



**DBSA MINUTES
BOARD MEETING**

**Thursday 10 March 2022 at 6:00pm
The Sailing Club / Zoom**

1 FORMALITIES

1.1 OPEN MEETING – 6:00pm

Present:

Peter Button, Chris Wood, Mick Cahill, Mary-Ann Holt, Deb Grant, Vi Duong, Maria Darby, Julie Lister

Invited:

Jennifer Bould (former Treasurer), John Holland (AusDBF) – part meeting attendance

1.1 APOLOGIES

Julie Clinch

1.2 DECLARATIONS OF INTEREST

Standard acknowledgement given to declare any conflicts of interest with any issue as they arise.

2 REPORTS – John Holland

▪ **Junior Development**

Crews are sorted and female and male captains yet to be bedded down. Pre-approval sought and given to appoint either Sorley Facenna-Coates or Jed Jarvis as the male captain. There are 10 males and 14 females so at minimum for males and three had pulled out due to not being Covid vaccinated.

▪ **AusDBF**

Update given on accreditation. Coaching course has been sorted with Officials being worked on next. Plan is to pay to have an Official's course presenter in each state. There will be no cost for participants and when course is completed they will receive a log book and a hat and on first re-accreditation will receive a shirt. Noted presenter would need a TA&E currently but could do an accredited course on presenting only which is delivered by ORS&R, Sport Australia and Sport SA. Details to be provided.

Sweeps – national accreditation process started five years ago. Noted they have been working under the misapprehension that state representatives are reporting back on their members thoughts which has not been the case. NSW & Vic are on Board, Qld also however reluctant to commit to wearing PFDs. SA appears to be upset about having to have first aid accreditation at Level 0 however it is not required beforehand and participant just needs to be booked in. Trying to align this so it is clear what is required to be a Sweep, Coach or Official.

Some complaints have been received about First Aid course not being held at the same time as the Sweeps course however this should not be an issue as there are other providers that deliver the course.

With Sweeps it is important for Level 2 accreditation that when they undertake the assessment that they need to be competent and should not be listed as so, if not.

Transgender / nonbinary – being worked upon. There are x2 nonbinary people entering AusChamps so a policy has been produced to deal with this and they will be required to choose a gender to compete for the entire event.

Women Leaders in Sports Grant – noted there are 25 positions available with 24 applications received so they will most likely go out again for the vacant position.

▪ **AusChamps**

Noted there are two new sponsors: Peishing and V-Insurance to join Studio Vino.

At this point of the meeting John Holland departed.

3 ADMINISTRATION

3.1 Previous Meeting Minutes

Agreed that the Minutes of the Meeting held 8 February 2022 be accepted as a true and accurate record.

3.2 Business Arising

Nil.

4 BOARD DISCUSSION / DECISION MAKING

4.1 Council correspondence re Aquatic Development

Noted correspondence received showing where the temporary container storage and portable toilet blocks will be placed. There will be 2 x 40 foot containers which will store maximum of x 4 boats and 2 x 20 foot contains for the rest of the equipment. This means remainder will need to be relocated elsewhere and a training roster set up at all three venues for Clubs to train in the interim.

Clarification to be sought on:

- Keys / keyed alike – distribution
- Start time – after AusChamps?
- Water facilities – wash down of boats etc.
- Boat stacking

Noted boat stacking options would need to be looked at along with some trolley dolleys to get the boats in and out readily.

Noted Paddle SA phone call received chasing up storage requirements which had already been submitted.

4.2 Premier's Certificate of Recognition

Agreed to nominate Glyn Wingard, Ron Ottoway and Peter Button. [Action: MA \(#2346\)](#)

4.3 FinishLynx – Brook Group – quote

Noted AusDBF would not be including payment of a Time Trial plug in for the DBSA FinishLynx system as part of the AusChamps budget as they would be arranging for Brook Group to attend in person with their own equipment.

MOVED: V. Duong and Seconded: J. Lister

That the amount of \$1,650 be expended to purchase the Brook Group's Time Trial plug in.
CARRIED.

Agreed to not trial this system for the State Championships and to look to purchase this in August 2022 in time for the first race day. [Action: Jennifer \(#2347\)](#)

4.4 RC meeting 22/2/22 – actions / follow up

- Umpire's Boat – safety side fenders need replacement
Follow up to be had with Neil Parker on replacing safety side fenders and vertical poles on the trailer. [Action: Neil \(#2348\)](#)

4.5 Senior A State Team

Noted team was endorsed out of session.

4.6 Premiers – State Team

Request received and approved to add Ady Ottaway (drummer), Willy Paku and Chris Kelley.

5 EVENTS & PARTICIPATION

5.1 Round #7 – Sunday 6/3/22 feedback

Noted Chief Official's report had been submitted to Julie Clinch.

5.2 State Champs – planning before RC meeting

The discussion paper put forward by Julie Lister was reviewed.

Regional Clubs

The request from Coorong Dragons to borrow a Level 3 Sweep was discussed at length. Agreed in order not to set a precedence, that the rules would apply, and they would not be eligible to borrow a Sweep. They can register their team with their Male Level 3 sweep and if any unforeseen circumstances arise in the lead up then they could seek a special dispensation.

Action: Mick (#2349)

Noted can look to change rules next season and to remind Clubs to prepare at beginning of season to train up Sweeps for State Champs.

2000m racing

Noted if all categories were held that it would make the race days extremely long. Agreed to split them over two days with 20s racing on the Saturday and 10s racing on the Sunday.

Heats and Finals

Noted Premiers would have 12 races as they are a core category which would be more possibly than Senior A category. Question asked if should schedule Premier race if only one crew is entered. Noted need a minimum of x3 boats to run.

Agreed same categories as last season will be raced dependent on entries received.

Noted Clubs will not be required to submit team sheets as spot checks will be done via laptop / tabled in RevSport.

Clubs to bring their plaques to Tuesday night's meeting or on the day. Julie Clinch to coordinate.

Clubs to bring plaques to Tuesday's night's meeting and Julie Clinch will coordinate them.

5.3 State Champs – planning / Task List

Noted Clubs will be required to have x2 volunteers to help on the Friday and after the event to relocate the boats.

Noted The Coffee Bean (Barb) will be in attendance. Agreed to look to offer Clubs to arrange barbeque as a fundraiser. ASA will advise re the Saturday and Waiwita to be offered the Sunday.

Action: MA / Mick (#2350)

Note will need volunteers to assist relocate the pontoons on Saturday 19 March.

Agreed to do a dry run of the DBSA equipment beforehand at Rowing SA on Friday 25 March.

Action: Maria / Jennifer (#2351)

5.4 Awards dinner – June

On hold.

5.5 Courses 2022

Set as follows:

- 14-May – Sweep & Drummer
- 22 May – First Aid
- 7&8 May – AusDBF Level 1 Coaching

6 CLUB / PADDLER MATTERS

6.1 Clearances

- Toni Morbidelli – Subsonix to ACDC – ratified outside of meeting.

6.2 WWS – email from Jacky re irate kayaker

Noted.

6.3 Sharon Knights – Acknowledgement of Country

Agreed to support this suggestion of circulating the link to the Ted Talk – YouTube video by placing post on Facebook. **Action: Marie (#2352)**

6.4 ASA – email from MA re PL insurance

Noted has been arranged for AusChamps.

6.5 Mannum – New date for Hat Regatta

Correspondence received suggesting that this event be held at the start of the season which was supported.

6.6 Application for Women in Sports Leadership Course – Tasha Youngman

Noted this application was supported and AusDBF advised and then a further three were received just before the extended deadline expired. They were sent to AusDBF to decide as only three positions available with one application then withdrawn.

Agreed in effort to minimise the out-of-session determinations that this would be revisited after the AusChamps and a process put in place for this. **Action: Marie (#2353)**

6.7 Julieanne Kuhlmann – re DP survey email

The feedback that there was no option for “no under any circumstances” as a question was noted.

6.8 Email from Ronnie Lane – late entry

The email received requesting a response to initial email of 23Nov21 was discussed. Response to be sent acknowledging request and to advise that it will be revisited after State Champs and AusChamps when there is more time available. **Action: Marie (#2354)**

7 FINANCIAL REPORT

7.1 As at 28/2/22

MOTION:

TO accept financial reports for February 2022 as tabled.

Moved: D. Grant and Seconded: C. Wood

CARRIED.

7.2 The Sailing Club finances

Bank balance at 28/2/22 = \$3,775.81.

Noted follow up to be had with John Holland for quotes for a skip. **Action: Deb (#2355)**

7.3 SmartyGrants Funding – Minister Wingard

Noted correspondence received from Minister Wingard for a one-off budget allocation of \$7,470 from the Marshall government to sporting Clubs.

The SmartyGrants online application form was then reviewed by the Board and submitted.

8 GOVERNANCE

8.1 DBSA Policies for review

Nil.

9 AusDBF

9.1 AusDBF Nominations Committee - EOI (closes 25 March)

Noted it was unknown if any nominations have been submitted direct to AusDBF.

9.2 Auroras 2022 - Expression of Interest - Premier Division

Circulated to Clubs.

9.3 AusDBF Historical Committee – EOIs

Noted it was unknown if any nominations have been submitted direct to AusDBF.

9.4 #061 – AusDBF Participation Levy 2022/23

Noted there would be no increase to any registration category or Member fee.

9.5 Members Q1 Forum

The following action item was discussed:

ACTION ITEM: All Members to come back to AusDBF with the most appropriate date in either Q3 or Q4 when this activity can be run. The date will be agreed and discussed at the May Members Forum so all States will have time to implement and include date within their calendars.

Agreed to revisit next Board meeting. **Action: Marie (#2355)**

9.6 2022 AusChamps – Bulletin #2

Noted.

10 REPORTS

10.1 Secretary

Nil report.

10.1.1 Review of report for 8th Feb meeting – actions

Deferred until next meeting.

10.2 Safety

Noted incident report received on the Judge's / Secretary's tent blowing over on Sunday. Agreed to enter into Safe365 and for Secretary to review and respond. **Action: Deb (#2356) / Julie C (#2357)**

Suggested some water bags be bought from Bunnings to secure pegs. **Action: Chris (#2358)**

Agreed to set up view only access to any incident reports in Safe365. **Action: Deb (#2359)**

At this point of the meeting Jennifer Bould departed.

10.2.1 Safe365 Report – ACDC – Lee Am (TSC)

Reviewed. Response to be sent. **Action: Julie C (#2360)**

10.3 Equipment

Noted boat #10 appears to have a crack on the floor and will be inspected.

Action: Mick / Pete (#2361)

10.4 Maintenance

Nil report.

10.5 Participation & Development

Noted Come & Try held recently for a Gail Ryan and friends.

Next event is for the Islamic Society on Sunday 20 March with volunteers needed.

10.6 High Performance

Nil report.

10.7 Publicity / Promotion / Marketing

Nil report.

10.8 Sweep Committee

Nil report.

10.9 Website / Facebook

Noted is being updated regularly.

10.10 PAAF

Minutes of 1 March 2022 were included in the Agenda papers. Of note:

- Follow up being had with Renewal SA on future tenancy status and if they will repair the air conditioner.
- Both male and female toilets had repairs undertaken.
- Thought being given to increase venue hire charge for gallery to \$200 and cleaning bond to \$300.

10.11 Volunteers

Noted importance for Mary-Ann Holt to catch up with Julie Clinch to understand the difference between the various volunteer and officials' roles and to discuss a pathway for volunteers to become an official.

Noted as fewer volunteers are needed on a race day that may look next season to setting up a rotation list amongst the Clubs.

11 AUSCHAMPS 2022

Following points noted:

- Working bees needed:

- Sat 19-Mar – ACDC and ASA moving four boats from The Sailing Club to Angle Park at about 12 noon along with John Holland and Peter Button.
- Sun 20-Mar – need x10 volunteers at the Torrens Boatshed to load x4 boats to go to Angle Park from 9am-12 noon.
- Mon 4-Apr – x 10 volunteers at Angle Park to load boats to go Ramsay Course from 9am – 12pm. Note x4 boats will already be on trailers.
- Mon 11-Apr – x10 volunteers at Ramsay Course to relocate boats to various locations from 9am – 12 pm.

Contact Mary-Ann Holt who will coordinate volunteers. **Action: Marie (#2362)**

- Rowing SA responses:
 - Lectern – not available and to be sourced elsewhere. **Action: Chris (#2363)**
 - Starter button will be tested on Friday 25 March.
 - Microphones and beach PA are available for use
 - PA on starting pontoon available
 - Wifi – passwords will be provided by Andrew Swift
 - Photocopier – cost per page to be advised.
- Noted medals have arrived.

At this point of the meeting Julie Lister departed.

12 CORRESPONDENCE

The following correspondence was included in the Agenda papers and noted.

12.1 Important Games Announcement – Perth

Noted.

At this point of the meeting Maria Darby departed.

13 SPONSORSHIP AND MARKETING OPPORTUNITIES

13.1 Draft sponsorship packages season 2021/22

Noted requires some minor changes still and will be updated with some action snaps from the AusChamps event.

14 GENERAL BUSINESS

14.1 Assign next RC meeting reps

Noted Peter Button will chair meeting on Tuesday 15 March.

14.2 Action List

ACTION ITEMS – 8/2/22				
NO.	ACTION	WHEN	WHO	STATUS
2310	Upload Minutes of meeting held 12 January 2022.	ASAP	Marie	Done
2311	Update Task List for Clubs to maintain and retain own Covid sign on sheets.	ASAP	Marie	Done
2312	Update Dragon Pass guideline to DBSA format and put on for review end of season.	Season end	Marie	Ongoing
2313	Reallocate from HP budget the amount of \$1,800 to fund purchase of state tops.	ASAP	Deb	Done
2314	Review Julie Clinch's report for feedback after AusChamps.	ASAP	All	Held over
2315	Allocate in budget going forward \$11k for AusChamps regos and allow 3% CPI increase each year.	ASAP	Deb	Done
2316	Advise if there is an entry fee for team pursuit racing.	ASAP	John	Done
2317	Follow up with Rowing SA re timing and camera system to be used for State Champs.	Urgent	Jen	Done
2318	Produce an indication pack for those appointed as State Rep to AusDBF committees advising them of their responsibilities and expectations (ie report back, provide Minutes, not to favour Club's position).	ASAP	Julie C	Ongoing

2319	Follow up SA Health contact re status of Covid Management Plan for AusChamps.	Urgent	Deb	Done
2320	Provide update at RC meeting on status of FinishLynx system and plans for upcoming race day.	9-Feb RC mtg	Maria	Done
2321	Follow up with Pat to organise a Working Bee to relocate boats to / from The Sailing Club, Torrens to Angle Park for storage and weighing and then to Rowing SA.	Urgent	Peter	Ongoing
2322	Advise Pat that after this S&D course, that all participants will need to have undertaken x20 hours Sweeping beforehand to meet AusDBF requirements.	ASAP	Marie	Done
2323	Review Clearance application from Toni Morbidelli with remaining Board members.	ASAP	Peter	Done
2324	Advise Copper Coast of approval for 8 year old to paddle with guardian sitting alongside.	ASAP	Marie	Done
2325	Update RevSport payment terms to reflect 30 days.	ASAP	Marie	Done
2326	Upload Policies: <ul style="list-style-type: none"> ▪ #23 – Privacy Policy – ratified ▪ #42 – Medical Clearance – ratified ▪ #44 – Interstate Visiting Paddler – ratified 	ASAP	Marie	Done
2327	Circulate spiel on State Squad for Souvenir Book.	28-Feb	Chris	Done
2328	Send email response re participants / categories for States to other State members in response.	ASAP	Vi	Done
2329	Circulate any nominations for the Jon Taylor Memorial Award for last minute consideration.	10-Feb	All	Done
2330	Circulate AusDBF's email re Women Leaders in Sport Grant and seek nominations by 6pm Fri 18-Feb.	ASAP	Marie	Done
2331	Review ASA's Incident Report (#10.2.1 agenda item) and provide recommendation / follow up with Club.	ASAP	Julie C	Ongoing
2332	Advise at RC and PF meetings of need to monitor status of underside of the boats for any fibreglass repairs required for AusChamps.	ASAP	Marie	Done
2333	Send volunteers names to MA for any P&D events.	ASAP	Vi	Ongoing
2334	Send Regional State Team list into Board for approval.	ASAP	Vi	Done
2335	Send to Julie photos of tops/sizes for regional team shirts.	ASAP	Vi	Done
2336	Follow up John for date of next PAAF meeting/s.	ASAP	Deb	Done
2337	Provide full RevSport access to MA so she can check surnames of volunteers etc.	ASAP	Marie	Done
2338	Follow up Council if they will be placing any more sand at Aquatic.	ASAP	Marie	Done
2339	Follow up Council if they will place sand at the Rowing Course.	ASAP	Marie	Ongoing
2340	Advise Barb of changes required for the Sponsorship proposal.	ASAP	Marie	Done
2341	Check AS for quantity of life jackets needed and then place order. <ul style="list-style-type: none"> ▪ Noted will follow up with interstate teams with Juniors as to their requirements for AusChamps and send email to Board for approval first before purchasing. ▪ - . 	ASAP	Chris	Ongoing
2342	Remind at RC meeting for Clubs to be mindful to not hammer stakes or tent pegs in before 9am.	9-Feb mtg	Marie	Done
2343	Arrange informal catch up with Jacky Smith and Julie Lister re WVs paper.	ASAP	Peter	Ongoing
2344	Schedule next Board meeting for Tue 10-Mar @ 6pm via Zoom.	ASAP	Marie	Done
ACTION ITEMS – 13/1/22				
NO.	ACTION	WHEN	WHO	STATUS

2286	Arrange a meeting with Council (and Allison) to discuss ramifications of unsuccessful grant for boat stackers and work out on a Plan B.	Urgent	Peter	Ongoing
2287	Distill content from email dated 11 Jan re Covid and Dragon Boating to produce a set of principles to manage Covid going forward.	ASAP	Julie L	Ongoing
2304	Contact Streaky Bay in response to their Incident report to follow up for more details and status of boat repairs.	8-Feb mtg	Julie C	Ongoing
2306	Work out order for PFDs and arrange order and let Marie know so Clubs can be advised that an order can be placed for them as well.	Urgent	Chris & Marie	Ongoing
2307	Draft a Charter for the Publicity / Promotion / Marketing / Sponsorship / Grants committee and then seek EOs for a sub-committee.	ASAP	Chris	Ongoing
ACTION ITEMS – 8/12/21				
NO.	ACTION	WHEN	WHO	STATUS
2257	Consult with Chief Officials about reporting requirements as follows: 1. Board to be provided with full report. 2. RC to be provided with a summary report.	ASAP	Julie C	Ongoing
2259	Follow up with Pat, Ron etc on producing some instructions on putting out the buoys for the 2km races.	ASAP	Julie C	Ongoing
2261	Send to Marie the recent SC Minutes so the recommendations can be extracted for Board consideration.	ASAP	Julie C & Marie	Ongoing
2262	SC to send a response to Board paper from Ronnie Lane.	ASAP	Julie C	Ongoing
2263	SC to arrange catch up on-water training for recent S&D course participants.	ASAP	Julie C	Ongoing
2264	SC to provide a recommendation to the Board for a Sweeps refresher course for those who have never done one.	ASAP	Julie C	Ongoing
2280	Contact physio in Pt Augusta to see if he would like use of the excess boat at Cowell.	ASAP	Julie C	Ongoing
ACTION ITEMS – 10/11/21				
NO.	ACTION	WHEN	WHO	STATUS
2241	Set up Safe365 for Club use and seek advice of their x2 main users. ▪ Noted just waiting on KIDS and BRs.	ASAP	Deb	Ongoing
ACTION ITEMS – 13/10/21				
2219	Review Policy #07 – Clearance to ensure it meets needs.	Next season	Chris & Julie L	Ongoing
ACTION ITEMS – 13/9/21				
2172	Undertake 2 PBTR courses (H&D, CP&S) and provide current WWCC clearance. • https://elearning.sportintegrity.gov.au/ • https://screening.sa.gov.au/applications/application-information-for-individuals	ASAP	ALL	Ongoing
2194	Arrange for boat lease for BWR, Mannum, KIDS. Check lease if it is in perpetuity or annual and arrange for one for ACDC (x2).	ASAP	Julie C	Ongoing
2200	Review incident report from CDs with Club and update form.	ASAP	Julie C	Ongoing
ACTION ITEMS – 10/2/21				
2023	Provide an update on status of capsized video for AusDBF. ▪ Noted John Holland has been working with a wizz kid to edit the previous video.	ASAP	Chris	
ACTION ITEMS – 8/12/20				
1926	Follow up Council for placement of another set of steps to assist with people traffic management.	On hold	Peter	

15 ANY OTHER BUSINESS

- Noted at Presidents' Forum they requested more time to review the Capital Fund proposal provided to them and this will be revisited at the next forum.

16 NEXT MEETING

The next Board meeting is set for Wednesday 13 April at 6pm at the Sailing Club and via Zoom.

Action: Marie (#2344)

Meeting close – at 9:45pm.

16.1 Meeting dates 2021/22:

Board meetings:

▪ Tue 10-May	▪ Board	▪ Tue 12-Jul	▪ Board
▪ Thu 12-May	▪ PF	▪ Wed 10-Aug	▪ Board
▪ Thu 09-Jun	▪ Board	▪ Thu 18-Aug	▪ AGM / PF

RC meetings:

▪ Tue 15-Mar



Signed: _____

Date 13 April 2022

President