



**DBSA MINUTES
BOARD MEETING**

Tuesday 13 September 2022 at 6pm

At The Sailing Club

FORMALITIES

- **OPEN MEETING – 6:05pm**
*"We acknowledge the Kaurna people as the traditional owners of this land we meet on.
We acknowledge their living culture and unique role in the life of this region".*
- **PRESENT**
Chris Wood (ACDC), Mary-Ann Holt (ASA), Jennifer Bould (Life Member), Julie Lister (Powerblades), Tasha Youngman (Powerblades), Tracey Gardiner (Subsonix) and Norman Voss (ACDC)
- **APOLOGIES**
Nil.
- **DECLARATIONS OF CONFLICTS OF INTEREST**
Standard acknowledgement given to declare any conflicts of interest with any issue as they arise.

1 ADMINISTRATION

1.1 Previous meeting Minutes – 1/8/22 and 1/9/22

MOTION That the Minutes of the Board meeting held 1 August be accepted as a true and accurate record. Moved: M.A. Holt and Seconded: J. Bould CARRIED.

MOTION That the Minutes of the Board meeting held 1 September be accepted as a true and accurate record. Moved: C. Wood and Seconded: N. Voss CARRIED.

Action: Marie (#2479)

1.2 Acceptance of Information Only Papers

Accepted.

1.3 Board induction process:

Noted there is no formal induction process for new members.

- **Communication**
Given the inordinate number of Board emails received, the need to be mindful when responding to emails unnecessarily was noted.
- **PBTR courses and WWCC**
Noted all Board members who have not yet done so, are to complete the PlayBytheRules courses (H&D and CP&S) and provide proof of this along with a WWCC. Links below:

<https://elearning.sportintegrity.gov.au/>
<https://screening.sa.gov.au/applications/application-information-for-individuals>

Action: TY, TG, NV and MA (#2480)

- **GoogleDrive access**

Link to access GoogleDrive to be circulated. **Action: Marie (#2481)**

- **MS365 email accounts – admin@ / info@ / secretary@ / finance@**

Noted these four MS365 Exchange accounts were set up last year and operational. Setup details for secretary@ to be provided to Chris Wood. **Action: Marie (#2482)**

2 GOVERNANCE

2.1 Constitution

Approval was given to seek a quote from Sport SA to have the new Constitution checked by a constitutional lawyer. **Action: Chris (#2483)**

2.2 Policies

In preparation for upcoming Governance meeting, the list of policies needing review will be circulated and feedback is to be given to Jennifer Bould on the top five to address. This will provide sufficient time during the meeting to address other governance issues. **Action: All (#2484)**

3 PORTFOLIOS

3.1 Secretary

Nil report.

3.2 Safety & Risk

3.2.1 Incident Report 365 – Hat Regatta

- Trip event – Collen Walker

The Safe365 incident report was reviewed and noted appropriate action was taken and advice given.

Noted a Risk Management document had been provided after the event for DBSA records.

- Boat capsize

The Safe365 incident report was reviewed, and incident discussed. Of note:

- Suggested before Sweeps take a crew out each race that they go through the safety briefing and explain the capsize drill as many of the paddlers may be new or inexperienced.
- Life jackets to be fitted correctly.
- Race program and Risk Assessment to be submitted to Board prior to event for approval.
- Agreed to look into options for an additional inflatable device to retrieve paddlers quicker from the water in case there is not a flat bottom safety boat available.

Action: Norm (#2485)

- Event to be scheduled in warmer months.
- Clubs to be reminded to undertake the annual capsize drill and swim trials.

Action: Marie/Julie (#2486)

3.3 Equipment & Maintenance

3.3.1 Stocktake and assessment on equipment after nationals

- Noted it was discovered prior to the race day that an excessive amount of water had entered one of the containers causing a foul stench and covering the entire floor in water as a result of moisture running down the sides and dripping off the roof.

This resulted in the drummer seats, tails, heads being washed, scrubbed and dried to remove any dirt, rusty water and grime by some Board members.

Appreciation was extended to Norman Voss for promptly arranging for weatherproof tarp for the containers and jacking up the container so any water can flow out.

A copy of the DBSA Asset Management Schedule is to be provided to Norman Voss. **Action: Jennifer (#2487)**

The state of the equipment in the container was noted after the race day as being in a worst state with heads and tails just being piled on top of each other.

Noted the boats in the compound are not being lowered down onto a piece of wood or a mat to protect them and that old tyres would work better. **Action: Julie (#2488)**

Agreed that a stocktake would be better undertaken after moving into the new boatshed.

Reminder to be given at RC meeting of importance of looking after equipment when returning to the containers. **Action: Marie (#2489)**

Noted a cleaning day will be scheduled for the equipment. **Action: Norman (#2490)**

- Noted Pat Doogue had provided some quotes for replacement of the PA system and had not yet found anything suitable.

Agreed to follow up AusDBF to see what is being used by them and interstate Clubs for suitability. **Action: Chris (#2491)**

- The caravan is producing a lot of static noise with the source yet to be determined, making it difficult for those within to remain within for any length of time. Agreed during next race day at Aquatic to undertake some scenario testing and remove different pieces of equipment to try and identify the source. **Action: Jennifer (#2492)**

It was uncertain if the noise was emanating from the walkie talkies.

3.4 Participation, Marketing & Publicity

3.4.1 Hat Regatta – 3-Sep

Noted it was a well organised event and unfortunate that it was cut short due to the boat rollover.

3.4.2 Race Day #1 – 11-Sep

Feedback was given on this event noting there were several issues resulting in the race day being cut short.

Julie Lister provided a report in her role as Race Secretariat and Chief Marshall (for some of the races) which was reviewed. The following proposals were discussed:

Proposals for Race Committee:

- *Program order:*
 - *The order of the race program is changed so the first race is Premier mixed with the final to be held after the masters categories are raced as opposed to program end where realistically all finals are premier events – results in guaranteed Premier racing of one category heat and final*

This was discussed and agreed to take to RC meeting for their consideration.
Action: Marie (#2493)

- *Junior and B Grade*
 - *For program organisers there can only be maximum of two categories in a race or the Lynx system cannot produce results and manual results need creating which causes delays for start of next race*
 - *For 200m Junior categories having only one crew are combined in a race with a corresponding category where possible such as junior women race with premier or masters women. It is likely that some separate racing maybe required but it could save at least 2 races*
 - *For 200m where possible some B grade categories are combined racing with similar sports category such as B Grade mixed with senior C mixed. It is likely that some separate racing maybe required but it could save at least 2 races*

This was discussed and agreed not to take this to the RC meeting.

Noted that when 10s racing is scheduled that there cannot be more than three categories in the one race as RevSport / FinishLynx cannot manage this.

The concerns around catering for the volunteers and officials were discussed. Follow up to be had with Mobile Coffee Bean to address any issues. **Action: MA (#2494)**

3.4.3 Pulteney Grammar School – excursion 15 Nov

Noted there are 28 students.

3.4.4 AusDBF's Rainbow Come & Try Event – 17&18-Sep

Noted ACDC is the only Club participating in this event this weekend at Aquatic and on the River Torrens on separate days.

3.4.5 Sponsorship proposal

Noted any review of the sponsorship proposal would be placed on hold until the new Charter for the Participation/Development and Marketing/Promotion Committee is approved. To be placed first up on Governance Agenda for action. **Action: Marie (#2495)**

3.4.6 Events (schools, corporate)

- LeFevre High – 46 students over several days in November
- Sacred Heart – 130 students – date being rescheduled.
- James Woolton (gym) – tentative booking for 30-Oct for 100 participants possibly
- Adelaide Thunderbirds – team building activity

3.5 High Performance

3.5.1 Juniors

Nil update.

3.5.2 State Team Coaches 2022-2024

The draft EOI document for appointment of Coaches was reviewed and approved. Noted that Senior A, B and C Coaches would have just the one Coach as there were too many coaches otherwise.

Notion of inviting previous coaches back if they have done a suitable job back was considered.

Suggested that after each season going forward that a survey being undertaken to receive feedback from participants on the pros and cons of their training and racing and to seek ideas for improvements.

EOI document to be finalised and circulated to Clubs as a matter of priority.

Action: Julie (#2496)

3.5.3 Auroras' Come n Try - 6 Nov

Noted event was rescheduled from Saturday 10 September to Sunday 6 November. An update of participant numbers will be provided next meeting. **Action: Julie (#2497)**

3.6 Social Media

An update was given on the new Instagram account that has been set up. Of note:

- AusDBF DBSA generic state logo has been used as it fits better for purpose. Agreed to pin the Nessie logo to the front page. **Action: Tash (#2498)**
- The previous Instagram account remains until the log on details can be found to cancel it. **Action: Marie (#2499)**
- The following hashtags were approved:
 - #dbsa
 - #dragonboatsa
 - #fierce fast furious
 - #dragonmites
 - #dbsadragonpass
 - #come&try

In order to promote the account and DBSA, photos of participants, events etc will be uploaded to Instagram and be accessible worldwide. There is also the option to link it back to the Facebook account.

Question asked if approval was needed first from those in the photos. It was advised that as part of the registration process in RevSport, that participants have the option to tick a checkbox advising that they do not wish to have any photos of themselves used for these types of purposes.

Agreed to send reminder to Clubs of this new account and of the use of their photos being uploaded to it, in the same manner as Facebook and remind them of the option to advise DBSA should they wish for this not to occur. **Action: Marie (#2500)**

3.7 Officials / Training & Development

Noted Julie Clinch manages this portfolio with professional training being provided by AusDBF's ROMP program. The next focus will be on mentoring.

3.8 Cultural

Noted disappointing that there was no response from Taylor Power-Smith to provide the Welcome to Country ceremony as part of the Blessing of the Boats ceremony. A cash contribution from the AusChamps and DBSA was given to the monks in appreciation.

The Cultural policy document will need to be updated as is quite out of date.

Follow up to be had with AusDBF if they have a national sub-committee for this portfolio.

Action: Chris (#2501)

3.9 Sweeps' Committee

3.9.1 SC Chair's Report

The report received from Pat Doogue was reviewed.

Request received to be assigned Jennifer Bould as the Board liaison was declined as it had been agreed previously to not have one person be the intermediary and instead, written reports can be submitted or in person updates provided. **Action: Jennifer (#2502)**

The Come & Try day for Sweeps and Drummers and BBQ was approved with EOI to be sent and if any interest a budget can be submitted for the BBQ. **Action: Jennifer (#2503)**

3.10 The Sailing Club

Noted as part of the caravan break in report to the police that they had enquired if CCTV would be installed with the decision being against this.

3.11 Masters Games Working Group

Noted sub-committee comprises: John Holland, Chris Wood, Jennifer Bould, Sharon Knights, Tasha Youngman and Tanya Mitchell.

3.12 Volunteers

Discussed previously.

4 GENERAL BUSINESS

4.1 PF Action items

Reviewed. Of note:

- #2469 - #1. Advise AusDBF that Vi Duong no longer wants to be the DBDSA rep for the AusDBF National Athletes Pathway subcommittee. Action: Marie

4.2 Clearances

At this point of the meeting Tracey Gardiner was asked to leave temporarily to avoid any conflict of interest.

The Minutes from the informal ad-hoc sub-committee held on 6 August to review the clearance applications under special circumstances were reviewed. The process undertaken to reach the decisions was discussed along with the decisions reached. Of note:

- Julie Hyland – Subsonix to Powerblades – approved.
- Kim Ferguson – Subsonix to DBSA – approved.
 - Noted can train with any DBSA Club however not race during this current season. There is no guarantee that approval will be given by the Board should another application to transfer to a choice of a Club at any time in the current season be received.
- Raylene Sutton – not approved.
 - Advice to be given that she can continue to train and race with Subsonix, or train only with any DBSA club and is eligible to be considered for State team and the Auroras

- Tracey Gardiner – not approved.
 - Advice to be given that she can continue to train and race with Subsonix, or train only with any DBSA club and is eligible to be considered for State team and the Auroras

Advice to be given of the above decisions reached and with respect to the latter two decisions, initial advice to be given first to them both first out of courtesy before advising the Clubs.

Action: Marie (#2504)

At this point of the meeting Tracey Gardiner rejoined the meeting.

4.3 2022-26 State Sport & Recreation Development Program – Notification

Agreed to hold this over until the next meeting to allow Board members the opportunity to familiarise themselves with the requirements of this grant. **Action: Board (#2505)**

4.4 Sport Governance Education and Training – Sport Australia

Held over.

[Sport Governance Education and Training | Sport Australia](#)

Inclusive Sport Creating positive, inclusive experiences for everyone who wants to participate. Grants and Funding Opportunities for individuals and sporting organisations to receive funding through Sport Australia. Physical Literacy Understand the physical, psychological, cognitive and social capabilities that help us live active, healthy and fulfilling lifestyles.

www.sportaus.gov.au

4.5 RC meeting – 30-Aug follow up

Discussion on allowing more decision making by the RC held over.

4.6 RevSport Rego Update

Noted there are 600 paddlers registered to date.

4.7 Action List

Reviewed.

4.8 End-of-Season Awards Dinner – Sat 3-Jun @ Glenelg Golf Club

Agreed to proceed with confirmation of this booking. **Action: Marie (#2506)**

4.9 Race Announcer – revisit if needed

Noted RC had at previous meeting questioned the expense and worthiness of providing this.

5 AusDBF

5.1 Members Q3 Forum

Noted Minutes yet to be received from AusDBF.

5.2 AusDBF Update – John

Nil.

5.3 Members Q2 Minutes – May

Noted.

5.4 AusDBF AGM & GM – Sun 20-Nov

Held over.

5.5 Board induction – process

5.5.1 National Pride Come & Try Month – Pride in Sport Resources

Noted.

5.5.2 Resources – Pronouns

Held over.

5.5.3 Resources - Pride in SportPride in Sport

Noted.

5.5.4 National Pride Come & Try month – training – PBTR LGBTQ Inclusive club

Noted.

5.6 Dracademy Coaching Course

Board members encouraged to familiarise themselves with this correspondence.

Action: Board (#2507)

5.7 AusDBF National Brand Guidelines v4 – September 2022

5.7.1 Business Card

Noted.

5.7.2 Letterhead

Noted.

5.7.3 Logo

Noted.

6 FINANCE

6.1 Reports – 31/8/22

MOTION

THAT the financial reports as at 31 August 2022 be accepted.

Moved: C. Wood and Seconded. MA Holt

CARRIED.

6.2 The Sailing Club – finances 31/8/22

The financial reports were circulated.

6.3 Insurance trolley claim – settlement

Agreed to accept the settlement amount of \$1,550 for the claim for the stolen trolley.

As an aside, noted that the contents of the caravan are not currently insured except for the FinishLynx system. Agreed to undertake a stocktake and present the list to the insurer for a quote before Board will make a decision to take out a policy or not. **Action: Jennifer (#2508)**

7 CORRESPONDENCE

7.1 All Events email – follow up status

Noted.

7.2 Application for Aquatic Activity Licence – DIT pfd exemption

Noted.

7.3 Council – School Holiday Sports Program

Noted.

7.4 Sport SA Sammy D Foundation Offer

Noted.

7.5 Inclusive Volunteering Leadership Program

Noted.

7.6 Invitation: A Vision for the Future of Volunteering in Australia workshop

Noted.

7.7 Free Opportunity to Promote Your Club – Flurieu Peninsula

Noted. To be forwarded to Coorong Dragons. **Action: Chris (#2509)**

7.8 ORS&R – Sport Governance Benchmarking report – meeting request

Noted.

7.9 West Lakes Aquatic Reserve – Plans / send to Clubs

Noted. To be circulated to Clubs. **Action: Marie (#2510)**

7.10 Sports SA AGM – Thu 13-Oct – attendance

Noted Tasha Youngman will represent DBSA at this meeting. **Action: Marie (#2511)**

7.11 Inclusive Volunteering

Noted.

8 CLOSING

8.1 Any Other Business

- Noted enquiry received from AusDBF during the meeting for AusChamps if DBSA would support:
 - Composite crews being formed for 20s racing with 10 from one local Club and 10 from another.
 - Regional teams – if anyone from a regional club can join a regional team.

Consensus was in favour of both options on face value as long as composite crews do not qualify and further clarity provided.

- Noted there are no Covid restrictions in place anymore and Clubs can share food if they wish.
- Request received via Messenger from Tan Bunny Nabil who paddles for Pink Challengers in Kuala Lumpur to have some paddle practice whilst in Adelaide during October and November.

There were no objections to this request as it would promote the association overseas and noted that Dragon Pass would not suit as it is only for 30 days. **Action: Marie (#2512)**

- Women's Sport Academy Survey and Forum correspondence. Noted further details of this initiative would be provided in due course.

8.2 Next meeting

The next Board meeting is set for Wednesday 12 October 2022 at 6pm at The Sailing Club / Zoom.

Meeting close – at 9:20pm.



Signed:

President

Date: 12 October 2022