



DBSA MINUTES BOARD MEETING

Monday 7 November 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), Jennifer Bould (Life Member), Julie Lister (Powerblades), Tracey Gardiner (Subsonix), Tasha Youngman (Powerblades).
- **APOLOGIES**
Norman Voss (ACDC) and Mary-Ann Holt (ASA).
- **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 – 12/10/22

MOTION

That the Minutes of the Board meeting held 12 October be accepted as a true and accurate record.
Moved: C. Wood and Seconded: J. Bould CARRIED.

[Action: Marie \(#2545\)](#)

1.2 Acceptance of Information Only Papers

The following Agenda papers were noted:

- 1.2.1 DBSA extract for AusDBF Annual report
- 6.4 EOI Officials Presenter
- 6.5 AusDBF Members Q3 Minutes
- 8.2 Sport SA response re Volunteer of the Year Award nomination
- 8.3 Volunteering SA/NT _ BBQ& Bitumen draw

2 GOVERNANCE

2.1 Previous Governance meeting Minutes – 19/10/22

MOTION

That the Minutes of the Board meeting held 12October be accepted as a true and accurate record.
Moved: T. Youngman and Seconded: T. Gardiner CARRIED.

[Action: Marie \(#2545\)](#)

2.2 Policies for quick review/adoption

The following policies were ratified:

- 003 – Style Guide
- 012 – Protocol for race day disputes
- 013 – Nomination process for elected DBSA Board Director position
- 047 – Alcohol management

[Action: Marie \(#2546\)](#)

3 PORTFOLIOS

3.1 Secretary

Nil report.

3.2 Safety & Risk

The new register of safety incidents recorded in Safe365 was reviewed. Noted this document would replace the actual incident reports themselves being included in the Agenda papers and made for easy reference. Further detail could be provided as needed.

Noted Julie Lister had followed up with Les Sharp since his earlier incident and all was in order.

3.3 Equipment & Maintenance

Noted all drums and PFDs have been relocated from MFS Training Centre to Aquatic.

Noted ACDC will undertake the maintenance of the four boats at The Sailing Club in preparation for the loan to DBVIC for 2023 National Championships.

The additional trolley recently purchased by DBSA will be collected by Peter Button on Wednesday and taken to the compound at Aquatic Reserve.

Noted Peter Button has not received any contact recently from the Council after several emails and phone calls made to ascertain details of the status of storage options in the redeveloped boatshed and the timeframe of it opening. A separate contact at the Council will be followed up once contact details are provided to him.

Agreed would be a good option to purchase brand new Club lockers for the new boatshed that could be placed centrally in the room to provide two sides and walkways and provide much needed storage options on top.

3.3.1 DBVic – insurance query

Discussions held with the insurer to ensure adequate coverage is in place for the loaning of the boats and equipment to DBVic for AusChamps in 2023. Now have insurance assurance for cover at the event and in transportation.

A project plan will be prepared by Julie Lister for the transfer of this equipment to DBVic and tabled at the next meeting for review. Clubs will be advised of what boats will be available during this period. **Action: Julie (#2578)**

Noted is a priority to place an order with the overseas company for any heads, tails, sweep oars etc needed for this arrangement given upcoming Christmas holiday period and Chinese New Year holidays in China. A stocktake will be undertaken first. **Action: Julie (#2547)**

Noted there are two x 10s boat heads at The Sailing Club which would need to be swapped over. **Action: Julie (#2547)**

3.4 Participation, Marketing & Publicity

Noted it had been agreed at the Governance meeting that Portfolio Leads would each update their own Charter once they had received their updated draft version which would include the agreed upon generic content for the Working Groups. **Action: Marie / Board (#2548)**

Those Charters previously agreed upon would just then be overviewed by the Portfolio Lead.

3.5 High Performance

3.5.1 Juniors

Noted John Holland briefly joined the meeting partway through to provide an update on Juniors and AusDBF activities. Of note:

- Training is scheduled for Juniors at 10am every Saturday at The Sailing Club and Clubs to be advised of this at upcoming Presidents' Forum. **Action: Chris (#2549)**
- An EOI will be circulated seeking Dragonmites paddlers with coaching to be held every three weeks.

3.5.2 Aurora's Come & Try - 6 Nov

Noted there were 49 registrations initially however there were several late withdrawals resulting in only 30 participating which was disappointing. Having a smaller group however was beneficial as they were all keen to be there.

The AusDBF feedback was that the group handled itself well, the Juniors in particular were impressive as well as some of the results.

Photos were taken of the sessions for later uploading to s

3.5.3 State Team coaching positions

Noted withdrawal of acceptance of Senior C Coaching position by Sharon Knights and that there had been no applications received for the Premiers Coaching position by the deadline.

The only coaching positions currently filled were that of Juniors and Senior A & B (combined role).

A snapshot was given of the results received to date from the recent SurveyMonkey sent out seeking feedback about the state team to assist in providing some insight as to why participants were (or not) registering for the team. In addition, Julie Lister provided a snapshot of the number of accredited coaches and those eligible to apply for any of the positions.

Agreed to bring the survey deadline forward to this Friday for the survey noting that there had been no responses in the last week. It was felt keeping it open longer was no longer viable and agreed just to post a new reminder on Facebook and not via email to Clubs.

Action: Marie (#2550)

In the interim with respect to state team training, it was agreed to do squad training up until Christmas with the emphasis being on the squads being selected in January. Training will be on alternate dates with advice to be sent out to Clubs. **Action: Julie (#2551)**

3.5.5 Strategy to be discussed to assist regional Clubs with provision of coaching and governance type opportunities. To include research as to what the regional clubs require, nice to have, must have etc. not for board to determine what we think they need.

Agreed to contact Regional Clubs first for their feedback on what they would like to have happen before preparing any proposal. **Action: Julie (#2552)**

Noted Victor Dragons (Bron) had been in touch with Chris Wood re the possibility of organising a regional training day and had suggested some dates in January. Discussions to potentially combine with a BBQ.

3.6 Social Media

3.6.1 Discussion re FB posts

Importance of having more SA content was highlighted and agreed not to upload any AusDBF posts unless of specific importance as most paddlers follow their page already and the posts were being doubled up at times.

3.6.2 Survey – summary

Noted snapshot of survey given earlier in the meeting with a detailed precis and graphs provided at next meeting. Instagram numerical details discussed with view to present the 3 month quarter period results at the next meeting **Action: Tash (#2553)**

3.7 Officials / Training & Development

Noted the Charter is being revised and an Officials course being scheduled with date to be confirmed.

3.8 Cultural

Nil report.

3.9 Sweeps' Committee

3.9.1 Report

Noted Minutes of meeting held 22 September 2022 were circulated. The following extract was discussed:

“The Sweep Committee Request some guidance from the board. We ask for guidance and a direction as to what action should be taken by us or DBSA regarding Medical Certification/ or other direction for any sweep who has shown instability or dangerous practice, possibly due to medical incident where crew safety MUST be the top priority.”

Invitation to be extended to Pat Doogue to attend December meeting to discuss the above, draft Charter and anything else of note. **Action: Julie (#2564)**

3.9.2 Charter

Agreed to update draft Charter with the same layout and generic content as the others.

Action: Marie (#2555)

3.10 The Sailing Club

Noted Renewal SA funding approval to repair the air conditioner.

3.11 Masters Games Working Group

First meeting held and portfolios allocated. Noted both Jennifer and Tash Youngman had expressed interest in being involved prior to the first meeting which unfortunately did not occur. Both to be invited to the next meeting as part of the working group going forward and to assist portfolios as required. Minutes to be provided. **Action: Chris (#2556)**

3.12 Volunteers

Nil.

4 EVENTS

4.1 Peter Bristow Long Course – feedback

Noted event was successful with a good turnout of teams and pleasing to see regionals involved.

Including the composite teams in the results along with that of the sports crew received favourable feedback. Agreed in future to include composite teams in the prizes and award some bottles of wine and plastic glasses for celebrations on the night. Budget line to be included for \$150 for this event. **Action: Tracey (#2557)**

4.2 Events (schools, corporate)

An update was given on the below activities:

- James Wilton Group (gym) – 30-Oct event postponed due to bad weather until 2023.
- Guides – postponed.
- Pulteney Grammar School – 15 Nov excursion with c23 paddlers.
- LeFevre High – 46 students over several days in November.
- Adelaide Thunderbirds – team building activity is being scheduled.

Noted as part of grant sponsorship arrangement with Charles Sturt Council for the AusChamps that it included agreement to take out 100 of their employees, which would be arranged in 2023.

4.3 Dragonboat Training for World Police & Fire Games participants

The formal request from a Black Sea Dragons member for Board approval for non-DBSA registered paddlers to train with various Clubs was considered. Noted this had been arranged in previous years, on several occasions, and that it would best be managed if they each signed up under DragonPass so they could be fully covered for insurance purposes.

Response to be given to say this was approved as long as accredited Coaches and level 3 sweeps were in each boat and that non DBSA registered paddlers signed up under DragonPass.

Action: Julie (#2558)

5 GENERAL BUSINESS

5.1 Clearances – follow up

Communications received from Subsonix were acknowledged and actions taken by the Board sub-committee and notifications provided back to the Board are supported.

5.2 2022-26 State Sport & Recreation Development Program – Notification

Noted.

5.3 Sport Governance Education and Training – Sport Australia

Agreed Board members to review and undertake any relevant courses and to advise when done to other Board members. **Action: Board (#2559)**

[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. www.sportaus.gov.au

5.4 Meetings – Thu 17-Nov

5.4.1 SGM Agenda

Reviewed.

5.4.2 PF Agenda

Reviewed.

5.5 Annual Memorial Ceremony

The suggestion from ASA to hold an annual memorial ceremony was reviewed. Agreed would best be held on the first race day in January rather than with the Peter Bristow event.

Arrangements to be made accordingly and event placed on RC Agenda. **Action: MA (#2560)**

5.6 Review previous advice out to Clubs re Covid-19 rule “get in, train, get out”.

Noted previous advice was no longer in place however Clubs should be mindful and respectful of others and continue to abide by any SA Health Guidelines and common sense. To be placed on Presidents' Forum Agenda. **Action: Marie (#2561)**

5.7 Action List

Refer to review update under AOB.

5.8 ORS&R Governance Report email

5.8.1 NIF Child Safeguarding Policy

Noted ORS&R had provided an updated a new SA update which is to be forwarded to AusDBF for inclusion in their policy. **Action: Marie (#2562)**

5.8.2 ASC online Director education courses (Risk Management/Overview of Board Member responsibilities (see email): <https://www.sportaus.gov.au/governance/education>

Noted Board members should look to undertake these if considered necessary and to advise other Board members when completed. **Action: Board (#2563)**

<https://www.sportaus.gov.au/governance/education>

6 AusDBF

6.1 AusDBF Update – John

Noted John Holland briefly joined the meeting partway through to provide an update on Juniors and AusDBF activities. Of note:

- Selected few will be reviewing the nominations received to be an Officials presenter with only 3-4 to be chosen and not necessarily in each state. Training will be provided.
- Level 3 coaching – additional requirements for accreditation with the strength and conditioning course being one. If they don't wish to undertake the requirements, they can still re-accredit at the Level 2 level.
- Appreciation extended for the use of DBSA equipment for the AusDBF Auroras training camp held on Sunday at The Sailing Club. Acknowledged head coach was pleased with some of the results and that of the juniors.

6.2 NIF Action Required

1. Formerly adopt all 6 NIF policies.

MOTION

THAT the DBSA Board agrees to adopt all of the National Integrity Framework policies.

Moved: C. Wood and Seconded: T. Youngman.

CARRIED.

2. Confirm once adopted.

Formal advice to be given to AusDBF. **Action: Marie (#2564)**

3. Website – update policies section to reflect the adoption of the NIF and relevant policies.

Noted first need to have a list of the current DSBA policies in this framework that will be impacted and determine what that might be. List to be provided for review at next Governance meeting. **Action: Jennifer (#2565)**

4. Review any independent State policies to ensure that they are consistent with the NIF and the balance of AusDBF's policies (which also apply to and bind States). Any inconsistent policies (or parts of policies) should be amended or annulled accordingly. Please let us know, by return email, if you are unsure in relation to a particular policy.

5. Update to Clubs.
On hold until DSBA policies are in place with advice to be given at Presidents' Forum of this occurring. **Action: Chris (#2566)**
6. Forward email to MPIOs.
Done.

6.3 Roadshows – SA Tue 29-Nov

Noted there are currently 18 registered thus far and reminder to be given at Presidents' Forum.
Action: Chris (#2567)

6.4 EOI Officials Presenter

Tabled as read for information.

6.5 Members Q3 Minutes

Tabled as read for information.

6.6 Pride in Sport – Empowering

Noted Chris Wood has registered thus far.

6.7 National Championships – Promoting 20s racing

Noted feedback given to AusDBF supporting the initiative for composite racing at the next AusChamps with several suggestions put forward.

6.8 AusDBF AGM & GM Papers

Tabled as read for information.

7 FINANCE

7.1 Reports – 31/10/22

MOTION

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

Moved: C. Wood and Seconded: T. Youngman CARRIED.

Noted bank signatories would be updated to include Tash Youngman as an administrator.

7.2 The Sailing Club – finances 31/10/22

Tabled for information.

7.3 Grant – Community Recreation & Sport Facilities Program

Discussion held on what equipment would be best purchased noting that DBSA would have to contribute 50% towards the grant amount received.

New lockers had been suggested as discussed earlier noting they could be placed in the middle as an alleyway and have equipment stored on top of them.

Lifting equipment was the main priority item identified however it was felt that the Council may then look not to cover this cost at all as was currently being put to them as part of the redevelopment. Previous quote had been c\$88k.

The deadline date for grant submission of 8 December was noted this did not leave much time to arrange the various accompanying paperwork required and follow up with third parties. The SmartyGrants application would be reviewed to see what was required to address.

Action: Julie / Chris (#2568)

8 CORRESPONDENCE

8.1 DBSA MPIO

Noted as Mick Cahill was not a registered paddler this season that Julianne Kuhlmann was the only DBSA appointed MPIO. The importance of having two in place with one of either gender was also noted and agreed to bring up at the Presidents' Forum. **Action: Chris (#2569)**

8.2 Sport SA response re Volunteer of the Year Award (VOTYA) for Peter Button

Tabled as read for information.

8.3 Volunteering SA/NT – BBQ & Bitumen draw

Tabled as read for information.

9 CLOSING

9.1 Any Other Business

- Noted John Holland's 2-year term on the AusDBF AusChamps Working Group expires imminently and he was keen to continue. The Board endorsed his re-appointment. **Action: Chris (#2570)**
- Noted Victor Dragons are keen for regional Clubs to come to Adelaide in January and train with the Peishing Boats as they all train on Champion boats. Dates of Sunday 21 or 28 January will be followed up along with Pat Doogue to provide Sweep instructions.

Suggested it could be a regional training day held similarly to the Coaching day run by Vi Duong previously for the state team. To be followed up with them and look to set up a registration process so can sort out number of boats and sweeps required. **Action: Chris (#2571)**

- Governance meeting to be set for Tuesday 6 December to process any outstanding policies and Charters. Important items for agenda to be advised. **Action: Marie (#2572)**

9.2 Action items

The Action list was reviewed. Of note:

- #2517 – Noted Janine Letts (AusDBF) will follow up with Brook Group contact during PanPacs event to discuss DBSA issues with RevSport & FinishLynx working together.
- #2520 – noted newer equipment (drums/sweep oars) are to be moved to back of office container with drums wrapped in bubble wrap to protect them and discourage use. **Action: Julie (#2573)**
- #2539 – noted there are no additional pieces of wood planks yet to place the boats on in the compound.
- #2521 – noted majority of drums need attention as opposed to replacement so program to be set up. **Action: Julie (#2574)**
- #2533 – appreciation to be sent to John Holland for donating tablet for use on race days for timing purposes when caravan is not in place. The timing App will need to be purchased and downloaded for use. **Action: Chris (#2575)**
- #2534 – noted BSD will not pay outstanding insurance issue until the issue of having their boat offloaded is resolved.
- #2500 – agreed to advise at PF that the Ts&Cs will be changed next year around social media and consent for use of images to be acknowledged. The DBNSW Ts&Cs will be included. This is in lieu of sending out an email to Clubs as there is no need to change the current Ts&Cs this late into the system. **Action: Chris (#2576)**
- #2501 – noted AusDBF will put to their Board to see if they will establish a Cultural sub-committee.

9.3 Next meeting

The next Board meeting is set for Tuesday 13 December 2022 at 6pm. **Action: Marie (#2577)**