



Organisation of Sports Federations of Oceania

OSFO



2022 OSFO ASSEMBLY (AGM)
May 5th, 2022
3.00 – 7.00 PM (Fiji time) at SHERATON
RESORT, DENARUA ISLAND, NADI, FIJI
AND VIA
ZOOM VIDEO CONFERENCE

Join Zoom Meeting

<https://us02web.zoom.us/j/83061008198?pwd=VXc5RFc4cUR6L2RwL0VmbjBickJLZz09>

Meeting ID: 830 6100 8198

Passcode: 758915

Contents

- OSFO Chairman's Welcome and Opening remarks
- 2022 ONOC/OSFO Assemblies and Workshops program overview
- 2022 OSFO AGM agenda
- 2021 President's Report
- 2021 OSFO Assembly Minutes
- 2021 OSFO Financial report
- 2021 OSFO Secretary General Report
- 2021 Major Projects Report
- OSEP Sport Education Commission Report
- 2021 Pacific Games Sports Committee Report
- 2021 OSFO Athlete Representative Report
- OSFO Administration and Committee report
- Oceania Regional Sport Federation Grant Program
- OSFO 2022 - 2026 Strategic and Operational Plans
- Face to Face and Zoom video Conference attendees

AGM via Zoom video conferencing: Join Zoom Meeting

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OSFO Assembly Venue: Sheraton Fiji Golf and Beach Resort, Denarau Island, Nadi, Fiji

Meeting Room: Gardenia Ballroom

Program Overview

2022 OSFO/ONOC Assemblies and Associated Workshops

Sherato Golf and Beach resort, Denarau Island Resort Nadi, Fiji

April 30 – May 2022



ONOC Annual General Assembly and Associated Workshops and Events
Nadi - 30 April to 4 May 2022



28 & 29 April	SATURDAY 30 April	SUNDAY 01 May	MONDAY 02 May	TUESDAY 03 May	WEDNESDAY 04 May	THURSDAY 05 May	FRIDAY 06 May
<p>Arrival of Delegates</p> <p>29 April CGF Assembly - Sheraton Fiji - (0900 - 1700)</p>	<p>Day 1 2022 Olympic Solidarity Forum (0900 - 1700)</p>	<p>Day 2 2022 Olympic Solidarity Forum (0900 - 1700)</p> <p>ONOC International Relations Commission Meeting (1700 - 1900)</p>	<p>NOC Market Place with Olympic Solidarity, ONOC, Games and Stakeholders (0900 - 1700)</p> <p>Pacific Games Council Executive Meeting (0900 - 1200)</p> <p>ONOC Finance Presentation (1200 - 1300)</p> <p>ONOC Brisbane 2032 Workshop (1400 - 1800)</p> <p>ONOC Medical Commission Meeting (1500 - 1800)</p>	<p>Traditional Welcome for IOC President Dr Thomas Bach and Opening of the ONOC XLII AGA (0830)</p> <p>ONOC XLII Annual General Assembly (0930 - 1600)</p>	<p>ONOC members transfer from Nadi to Suva on (Flights FJ07 and FJ15) and check into the Grand Pacific Hotel & Holiday Inn, Suva (0700 - 1200)</p> <p>Official Opening of ONOC House Gladstone Road - Suva by IOC President - Dr Thomas Bach (1400 - 1600)</p>	<p>IOC President Dr Thomas Bach departs Suva for Tonga (Nausori International Airport)</p> <p>Check-Out and Departure of NOC Delegates from GPH Suva (0900 onwards)</p> <p>Organisation of Sports Federations of Oceania (OSFO) - Sheraton Fiji - (1500 - 1900)</p>	<p>Check-Out and Departure of NOC Delegates from GPH Suva</p>
			<p>IOC President - Dr Thomas Bach Arrival - Nadi International Airport -</p>	<p>ONOC President's AGA Dinner - Sheraton Fiji - (1830 - 2100)</p>	<p>ONOC 40th Anniversary Dinner - Grand Pacific Hotel - (GPH) Suva (1830 - 2200)</p>		

40 YEARS OF BUILDING LIVES THROUGH OLYMPISM IN OCEANIA



2022 OSFO President's Official Welcome and Opening Remarks

OSFO AGM – Sheraton Resort Nadi, Fiji and Zoom Conference

Welcome to the 2022 OSFO Annual General Assembly. We are pleased that after two years of limited global travel as a result of the pandemic we are able to assemble together in Nadi for a meeting, rather than see each other via screens. However, with some countries still battling covid outbreaks, connection via zoom is also available to ensure all members have the opportunity to join our meeting today.

We are delighted to have Cheyenne Rova with us today as our guest speaker. Cheyenne is an inspiring individual, who represented her country at the Tokyo Olympic Games. I am also very proud to advise that Cheyenne is a graduate of the Oceania Australia Foundation US Scholarship program having received a scholarship to Iowa Lakes in 2013. Cheyenne then moved to Minnesota State University where she achieved a Masters of Art in Sports Management and is currently teaching Physical and Health Education at the International School Nadi. We look forward to hearing more of her story.

A significant amount of work has been undertaken by the OSFO Executive during the past 12 months and as I mentioned in my President's Report an update on the MOU with ONOC in respect of funding support for Oceania Regional Sports Federation programs, together with draft Operational and Strategic Plans will be presented today.

With the opportunity to once again gather together, we anticipate a productive and engaging meeting.

Kevan Gosper AO OLY
President OSFO

2022 OSFO WORKSHOP SCHEDULE

May 4th, 2022

10.00 am – 4.30 pm

May 4th, 2022

9.45 am	- Delegates arrive at Gardenia Ballroom	Coffee and Tea provided
10 am - 12 pm	- Workshop #1 - OSFO Strategic Plan	Brooke and Helen Smith
12.30 - 1.45 pm	- Lunch - provided by OSFO	
3.30 pm	- Afternoon tea	
2 - 4.30 pm	- Workshop #2 - Flourishing	Edwina Ricci

May 5th, 2022

1.30 pm	- Working lunch	
2.45 pm	- Delegates arrive at Gardenia Ballroom for OSFO Assembly	
3.00 - 7.00 pm	- 2022 OSFO AGM - (Zoom Video Conference commence)	
7.30 pm	- Drinks	

May 6th, 2022

All day	- Delegates Depart	
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Zoom Video Conferencing Guidelines

Time of video conference 1 - 5 pm on the 5th May

We know many of you have become very familiar with video conferencing in 2021, but please see below for a few tips to ensure our Annual General Assembly can run as smoothly as possible and be enjoyed by all. Please be reminded we will be zoom conferencing the OSFO AGM live from Nadi, Fiji and could be delays with responding to questions or making comment.

- Make sure your microphone/audio is on mute when you're not speaking.
- One delegate to speak on behalf of the organisation
- When speaking please turn on your camera as well as your microphone
- For improved wifi connectivity, you might need to turn off your video during the conference unless speaking. However where possible, please leave your video on for the entirety of the conference.
- There will be someone in the chat room to receive any of your questions, which addressed by the President at the first available interval.
- After each main agenda item there will be the opportunity pass a motion. To do this please either raise your hand or use the thumbs up reaction icon (found under 'reactions' on the bottom right of the screen).
- Please wait until the speaker has finished before speaking, if you speak at the same time – this will cut off their audio.
- Please ensure your presentations and questions are brief and to the point
- Please comply with the facilitator

PROPOSED STRATEGIC PLANNING WORKSHOP AGENDA

4th May 10 am-12.30 pm

1. Welcome, introduction and overview of the process so far (10 mins)
2. Introduce Strategic Plan & Highlight Key Aspects (5 mins)
3. Introduce Operational Plan (15 mins)
4. Exploring the four strategic pillars in groups (30 mins)
5. Feedback from the groups – reflections and suggestions (20 mins)
6. Discuss the establishment of OSFO Working Groups (5 mins)
7. Proposed Working Groups and related activities from the Operational Plan (10 mins)
8. Exploring the Work Plans for the Working Groups (15 mins)
9. Wrap Up and review (10 mins)

Suggested OSFO Working Groups

Year 1 - High Performance and Athlete Development

Related Activities:

- 1.1c) Consider OSFO's plan for involvement at the Saipan (2022) and Solomon Islands Games (2023)
- 1.1d) In close collaboration with regional federations, advocate for the establishment of high-performance centres.
- 1.4c) Investigate OSFO involvement in Brisbane 2032 legacy programs.
- 1.4e) Advocate for RF involvement in OSEP coaching programs to strengthen athlete performance development
- 2.1c) Promote greater involvement by Oceania Universities in Pacific high-performance sport
- 2.3d) Engage with the ONOC Athletes' Commission
- 2.4c) Develop special projects targeted to the Pacific environment
- 2.4d) Promote opportunities for athletes provided by the Oceania Australia Foundation to Member Federations
- 3.4b) Ensure equity of voice, including for athletes, providing opportunities for members to participate and engage
- 4.3c) Support sports to advocate for their participation in Pacific/Mini Pacific Games

Year 1 - Communications & Promotions Working Group

Related Activities:

- 1.1a) Survey members, publish results of annual survey & advocate for the needs identified to relevant organisations
- 1.2a) Investigate the role of OSFO in promoting environmental issues in the Pacific, going green
- 1.2b) Investigate OSFO's role in promoting Pacific Islander health

- 2.1a) Plan for regular engagement, in person and online
- 2.1b) Publish regular newsletter, social media posts, including stories of the success and achievement of Oceania athletes and officials
- 2.2a) Ensure increasing engagement for the provision of information from members
- 2.2b) Encourage involvement from more sports in regular briefings / newsletters
- 2.2c) Maintain currency of website content
- 2.3a) Plan to ensure all groups contribute to the activities of OSFO
- 2.3b) Publish a calendar that creates opportunities for collaboration on a platform that is 'live' and available to all members

Year 2 - Sponsorship and Funding

Related Activities:

- 1.3a) Recruit personnel from within membership with skills to identify & pursue collective bargaining opportunities
- 1.3b) Identify opportunities to benefit member federations' athletes and officials, including in regard to equipment and costs related to competition/events
- 4.2d) Explore opportunities for commercial partnerships / grants /funding to benefit sporting teams & individual athletes

Year 2 – Education & Wellbeing Working Group

- 1.2c) Identify Key Stakeholders in the wellbeing space & build relationships with them.
- 1.2d) Provide mental wellness & wellbeing education for members
- 2.4b) Connect to existing education & technical services (e.g., OSEP) & other resources
- 4.2a) Investigate alignment with regional education and health authorities

Year 2 - Governance Working Group

Related Activities:

- 1.4b) Offer a seat at the OSFO table to PGC, ONOC, etc.(consider constitutional update)
- 2.3c) Engage with other continental sport organisations
- 3.1a) Ensure that the constitution is fit for purpose
- 3.1c) Develop & implement an Operational Plan in alignment with the Strategic Plan & reviewed annually
- 3.1e) Promote the Athletes' Voice
- 3.2a) Review OSFO's policies, promote awareness of the policies amongst members
- 3.2b) Identify needs and develop relevant policy templates for the use of member sports
- 3.3a) Develop an equity, diversity and inclusion plan for OSFO's leadership and activities, including succession planning
- 3.3b) Within the constitutional review, consider change to ensure diverse representation (eg. region and gender)
- 3.4a) Ensure the EC communicates its activities fully and in a timely manner
- 4.1a) Quantify potential new RF members and develop a plan to grow OSFO's membership

- 4.1b) Explore opportunities to expand membership categories (may require constitutional change)
- 4.2b) Identify organisations with aligned values and goals to establish strategic partnerships
- 4.3a) Provide support to regional federations to develop national federations
- 4.3b) Promote value of OSEP (Governance) courses to members (including to athletes)
- 4.3d) Facilitate collaboration and communities of practice amongst members
- 4.4d) Develop a succession planning strategy



2022 OSFO Annual Assembly
Thursday May 5, 2022 3.00 – 7.00pm
Sheraton Fiji Resort, Denarau Island Nadi, Fiji / Zoom
Conference
Agenda

1. Zoom Conference guidelines – Chet
2. Roll Call – Chet
3. Acknowledge individuals who have passed away in the region involved with sport.
4. Official Opening OSFO Annual General Meeting – Kevan Gosper
 - Opening – Keynote Speaker – Cheyenne Rova Oceania Olympic Athlete (OLY)
 - 2022 OSFO Merit Award announcements
 - President's report
 - Oceania Australia Foundation update – Helen McMurray
5. PGC presentation – Andrew Minogue on behalf of PGC President Vidhya Lakhan
6. Review of previous minutes – Chet Gray
 - OSFO Financial report – 2021
 - Secretary General report
7. Major Project Report – Edwina Ricci
 - Athlete Well Being and Resilience Program – Hope Leaders program
8. OSEP Sport Education Commission Report - Gill Gemming, Regan Kama
9. Team Up – Pacific Sports – Ben Howard and Andrew Lepani
10. Athletes Commission presentation - Ryan Pini
11. Oceania Regional Sport Federation Grant Program
12. OSFO Strategic Plan 2022-2026 – Helen Smith and Brooke Kneebush
13. General Business



2021 President's Report

At the close of 2020 we were all anticipating a return to pre pandemic life and looking forward to the Tokyo 2020 Games. Unfortunately there were ongoing COVID-19 impacts across the region, however the Executive has continued to meet despite these challenges and keep our members informed.

Naturally the highlight of 2021 was the Tokyo Olympic Games and the Japanese Olympic Committee and the IOC should take great credit for the success of this event. Two members of the Executive were in attendance at the Games and whilst noting it was very different to a usual Games experience, everything went smoothly. The broadcasting of the events was exceptional, and it was wonderful to see the athletes delight in their achievements after last year's postponement.

Rugby was a standout for Oceania and what a thrill with back to back gold for the Fiji Men and bronze for the Fiji Women's Rugby 7s.

The OSFO AGM was held via zoom on Saturday, September 18 and we were honoured to have World Athletics President, Lord Sebastian Coe, provide the Opening Address.

With elections for the President and one executive position, I was delighted to be endorsed as your President for a further two years and also congratulate Milt Bradley, Oceania Shooting, on his re-election.

This year's Merit Awards were presented to :

Lorraine Mar (Tennis, FASANOC)

– for her involvement with tennis and badminton, as CEO and Secretary General of FASANOC, and for her work in Fiji and throughout the region

John Tierney (Oceania Sailing)

– for his work with the Pacific Games Council and as Secretary General of Oceania Sailing for many years

Anthony Ho, (ITTF – Oceania, awarded posthumously)

- for his contribution to table tennis in Oceania over many years

As we move into a new quadrennial, the OSFO Strategic Plan and Operational Plans have been reviewed. Despite the challenges of undertaking this process remotely, Executive members, Helen Smith and Brooke Kneebush, have run workshops and planning sessions with members to ensure the plan reflects activities and targets to achieve the agreed objectives of OSFO.

Thanks to their efforts and the valuable contributions received from a number of sports, the draft Operational Plan and Strategy Plan will be presented at this year's Annual General Meeting in Fiji.

Regular communications with our members have been maintained throughout this year with bi-monthly newsletters and the OSFO Prospectus was also completed earlier this year. Consideration is now been given to how we can communicate more broadly with our members and the public, possibly through zoom conferences on certain topics or creating specific Facebook groups for athletes, administrators and technical officials.

Negotiations have been proceeding to put in place an MOU with ONOC which will lead to a greater responsibility passed from ONOC to OSFO with respect to funding support for sports federations programs throughout Oceania. More details on this initiative will be provided at our AGM in May.

Thank you to Secretary General, Chet Gray, and all members of the Executive for their ongoing contribution and collaboration. I look forward to continuing to work with you all to achieve the best outcomes for our athletes in Oceania.

Kevan Gosper AO OLY
OSFO President



2021 OSFO Annual General Assembly

Saturday 18 September, 2021 - 10.00am–12.00pm

Via Zoom Conference

Agenda

1. Zoom Conference guidelines

The meeting commenced with Chet Gray providing an outline on how this virtual meeting would be run. Attendees were advised to submit their attendance to the chatroom as well as any questions they may have, which would be advised to the Chair at intervals throughout the meeting for response.

At this time, the President also welcomed all those who had joined us at this second virtual OSFO Annual General Meeting.

It was announced that the meeting would be recorded.

The Secretary General advised that within the papers, the Sports Annual Reports for inclusion in the ONOC Annual Report were included. Sports were advised to urgently notify either Chet Gray or OSFO Administration and Communications Officer, Laura Macintosh, if any changes were required, as Inoke Bainimarama, ONOC Chief Communications Officer, would be finalising the report within a week.

2. Roll Call

Attendees: Kevan Gosper – OSFO Chairman, Chet Gray – OSFO Secretary General, Helen Smith – OSFO Executive Member & Oceania Fencing, Ryan Pini - OSFO Athlete Representative, Milton Bradley - OSFO Executive Member & Oceania Shooting, Brooke Kneebush - OSFO Executive Member & Oceania Gymnastics Union, Yvonne Mullins – OSFO Executive Member & Oceania Athletics Association, Edwina Ricci - OSFO Executive Member, Helen McMurray – Oceania Australia Foundation, Laura Macintosh - OSFO Administration and Communications Officer, Dr Robin Mitchell – ONOC President, Ricardo Blas – ONOC Secretary General & Oceania Handball, Emma Terho - Finnish Olympic Committee & IOC Athletes' Commission Chair, Andrew Minogue - Pacific Games Council CEO, Vidhya Lakhan – Pacific Games Council President, Andrew Lepani - TeamUp, Ben Howard – TeamUp, Gill Gemming - Oceania Hockey Federation & OSEP Commission, Bob Claxton – Oceania Hockey Federation, Tony Mitchell - Oceania Cycling Confederation & Union Cyclist Internationale, Graham Fredericks – Oceania Cycling, Amanda Jenkins – FIBA Oceania, Tony Philp - Oceania Sailing, Daniel Belcher - Oceania Sailing, Graeme Ireland – International Table Tennis Federation Oceania, Barry Griffiths - International Table Tennis Federation Oceania, Rex Capil - WBSC Oceania, Alison Fairweather - Oceania Athletics Association, Regan Kama - Oceania Athletics Association & OSEP, Peter Bromley - Athletics Australia, Tom O'Shaughnessy - Oceania Athletics Association, Kitty Chiller - Oceania Gymnastics Union President, Kristie Middleton – Oceania Gymnastics Union, Suzie Lepani – Oceania Gymnastics Union, Nadia Bleaken – Badminton Oceania, Julie Carrel - Badminton Oceania, Danielle Woodward – Oceania Canoe Association, William Ker - Federation of International Touch, Talem Waqa - Oceania Rugby, Chris Wallace - Bowls Oceania, Makiroa Mitchell John - Oceania Handball Federation, Susanne Womersley - World Archery Oceania, Donna Spethman - FISU Oceania, Matthew Dunn - Oceania Swimming, Toby Cohen - ICC East Asia-Pacific (EAP), Sharon Reynolds - Oceania Shooting, Terry Sasser – Volleyball Oceania, Gary Purcell – International Tennis Federation Oceania, Inoke Bainimarama – ONOC Communications Officer.

Apologies: Russell Morris - Oceania Water Skiing and Wakeboarding, Neven Barbour - Oceania Squash, John Kotsifas – World Taekwondo Oceania, Carol Kawaljenko - Oceania Squash, Bruce



Osborne - Oceania Tennis, Stuart Lee - Oceania Taekwondo, Wainikiti Bogidrau – Oceania Netball, Cyrille Maingy - Oceania Tennis, Michael Kassis - Oceania Karate, Nancy Miyake - Oceania Swimming, Laurent Cassier – WBSC Oceania, Patsy Vercoe - World Archery Oceania, Colby Au - World Taekwondo Oceania, Gareth Holmes - Asia Pacific Rugby League, Jeremy Edwards - Asia Pacific Rugby League, Rob Gomm - ICC EAP, Sainimili Saukuru - OSEP, David Blanka - FITEQ, Adam Szabados - FITEQ, Bruce Cook - World Rugby Oceania, Martin Burrows - OSIC, Maree Burnett – Oceania Canoe Association, Robin Sapong-Eugenio - Oceania Athletics Association President, Rhonda Togipau - Federation of International Touch.

3. Acknowledge individuals who have passed away in the region involved with sport.

The President mentioned the passing of each of the following individuals, noting their contribution to sport in our region and asked the attendees to pause for a few moments of quiet reflection.

- Anthony Ho – President ITTF Oceania
- Lee Smith – Oceania Rugby, OSFO delegate and OSEP Coordinator
- Douglas Gruise – Player and Coach of the PNG Pukpuks ,also involved with OSEP
- Charles Cadi – President CTOS New Caledonia and President of New Caledonia PGA

4. Official Opening OSFO Annual General Meeting – Kevan Gosper

Kevan Gosper formally opened the OSFO 2021 Annual General Assembly and introduced the keynote speech from Lord Sebastian Coe, President of World Athletics. Kevan acknowledged the support of Yvonne Mullins in arranging the recording.

5. Opening – Keynote Speaker, President World Athletics, Lord Sebastian Coe

Link to Lord Sebastian Coe's full keynote address:

https://drive.google.com/file/d/124x0ed0qYY_KjclzB4xwxcBQumMuuPTa/view?usp=sharing

Kevan Gosper acknowledged Lord Coe's contribution to sport and his friendship to sport in the Oceania region.

Official Opening Continued

OSFO's official partnerships with both ONOC and the Pacific Games Council were recognised.

Kevan Gosper introduced Dr Robin Mitchell, member of IOC Executive Board, President of ANOC and President of ONOC, who is one of the most distinguished members of the Olympic movement from the Oceania region, noting it was a great pleasure to formally welcome him to address the OSFO Annual General Assembly.

Dr Mitchell thanked those who have been helping Oceania athletes in Australia and New Zealand preparing for the Tokyo Olympic Games. ONOC is in the process of reviewing its performance in Tokyo and will shortly be thanking those federations who have provided assistance. ANOC and the IOC are doing a survey on the NOCs performances in the lead up to Tokyo.

Dr Mitchell advised of the following activities coming up:

- ONOC Executive Committee meeting: 28 September, 2021 (virtual)
- ONOC 2021 Annual General Assembly: 9 October, 2021 (virtual)
- ONOC 2022 Annual General Assembly: May 2022 (in person) in Auckland, in the lead up to the International Women's Conference (TBC)
- ANOC Annual General Assembly: 23 to 25 October, 2021 Crete (after Executive Board meeting in Athens)
- IOC Executive Board meeting: 7 to 9 December, 2021 (a full report on Tokyo will be prepared and flowing onto preparations for Beijing)



- As a result of Australia's successful bid to host the 2032 Games in Brisbane, ONOC is already preparing the necessary documentation based on their experience from the period in the lead up to the Sydney 2000 Olympic Games (from 1993 to 2000)

Dr Mitchell confirmed discussions between Ricardo Blas and Chet Gray regarding the continued funding of OSFO and its work with the federations. A \$250,000 annual grant has been put aside, possibly increasing as preparations for Paris 2024 get underway, and also for the 2023 Solomon Islands Pacific Games. This will become available in the next four to six weeks.

ONOC is looking at how to ensure that the Pacific Games becomes the continental games that is recognised for qualification events. Some sports need to play in other continents to secure qualification.

Oceania has been invited to the Asian Games to compete in 5 sports (three non-Olympic) – skate boarding, athletics, weightlifting, roller skating, wushu. There may additionally be some sports open to Pacific countries other than Australia and New Zealand to gain experience in the lead up to Commonwealth Games.

Work with the local Sport Development Officer program with 10 federations in the Solomon Islands will commence shortly to prepare for the 2023 Pacific Games, assuming there are no changes since the appointment of the new CEO and new High Performance person in Honiara.

Kevan Gosper thanked Dr Mitchell for his address and for moving on making OSFO more financially autonomous. OSFO is very thankful for the support. Kevan also welcomed ONOC Secretary General Ricardo Blas.

Kevan Gosper acknowledged the importance of the awarding of the 2032 Olympic Games to Brisbane, Australia.

Kevan also congratulated Matthew Dunn on his appointment as Vice President of FINA.

6. OSFO Elections, Merit Awards, President's Report, OAF

• Election for President

The office of the President has become vacant but no nominations have been received. Chet noted that nominations could come from the floor. With no nominations presented, Chet asked the members to ratify that Kevan Gosper continue in his role as President.

That Kevan Gosper continue as OSFO President.

Moved: K. Chiller, Oceania Gymnastics Union

Seconded: B. Claxton, Oceania Hockey Federation

Motion carried unanimously.

Kevan thanked the Assembly for their support in a role that he takes great pleasure in fulfilling.

• Election of one Executive Member

Chet Gray advised that the Executive Committee position currently filled as a casual vacancy by Milton Bradley was up for election. Two nominations had been received; from Oceania Shooting – Milton Bradley and from Oceania Cycling – Graham Fredricks.

Chet advised that there were 20 OSFO member sports present and eligible for voting, with the election via Zoom Poll to be decided by a simple majority.

Chet counted the votes and confirmed that Milton Bradley was elected as an Executive Committee member. Chet thanked Graham for his nomination.

• 2021 OSFO Merit Award announcements



Merit Awards were presented to the following people (all approved with no dissents):

Lorraine Marr (Tennis, FASANOC) – for her involvement with tennis and badminton, as CEO and Secretary General of FASANOC, and for her work in Fiji and throughout the region.

John Tierney (Oceania Sailing) – for his work with the Pacific Games Council and as Secretary General of Oceania Sailing for many years.

Anthony Ho (ITTF-Oceania, awarded posthumously) – sadly ITTF Oceania President Anthony Ho passed away in the past year.

• **President's Report**

Kevan Gosper tabled the OSFO 2020 President's Report, which was also included in the ONOC Annual Report. The report was taken as read, with the following points highlighted.

The following points were highlighted:

- The OSFO Executive prepared and distributed a 'COVID statement' to all members advising guidelines for conducting their activities in a COVID environment.
- Due to the pandemic, membership fees for 2020 would be waived.
- The Tokyo 2020 Olympic Games were postponed until July 2021.
- 2020 OSFO Annual General Assembly was held on 17 September, 2020, and was the first time the meeting was held virtually.
- We have continued to achieve the objectives of our Strategic Plan, in particular the communications area.
- The introduction of the HOPE Leaders program.
- The cycle of the current Strategic Plan is almost complete and consideration was given to running a workshop to develop a new Strategic Plan as part of the Annual General Assembly.

Moved to accept Report: Terry Sasser, Oceania Volleyball

Seconded: Helen Smith, OSFO Executive Committee Member & Oceania Fencing

Motion carried.

Link to report:

<https://drive.google.com/file/d/1KI7ONXg9Ef0DCu2MX9rMosLW8oz8jBq0/view?usp=sharing>

• **Oceania Australia Foundation update – Helen McMurray**

Helen McMurray reported that throughout 2020, despite COVID-19, Oceania Australia Foundation scholarships managed to continue – some students went to an alternate location, or studied from home and then returned for the final year. During their time at home, Positive Edge journal sessions were conducted with very positive feedback received. 2020 scholarships were awarded, but deferred to 2021.

The Foundation has relocated to new offices in Collins Street, Melbourne.

7. Pacific Games Council presentation – Andrew Minogue, on behalf of PGC President, Vidhya Lakhan

- Ryan Pini sits as the Athletes' Representative for both the Pacific Games Council (PGC) and OSFO.
- Australia and New Zealand have been invited to the Pacific Games (and Mini Games where applicable) in certain sports.



- Due to COVID-19, the Pacific Mini-Games in the Commonwealth of Northern Mariana Islands (CNMI) have been postponed from June 2021 to June 2022.

Link to report:

<https://drive.google.com/file/d/1ObkDgC3e0aIJFaoeaXVVkvxWO73FFehl/view?usp=sharing>

8. Administration – Secretary General

• Review of previous minutes

Motion to approve the minutes from the previous OSFO Annual General Assembly held virtually in 2020:

Moved: Yvonne Mullins – Oceania Athletics

Seconded: William Ker - Federation of International Touch

Motion carried.

Link to program:

https://drive.google.com/file/d/15z7yElPuoT5bIMJibeYzZaTyRFppHT_1/view?usp=sharing

• OSFO Financial Report – 2020

The Financial Report was tabled for approval.

Moved: Graham Fredericks – Oceania Cycling

Seconded: Bob Claxton – Oceania Hockey Federation

Motion carried.

• Secretary General's Report

The Secretary General's report was tabled, and Chet mentioned the highlights being HOPE Leaders training sessions conducted by Edwina Ricci, and - for the first time - OSFO conducting its Annual General Assembly by video conferencing. 2020 was the first full year of the distribution of the quarterly newsletter with acknowledgement going to sports for their contributions and to OSFO Administration and Communications Officer, Laura Macintosh.

There are 23 member sports attending the meeting today, with a total of 52 people present online. In 2020 there were 28 financial members, with 24 sports providing annual reports. Chet thanked the sports that have contributed and continue to contribute. In the last year, seven virtual OSFO Executive meetings were also conducted.

The President thanked Chet for his support.

That the Secretary General's report be approved:

Moved: Yvonne Mullins – Oceania Athletics Association



Seconded: Terry Sasser – Oceania Volleyball

Motion carried.

9. Major Project Report – Edwina Ricci

Edwina presented on the activities of the Athlete Wellbeing and Resilience Program; the HOPE Leaders program, noting that the challenges of 2020 highlighted the need for a whole-of-sport approach to developing knowledge and skills to build wellbeing now and into the future.

Link to report:

https://drive.google.com/file/d/1HWtHzBqid_xE3XjTdcXATjQHAu74Cwlk/view?usp=sharing

10. OSEP Sport Education Commission Report - Gill Gemming & Regan Kama

- An independent evaluation of OSEP was conducted for the first time in 2020.
- The significant amount of work contributed by Sainimili Saukuru and her team was acknowledged.
- The evaluation led to a new strategic framework approved by ONOC Executive Board.

Link to report: <https://drive.google.com/file/d/1EIG5HydfBdItSosyqnhrKRAiFFwm0Ntf/view?usp=sharing>

11. TeamUp (Pacific Sports Partnerships) – Ben Howard & Andrew Lepani

Andrew introduced the Australian Government's re-branded sport for development program, TeamUp which follows on from the previous Pacific Sports Partnerships (PSP) program. PSP finished at the end of 2020, with the completion report due for release shortly. Key findings included:

- Significant impact on participation overall, particularly for females.
- Increased participation by people with disabilities has led to increased representation at an international level.
- There is a need to balance sport for development outcomes with the need to grow and develop sports.

Link to presentation:

https://drive.google.com/file/d/1utdCOoiuLQtSU_ephUHxlxFqW4zG9xu8/view?usp=sharing

12. Athletes' Commission Presentation - Ryan Pini

Ryan re-affirmed the crucial role that the OSFO Athlete Wellbeing program has to play following the challenging year of 2020, particularly with so many events postponed and cancelled. Regional sports were encouraged to reach out to Ryan and OSFO for information regarding the Athlete Rights and Responsibilities Declaration, and for support to include a voice for their athletes on their regional body.

Link to Report:

<https://drive.google.com/file/d/1hGdNu23etnV2tXAnIHPeMGZ1PScKaZ6Z/view?usp=sharing>

13. OSFO Strategic Plan 2016-2021 – Helen Smith



With the 2016-2020 plan having been extended to 2021 (due to COVID-related circumstances), a roadmap to develop a new Strategic Plan was introduced.

Helen highlighted the following key achievements:

- Engagement with Oceania University sport and new OSFO membership of Federation of International University Sport Oceania (FISU Oceania).
- OSFO Executive Committee undertook six weeks of professional development – HOPE Leaders training.
- Participated in the strategic planning review of OSEP.
- Working with ONOC on a potential project to benefit member federations.
- ONOC annual administration grant secured.
- Significantly increased and improved stakeholder engagement, with engagement of an Administration and Communications Officer.

Link to Report:

https://drive.google.com/file/d/1vtwJVhoQxNeZWzUv_xGMPc4zrJt8Oneh/view?usp=sharing

14. General Business

Barry Griffiths from ITTF-Oceania raised an issue regarding a situation in Vanuatu.

Action: Chet Gray to contact Barry Griffiths.

Kevan suggested that the OSFO Executive Committee communicate what they do more broadly to the public moving forward.

Action: Brooke Kneebush to raise this as an agenda item at the next OSFO Executive Committee meeting.

President, Kevan Gosper, thanked the members, the OSFO Executive Committee and Chet Gray for their support and congratulated all on making it through a tough two years; both in general, but also for many sports, a period that was topped off with an Olympic and Paralympic Games.



2021 OSFO Financial Report

ORGANISATION OF SPORTS FEDERATIONS OF OCEANIA

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2021**



ORGANISATION OF SPORTS FEDERATIONS OF OCEANIA

INDEX TO FINANCIAL STATEMENTS

1	Statement of Income and Expenditure
2	Statement of Financial Position
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**ORGANISATION OF SPORTS FEDERATIONS OF
OCEANIA STATEMENT OF INCOME AND
EXPENDITURE FOR THE YEAR ENDED 31
DECEMBER 2021**

	Note	2021 \$	2020 \$
INCOME			
Membership Fees		10,800	-
ONOC Funding		66,329	45,970
		<u>77,129</u>	<u>45,970</u>
EXPENDITURE			
Administration support		11,851	10,830
Communications		9,791	10,019
Bad debts		1,600	-
Website costs		1,307	-
Licences and Permits		58	58
Software expenses		-	403
Dues and Subscriptions		120	591
		<u>24,727</u>	<u>21,901</u>
RETAINED SURPLUS/(DEFICIT) AT THE END OF THE FINANCIAL YEAR		<u>52,402</u>	<u>24,069</u>

The accompanying notes form part of these financial statements.



**ORGANISATION OF SPORTS FEDERATIONS OF OCEANIA
STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2021**

	Note	2021 \$	2020 \$
CURRENT ASSETS			
Cash at Bank	2	101,543	49,141
Account Receivable		-	-
		<u>101,543</u>	<u>49,141</u>
TOTAL ASSETS		<u>101,543</u>	<u>49,141</u>
TOTAL LIABILITIES		<u>-</u>	<u>-</u>
NET ASSETS		<u>101,543</u>	<u>49,141</u>
EQUITY			
Retained Surplus	3	49,141	25,072
Current Year Surplus/(Deficit)	3	52,402	24,069
TOTAL EQUITY	3	<u>101,543</u>	<u>49,141</u>

The accompanying notes form part of these financial statements.



ORGANISATION OF SPORTS FEDERATIONS OF OCEANIA
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER
2021

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Preparation

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act 1981 (QLD). The committee has determined that the association is not a reporting entity.

The financial statements have been prepared on accrual basis and are based on historical costs unless otherwise stated in the notes. The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

(a) *Income Tax*

No provision for income tax has been raised as the association is exempt from income tax under Division 50 of the Income Tax Assessment Act 1997.

(b) *Cash and Cash Equivalents*

Cash and cash equivalents include cash on hand, deposits held at call with banks, and other short term highly liquid investments with original maturities of three months or less.

(c) *Revenue*

Revenue is measured at fair value of the consideration received or receivable after taking in to account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present value when recognising revenue.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt. If conditions are attached to the grant which must be satisfied before it is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied.

(d) *Accounts Payable and Other Payables*

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.



**ORGANISATION OF SPORTS FEDERATIONS OF OCEANIA
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

	2021	2021
2 CASH		
Commonwealth Bank	101,543	49,141
	<u>101,543</u>	<u>49,141</u>
3 RETAINED SURPLUS		
Retained surplus at the beginning of the financial year	49,141	25,072
Net surplus/ (deficit) for the year	<u>52,402</u>	<u>24,069</u>
Retained surplus at the end of the financial year	<u><u>101,543</u></u>	<u><u>49,141</u></u>

ORGANISATION OF SPORTS FEDERATIONS OF OCEANIA

STATEMENT BY MEMBERS OF THE COMMITTEE

The committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with accounting policies outlined in note 1 to the financial statements.

In the opinion of the committee the financial report;

1. Presents a true and fair view of the financial position of Organisation of Sports Federations of Oceania as at 31 December 2021 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Organisation of Sports Federations of Oceania will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:



Dated this 6 day of April 2022

JTP

JTP ASSURANCE

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Melbourne, VIC 3000
P.O. Box 627, Collins Street West
VIC 8007

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Organisation of Sports Federations of Oceania

CERTIFICATION OF FINANCIAL STATEMENTS OF THE ORGANISATION OF SPORTS FEDERATIONS OF OCEANIA

In my opinion, the attached financial statements for the year ended 31 December 2021 for the Organisation of Sports Federations of Oceania are based on properly maintained financial records as required by the *Associations Incorporation Act 1981*. The association's financial records show that the association has bookkeeping processes in place to adequately record the association's income and expenditure and dealings with its assets and liabilities.



JTP ASSURANCE
Chartered Accountants



SAM CLARINGBOLD
Partner

Signed at Melbourne this 6th day of April 2022



OSFO Secretary General Report

Highlights of this past year were the Olympic Games in Tokyo and the reappointment of Kevan Gosper as the President of OSFO.

We continued to provide updates to the OSFO Operational plan 2017 – 2021 and started the process for developing a new OSFO Strategic Plan for 2022 - 2026. We once again achieved some significant initiatives within the communication and members engagement areas.

Our collaboration and relationship with Team Up, the Pacific Sports Partnerships (PSP) program in the Oceania Region, ONOC and Pacific Games Council continued to develop and grow in 2021. The OSFO Executive met eight times through video conferencing throughout 2021

OSFO MEMBERSHIP

In 2021 our total membership included 28 regional sports federations and organisations. The following International/ regional sports confederation have registered with OSFO over the past twelve months: FIBA Oceania, WBSC Oceania, Oceania Athletics Association, Oceania Badminton, Oceania Archery, Oceania Volleyball, Oceania Fencing, Oceania Hockey Federation, ICC East Asia Pacific, Oceania Squash, Oceania Swimming Association, Oceania Tennis Federation, Asia Pacific Rugby League, Oceania World Rugby, Oceania Shooting, Oceania Table Tennis, Oceania Sailing, Oceania Cycling, Oceania Touch, Oceania Handball and Oceania Gymnastic Union, Oceania Teqball, Oceania Bowls, FISU Oceania, Oceania Netball and Asia/Pacific Snooker and Billiards, Oceania Canoe, Federation International Motorsport.

FINANCIAL ACCOUNTS

A financial statement of the OSFO accounts for 2021 has been completed and sent to all OSFO Executive members for their review and approval. Further information will be reported to members at the OSFO Assembly later this year.

As of December 31st, 2021 the OSFO bank balance was \$101,543.48. We received our annual administrative support funding from ONOC in December to achieve a healthy end of year bank balance.

OSFO membership fee of \$400 AUS were required by all members in 2021. A total income of \$10,800 was received through membership fees in 2021.

OSFO EXECUTIVE COMMITTEE

In 2021 the OSFO Executive committee conducted eight video teleconferences to review and discuss mainly the OSFO Strategic and Ops plans, financial aspects of the organisation, the impact of COVID - 19 with athletes and sporting competition, the Olympic games, athlete well-being initiatives, the appointment of the Administration and Communication coordinator and preparation for the online OSFO AGM in September. We have continued to include a summary of each Executive teleconference meeting on our website for our members review and information.

Over the course of the past year the Executive members have reviewed and actioned many items related to achieving OSFO's operational objectives. For example, the Executive members have been involved in Organisational Capacity & Support with identifying other revenue sources for the purpose of improving our financial sustainability. The President has negotiated with ONOC this year to secure continuing administration support funding and the potential of initiating a regional grants program. Within the Advocacy area we continued to promote the valuable role of OSFO on behalf of members by strengthening relationships and partnerships in Oceania. With Stakeholder engagement we have continued to communicate with members regarding various matters, such as the annual meeting by video conferencing and strategic and operational plans. In Governance & Leadership we have prepared

annual reports (including audited financial reports) for 2021 Annual Meeting & ONOC Report, we have continued to deliver our quarterly OSFO newsletter and updated our website and social media content and interaction with our members.

The Executive committee has been involved with ONOC regional activities, OSEP and PGC in identifying areas where OSFO could be more involved as a service provider.

ANNUAL REPORT

OSFO was again invited to combine with ONOC to produce one annual report publication which includes a section for OSFO Executive and its member's annual regional sports activity reports for 2021.

This joint opportunity with our annual publications enables us to demonstrate the collaboration and engagement between OSFO and ONOC as well as providing economic benefits of producing one publication. We are grateful to ONOC for this opportunity.

PACIFIC GAMES COUNCIL (PGC)

Yvonne Mullins, Ryan Pini and Milton Bradley have continued to represent OSFO on the Pacific Games Council's Sport Committee.

Through Yvonne and Milt's role on the PGC Sport committee and Ryan as the Athlete's representative we have continued to foster and develop our partnership with the Pacific Games council this past year.

GENERAL ADMINISTRATION

Gill Gemming and Regan Kama both continue to represent OSFO and its members on the ONOC Education Commission with assisting with curriculum development and engagement of OSEP educational materials.

We have produced quarterly newsletter's with input from our members which made up most of the content to engage more often with our members and partners. Our social media platform allows us the opportunity to communicate more frequently and with our new OSFO website we are able to provide administration and governance support to our members.

We will continue to update the directory and keep providing information through the communication network within the Oceania region.

I would like to thank Kevan, Edwina, Yvonne, Brooke, Ryan, Milton, Helen Smith, Helen McMurray, Laura Macintosh and OSFO members for their ongoing support.

Chet Gray
OSFO Secretary General



Major Projects Report 2020

Flourishing athletes, teams and sporting organisations

The last twelve months have continued to challenge us but there were glimmers of hope as we celebrated an Olympic Games in Tokyo that brought much joy to the Oceania region.

Medals to the Fiji men's (Gold) and women's (Bronze) Rugby 7s teams shone a light on the importance of team spirit, unity and traditional family values. Both teams struggled to get good competition and spent long periods away from loved ones prior to the games. Despite this, they lent into the struggle and emerged a united team, committed to creating history and making both their families and their nation proud, despite the challenges faced with the continuation of the COVID-19 pandemic. They had much to play for and were the pride of the Oceania region and beyond.

On the world stage Oceania once again shone a light on the strength of our region and as the Fijian Rugby 7's teams celebrated, showed their gratitude to the God they serve and demonstrated that the best "teams" win, the world looked on in admiration. Admiration for their love for another, their country and the excellence in the performance of winning the ultimate prize – an Olympic medal.

What we know is that successfully competing at the highest level does come at a price, however, it should not impact mental health to the degree it currently is and at OSFO we are supporting sports to be champions of wellbeing with the goal of creating flourishing athletes, teams and sporting organisations.

OSFO's sport wide **wellbeing literacy education** is a systematic approach to integrating improved sporting performance and wellbeing across all sporting contexts. This approach infuses wellbeing education into all aspects of an athlete's journey and promotes equitable outcomes for all athletes, coaches, officials, administrators and supporters. Central to this systematic approach is high-quality professional learning and the use of data for continuous improvement. When fully implemented, sport wide wellbeing contributes to more successful and equitable outcomes for all, and is evidenced by the following indicators:

- **Explicit wellbeing instruction** – athletes, coaches and officials have consistent opportunities to cultivate, practice and reflect on wellbeing competencies in ways that are contextually appropriate and culturally responsive.
- **Wellbeing education and performance integrated** – sporting performance objectives are integrated with wellbeing skills and capabilities
- **Athlete voice, engagement and agency** – administrators and coaches honour and elevate a broad range of athlete perspectives and experiences by engaging athletes as leaders, problem-solvers and decision-makers.
- **Supportive sport and team climates** – Sportwide and all team environments are supportive, culturally responsive, and focused on building relationships and community.
- **Focus on leadership wellbeing** – coaches, administrators and officials (and parents) have regular opportunities to cultivate their own wellbeing and cultural competence, collaborate with one another, build trusting relationships and maintain a strong community.
- **Supportive discipline** – Discipline policies and practices are instructive, restorative, developmentally appropriate, and equitably applied
- **A continuum of integrated supports** – mental health and wellbeing education is seamlessly integrated into a continuum of performance and behavioural supports, which are available to ensure that all athlete, coach, official and administrator needs are met.
- **Authentic family partnerships** – Families and sport personnel have regular and meaningful opportunities to build relationships and collaborate to support athlete wellbeing and performance outcomes⁸
- **Aligned community partnerships** – Sport personnel and community partners (e.g. sponsors and suppliers) align on common language, strategies, and communication around all wellbeing efforts and initiatives.

- **Systems for continuous improvement** – Implementation and outcome data are collected and used to monitor progress towards goals and continuously improve all wellbeing-related systems, practices, and policies with a focus on equity.

OSFO will be conducting its first complete **HOPE Leader training** for sport leaders in 2022 and we encourage all sports to participate. The training is FREE and held online over three months with 3 full day sessions monthly and weekly 90min catch ups in between. Each participant will learn how to implement a whole of sport wellbeing approach tailored to their own sport and will develop an impact project which will be shared with the region.

With an Olympic Games coming to our region again in 2032 it is imperative that we give our young people of Oceania the best chance of not only participating but being able to be the best they can be with our 100% support. Our Fiji Rugby teams showed us it is possible to win medals and if we work together to create the best environments for our athletes, coaches, officials and administrators we know we can see more of the success we desire.

We look forward to welcoming you at one of our wellbeing sessions in 2022 and are always happy to work with sports and National Olympic Committees on specific wellbeing needs you might have.

Edwina Ricci

OSFO Special Projects Report.

COMMISSION MEMBERS 2021:

James Tobin (Chairman)	ONOC Executive Board
Jeremy Dorovolomo	Training Provider
Gill Gemming	OSFO
Regan Kama	OSFO
Laura Mangham	NOC
Makarita Lenoa	NOC
Helen Brownlee	ONOC Women in Sport
Andrew Lepani	TeamUP
Manaini Rokovunisei	PIFS
Anolyn Lulu	ONOC Athletes Commission
Sainimili Saukuru	OSEP Coordinator
Varanisese Karisitiana	Secretariat
Jubilee Kuartei	Secretariat
Ana Ah Yuk	Secretariat

The Oceania Sport Education Programme's (OSEP) dream is to be recognised as a quality sport education programme that sets the industry standards for sport in the Pacific region. OSEP exists to empower, inspire, and revolutionize the Pacific workforce by collaborating with leaders to improve diversity and customise sport qualifications.

In 2021 this dream was on its way to a reality by working with stakeholders in the region and monitoring and evaluating the program using intelligence and data through the South Pacific Community (SPC). An Industry Advisory Committee (IAC) was formed to develop micro qualifications for:

1. Management in Sporting Organisations; and Building Better Management
2. Community Strength and Conditioning Coach; and
3. Development Coach.

The biggest challenge is to engage our domestic, regional, and international sporting organisations. As sports, we rely on our volunteers and development officers to promote our sport in country, OSEP assists sports by providing professional development opportunities to these dedicated volunteers. Once these courses are accredited, they will be recognised as prior learning for our volunteers to further their careers and continue to receive professional development in their chosen sport.

It is part of our obligation as International Sport Organisations to empower our volunteers and provide them further career opportunities, OSEP is here to provide that support for our region.

By the end of 2021 the Committee Members completed their drafts of the micro-qualifications. In March 2022 they will reconvene to discuss the outcomes and start to share with the greater sporting community for stakeholder consultation.

The MOU between SPC and OSEP is for four years and includes the alignment of the current OSEP courses.

In 2021 OSEP developed a professional development framework that was targeted and presented virtually to current active OSEP Trainers. The Trainers' Professional Development Framework's goal was to relicense all Trainers. The priority is to refresh all active trainers in the program. There were currently 191 active trainers. Trainers were being trained to deliver training that accommodated both types of learning: synchronous and asynchronous.

A Learning Management System is in the development stage for our stakeholders, this was to convert the OSEP face-to-face courses onto the online platform to enable participants around the region to access OSEP courses online. A Performance Management System is being implemented for our staff to align our teams and engage individuals. It is to ensure our teams have the tools and support to excel in their roles.

1. 6 Micro-Qualifications developed.
2. 100 Trainers Re-licensed; and Refresher courses conducted.
3. OSEP Strategy is fully resourced financially.
4. LMS is designed, tested and launched with 5 Courses.
5. All NOCs successfully applied for 2021/2022 SEO Grant; and Games Support provided through Education Initiatives.
6. Improve compliance ratings.
7. QMS documents digitized, 6 Bulletins developed and in a timely manner.



The Commission acknowledges the tremendous work put in by OSEP Coordinator Sainimili Talatoka and the regional OSEP team which consists of Varanise Karisitiana, Ana Finau Ah Yuk and Jubilee Kuartei and all the national staff.

Gill Gemming - OSFO Representative
Regan Kama – OSFO Representative



Pacific Games Sports Committee Report

Members of the OSFO Executive (Ryan Pini, PGC Athletes' Rep; Yvonne Mullins, OSFO Rep; and Milton Bradley) participated in the PGC Sports Committee meeting in March, which finalised the recommendations that the PGC General Assembly considered for approval in November. These recommendations included a commitment to keep the size of the Games at the sustainable level of 24 sports whilst continuing to grow the involvement of athletes from Australia and New Zealand and create qualification pathways for the Pacific athletes. It is expected that Australia and New Zealand will participate in up to half of the Solomon Islands 2023 Pacific Games program of 24 sports.

Participation in the PGC Sports Committee also enabled the OSFO membership to be kept up to date with developments with respect to the Northern Mariana Islands 2022 Pacific Mini Games and Solomon Islands 2023, both of which had their dates pushed back due to the Covid-19 pandemic. The PGC Sports Committee also reviewed the IOC's Model Event Organisation rules on the Prevention of Competition Manipulation and approved its suitability for adoption by the Pacific Games.

OSFO Athletes Representative Report

Last year has been difficult for all, for us all involved through sports we see our largest ever event be postponed and hopes and dreams shattered as regional and local sporting events cancelled. Well-being for everyone becomes paramount, ensuring that we can thrive in the face of adversity. The OSFO Athlete Well-being program is crucial for all of our athletes and entourage. As we fight to gain wellbeing, sport and physical activity is what brings us together, giving us the mental and physical strength to move forward.

The IOC Olympic Agenda 2020+5 provides a roadmap for the IOC's strategic direction through to 2025, reinforcing the Athletes Right and Responsibilities and further strengthening the athletes at the heart of the Olympic Movement. I continue to advocate for the athletes through our region with communication through ONOC Athletes Commission, the Pacific Games Council and through OSFO, ensuring the athletes voice is heard at all levels of sporting governance.

As we move through to another year, I encourage the regional sports to reach out for information regarding the Athlete Rights and Responsibilities Declaration and for sports wanting to include a voice for their athletes on their regional body.

Ryan Pini – OSFO Athletes Representative

OSFO Administration and Communications Report

Laura Macintosh continued in the role of OSFO Communications and Administration coordinator throughout 2021, which unfortunately was a very similar year to 2020 in that COVID-19 and subsequent travel restrictions prevented many sports could not return to 'business as usual'.

Despite the frustrations for many surrounding continual event postponements and cancellations, and the fact that the majority of meetings still needed to be held online, from a communications perspective OSFO was able to consolidate the activities put in place over the previous two years.

In terms of communications activities undertaken throughout 2021, whilst minimal new initiatives were introduced, processes to increase the dialogue between key stakeholders within the region were consolidated.

The following key communications activities were undertaken in 2021:

- Development and distribution of OSFO Prospectus.
- Continuous and regular updates of OSFO social media channels (Facebook and Twitter) detailing content that included but was not limited to; industry news (both within the region and globally), key competition results, employment and professional development opportunities.
- Regular production of the quarterly OSFO newsletter, with interest from members to include content generally exceeding expectations each month.
- Regular updates of OSFO website with member stories from across the region.
- Regular communication with OSFO membership base (outside of content collection) sharing necessary information from both within OSFO, fellow member organisations and other key stakeholders.
- Assistance with the staging of the 2021 OSFO Annual General Assembly, which was once again held exclusively via Zoom.

With the introduction of a new Strategic Plan for 2022 to 2024, OSFO expects to have new goals to aspire to organisation-wide, including new communications activities.

Laura Macintosh – OSFO Admin and Comms

ONOC/OSFO Regional Sport Federation Grant Program - 2022

Doc #1



Oceania Regional Sports Federation (RSF) Grants Program Step by Step Process

Step 1

OSFO Secretary General sends out RSF grant program information to all OSFO members and calls for applications within a twenty-one-day period

Step 2

All RSF grant applications to be sent to the OSFO Secretary General within the twenty-one days of calling for applications

Step 3

The OSFO Secretary General to review all grant applications to ensure all conditions have been completed. If requirements have not met the application will be returned to the RSF.

Step 4

OSFO Secretary General to send all applications to the Grants Review Panel for assessment and consideration.

Step 5

The OSFO Grants Review Panel to provide recommendation of successful applications with the amount of the funding to be provided to the OSFO Executive Committee for ratification.

Step 6

Once ratification is achieved by the OSFO Executive Committee the OSFO Secretary General will notify the successful applicants and request an invoice for 75% of the total amount of the grant to be provided to the successful RFS.

Step 7

When the activity or project has been completed the RSF will need to submit an Activity /Project and the Financial acquittal report to the OSFO Secretary General for review.

Step 8

The Activity/Project and Financial report will be sent to the OSFO Grants Review Panel to ensure all elements of the project have been completed as per the submission and the financial acquittal is accurate and represents a true and fair summary of the expenditures by the organisation for the activity.

Step 9

Once all activity/project and financial reports have been approved the OSFO Secretary General will notify the RSF and request an invoice for the 25% balance of the grant funding.

Step 10

The OSFO Secretary General to organise final payment of the grant funding to the RSF and report to ONOC at the end of the grant period on all activities/ projects funded by the OSFO grant funding program.



Financial Procedures Guidelines Objectives

In order to facilitate the work of OSFO on behalf of ONOC, to maintain transparency in the management of funds and to assist those in charge of financial control, OSFO has prepared the following financial guidelines as well as the attached forms for the justification of expenditure. These documents apply to the 2022 Funding Programmes made available by ONOC for the quadrennial 2020-2024.

The purpose of the procedure indicated below is to ensure that funds allocated are utilised according to common financial, accounting and administrative standards and in line with international audit norms. It also enables Olympic Solidarity to ensure funds are controlled in a homogeneous way. These measures, which apply to Oceania Regional Sports Federations benefiting from Olympic Solidarity's World Programmes, have the aim of ensuring greater transparency in the management as well as global control of the funds used in each continent. They are all the more important notably due to the decentralisation process at regional level and for the annual consolidation of accounts.

Financial management of each programme

The procedures relating to the allocation of budgets and the terms of payments for each activity (advances, balances etc.) are clearly defined in the programme guidelines and/or the letters of confirmation sent by OSFO to Oceania Regional Sports Federations.

Preparation of the financial reports by the Oceania Regional Sports Federation

- The financial report must be duly completed and signed by a representative of the Regional Sports Federation (official stamp and signature);
- The justified expenditure must correspond exactly to the conditions of utilisation of the funds approved by OSFO within the framework of a given programme;
- All the justification of expenditure (original invoices or copies, receipts) must be annexed to the financial statement, be indexed individually on the form and be grouped, if possible, by type of expenditure (e.g. expert expenses, organisation expenses, participants' expenses);
- In the case that the payments have been made in various currencies, these must be clearly noted on the expenses form and converted into a single currency (USD), specifying the rate and date of currency exchange used.

The justification of expenditure annexed to the financial statement must include

- Invoice or copy of the invoice from the supplier/service company (headed paper, name, address, telephone) indicating the detailed purpose of the payment, the date, the amount and the currency used;
- If the Regional Sports Federation is exempt from paying taxes, please include a note specifying the net expenditure;
- A reference number corresponding to what is indicated in the financial report;

- A comment and/or clear description of the expenditure translated into English;
- In the case of a payment to an individual (e.g.: athlete, coach, etc), the Regional Sports Federation is required to provide an acknowledgement of receipt signed by the beneficiary.

Documents that may not be accepted as financial justification

- Justification of expenditure not indexed in the financial report;
- Justification of expenditure for which the date and/or amount does not correspond to what is indicated in the financial report;
- Justification of expenditure presented in an unclear, illegible manner or on a blank sheet of paper;
- Justification not signed;
- Justification of expenditure not translated into English ;
- Proforma invoices issued by hotels, restaurants, etc, marked at the time the offer was requested and consequently representing no proof of payment;
- Direct payments to National Federations, without justification and details concerning the use of the funds and without the signed acknowledgement of receipt from the Federation.

NB: Apart from the points listed above, OSFO reserves the right to refuse any documents which it may judge as nonconforming.



Oceania Regional Sports Federation Grants Program

OBJECTIVE

To offer financial assistance to Oceania Regional Sports Federations towards specific activities.

BENEFICIARIES

Funding is available to all Oceania Regional Sports Federations that are in good standing with OSFO membership, an Olympic Sport and recognised by their respective International Federations.

DESCRIPTION

This guideline is aimed to help members understand the application processes and how the funding may be used.

In partnership with ONOC and IOC Olympic Solidarity, to deliver US\$250,000 annually to Oceania Sport Federations to support their programs and activities, funding will be offered by a tiered system to ensure fair and equitable access. Subject to approval grants up to the following amounts are available:

1. US\$30,000
2. US\$20,000
3. US\$10,000

Oceania Regional Sports Federations can utilise this funding in various ways subject to OSFO approval. Each sport may only apply for one activity annually.

- Athlete Preparation
 - Training camps
 - Competition – through pathways to qualify for Pacific Games, Olympics, Oceania Championships
- Entourage
 - Coaching and Officials training
 - Seminars and Workshops
 - Capacity development
- Regional Sports Federations
 - Workshops
 - Oceania Championships

Applications outside these guidelines may also be considered.

Applications that contain the following will not be considered.

- Expenditures such as salaries, rental
- Affiliation fees
- Regional Sports Federation Travel
- Regional Sports Federation Uniforms
- Gifts

APPLICATION PROCEDURE

To apply for this funding, please complete the attached application. All applications must include the following:

1. Activity topic
2. Activity name
3. Start date
4. End date
5. Objectives and expected outcomes and how this project will be sustainability
6. List all additional contributions from the sport, government and international body
7. Recipients
8. Budget proposal

Applications must be supported with a copy of the Regional Sports Federation Executive Board Meeting Minutes approving this application.

ANALYSIS AND APPROVAL

The OSFO Board will review and approve each application based on the information in the application.

Each budget line will be subject to the guidelines to ensure eligibility.

FINANCIAL CONDITIONS

Following approval 75% of funding will be transferred with the remaining 25% transferred on completion of the reporting.

Funding is provided in USD, bank fees will be inclusive of the disbursed amount

FOLLOW-UP, CONTROL & MONITORING

The Oceania Regional Sports Federation should submit reports to OSFO no later than 60 days after the completion of an activity. OSFO will follow-up with the Federations on reports that have not been received.

Each activity must produce reports following the templates provided, showcasing the technical report and financial report. The remaining 25% of funding will be paid upon receipt and approval of these reports.

Note:

1. All communication related to this funding support should be directed to Secretary General OSFO
2. If an Oceania Regional Sports Federation cannot carry out the activity, it must inform OSFO immediately.
3. If there are any changes to the activity, this must be communicated to OSFO.
4. The financial report must ensure that the expenditure of each of the budgeted items for the activity is detailed.
5. Funding applications for future years will only be considered if all documentation for the previous year has been submitted and approved.



Oceania Regional Sports Federation Grants Program Submission

RSF CONTACT INFORMATION – the person/people specific to these funding applications	
Regional Sport Federation (RSF)	
Contact Name	
Contact Number	
Contact Email	

ELIGIBILITY: All Olympic Regional Sports Federations that are in good standing with OSFO membership, and recognised by their respective International Federations are eligible to apply for National Activity Funding and Equipment Grants.

1. REGIONAL SPORTS FEDERATION ACTIVITY GRANT

This grant funding is designed to assist Regional Sports Federations with athlete preparation (training camps, competition), training courses conducted for coaches, administrators, officials, referees, workshops for Sports Federations and Oceania Championships.

What could help your sport federation and why?

APPLICATION INFORMATION	
1. Sport / Discipline Please state regional sport and discipline (if applicable) to benefit from this funding application	
2. Activity Topic Describe the activity you are planning. Include the name of the activity (e.g. Regional Officiating, Conference, etc), the level (high, intermediate, etc) and for whom the course is intended (umpires, judges, referees, coaches etc).	
3. Location The name of the venue where the activity will be held and its location.	
4. Dates: Start and end dates Please outline the dates when you plan to hold your Regional Activity	
5. Participants Number of participants expected	

6. Experts List any proposals as to the choice of the experts, their country of origin, their names. All experts must be recognised by the Zone/ IF. They will be required to complete part of the evaluation form which will be submitted to OSFO after the activity.	
7. Objectives and expected outcomes List objectives and expected outcomes from the activity	
7. Budget Proposal Please outline the total proposed budget requested. A budget breakdown can be entered in the table below.	
8. Previous Reporting Has your RSF completed all previous OSFO Grant program submissions and OSFO Funding reporting?	

Regional Sports Federation Activity - Estimated breakdown of Expenditure	Amount (US\$)
Program Total	
Other Contributions - Please list	
TOTAL contribution requested from OSFO Grants Program:	



ACTIVITY / PROJECT REPORT

SPORTS FEDERATION / ORGANISATION :

DATE :

ACTIVITY / PROJECT :

BRIEF DESCRIPTION OF IMPLEMENTED ACTIVITY / PROJECT

Please provide a brief description of the activities/projects implemented by your Organisation for the above-mentioned period. Kindly attach any relevant pictures and/or published articles.

Briefly outline and quantify the impact of each implemented activity / project

I, the undersigned, President/Secretary General of the above-mentioned Sports Federation /Organisation, certify that the information provided above is true and accurate.

Name, function (President or Secretary General) and signature:
stamp

Date & Official



Financial Report

Name of Organisation	
Program / Activity Name	
Date of Activity	
Funds Provided (US\$ / Local Currency)	

Expenditure

Date	Details of Expenditure	US\$	Local Currency
Total Expenditure			

Certification

We certify that the information provided in this report is accurate and represents a true and fair summary of the expenditure by the organisation on this activity

.....
President

.....
Secretary-General

Name :

.....

Date :

.....

OSFO Grant Review Panel Terms of Reference

Reporting to the OSFO Executive Committee

Establishment

The OSFO Grant Review Panel is established by the OSFO Executive to review all regional sport federation grant applications and present funding recommendations to the OSFO Executive for ratification.

Purpose

The OSFO Grant Review Panel advises the OSFO Executive on the following matters, in particular:

- Review and determine if Regional Sport Federation grant applications meet all funding criteria
- Ensure all grant applications follow the correct submission process and procedures set out in the OSFO grant funding guidelines
- Make sure all panel members do not have any conflict of interest with any grant application and remain independent through the course of the review process.
- All panel members to agree on the recommendation of applications to receive grant funding and the level of funds to be provided
- Ensure all results from the review panel are documented and remain confidential.
- The panel must act with integrity and respect at all times during the review process

Delegated Authority

The OSFO Grant Review Panel has no delegated authorities except for submitting recommendations to the OSFO Executive

Membership

- The OSFO Grant Review Panel will comprise no more than five (5) members constituted as follows:
 - At least two independent members from the OSFO Executive: one preferably the OSFO President as the Chair and the other an Executive member with no association to the Regional Sport Federation
 - At least one representative from ONOC.
 - At least one representative from Pacific Games Council
 - At least one representative from Oceania Australia Foundation
- Membership will be reviewed annually by the Chair, following the review of the OSFO Grant Application process

- Current members of this Panel are listed in *Attachment 1*

Meetings

- The OSFO Grant Review Panel shall meet face-to face or by video teleconference as required and determined by the Chair
- In the absence of the Chair, those attending the meeting shall agree on a Chair for the meeting
- A quorum will be constituted by the Chair and two other members of the panel
- Any other person may attend a meeting at the invitation of the Chair
- An agenda shall be prepared and circulated prior to every meeting
- Information supporting agenda items shall be circulated with the agenda
- Minutes shall be taken at each meeting, outlining all decisions and actions arising
- Minutes shall be shared with the OSFO Executive Committee for information and background if required

Amendments

- The OSFO Grant Review Panel may recommend to the OSFO President that these Terms of Reference be enlarged or varied to enable it to deal with any matter or issue which it considers should be addressed by the Panel.

Approved by the OSFO Executive:

Amended by the OSFO President:

Attachment 1: OSFO Grant Review Panel Members.

Committee member	Capacity	Contact details
OSFO President	Chair	
OSFO Executive Committee member		
PGC Representative		
ONOC Representative		
OAF Representative		

Development of the OSFO Strategic Plan 2022-2026

As the OSFO Strategic Plan 2018 - 2021 approached its end-date, the OSFO Executive decided it was time to develop a plan for the new quadrennial. Due to the COVID pandemic, face-to-face planning meetings were not possible, so the strategy had to be developed via virtual means.

As a first step in the process, OSFO distributed a survey in September 2021 to obtain input from its members and stakeholders.

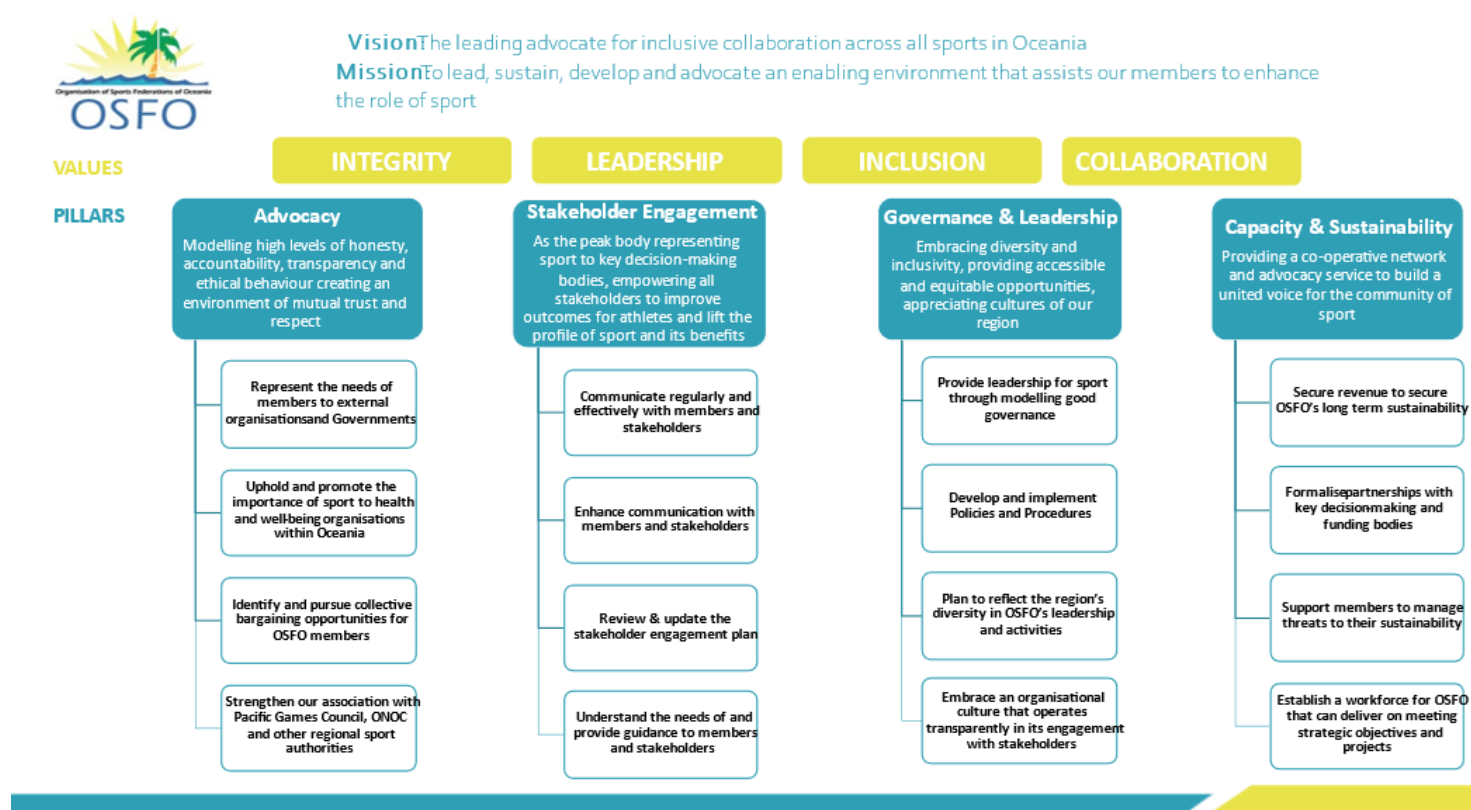
Using the information gathered by the survey as a basis, two online Strategic Planning Workshops were held in October and November 2021 to continue the development of the new Strategic Plan for the period 2022-2026.

Thirteen regional member federations participated in the workshops, plus representatives from FISU and the Australian Government's TeamUp program.

The workshops were very successful and produced the outline for the new Strategic Plan which was further refined by the OSFO Executive. The Plan was published in March 2022 and distributed to all members and stakeholders.

Following the development of the Strategic Plan, the Executive then developed a detailed Operational Plan which was completed and circulated in March 2022.

Insert Strategic Plan 2022 – 2026



2022 OSFO Assembly Details

Attendees

First name	Surname	Organisation
Kevan	Gosper	OSFO President
Chet	Gray	OSFO SG/ WBSC Oceania
Edwina	Ricci	OSFO co-opt Executive member
Ryan	Pini	OSFO Athlete Rep
Yvonne	Mullins	OSFO Ex./ Oceania Athletics Association
Helen	Smith	OSFO Ex./ Oceania Fencing Confederation
Brooke	Kneebush	OSFO Ex.
Milt	Bradley	OSFO Ex./ Oceania Shooting Federation
Helen	McMurray	Oceania Foundation Executive Director
Amanda	Jenkins	FIBA Oceania
Matthew	Curtain	FITEQ
Andrew	Lepani	Team Up
Ben	Howard	Team Up
Anthony	Moore	ITTF- Oceania
Barry	Griffiths	ITTF-Oceania
Regan	Kama	Oceania Athletics Association/ OSEP
Graham	Fredericks	Oceania Cycling Confederation
Alice	Stooke	Oceania Gymnastics Union
Talemo	Waga	Oceania World Rugby
Wayne	Schuster	Oceania World Rugby
Andrew	Minogue	Pacific Games Council
Maree	Burnett	Oceania Canoe Association
Dr. Robin	Mitchell	ONOC President
Mr Rick	Blas	ONOC SG, Oceania Handball
Gill	Gemming	Oceania Hockey Federation/ OSEP
John	Kotsifas	Oceania Taekwondo Union,
Makiroa	Mitchell John	Oceania Handball
Rob	Gomm	ICC EAP
George	Fong	World Archery
Alifereti	Cawanibuka	FISU Oceania Oceania Volleyball

Video Conference attendees:

Rhonda	Togipau	Federation of International Touch
Donna	Spethman	FISU OCEANIA
Laura	Macintosh	OSFO Comms/admin support
Catherine	Fettell	Oceania Shooting Federation
Julie	Carrel	Oceania Badminton
Nadi	Bleaken	Oceania Badminton

Apologies

Russell Morris - Oceania Water Skiing and Wakeboarding, Neven Barbour - Oceania Squash, Carol Kawaljenko - Oceania Squash, Bruce Osborne - Oceania Tennis, Wainikiti Bogidrau - Oceania Netball, Cyrille Maingy - Oceania Tennis, Michael Kassis - Oceania Karate, , Laurent Cassier – WBSC Oceania, Patsy Vercoe World Archery Oceania, Colby Au World Taekwondo Oceania, Gareth Holmes Asia Pacific Rugby League, Jeremy Edwards, Asia Pacific Rugby League, Terry Sasser Oceania Volleyball, Bill Ker International Touch Daniel Belcher Oceania Sailing Federation, Tony Mitchell Oceania Cycling Federation, Tony Phillip Oceania Sailing, Peter, Bromley Athletics Australia, Rex Capil WBSC Oceania, David Blanka FITEQ, Adam Szabados FITEQ, Bruce Cook Oceania World Rugby,

Notes

This image shows a full page of blank, white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page, providing a guide for writing. There are no margins, text, or other markings on the paper.