

## **OMA POLICY STATEMENTS**

POLICY - No. 1.1 – OMA REPRESENTATION ON WMA COMMITTEES

POLICY - No. 2.1 – TRAVEL EXPENSES – OMA COUNCIL & ASSEMBLY MEETINGS

POLICY - No. 2.2 – COUNCIL MEMBERS ATTENDANCE - COUNCIL & ASSEMBLY MEETINGS

POLICY - No. 2.3 – INTELLECTUAL PROPERTY AGREEMENT

POLICY - No. 2.4 – LIFE MEMBERSHIP OF OMA

POLICY - No. 2.5 – OMA COUNCIL JOB DESCRIPTIONS

Competition Director

Statistician/Records Officer

Women’s Representative on the WMA Women’s Committee

Communications Director

POLICY - No. 3.1 – COMMUNICATION – VETLINE MAGAZINE

POLICY - No. 4.1 – FINANCIAL CONTRIBUTIONS

POLICY - No. 4.2 – CHAMPIONSHIP PARTICIPATION FEES

POLICY - No. 4.3 – CHAMPIONSHIP SANCTION FEE

POLICY - No. 5.1 – ISLAND AFFILIATE & ASSOCIATE FINANCIAL SUPPORT

POLICY - No. 6.1 – INTER-ISLAND CHALLENGE SHIELD

POLICY - No. 6.2 – CLEM GREEN TROPHY

POLICY - No. 6.3 – OFFICIATING AT WALKS

POLICY - No. 7.1 – CHAMPIONSHIPS BIDDING GUIDELINES

POLICY - No. 7.2 – OMA CONTRACT WITH CHAMPIONSHIP HOST

POLICY - No. 8.1 – RISK MANAGEMENT

## **OMA POLICY STATEMENTS**

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### **INTRODUCTION**

From time to time Council needs to make decisions on matters not covered by the Constitution and By-Laws in carrying out its responsibilities. Decisions made by the Assembly and by Council are recorded in the minutes of their meetings; however, it is often difficult for council members or delegates to maintain an up-to-date knowledge of decisions made without constant reference to past minutes and other documents.

Council has adopted formal Policy Statements on issues not covered by the Constitution or By-Laws, which enable policies to be followed consistently and enable Members to be aware of Council policies. The following Policy Statements follow the major overhaul by Council of the OMA Constitution, By-Laws at its meeting in Papeete, Tahiti in 2010 and a subsequent review and overhaul as part of the OMA Strategic Plan work in 2018/19. These Formal Policy Statements were adopted at the OMA Council Meeting, Mackay, Queensland on 30<sup>th</sup> August 2019. Subsequent Council meetings may have produced additional policies to those listed.

### **POLICY - No. 1.1 - OMA REPRESENTATION ON WMA COMMITTEES**

#### **BACKGROUND**

Certain aspects of WMA administration are carried out through Committees, and the WMA Regions are entitled to nominate a representative to the Records, Anti-Doping & Medical and the Women’s committees, and may be invited to nominate representatives for other WMA committees. The following policy statements only relate to those WMA Committees for which OMA is entitled to nominate a representative or OMA is invited to nominate a representative.

#### **POLICY STATEMENTS**

1. Members, Associate Members and OMA Council members may propose OMA representatives for WMA committees for consideration by the OMA Council at any time.

2. Nominees must be prepared to attend meetings of their Committees held at WMA Championships and at other times and places if practical.
3. The OMA Council shall decide the final OMA nominations for WMA Committees.
4. Appointees should undertake to submit a formal report on each of their meetings to the OMA Council not more than two months after the meeting date.
5. The OMA Council may require any nominee to submit details of their qualifications, experience and other relevant information and confirm their understanding of the requirements of their nomination.
6. OMA will **not** reimburse expenses incurred by Oceania representatives in attending committee meetings held at WMA Championships.
7. Where WMA Committee Meetings are held at other times and places, **and** where WMA will not reimburse expenses, the OMA Council may, if considered appropriate, reimburse expenses incurred in attendance by OMA representatives. Such expenses must be approved in advance by the OMA Council, if OMA is requested to reimburse those expenses, with the level of any reimbursement to be consistent with Policy No. 2.1.

## **POLICY - No. 2.1 - TRAVEL EXPENSES - COUNCIL MEETINGS**

### **BACKGROUND**

Council Meetings are held at Regional Championships, and also at other times as determined by Council, subject to any instructions given by the Assembly.

### **POLICY STATEMENTS**

1. This statement refers to reimbursement of expenses incurred by the elected members of Council as defined in the Constitution.
2. **Council and Assembly meetings held at OMA Regional Championships:** For attendance at these meetings, OMA will reimburse Council members 50% of an approved rate for necessary travel costs (including travel insurance and required overnight transit stays).
3. OMA will reimburse Council members accommodation costs incurred at Council and Assembly meetings at the rate of \$80 Australian or \$90 New Zealand (as appropriate) for up to eight days.
4. Meals, entertainment and similar expenses will not be directly reimbursed, however, in lieu of this an Incidentals Allowance of \$25 Australian or \$25 New Zealand (as appropriate) per night will be paid for up to three nights.
5. **Other formal Council approved meetings held in the Oceania Region,** For attendance at these meetings, OMA will reimburse Council members fully for necessary and approved travel and accommodation costs incurred by them provided that funds are available and that the total amount to be reimbursed does not exceed budget allowances. If full reimbursement is not possible, partial reimbursement will be made as determined by Council resolution. Meals, entertainment and similar expenses will not be directly reimbursed, unless approved by Council, however, in lieu an Incidentals Allowance of \$25 Australian or \$25 New Zealand (as appropriate) per night will be paid for up to three nights.
6. OMA will not reimburse expenses incurred in attending informal Council meetings held in association with WMA Championships or elsewhere.
7. Expense Claims should be submitted to the President with supporting documentation preferably by the close of the meeting, with the President to approve all claims, however, the Treasurer is to also approve claims made by the President.
8. Expenses will normally be reimbursed in the currency of the claimant's country of residence; however, if this is not practical, the claimant will be reimbursed in the currency of the country where the OMA bank accounts are held.

## **POLICY - No. 2.2 – COUNCIL MEMBERS ATTENDANCE - COUNCIL & ASSEMBLY MEETINGS**

### **BACKGROUND**

Council and General Assembly meetings are held annually for the conduct of OMA business. Given the widespread geographic nature of the Association, such meetings require considerable effort and cost to organize and to provide

occasions for face to face meetings. It is therefore vital that elected Council members attend all meetings to ensure proper consideration of the issues and effective decision making.

#### **POLICY STATEMENTS**

1. Elected Council members have a responsibility to attend all Council and General Assembly meetings.
2. Non-attendance at Council and General Assembly meetings may result in a reduction in the reimbursement of the authorized full or partial of travel and other costs.

#### **POLICY - No. 2.3 – INTELLECTUAL PROPERTY AGREEMENT**

As a member of the Oceania Masters Athletics Council, it is necessary to agree that the product of any work undertaken for the purposes of the Council and/or Association for which a Council Member might otherwise claim authorship and/or ownership shall instead be owned absolutely by the Association which shall be free to deal with that product as it sees fit.

#### **POLICY - No. 2.4 – HONORARY LIFE MEMBERSHIP OF OMA**

##### **POLICY STATEMENTS**

1. Honorary Life Membership can be granted to any person who has given a minimum of ten (10) years' outstanding service to OMA as an officer, Council member, representative or delegate to WMA.
2. Process of Nomination: Nomination for Honorary Life Membership can only be made by a member of the OMA Council. Such nomination shall be submitted to the Council no later than 90 days before an Assembly meeting. The Council shall in its complete discretion decide whether or not to recommend the person for Honorary Life Membership to the Assembly.
3. Any recommendation for Honorary Life Membership made by the Council will be determined by the Assembly. An Honorary Life Membership badge shall be awarded.

#### **POLICY - No. 2.5– OMA COUNCIL JOB DESCRIPTIONS**

##### **BACKGROUND**

The OMA Constitution contains job descriptions for the Executive – President, Vice-President, Secretary, Treasurer as well as the OMA Delegate to WMA, the Public Officer and the Patron. Other key roles are outlined here

##### **1. COMPETITION DIRECTOR**

The OMA Championships Manual details policies and procedures in relation to the hosting and the conduct of the OMA Regional Championships.

With reference to this Manual the OMA Competition Director shall be responsible for all OMA competition matters, is the primary OMA technical delegate to all OMA sanctioned championships, and shall be responsible for all competition organisation, track and field and non-stadia matters, subject to any instruction from Council. The Competition Director should ensure that the host affiliate, Local Organizing Committee (LOC) and Convenor are also familiar with the Competition Manual

The OMA Competition Director shall:

- liaise with the LOC on the arrangements for stadia and non-stadia events and the technical aspects of the championships, and shall be responsible for the final determination on all technical matters at such championships.
- make regular reports to Council on the progress of each OMA championship and on other competition matters.
- if required, nominate other technical appointees, subject to Council approval, to act on his behalf at OMA championships.
- undertaking pre-bid evaluations of venues and facilities for OMA championship bidding candidates

- liaise with the LOC in relation to track, field, road walks, road runs, cross country, competition officials, safety officials, and their accommodation
- liaise with the LOC on the invitation and appointment of international officials
- agree entry closing dates, athletes entry and event detail, including competition schedules for preliminary rounds and/or combined events
- together with the OMA President, approve the LOC's Competitors Handbook based on a supplied template ensuring the timely website publication of a OMA championship competition timetable
- following closure of registrations, liaise closely with the LOC to ensure a final program is established with minimum clashes for athletes in multiple events.
- in consultation with the LOC, nominate the Chief Race Walk Judge at all OMA championships, subject to approval by the Council.
- together with the Chief Race Walk Judge, approve the race walk judges in compliance with the IAAF rules.
- undertake a technical review after an OMA championship
- ensure timely results posting at OMA championships and on the website
- review and approve any computerized meet management system other than HyTek to be used by an LOC.
- evaluate any proposed changes to the WMA Rules of Competition for submission by the OMA Council to a WMA General Assembly

## **2. OMA STATISTICIAN/RECORDS OFFICER**

The OMA Statistician/Records Officer shall be responsible for:

1. The checking and approval of applications for world masters five-year age group records and best performances by Masters Athletes in the Oceania region.
2. Updating Oceania Championship Records following each Oceania Championship.

In conjunction with the WMA Records Committee, the OMA Records Officer shall maintain an up-to-date database of world masters records and best performances in the Oceania region. These records are used for background on athletes nominated for WMA Best Master of the Year Awards.

The OMA Statistician/Records Officer shall be responsible for ensuring that the application procedure for Oceania records is consistent with the IAAF, WMA and OMA Rules of Competition so as to ensure the recognition and standing thereof. He/she shall verify that all current rules where applicable have been adhered to and that all supporting signatures and documentation are included.

Through the OMA Regional Representative on the WMA Council, the OMA Records Officer shall report on issues that need to be addressed in relation to record keeping, and WMA variations to IAAF rules regarding world records and best performances.

The OMA Statistician/Records Officer shall ensure the LOC of Championships has all procedures and equipment in place in the event of a world record i.e.

- Steel tape/bar
- Zero test images from Photo finish
- Wind gauges

The OMA Statistician/Records Officer shall provide a report on record statistics and other matters to OMA Council meetings and Assembly General Meetings as required.

## **3. OMA Women's Representative on WMA Women's Committee**

The WMA Women's Committee is tasked to develop strategies that encourage and facilitate the engagement and the retention of women in Masters Athletics as athletes, officials and administrators, particularly for those Members

where there is a significant imbalance between the number of male and female athletes, officials and administrators.

The WMA Women's Committee liaises with championship LOC's to include activities which promote the status of women's athletics and stimulate their participation, and from time to time undertakes surveys in various age groupings on involvement, event preference and technical requirements for women's participation.

Meetings of the WMA Women's Committee at Stadia Championships shall be "open" to attendance by any athletes.

The position of the Oceania region Women's Representative shall be filled by a woman.

The OMA Women's Representative shall:

- ensure that due consideration is given at all times to the particular interests of female Masters Athletes, officials and administrators of the Members in the Oceania Region
- co-ordinate the activities that encourage and facilitate the engagement and the retention of women in masters athletics as athletes, officials and administrators
- liaise with Member Associations to ensure the interests of female Masters Athletes, officials and administrators are being given appropriate recognition and attention
- assist with development and implementation of strategies and activities that promote the status of women's athletics and stimulate their participation which are being implemented at the local level,
- investigate and report on the conduct of medical research projects that include female specific issues such as (but not limited to) ageing and strength factors
- where possible, attend the WMA Women's Committee Meeting during an WMA Stadia Championship
- provide an annual report to the WMA Women's Committee on the status of women's athletics and their participation in the Oceania region
- as directed by the Chair of the WMA Women's Committee, undertake surveys in various age groupings on involvement, event preference and technical requirements for women's participation.

#### **4. OMA COMMUNICATIONS DIRECTOR**

The 2018-2022 OMA Strategic Plan identified a need for a specific role of Communications Director as part of its governance structure.

The OMA Communications Director shall:

- shall assist the President and the Executive in the promotion of OMA by maintaining up to date information on athletic matters relevant to the region.
- assist with the development of a communications plan for OMA
- ensure the OMA website is maintained and updated to ensure it provides news and technical, administrative and other information relating to masters athletics in the region.
- generate interest in OMA activities through engagement with social media platforms
- ensure that information as to significant events, financial and otherwise, occurring between Assembly meetings, is made available to Members by posting on the website, in the NZMA / OMA magazine Vetline or by electronic means
- liaise with the OMA Secretary and the OMA Championship LOC's as appropriate, to assist in preparing information to ensure that potential athletes and spectators are well-informed in the lead up to the event
- assist, as directed by the President and the Executive, with the drafting of other promotional materials
- identify and recommend specific activities or opportunities for the promotion of OMA, such as researching current issues and preparing regular media releases that address topical masters athletics issues and / or maintain OMA's profile

### **POLICY - No. 3.1 – COMMUNICATION – VETLINE MAGAZINE**

#### **BACKGROUND**

Most OMA Island Members and Associate Members are isolated from the mainstream of masters athletics and do not have regular publications dealing specifically with masters athletics issues or results in the Oceania Region.

#### **POLICY STATEMENTS**

1. Each OMA Member and Associate Member is to be provided with a free posted subscription to the quarterly New Zealand masters magazine, Vetline.
2. Each member of the OMA Council is to be provided with a copy of Vetline.
3. New Zealand Masters Athletics is to be reimbursed up to a maximum of \$2,500 New Zealand annually for providing these subscriptions.

### **POLICY - No. 4.1 – FINANCIAL CONTRIBUTIONS**

#### **BACKGROUND**

The Constitution provides for financial contributions from larger Members to OMA to assist in the running of the Association. The method of determination and method of its payment is to be determined from time to time by Council and specified in the OMA Policies.

#### **POLICY STATEMENTS**

1. Australia Masters Athletics Inc. has agreed to make a contribution of AU\$1100 and New Zealand Masters Athletics Inc. has agreed to pay a contribution of NZ\$550 annually to OMA to assist in the running of the Association.
2. The contributions have been agreed to be paid after the start of the OMA financial year commencing on 1 September on the issuance of an invoice to the Australian and New Zealand Members by OMA.

### **POLICY - No. 4.2 – CHAMPIONSHIP PARTICIPATION FEES**

#### **BACKGROUND**

The Constitution requires the Member or Associate Member hosting the OMA Regional Championships to charge each masters athlete competing in the Championships an OMA Participation Fee. The amount of the Participation Fee on each athlete competing at the OMA Championships shall be determined from time to time by Council and specified in OMA Council Meeting minutes and/or Policies.

#### **POLICY STATEMENTS**

1. The Participation Fee is currently set at \$40 Australian or New Zealand (as applicable) per athlete competing at the Championships net of any Goods and Service or equivalent tax.
2. The per capita Participation Fee may be varied at any time by the OMA Council.
3. The due date for payment to OMA is 30 days from the end of the Championships.

### **POLICY - No. 4.3 – CHAMPIONSHIP SANCTION FEE**

#### **BACKGROUND**

The Constitution enables OMA to require the payment of a Sanction Fee payable to OMA for the hosting of the Oceania Regional Championships. The amount of the Sanction Fee or the circumstances where it would not be required for any particular Championships will be determined by the OMA Council and specified in OMA Council Meeting minutes and/or Policies.

#### **POLICY STATEMENTS**

1. The Sanction Fee is currently AU\$4000 (for an Australian host of the Championships; NZ\$3000 for a New Zealand host of the Championships; and AU\$2000 for any Island Member or Associate Member hosting the Championships).
2. The Sanction Fee may be varied at any time by the OMA Council and specified in Council Meeting minutes and/or Policies.
3. The due date for payment to OMA is 30 days from the end of the Championships.

## **POLICY - No. 5.1 – ISLAND MEMBER & ASSOCIATE MEMBER FINANCIAL SUPPORT**

### **BACKGROUND**

The Objects of OMA as provided for in the Constitution are to develop masters athletics and to foster the participation of masters athletes aged 30 years and over, within the Oceania region. The isolated nature of most island Members or Associate Members means that the cost for island masters athletes attending OMA Championships can be prohibitive. OMA has agreed to provide some financial support for island athletes to offset travel costs in attending the OMA Championships.

### **POLICY STATEMENTS**

1. Financial support may be provided to master's athletes and officials from island Members or Associate Members (i.e. specifically excluding Australian and New Zealand athletes) who have to travel by air to attend OMA Regional Championships.
2. The support excludes those athletes and officials resident on the island that is hosting the Championships, but does include those athletes or officials from the host country who need to travel considerable distances to get to the island where the Championships are being held.
3. The support will be provided to the participating athletes and will be determined on a per capita basis and may be subject a cap for a Member or Associate Member, or an overall cap.
4. As a guide to the level of support, in 2008, AU\$200 was provided to each athlete with a cap of AU\$800 per Member or Associate Member. In 2010, all 29 masters athletes from the island Members (other than those from Tahiti where the Championships were held) were each provided with AU\$100.
5. The financial support will be subject to the availability of funds, and the amount and nature of support and its calculation may be varied at any time by the OMA Council.

## **POLICY - No. 6.1 – Inter-Island Challenge Shield**

### **BACKGROUND**

The Inter-Island Challenge Shield is awarded to the best island Affiliate/Associate (excluding New Zealand and Australia), scored on the basis of 8, 7, 6, 5, 4, 3, 2, 1 respectively for the highest ranked island performances (including non-island athletes) in each event summed over all events. With the winner decided on total points divided by the number of athletes, provided at least 3 athletes represent the Affiliate/Associate at the Championships.

### **POLICY STATEMENTS**

1. The Inter-Island Challenge Trophy is to be displayed at each OMA Championships and at the General Assembly at Championships.
2. The Trophy is to be presented at each OMA Championship, but is to be retained by the OMA Secretary who will arrange engraving.
3. A suitable certificate is to be presented to the winner of Inter-Island Challenge Trophy at each Championship.

## **POLICY - No. 6.2 – CLEM GREEN TROPHY**

### **BACKGROUND**

The Clem Green Trophy is a perpetual trophy for the best 1500m performance at an Oceania Championships and is named in appreciation of Clem Green's efforts in founding the Association. Giving a perpetual trophy to an athlete runs the risk that the trophy is lost or forgotten and not brought to the next OMA Championships, thus preventing or diminishing its awarding to the next winner.

### **POLICY STATEMENTS**

4. The Clem Green Trophy is to be displayed at each OMA Championships and at the General Assembly at Championships.

5. The Trophy is to be presented at each OMA Championship, but is to be retained by the OMA Secretary who will arrange engraving.
6. A suitable certificate is to be presented to the winner of the Clem Green Trophy at each Championship.

### **POLICY - No. 6.3 – OFFICIATING AT WALKS**

#### **BACKGROUND**

Some older master's athletes walk with a "soft knee" on contact with the ground because they have a physical difficulty in meeting the technical requirement to lock knees as required by IAAF rules. The role of judges is to enforce the rules of race walking with the purpose of preventing athletes from gaining an unfair advantage. Judges nevertheless need to recognise when an older athlete is straightening their leg as far as possible, but without full compliance, through applying the concept of "no advantage" when officiating at OMA track and road walks. Further, strict adherence to IAAF rules relating to the makeup of the judging panel cannot be implemented at OMA Championships because of a lack of qualified international walk judges. The following policy statements seek to address both these issues.

#### **POLICY STATEMENTS**

1. OMA encourages athletes of all ages and abilities to participate in the sport of race walking conducted under its auspices whilst seeking to maintain the technical challenge of the sport.
2. Walk judges should use their discretion in applying a "no advantage" consideration when judging masters walkers particularly in the older age categories, where it is clear that the athlete cannot lock their knees.
3. All OMA Championship walk judges are to have an Athletics New Zealand or Athletics Australia Officials Education Scheme (ANZOES, AAOES or equivalent) qualification. In OMA race walks two red cards are permissible from walk judges from the same country but not three, except where the third is from the Chief Judge in the last 100 metres of the race.

### **POLICY - No. 7.1 – CHAMPIONSHIP BIDDING GUIDELINES**

#### **BACKGROUND**

The OMA Council aims to have the venues for the next two Oceania Championships confirmed at all times. This is not only desirable for administration and organization, but it also means that at any Oceania Championship event the organisers of the next Championships are able to positively and forcefully promote their event.

The Championship requirements have matured to the stage where formal bids are now required from Members, Associate Members or their member associations that propose to stage the OMA Championships. Bids may be made at any time, but it is desirable that bids are received as early as possible to allow the maximum time for consideration of the bid, and there is adequate opportunity for discussion and clarification of issues before Council consideration. Bidding organizations should contact OMA if contemplating putting in a bid to host the biennial Championships which will now be held in odd years, and should be aware that the hosting location follows a sequence of New Zealand, Australia and an island Member or Associate Member.

Bidders need to recognize that:

- a formal contract will be required between the organisers and OMA to protect the interests of both parties, their associated bodies, and the competing athletes
- financial responsibility for Oceania Championships rests with the bidding organization, and OMA cannot be expected to subsidize or support the local organizing committee or the Championships financially although some material assistance and organisational support may be able to be provided, and
- Council will require that proper financial organisation and control is assured, including the payment of Championship Levies to OMA.

Bids should include the following:

- The name of the organisation submitting the bid, and if the organisation it is not a direct Member or Associate Member of OMA, a letter of support from the OMA Member or Associate Member where the Championships are to be held.
- Letters of support from national or state government ministers and/or local bodies, such as councils.
- Letters of support such as from the Oceania Athletics Association, national, state and/or local athletic organisations and administrators.
- The proposed location and the proposed dates for the Championships.
- Climate considerations for proposed Championship dates.
- Details of venues, facilities, etc. and confirmation of their availability for the event.
- Details of the availability of qualified officials, and proposals for covering any shortfalls in this area.
- Confirmation that facilities and equipment will be available for all events in the official program of events, or details of any problem areas.
- Accommodation availability, options and indicative prices.
- Tourism options and opportunities for visitors.
- Local transport options and potential problem areas.
- An outline of the proposed organisation committee and organisational structure, its relationship to the affiliate or associate and the names of key personnel and officers.
- A clear indication of the proposed financial structure and the responsibility for financial control of the event.
- If possible, a proposed budget for the event.

Bidders should be familiar with the required events, timing and other requirements of the Championships as identified in the OMA Championship Manual and that any variations from the schedule of standard events must be specifically approved by the Council prior to being advertised. Should the decathlon and heptathlon be included in a program, they must be held outside the official program of events so that the length of the official Championship program is not lengthened so as to affect all competitors' travel and accommodation requirements.

## **POLICY - No. 7.2 – OMA CONTRACT WITH CHAMPIONSHIP HOST**

### **BACKGROUND**

OMA has a formal agreement with the Championship host with the following as a pro-forma for the document.

### **AGREEMENT**

For the conduct of the (state year) Oceania Regional Championships for Masters Athletes

### **BY AND BETWEEN Oceania Masters Athletes Inc. (OMA) AND (*The host organisation*)**

#### **1. PRELIMINARY**

OMA, in accordance with its Constitution, has agreed to award to (*the host*) the right to conduct the 2019 Oceania Regional Championships for Masters Athletes (the Championships) in (*host city, state, country*) in (*date and year*), or another suitable agreed time, subject to the entering into of this Agreement and on the following terms and conditions.

#### **2. (*The host*) shall;**

- 2.1 Provide suitable venues for Stadia events and courses for non-Stadia events, as well as relevant competition equipment and other facilities for the Championships, according to the requirements as stipulated by OMA, and shall meet any requirement for additions, alterations or other improvements, as required, following an inspection of any and all facilities by OMA officials.
- 2.2 Provide appropriate officials for the conduct of the Championships.

- 2.3 Ensure the appropriate computer or other approved systems are available for the recording of and display of all results at the Championships.
- 2.4 Conduct the Championships according to the OMA approved program of events.
- 2.5 Submit a proposed schedule of events to OMA for approval, no later than twelve calendar months before the commencement of competition at the Championships make such changes to the schedule as may be required by OMA.
- 2.6 Use the current OMA on line entry system.
- 2.7 Ensure that the Championships are conducted according to the current rules of OMA/WMA/IAAF.
- 2.8 Provide OMA with a budget for the Championships and negotiate such changes as may be suggested by OMA.
- 2.9 Include in the budget and the schedule of entry fees, the OMA fee of AUS \$40 (net of GST, if GST is applicable) per entrant.
- 2.10 If required pay to OMA a Sanction Fee of AUS \$\_\_\_\_ (net of GST, if GST is applicable) along with the \$40 per entrant fee within one calendar month of the conclusion of the Championships.
- 2.11 Conduct the Championships at its own risk and shall make no claim upon OMA for any losses, whether financial or any other kind.
- 2.12 Arrange appropriate insurance against any claim for injury, loss or damage that may occur from the conduct of the Championships.
- 2.13 Ensure that all funds received from entrants and other parties are recorded in accordance with accepted accounting practice.
- 2.14 Arrange suitable facilities for the conduct of OMA Council Meetings and General Assembly at the time of the Championships, as required by the President of OMA. Any and all expenses incurred in respect of arranging and the use of such facilities will be reimbursed by OMA.
- 2.15 Liaise with Travel Agents and accommodation providers, so as to ensure that suitable travel and accommodation arrangements can be made by athletes, officials and other persons attending the Championships.
- 2.16 Have in place policies that cover Privacy, Extreme Weather, Disability, Anti-Harassment and Discrimination and Risk Management. If necessary OMA can assist with these. In addition a Championship specific Crisis Management Plan should be established along the lines of that shown in the Appendix to the OMA Championship Manual.
- 2.17 As required by World Masters Athletics arrange for drug testing (urine test) facilities and operatives for these Championships.
- 2.18 Use its best endeavours to ensure that the Championships are conducted in a spirit of friendly cooperation and fellowship for the enjoyment of athletes and officials.
3. **OMA shall**
- 3.1 Arrange for at least one inspection of the facilities for the Championships not less than six months prior to the commencement of the competition and shall negotiate with (*The host*) immediately following that inspection, regarding any changes that it deems to be necessary.
- 3.2 Assist (*The host*) in any reasonable manner to ensure the success of the Championships, provided that such assistance does not require or commit OMA to financial expenditure or risk, which is deemed, by OMA, at its discretion, to be the responsibility of (*The host*).

- 3.3 Make available the use of the OMA website to assist with the promotion, preparation, conduct and results of the Championships.
4. **It is mutually agreed that**
- 4.1 (*The host*) has no authority to commit OMA, in any matter, without the express and written consent of OMA.
- 4.2 (*The host*) shall provide facilities and officiating to an agreed standard and shall take the necessary measures to ensure the safety of all competitors, officials and any persons involved in the Championships.
- 4.3 In addition to the inspection pursuant to paragraph 3.1, OMA shall be entitled to inspect facilities for the Championships at any time prior to the Championships, to ensure that the said facilities are in accord with agreed conditions. No changes to the agreed conditions will be made within a six month period before the commencement of the Championships.
- 4.4 The President of OMA shall be entitled to request, at reasonable intervals, prior to and up to, the commencement of the Championships, reports from (*The host*) on any and all organisational aspects of the Championships. Such reports shall be provided promptly by (*The host*)
- 4.5 If (*The host*) shall fail to meet its obligations with respect to the conduct of the Championships, OMA shall be entitled to do all such things as are necessary, to ensure the proper conduct of the Championships, including but not limited to:
- Cancelling the Championships
  - Transferring the Championships to another OMA Member or Associate Member
  - Assuming administration of the Championships
  - Recovering all entry fees for the Championships that have been paid to (*The host*).
- 4.6 Should such action become necessary (*The host*) shall cooperate fully with OMA including the transfer of finances and shall not be entitled to any form of compensation from OMA for any losses that it may occur.
5. Disputes
- 5.1 In the event that any disputes arise in respect of the Championships, or the written conditions regarding facilities and officials, and in the event that such disputes cannot be settled by negotiation between OMA and (*The host*) they shall be referred to a Disputes Committee consisting of one member from OMA, one member from (*The host*) and an independent Chairperson. The decision of the Disputes Committee shall be final.
6. Penalties
- 6.1 In the event that (*The host*) shall fail to fulfil its obligations under this contract, OMA shall be entitled to recover all monies collected by (*The host*) with respect to the Championships, but shall not exact any additional monies, beyond that amount.
- 6.2 All monies as described in paragraph 6.1 shall be paid to OMA within sixty days of a claim being received by (*The host*). If payment is not made by the specified date, interest shall be added at the bank rate that applies at the bank where (*the host*) has its accounts established.
- 6.3 No other penalties shall be imposed by OMA for any failure by (*The host*) to fulfil its obligations under this contract.
7. Conclusion

(The host) agrees to conduct the Championships in accordance with the Policies and ~~Rules~~ Championship Manual of OMA.

THIS AGREEMENT IS ENTERED INTO BY:

For and on behalf of Oceania Masters Athletics Inc.

Name.....President. ....date

For and on behalf of (The host).

Name.....President. ....date

## **POLICY - No. 8.1 – RISK MANAGEMENT**

### **BACKGROUND**

The conduct of any activity involves organisational, financial and personal risks to OMA, its Members and Associate Members and potentially Local Organizing Committees as well as athletes, officials, volunteers and spectators. OMA has a responsibility to safeguard itself and organisations operating on its behalf, and to ensure a safe environment for all.

### **POLICY STATEMENTS**

1. OMA is committed to providing an environment which is safe, stable, and free of discrimination or harassment, and in which risks are minimized through proactive management.
2. OMA accepts risk management as one of its prime responsibilities and will ensure it is an integral part of any planning and decision-making processes, and recognises that risk occurs within the broader environment in which OMA operates.
- ~~3-~~ OMA is mindful of the full range of risks which may impact on the viability of the organisation, and in turn on the current and future operation of its Members and Associate Members.
4. To protect the organization, its Members and Associate Members, masters athletes and the wider community, OMA includes this risk management plan aimed at reducing the likelihood and potential impact of risk. Where risk cannot be eliminated or reduced to an acceptable level, OMA will ensure that the risks of its operations are, as much as possible, minimized and covered by adequate guidelines and appropriate insurance.

### **RISK MANAGEMENT PROCESS**

#### **1. Risk Identification**

An area of risk is defined as an element of OMA's activities or organisation that could result in adverse consequences for OMA, its members or the wider community.

Risks may relate primarily to: -

- OMA assets e.g. property damage, theft, vandalism
- Administration e.g. loss of records, failure to maintain licences
- Finances e.g. misappropriation of funds, bankruptcy
- Social activities e.g. injury to members or the public, damage to property

And also to: -

- Legislative compliance
- Public image
- Concerns of interested parties
- Natural events

In reviewing activities and risks OMA shall consider activities that may result in: -

- Direct risks over which control can be exerted
- Indirect risks over which control is less likely

Consequences should be considered as a result of: -

- Normal situations
- Abnormal, emergency or accident situations (including possible negligent or wilful acts).

## **2 Legislative and Other Requirements**

OMA shall ensure that all obligations relevant to its responsibilities are identified and recorded. Obligations can be legally binding or morally binding because of commitments to, requirements of and agreements with government, community groups or individuals, or because of policies or codes to which OMA subscribes.

Some obligations may involve time related requirements such as notifications, reporting and lease renewals. OMA maintains a diary reminder system to ensure compliance with these requirements.

## **3 Risk Analysis**

It is not possible or necessary to manage all risks; therefore OMA shall compile a list of significant risks and consequences that should receive attention.

Significance is determined by allocating a risk ranking to all risks identified and is based on likelihood of occurrence and the possible consequences.

Likelihood of occurrence is evaluated in terms of: -

- A -almost certain to occur
- B -a better than even chance of occurring
- C -an even chance of occurring
- D -a less than even chance of occurring
- E -unlikely to occur

Consequences relate to severity, duration, impact on OMA image and stakeholder interest, and the magnitude is rated as follows: -

- Ca-Catastrophic consequence e.g. death, bankruptcy
- Ma-Major consequence e.g. loss of limb, significant fine
- Mo-Moderate consequence e.g. hospitalisation, financial burden
- Mi-Minor consequence e.g. medical treatment
- In-Insignificant consequence e.g. minor abrasions

## **4. Risk Evaluation**

A risk rating is determined for each area of risk identified as per the following matrix.

	Consequences				
Likelihood	In	Mi	Mo	Ma	Ca
A	Mod Risk	Sig Risk	High Risk	High Risk	High Risk
B	Mod Risk	Mod Risk	Sig Risk	High Risk	High Risk
C	Low Risk	Mod Risk	Mod Risk	Sig Risk	High Risk
D	Low Risk	Low Risk	Mod Risk	Sig Risk	Sig Risk
E	Low Risk	Low Risk	Mod Risk	Mod Risk	Sig Risk

Once each risk is evaluated it is checked against its current management control, rating each element strong management control (S), medium (M) or weak (W). This then enables priority actions to be determined.

The output of the risk evaluation is a priority list of risks requiring attention

#### **D) RISK MANAGEMENT PLAN IMPLEMENTATION**

##### **1. Risk Treatment**

Each area of risk is evaluated to determine existing controls and how it is managed, with the options generally in the following order of preference: -

- Avoidance
- Reduction of the likelihood of occurrence
- Reduction of the consequences
- Acceptance
- Transference of the risk [to other organisations or insurance ]

Risk treatment involves an action plan including objectives and targets [Appendix 3]. Risk objectives are the goals OMA wants to achieve, based on its risk policy, its activities, legal requirements and stakeholder interests. Targets are more specific, measurable and time related. The action plan involves the how, who, when and resources required. It will also include a process for evaluating the risks and consequences of new activities.

##### **2. Responsibility**

As individuals, all OMA Council members are responsible for ensuring that risks to themselves, others and OMA, are minimised. The Council of OMA, however, has the ultimate responsibility for successful risk management and will:

- Ensure that appropriate communication and reporting structures are in place so that risk is actively minimised.
- Provide appropriate resources to OMA officials to ensure that risk is minimised.

- Actively encourage reporting of risk, real and potential, and ensure that appropriate action is taken to minimise such risk

### **3. Review**

OMA will review the suitability, adequacy and effectiveness of the RMP annually and any necessary changes will be incorporated into the RMP.

It will evaluate the performance and context of the RMP by considering: -

- changing legislation and other government initiatives
- related bodies objectives and guidelines
- public perceptions
- action taken on previous risks or emergencies
- complaints or other correspondence from interested parties
- media reports

## **APPENDIX 1 RISK IDENTIFICATION REGISTER**

**Likelihood of occurrence is evaluated in terms of:**

1. A -almost certain to occur
2. B -a better than even chance of occurring
3. C -an even chance of occurring
4. D -a less than even chance of occurring
5. E -unlikely to occur

**Consequences are rated as:**

1. Ca-Catastrophic e.g. death, bankruptcy
2. Ma-Major e.g. loss of limb, significant fine
3. Mo-Moderate e.g. hospitalisation, cost
4. Mi-Minor e.g. medical treatment
5. In-Insignificant e.g. minor abrasions

Activity	Risk		Consequence		Rating	Control
Accounting	Bankruptcy	E	Closure of club	Ca	Sig	S
	Misappropriation of Funds	E	Legal action	Ma	Mod	S
	Failure to audit books	E	Possible legal action	Ma	Mod	S
Expenditure without approval	Poor cost control	D	Cash flow problems	Mo	Mod	M
Sponsorship management	Failure to look after sponsors	D	Loss of sponsorship	Mo	Mod	M
Legislation	Failure to comply with relevant legislation	D	Fines/legal action	Mo	Mod	M
Record keeping	Loss of records	E	Inability to function correctly	Mo	Mod	S
Communication with members	Failure to ensure a Member/Associate Member obtains key OMA documents.	D	Possible injury because of lack of knowledge	Mo	Mod	S
			Legal liability	Ma	Sig	S
Risk Management Plan	Failure to implement required actions	D	Legal liability, ins risk, member dissatisfaction	Mo	Mod	S
Lack of policies	Failure to Maintain Policies	E	Legal liability	Ma	Mod	M
Insurance	Failure to maintain required insurances	E	Legal liability	Ma	Mod	S
Vetline	Defamation	D	Legal liability	Mo	Mod	M
	Failure to publish	D	Member dissatisfaction	Mo	Mod	S

## **APPENDIX 2 PRIORITY LIST OF RISKS REQUIRING CONSIDERATION**

There are no risks with a High rating.

All other risks are Significant with a Strong Control or Moderate with Strong or moderate Control.

There are no risks with a Weak Control.

As such there is no immediate need for Risks requiring specific consideration and action.