High point teams (e.g. 12-point) shall have one or two relay courses of Yellow (easy) level difficulty, one or two relay courses of Orange (moderate) level, additional relay courses being equivalent to Brown through Red difficulty.

34.7 The target times for all winning U.S. championship teams shall be 2 hours and 30 minutes. Relay course lengths should be approximately 60%-80% of those for individual events.

34.8 Any variation in the foregoing relay rules in Paragraph 34 must be approved in advance by the Sanctioning Committee.

NOTE RELEVANT RULE:

See 3.4.4 Relay: A relay team has two or more runners. Each runner completes his/her course as in an individual event. Competitors may run different courses but each team as a whole must run the same set of legs and visit the same controls.

Trail-O Team Fund Proposal by Frank Kuhn

The IOF has four orienteering disciplines: Foot-O, Mountain Bike-O, Ski-O, and Trail-O. All four now have World Orienteering Championships and are phasing them in on a yearly basis. The first Trail-O World Orienteering Championship (TWOC) will be held in Sweden in September 2004 with Japan, Denmark and the Ukraine hosting TWOC'S in the following years. The USOF Trail-O Committee holds a U.S. National Trail-O Championship to qualify a 3-person team and alternates for the TWOC'S. The 2004 event will be held at the USOF Convention hosted by GAOC.

With the entry of Trail-O into national and international championships, Trail-O now needs a USOF Policy - Trail-O Team Fund to help offset competition and operating expenses of the Trail-O Team as a whole. The proposed policy follows the wording of the USOF Policy for the Junior, Foot-O, and Ski-O Team Funds.

Approval of this policy at this Board Meeting will permit specific donations to be made to Trail-O in the 2003 Annual Fundraising Campaign which will be launched in the November issue of *Orienteering North America*.

USOF Policy – Trail-O Team Fund

Purpose: The purpose of the Trail-O Team Fund is to provide interest-free loans and grants to aid USOF Trail-O Team members in training and travel in pursuit of

excellence in competitive orienteering and future membership in the US Trail-O Team and to offset competition and operating expenses of the Trail-O Team as a whole.

Administration: The Trail-O Team Fund is administered by the USOF US Trail-O Team Administrator, or his designate. By approving the annual budget for the Trail-O Team Fund, the USOF Board of Directors empowers the fund administrator to authorize disbursement of monies from the Trail-O Team Fund up to the amount budgeted for that purpose. The fund administrator has the authority to approve expenses and enter into contracts for grants and loans from the Trail-O Team Fund. Disbursements from the Trail-O Team Fund may not at any time exceed the cash balance in the fund. The fund administrator is required to maintain appropriate records and produce budget and financial statements regarding annual Trail-O Fund activity.

Sources: Sources for support and revenue for the Trail-O Team Fund are:

1. Contributions to USOF designated for Trail-O Team support activities.
2. Undesignated contributions to USOF authorized by the USOF Board of Directors to be used for Trail-O Team support or activities.
3. Transfers from the USOF Operating Fund authorized by the USOF Board of Directors to be used for Trail-O Team support or activities.
4. Fund raising activities on behalf of the Trail-O Team.

Uses: Monies in the Trail-O Team Fund may be disbursed as:

1. Loans or grants to USOF members for travel and training purposes as budgeted and approved by the Trail-O Fund Administrator.
2. Operating expenses of the Trail-O Team as a whole.
3. Administrative costs related to the management of the monies in or expenses funded by the Trail-O Team Fund as budgeted and authorized by the fund administrator.

Dissolution: The Trail-O Team Fund may be dissolved by majority vote of the USOF Board of Directors. Monies remaining in the fund at dissolution must be disbursed or transferred in a manner consistent with the intention of their designation to the Trail-O Team Fund.

USOF Policy – Mailing Labels for *Orienteering North America* Magazine

Proposal for Consideration, 11/01/2003, by Robin Shannonhouse, USOF Executive Director

Mailing labels for USOF members' issues of *Orienteering North America* magazine, being the responsibility of the USOF Office, will be printed according to the wishes of the USOF Executive Director, from the data residing in the USOF membership database at the time of printing the labels for each issue. Any additional handling or cost involved with implementing the Executive Director's decisions regarding these mailing labels must be absorbed by the magazine publisher, added into the contracted cost of the magazine negotiated by the publisher with the USOF VP of Marketing & Public Relations, or billed directly to USOF if agreed upon and budgeted by the USOF VP of Marketing & Public Relations.

2004 Insurance Rate Increase Proposal by Robin Shannonhouse, USOF Executive Director

As part of the Budget process each Fall, we also have to set the Insurance fee per club member we charge for the following year, to be paid when the club charters or recharterers.

This year we were fortunate that Steve Vaughan was able to get a quote from our insurance agency a bit early. We greatly appreciate that!

The quotes on our 2 basic policies add up to \$40,500. The premium for these last year was \$37,750, which is almost exactly a 10% bump from last year (club members went up by 1.5%). After almost doubling the year before, this small increase is something of a relief! There is also an additional \$2025 this year for Terrorism Coverage, which is optional. Steve Vaughan, David Irving, and I each feel this item is not necessary, but we need a Board vote to confirm. We have just enough in the Insurance Fund to cover 2004 premiums, which will be due by the end of 2003. However, that totally eliminates the normal inflation "pad" we elected several years ago to keep in the Insurance Fund. The Board decided the "pad" should ideally equal one year's premium.

If you remember, last year we were hit by an enormous increase. The decision was to pass along to clubs what we felt they could handle, but to warn them that we would have to make up for it with 2004 recharterers, estimating that 2004 per-club-member insurance fees would be in the \$6-10 range. The actual charge to clubs for 2003 recharterers was \$5 per club member (\$2.25 for Associate clubs less than 3 years old). We took in \$32,760 in club recharterers (plus \$650 in A-meet insurance fees), or an average of \$4.47 per club member.

David and I each crunched some numbers separately, then compared them. We not only figured out what we needed to charge to pay back the Insurance Fund for the 2004 premium's actual cost, but also estimated an amount in order to begin to re-establish an inflation "pad" for future increases. We decided, after consulting the Executive Committee, to recommend that we charge an amount approx. 30% higher than the premium replacement for 2004 for this "pad" with the intention of gradually re-establishing the one-year's premium "pad" the Board wished to maintain in the Insurance Fund. Therefore, we recommend the charge to clubs for 2004 per-club-member insurance fees to be paid with the 2004 recharterers be: \$8.50 per club member for Regular clubs and Associate clubs age 3+; \$4.25 per club member for Associate clubs under age 3 years.

Additionally, Clare Durand and Mike Minium recommend we increase the A-meet insurance fees, currently set at \$25/day. Clare suggested going to \$100/day, Mike recommends \$1/day per participant.

Therefore, for Agenda item J.1 (insurance rate increase), we recommend the following motion be made and voted upon by the Board on November 1st:

"The 2004 Insurance fees USOF will charge clubs be set at \$8.50 per club member for Regular Clubs and Associate Clubs chartered 3 years or more and \$4.25 per club member for Associate Clubs chartered less than 3 years. In addition, beginning in 2004, the Insurance fee USOF will charge clubs hosting A-meets is set at \$100/day or \$1/participant/day (motion chooses). USOF will waive the optional Terrorism Coverage for 2004."

2004 Budget

Operating Fund Budget

Operating Fund Beginning Balance	31,000.00
Income	
Membership	25,000.00
Club dues	5,800.00
Sanctioning/Surcharges	10,500.00
Interest	1,000.00
Contributions	2,000.00
Sponsorships	0.00
Endowment Fund Transfer	2,000.00
Total Income	46,300.00
Expenses	
Bank Charges	0.00
Supplies/Printing	1,200.00
Postage	1,100.00
Telephone	1,100.00
Office Support	10,800.00
IOF/USOC/VA Dues	1,900.00
Total Office Expenses	16,100.00
ONA	24,000.00
President	100.00
Ad hoc Committees	0.00
IOF Travel Support	0.00
Subtotal President	100.00
Secretary	25.00
VP Administration	350.00
Convention Grants	1,600.00
Subtotal VP Administration	1,950.00
VP Club Services	25.00
At Large Transfer to Insurance Fund	0.00
Subtotal VP Club Services	25.00
VP Competition	
Committees	100.00
Foot-O Team Support	0.00
Ski-O Team Support	0.00
Junior Team Support	0.00
Transfer to Competition Awards Fund	2,000.00
Subtotal VP Competition	2,100.00
VP Marketing	
VP and Committee Expense	500.00
Membership in Allied Organizations	0.00
Exhibit Fees	0.00
Publications and Printing	0.00
Recognition Awards	0.00
Website and Listserv	500.00
Subtotal VP Marketing	1,000.00
VP Program Development	
Committees	1,000.00
Transfer to Program Development Fund	0.00
Subtotal VP Program Development	1,000.00
Total Committees	6,200.00
Total Expenses	46,300.00
Surplus/Deficit	0.00
Team Support: Foot-O	0.00
Team Support: Junior	0.00
Team Support: Ski-O	0.00
Total Special Projects	0.00
Operating Fund Ending Balance	31,000.00

Restricted Fund Budgets

Foot-O Team Fund Budget	
Beginning Balance	2,700.00
Income	
Contributions	2,000.00
Fundraising	4,000.00
Transfer from Operating Fund	0.00
Other Income	0.00
Total Income	6,000.00
Expenses	
Team News	0.00
Training Camps - US	0.00
Training Camps - WOC	400.00

Travel	7,500.00	
Misc/Admin/Coach	200.00	
Total Expenses		8,100.00
Ending Balance		600.00
Junior Team Fund Budget		
Beginning Balance		2,250.00
Income		
Transfer from Operating Fund	0.00	
Fundraising	2,000.00	
Contributions	1,500.00	
Total Income		3,500.00
Expenses		
Domestic Training Camps	0.00	
JWOC Training Camp	1,500.00	
Lodging/Entry Fees	2,000.00	
Domestic Travel Grants	500.00	
International Travel Grants	300.00	
Uniforms	300.00	
Other Expenses	200.00	
Total Expenses		4,800.00
Ending Balance		950.00
Ski-O Team Fund Budget		
Beginning Balance		8,400.00
Income		
Transfer from Operating Fund	0.00	
Fundraising	0.00	
Contributions	1,000.00	
Total Income		1,000.00
Expenses		
World Champs Entry Fees/Accommodations	2,000.00	
Travel Assistance	3,000.00	
Other Expenses	0.00	
Total Expenses		5,000.00
Ending Balance		4,400.00
O In Schools Fund		
Beginning Balance		25,500.00
Income		
Contributions	0.00	
O for Teachers Sales	2,000.00	
Total Income		2,000.00
Expenses		
Video Production	0.00	
O for Teachers Reprint	5,000.00	
Other Expenses	500.00	
Total Expenses		5,500.00
Ending Balance		22,000.00
Program Development Fund		
Beginning Balance		2,400.00
Income		
Contributions	600.00	
Program Income	300.00	
Transfer from Operating Fund	0.00	
Total Income		900.00
Expenses		
Club Development Committee	250.00	
Reprint "Sport of a Lifetime" Brochures ...	2,500.00	
Grants & Loans	500.00	
Other Expenses	0.00	
Total Expenses		3,250.00
Ending Balance		50.00
Sponsor & Marketing Fund		
Beginning Balance		5,400.00
Income		
Sponsorships	0.00	
Video Distribution	1,200.00	
Contributions	0.00	
Total Income		1,200.00
Expenses		
Sponsorship Expenses	0.00	
Sponsorship Distributions	0.00	
Compass Insert Brochures	5,000.00	
Photo Library/Shoot	600.00	
Total Expenses		5,600.00
Ending Balance		1,000.00

Insurance Fund Budget	
Beginning Balance	2,600.00
Income	
Club Fees	58,650.00
At Large Transfer from Operating Fund	0.00
A Meet Fees	1,000.00
Total Income	59,650.00
Expenses	
Premiums	45,000.00
Rebate to Clubs	0.00
Total Expenses	45,000.00
Ending Balance	17,250.00
Competition Awards Fund	
Beginning Balance	2,100.00
Transfer from Operating Fund	2,000.00
Shipping to Clubs	200.00
Championship Award Medals	3,800.00
Ending Balance	100.00
E-Punch Fund Budget	
Beginning Balance	2,700.00
Income	
Contributions	0.00
Transfers from Operating Fund	0.00
E-punch Rental Fees	4,000.00
Total Income	4,000.00
Expenses	
E-punch Shipping	250.00
Equipment Purchases/Maintenance	750.00
Total Expenses	1,000.00
Ending Balance	5,700.00
Map Loan Fund	
Beginning Cash on Hand	19,900.00
Income	
Contributions	0.00
Loan Repaid - Clubs	18,000.00
Total Income	18,000.00
Expenses	
Map Loans	10,000.00
Total Expenses	10,000.00
Ending Cash on Hand	27,900.00
Map Grant Fund	
Beginning Cash on Hand	7,100.00
Income	
Contributions	100.00
Total Income	100.00
Expenses	
Map Grants	2,000.00
College Map Grants	3,000.00
Total Expenses	5,000.00
Ending Cash on Hand	2,200.00
Investment (Endowment) Fund	
Beginning Balance	90.00
Income	
Life Memberships	2,400.00
Contributions	1,000.00
Investment Gains	0.00
Total Income	3,400.00
Expenses	
Transfer to Endowment Fund, Inc.	3,400.00
Total Expenses	3,400.00
Ending Balance	90.00
USOF Fund Totals	
Beginning Balance	112,140.00
Ending Balance	113,240.00

2004 North American Championships Bid Details (Excerpts from the "A" Meet Sanctioning Application)	
Club Name	North Eastern Ohio Orienteering Club (NEOOC)
Event Name	NEOOC A-Meet

Bid Event	2004 North American Championships and/or Team Trials
Proposed Dates	May 29-30, 2004
Location	Cuyahoga Valley National Park; between Cleveland and Akron, Ohio; approximately 25 miles from each city; HQ will be at Camp Manatoc, a BSA camp on the map.
Permission	We have the permission for use of the BSA as HQ. I will [send] a hard copy to you later this month. I am still waiting for the special permit from CVNP. However talking to Doug Palmer, Recreation Specialist, at CVNP, I should have it soon. The CVNP will be a Partner along with the Great Trails Council of the BSA.
Competition Format	Saturday: Classic, [Sunday: unspecified]
Meet Director	Kenneth Lappin; 216-338-8969; 479 Pratt St., Ravenna, OH 44266
Course Setter	Bob Boltz and Stanislav Rachitskiy
Course Vetter	Open for now
Meet Registrar	Terry Keck
Map Coordinator	Bob Boltz
Applicant	Kenneth Lappin
Club Position	President
Sanctioning Request Date	May 22, 2003
Map Name	Kendall Area of the Cuyahoga Valley National Park
Prior use of this map	None
Map Scale	1:15,000 (Red & Blue courses) & 1:10,000 (All other courses)
Contour Interval	5 m
Area Mapped	10 km ²
Field Checked	2002
Principal Field Checker	Yefim Shtempler
Drafter	Yefim Shtempler
General description of mapped area	Plateau and reentrant, some cliffs, some open land, good trail system, lakes, wide range of vegetation intensity
When will the map be complete	October 2003 (Map is finished, but some areas need vegetation rechecked during growing season this summer.)
Mapped area owned by	Cuyahoga Valley National Park and Boy Scouts of America
Printing method	Probably offset (or photocopied to the standards of OCIN)
Application prepared by	Bob Boltz
Position with club or event	Mapping Coordinator
Date prepared	April 5, 2003

I. Interscholastic Events

1. Application of the Rules

1.1 Except where specifically noted in this section, the rules covered by the United States Orienteering Federation (USOF) RULES FOR ORIENTEERING shall apply to all interscholastic orienteering events sanctioned by USOF.

2. Definition

2.1 The Interscholastics team competition is defined as a modified team competition. Each member competes as an individual and some or all members contribute to a team score. Interscholastic team competition is gender neutral. The Interscholastics individual competition is defined as individual combined score in each Interscholastic class.

3. Competition

3.1 The Interscholastics will have four team competitions. Three will be school teams; Varsity, Junior Varsity and Middle School. One will be a JROTC. Note: School and JROTC teams are not mutually exclusive. JROTC teams that meet school team requirements are also eligible for the school team award.

3.2 The Interscholastics will have individual competitions in the following categories: High School Varsity Male (HSV-M), High School Varsity Female (HSV-F), High School Junior Varsity Male (HSJV-M), High School Junior Varsity Female (HSJV-F), Middle School Male (MS-M), Middle School Female (MS-F).

3.3 The winning team is determined by adding the lowest three times from among the eligible team members each day. The team with the lowest total time over the day or days competition is the winning team.

3.4 The winning individuals are determined by lowest combined individual time(s) over the day(s) of competition.

3.5 The Interscholastics Team Championships are awarded for interscholastic competition for school HSV, MS and JROTC teams. Individual

interscholastic championships are awarded for each Interscholastic class.

4. Eligibility

4.1 Teams

- (a) School team members must attend the same private or public school. MS teams, may be composed of 9th graders with 6-8 graders if they attend the same school. To prove that the students attend the same school, they must each be able to show school ID for the same school or, if the school does not issue ID's, a letter from the principal stating that the students are enrolled at the school.
- (b) Teams competing only for the JROTC trophy must be made up of students from the same JROTC unit per the unit's most current Unit Enrollment Report.
- (c) If home-schooled, a student is eligible for a school team provided he/she produces a letter from the school principal stating that the student is enrolled at the school.
- (d) Teams are gender neutral. Each team may consist of any combination of male and/or female from the eligible categories.
- (e) Team members in the Interscholastics School and JROTC Team Championships competition, must meet eligibility requirements for U.S. Champion Rule A.5.6 for the team to be awarded a championship title.

4.1.1 Interscholastic High School Varsity Teams shall consist of 3 to 5 students who meet the following criteria:

- a) Are in 9th - 12th grade
- b) Are 19 years old or younger as of December 31st of the current year.
- c) Have competed in three or fewer previous Interscholastics at the Varsity or Junior Varsity levels.
- d) Are competing in the HSV-M or HSV_F classes.

4.1.2 Interscholastic Junior Varsity teams shall consist of 3 to 5 students who meet the following criteria:

- a) Are in 9th - 12th grade
- b) Are 17 years old or younger as of December 31st of the current year.
- c) Have competed in three or fewer previous Interscholastics at the Varsity or Junior Varsity levels.
- d) Are competing in the HSJV class.

4.1.3 Interscholastic Middle School teams shall consist of 3 to 5 students who meet the following criteria:

- a) Are in 6th - 9th grade. Note special 9th grade requirement from 4.1.a.
- b) Are 16 years old or younger as of December 31st of the current year.
- c) Have competed in three or fewer previous Interscholastics at the Middle School level.
- d) Are competing in the MS-M or MS-F classes.

4.1.4 Interscholastic JROTC teams shall consist of 3 to 5 students who meet the following criteria: Note to qualify for the school competition the team must meet the school team requirements, too.

- a) Are in 9th - 12th grade.
- b) Are 14 - 19 years of age as of December 31st of the current year.
- c) Are competing in any of the Interscholastic categories. Note: teams that are intending to compete for the JROTC trophy at the championships must consist of HSV-M and HSV-F competitors.

4.1.5 Requests for eligibility rulings given special circumstances may be submitted to the USOF Office 30 days in advance of the event registration deadline and will be ruled upon by vote of the USOF Executive Committee prior to the entry deadline.

4.2. Individuals

4.2.1 To win individual awards competitors must be competing in one of the interscholastic categories. To be eligible for the Individual Championships competition, competitors must be competing in one of the interscholastic categories and meet eligibility for U.S. Champion Rule A.5.6.

5. Courses & Classes

5.1 The following classes will be added for Interscholastics competitions. These classes will be used in individual and team Interscholastic events.

- a) High School Varsity (HSV-M) on the Green course.
- b) High School Varsity (HSV-F) on the Brown course.
- c) High School Junior Varsity (HSJV-M & HSJV-F) on the Orange course.
- d) Middle School (MS-M & MS-F) on the Yellow course. Note: for both the JV and MS competitions, the M and F categories may be split between two courses of similar length and difficulty.

5.2 It is recommended that separate courses for the interscholastic classes should be prepared. See START I.7.2.

6. Awards

6.1 Interscholastics awards:

a) Team awards:

- 1) Top three school teams in High School Varsity, High School Junior Varsity and Middle School shall receive championship awards, totaling nine team awards. For U.S. Interscholastic Championship competition, the traveling HSV & MS Brunton Cups will be awarded to the top HSV, and MS teams.
- 2) Top three JROTC teams shall receive championship awards, totaling three team awards. For U.S. Interscholastic Championship competition, the traveling JROTC Brunton Cup will be awarded to the top eligible JROTC team. Note: The cup is awarded to the top JROTC team whose members are competing in the HSV-M and/or HSV-F categories.

b) Individual awards:

The top three finishers from the HSV, HSJV, and MS gender classes shall receive awards for a total of 18 individual awards. For U.S. Interscholastic Championship competition, the top three finishers from the HSV, HSJV and MS gender classes shall receive championship awards for a total of 18 awards.

7. Start

7.1 Start intervals shall be 2 minutes. (Rule A.13.6) Special care needs to be taken when assigning start times for interscholastic classes. Students from the same school on the same course shall be started a minimum of 6 minutes apart. All students from the same school should be started as close together as possible to assist their chaperones with logistics. Having large numbers of students waiting throughout the whole start window may cause headaches for the chaperones as well as the organizers.

7.2 In the event an Interscholastic class fills up the maximum start window on a course, (Rule A.3..3.1), it can be moved to a separate course. In the event the class fills up the start window even with a separate course, a one minute start interval or a qualifier/final may be used.

8. Qualifier/Final

8.1 Qualification races for interscholastic events may be used if offering separate courses for each class still fills the start window. First day will be a qualifier and second day a final.

8.2 Each interscholastic class that has qualification races requires two courses for that class on each day. Special care needs to be taken when vetting the two qualifier courses for each class to insure that the winning times for each are as equal as possible.

8.3 Start intervals for the qualifier and final will be as explained in I.7.1.

8.4 Team scoring for the qualifier will be based upon the top three finishers from the team. Members of the same team will be evenly distributed between the two courses of the qualifier. In the event one of the qualifier races is thrown out the times from the remaining course will be used. If a team does not have three members on the course, the average of the members on the remaining course will be used to bring the number of finishers up to three as needed.

8.5 For the finals, teams will be divided into A and B finalists. The highest scoring teams from the qualifier will be put on the A final course until the start window fills. All other teams will be put on the B final course. All members from a team will be on the same course with the winning team being determined by adding the lowest three times from among the eligible team members. The winners from the A final will be the winners of the competition.

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